

Recruitment and Child Protection Guidance

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RECRUITMENT PROCESS AND APPLICATION EXPLANATORY NOTES

1.0 APPLICATION FORM

- Applications will only be accepted from candidates completing the enclosed Application Form in full. CV's will not be accepted in substitution for completed Application Forms in the absence of good reason.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for the post.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- Where appropriate the successful applicant will be required to complete a Disclosure from the Criminal Records Bureau at the appropriate level for the post.
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may where appropriate answer not applicable if your duties have not brought you into contact with children or young persons.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.

2.0 INVITATION TO INTERVIEW

- If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.

In addition the following documents are required:

1. Original certificates of qualifications relevant to the role for which you are applying. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

2. Evidence of an original photographic document:

One from this group known as Group 1:

- Valid Passport (any nationality)
- UK driving licence photocard type
- Citizenship Card

3. Evidence of proof of current address:

One from this group known as Group 2:

- Recent utility bill (e.g. Electricity, Gas, Water, Telephone must be less than 3 months old)
- Valid Vehicle Registration Document
- Council tax Statement (issued within the last 12 months)
- Recent bank/ mortgage/ insurance statement (issued within the last 3 months)
- Mortgage Statement (issued within 12 months)
- Valid TV Licence (issued within the past 12 months)
- Valid Insurance Certificate (issued within 12 months)
- Financial Statement (pension, endowment, ISA etc.) (issued within 12 months)
- Court Summons (issued within 12 months)
- Credit Card Statement (issued within 3 months)
- Store Card Statement (issued within 3 months)
- Addressed Payslip (issued within 3 months)

4. Evidence of right to work in the UK:

One from this group known as Group 3:

- Valid UK Passport or a Valid Passport (any nationality) with evidence of right to work in the UK
- Valid work permit

5. Documentary evidence to support the Enhanced CRB application:

One from this group known as Group 4:

- Valid Passport (any nationality)

- UK driving licence if photocard type, please bring both your card AND the green counterpart

AND two from this group know as Group 5:

- Recent utility bill (e.g. Electricity, Gas, Water, Telephone must be less than 3 months old)
- Council tax Statement (issued within the last 12 months)
- Recent bank/ mortgage/ insurance statement (issued within the last 3 months)
- Valid Vehicle Registration Document
- Mortgage Statement (issued within 12 months)
- Valid TV Licence (issued within the past 12 months)
- Valid Insurance Certificate (issued within 12 months)
- Financial Statement (pension, endowment, ISA etc.) (issued within 12 months)
- Court Summons (issued within 12 months)
- Credit Card Statement (issued within 3 months)
- Store Card Statement (issued within 3 months)

If you have any difficulty providing current documentation as listed above, please contact Lisa King, HR Administrator on 01730 711566.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon

1. a satisfactory medical report following a medical examination by either the School's Doctor or your own Doctor at the School's expense (please note if using your own Doctor the school will only reimburse costs up to a maximum amount of £65;
2. receipt of at least two satisfactory references from your two most recent employers (if these have not already been received)
3. verification of identity and original qualifications certificates
4. Proof of Right to work in the UK (ie valid British passport/work visa)
5. a check at DfES List 99-Barred List and the POCA List as appropriate
6. a satisfactory enhanced CRB Disclosure report following checks with the Criminal Records Bureau

7. verification of professional status such as GTC registration, QTS Status (where required), NPQH, EYFS Level 3, EYFS Level 2
8. (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
9. where the successful candidate has worked or been resident overseas in the previously, such checks and confirmations as the school may require in accordance with statutory guidance.
10. verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
11. satisfactory completion of the probationary period

3.0 WARNING

Where a candidate is:

- found to be on DfES List 99 or the Protection of Children Act List, or the CRB disclosure shows s/he has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his application; or
- the subject of serious expressions of concern as to his/her suitability to work with children

the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

4.0 POLICY STATEMENT

The safety and well being of all our pupils at Bedales School is our highest priority. Our business is to know everyone as an individual and to provide a secure and caring environment, so that every pupil can learn in safety. We expect respect, good manners and fair play to be shown by everyone so that every pupil can develop his/her full potential and feel positive about him/herself as an individual. All pupils should care for and support each other.

