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### **1. Statement of intent**

Wider Ambition believes that it is vital that measures to safeguard students are applied thoroughly whenever someone is recruited to work or volunteer within its settings and that it is crucial that everyone involved with the company is aware of safeguarding protocols and the need to adopt ways of working and appropriate practice to safeguarding students. Equally, it is vital that everyone is able to raise concerns about what seems to be poor or unsafe practice by colleagues and that all concerns raised and allegations made are taken seriously.

### **2. About our policies**

- 2.1. Our policies have been developed to comply with all relevant legislation and associated guidance. Policies will be updated periodically as necessary.
- 2.2. Our policies are inter-related and are intended to be read, understood and used collectively.
- 2.3. All staff and governors are expected to be familiar with and abide by our policies.
- 2.4. The School Administrator is responsible for ensuring volunteers and visitors are familiar with any policies which are relevant to their involvement and for taking reasonable steps to ensure compliance.

- 2.5. By accepting and maintaining a placement at a Wider Ambition setting, parents agree to support the ethos and policies. Parents are able to access these documents via the website, or by emailing the School Administrator.
- 2.6. The Headteacher is responsible for ensuring policies are implemented fairly, effectively, and consistently in each setting.
- 2.7. The Headteacher is responsible for identifying any training needs in relation to our policies. The School Administrator is responsible for arranging the required training. All staff are expected to engage in continuous learning and ongoing training appropriate to their roles.
- 2.8. The effectiveness of our policies and their implementation is monitored by the Governing Body. Unless otherwise stated, the Governing Body reviews each policy annually.
- 2.9. The Governing Bodies for Wider Ambition settings are provided by Governing for Ambition, an independent community interest company. The Governing Body uses its expertise to monitor the performance of each setting and to advise the Proprietor of any recommended actions. Responsibilities assigned to the Governing Body are limited to these advisory and accountability functions.
- 2.10. Wider Ambition Ltd is a subsidiary of Wider Plan Ltd. References to the Proprietor mean a Director of Wider Ambition or a senior representative from Wider Plan with delegated authority.
- 2.11. The Senior Leadership Team (SLT) includes the Proprietor, Pastoral Lead, Headteacher(s), Deputy Head(s), Quality of Education and Professional Development Lead, Leadership Assistants and any member of staff to whom responsibility is temporarily delegated by the Proprietor or Head(s).
- 2.12. All references to parents within our policies should be interpreted to include parent carers.

### **3. Planning**

- 3.1. It is important to allow sufficient time for careful planning for staff recruitment, including but not limited to: advertising, shortlisting, reference checks, identity checks, qualification checks, interviewing, DBS and Barred List checking and Section 128 checks, and for ensuring all procedures are carried out, particularly in regard to safeguarding.

### **4. Advertising**

- 4.1. Any advertisement will make it clear that Wider Ambition is committed to safeguarding and the welfare of students and will include the school's safeguarding statement. Advertisements will give sufficient details of the role, its responsibilities and salary.
- 4.2. Any advertisements and application forms will include an Equality and Diversity statement.

## **5. Information for candidates**

- 5.1. Candidates will be given information about Wider Ambition, along with an up-to-date Job Description and Person Specification (if appropriate), again including the school's safeguarding statement.
- 5.2. All job and role descriptions will include a safeguarding responsibility.
- 5.3. All person specifications will include 'the ability to work in a way that promotes the safety and wellbeing of young people'.
- 5.4. Candidates will be made aware that the identity and qualifications of the successful candidate will need to be verified, and ISA Barred List and DBS checks will be carried out prior to their appointment. Prohibition checks will also be carried out for teaching staff.
- 5.5. All candidates are required to complete the Wider Ambition application form. Applications via a CV, letter, recruitment agency or verbal enquiry will not be progressed until the Wider Ambition application form has been completed.

