



Your Community Schools Limited, The Enterprise Centre, PO Box 656 Bury St Edmunds IP30 9WR

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## **Safer Recruitment Procedures**

Reviewed 9<sup>th</sup> January 2023 by Claire Meadows-Smith

### **Background**

The Community Schools is a cooperative of experienced and successful classroom teachers who hold either QTS or TEFL . Our tutors have current or recent classroom experience; many are or have been Head of Departments, Senior Leaders and Examiners.

### **Procedure**

The Community Schools believe that the a robust recruitment procedure deters and prevents people who are unsuitable to work with children from applying to join the Community School team of tutors.

All recruitment of tutors is undertaken by the 2 Directors.

Claire Meadows-Smith NSPCC Safer Recruitment in Education 25<sup>th</sup> Nov 2022

Wendy Meadows-Smith NSPCC Safer Recruitment in Education 15<sup>th</sup> Jan 2023

Many tutors who apply to join the Community Schools are colleagues of current tutors as colleagues and are personally recommended.

### **Adverts**

In any advert used we make clear the following:

- all Community Schools tutors must hold QTS or a TEFL qualification
- all Community Schools tutors must have current or recent classroom experience
- all Community Schools tutors must be skilled, enthusiastic and committed teachers
- all Community Schools tutors must hold an enhanced DBS certificate including a Barred List check and be signed up to the update service



Registered in England number 03911174

Registered Office: Your Community Schools Limited, The Enterprise Centre, PO Box 656, Bury St Edmunds, IP30 9WR



In any advert we make our safeguarding expectations clear:

The Community Schools exists for the benefit of the students in our community. We are totally committed to the welfare of all of our students. We expect all Community Schools tutors to sign up to our safeguarding procedures and to keep their safeguarding training up to date.

All applicants should read the Community Schools Child protection and safeguarding policy and Procedures that can be found on the home page of our website

[www.thecommunityschools.co.uk](http://www.thecommunityschools.co.uk)

- all applicants must be eligible to work in the UK
- all applicants must be hold either
- all applicants must be willing to undergo safer recruitment checks which include:
  - identity checks
  - qualifications checks
  - checks with current and past employers
  - checks with the Disclosure and Barring Service

In any advert we make clear that the Community Schools is an equal opportunities employer and welcomes applicants from all sections of the community.

All applicants should read the Community Schools Commitment to Equal Opportunities that can be found on the home page of our website

[www.thecommunityschools.co.uk](http://www.thecommunityschools.co.uk)

### **Application Form and Information Pack**

These can be downloaded from the website [www.thecommunityschools.co.uk](http://www.thecommunityschools.co.uk) or copies emailed to the applicant.

Please see a copy of the Application Form

The Application Information Pack includes

The Community Schools Safeguarding and Child Protection Policy Statement

The Community Schools Safeguarding and Child Protection Procedures

The Community Schools Code of Conduct for tutors

The Community Schools Commitment to Equal Opportunities

A copy of the Employment Terms and Conditions

Term Dates for the current academic year

Current Tutor Fees

### **Vetting for shortlisting applicants**

- Undertaken by Claire Meadows-Smith and Wendy Meadows-Smith
- Online due diligence check is made on the applicant
- Online due diligence checks are made on the information provided in the application form
- Online due diligence checks is made of the professional referees provided
- Professional references are collected – if the information is vague or insufficient then it is followed up by contacting the referees.

Please see a copy of the reference form

### **First Interview with Claire Meadows-Smith in which the following are explored:**

- the candidate's motivation to join the Community Schools team of tutors
- the candidate's attitude to safeguarding
- the candidate's teaching ability and experience
- any inconsistency or gaps in the employment history
- any potential concerns, past disciplinary actions
- if appropriate, reasons for leaving past employment

the candidate's mental and physical fitness to join the Community Schools is verified

For candidates who have passed the first interview

### **Second Interview/Online Training with Wendy Meadows-Smith via a Bramble Session (our version of Zoom)**

**The following is covered:**

- training on Online Safety
- training using the Online Platform Bramble
- the candidate's attitude to safeguarding is explored
- the candidate's online teaching ability is explored

### **Vetting before issuing a formal invite to join the Community Schools**

Any verification of a candidate's identity and professional qualifications is done through seeing the original documents – preferably in person, but if this is not possible, then through a live Video interview.

Documents that are provided by the candidate

- Birth Certificate
- Passport or Driving Licence
- Recent proof of address
- Proof of change of name if there are inconsistencies on the documents eg Marriage / Divorce Documents
- If the candidate is not a British Citizen, then proof of the right of residency and right to work in UK
- Current Enhanced DBS check including children's barred list certificate
- Professional teaching qualifications
- Teacher Reference Number
- National Insurance Number

Electronic copies of the documents are made and kept securely under GDPR regulations. They are kept for 2 years after the tutor has left the Community Schools.

A record of the dates that the original documents were checked is recorded in the Community Schools Single Central Record.

A check is made with The Teaching Regulation Agency's Employer Access Service to verify the candidate's QTS and that they are not on the prohibition list

### **Issuing of a Formal Invite to join the Community Schools**

- the Community Schools Safeguarding and Child protection policy and procedures are discussed.
- the tutor signs The Community Schools Code of Conduct for tutors
- the tutor and a director sign the Employment Terms and Conditions contract
- the tutor provides evidence of recent safeguarding and Prevent training, if this is not recent they are signed up for the Gov-UK Prevent Training and NSPCC Child Protection for tutors Online courses. These must be completed before the tutor can start tutoring.
- the tutor confirms that they have read KCSIE part 1 2022
- the tutor provides details of recent CPD courses undertaken.

If a candidate is not signed up to the DBS Update Service then they must start a new DBS check and then sign up for the Update Service.

They can only start tutoring if their current DBS check is less than 1 year old or when the new one comes through.

We are committed to reviewing our policy and practice at least once a year.

C Meadows-Smith 9<sup>th</sup> Jan 2023