

## **SAFER RECRUITMENT POLICY PROCEDURE**

Beechwood Sacred Heart School does not permit age, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation to be used as criteria for staff selection. In light of the School's Catholic foundation, in cases of selection in which all other factors are equal, preference may be given to a Catholic candidate.

### **1. General**

**Beechwood Sacred Heart School** ("the School") is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the School's Application Form and recruitment process must be directed to Ms Liz Milner.

### **2. Scope of this Policy**

The Recruitment, Selection and Disclosures Policy and Procedure herewith refers and applies to staff directly recruited and employed by the School. In the Education (Independent Schools Standards) (England) Regulations 2014, staff are defined as:

*Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer.*

The following are included: teachers, peripatetic teachers and coaches, part-time staff, students, administrative staff, caretakers and other ancillary staff, staff appointed from overseas, pupils paid to work at the school (for example as after-school carers).

Regulated activity (i.e. work that a barred person must not do) in relation to children comprises, in summary:

- i. unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children;
- ii. work for a limited range of establishments ('specified places'), with opportunity for contact: e.g. schools, children's homes, childcare premises. Not work by supervised volunteers;

In the case of agency or contract workers, the School shall obtain written confirmation from the agency or company that it has carried out the appropriate checks (identity, enhanced disclosure, right to work in the UK, barred list/List 99, prohibition, qualifications, overseas checks, disqualification under the Childcare Act 2006). The school conducts identity checks on agency and contract workers on arrival in school and, in the case of agency workers, the school must be provided with a copy of the DBS check for such staff.

Any staff who TUPE transfer into the School's staff, will be required to undertake the statutory requirements with regard to safer recruitment checks.

### **3. Application Form**

The School will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

The School will make candidates aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Candidates for employed posts will receive a Job Description and Person Specification for the role applied for.

As the position for which candidates are applying involves substantial opportunity for access to children, it is important that applicants provide the School with legally accurate answers. Upfront disclosure of a criminal record may not debar a candidate from appointment as the School shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Information should be submitted in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Headmaster. If candidates would like to discuss this beforehand, they are asked to please telephone in confidence to the Headmaster for advice.

Any unspent convictions, cautions, reprimands or warnings must be disclosed to the School. However amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the position. Additionally, successful applicants should be aware that they are required to notify the school immediately if they are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration including 'by association' i.e. they live in the same household (or someone is employed in their household) as someone who has unspent cautions or convictions for a relevant offence (please see a list of the relevant offences set out here:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/384712/DBS\\_referrals\\_guide - relevant offences v2.4.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/384712/DBS_referrals_guide_-_relevant_offences_v2.4.pdf)).

The 'by association' requirement also applies if you live in the same household as or someone is employed in your household who has been disqualified from working with children under the Childcare Act 2006.

The Childcare (Disqualification) Regulations 2009 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the DSL (Deputy Head) and Headmaster immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive. He/she must also notify the school immediately if he/she is living in a household where anyone lives or works who has been disqualified from working with children or from registration for the provision of childcare.

Staff and/or successful candidates who are disqualified from childcare or registration, including 'by association', may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Headmaster for more details.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

If the candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment [more guidance for schools from the DfE on this can be found at: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/439598/prevent-duty-departmental-advice-v6.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf)].

If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the School will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the School may request character references which may include references from the candidate's school or university.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS.

Qualified Teacher Status is not a requirement for teachers in the independent sector, but schools must now check that anyone employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State. The check is completed using the free Employer Online service, and can be undertaken on individuals who do not have QTS by searching by name. This applies to those appointed to teach on or after 3 April 2012. A check of any prohibition can be carried out using the

[Teacher Services' system](#). Prohibition orders are described in the National College for Teaching and Leadership's (NCTL) publication [Teacher misconduct: the prohibition of teachers](#)

As set out in the Prevent Duty, any visiting speakers, whether invited by staff or by the pupils themselves, will be suitably and appropriately supervised by a member of staff.

#### **4. Invitation to Interview**

The School will short list applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail. Gaps in application details of selected candidate or any other concerns will be investigated at interview.

