



Quwwat Education Centre, Peel Hall Street, Preston, PR1 6QQ

# Safer Recruitment Policy

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**Notes:** *This policy was reviewed by the management and staff in March 2016.*

**Signed on behalf of:** Madrasah Quwwatul Islam

**Name of Signatory:** Moulana Khalid Ibrahim

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## **1. Policy Statement and Principles**

This policy draws upon good practice within the Lancashire County Council's Local Safeguarding Children Board (LSCB) procedures commensurate with the guidance document 'Working Together to Safeguard Children'. It applies to all teaching, non-teaching and volunteer members of staff.

Madrasah shares the objective to help keep children and young people safe by contributing to providing a safe environment for children and young people to learn in educational settings and identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of ensuring that they are kept safe both at home and in the Madrasah,

This policy outlines the safer recruitment procedures and safe working practices that all staff should follow.

## **2. Responsibilities**

The trustees of Madrasah have overall responsibility for ensuring that Madrasah has effective policies and procedures in place in accordance with guidance 'Safeguarding Children and Safer Recruitment in Education' and for monitoring the Madrasah's compliance with them. In particular, trustees will ensure that:

- Madrasah has a Safeguarding (child protection) Policy in place that is in accordance with guidance and that the policy is made available to parents on request.
- Madrasah operates safe recruitment practice and ensures that all appropriate checks are carried out on staff and volunteers;
- Madrasah has procedures for dealing of allegations of abuse against members of staff and volunteers that comply with guidance;
- A senior leader has lead responsibility for child protection, providing advice and guidance to all staff and working with agencies.
- Training is provided to the designated lead on child protection in inter-agency working that is provided by the Local Safeguarding Children's Board, and that this training should be refreshed every two years;
- One member of the senior leadership of Madrasah receives safe recruitment training and that this person is involved in all appointments.

## **3. Recruitment and Selection**

Madrasah is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers at Madrasah to share this commitment. In accordance with Safer Recruitment in Education guidelines', the following will ensure that a suitable appointment is made:

- The recruitment and selection of a suitable applicant shall involve a member of senior leadership at Madrasah who has successfully completed the safer recruitment training course.
- At least 2 members from the senior leadership team will sit on an interview panel.
- Madrasah will ensure that advertisements for posts make prospective applicants aware of Madrasah's commitment to safeguarding and the requirement for an enhanced DBS disclosure.
- Applications for vacancies must be made using an application form and curriculum vitas are not acceptable as they may omit details that are relevant. The application form will require personal details of the applicant, a statement of qualifications, a full history of education and employment, a declaration of any family or relationship to existing employees and the names and contact details of two referees, one of whom must be a present employer.
- The application form must clarify that the position will be subject to an enhanced criminal records' bureau check (DBS) and require the applicant to sign a statement confirming criminal history.

- A job description for all positions must be provided prior to appointment to identify the main duties and responsibilities of the post and the individual's responsibility for promoting and safeguarding the welfare of children and young people.
- The application form will be scrutinised thoroughly to ensure that there are no discrepancies, gaps in employment and incomplete sections. All gaps in employment must be explained and verified, and any sections that are incomplete must be addressed, prior to selection for interview.
- The applicant should be required to bring identification documents related to DBS disclosure applications to the interview. The applicant should also be required to submit originals of certificates of qualifications and a copy of these should be retained along with the application form, reference and DBS disclosure once obtained.
- A record of the interview will be kept and each candidate will be asked at least one question designed to determine their approach and perspective towards safeguarding.
- Any appointment will be made, subject to satisfactory references, an enhanced DBS Disclosure and checking of qualifications, right to work in the UK and proof of identity.
- Written references will be required for all successful candidates prior to confirming appointment. The reference must be sought and obtained directly from the referee. The reference must be completed using a pro forma devised by Madrasah.
- A satisfactory reference will be sought from the present or previous employer and require the referee to confirm that the applicant is suitable to work with children.
- The reference should also be checked for its veracity and such checks should be recorded.

#### **4. Recruitment and Vetting Checks**

Madrasah will ensure that full recruitment and vetting checks are undertaken on all new appointments. Madrasah recognises that recruitment and vetting checks are essential in ensuring that children and young people are safeguarded and the risk of harm from those who are in contact with them is minimised. In accordance with guidance 'Safeguarding Children and Safer Recruitment in Education', the following will ensure that safe checks are undertaken:

- Identity checks will be undertaken that require photographic evidence such as the submission of a passport or driving licence as well as proof of address before appointment.
- Checks will be made to confirm qualifications that are relevant to the position or referred to in the application form.
- Checks will be made to ensure that the person has the right to work in the United Kingdom; this will primarily involve the submission of a National Insurance number and card.
- An enhanced DBS disclosure will be sought for all new appointments regardless of nature of role at the Madrasah; List 99 checks must also be undertaken, though these form part of the enhanced DBS disclosure.
- A satisfactory outcome to identity, qualifications and right to work vetting must be undertaken prior to appointment; the enhanced DBS disclosure with List 99 check must be undertaken prior to starting the position.
- Where appropriate all new applicants will be registered with DBS update service online.
- Madrasah will maintain a central record of recruitment and vetting checks that includes all staff and volunteers employed at the Madrasah as well as individuals with regular contact with children and young people at Madrasah. The central record will indicate whether checks relating to identity, qualification, right to work, DBS and List 99 have been undertaken.
- All information on the central record, and the documents that provide evidence for it, will be kept confidential with access restricted to the head teacher only.

## **5. Single Central Register**

A central register of staff details and recruitment checks will be maintained. This will record:

- Staff Name, date of birth and post title.
- Evidence of checking of identity and address.
- Evidence of checking of qualifications.
- Evidence of right to work in the UK.
- Date and number of an enhanced DBS Disclosure.
- Evidence of an Overseas Check (if required).
- Prohibition Orders check against teachers and managers
- Evidence of receipt of satisfactory references.

## **6. Induction**

The purpose of induction for all staff and volunteers newly appointed at Madrasah is to provide training and information on policies and procedures of the Madrasah; support individuals to deliver the role for which they have been appointed; confirm expectations for professional conduct in the Madrasah; and allow new members of staff and volunteers to raise concerns.

In particular, Madrasah will ensure that each new member of staff receives induction in line with its induction policy. This will involve the new member of staff or volunteer receiving copies of key policies relating to child protection, anti-bullying and sanctions and rewards.

The induction must commence prior to the starting date and be reviewed a fortnight and a month after starting to ensure that all issues are addressed.