



THE VINE CHRISTIAN SCHOOL
Independent School & Preschool

APPOINTMENT OF STAFF POLICY

Incorporating our Equal Opportunities in Employment Policy

This Policy should be used in conjunction with the document '*Guidance on Disqualification by Association for Early Years Settings (Up to Age 8)*'

INTRODUCTION

The Vine Christian School believes that the Bible teaches that all people are of equal value and worth, therefore we are committed to equality of opportunity for all staff appointments regardless of sex, race, colour, nationality, national or ethnic origins, marital status, age, sexual orientation, disability or religious belief, and accordingly disallows any prejudice, superiority or inferiority.

As a Christian School we believe that the Bible is our standard and these standards will permeate throughout the whole of school life. All staff are expected to respect this code both in attitude and public statements.

This policy applies to all aspects of employment, from recruitment to dismissal and former workers' rights.

The aims of this policy are to ensure that:

- No candidate or member of staff receives less favourable treatment, on grounds of race, colour, nationality, ethnicity or national origins, is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practices that cannot be justified on non-racial grounds, is victimized for acting against racial discrimination or harassment or instructed or put under pressure to discriminate against or harass someone on racial grounds.

- The School is free of conduct that violates the dignity of staff or creates an intimidating, hostile, degrading, offensive or humiliating environment.
- Opportunities for employment, training, and promotion are equally open to candidates from all racial groups.
- Selection for employment, training, and promotion and access to benefits, facilities and services, will be fair and equitable and based solely on merit.

We will take the following steps to put the policy into practice and make sure it is achieving its ends:

- The policy will be communicated to all staff and job applicants.
- Staff will be kept up to date on a regular basis with regards to any changes to the policy, when reviewed by senior staff.
- Staff will be trained on the policy, on their rights and responsibilities under the policy and on how the policy will affect the way they carry out their duties.
- Staff in key decision-making areas will be trained on the discriminatory effects that provisions, practices, requirements, conditions and criteria can have on some racial groups and the importance of being able to justify decisions to apply them.
- Complaints about racial discrimination or harassment during employment will be regarded seriously and may result in disciplinary sanctions and even dismissal.
- The complaints procedure will be published in a form that is easily accessible.
- All staff will be encouraged to develop their skills and qualifications.
- Selection criteria will be entirely related to the job or training opportunity.
- Grievances, disciplinary action, performance assessment, and terminations of employment, for whatever reason, will be monitored by Trustees to ensure no racial bias.
- Requirements, conditions, provisions, criteria and practices will be reviewed regularly and revised if they are found to discriminate unlawfully on racial grounds.

APPOINTMENT OF STAFF AND VOLUNTEERS

In appointing staff and volunteers, the following criteria will need to be met:

- 1 All prospective staff and volunteers will be asked to complete an application form.
- 2 The procedure for the appointment will be:
 - Completion of application form.
 - An interview to make sure any past issues are resolved.
 - Undertaking all necessary checks as detailed below.
 - Discussing with the applicant in detail the school's policy on safeguarding children's welfare and expectations in relation to practice issues e.g. supervision of children's activities and workers etc.
 - Attaching the new appointee to a more experienced staff member for a probationary period.
 - During and at the end of this probationary period, receiving feedback from other staff on the progress of the trainee.
 - Only then confirming the appointment – perhaps with regular reviews and support where there are concerns.
3. The school will verify a candidate's identity, preferably from current photographic ID and proof of address except where, for exceptional reasons, none is available.
4. Staff and volunteers are expected to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children (whether received before or during their employment at the setting).
5. Enhanced DBS checks will be undertaken for all staff, including volunteers who are carrying out relevant, unsupervised activities with the students, and all Governors/Trustees.
6. Those in regulated activity will need an enhanced DBS certificate with barred list check.
7. A separate barred list check (List 99 check) will be obtained if an individual will start work in regulated activity before the DBS certificate is available.