All formal interviews will have a panel of at least two people chaired by the **Headmaster or another designated senior member of staff**. As per recommended best practice, at least one person on the appointment panel will have undertaken **safer recruitment training**. The Chair of Governors should chair the panel for the Head's appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.

The interview will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

The School requests that all candidates invited to interview also bring with them:

1. A current driving licence including a photograph or a passport or a full birth certificate;
2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
3. Where appropriate any documentation evidencing a change of name;
4. Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

**Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.**

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

#### **5. Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received). KCSIE (Sept 2016) states: Employers should always ask for written information about

previous employment history and check that information is not contradictory or incomplete. References should be sought on all short-listed candidates, including internal ones, before interview, so that any issues of concern they raise can be explored further with the referee and taken up with the candidate at interview.

2. Verification of identity ([Further guidance](#)) and qualifications including, where appropriate, evidence of the right to work in the UK; ([Further guidance](#))
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
4. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State. Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:
  - Planning and preparing lessons and courses for pupils
  - Delivering and preparing lessons to pupils
  - Assessing the development, progress and attainment of pupils
  - Reporting on the development, progress and attainment of pupils;
5. Verification of professional qualifications, where appropriate;
6. Verification of successful completion of statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999);
7. Where the successful candidate has worked or been resident overseas such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered (see below); and
8. Satisfactory mental and physical fitness assessment to carry out responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role.
9. Confirmation from the candidate that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009 or Receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009.
10. Where the successful candidate will be taking part in the management of the school, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching heads of department. A section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. A person who is prohibited is unable to participate in any management of an independent school such as: a management position in an independent school, academy or free school as an employee; a trustee of an academy or free school trust; a governor or member of a proprietor body for an independent school; or a governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities. A check for a section 128 direction can be carried out using the [Teacher Services' system](#). Where the person will be engaging in regulated activity, a DBS barred list check will also identify any section 128 direction.
11. For a candidate that has lived or worked outside the UK, an EEA check using the NCTL Teacher Services system for information about any teacher sanction or restriction (see below)

### **Individuals who have lived or worked outside the UK**

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges. In addition, schools and colleges must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. These further checks should include a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, using the [NCTL Teacher Services' system](#). Although restrictions imposed by another EEA regulating authority do not prevent a person from taking up

teaching positions in England, schools should consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment.

The Home Office has published guidance on [criminal record checks for overseas applicants](#). The department has also issued [guidance on the employment of overseas-trained teachers](#). This gives information on the requirements for overseas-trained teachers from the EEA to teach in England, and the award of qualified teacher status for teachers qualified in Australia, Canada, New Zealand and the United States of America.

### **Trainee/student teachers**

Where applicants for initial teacher training are salaried by the school, the school will ensure that all necessary checks are carried out. As trainee teachers are likely to be engaging in regulated activity, an enhanced DBS certificate (including barred list information) must be obtained.

Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training (ITT) provider to carry out the necessary checks. The School will obtain written confirmation from the training provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. There is no requirement for the school to record details of fee-funded trainees on the single central record.

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, and layout of the School. Certain roles e.g. school minibuses drivers will be subjects to an annual fitness medical.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

### **Appointment of Supply Staff**

Schools must check with the relevant supply agency that the required checks have been carried out to the extent relevant to that person: identity, enhanced disclosure, right to work in the UK, barred list/List 99, prohibition, qualifications, and overseas checks. The single central register must show that all these checks have been carried out to the extent relevant and, in addition that the school has carried out its own identity check. The school must also receive a copy of the disclosure. Additionally, in having regard to KCSIE, the agency should take up references, obtain a declaration of medical fitness, and check previous employment history. A teacher working for an agency should have a fresh disclosure every three years (or earlier if there are grounds for concern or a break in service of three months or more). Supply agencies must keep 'disclosures' for at least a year and, where an individual remains with an agency for more than 12 months, a disclosure can be kept for up to three years to facilitate portability arrangements

Having satisfied the above checks and safeguards, a contract is issued and personnel details are recorded on the Single Central Register prior to the commencement of employment.

