



Annex to Safer Recruitment Policy and Procedures – during the COVID-19 Measures

Context

As a result of the current COVID-19 pandemic, all staff at Wycombe Abbey are working from home, except those in essential services.

This Annex is designed to address the current situation and should be read in conjunction with, and as a complement to, the current Safe Recruitment Policy and Procedures.

This Annex sets out details of our arrangements for:

1. Current School Position
2. Roles and Responsibilities
3. Staff Training and Induction
4. Recruitment of Staff
5. Document and Identity Checks
6. Reference Verification

This is version 1.0 of this Annex. It will be reviewed by the Designated Safeguarding Lead (DSL), the Human Resources Manager, Compliance Manager and the Headmistress, on a regular basis as circumstances continue to evolve or following updated advice or guidance from the Department for Education. It is available on the School Website under the Policies and Vacancies pages, and is made available to staff through the 'Summer Term 2020 – Key Information' section of MyWycombe.

1. Current School Position

Teaching and Learning at Wycombe Abbey is taking place remotely, and a full timetable of lessons and activities are in place for all pupils for the Summer Term 2020. A substantial number of lessons will take place via Microsoft Teams, and some lessons may be recorded by the School. During these challenging times, the safety and welfare of all pupils at Wycombe Abbey, who are all currently at home, continues to be the priority for all staff.

There are currently no pupils on the School site.

There are currently limited vacancies being advertised.

2. Roles and Responsibilities

The roles and responsibilities for safer recruitment at Wycombe Abbey remain in line with our Safer Recruitment Policy and Procedure Policy.

3. Staff Training and Induction

For the duration of the COVID-19 measures, in line with Government guidance, our trained DSL and DDSs will be classed as trained even if they cannot receive this update training.



All staff qualifications and training which are due for renewal during COVID-19 will be classed as trained and renewed even if it is not possible to receive renewal training.

All current staff have received Safeguarding Training and have read Part One, Part Five and Annexe A of Keeping Children Safe in Education (Sept 2019).

When new staff are recruited, they will continue to receive an Induction programme in line with our policy. Where possible the Induction will be conducted online via video links. A record will be kept of all training through the Induction Programme Sheet and will reference to the method of delivery of the training provided.

All Staff are provided with access to updates to all policies through 'Summer Term 2020 – Key Information' section of MyWycombe or in hard copy where necessary.

4. Safer Recruitment

It remains essential that individuals who are unsuitable are not allowed to gain access to young people.

When recruiting new staff, we will continue to follow our Safer Recruitment Policy and Procedure.

5. Document and Identity Checks

In response to COVID-19 the following changes have been put in place.

The Disclosure and Barring Service (DBS) has made changes to its guidance on Standard and Enhanced DBS ID checking to minimise the need for face-to-face contact. This guidance allows for documents to be checked via video link and scanned copies submitted. Where this method takes place the original documents will be checked in person on the reopening of the School or before the first day the person attends on site to work. This measure will be adopted for urgent checks only.

The checking of overseas police checks, certificates of good conduct or overseas criminal record checks will continue where necessary. Scanned copies of documents will be considered as part of the overall checks on the applicants' suitability to work. Originals will be checked in person on the reopening of the School or on the first day the person attends on site to work. In the absence of availability of these checks additional references may be sought.

The government has made changes to its guidance on the Right to Work Documents. Documents will be checked by remote video link and the provision of a scanned copy for the files. Where this method takes place the original documents will be checked in person on the reopening of the School or on the first day the person attends on site to work.

The checking of original qualification documents may be difficult. Documents will be checked by remote video link and the provision of a scanned copy for the files. Where this method takes place the original documents will be checked in person on the reopening of the School or on the first day the person attends on site to work.

Entries made on the Single Central Register in the notes column and on documents in the personnel file will record that "adjusted checks undertaken on [insert date] due to COVID-19". Originals seen on [insert date].



6. Reference Requests and Verification

A record will be kept of the measures taken to verify all references during this period of COVID-19.

1st May 2020 v1