

Date: May 2022
Review date: May 2023
Responsibility: DR, MW

Bishop Challoner School



SAFER RECRUITMENT & SELECTION POLICY



Bishop Challoner School

Safer Recruitment and Selection Policy and Procedures

Bishop Challoner School is committed to providing the best possible care and education for its pupils and to safeguarding and promoting the welfare of children and young people. The school recognises that, in order to achieve these aims, it is important to attract, recruit and retain staff of the highest calibre who share this commitment and expects all staff, volunteers and Trustees to share this commitment. Safeguarding screening will apply to all posts.

1. Policy Statement

Bishop Challoner School recognises that its staff are fundamental to its success; therefore a strategic and professional approach to recruitment and selection will enable the school to attract and appoint high calibre staff with the necessary skills and attributes to fulfil its strategic aims and support its values.

We are committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient and effective and promotes equality of opportunity. The school ensures that all employees are recruited, trained and promoted on the basis of ability, the requirements of the job and relevant and objective criteria.

This policy has been produced to provide a flexible framework which promotes good practice, adopts a proactive approach to equality and diversity issues and supports fully the School's core business.

2. Scope

This policy applies to the recruitment and selection of **all** staff to the School regardless of the status of the post.

A copy of this policy is made available to all staff in the internal staff folder. All Bishop Challoner School employees who are involved at any stage in the recruitment and selection of staff must be made aware of and adhere to the contents of this policy. In addition, any external consultants, recruitment agencies or external experts who assist in the recruitment process must act in accordance with this policy.

3. Aims

- To ensure that the recruitment processes are fit for purpose
- To appoint the best person for each position
- To ensure equality of opportunity for all applicants
- To carry out safe recruitment, pre-employment checks and vetting practices (see Safeguarding Policy)
- To ensure compliance with the School's Equal Opportunity Policy and relevant employment legislation
- To ensure compliance with all relevant recommendations and guidance including the recommendation of the DfE in 'Keeping Children Safe in Education' 2021 and the Code of Practice published by the Disclosure and Barring Service and employment legislation
- To promote the School's values
- To meet the School's operational requirements and strategic aims

4. The Recruitment Procedure

The Trustees, in consultation with the Headteacher, have ultimate responsibility for recruiting of all staff.

4.1 Advertising the position

A job description and a person specification will be prepared prior to advertising as the information should be used to draft the advertisement.

All adverts are placed on the school website. Where appropriate, posts are also advertised internally. The advert will include:

- Job title
- School's name and address
- The school crest
- Essential requirements: qualifications, experience and personal attributes
- Brief details of the responsibilities of the job
- Whether the job is part-time / term time only / fixed term, including the start date
- How to apply (i.e. by returning application form (CVs unaccompanied by an application form are not accepted) including the closing date and interview dates
- Email address / school website address
- Statement included: "We are committed to the safeguarding of children, and child protection screening will apply to this post"

All callers can download or are sent Job Descriptions/Person Specification, application forms which incorporate the Equal Opportunities and Child Protection declaration. The use of CVs is not recommended for reasons of consistency and clarity of employment history. For relevant posts the School marketing material will be included.

A file will be compiled for applications. Application forms are checked to ensure that a full employment history is provided, details of convictions or cautions have been declared and the declaration that the information supplied is true has been signed.

4.2 Application

All applicants for employment will be required to complete an Application Form asking for the following:

- Full, identifying details of the applicant, including current and former names, current address and National Insurance Number

A declaration of whether they have lived or worked abroad for a period of 3 months or more in the last 10 years

- A full, chronological career history since leaving secondary education. The applicant will be asked to clarify any gaps
- Any academic and/or vocational qualifications that are relevant to the position for which he/she is applying
- A declaration of any existing contacts in the School.
- Details of referees
- A declaration of any convictions, cautions, reprimands or final warnings, except for those to which the DBS filtering rules apply. Please see <https://www.gov.uk/government/publications/dbs-filteringguidance> for further information. The filtering guidance is published to candidates in the document entitled 'The Application and Recruitment Process'

Candidates will be asked to complete any incomplete forms. A Curriculum Vitae will not be accepted in place of the completed application form.