4.1 WHAT IS CHILD ABUSE?

The NSPCC defines child abuse as:

“Child abuse is the term used when an adult harms a child or a young person under the age of 18.....Child abuse can take four forms, all of which can cause long term damage to a child: physical abuse, emotional abuse, neglect and child sexual abuse. Bullying and domestic violence are also forms of child abuse.

“A child may be experiencing abuse if he or she is:

- Frequently dirty, hungry or inadequately dressed
- Left in unsafe situations, or without medical attention
- Constantly “put down,” insulted, sworn at or humiliated
- Seems afraid of parents or carers
- Severely bruised or injured
- Displays sexual behaviour which doesn't seem appropriate for their age
- Growing up in a home where there is domestic violence
- Living with parents or carers involved in serious drug or alcohol abuse

“Remember, this list does not cover every child abuse possibility. You may have seen other things in the child's behaviour or circumstances that worry you.

“Abuse is always wrong and it is never the young person's fault.”

4.2 SYMPTOMS

The NSPCC lists some of the signs and behaviours which may indicate that a child is being abused:

- repeated minor injuries
- children who are dirty, smelly, poorly clothed or who appear underfed
- children who have lingering illnesses which are not attended to, deterioration in school work, or significant changes in behaviour, aggressive behaviour, severe tantrums
- an air of 'detachment' or 'don't care' attitude
- overly compliant behaviour
- a 'watchful attitude'
- sexually explicit behaviour (e.g. playing games and showing awareness which is inappropriate for the child's age), continual open masturbation, aggressive and inappropriate sex play
- a child who is reluctant to go home, or is kept away from school for no apparent reason
- does not trust adults, particularly those who are close
- 'tummy pains' with no medical reason
- eating problems, including over-eating, loss of appetite
- disturbed sleep, nightmares, bed wetting
- running away from home, suicide attempts
- self inflicted wounds
- reverting to younger behaviour
- depression, withdrawal
- relationships between child and adults which are secretive and exclude others
- pregnancy

These signs are not evidence themselves; but may be a warning, particularly if a child exhibits several of them or a pattern emerges. It is important to remember that there may be other explanations for a child showing such signs. Abuse is not easy to diagnose, even for experts.

4.3 TRANSPARENCY

Bedales School prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting the School; we hope that parents and guardians will always feel able to take up any issues or worries that they may have with the School. We will never ignore an allegation of child abuse and will always investigate any concerns thoroughly. Open communications are essential.

4.4 SAFER EMPLOYMENT PRACTICES

Bedales School follows the Government's recommendations for the safer recruitment and employment of staff who work with children. All members of the teaching and non-teaching staff at the school, including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches, are checked with the Criminal Records Bureau before starting work. All Governors, volunteer helpers, contractors working regularly during term-time and adult members of the families of members of staff who live on site are also vetted. Our policies are reviewed by Governors annually.

4.5 RAISING AWARENESS

Seona Ford is the Liaison Governor for Child Protection issues. The Governors formally consider child protection issues once a year, with day to day issues being delegated to its Curriculum and Pastoral Sub-Committee, which both the Head and the Child Protection Officer attend. That Committee is responsible for:

- *Reviewing the procedures for and the efficiency with which the child protection duties have been discharged.*
- *Ensuring that any deficiencies or weaknesses in child protection arrangements are remedied without delay.*
- *Approving amendments to child protection arrangements in the light of changing Regulations or recommended best practice.*

4.6 CHILD PROTECTION OFFICER

Dominic Oliver, Managing Head of the Senior School is our Child Protection Officer. He has been fully trained for the demands of this role in child protection and inter-Agency working. He regularly attends courses with other child support agencies to ensure that he remains conversant with best practice. He undergoes refresher training every two years. He maintains close links with the Local Safeguarding Children Board (LSCB) for Hampshire and reports at least once a year to the Governors' Curriculum and Pastoral Sub-Committee on the child protection issues outlined above.

