

## Safer Recruitment Policy

### Purpose of the policy

My Online Schooling is committed to adhering to the most stringent of safeguarding procedures in order to protect the young people who attend our school. This policy aims to ensure that at all stages of recruitment and employment we will select the application most suitable for the vacancy advertised. In adopting safer recruitment, we aim to deter, prohibit access to and reveal individuals who may be a risk to the safety of children and young people. My Online Schooling will not discriminate on any grounds that cannot be demonstrated as directly relevant to the post advertised.

### Procedures

The following elements of our recruitment and employment process detail the process we follow at My Online Schooling to ensure the children and young people, at our school, are safe.

- All applicants for posts engaging in regulated activity\* will be required to possess a degree qualification in their designated subject, qualified teacher status (QTS) or equivalent, and have an enhanced DBS disclosure or equivalent\*\*
- All staff engaging in regulated activity will be subject to pre-employment checks as mentioned in the DfE guidance *Keeping children safe in education, Statutory guidance for Schools and Colleges* (September 2020), section 3
- Roles that are considered as regulated activity are exempt from the *Rehabilitation of Offenders Act 1974* and are subject to individuals apply to and in these roles having an enhanced DBS disclosure (or equivalent)
- To deter unsuitable applicants, advertisements for regulated activity will contain the following information:
  1. My Online Schooling operates with stringent safeguarding policies
  2. All lessons are recorded for safeguarding purposes
  3. Appointment to posts in regulated activity are subject to DBS checks and other vetting procedures deemed appropriate
- At least one member of the My Online Schooling recruitment panel will have obtained certification in safer recruitment procedures via the relevant training
- Copies of all requested documentation must be sent to My Online Schooling for pre-appointment checks prior to taking up post

- Candidates are required to provide at least 2 suitable referees, with one of these being the current or most recent employer. These referees will be contacted prior to taking up post
- A Single Central Record (SCR) will be maintained via our Management Information System for all staff involved in regulated activity
- The personal and sensitive information of members of the My Online Schooling community will be stored securely and is confidential
- My Online Schooling follows safeguarding and safer recruitment practices

\*My Online Schooling uses Zoom and Canvas as our Virtual Learning Environments. The platforms are utilised by teachers and administrative staff, who would be considered to be engaging in regulated activity with children and young people in an online environment.

\*\*As My Online Schooling is a global organisation, it may be appropriate for colleagues to have a background check in their relevant country i.e. DBS in England/Wales, Protecting Vulnerable Groups (PVG) in Scotland, AccessNI in Northern Ireland and Working With Children Check (WWCC) in Australia.

The purpose and procedures highlighted in this policy are reinforced by other My Online Schooling policies that link to these:

- Safeguarding policy
- Anti-bullying policy
- Behaviour policy
- Teacher Standards & Expectations policy
- E-safety policy

Policies are shared with staff via the HR portal MentorLive, Google Drive and will be presented to newly appointed staff members when appointed.

References:

- [Department for Education \(2020\), Keeping children safe in education: Statutory guidance for schools and colleges](#)

Version 1 - July 2020

**- END OF POLICY -**