4.3 Selecting candidates

Long and short listings are done on the basis of matching the skills, qualifications and experience of each applicant against the person specification for the post, ensuring that selection criteria are non-discriminatory.

A selection panel will be decided upon and include at least one Trustee (where this is deemed necessary) and the Headteacher. The Headteacher's PA will set out a suitable interview programme and timetable the day in consultation with relevant staff. At least one member of the panel is trained in safer recruitment.

4.4 References

Where possible, references for shortlisted candidates will be taken up before interviewing so that any issues of concern they raise can be explored further with the referee. References will always be obtained prior to appointment. With express permission from the subject, references are always taken up direct with the referees who include the most recent employer. Additional references will be taken from all employment that involved work with children or vulnerable adults. A minimum of two will be requested. Three references will be requested for appointments to the Senior Leadership Team.

Reference requests always ask about the candidate's suitability to work with children.

The following statement is included: 'information provided in the reference should be accurate and must not contain any material misstatement or omission'.

Electronic references are verified by telephoning the workplace of the referee. In addition to confirming that they have supplied the reference, referees are always asked to confirm that they know of no reason why the candidate should not work with children.

In accordance with the Equalities Act 2010, no enquiries will be made either prior to or during interview about a candidate's medical fitness and disabilities. These matters will be considered after the offer of employment has been made.

All references given by school staff or obtained by the school are confidential, and thus exempt from a SAR request.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare this as soon as they are aware of the individual's application. In this event it would normally be necessary for the member of staff to avoid any involvement in the selection process.

Upon the closing date, copies of all applications will be collated in a folder in the Headteacher's office and is made available for perusal by members of the selection panel. These must not be removed from the Headteacher's office.

5. Interviews

The interviewee will be asked to bring the following with them:

- Proof of relevant qualifications i.e. original certificates
- Documents such as a passport, utility bill etc. that show proof of date of birth, current name and address
- Where appropriate change of name documentation
- Proof of right to work in the UK (e.g. passport) showing that the holder is a British citizen or a citizen of the United Kingdom and Colonies having the right to abode in the UK or proof of settled status.
- If applicable, an Immigration Status Document issued by the Home Office or the UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on his or her stay in the UK.

This is required before an offer of employment can be made (Asylum & Immigration Act).

The above original documentation will be scrutinised. The original will be returned to the owner. All documents will be checked for likeness of photographs, dates of birth being consistent with the individual's appearance, expiry dates, stamps, endorsements and names.

Interview questions to be asked of all candidates are prepared with reference to the selection criteria set out in the job and person specification, including safeguarding issues. Any gaps in employment will also be queried. Questions relating to health or attendance records must not be asked. Notes of the candidates' responses are made.

For teaching appointments, classroom observation will be used as a basis for assessing teaching performance and advance notice of this will be provided. Some posts will require a presentation and/or tasks to be completed.

Once a suitable candidate has been selected for post, all interviewer's notes and copies of CVs/application forms will be collated and kept on file. Keep files for rejected candidates for 12 months.

6. Offering the post.

NB: All new staff are subject to a probationary period as specified in individual contracts of employment.

An offer of employment is made subject to successfully completing the following checks

- Two satisfactory references (one of whom must be the applicant's most recent employer received), three for Senior Leadership Team positions;
- satisfactory Enhanced Disclosure with a Children's Barred List check for the Child Workforce from the DBS (including Prohibition from Management checks where applicable using the description "CHILD WORKFORCE INDEPENDENT SCHOOL");
- occupational health checks as relevant;
- Teacher Agency check (Section 10);
- DBS Children's Barred List, List 99, where awaiting return of an Enhanced DBS with Barred List Check;
- checks of identity and qualifications;

- checks on right to work in the UK and overseas checks where appropriate;
- For a candidate that has lived or worked abroad for 3 months in the last 10 years, an overseas criminal records check;
- previous employment history;
- 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;
- Verification of successful completion of statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999);
- Prohibition orders;
- Proof of salary.

