

Islamiyah Girls High School



Safer Recruitment Policy

Document Control:

This document has been approved for operation for:	Islamiyah Girls High school
Date of last review	September 2023
Date of next review	September 2024
Review Period	1 year
Owner	Islamiyah Girls High School
Approved by:	Governing Body

1. Introduction

- 1.1 This policy has been developed to embed safer recruitment practices and procedures throughout Islamiyah School and to support the creation of a safer culture by reinforcing the safeguarding and well-being of young people in our care. This policy complies with guidance outlined in *Keeping Children Safe in Education 2023* – see *Appendix 1 and Dealing with allegations of abuse against teachers and other staff*.
- 1.2 This policy reinforces the conduct outlined in the Government Office North West ‘*Guidance for Safer Working Practice for Adults who Work with Children and Young People*’ as well as the school’s whistle blowing policy all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents.
- 1.3 This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:
 - attracting the best possible candidates/volunteers to vacancies
 - deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
 - identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people
- 1.4 Islamiyah School is committed to using disciplinary procedures that deal effectively with those adults who fail to comply with Islamiyah School’s safeguarding and child protection procedures and practices.
- 1.5 As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Local Authority Designated Officer within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) has:
 - behaved in a way that has harmed a pupil, or may have harmed a pupil.
 - possibly committed a criminal offense against or related to a pupil.
 - behaved towards a pupil or pupils in a way that indicates he or she would pose a risk of harm if they work regularly or closely with pupils.
 - Conducted an act which is deemed inappropriate and may impact on Islamiyah School’s reputation or confidence in staff’s ability to safely work with pupils.
- 1.6 As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary proceedings, is dismissed because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process.
- 1.7 Islamiyah School will check for updated relevant information about staff every 3 years. De-barring checks will be carried out for all staff, and those involved in management and governors section 128 checks will be carried out every autumn term.

2. Roles and Responsibilities

2.1 The Governing Body of Islamiyah School will:

- ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for

Education guidance and legal requirements – (see Appendix 1 Safer recruitment guidance from KCSIE Sept 2023)

- monitor the school's compliance with them

2.2 The Headteacher will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
- ensure that all appropriate checks have been carried out on staff and volunteers in the school
- monitor any contractors and agencies compliance with this document
- promote the safety and well-being of pupils at every stage of this process

3. Inviting Applications

- All advertisements for posts of regulated activity, paid or unpaid, will include the following statement;

“Islamiyah School is committed to safeguarding its pupils’. All post holders are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced with barred list information check”.

- All applicants will receive a pack containing the following when applying for a post:
 - A statement of the school's commitment to ensuring the safety and well-being of the pupils
 - Job description and person specification
 - The school's Safeguarding Policy
 - The school's Safer Recruitment Policy
 - The selection procedure for the post
 - An application form
- Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms must be returned to the applicant where the deadline for completed forms has not passed.
- Candidates applying form completed on-line will be asked to sign the application form if called for an interview.
- A curriculum vita cannot be accepted in place of a completed application form

4. Shortlisting

- Candidates will be short listed against the person specification for the post.
- Where deemed necessary, a reference will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure.

5. References

- Two references will be sought, one of which must be from the applicant's current/most recent employer.
- At minimum, candidates may be able to commence employment with only one reference (whilst a second reference is being sought) after Risk Assessment completed and risk identified is not high enough and all other checks are clear.
- References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.
- Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.
- Referees will be asked specific questions about the following:
 - The candidate's suitability to work with children and young people
 - Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people
 - The candidate's suitability for the post
- Reference requests will include the following:
 - Applicants current position and salary
 - Sickness record
 - Attendance record
 - Disciplinary record
- All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

6. Invitation to Interview

- Candidates called to interview will receive:
 - A letter confirming the interview and details of the selection techniques
 - Details of the interview day including details of the panel members
 - Further copy of the person specification
 - Details of any tasks to be undertaken as part of the interview process
 - The opportunity to discuss the process prior to the interview

7. The Selection Process

- Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.
- Interviews will always be face-to-face.
- Candidates will be required to:
 - Explain any gaps in employment
 - Explain satisfactorily any anomalies or discrepancies in the information available to the panel
 - Declare any information that is likely to appear on the DBS disclosure
 - Demonstrate their ability to safeguard and protect the welfare of children and young people.

8. Prevention of Radicalisation

The definition of Radicalisation covers;

“vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas”.