## **Existing staff**

If a school has concerns about an existing staff member's suitability to work with children, the school will carry out all relevant checks as if the person were a new member of staff. Similarly, if a person working at the school moves from a post that was not regulated activity into work which is regulated activity, the relevant checks for the regulated activity must be carried out.

Schools have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult; where the harm test is satisfied in respect of that individual; where the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence; and that the individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. Referrals should be made as soon as possible after the resignation or removal of the individual. Guidance on referrals can be found on [GOV.UK](http://GOV.UK).

Where the school dismisses or ceases to use the services of a teacher because of serious misconduct, or might have dismissed them or ceased to use their services had they not left first, they must consider whether to refer the case to the Secretary of State, as required by sections 141D and 141E of the Education Act 2002. The Secretary of State may investigate the case, and if s/he finds there is a case to answer, must then decide whether to make a prohibition order in respect of the person.

## **6. References**

The School will seek the references referred to in section 5 above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. If the candidate does not wish the School to take up references in advance of the interview, they should notify the School at the time of applying.

The School will ask all referees if the candidate is suitable to work with children.

The School will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate. Any information about past disciplinary action or allegations will be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Teacher Services' checks referred to previously).

## **7. Criminal Records Policy**

The School will refer to the Department for Education ("DfE") document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request or accessed here:

<https://www.gov.uk/government/publications/dbs-code-of-practice>].

There are limited circumstances where the school will accept a check from another educational institution which are as follows:

Where the new member of staff ("M") has worked in: -

- (a) A school or a maintained school in England in a position which brought M regularly into contact with children or young persons;
- (b) A maintained school in England in a position to which M was appointed on or after May 2006 and which did not bring M regularly into contact with children or young persons; or
- (c) An institution within the further education sector in England or in a 16 to 19 Academy in a position which involved the provision of education or which brought M regularly into contact with children or young persons, during a period which ended not more than three months before M's appointment.

In these circumstances the school may apply for a disclosure but is not required to do so. A new, separate barred list check will be obtained.

The School will follow Home Office guidance regarding application processes for obtaining overseas criminality information to provide to employers in the United Kingdom for non UK nationals.  
<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

### **DBS Update Service**

Where an applicant subscribes to the DBS Update Service the applicant must give consent to the school to check there have not been changes since the issue of a disclosure certificate.

### **If disclosure is delayed**

A short period of work is allowed under controlled conditions, at the Head's discretion. However, if an 'enhanced disclosure' is delayed, a Head may allow the member of staff to commence work:

- Without confirming the appointment;
- After a satisfactory check of the barred list if the person will be working in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily;
- Provided that the DBS application has been made in advance;
- With appropriate safeguards taken (for example, loose supervision);
- Safeguards reviewed at least every two weeks;
- The person in question is informed what these safeguards are;
- It is recommended, but not a requirement that a note is added to the single central register and evidence kept of the measures put in place.

## **8. Retention and Security of Records**

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months.

## **9. Single Central Register (SCR)**

The single central register (SCR) must contain an entry for all current members of staff at the school. This must show the date of the following checks where applicable: an identity check; a barred list

check; an enhanced DBS check/certificate; a prohibition from teaching check; a section 128 check (for management positions for independent schools; further checks on people who have lived or worked outside the UK; this would include recording checks for those European Economic Area (EEA) teacher sanctions and restrictions; a check of professional qualifications; and a check to establish the person's right to work in the United Kingdom.

## **10. Employees of Contractors**

Employees of contractors who are working at the school on a long term basis (caterers, maintenance, et al) should be subject to the same checks as school, with written confirmation supplied by the employing organisation. The school must check identity on arrival.

Where the employees of contractors such as builders will have access to areas where unsupervised contact with children is possible, the school (**Facilities Manager**) should have arrangements in place to ensure that DBS checks are undertaken by the contractor. Before a new individual starts work, the school should receive confirmation from the company that the required checks have been undertaken and check photographic identification on arrival at the school. Schools should keep records of the confirmations from the contractor, to be checked on inspection as part of the school having regard to safeguarding guidance. Please note that separate provisions apply to supply staff provided to the school by an employment business (i.e. a recruitment agency supplying temporary staff) – see the guidance in the 'supply staff' section above.