An offer letter will be sent out and will include:

- Contract of Employment
- New Employee payroll information
- Inland Revenue 'New Starter Checklist'
- Satisfactory Medical Questionnaire
- Disclosure and Barring Service application form
- Job description
- A Staff Suitability Declaration form to be signed showing that he/she is not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009.
- 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

7. Pre-Employment Checks

In accordance with the statutory guidance, the school will carry out a number of pre-employment checks of all prospective employees. In line with Part 3 of the DfE's guidance 'Keeping Children Safe in Education' (KCSIE 2021), the Governing Body prevents people who pose a risk of harm from working with pupils by adhering to statutory responsibilities to check all staff who work with children, taking proportionate decisions on whether to ask for any checks beyond the minimum required, and ensuring volunteers are appropriately supervised. Organisations providing contractors or consultants working on site are asked for written assurances that where relevant and required, their staff have been suitably vetted in line with legal requirements.

All applicants that are invited to an interview will be required to bring appropriate evidence of identity, address, qualifications and the right to work in the UK (a full list of documents required will be sent to candidates).

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

A current driving licence including a photograph or a passport or a full birth certificate;
A utility bill or financial statement issued within the last three months showing the candidate's current name and address;

Where appropriate any documentation evidencing a change of name;

Where the candidate is not a citizen of the UK, proof of settled status or entitlement to work and reside in the UK.

Originals of the above are necessary. Photocopies or certified copies are not sufficient.

The Headteacher's PA or person nominated in their absence will ensure that all identity, qualifications and DBS checks are carried out. A copy of all documents used to verify the successful candidates identity, right to work and required qualifications will be kept in the individual's personnel file.

8. DBS Check

All details of the DBS disclosure will be recorded, including the level of disclosure, disclosure number, clearance date, name of the checker and date checked on the single central record. Any copies of the DBS certificate are destroyed as soon as the details are logged, and in any case within 6 months.

If an 'enhanced disclosure' is delayed, the candidate may begin work provided that they have a previous DBS certificate, his or her suitability is checked against the Children's Barred List (List 99) AND that the school's DBS application has been made in advance of his or her starting work. In such cases, the candidate will be risk assessed with regard to references and informed of the appropriate safeguards to be taken; safeguard interviews shall then be enforced and reviewed every 2 weeks until the DBS check has been approved. Such staff will be supervised and chaperoned by a DBS-cleared member of staff until the school DBS arrives for the new recruit. All other recruitment checks must also have been completed before commencement of work.

Where staff may be employed from abroad or have been resident in the UK for less than 10 years, a 'certificate of good conduct' or equivalent should be obtained from the relevant authorities of the candidate's home country where such facilities are available. This is in addition to a DBS check.

Under a requirement in force since August 2007, for staff recruited since September 2003, if the member of staff is joining the school from overseas or has lived outside the UK for more than 3 months in addition to the above checks they should be subject to additional checks 'as are deemed appropriate', taking into account the relevant guidance.

A new DBS check will be required on anybody who takes more than three months unpaid leave for whatever reason.

If an applicant has subscribed to the DBS Update Service, the school may undertake an online update check if the applicant gives permission to do so. Individuals can join the DBS Update Service when applying for a new DBS check.

For teachers, the school will also check that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employers Access Online Service.

If in any doubt, the Flowchart of Disclosure and Barring Service criminal record checks and barred list checks of 'Keeping Children Safe in Education' should be used to determine appropriate action.

Whilst no new check will be required on an individual returning from paid maternity leave, a check will be sought where the maternity leave runs into unpaid leave which extends beyond three months

and of course a check will also be requested where there are concerns. Exam invigilators, sports coaches, peripatetic music teachers who work on an annual basis will require a new check should they have a break in service of over three months.

The application form needs to be checked for unexplained gaps in employment. The application form also needs to check periods when the applicant has worked abroad, which are not covered by the DBS check. The school may have to make additional checks.

To assist tracking progress with checks, a checklist is to be used in each personnel file.

As an initial confidence check, and if there are any delays in receipt of DBS disclosure information, a barred list check is to be carried out on new employees before they commence employment.

