



FOREST SCHOOL

Recruitment Policy

Whole School including
EYFS V2.1

Approved (Date):	12 February 2021
Next review (Date):	September 2021
Owner (Name, Title):	Warden and Head of the Preparatory School
Classification:	Statutory
Comment:	Feb 21; updates to EEA following KCSIE update Jan 21.

1	Introduction	3
2	Scope of this Policy.....	3
3	Policy Statement	3
4	Recruitment Process	4
5	Disclosure and Barring Service (DBS).....	9
6	Expenses.....	12
7	Data Protection/Confidentiality	12
8	Supply Staff/Contractors.....	12
9	Volunteers.....	13
10	Visiting Speakers.....	13
11	Visitors and Site Security	13
12	Appendix - Policy on the Recruitment of Ex-Offenders	13
13	New Staff Training on Safeguarding and Child Protection.....	15
14	Induction Procedures on Child Protection.....	16
15	Complaints.....	17

1 Introduction

- 1.1 Forest School (“the School”) is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding the welfare of children and promoting the welfare of children and young people is our highest priority.
- 1.2 The School aims to recruit staff in an equal and inclusive way that is consistent with employment legislation and good practice.
- 1.3 The School aims to recruit staff that share and understand our commitment through a process that supports our values.
- 1.3 Forest School is owned and operated by the Board of Governors. The Board of Governors have overall responsibility for recruitment within Forest School. This is delegated to the Warden, Head of the Preparatory School or the Bursar as appropriate.
- 1.4 This policy should be read in conjunction with:
 - Safeguarding and Child Protection Policy
 - Visitor and Site Security Policy
 - Staff Code of Conduct
 - Equal Opportunities Policy
 - Data Protection Policy
 - Applicants Privacy Notice

2 Scope of this Policy

- 2.1 The Recruitment, Selection and Disclosures Policy and Procedure herewith refers and applies to all internal and external candidates who are applying to work at the School. In the Education (Independent Schools Standards) (England) Regulations 2014, staff are defined as:

“Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract but does not include supply staff or a volunteer”.
- 2.2 This policy and procedure cover all activities that form part of the recruitment and selection process.
- 2.3 All appointments follow the statutory guidance given in ‘Keeping Children Safe in Education’ – September 2020 (KCSIE).

3 Policy Statement

- 3.1 The School is committed to ensuring that there is no discrimination on the grounds of age, disability, gender assignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation at any stage of the recruitment process or in terms and conditions offered to new employees, or promoted employees.
- 3.2 In order for the policy and procedure to be effective, it is essential that any staff involved in any aspect of the recruitment and/or selection staff is aware of this document and follows it. Ultimately it is the responsibility of the leadership team,

- including Heads of Department, in conjunction with HR to ensure that this is the case.
- 3.3 The School will monitor the composition of its workforce, in order to identify areas that may need positive action measures to promote equal opportunity and diversity.
- 3.4 Recruiting and selecting the best people is of paramount importance to the continued success of the School.

4 Recruitment Process

The School's approach to each aspect of the recruitment process is outlined in sections 4.1 to 4.8 below

4.1 Identification of a Recruitment Need

Before any position (permanent or temporary) can be advertised or recruited, line managers must submit a Staff Recruitment Approval Form for consideration.

A Staff Recruitment Approval Form must be submitted, whether it is:

- To replace an existing role
- A new role created
- A change of role (including fixed term to permanent)
- A long-term cover for a role

Recruitment approval must be obtained from the Staffing Committee (comprised of the Bursar, Deputy Warden, HR Manager, Warden). Their role is to consider and respond to all requests, identify the staffing needs of the School, ensure the job description and person specification are accurate, agree the justification and the costing of any recruitment.

4.2 Job Description (including Person Specification)

A job description and person specification will be created for all posts detailing the duties and responsibilities of the post. It must be accurate, up to date and specific to the role.

The job description will also include the person specification which outlines all the necessary qualifications, experience, knowledge and skills requirements for the post.

The job description will always state that the person appointed will be responsible for the safeguarding of children and will include a link to the School's Safeguarding and Child Protection Policy.

The person specification must make reference to the responsibility for safeguarding and promoting the welfare of Forest pupils.

4.3 Advertising

All vacant positions will be advertised on the School's website and via appropriate channels to ensure the best field of applicants are obtained.

All employees (including fixed-term employees) will be notified of any positions that arise during their employment by way of these being posted on the School's intranet.