Schools and colleges should ensure that any contractor, or any employee of the contractor, who is to work at the school or college has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites.

Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity. Schools are responsible for determining the appropriate level of supervision depending on the circumstances. At Beechwood supervision of contractor staff is conducted on a daily basis by the Facilities Manager (or in her absence the school caretaker) who monitors progress against agreed work schedules.

If a contractor working at the school is self-employed, the school or college should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

## **Appendix**

### **Policy on the Recruitment of Ex-Offenders**

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009, whether by association, or otherwise.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of an applicant's application; or
- The School has serious concerns about an applicant's suitability to work with children.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- The circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

## SAFER RECRUITING PROCEDURES CHECKLIST

Action on A Vacancy Arising	Responsibility
<p><b>Recruitment</b> The vacancy and funding for the appointment must be authorised by the Headmaster/SMT. SMT and HM Secretary (LM) will create an up to date job description and person specification for each vacancy.</p>	<p><b>HM/ SMT /LM</b></p>
<p><b>Job Description:</b> In addition to a standard description about the School and the post, each Job Description must include the responsibility of the post holder to child protection. An example for a member of the support staff is as follows:</p> <p><b>Safer Recruitment:</b> The School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.</p>	<p><b>LM</b></p>
<p><b>Person Specification:</b> The Person Specification defines the personal qualities and attributes that the ideal applicant will need to perform the role. It enables applications to be filtered objectively and to enable a credible rejection on the basis that a candidate did not fulfil the requirements of the role.</p>	<p><b>HM/ SMT /LM</b></p>
<p><b>Advertisement Policy:</b> HM Secretary /Employment agency (if relevant) will draw up the advertisement assisted by the SMT member/HOD who will authorise the advertisement to be placed. Whether published in the press, on-line or on the School website, each advertisement must include the following words:</p> <p>The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be required to undertake an enhanced disclosure by the DBS.</p>	<p><b>HM/ SMT /LM</b></p>
<p><b>Application Forms and CVs:</b> Each applicant must submit a correctly completed and signed application form (available on the School website or on request). A CV on its own will not suffice.</p>	<p><b>LM</b></p>
<p><b>Action on Receipt of Applications</b></p>	
<p><b>Receipt of Application Forms:</b> Application forms will be logged by HM Secretary (LM). a. A fully completed application form is required for each position; this may be accompanied with a CV. b. All applications are to be acknowledged.</p>	<p><b>LM</b></p>
<p><b>Preparation for Shortlisting:</b> SMT/HOD will identify those applicants for shortlisting, using the updated job description/person specification and advert.</p>	<p><b>HM/ SMT /HOD</b></p>
<p><b>The Selection Panel:</b> The SMT/HOD will meet to decide which candidates to invite for interview, taking into account the following: Are there any unexplained gaps in employment? Apparent steps backwards in career progression. Move from permanent to supply work. Repeated changes in employment. Over-achievement. Titles that do not equate to the level of salary. Above-market salaries. Incomplete forms. How much of the JD and Person Specification does an individual offer.</p>	<p><b>HM/ SMT /HOD/LM</b></p>