## **6. Short listing – Prior to Full Interview**

- 6.1. All applications will be checked by a trained member of the recruitment panel to ensure that they are fully and properly completed, including declaration of convictions. Incomplete applications will not be accepted.
- 6.2. A check of candidates' social media presence is completed.
- 6.3. Candidates are required to deliver an online presentation to demonstrate competency in written and verbal communication.
- 6.4. All candidates who pass the online screening will be assessed equally against the criteria contained in the Person Specification without exception or variation. The panel will also take into account any additional experience or skills that the candidate has highlighted in their application.
- 6.5. The shortlisting decision for each candidate will include:

- 6.5.1. The criteria contained in the Person Specification.
- 6.5.2. Confirmation that the referees listed are suitable, including at least one referee from the candidate's last employer and at least one referee who will be able to comment on the candidate's suitability for the role, and covering the last 5 years of employment.
- 6.5.3. Notes of anything which the panel wish to follow up at interview, including anything which raises questions about the candidate's attitude.

6.6. An email will be sent to applicants who are not invited to full interview.

## **7. References**

- 7.1. Wider Ambition HR will identify any gaps in employment history. Any anomalies, discrepancies or gaps in employment will be resolved before any employment offer is made. This will include considering concerns about frequent moves, time spent overseas, a move from paid to unpaid work etc.
- 7.2. It is essential to take up references for short listed candidates prior to interview. The references must cover the previous 5 years of employment and one of the references must be from the most recent employer.
- 7.3. Where a candidate who has previously worked with children has not done so in the last 5 years, Wider Ambition will require a reference from their most recent relevant employer in addition to their most recent employer.
- 7.4. References must be written in relation to a specific position applied for and not open "To whom it may concern".
- 7.5. Requests for references will include a copy of the job description and person specification for the role applied for. They will also include a declaration that the information provided is true and complete, and consent for Wider Ambition to keep the referee's details and contact them if more information is needed.
- 7.6. References will not be accepted unless they include:
  - 7.6.1. Details of any disciplinary offences in relation to working with children, including expired offences.
  - 7.6.2. The outcome of any enquiry into their conduct, allegations, or disciplinary proceedings.
  - 7.6.3. Details of any outstanding, ongoing, or incomplete investigations.

- 7.7. Where a candidate has had multiple short-term employments, Wider Ambition may request additional references to cover the previous 5 years of employment.
- 7.8. In relation to each prior employment for which a reference is being sought, a reference must be requested from a member of staff who would reasonably be expected to have full knowledge of any disciplinary, capability or safeguarding matters arising. References will not be accepted from friends, colleagues or line managers who Wider Ambition HR may reasonably expect to not be aware of all relevant information. The reference request form asks referees to confirm that they are in a position to be aware of all such matters.
- 7.9. An offer of an employment will be conditional on receipt of at least two satisfactory references which together meet the requirements from clauses 7.2 to 7.8 and a satisfactory DBS check.

## **8. Interview**

- 8.1. The interview process will ordinarily involve a minimum of three members of the Senior Leadership Team, HR or staff with expertise in an area relevant to the role; it is a statutory requirement that at least one of the interviewers should have completed the Safer Recruitment Training.
- 8.2. In the event of a logistical difficulty resulting in the interview process involving only two members of the interview panel, a third member of the panel will review the interview answers and, where possible, a recording of the interview, prior to a decision being made.
- 8.3. Appropriate identity checks will be made prior to any applicant interacting with, or otherwise being around, students. The applicant may be asked for further information about convictions, cautions or other matters that they have disclosed on their application form. This will be done in a discreet and confidential way.
- 8.4. Where an applicant has not signed their application form, they will be asked to do so before any interview commences. Where an application form has been submitted by email or online, it is treated as having been signed electronically.
- 8.5. If the successful applicant is a member of the DBS update service it is essential that the re-check and identity checks are recorded on the school's Single Central Record including photo ID (passport/driving licence) and address ID (e.g. utility bill).
- 8.6. The interview will explore issues with regards to Safeguarding including:
- 8.6.1. Motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with students and young people.
- 8.6.2. Emotional resilience in working with students with complex needs.

