



RECRUITMENT POLICY

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MONITORING AND REVIEW

Staff Responsible	Patricia Adams - Headmistress
Reviewed by	SLT
Approved by	SLT
Frequency of Review	Annually
Date of Last Review	January 2018
Date of Next Review	January 2019

The School refers to all staff and students in St Mary's School, which includes the Early Years/Foundations Stage (EYFS), the Preparatory Department (Years 1-6), Senior House (Years 7-11) and the Sixth Form (Years 12-13).

The term 'parent' refers to those who have parental responsibility for a child.



AIMS

St. Mary's School is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of the School's recruitment policy are as follows:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- To ensure that all job applicants are considered equitably and consistently
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age
- To ensure compliance with all relevant recommendations and guidance including the recommendations of the DfE in "Keeping Children Safe in Education" (2018) and the code of practice published by the Disclosure and Barring Service (DBS)
- To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

LEGAL REFERENCES

This policy operates within a wider national framework, which includes:

- Safeguarding Vulnerable Groups Act 2006
- Keeping Children Safe in Education 2016
- Protection of Freedoms Act 2012
- Disqualification Under the Childcare Act 2006
- Data Protection Act 1998
- General Data Protection Regulation 2016
- Asylum and Immigration Act 1997
- The Education (ISS) (England) Regulations 2007
- Employment Equality Regulations 2003
- Agency Workers Regulations 2011

RELATED POLICY

This policy should be read in conjunction with:

- Safeguarding Policy
- Equal Opportunities Policy

RECRUITMENT AND SELECTION PROCEDURE

All applicants for employment will be required to complete an application form containing questions about their academic and employment history (including gaps) and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for the completed application forms has not passed. A curriculum vitae will not be accepted in place of the completed application form. The application form will include declaration regarding past convictions and the eligibility of working with children.



Potential applicants will be able to read a copy of the job description and person specification for the role being advertised. They may request or check the website to see a copy of this policy along with other key policies.

Shortlisted applicants will then be invited to attend a formal interview. A minimum of two interviewers (at least one of which will have undertaken the safer recruitment training course) will see the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria. Identity and qualifications checks will be carried out at this point.

OFFER OF APPOINTMENT

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- The agreement of a mutually acceptable start date
- That all information provided by candidates can be verified
- The receipt of two references (one of which must always be from the applicant's current or most recent employer) which the School considers satisfactory. References should be from a senior person with appropriate authority
- Electronic references should be clearly evidenced to be from an organisation's registered account with the appropriate email signature in place
- The receipt of a satisfactory enhanced disclosure with barred list information from the Disclosure and Barring Service
- As a minimum, where a candidate has been employed in a similar position without a break in service of more than three months, an applicant must show their DBS certificate before taking up post or as soon as practicable afterwards. However, a full DBS check will be carried out for all new employees at St Mary's School
- A barred list check will be carried out for all new employees who are in regulated activity via the Employer Access Online Service
- Right to work in the UK is carried out for all staff
- In the case of teaching staff, or staff working in regulated activity (as defined by KCSIE), a prohibition from teaching check will also be carried out via the TRA
- For employees appointed to posts at middle management level or above, a prohibition from management check will be carried out (Section 128). This applies to both internal and external appointments
- If an employee has lived and/or carried out work abroad for an extended period of time, an overseas check will be carried out

If the above conditions are satisfied and the offer is accepted then the applicant will, within six weeks of commencement of employment be issued with a contract of employment as confirmation of employment. In the unlikely event that an employee is required to commence work before sufficient time is available for the receipt of an enhanced disclosure, a barred list check will be carried out and a risk assessment carried out. This risk assessment will be reviewed every two weeks. Arrangements will be made for the proper supervision of the employee with regards to contact with children. Such arrangements will include, but not be confined to, non-participation in residential visits and no individual or small group contact with students and will remain in place until the DBS enhanced disclosure is obtained.



All appointments are subject to one year's probationary period, during which the notice period to terminate the employment for whatever reason, either by the employee or the School is four weeks in the case of non-teaching staff and usually one term in the event of teaching staff (but in accordance with the terms and conditions of their contract of employment). The School's disciplinary and capability procedures do not apply during this probationary period.