<p>HM Secretary will confirm the date, times and format of the Interview day/schedule.</p> <p>Headmaster/SMT will inform all candidates who have not been selected for interview using standard letter.</p>	
<p><b>Invitations to Attend an Interview:</b> HM Secretary (LM) will invite selected candidates to attend for an interview informing each candidate of the interview programme.</p> <p>The candidate must be asked to bring with them the necessary documentation to verify their identity and the interview will be conditional upon compliance. If they do not do so then the interview should not proceed and may be cancelled (a good test of personal organisation, respect for authority and, for those that recognise it as such, demonstrates support for safer recruitment). The following should be brought to the interview:</p> <p>Photographic identity document e.g. driving licence or passport (or both); two utility bills or statements showing name and current address (not older than 3 months); documentation confirming their NI number; QTS Number if a teacher; Marriage certificate or deed poll if the applicant has changed his or her name. Original documents confirming educational and professional qualifications.</p>	<p><b>LM</b></p>
<p><b>References:</b> HM Secretary (LM) will request references for all employees. Where time scales permit these will be requested in advance of the interview with the permission of the applicant.</p> <p>One of the references should be from the candidate's most recent employer. If this reference did not involve work with children it is vital that if this exposure is within a candidate's experience then a reference must be obtained from that employer. Referees should not be relatives or someone known to the applicant solely as a friend. Referees will be asked whether the candidate is suitable for the post and whether there is any reason to question their suitability to work with children as well as eliciting information about their employment, performance and disciplinary history. There should be no omission or material misrepresentation of the suitability of the candidate. The covering letter to referees will explain the requirement fully.</p>	
<p><b>Rejected Candidates:</b> All candidates deserve the courtesy of a letter of rejection that includes an expression of gratitude for their interest in the School</p>	<p><b>HM/LM</b></p>
<p><b>Action on Interviewing Candidates</b></p>	
<p>Reception. On arrival the HM Secretary (LM) will take copies of all identity documents and examine all of these documents for authenticity.</p> <p>If there are any doubts then the candidate must be asked for another document for corroboration. If doubts are still held there are two options – proceed if satisfied with the candidate's explanation or do not proceed. Any issues identified should be raised at the interview. A teacher should understand why persistence is necessary but a person new to the</p>	<p><b>LM</b></p>

<p>environment may need to have these concerns put in context. If the selection panel is satisfied with the explanations then a record should be kept with the interview notes. If it transpires that the applicant has lied either then or later then the matter should be reported immediately to the Headmaster. He will report the facts to the police or to the regulatory authorities.</p>	
<p><b>The Interview Panel:</b> The LG/HOD/HM Secretary (LM) is responsible for ensuring that these instructions are followed. The format of the interview process should involve one or more interviews, a tour of the campus and, where possible, a practical element to test skills claimed by the candidate. All formal interviews must be conducted by at least two people, one of whom must be trained in safer recruitment. This requirement can be relaxed if there is a series of interviews during the process but at least one face-to-face interview must include probing questions on child protection with the trained interviewer present. Having at least two persons present allows one interviewer at a time to question the candidate whilst the other takes notes.</p>	<p>LG/HOD/LM</p>
<p><b>Conduct of the Interview:</b> The interview panel must prepare relevant questions for each candidate and keep notes of the replies. Interviewers must avoid irrelevant questions about home life, age or religion, for example, which could give rise to discrimination claims later. The following areas should be covered:</p> <p>In the Interview Conducted by the safer recruitment trained colleague: Any doubts concerning identity or the authenticity of qualifications must be pursued. Any gaps in employment must be examined until the panel is satisfied that the candidate has accounted for missing time adequately. This may include the provision of corroborative evidence from other referees. Motivation to work with young children. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. Emotional resilience in working with challenging behaviours and attitudes to authority and maintaining discipline. Final check that the correct statements have been signed on the application form. Ask if the candidate wishes to declare anything further against the requirement for a DBS check and the likely questions that the School will ask of referees.</p> <p>In this or the other Interviews.</p> <p>Interview questions should be structured so as to test each applicant against the Job Description and the Person Specification. Any discrepancies between statements between the referees and the candidate. For support staff especially, the Terms and Conditions of Service and the availability of the candidate together with an explanation that work cannot commence until all pre-employment checks have been completed successfully.</p>	<p>LG/HOD</p>
<p><b>Selecting the Successful Candidate:</b> The Headmaster/SMT/HOD will conduct a summary of the interviews with the aim of deciding if the vacancy can indeed be filled from the candidates and will select the best candidate. For teaching staff, this will include the Headmaster. Full notes</p>	<p>LG/HOD</p>