- 8.7. For staff working with students, the interview process will include a lesson observation and/or activity involving student interaction. The following measures are put in place to ensure the safety and welfare of students:
- 8.7.1. Students who are involved with the interview are fully informed about their role and their consent to participate is obtained in advance.
  - 8.7.2. Students are never left unattended with a candidate. Their interactions are always supported by familiar adults.
  - 8.7.3. Students are supported to leave the interview at any point they wish and they are permitted to choose not to provide feedback to the panel.
  - 8.7.4. Wider Ambition staff will step in if they believe that the actions of a candidate are causing or will cause distress to any student, or if the candidate's actions are otherwise felt to be inappropriate or unhelpful.
- 8.8. The formal interview will include appropriate involvement from at least one member of the Senior Leadership Team and may, if appropriate, involve a member of the Governing Body.

## **9. Offer of Appointment**

- 9.1. The Barred List Check is undertaken prior to appointment and an enhanced DBS is requested, regardless of the level of contact with students; any offer of employment is conditional upon these checks being satisfactorily completed.
- 9.2. The applicant's identity and right to work in the UK will be checked using the documents listed in the Wider Ambition Employee Identity Certificate, prior to employment.
- 9.3. All candidates will be required to enrol in the update service, with the related fee payable by Wider Ambition.
- 9.4. A prohibition check will be carried out for teaching and management posts, prior to employment.
- 9.5. A written offer of appointment will always be sent to the successful candidate.
- 9.6. Letters or emails will also be sent to interviewed applicants to whom a job offer is not being made.

## **10. Agency and third-party staff (supply teachers)**

- 10.1. When an individual is working at Wider Ambition but is employed by an agency or other third party, written confirmation will be obtained that their employer has carried out the checks that Wider Ambition would otherwise perform before the individual may start work at Wider Ambition. These include, but are not limited to:

- 10.1.1. Checks of the individual's identity.
  - 10.1.2. A check that the individual has the relevant qualifications.
  - 10.1.3. A check of the individual's right to work in the United Kingdom.
  - 10.1.4. Whether the individual is subject to a prohibition order or an interim prohibition order, including the date on which such check was completed
- 10.2. Where the position requires enhanced DBS and Barred List checks, Wider Ambition will require written notification that such a check has been completed and a copy of the resulting certificate which has been obtained by the agency or third party, prior to appointing the individual.
- 10.3. Wider Ambition will also check that the person presenting themselves for work is the same person on whom the checks have been made.

## **11. Individuals who have lived or worked outside the UK**

- 11.1. When recruiting staff who have lived or worked overseas, Wider Ambition will make any further appropriate checks so that any relevant events that occurred outside the UK can be considered.
- 11.2. Wider Ambition recognises that the nature and detail of the information disclosed may vary from country to country.

## **12. Induction**

- 12.1. The Induction Programme for all staff and volunteers includes but is not limited to:
  - 12.1.1. Policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, equality, restrictive physical intervention, internet safety and any local child protection/safeguarding procedures.
  - 12.1.2. Safe practice and high standards of conduct and behaviour are expected of staff, volunteers, and students in the school.
  - 12.1.3. Being informed of the name of the Designated Safeguarding Lead (DSL) and how to contact them.
  - 12.1.4. How concerns should be raised and with whom.
  - 12.1.5. Attendance at appropriate Child Protection training.

## **13. Visitors and Service Providers**

- 13.1. When seeking to recruit volunteers we will adopt the same procedures as for paid staff, including providing a role description, conducting interviews, seeking references, and undertaking ISA Barred List check and a DBS Check, if the volunteer may be working alone or regularly with students.
- 13.2. All visitors and volunteers will be given a leaflet including information on our school's commitment to safeguarding.
- 13.3. For occasional visitors who will not be working alone with students, a DBS check is not necessary, but the member of staff working with them will supervise them at all times. Proof of identity will always be required.
- 13.4. All contractors and service providers will be required to confirm that they adopt safeguarding procedures and that their personnel have been DBS checked. A letter of confirmation will be required from contractors prior to the start of any contracts.
- 13.5. ID will be checked for all visiting contractors and contractors/service providers will only be allowed on site by prior appointment. Details of individuals who are or may be regularly around students are included on the Single Central Record.