



# Practical Strategies

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# Introduction



Practical Approach

Legal Compliance

Regulation and Inspection: Top Tips





# The Theory

Education (Independent School Standards) (England)  
Regulations 2010

National Minimum Standards for Boarding Schools

Safeguarding Children and Safer Recruitment in Education





# The Requirements

Recruitment Checks

Single Central Record (SCR)



# A PRACTICAL STORY – HOW TO GET THE BACKLOG OF ALL EXISTING EMPLOYEES ONTO THE CENTRAL REGISTER IN ORDER TO COMPLY!!!!!!!

## THE SITUATION:

- OVER 800+ PEOPLE THROUGH THE PAYROLL IN THE LAST FOUR YEARS! (BUILDING TRADES, SUMMER ACTIVITIES, CASUALS, VOLUNTEERS ETC)
- INSPECTION WITHIN NEXT TWO MONTHS LIKELY
- RECOGNITION THAT WE WERE POTENTIALLY WEAK IN SOME AREAS

## WHAT DID WE DO:

- SPLIT RESPONSIBILITIES BETWEEN ACADEMIC AND SUPPORT STAFF
- DOUBLE UP ON CHASING 'POSSIBLE' NON COMPLIANCE ISSUES
- SOME BASIC DECISIONS FOR SUPPORT STAFF RECORDS (THE MAJORITY OF THE 800+)
- RECOGNISE THAT WITHOUT AFFIRMATIVES/BOXES FILLED IN THE **APPLICATION CHECKS** SECTION – WE WOULD BE IN TROUBLE!



# The Theory



New Matrix of Checks on New and Existing Staff

SCR – References, Medical Fitness and Career History



# **WORKING WITH SUPPORT STAFF DEPARTMENTAL MANAGERS**

RE-EMPHASISE THE NECESSARY TONE BY SAYING THAT ANY RECRUITMENT GOING FORWARD BY A DEPARTMENTAL MANAGER THAT DOES NOT COMPLY WITH OUR SAFER RECRUITMENT PROCEDURES – WILL BE A SERIOUS DISCIPLINARY MATTER.

THE BURSAR ACCEPTS THE RESPONSIBILITY OF ALL RECRUITMENT PRIOR TO AN AGREED DATE – PROVIDED THAT:

## **EACH DEPARTMENTAL MANAGER:**

- **REVIEWS THE RECRUITMENT RECORDS FOR ALL CURRENT EMPLOYEES**
- **DEMONSTRATES THROUGH SIGNING OFF A FORM THAT THE REFERENCES HAVE BEEN RECEIVED, MEDICAL QUESTIONNAIRE COMPLETED ETC**
- **HAS A MEETING WITH THE BURSAR SO THAT THE BURSAR CAN SIGN OFF EACH OF THESE FORMS FOR EVERY MEMBER OF STAFF CURRENTLY ON THE PAYROLL OR PRESENT ON OUR PREMISES**



## Responsibility for Completing SCR

Disciplinary

Fill in all the gaps

Use "N/A"

Do not use "X" or "No"

# SUPPORT STAFF REVIEW FORM (FOR 'BACKWARD' REVIEW!)

Name

## DELETE AS REQUIRED:

Reference 1 received?

YES

**NO**

Reference 2 received?

YES

**NO**

**REFERENCES SATISFACTORY?**

YES

**NO**

CV received?

YES

**NO**

Medical Questionnaire received?

YES

**NO**

Application Form received?

YES

**NO**

REVIEWED BY:

(Sign and print name)

Date:

ALWAYS THE DEPARTMENTAL  
MANAGER

ACTION REQUIRED:

APPROVED BY:

(Sign and print name)

Date:

ALWAYS THE  
BURSAR!!!



# Practical Approach

## Stonyhurst College's Practical Approach

Optional for SCR

Whilst there is latitude, medical fitness, references and employment history should be included for completeness

# WHAT COMES OUT OF THE REVIEW?

## THE TWILIGHT ZONE?

- CASUAL LABOUR
- YOUNG CASUAL LABOUR MOVING TO THEIR SIXTEENTH BIRTHDAY AFTER HAVING ALREADY STARTED WORK WITH YOU
- MUSIC
- SPORTS AND OTHER COACHES
- SCHOOL SHOP START OF YEAR EXTRA STAFF
- VOLUNTEERS
- ESCORTS

DEVELOP A RAPID FIX SO THAT ALL THE NECESSARY BOXES IN THE CENTRAL REGISTER CAN BE COMPLETED IN THE AFFIRMATIVE.