All advertisements for jobs, whether on-line, in newspapers or magazines, will include this statement:

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.'

4.4 Applications and Shortlisting

Applicants (internally or externally) must fully complete the relevant application form; CVs will not be accepted in substitution for completed application forms.

Application forms are carefully scrutinised by at least two people, applying the same criteria from the post and person specification to each applicant.

Checks will be made of previous employment history to ascertain satisfactory reasons for any gaps in employment and any discrepancies will be

As the position for which candidates are applying involves substantial opportunity for access to children, it is important that applicants provide the School with legally accurate answers.

Shortlists will be determined by the extent to which an applicant's experience, knowledge and skills match the role requirements as demonstrated within their application. Shortlisted applicants will be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

Applicants will be notified of the decision made in respect of their application by phone or email. Due to the volume of applications, specific feedback will not generally be provided at shortlisting stage.

4.5 Closing Date

All advertisements will include a closing date for receipt of application. The School will aim to give applicants as much time as possible to complete the application form.

4.6 Selection (Assessments and Interviews)

The School will shortlist applicants according to the relevance and applicability of their professional attributes and personal qualities to the role.

Candidates with a disability who are invited to interview should inform the School of

any necessary reasonable adjustments or arrangements to assist them in attending the interview.

All formal interviews will have a panel of at least two people chaired by the Warden, Head of the Preparatory School or The Bursar as appropriate or another designated senior member of staff. It is recommended best practice that at least one person on the appointment panel will have undertaken safer recruitment training. The Chair of Governors should chair the panel for the Bursar's/Wardens appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.

The interview will be conducted in person and the areas which it will explore will include suitability to work with children.

Candidates may be required to complete assessments, case studies, presentations and/or other job-related exercises as appropriate for the job.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

The School requests that all candidates invited to interview also bring with them:

1. A current driving licence including a photograph and a passport or a full birth certificate;
2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
3. Where appropriate any documentation evidencing a change of name;
4. Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

The HR department are responsible for drawing up the interview schedule in advance, liaising with key stakeholders, book rooms and catering and ensuring compulsory questions are asked and ID is verified for Right to Work. Qualifications should also be photocopied and signed by the checker. Notes of the interview and any other notes on the candidate taken during the recruitment and selection process should be passed back to the HR department and following the process, will be kept for a minimum of 6 months.

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

4.7 Appointing New Employees

All checks will be made in advance of appointment or as soon as practicable after

appointment and any offer to a successful candidate (internal or external) will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
4. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:
 - Planning and preparing lessons and courses for pupils
 - Delivering and preparing lessons to pupils
 - Assessing the development, progress and attainment of pupils
 - Reporting on the development, progress and attainment of pupils;
5. Verification of professional qualifications, where appropriate;
6. Verification of successful completion of statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999);
7. Where the successful candidate has worked or been resident overseas **such checks and confirmations as the School may consider appropriate, in lines with Keeping Children Safe in Education Part 3 so** that any relevant events that occurred outside the UK can be considered;
8. Satisfactory medical fitness; *
9. Confirmation that the candidate is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)" and Receipt of a signed Staff Suitability Declaration form showing that the candidate is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)"
10. For a candidate to be employed into a senior management position. The senior manager positions that are affected by disqualification are at chief executive and chief finance officer level. This guidance explains in more detail how to identify these roles. as set out above under "Scope of this Policy", receipt of a signed "senior charity manager positions: automatic disqualification declaration" confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities.
11. Where the successful candidate will be taking part in the management of the school or a management role, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team, teaching heads of department and those with management responsibilities; and
12. **For a candidate that has lived or worked outside the UK, Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in Forest School. This includes obtaining (via the applicant) an enhanced DBS**

certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK. In addition, Forest School will make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. These checks could include, where available:

- criminal records checks for overseas applicants - [Home Office guidance can be found on GOV.UK](#); and for teaching positions
- obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked. Advice about which regulatory or professional body applicants should contact is available from the National Recognition Information Centre for the United Kingdom, [UK NARIC](#).

Where available, such evidence will be considered together with information obtained through other pre-appointment checks to help assess their suitability. Where this information is not available Forest School will seek alternative methods of checking suitability and or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment.

Further information can be found in DfE Guidance: [Recruit teachers from overseas](#). Some overseas qualified teachers can apply to the Teaching Regulation Agency (TRA) for the award of qualified teacher status (QTS) in England. More information about this is available [here](#).

