

## Recruitment Selection and Disclosures Policy (includes EYFS)

This recruitment and selection policy has been produced in accordance with the statutory guidance Keeping Children Safe in Education 2016. This policy aims to ensure that safer and fair recruitment and selection is conducted at all times at St Andrew's Prep. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection at the School and is an essential part of creating safe environments for children and young people.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The School is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to our performance and fundamental to the delivery of a high-quality service.

### 1. Purpose

To ensure the recruitment of both permanent and fixed-term staff (including voluntary staff) is conducted in a fair, effective and economic manner.

To achieve this, those who are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

### 2. Scope

This policy applies to all the School's employees, governors and contractors responsible for and involved in the recruitment and selection of all staff.

The ultimate responsibility for recruitment and selection lies with the governing body. The governing body has delegated the responsibility to the Headmaster for appointing staff. The School's HR department will support, be involved in and agree the recruitment process and will provide professional advice and guidance on all aspects of the process.

### 3. Aims and Objectives

- To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process
- To ensure a consistent and equitable approach to the appointment of all School staff

- To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status and sexual orientation
- To ensure the most cost-effective use is made of resources in the recruitment and selection process.

#### 4. Principles

The following principles are encompassed in this policy:

- All applicants will receive fair treatment and a high-quality service.
- The job description, and in particular the section entitled 'Key skills and experience', are essential tools and will be used throughout the process.
- Employees will be recruited on the knowledge, experience and skills needed for the job.
- Selection will be carried out by a panel with at least two members. At least one panel member will have received and successfully completed appropriate accredited training on the recruitment and selection process as recommended by the DfE.
- Selection will be based on a minimum of completed application form, shortlisting, interview and reference.
- Monitoring and evaluation are essential for assessing the effectiveness of the process.
- All posts will normally be advertised. The following will be carried out in connection with the advertising of all vacancies:
  - a) All vacancies for permanent posts will normally be advertised to internal staff. Roles will usually be advertised externally, although recruitment may be undertaken through an agency where this is the most appropriate route. In circumstances such as restructures of departments, application for roles may be reserved to affected staff. The school reserves the right to appoint directly without advertising where this is the best approach, for example where succession planning has been in place or where skills are highly specialised.
  - b) All senior academic posts must be advertised internally and externally.
  - c) Advertisements will not be confined unjustifiably to those geographical areas or publication that would exclude or disproportionately reduce the numbers of applicants from a particular racial group.
  - d) Advertisements shall not state a specific length of residence or experience in the United Kingdom as a requirement for a vacancy.
  - e) Advertisements shall not differentiate between qualifications obtained in the UK and those that are fully comparable but obtained outside the UK
  - f) Where an advertisement contains an informal contact point, this shall be for the purpose of expanding on the job details and requirements and not as an informal selection procedure.

- The Equality Act makes it a requirement to make reasonable adjustment to the recruitment process if an applicant make the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

## 5. Equal Opportunities

The School is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status or sexual orientation. The School acknowledges that unfair discrimination can arise on occasion and so will ensure that the equal opportunities policy is the foundation for all its activities

## 6. Pre-Recruitment Process

### 6.1. Overview

When there is a perceived need to recruit a post, the Headmaster in relation to teaching staff, and the Bursar in relation to support staff roles will decide whether it is essential to fill the post. If the post is to be filled, the Headmaster or Bursar, in conjunction with the Head of HR, will review the job requirement and ensure that they are not unlawfully discriminatory, directly or indirectly, on the grounds of race, sex, age, disability, religious belief, sexuality, nationality, gender, marital status and sexual orientation.

The School uses a standard application form, which must be filled in, in English, by all applicants including in circumstances when a CV and/or other written information has been submitted.

### 6.2. Objective

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the School. The first experience of the School an individual has is important, so the experience should be positive and all those responsible for recruiting will:

- Leave a positive image with unsuccessful applicants
- Give successful applicants a clear understanding of the post and what is expected of them
- Strive to reduce the risk of a bad selection decision that can be expensive and may cause line management problems in the future or may not meet the School's commitment to safeguard children and young people.

### 6.3. Application form

A standard application form will be used to obtain a common set of core data from all applicants.

#### 6.4. Job description and person specification

An accurate job description is required for all posts, using the School's job description format. The job description contains a section outlining the key skills and experience of the post (a 'person specification').

#### 6.5. References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained in writing directly from the referee, who must have the authority to give a reference on behalf of their organisation. References will cover, as a minimum, employers for the previous five years and typically for the previous ten years. Where an applicant has not been in employment during this period, then independent personal referees will be contacted.

In the case of teaching roles and those roles with significant unsupervised contact with pupils written references will be sought on all shortlisted candidates, including internal ones, and, will be obtained before interview where practicable so that any issues of concern that they raise can be explored further with the referee, and taken up with the candidate at interview. In addition, for successful candidates and as part of our conditional offer of employment stage (9 below refers), direct contact will be made by the School (normally by the relevant HM) with each referee to verify the reference and a file note of each conversation retained on the employee's personnel file.

### 7. Interviews

#### 7.1 Objective

The interview will assess the merits of each candidate against the job requirements, and explore their suitability to work directly with or in a working environment with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview, even if there is only one candidate. In exceptional circumstances, e.g. in the case of overseas GAP students, the interview may take place via digital means over the Internet. At all interviews candidates are asked to disclose any convictions, cautions, court orders, reprimands and warnings that may affect their suitability to work with children.

#### 7.2. Interview panel

A minimum of two interviewers will form the interviewing panel.