8. Anyone who is a member of staff who is appointed to carry out teaching work will require an additional prohibition order check to ensure they are not prohibited from teaching, using the Employer Access Service (<https://www.education.gov.uk/help/contactus/nctl>).

This may also be used to check whether the applicant has:

- qualified teacher status (QTS)
- completed their induction
- a mandatory qualification for teachers of hearing impaired or visually impaired pupils.
- an active teaching restriction.
- been the subject of a decision by the Secretary of State not to impose a prohibition order for unacceptable professional conduct, conduct that may bring the teaching profession into disrepute or conviction of a relevant offence.
- a suspension or conditional order imposed by the General Teaching Council for England that is still current.
- failed their induction or probation period.

All Staff working with children under the age of 8 will be required to complete a Staff Disqualification Declaration. A registered provider or a childcare worker may also be disqualified because they live in the same household as another person who is disqualified, or because they live in the same household where the disqualified person is employed. To comply with this legal requirement, both existing staff and new starters will be required to complete a self-declaration form on an annual basis to confirm that they are not disqualified. This declaration can be found in the Staff File.

Whilst the issue of individual's being barred in relation to the Disclosure and Barring Service is clear, these regulations include additional offence information we must consider along with a 'disqualification by association' criteria. This includes: -

- Being cautioned for or convicted of certain violent and sexual criminal offences against children and adults;
- Grounds relating to the care of children (including where an order is made in respect of the employees own children);
- Living in the same household where another person who is disqualified lives (including partners, children including foster children, house share colleagues and lodgers).

9. In the case of a foreign national, the appropriate overseas body from their country will be contacted for a criminal record check or police clearance. Where this proves unobtainable the Embassy of that country will be contacted to request information on any criminal records that person has. If this proves ineffectual then at least two-character references will be taken from citizens residing in that country who know the person well, but this should be a final resort. They must declare if they know of any criminal records held, their relationship with the applicant and their professional capacity, if any. All steps taken must be well documented.
10. Ideally, all foreign nationals should obtain a criminal record check or police clearance before applying for a position with the school.
11. The applicant's right to work in the UK will be checked and evidence kept on record.
12. As part of our Safe Guarding Policy employment will not be offered without the applicant supplying evidence of a full employment history, including information on any gaps.
13. Applicants will also be asked to supply a declaration of their mental and physical fitness, concerning their suitability to the position applied for. A job applicant can be asked relevant questions about disability and health to establish whether they have the physical and mental capacity for the specific role.
14. Two references will be requested from applicants, whether for staff or volunteer roles.
15. Professional qualifications will be verified, as appropriate
16. The criteria for NOT appointing children's workers are:
 - Previous offences against children
 - A person may be disqualified through:
 - having certain orders or other restrictions placed upon them;
 - having committed certain offences;
 - Living in the same household as someone who is disqualified by 1 or 2 above (this is known as disqualification by association).

A disqualified person is not permitted to work in a role providing care for children under age 8, unless they apply for and are granted a waiver from OFSTED: [Ofsted Waiver Guidance](#).

- If the Governors/Trustees have reservations about an individual's behaviour, lifestyle, attitudes and spiritual commitment.
- If the Governors/Trustees have any reasons to doubt a worker's suitability for the job

17. All staff will be given an employment contract on appointment, and volunteers will be given a volunteer agreement to sign.
18. All new staff will be expected to read the school Code of Conduct Policy and all policies concerning Child Protection and Safeguarding as part of their Induction Process.
19. All new staff will need to complete a Level 1 Child Protection Course, renewable every three years.
20. The school will keep information on all staff members with regards to checks having been carried out or certificates obtained, and the date on which the checks were completed, in a single central record.
21. The appointment of staff and volunteers will be reviewed on a regular basis by senior management.
22. All staff and volunteers will be given opportunities to meet with the Head Teacher to discuss work programmes and areas of concern including issues relating to discipline.

Policy Adopted by Governors/Trustees on: 7 September 2018

Policy Due for Review on: July 2019