13. Once all pre-employment checks have been completed, the file should then transfer to the HR department to complete the DBS, add the employee to the Single Central Register (SCR), overseen by the Health & Safety Compliance Director, and add to the School MIS.

4.8 References

The School will seek the references referred to in section 4.6 above for shortlisted candidates (including internal applicants) and may approach previous employers for information to verify particular experience or qualifications, before interview. One of the references must be from the applicant's current or most recent employer. References must be received by a senior person with appropriate authority. If the candidate does not wish the School to take up references in advance of the interview, they should notify the School at the time of applying.

The School will ask all referees if the candidate is suitable to work with children.

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. The School will verify all references. Where references are received electronically, the School will ensure they originate from a legitimate source.

4.8 Medical Fitness

The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made but before the appointment can be confirmed.

It is the School's practice that all applicants, to whom an offer of employment is made, must complete a Health Questionnaire. The School will arrange for the information contained in the Health Questionnaire to be reviewed by the School's medical advisor (Only if required). This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extra- curricular activities, layout of the School etc. If the School's medical advisor has any doubts about an applicant's fitness the School will consider reasonable adjustments in consultation with the applicant. The School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

Successful applicants will be required to sign a declaration of medical fitness confirming that there are no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the role. If an applicant prefers to discuss this with the School instead, or to attend an occupational health assessment to consider their fitness for the role, they should contact the HR Department so that appropriate arrangements can be made.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

5 Disclosure and Barring Service (DBS)

- 5.1 The DBS helps employers make safer recruitment decisions. The School will refer to the Department for Education ("DfE") document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.
- 5.2 The successful applicant will be required to complete a Disclosure Form DBS. Additionally, successful applicants should be aware that they are required to notify the school immediately if they are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration
- 5.3 The statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)" applies to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.
- 5.4 The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify The School immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.
- 5.5 Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Warden, Head of the Preparatory School or The Bursar as appropriate for more details.

- 5.6 Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate for appointment or result in summary dismissal if the discrepancy comes to light subsequently.
- 5.7 The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment [more guidance for schools from the DfE on this can be found at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf].
- 5.8 If the candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.
- 5.9 If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the School will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the School may request character references which may include references from the candidate's school or university.
- 5.10 All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS.
- 5.11 Upfront disclosure of a criminal record may not debar a candidate from appointment as the School shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Information should be submitted in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Warden, Head of the Preparatory School or The Bursar as appropriate. If candidates would like to discuss this beforehand, they are asked to please telephone in confidence to the Warden, Head of the Preparatory School or The Bursar as appropriate for advice.
- 5.12 Any unspent convictions, cautions, reprimands or warnings must be disclosed to the School. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

Applicants with periods of overseas residence

- 5.13 DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. The School will take into account the "DBS unusual addresses guide" in such circumstances.
- 5.14 The School takes into account the guidance issued by the NSPCC when deciding whether to request overseas information from applicants, which recommends that such information should be sought on those who have lived overseas for periods of three months or more in the last five years. However, the School recognises that Education (Independent School Standards) Regulations 2014 do not specify that a minimum period of overseas residence is required. The School therefore assesses each applicant's situation on its individual facts.
- 5.15 Where applicants are asked to provide further overseas information this will include a criminal record check from the relevant jurisdiction(s) or a certificate of good conduct (as appropriate) and / or references from any employment held.
- 5.16 Work can only commence once sufficient overseas information has been received and only if the School has considered that information and confirmed that the applicant is suitable to commence work at the School.

If disclosure is delayed

5.17 A short period of work is allowed under controlled conditions, at the Health and Safety

& Compliance Directors discretion. However, if an 'enhanced disclosure' is delayed, The Warden may allow the member of staff to commence work:

- Without confirming the appointment;
- After a satisfactory check of the barred list if the person will be working in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily;
- Provided that the DBS application has been made in advance;
- With appropriate safeguards taken (for example, loose supervision);
- Safeguards reviewed at least every two weeks by HR Dept and the member of staff. This is documented within the Forest School Pending DBS Risk Assessment;
- The person in question is informed what these safeguards are; and
- It is recommended, but not a requirement, which a note is added to the single central register and evidence kept of the measures put in place.

5.18 The above will be documented using the Schools Pending DBS Risk Assessment proforma.

DBS Update Service

5.19 Where an applicant subscribes to the DBS Update Service the applicant must give consent to the school to check there have not been changes since the issue of a disclosure certificate. A barred list check will still be required.

