



## **GREENFORD HIGH SCHOOL**

### **SAFER RECRUITMENT POLICY**

Important information for candidates:

Greenford High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be will to undergo child protection screening, including reference checks with previous employers and a Disclosure and Barring check with the Disclosure and Barring Service.





**GREENFORD HIGH SCHOOL**

## **SAFEGUARDING STATEMENT OF INTENT**

Greenford High School is committed to providing a safe, secure and healthy environment for all our students, staff and visitors.

We believe that if this commitment is to be put into practice then the safeguarding policies and procedures the school has drawn up must be adhered to, communicated and fully understood and applied by everybody associated with the school.

We will:

- Promote the key principles outlined in the school's Behaviour and Anti-Bullying Policies.
- Implement, along with our facility management colleagues, the school's Health & Safety Policy.
- Strive to create a school free of all kinds of discrimination, harassment and intolerance.
- Maintain clear procedures with respect to the management of child protection.
- Ensure that good practice is maintained in terms of all staff recruitment, vetting, induction and training.
- Monitor and vet all visitors to the school site during school time.
- Develop safe practice amongst all our students, for example while using the internet, while engaged in potentially hazardous or unhealthy activities or with respect to issues that may arise from others in the local community.
- Foster an atmosphere in which young people feel safe, supported and listened to when discussing their concerns about safeguarding issues.
- Instigate a rolling programme of evaluation and review with respect to safeguarding policies, practices and procedures.





## GREENFORD HIGH SCHOOL

### POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

In accordance with the Criminal Records Bureau Code of Practice this policy is made available to all Disclosure applicants at the outset of the recruitment process. The full CRB Code of Practice is available at [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

- As an organisation which uses the Criminal Records Bureau (CRB) Disclosure service, the Governing Body of the school complies fully with the CRB Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all job applicants will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.
- We are committed to the fair treatment of applicants, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure will only be requested from the CRB for those positions where a
- Disclosure is required. All application forms and recruitment information will contain a statement that a Disclosure will be requested in the event of being offered the position.
- We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. This information should be sent under separate, confidential cover. The information will only be seen by those who need to see it as part of the recruitment process.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- We ensure that people at the school who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

**Having a criminal record will not necessarily bar you from working at the school.** This will depend on the nature of the position and the circumstances and background of your offences.



## PRIVACY NOTICE

***School Workforce: those employed or otherwise engaged to work at a school or the Local Authority***

### Privacy Notice - Data Protection Act 1998

We the London Borough of Ealing are the Data Controller for the purposes of the Data Protection Act.

Personal data is held by the school / Local Authority about those employed or otherwise engaged to work at the school or Local Authority. This is to assist in the smooth running of the school and/or enable individuals to be paid. The collection of this information will benefit both national and local users by:

- Improving the management of school workforce data across the sector;
- Enabling a comprehensive picture of the workforce and how it is deployed to be built up;
- Informing the development of recruitment and retention policies;
- Allowing better financial modeling and planning;
- Enabling ethnicity and disability monitoring; and
- Supporting the work of the School Teacher Review Body and the School Support Staff Negotiating Body.

This personal data includes some or all of the following - identifiers such as name and National Insurance Number and characteristics such as ethnic group; employment contract and remuneration details, qualifications and absence information.

***We will not give information about you to anyone outside the school or Local Authority (LA) without your consent unless the law and our rules allow us to.***

We are required by law to pass on some of this data to:

- the LA
- the Department for Education (DfE)

If you require more information about how the LA and/or DfE store and use this data please go to the following websites:

- [www.egfl.org.uk/SWC](http://www.egfl.org.uk/SWC) and
- <http://www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/workforce/data/>

If you are unable to access these websites, please contact the LA or DfE as follows:

- Andy Merryweather, HR Manager Schools, 5<sup>th</sup> Floor, Perceval House.
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
Website: [www.education.gov.uk](http://www.education.gov.uk)  
Email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
Telephone: 0870 000 2288.