The members of the panel will:

- Have the necessary authority to make decisions about appointments
- Be appropriately trained (see section 4)
- Meet before the interviews to:
- Reach a consensus about the required standard for the job to which they are appointing

- Consider the issues to be explored with each candidate and who on the panel will ask about each of those.
- Agree their assessment criteria in accordance with the person specification
- Independently make appropriate notes during and immediately after the interview on each candidate, the originals of which will be sent promptly to the School's HR Department at the conclusion of the recruitment process.

### 7.3. Long listing and Shortlisting

If a large number of applicants are received for a post it may be necessary to both long and subsequently shortlist applications. Both processes must be carried out by the interview panel, who will meet to discuss the applications in accordance with the pre-agreed selection criteria and a written record of the long and shortlisting processes kept.

Where a candidate is known personally to a member of the selection panel, it will be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

### 7.4. Scope of the interview

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- The candidate's attitude towards children and young people (using a 'values based assessment' approach, as designed and supported by the NSPCC in their Safer Interviewing Skills Training work)
- His/her ability to support the School's agenda for safeguarding and promoting the welfare of children
- Gaps in the candidate's employment history
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee
- Whether the candidate wishes to declare anything in light of the requirement for a DBS check.

If, for whatever reason, references are not obtained before the interview, the candidate will also be asked at interview if there is anything they wish to declare/discuss in light of the questions that have been (or will be) put to his/her referees. (It is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before they start work).

## 8. Conditional Offer of Appointment: Pre-appointment Checks

An offer of appointment to the successful candidate will be conditional on:

- The receipt of at least two satisfactory references

- The receipt of a fully completed and signed Application Form
- Verification of the candidate's identity
- Verification of eligibility to work in the UK
- Verification of the candidate's medical fitness (through Occupational Health providers)
- Verification of qualifications
- Verification of professional status, where required, for example, GTC registration, QTS status (unless properly exempted), NPQH
- (For teaching posts) verification of successful completion of the statutory induction period (applies to those who obtained QTS after 7 May 1999)
- (For teaching posts) a clear check against the list of Prohibition Orders
- (For non-teaching posts) satisfactory completion of a probationary period
- A check of the Children's Barred List, if appropriate, and a satisfactory DBS enhanced disclosure.
- Completion of a statement in relation to disqualification by association (for EYFS).

All checks are carried out by the School's HR Department. If a disclosure reveals information that a candidate has not disclosed in the course of the selection process, the HR Department will follow relevant DBS guidance in such circumstances, informing the Headmaster and Bursar as appropriate.

All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file (subject to certain restrictions on the retention and location of information imposed by DBS and Data Protection regulations)
- Recorded on the School's single control register
- Followed up where they are unsatisfactory or there are discrepancies in the information provided.

The facts must be reported to the police and/or the Children's Services at the local authority where:

- The candidate is found to be on the Children's Barred List, or the DBS disclosure shows they have been disqualified from working with children by a court
- An applicant has provided false information that affects their suitability to work with children in, or in support of his/her application
- There are serious concerns about an applicant's suitability to work with children.

The School will liaise with the local authority's designated officer if this should be the case.

In absolutely exceptional circumstances the member of staff may commence prior to receipt of satisfactory DBS disclosure. Under these circumstances all of the above pre-engagement checks must be completed in addition to the following:

1. Receipt of satisfactory references
2. Satisfactory completion of medical questionnaire
3. Barred List Check (previously known as List 99 Check)
4. DBS application has been sent off
5. Risk Assessment put in place (see example in Appendix 1). These will be reviewed fortnightly.
6. Disqualification by association completed and clear.

#### 9. Post-appointment Induction

There will be an induction programme for all staff, governors and other volunteers newly appointed to the School regardless of previous experience. This induction will, in all but the most exceptional of circumstances, take place within five days of commencement and will be undertaken by an appropriately trained member of staff, normally the Designated Safeguarding and Child Protection Officer, or their Deputy.

#### 10. Complaints Procedure

If a member of the general public or an employee has a complaint concerning unlawful discrimination in respect of the recruitment, selection, appointment or promotion process, then they have the right of reference to the civil courts and employment tribunals. This does not preclude them raising the matter with their county councillor or Member of Parliament.

The School has formal grievance procedures and such complaints by employees should be referred in the first instance. The school also has formal disciplinary procedures.

Date of this policy:	September 2017
Policy drawn up by:	LEPS
Date of next policy review:	September 2019
Date for publication of revised policy:	September 2019

## Appendix I

### Risk Assessment Statement

To assess whether it is acceptable for the below named person to commence employment before receipt of DBS certificate

Name: {Insert name}

Job Title:

Under normal circumstances, an enhanced DBS check would be received before a member of staff commences employment. However, for operational reasons, consideration has been given in this particular case for an earlier commencement date with the following circumstances: -

- Working arrangements
- The above named person must sign in and out each day at a place designated by the supervisor; if after 0800, this can be done at Reception.
- The above named person has no unsupervised contact with pupils.
- {Insert name of supervisor} undertakes to ensure that the above named person is fully supervised at all times until receipt of a DBS.
- The above named person will not be given any door security codes or keys until DBS clearance is received.
- The above named person will be instructed that they will be escorted at all times until a DBS check is received.
- The above named person will not have access to changing rooms, boarding houses or other areas where pupils may be present and unsupervised.
- The required routine outlined above will be communicated to both the above named person and other department staff to ensure its adherence.

- Legislation dictates that this situation must be reviewed every two weeks by the Designated Senior Lead

#### References

We have received and validated two employment references both of whom confirmed dates employed and that she was reliable and trustworthy whilst in their employment. A List 99 check has also been completed and no matching records have been found.

#### DBS check

The DBS check was sent off on {insert date}. Based on recent experience for police checks, we would expect the DBS certificate to be back within the next 4 weeks.

#### Disqualification by association

This will be completed and clear.

Author / reviewed by:	Name
Last Reviewed:	Date
Review Frequency:	
Review Date:	Date