

THE POCKLINGTON SCHOOL FOUNDATION SAFE RECRUITMENT POLICY

The Board of Governors and all staff are committed to providing a safe and secure environment for our pupils - preventing those who might wish to harm or abuse them from entering the workforce is paramount priority.

No-one may begin their paid, contracted or voluntary work for the Foundation without the authority of the Bursar.

INTRODUCTION

1. The Foundation is very careful to follow the government recommendations on gathering information, screening and carrying out checks on all new recruits. Thereafter all staff are committed to remaining vigilant and maintaining the highest standards of child protection in the schools and amongst colleagues. All of our staff and Governors, and many of our volunteers are engaged in Regulated Activity - *Regulated Activity* is that which a barred person must not do¹.

SAFE RECRUITING RESPONSIBILITIES

2. The **Board of Governors** has the ultimate responsibility for child protection and our safeguarding arrangements, and the Child Protection Policy for the Foundation is debated, reviewed and agreed by the Board each year. The **Headmaster** has overall responsibility for child protection in practice and therefore the safe recruitment of new staff for both schools. He is responsible to the Board of Governors for ensuring compliance with this policy. Additionally, only he can authorise the engagement of volunteers.

3. The following individuals have specific responsibilities for safe recruiting:

- **An annual review of all the Foundation's safeguarding policies and procedures is undertaken by the Board. Swift remediation of any deficiencies will be undertaken.** (*Definitive responsibilities are contained in the Safeguarding Suite of Policies.*)
- **One Governor** has special responsibility for safeguarding children and conducts an annual review that includes safe recruitment. **A report is then presented and discussed in detail at the Pastoral and Safeguarding Children Oversight Committee** (which oversees all safeguarding, child protection, safe recruitment, pastoral and boarding matters and the development of policy) **and at the Board of Governors meeting each year, normally in March.** The Safeguarding Policy is also agreed at this meeting.
- **This Governor also samples the personnel files of new staff and the entry on the Staff Central Register.**
- **The Bursar** has responsibility for ensuring the thorough application of safe recruitment procedures to every search for a new employee or volunteer and has responsibility for the Staff Central Register. He has **sole** authority to permit any new employee, contractor or volunteer to commence work at the Foundation. As Clerk to the Governors he also processes all new appointments to the Board.

¹ Regulated activity includes all paid or unsupervised unpaid activity in relation to children if: carried out in a school; frequently (once a week or more often, or on 3 or more days in a 30-day period) by the same person, engaged in work, paid or unpaid, for or in connection with the purposes of the school, paid or voluntarily; and it gives the person the opportunity, in their work, to have contact with children. Some activity is always regulated activity due its nature: overnight and/or residential care; intimate or personal care, and; health care. Supervision on a regular basis of a person providing the above regulated activity is also a regulated activity.

- **The Professional Development Director or Curriculum Director** takes the Foundation management lead on all appointments to and within the teaching and academic support staff of Pocklington School, including supply teachers, volunteers and sports coaches, supported by the HR Department.
- **The Head of Pocklington Prep School** takes the Foundation management lead on all appointments to and within the teaching and academic support staff of the Prep School, including supply teachers, PGCE students and volunteers, supported by the HR Department.
- **The Head of HR**
 - has oversight of the administrative support to all appointments including advertisements, preparing for selection boards, calling for references and preparing letters of appointment. She ensures there is an entry in the Staff Central Register and that evidence for pre-employment checks for all new staff are chased. This work is primarily undertaken directly by the **HR Advisor** on a day-to-day basis, who is also responsible for ensuring the entries in the SCR are up to date with the latest information held by the Foundation.
 - has responsibility for the oversight of the processing of Disclosure and Barring Service, Barred List and Prohibition checks for all staff, volunteers and contractors, along with ensuring the appropriate checks and records are made for contractors, including taxi and bus drivers. This work is primarily undertaken by the **HR Advisor** on a day to day basis.
- The two **Designated Safeguarding Leads** (DSL) or one of the Assistant DSLs brief all new arrivals on the Foundation's Suite of Safeguarding Policies including the Child Protection Policy and the practical implications of the policy, including providing authority 'to use restraint'. At the instigation of the Bursar or the HR Department, they also conduct Early Employment Risk Assessments and take follow-up action.
- **Individual managers** regularly interview potential members of staff as members of interview boards.
- **The Professional Development Director** is responsible for processing and checking the eligibility of PGCE students and individuals on in-coming placements, including assisting with those in the Prep School.
- **The Guardians Co-ordinator**, the Pastoral Director, is responsible for checking the eligibility of any Guardians employed/arranged by the Foundation (not currently our policy). *(He also ensures that parents appoint guardians themselves in accordance with our policy.)*
- **The Head of Modern Languages** is responsible for checking the eligibility of language assistants recruited from abroad (with the help of the Human Resources Team) with as many checks as possible completed before their arrival in the UK.
- **The Officer in Charge of the Swimming Pool** is responsible for the oversight of training or assessment, interview and appointment of any of our students employed as lifeguards. Lifeguards undergo child protection training.
- **Training** The following post holders must undergo safer recruitment training provided by the Teacher Regulation Agency or the local authority or another provider within three months of appointment so that they can play a full and informed part in the whole process including selection panels:

- The Chair of Governors
- The Governor with Special Responsibility for Child Protection
- The Headmaster, the Personal Development Director, the Head of the Prep School, the Bursar, the Curriculum Director, the Pastoral Director and the Co-Curriculum Director.
- The Designated Safeguarding Leads and the Assistants.
- The Head of HR and the HR Advisor.
- Other members of the Pocklington School Management Group involved in staff selection.
- Other members of the Prep School Management Group.
- Other members of the Bursarial Management Group.
- The Directors/Head of Music, Activities, Co-curriculum, Sport and Boarding when appointed.

4. It is vital that those with the responsibilities outlined above maintain an open dialogue about the challenges they face and seek support ensure that all procedures are conducted thoroughly.

PS BENNETT
Bursar

12 December 2019