At Islamiyah school, we take our responsibility to protect our pupils from extremist views seriously. To assist our pupils, we;

- When appointing new staff as well as our normal safeguarding policy, we will actively consider any links with extremist organisations.
- When engaging an outside speaker, we will make enquiries to ensure that the views expressed are in keeping with being a British Muslim.
- When pupils are in the ICT suite, we will carefully monitor the sites that pupils can access using the necessary blocking software and monitoring by vigilant staff me
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9. Partisan political views

This policy statement of Islamiyah School emphasizes the importance of maintaining a neutral and balanced approach when discussing political issues with pupils. Islamiyah School is committed to ensuring that teachers do not promote any partisan political views while teaching any subject.

Islamiyah School also takes steps to provide a balanced presentation of opposing views when political issues are brought to the attention of pupils. This applies to situations where pupils attend the school, participating in extracurricular activities organised by the school, or when promotional material is distributed about activities happening within or outside the school.

By implementing this policy, Islamiyah School aims to create an inclusive and unbiased learning environment where pupils can critically analyze different perspectives and form their own opinions about political issues.

10. During the interview

During the interview process, we will inquire whether the candidate holds any partisan political views. It is important to note that our school's recruitment policy and contract explicitly state that teachers should not promote partisan political views in any subject. Any violation of this policy would result in the termination of the contract.

Additionally, the candidate's employment will be subject to the satisfactory completion of all necessary checks and procedures. This includes a risk assessment, especially if the candidate is starting work before a new DBS certificate has been received or if any other information is outstanding. If the risk assessment indicates medium or low risk and it is essential for the school's continuity, a de-barring clearance will be obtained prior to the commencement of employment. Furthermore, the candidate must be supervised at all times.

11. Induction

- All staff and volunteers who are new to the school will receive information on the school's safeguarding policy and procedures and guidance on safe working practices as part of either induction training
- All successful candidates will undergo a period of monitoring and will:
 - Meet regularly with their induction tutor
 - Meet regularly with their line manager
 - Attend any appropriate training

12. Supply Staff

- Islamiyah School will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially.
- Islamiyah School will carry out identity checks when the individual arrives at school.

13. Peripatetic Staff

- **Islamiyah School** will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff

14. Cleaning Staff

- Cleaning staff will be subject to a trial period before employment commence

Approved by:

Date: Mrs. Yaasmin Mubarak
Headteacher
September, 2023

Mubarak Patel
Chair of Governing Body
September, 20

APPENDIX 1-(KCSIE Sept 2023)

Part three: Safer recruitment

Recruitment, selection and pre-employment vetting

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Starting work prior to DBS Certificate being seen or another outstanding important information

This risk assessment should be completed when considering whether to allow a new member of staff to start work before a new DBS certificate has been seen by the school or if any other important information is outstanding

Name of Person

Role.....

Interview Date

Proposed Start Date..... DBS Check application date.....

[The person must not start without an application being made]

Details of outstanding information Is the

person in 'Regulated' Activity? Yes No

Reason for starting without seeing a new DBS Check or other outstanding information

- Continuity of the school's provision to pupils

Other (please state).....

Known Information

Have following checks been satisfactorily completed? * A maximum of ONE check may be outstanding.

- Identity check (photographic) [Essential]
- DBS (seen and checked) [Essential]
- Verification of current address [Essential]
- Barred list check (if legally appropriate) [Essential]
- Prohibition check (for teachers) [Essential]
- Overseas checks (where relevant)
- Right to Work in the UK [Essential]
- Confirmation of qualifications [Essential]
- Two references [Essential]

Any other information (please state).....

Previous DBS Certificate

If the person has a previous DBS, on what date was it issued? When

was the person's last day at work in their previous school or college?

.....

If the person's proposed start date and their last day at their previous school or college are less than three months apart, then a new Enhanced DBS check is not required in law, although most schools will instigate a new one. Therefore, given that there is sufficient other information, the person could be assessed to be of low risk.

Decision

- High Risk** – Person **should not** be allowed to start without a new Enhanced DBS, as there has been a break in service of more than three months (or they do not have an Enhanced DBS certificate) and/or there is insufficient information about the person in the 'Known Information' list above.
- Medium Risk** – Person may start work and although there is sufficient other information listed above, because there is a gap in service of three months or more (or they do not have an Enhanced DBS certificate)/ or other important information is outstanding, the person must be supervised* at all times and **should not** undertake 1:1 work, personal care activities or residential visits. (* The unchecked person must always be 'within sight and hearing' of a person with an Enhanced DBS check).
- Low Risk** – Person may start work, without additional supervision, as they already hold an Enhanced DBS check and there is no break in service of three months or more and all other checks have been satisfactorily completed.