<p>should be kept. A second and third choice will also be selected, if suitable, in case the first chosen candidate rejects the offer.</p>	
<p><b>Verbal Reference Check:</b> If required HM Secretary (LM) will telephone the referees of the successful candidate to ask any further questions the interview panel may have and to check the veracity and origin of the references held. It is also a requirement for verbal references to be sought from any other educational establishment at which the candidate has claimed employment. These conversations are also to be recorded in writing.</p>	<p><b>LM</b></p>
<p><b>Records:</b> All notes, references and application forms should be gathered up securely by the HM Secretary (LM) and kept for 3 months. Papers relating to the successful candidate will form the basis of that individual's personnel file.</p>	<p><b>LM</b></p>
<p><b>Action on Selecting a Successful Candidate</b></p>	
<p><b>Verbal Offer:</b> The Headmaster will telephone the successful candidate and offer the post verbally conditional on successful completion of the pre-employment checks. If the post is accepted by the candidate a letter of appointment will be drafted. If rejected by the candidate then we must repeat the action of verbal reference check until the list of suitable candidates is exhausted at which point the process starts again.</p>	<p><b>HM</b></p>
<p><b>Letter of Appointment:</b> HM Secretary (LM) will then draft a letter of appointment under the direction of the Headmaster/SMT. The offer will remain conditional and no contractual relationship formed until the conditions have been met. The following conditions are to be enforced: The receipt of at least two professional references which are considered satisfactory by the School if not already received and one of which is from the candidate's most recent employer plus one character reference. If References taken by phone then a written record of conversation must be placed in the employees file. Confirmation of the candidate's identity if this could not be established on the day of the interview. Satisfactory List 99 (or its successor) for any early employments and DBS check (this includes a List 99 check). The School does not accept that DBS Disclosures are portable. Unless the individual is signed up to the update service and the position they are applying for is a similar role to their previous role. Confirmation of the candidate's medical fitness for the role. Confirmation of the qualifications where applicant claims to have them. Confirmation of professional status where required e.g. QTS etc. Ensure Staff Declaration form is issued and completed regarding Childcare (Disqualification) Regulations 2009 for employees (where relevant). Successful completion of a probationary period.</p> <p>The School will follow Home Office guidance regarding application processes for obtaining <b>overseas</b> criminality information to provide to employers in the United Kingdom.  <a href="https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants">https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants</a></p> <p>Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges. In addition, schools</p>	<p><b>LM/HM</b></p>

<p>and colleges must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. These further checks should include a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, using the <a href="#">NCTL Teacher Services' system</a>.</p> <p>Definition of Teacher: Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass: Planning and preparing lessons and courses for pupils. Delivering and preparing lessons to pupils. Assessing the development, progress and attainment of pupils. Reporting on the development, progress and attainment of pupils.</p>	
<p><b>Pre-Employment Checks:</b> To assist in ensuring that all the necessary pre-employment checks have been completed, the Compliance checklist is to be initiated once the successful candidate has accepted the post verbally and a personnel file opened. The record on the Central Register will also be initiated at this time by HM Secretary (LM). Refer to Section 5, page 4 of this policy.</p>	<p><b>LM</b></p>
<p>DBS Application Once the individual has accepted the post, HM Secretary (LM) will make contact with the individual and arrange for the DBS application to be completed and despatched to the Umbrella Body as soon as practically convenient for checking at the Enhanced Level.</p> <p>HM Secretary (LM) will check that the individual is registered with the Independent Safeguarding Agency, (Prohibition check) and is not barred from working with children; if not HM Secretary (LM) will facilitate this registration.</p>	
<p><b>Induction Pre-Reading:</b> Prior to the candidate's arrival and in addition to any curriculum induction arranged by the Headmaster, the new employee will be given an Induction Information and several publications pertaining to the School and their new role as per the Staff Induction policy. The information will include the latest version of the School's Safeguarding Policy and part 1 of KCSIE. This is to be signed as having read <i>and</i> understood.</p>	<p><b>HR</b></p>
<p><b>Clearance for Work:</b> The new employee can only be given a start date once the Headmaster/HM Secretary is satisfied that all of the pre-employment checks are complete including DBS clearance. No-one else has the authority to permit a new employee to report for duty.</p>	<p><b>LM/HM</b></p>

**Reviewed by HM: September 2016**

**Date of next review: September 2017**