

Staff Recruitment and Checks on other adults

STANDARD: 14

Standard 14 – staff recruitment and checks on other adults		Evidence
14.1	Schools operate safe recruitment procedures and vet staff in line with the regulatory requirements and having regard to relevant guidance ⁸ issued by the Secretary of State.	<ul style="list-style-type: none"> • Evidence: SCR in HR • RWBAT Policy: Safeguarding
14.2	For all persons over 16 (not on the roll of the school) who after April 2002 began to live on the same premises as boarders but are not employed by the school, an enhanced certificate with a barred list information must be obtained from the Disclosure and Barring Service (DBS).	<ul style="list-style-type: none"> • Evidence: SCR - HR
14.3	There is a written agreement between the school and any person over 16 not employed by the school but living in the same premises as boarders (for example, members of staff households). This specifies the terms of their accommodation, guidance on contact with boarders, their responsibilities to supervise their visitors, and notice that accommodation may cease to be provided if there is evidence that they are unsuitable to have regular contact with children. They must be required to notify an unrelated designated senior member of staff if they are charged with, or convicted of, any offence.	<ul style="list-style-type: none"> • Evidence: Residential agreement
14.4	All persons visiting boarding accommodation (e.g. visitors, outside delivery and maintenance personnel) are kept under sufficient staff supervision to prevent them gaining substantial unsupervised access to boarders or their accommodation.	<ul style="list-style-type: none"> • RWBAT Policy: Safeguarding • Form: Visitors Signing-In Sheets
14.5	The school regularly monitors the suitability of any arrangements it makes for the appointment of guardians.	<ul style="list-style-type: none"> • N/A we do not make guardian arrangements
14.6	Any guardians appointed by the school are subject to the same recruitment checks as staff, and their care of pupils is monitored	<ul style="list-style-type: none"> • N/A we do not make guardian arrangements

Staff Recruitment and Checks

Oversight for this is managed by the HR department in conjunction with the Director of Boarding. All personnel files are stored in the HR office at The Wellington Academy as part of the SCR.

Visitors

The following is completed on a day-to-day basis to ensure appropriate supervision is maintained when contact with boarders is necessary:

- All visitors to the house must sign in using the visitor's sheet, periodically this is then transferred electronically to maintain a record of visitors
- The premises team must notify a member of staff if an external visitor/contractor needs to undertake work in the boarding house (including staff and student accommodation)
- All visitors to the house are supervised by a member of the premises/cleaning team
- In addition, all visitors will report to the main school and will be provided with information relating to safeguarding

Staff Accommodation

Some of the accommodation available to staff for use as part of their roles within the boarding house will include partners/spouses or children. In these circumstances any individual residing in staff accommodation above the age of 16 will be required to complete a DBS as well as signing the staffing residential agreement. Copies of these documents are retained by the HR department at The Wellington Academy.

Students are not permitted to enter staff accommodation under any circumstances.

Completed by: Shelly Willis

Job Role: Senior House Parent

Date: 22.04.2021

Authorised by: Matt Price

Job Role: Director of Boarding

Date: 11.05.2021

Date: April 2021

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