**The**

**Lloyd Williamson**

**Schools**

**Recruitment**

**Policy**

**2020-2021**

**Ethos of school:**

We are committed to safeguarding and promoting the welfare of children and young people under our care. This commitment is embedded in all we do and is at the core of our recruitment process.

**Diversity & Equality:**

Lloyd Williamson Schools are committed to Equality and Diversity. When selecting candidates and offering positions this will be made on the best candidate for the job in terms of the best fit regarding ability and qualifications.

No applicant will be discriminated against in respect of the protected characteristics of individuals.

**Advertising:**

All advertisements will contain a statement of our commitment to safeguarding our children and students.

Adverts will also include...

a. Job title

b. Denote whether it is a permanent or temporary position.

c. State that all safeguarding checks will be carried out.

d. The salary

e. Hours of work

f. Holiday allowance

**Applications:**

Applicants may initially forward their cv but we insist that all shortlisted candidates complete the school's job application form.

This will include...

a. A section that allows us to fully identify the individual concerned

b. A full employment history (reasons for gaps, if any, must be explained)

c. Qualifications obtained with dates and awarding bodies

d. A separate self - declaration of convictions and cautions and a signed statement that they are not barred from working with any vulnerable groups

e. The names and contact details of at least two referees and a statement that referees will be asked whether there were any safeguarding concerns regarding the applicant

In line with GDPR all documentation relating to applicants will be treated with confidentiality.

The shortlisted candidates will receive an information pack which will include...

a. The job description

b. The application form

c. The declaration of convictions and cautions

d. Our Safeguarding Policy

e. Our Equality and Diversity Policy

Once a candidate has been shortlisted and before a job offer is made we will...

a. Follow up references. We will always contact the previous employer. Where a candidate is not currently employed verification of their most recent employment and reasons for leaving must be obtained from former employer. All references will request information as to whether the candidate is suitable to work with children and young people.

A request for a reference will also include ...

i. Basic information about the applicant including dates of employment and current role.

ii. Skills and abilities, including strengths and weaknesses relating to the role they have applied for

iii. Information about any disciplinary action or allegations

iv. Whether there have been any safeguarding concerns about the applicant

We do not rely on open references or testimonials.

We will check that the referee is bona fide - a reference must contain the referee's name, job title and a landline number. If an electronic reference is received we will ensure they are from

a legitimate source.

b. Check the identity and status of the applicant...

The applicant will need to show original documentation...

i. photographic evidence (with address details) to prove they are who they say they are - we will take a photocopy of the original and sign and date the copy.

ii. Documentation that proves they are eligible to work in the UK

iii. Originals of their qualification certificates that also show awarding bodies

iv. A completed disclosure of criminal convictions forms

**The Interview**

During the interview we will ask questions that may highlight potential concerns e.g. a candidate may:

i. Demonstrate a lack of understanding of children's or young people's needs or capabilities

ii. Have little or no knowledge about children's developmental stages

iii. Fail to satisfy us about any gaps or inconsistencies on their application form

iv. Use inappropriate language when talking to or about children and young people

v. Be unclear, imprecise or ambiguous when talking about their past experience

vi. Want the role to meet their own needs rather than the needs of children and young people

vii. Show a lack of understanding about the role itself

viii. Imply that safeguarding is a procedural necessity (a tick box exercise) rather than demonstrates a personal commitment to the safety of children and young people

ix. Make comments that infer an unfair discrimination towards one group of children and young people

x. Show a lack of ability to differentiate for, or work with, children with SEN.

**Selection**

ALL candidates will work with the group who will be their colleagues for at least an hour. They will be directly supervised at all times and never left alone with a child or young person. The views of all staff who meet the candidate will be taken in to consideration. During this time or during the lesson given we will be looking at ..

1. Professional competency

2. Ability to interact with children including those with SEND

3. Positive interactions with the children

4. The candidate asking questions about the job, school and children. We will reject candidates who only ask during the practical part of the interview about absence, holidays and sickness etc

5. Awareness of children who do not understand what is being asked of them, children needing support etc

6. Their ability to tackle children positively who show EBD or low level disruption

7. Ability to adapt their teaching to suit all abilities

Our final decision will be based on...

1. The person's qualifications, skills and competencies

2. Successful 'practical' part of the interview

3. Experience, personal qualities and attributes

4. Interview notes

5. Views of all staff who have met with the candidate

6. Clear DBS and all checks including checks from work abroad as necessary

7. A clear Prohibition check for all staff with QTS

Once candidate has started at the job we will continue to monitor and review.

We are aware that checks are only a snapshot in time hence a new DBS is requested for all new staff whether they have an existing one or not.

New staff's details will be entered on to our SCR (Single Central Record)...

This will include ...

1. An identity check

2. A barred list check

3. An enhanced DBS check number

4. A Prohibition from Teaching check

5. A professional qualification check

6. A check to establish the person's right to work in the UK

7. Further checks on people who have lived or worked outside the UK

8. Confirmation that they have read KCSIE

9. Confirmation that they have successfully passed basic safeguarding etc courses

10. Medical checks e.g. Fitness to work

11. References checks

12. Risk Assessment check if applicable ( e.g. if 2 references are unavailable)

13.Section 128 check for senior management team.

PLEASE NOTE - all volunteers will have all checks made - the same as paid staff.

Prior to starting the role or on the one or two days prior to working with the children staff must...

1.Read KCSIE and pass quiz on it successfully.

2. Complete the following courses

i. Safeguarding young people

ii. The Prevent duty

iii. Equality and Diversity

iv.  GDPR

v. Child protection in Education

3. Complete their induction including safeguarding and whistleblowing expectations and procedures. New staff which have children at the school must also complete an additional induction which includes professional conduct regarding the child as a student at the school.

**Supervision**

Once the candidate has started at the school there will be supervision and further training relating to performance and safeguarding. This will include

1. An end of probation review

2. An annual review which includes a discussion of use of social media, changes since last DBS etc.

3. In normal circumstances a new DBS will be requested at least every three years but this will be sooner if we have any cause for concern or if staff member has been absent from work for a significant period of time.

4. Training and retraining as necessary

5. Regular Safeguarding training and quizzes etc.

6. Continues CPD

7. A staff career ' wish list' annually.

8. Updates on regulations , including changes to school policies

**Updated March 2020**

**Lucy Meyer Aaron Williams**

***Proprietor and Co-Principal Co-Principal***