6 Expenses

Forest School will reimburse candidate's reasonable, standard class travel expenses on request. Accommodation and overseas travel expenses will only be reimbursed by agreement in advance by the Bursar.

7 Data Protection/Confidentiality

Records relating to recruitment will be held and destroyed in accordance with the DBS Code of Practice and its obligations under the Data Protection Act. For further information, please refer to the Data Protection Policy.

8 Supply Staff/Contractors

- 8.1 Any position, whether it is budgeted for or not and which will require payment, must be approved via the Staffing Recruitment Committee by completing the Ad Hoc Request Form.
- 8.2 In the case of agency or contract workers, the School shall obtain written confirmation from the agency or company that it has carried out the appropriate checks. The School conducts identity checks on agency and contract workers on arrival in School and, in the case of agency workers which includes supply staff, the School must be provided with a copy of the DBS check for such staff.
- 8.3 The School will check with the relevant supply agency that the required checks have been carried out (identity, enhanced disclosure – renewed every 3 years, right to work in the UK, barred list, prohibition, qualifications, overseas checks, two references, declaration of medical fitness, check of previous employment history). The SCR shows these checks have been made and the School carries out its own identity check and has seen a copy of the disclosure (whether or not it discloses any information).
- 8.4 Certain individuals are automatically disqualified from acting in senior management positions within a charity. Whether an individual falls into the category of a senior management position is judged using the following criteria:
 - A person who is accountable only to the Governors and who carries overall responsibility for the day-to-day management and control of the charity. At Forest School this would be the Warden.
 - A person who is accountable only to the Head or the Governors, and who is responsible for the overall management and control of the charity's finances. At Forest School this would be The Bursar.
 - Being disqualified means that a person can't take on, or stay in, a senior manager position – even on an interim basis, unless the Charity Commission has removed (or 'waived') the disqualification.

- 8.5 In respect of contractors, unchecked contractors will under no circumstances be allowed to work unsupervised in School. The School will determine the appropriate level of supervision depending on the circumstances.
- 8.6 Any staff who TUPE transfer into the School's staff will be required to undertake the statutory requirements with regard to safer recruitment checks.
- 8.7 If staff are transferred under TUPE (gap of three months or less and information complete) information will be passed to the new employer and a note made on the SCR that details have been accepted under TUPE.

9 Volunteers

All potential volunteers will be vetted and risk assessed by the Lead organiser and the Health and Safety & Compliance Director for the volunteer prior to confirmation that they can be appointed. All volunteers for personal care or frequent/regular activities and with opportunity for unsupervised contact with children will be required to undertake a DBS check prior to volunteering. If the result of the DBS check is not known at the time of the volunteer starting work, they will be required to be supervised on site until the result is known. References may be taken up for the volunteer if appropriate. Please click here for the volunteer request form.

10 Visiting Speakers

The School is aware of its responsibility to check the suitability of visiting speakers in accordance with the *Prevent Duty*. Please refer to the Safeguarding and Child Protection Policy for more information. A record of this process is kept with the Health and Safety & Compliance Director.

11 Visitors and Site Security

This covers the need for visitors to be signed in at Reception and to be escorted about the school. More information within Safeguarding and Child Protection Policy and the Visitor and Site Security Policy.

12 Appendix - Policy on the Recruitment of Ex-Offenders

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included

on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)".

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of an applicant's application; or
- the School has serious concerns about an applicant's suitability to work with children.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

