

# HEMDEAN HOUSE SCHOOL

## CAVERSHAM

### **18g Suitable Person Policy**

Last Updated: April 2020

Review Date: April 2021

Staff members working in the School are committed to providing high-quality care and education for the children. Our primary concern is the safety and welfare of the children and ensuring that every member of staff is suitable for his or her role and responsibilities. Employees have relevant qualifications to teach and care for children and there is an ongoing programme of training to ensure that an appropriate standard of care and education is maintained.

#### **Implementation of the policy**

- The Head Teacher must ensure that:
  - In the absence of the Headteacher the Deputy will be responsible
  - Parents are aware of the policy for recruiting suitable persons within the School
  - All the adults who educate and care for the children understand the welfare requirements
  - Members of staff have the relevant qualifications and experience relevant to their roles within the School
  - Members of staff are offered support to further their qualifications and to develop their skills, knowledge and expertise in education. This includes drawing up and implementing an action plan to develop the skill base of staff
  - The safety and welfare of the children are paramount when staff are recruited, and when students and volunteers are accepted to work in the School. All adults employed are vetted for their suitability to work with children in accordance with the EYFS Welfare requirements, Safer Recruitment procedures and the DfE requirements
  - Any adults who have not been checked will be accompanied by a member of staff at all times. This includes all visitors, suppliers and entertainers
  - All adults working in the School are physically and mentally fit to educate and care for children
  - The education and care provided for the children in the School is consistent, safe and meets the particular needs of individuals
  - Ensure that all staff, students and volunteers are aware of the staff code of conduct and that they behave in accordance with it

## Recruiting suitable staff

- Recruitment
  - When recruiting suitable staff, we advertise the positions through preferred suppliers and in the locality of the setting
  - We draw up a job description and person specification, which detail the role and responsibilities of the post, as well as the qualifications and experience required. This information is made available to prospective applicants, along with an application form and details about our setting
  - We ask applicants to complete an application form, giving details of their qualifications, and experience, in teaching
  - We hold interviews for applicants who provide a satisfactory written application
  - We ask applicants who are called for interview to provide the original certificate(s) of their relevant qualifications (not photocopies)
  - We ask applicants to provide referees who can confirm their recent experience of working with in Schools. If possible, these referees will be contacted before any interview takes place
- Through the interview process
  - We check that applicants know and understand the requirements of the welfare requirements, taking into account the role and responsibilities of the post
  - We check that applicants understand the needs of children and that they have an understanding of equal opportunities issues
- Offers

We carry out checks to ensure the suitability of prospective staff through the appropriate procedures of the Disclosure and Barring Service (DBS), the Barred List, the Protection of Children Act (PoCA) lists and through Teacher Services Secure Access the following lists are checked:

- Teachers who have failed to successfully complete their induction or probation period
- Teachers who are the subject of a suspension or conditional order imposed by the General Teaching Council (prior to its abolition)
- Teachers and others who are prohibited from teaching in England
- Individuals who are barred from taking part in the management of an independent School (including academies and free Schools)
- Teachers sanctioned (since 18 Jan 16) in other EEA member states by an EEA member state regulator of the teaching profession
- Prohibition from Management checks are carried out for all staff with management role including Governors

Once we have chosen a successful candidate, we send the prospective member of staff a written offer for the position.

- Induction and Training

- We provide a period of induction to all new staff
- A qualified, experienced member of staff acts as a mentor to all students and new recruits
- We offer an ongoing planned programme of training to enable staff to improve their skills and abilities, and keep up to date with current initiatives. Evidence of additional training and qualifications are held in staff records
- We use a staff appraisal scheme so that employees have regular opportunities to discuss their individual training needs with the Head Teacher.
- Before an appointment is made, we ask to see evidence of qualifications and recent experience

### **Children Act Regulations relating to our policy**

The Independent Schools Inspectorate (ISI) must be informed of any changes to the person in charge or to adults who live or work on the premises. The ISI must also be informed of any factors that might affect their suitability to work with children. Details of the names, addresses and telephone numbers of all staff and other persons who are regularly in unsupervised contact with children are kept on the premises. Staff members complete an annual declaration.