9. Medical Checks

To comply with the Equality Act 2010, medical information can only be requested once a conditional offer has been made. The school may then require a more detailed Medical Form to be completed to verify the candidate's mental and physical fitness to carry out their work 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. It is the school's policy that for more senior appointments, e.g. Headteacher, candidates will be asked to undergo a medical examination.

10. Recruitment of Temporary Staff using an Agency

The central register of staff appointments must be annotated to show that **written notification has been received that the supply agency has carried out the following checks;**

- Identity was checked;
- Check to see whether subject to direction under section 142 of the 2002 Education Act (barred list check);
- Qualifications checked were appropriate (particularly for teachers);
- Whether any checks were necessary if the person lives or lived outside the UK;
- Check of right to work in the UK;
- Prohibition check;
- A medical declaration confirming suitability for the post has been received;
- The agency or another employment business has made an enhanced DBS check;
- Whether such DBS disclosure certificate discloses any matter or information in accordance with section 113B(6) of the Police Act 1997;
- Confirmation that the certificate has been obtained not more than three months before the person is due to begin work at the school; or the person already has an enhanced DBS check from working in a school not more than 3 months previously;
- A Staff Suitability Declaration form to be signed showing that he/she is not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009.

If the DBS disclosure certificate **does** disclose any matter or information in accordance with section 113B of the Police Act 1997, a copy of the DBS certificate is to be requested.

Before beginning work, an identity check of the individual **must** be carried out by the school **irrespective of any earlier identity checks by the Agency**. This check must be recorded on the register.

Where the supply of staff is by contract, it must be established that the Agency is required to provide notification as outlined above, including providing a copy of the DBS certificate if it contains any matter or information in accordance with the Police Act 1997.

11. Supply Staff

The school uses supply staff on an opportunity basis. Their inclusion reflects the Headteacher's decision that they should be allowed to fulfil supply teaching tasks on an opportunity basis, under the following procedures;

- Their DBS Enhanced Disclosure will be renewed and agencies check for gaps in their employment of more than three months. The school reserves the right to make appropriate further checks if considered appropriate.
- Supply staff are responsible for informing the school (via the Headteacher's PA) of any changes of their contact details or change of circumstances affecting their potential employability or availability.

12. Contracted Staff

The school uses outside contractors for the provision of cleaning, catering, ICT Technical Support and grounds maintenance services. Responsibility for statutory recruitment checks such as identity, right to work in the UK etc remains with the contractor, however, the school remains responsible for ensuring that an Enhanced DBS check with Barred List Check has been undertaken for all contracted staff who work regularly at the school. On receipt of an Enhanced DBS Disclosure, the school will either confirm to the contractor that the prospective new contractor staff is acceptable, or advise that he/she is unacceptable. The contractor provides a written declaration of the statutory checks completed. Before beginning work, an identity check of the individual **must** be carried out by the school **irrespective of any earlier identity checks by the Contractor**. This check must be recorded on the register.

13. Trustees

All Trustees have the right to unsupervised access to the school, as such the school considers that this qualifies as 'regulated activity'. Therefore, all Trustees are to have an Enhanced DBS Check with Barred List Check. The school undertakes this check on behalf of the Chair. Checks on Trustees are to be included in the Single Central Register.

14. Volunteers

For new volunteers in regulated activity who will regularly teach or look after children on an unsupervised basis or provide personal care on a one-off basis, an Enhanced DBS certificate with Barred List Check must be obtained. For new volunteers **not** in regulated activity, an Enhanced DBS certificate should be obtained (**without** barred list check). Any volunteer that has contact with children on 2 or more occasions in a month must be DBS checked. Depending on the nature of the role, the volunteer may also be asked to sign a confidentiality statement.

15. Visiting Speakers

Speakers who visit the school on an occasional basis and are supervised will not be eligible for Barred List checks and may not be eligible for DBS checks.

In line with Prevent statutory guidance, the school will ensure that any visiting speakers, who might fall within the scope of the Prevent duty, whether invited or engaged by staff or pupils, whether this is part of the school programme or an external event, is suitable (via for example a reference or recommendation from a trusted source, an internet search or other relevant means) are appropriately supervised. The School will, in line with regulation, also take action to ensure that each speaker is suitable.