13 New Staff Training on Safeguarding and Child Protection

- 13.1 Prior to the employees start date (not necessarily the appointment date) all staff must undergo the following training prior to starting work at Forest School.
- 13.2 The Education (Independent School Standards) Regulations 2014 require that all staff, including Support staff, music and sports coaches are thoroughly vetted before appointment and then trained in child protection policies and procedures. The requirement applies to everyone (including volunteer helpers and Governors) who are likely to have contact with children and young people, irrespective of whether they are employees of the school or, for example, employees of a catering company based in a school.
- 13.3 The only exceptions are occasional visitors, who are escorted throughout their visit, or those, such as night-time cleaners who work exclusively when pupils are not present. Governors must be offered child protection training shortly after appointment, and the topic must appear on the agendas of Governors' meetings once a year, when the Designated Safeguarding Lead (DSL) presents his report.
- 13.4 Forest School invests considerable time in the induction training of their staff, covering a number of different aspects relating to the functioning and management of the school. Most of this training is likely to centre round the individual's role and responsibilities; but the induction training in a few areas, such as child protection and fire evacuation procedures, will be identical to all, irrespective of role.
- 14.5 This training is given to volunteers and Governors as well. The training will be factual in content, and the school will record the names of those who received the training, together with the date on which it took place. All staff members must receive appropriate child protection training. The designated safeguarding lead (DSL) and all deputies must undergo updated child protection training every two years.
- 13.6 The Warden and all staff members must undergo child protection training which is updated regularly, in line with advice from the Local Safeguarding Children Board. (Waltham Forest Safeguarding Children's Board)
- **Related Child Protection Policies/Guidance**
 - **Safeguarding and Child Protection Policy**
 - **E-Safety Policy**
 - **Recruitment Policy**
 - **Staff Code of Conduct**
 - **Behaviour Policy**
 - **Whistleblowing Policy**
 - **Safe Handling, Searches, Contact and Restraints Policy**
 - **Keeping Children Safe in Education, Part one and Annex A (those who work directly with children) – September 2020 (updated 2021)**
 - Working Together to Safeguard Children, Amended July 2018
- 13.7 Those highlighted in bold are to be issued to the new member of staff during

the induction process, as a minimum.

- 13.8 Following the issuing of the above documents, we then must ensure we have a mechanism in place to help the member of staff understand the contents of Keeping Children Safe in Education. For the most appropriate mechanism please liaise with the Designated Safeguarding Lead.

14 Induction Procedures on Child Protection

- 14.1 Every new member of the Teaching and Support staff, including new peripatetic musicians and sports coaches, trustees, Governors and volunteers is required to attend training on child protection. These sessions are organised by Jeff Kayne (Teaching) , supported by Wayne Bishop (Support Staff), or our Deputy Designated Safeguarding Leads (DSL) and this will be conducted prior to the start date. Similar training is offered to all Governors and to the parents who help with activities that bring them into contact with children. All new employees of Chartwells, the company that runs our catering and cleaning, are also required to be given training in child protection. The only adults who work or visit the school who are exempted from this requirement are: Night-time cleaners whose hours of work mean that they do not have any contact with pupils.
- Occasional visitors, including occasional lecturers and contractors, who sign in and are given a security badges by our Receptionist and who are escorted throughout their visit.
- Contractors working on a designated site that is physically separated from the rest of the School who are required to sign in and out at their site office and to wear security badges at all times.
- Contractors working during the school holidays.

14.2 What is the reason for the training?

Child protection is always our top priority. Every member of staff needs to be confident that he or she understands his or her role in:

- Keeping children safe
- Promoting the welfare of pupils
- Promoting equal opportunities and inclusion
- Preventing bullying and harassment

14.3 What topics does the training cover?

Our induction training will include:

- Definition of Safeguarding and Child Protection
- Categories of child abuse and their definitions, signs and symptoms
- Internet and technological bullying, including mobile phones and the potential risks of the internet and social networking sites.
- What you (Staff) might notice
- Abuse and neglect statistics, sources from NSPCC
- Who might abuse children

- Who to report ANY concerns to and how
- Roles of the Designated Safeguarding Lead(including identity of the designated safeguarding lead and any deputies).
- Child disclosure, advice for listening, confidentiality
- Other agencies
- Vulnerable children, factors
- Proactive safeguarding
- Forest School policies and procedures
- FGM, Child Sexual Exploitation, so-called 'honour-based' abuse
- Forced marriages
- Safeguarding and Child Protection Policy
- Whistle-blowing Policy
- Staff Code of Conduct, including staff and pupils relationships, communications, including the use of social media
- 14.3.19 Anti-bullying policy, peep-on-peer abuse
- 14.3.20 E-Safety, online bullying
- 14.3.21 Health & Safety Policies
- 14.3.22 Parent partnerships

14.4 Prevent (anti-radicalisation) :

- 14.4.1 Signs to look out for
- 14.4.2 Who to contact
- 14.4.3 External agency - CHANNEL

Copies of these documents can be found on our website/intranet. We also draw upon official guidance, such as ['Keeping Children Safe in Education' September 2020](#).

We train staff in being alert to the signs of bullying or children at risk of radicalisation. Training includes awareness to equip staff to identify children at risk of being drawn into terrorism.

15 Complaints

All queries on the School's recruitment process must be directed to Warden, Head of the Preparatory School or the Bursar as appropriate.