# Twilight Zone

Position in regard to volunteers

Anomalies handout



**REFERENCE & SUITABILITY TO WORK WITH CHILDREN – ‘QUICK’ FORM**

<b>FUNCTION:</b>	<b>NAME:</b>
DATE STARTED	
REFERENCE 1 – CAN YOU STATE THAT IN YOUR OPINION YOU KNOW OF ANY REASON WHY THE APPLICANT SHOULD NOT WORK WITH CHILDREN	<u>ANSWER</u>  Supplied by: Signature:
REFERENCE 2 –CAN YOU STATE THAT IN YOUR OPINION YOU KNOW OF ANY REASON WHY THE APPLICANT SHOULD NOT WORK WITH CHILDREN	<u>ANSWER</u>  Supplied by: Signature:
<b>RESPONSIBLE PERSON/MANAGER:</b>	
<b>SIGNATURE:</b>	
<b>DATE:</b>	

THIS CONSTITUTES A WRITTEN REFERENCE – we decided



# References

## Forms of Reference Request

Stonyhurst approach is pragmatic for existing staff

Consider bolstering the form with additional questions

## **MEDICAL FITNESS DECLARATION – 'QUICK' FORM**

<b>FUNCTION/POST:</b>	<b>NAME:</b>
DATE STARTED	
DO YOU KNOW OF ANY REASON WITH REFERENCE TO MEDICAL FITNESS, ON GROUNDS OF HEALTH, WHY YOU SHOULD NOT BE ABLE TO DISCHARGE THE RESPONSIBILITIES REQUIRED BY THE POST NAMED ABOVE.	<b>ANSWER:</b>  <b>SUPPLIED BY:</b>  Signature:
<b>RESPONSIBLE PERSON/MANAGER:</b>	
<b>SIGNATURE:</b>	
<b>DATE:</b>	



# Medical Fitness

Equality Act 2010

Disability Discrimination

No prescribed form to verify medical fitness





# Compliance



New Staff – complete all the necessary checks

Existing Staff – complete SCR

- Leave no stone unturned
- Do not cover up

N.B. – Inspectors can be wrong!





Yvonne Spencer, Partner





## Awareness of Policies

Can you locate all the required policies quickly?

Is your staff training up to date (especially child protection, inter-agency, induction and first aid)?

Are boarders / senior pupils aware of safeguarding procedures?

Are anti-bullying measures regularly discussed with pupils and staff?

Have your Governors read the policies and reviewed them regularly at meetings?



## Validity

Have the policies been finalised and agreed by the governors- Are there minutes of the meeting- Is there evidence of a resolution

Have the policies been reviewed regularly

Have appropriate staff members made the correct reports to the governors (e.g. child protection, anti-bullying)





## Record Keeping

Does the school have records of sanctions, serious incidents, child protection records, training records

Additional record keeping requirements for boarding school

Does the school have records on physical restraint/use of force as a matter of best practice (note U-turn on recording and reporting requirements)





## Communications

Engage pro-actively with parents to bring your policies to life  
(for example training for parents on cyber-bullying)

Ensure that parents have easy access to  
all your policies. Web sites should be easy to navigate

Ensure that staff are well-prepared for  
inspection and know where policies,  
procedures and records are kept





## Transparency

Tackle complaints in a fair and open-minded way. Aim to reach agreement early on but follow correct procedures if this does not work

If your policies or procedures are not compliant take prompt action to resolve the issue but be open with inspectors – no cover ups





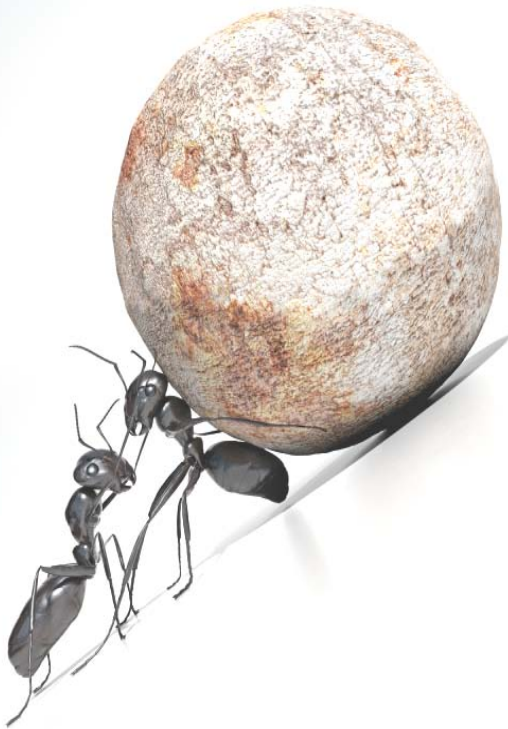
## Challenge

Inspectors sometimes get things wrong. Be prepared to challenge a judgement

Keep notes of the conduct of the inspection so that you have ammunition if necessary

Take advice so that you are sure of your ground

Make your challenge promptly and professionally





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