The School's records on child protection are kept locked in the CPO's office, and are separated from routine pupil records. Access is restricted to the CPO and the Head.

4.7 INDUCTION AND TRAINING

Every new member of staff, including part-timers, temporary, visiting and contract staff working in school, receives basic training on their responsibilities in being alert to the signs of abuse and bullying and on the procedures for recording and referring any concerns to the Child Protection Officer or the Head. Child protection training is also given to new Governors and volunteers. Everyone attends refresher training at least every three years. Training in child protection is an important part of the induction process.

4.8 INTERACTION WITH PUPILS: MODEL CODE OF CONDUCT FOR STAFF

New members of staff, Governors and volunteers are given copies of the school's policy on Interaction with Pupils: Model Code of Conduct for Staff. Discussion of the procedures set out in that document forms a vital part of our induction procedures. The model code of conduct provides guidance for teachers and other members of staff when faced with handling any issue relating to child abuse. It is not intended to be a substitute for proper training. Our designated Child Protection Officer, who has received specialist training in this topic, should always be informed if a member of staff has any concerns.

The code is placed on the agenda of a staff meeting once a year, so that it can be reviewed and updated by the staff themselves, before being sent to Governors for approval.

4.9 RAISING AWARENESS WITH PUPILS

Bedales School prides itself on its culture of open and effective communication between staff and pupils, and on its excellent pastoral support structures. We prepare all of our pupils to make reasoned, informed choices, judgments and decisions. Time is allocated in PSHE for discussion of child abuse and in developing in pupils the confidence which they require to recognise abuse and to stay safe.

All pupils know that there are adults to whom they can turn to if they are worried, including the School Counsellor and the Medical Staff. In particular:

- All pupils have access to a telephone helpline, enabling them to call for support in private.
- Every child has a homework diary which contains guidance on where to turn for advice, including confidential help lines and web addresses for external specialists such as ChildLine, Kidscape, Get Connected and the Samaritans.
- Our Medical Centre displays advice on where pupils can seek help.
- We operate a peer counselling scheme, whereby trained older pupils are encouraged to offer advice and support to younger pupils.
- We provide leadership training to our senior pupils which specifically covers the importance of offering support and assistance to younger and to vulnerable pupils.

- Our Policy for Pupils on Confidentiality, which deals with the issue in more depth, was prepared by the whole community, including our pupils.

4.10 PROMOTION OF WELFARE

The ethos of Bedales School is to promote social and moral well-being, to teach pupils to take care of and to value themselves, and to think in terms of making a positive contribution to society as adults. We see this as making an important contribution towards the development of the whole person, who grows up to value society and to expect to make a personal contribution towards the general.

4.11 EQUAL TREATMENT

Bedales School is committed to equal treatment for all, regardless of an individual's race, ethnicity, religion, sexual orientation or social background.

We aim to create a friendly, caring and perceptive environment in which every individual is valued. We endeavour to contribute positively towards the growing autonomy, self-esteem and safety of each student.

4.12 BULLYING

Bullying, harassment and victimisation and discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school. Any kind of bullying is unacceptable.

4.13 SOCIAL SERVICES CONTACT DETAILS

Children's Services

Children's services for Hampshire may be contacted directly on the Professional Line: 01329 225379.

Out of hours, call Hampshire Social Services Direct on 0845 600 4555 (Emergencies). Fax number is 01252 327755.

Local Safeguarding Children Board

We fall under the stewardship of Hampshire LCSB. The designated officer for Schools and Education is Lyn Clarke, who acts as Child Protection co-ordinator for the area and is based at the Alton/Aldershot Office (01252 796418).

'What if' advice can be sought through this channel.

Checked and updated by the Bedales CPO 17th January 2011

4.14 CHILD PROTECTION STATEMENT

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school h/she must report any concerns to the school's child protection officer or to the Headmaster/Headmistress (if different).