Our responsibility to our pupils is to ensure that the information they receive is aligned to the ethos and values of the school and the identified Fundamental British Values.

All requests for outside speakers must be discussed with a member of SLT, usually the Deputy Head preferably with at least one month notice of the visit being given in advance. A biography of the speaker must be provided with the purpose clearly defined as to the information the speaker/visitor wishes to communicate. The information must align to the core values and ethos of the school and to Fundamental British Values.

The member of staff organising the event must ascertain that all information communicated by the visitor/speaker must be lawful.

School safeguarding procedures apply and visiting speakers should normally have photograph identity from their institution. They will be issued with the Visitors' Safeguarding Leaflet and are required to read these guidelines at Reception or prior to their visit. They will also be issued with a visitors' badge which they must wear at all times.

Visitors will be accompanied in the buildings at all times.

Staff will be present during the visit and will monitor that the speech aligns with the values and ethos of the school and British Values. In the unlikely event that the speech does not meet this requirement, immediate action will be taken by the senior leader to balance the information given.

16. Acceptance of post

Once the job has been offered and accepted, unsuccessful applicants will be informed as quickly as possible in writing or by telephone.

Personalised letters will be sent to those who attended for interview. If unsuccessful candidates request feedback following the interview, this will usually be done orally, and reasons given will be fully reflective of the stated selection criteria.

17. Induction

Induction will be arranged for all new staff (see New Staff Induction Policy). This will include the following: Health and Safety training; Safeguarding training, Whistleblowing, provision of KCSIE information, Safeguarding Children Policy, Prevent Duty advice for staff, Staff Code of Conduct and ICT Code of Conduct and checking these have been read and understood. Signing off on standardised induction checklist, thus providing another level of safeguarding check.

18. Single Central Record of Appointments and Retention of Records

If an applicant is appointed, the school will retain any relevant information provided on their application form (together with any attachments) on their Personnel file. If the application is unsuccessful, all documentation relating to it will normally be confidentially destroyed after 12 months. Documents relating to applicants will be treated with the utmost confidentiality and in accordance with the Data Protection Act. Applicants will have the right to access to any documentation held on them in accordance with the Data Protection Act.

The school will retain Personnel records forever as per guidance under the Independent Inquiry into Child Sexual Abuse (IICSA), previously known as the Goddard Inquiry.

Paperwork will be sent to Head's office to start a Personnel file for the new employee. A copy of all documents used to verify the successful candidate's identity, right to work and required qualifications will be kept in the individual's personnel file. All personnel files are stored in secure files.

Those responsible for carrying out recruitment checks are to annotate the check list in each Personnel file and to annotate the Single Central Record of Appointments when checks have been successfully completed.

Any disclosure information is destroyed by suitable secure means such as shredding.

The Bursar reviews progress with recruitment checks regularly at least monthly and more regularly during periods of significant recruitment activity.

In order for the school to comply with recruitment statutory procedures, the Chair of the Trustees may nominate a Trustee to check compliance. The Trustee will wish to be satisfied that the Central register of Appointments is being maintained appropriately and that supporting paperwork is available in personnel files and will carry out spot checks at regular intervals and report the results to the Trustees.

19. Existing Staff

There is no requirement to request a DBS check or barred list check of an existing member of staff unless:

- The Headteacher has specific concerns about a member of staff's suitability to work with children;
- A member of staff from a post that was NOT regulated activity moves into a post which includes regulated activity;
- Checks will be reviewed every 5 years.

An additional DBS check will be requested where there is a significant change in role, particularly where a Prohibition from Management check is necessary, as this is a requirement even for internal promotions.

20. Duty to Report

The Headteacher has a legal duty to refer to the DBS and TRA anyone who has harmed, or poses a risk of harm, to a child, or if there is a reason to believe the member of staff has committed one of a number of offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. Where the school ceases to use the services of a teacher because of serious misconduct, or would have dismissed them had they not left first, the Headteacher will consider whether to refer the case to the Secretary of State.

This document will require regular review as law, statutory guidance and best practice develop.

Reviewed by: DR, MW

Reviewed: May 2022

Next review date: May 2023