The school also reserves the right to extend this probationary period should it deem this necessary.

All new employees will be given an induction programme which will clearly identify the school policies and procedures, including the Child Protection Policy, the Code of Conduct, KCSIE, New Staff Safeguarding and make clear the expectations which will govern how staff carry out their roles and responsibilities. Please see the induction policy for further details.

PRE-EMPLOYMENT CHECKS

In accordance with the recommendations of the DfE in "Keeping Children Safe in Education" (2018) the School carries out a number of pre-employment checks in respect of all prospective employees.

Verification of identity and address

All applicants who are invited to interview will be required to bring the following evidence of identity, address and qualifications:

- Current driving licence or passport or full birth certificate
- Two utility bills or statements (from different sources) showing their name and home address
- Documentation confirming their National Insurance Number (P45, P60 or National Insurance Card)
- Documents confirming any educational and professional qualifications referred to in their application form

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

References

References will be requested up on short listed candidates prior to interview apart from exceptional circumstances, where references will be requested asap and before appointment.

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer, from a senior person with the appropriate authority. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend. All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and the person specification for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

- The applicant's dates of employment, salary, job titles /duties, reason for leaving, performance and disciplinary record



- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired)
- Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people

The School will only accept references obtained directly from the referee on the official form with all sections completed. It will not rely on references or testimonials provided by the applicant or on open references or testimonials.

The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

The School will also verify a candidate's mental and physical fitness to carry out their work responsibilities in line with the Education (Health Standards) Regulations 2003. A successful candidate will be asked, via a health questionnaire, relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role.

Criminal records check

Due to the nature of our work, the School requires enhanced DBS checks with barred list information from the DBS in respect of all prospective staff members, governors and volunteers in regulated activity. The school will always request an Enhanced Disclosure as described below:

- An Enhanced Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question
- If the individual is applying for a position working with children or young adults, it will also reveal whether he/she is barred from working with children or vulnerable adults by virtue of his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by DfE and the Department of Health
- Full EEA and overseas checks will be carried out for applicants who have lived and/or carried out work abroad for an extended period of time

Where the school uses staff from supply agencies, then the school expects those agencies to have registered these staff with the DBS following their own policy or their comparable policy. Proof of registration will be required before the School will commission services from any such organisation. Written confirmation from the agency that it has carried out the appropriate checks will be required before any supply teacher or temporary staff begin work. A copy of the DBS certificate must be seen by the School, which will also always carry out an identity check.

Where contractors are used in such capacity as to give opportunity for contact with children, an enhanced DBS certificate (with barred list check) will be obtained. The School will obtain assurances from contractors that checks have taken place at the required level and identity will be checked on arrival.



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, we will obtain an enhanced DBS certificate with barred list check.

Anyone not in regulated activity is accompanied at all times.

Disqualification Under the Childcare Act 2006 as Amended by the 2018 Regulations

All staff who work directly with or are involved in the management of Early Years or are involved in any way with later years care (under 8's) before or after school are required to self-declare if they are disqualified the Childcare act 2006 as amended by the 2018 regulations. The staff who are included in this regulation are required to complete a self-declaration form that will be stored on their staff file. The date of this is logged on the SCR.

All staff are required to notify the school if their circumstances change.

Retention and security of disclosure information

The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

In particular, the School will:

- Store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the School's senior management team
- Not retain disclosure information or any associated correspondence for longer than is necessary. The School will not retain such information for longer than six months although the School will, with the employee's written consent, keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken
- Ensure that any disclosure information is destroyed by a suitably secure means such as shredding
- Prohibit the photocopying or scanning of any disclosure information

The School complies with the provisions of the DBS code of practice.

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 documents relating to the application and interview process will normally be confidentially destroyed unless the applicant specifically requests the School to keep their details on file.

A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personal files.

QUERIES

If an applicant has any queries on how to complete the application form or any other matter they should contact the School.



RECRUITMENT OF GOVERNORS

Following a decision to appoint a governor to the board the following checks will be carried out. An enhanced DBS check, identity check, Section 128 management checks, right to work in the UK and overseas check if relevant.

OVERSEAS CHECKS

Applicants who have lived/work abroad for than three consecutive months will need to obtain a criminal records check from the relevant country. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the School.