



READING SCHOOL

SAFEGUARDING STAFF RECRUITMENT POLICY

The Headmaster and Governors of Reading School are aware of their responsibility for appointing appropriate teaching and support staff, ensuring that all staff have the health and qualifications for the post and are proper and fit persons to be in charge of children and young people.

Reading School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff and adheres to the guidelines outlined in the DfE 'Safeguarding children and safer recruitment in education' and the school's Child Protection Policy.

We believe that all pupils, regardless of age, gender, special educational needs or disability, racial/cultural heritage, religious belief and sexual orientation have the right to protection from all types of harm and abuse. This policy will operate in conjunction with other related policies and procedures, such as whole school policies on Bullying and Equal Opportunities.

Our approach to child protection is based on, and reflects the current principles recognised in UK legislation, including those around maintaining confidentiality and reporting concerns about pupils likely to suffer significant harm to the child protection agencies.

We encourage the students in our care to raise any concerns that they might have and ensure that these are taken seriously.

We are committed to working in partnership with parents; child protection agencies and diverse communities, to continuously develop and improve the Safeguarding Culture within our school.

Our robust approach to safeguarding and promoting the welfare of our pupils aims to help keep pupils safe and importantly equip them to tackle the challenges and opportunities of daily life with renewed confidence and vigour.

Individuals who have lived or worked outside the UK

Section 114 of the Keeping Children Safe in Education states that individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges. In addition, schools and colleges must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered.

At Reading School, we seek to ensure that Overseas Criminal Checks are completed on all new starters who have worked or lived overseas for 12 months or more (whether continuous or in total) in the 10 years prior to appointment since the age of 18.

Pre-Employment Checks

All teaching and support staff are subject to the following pre-employment checks:

- Identity Check
- Enhanced DBS Clearance
- Overseas Criminal Records check (when applicable as outlined above)
- Qualifications Check (all Teachers, whether unqualified or qualified and any role that requires formal professional qualifications, e.g. finance roles).
- References: Ideally two professional references, but character references will be considered when necessary. References are requested prior to interview where possible.
- Social Media checks: Social media checks will be completed for shortlisted candidates normally prior to interview. Where this is not possible, the check will be completed before a formal offer is made. This is in accordance with DfE guidance which suggests that schools should consider online searches as part of their due diligence checks. The purpose of these checks is to identify any information posted or engaged with by the candidate which might be deemed inappropriate (language and behavior) or discriminatory. This information would not exclude an individual from being employed, but will be used as part of the whole process for considering a candidate's suitability for employment. The school would only explore anything that is publicly available online which may be worth testing at interview or post-interview.
- Occupational Health New Entrants Questionnaire
- Safeguarding Training Module via our online learning platform
- Details checked on the DfE's Teacher Regulation Agency system for the following:
 - Prohibition Check (Qualified Teachers only)
 - Teachers who have failed induction or probation
 - General Teaching Council for England (GTCE) sanctions
 - Teachers and others prohibited from the profession
 - Section 128 barring directions

Approved by:

Governing Body, 21st March 2022

Date of next review:

January 2024