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RECRUITMENT, SELECTION & DISCLOSURE POLICY AND CENTRAL STAFF APPOINTMENTS REGISTER

INTRODUCTION

Woldingham School (the **School**) is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive working environment to all its members of staff. 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 equally 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 or civil partner status, gender reassignment, pregnancy, maternity, disability or age.
- To ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (**DfE**), Safeguarding Children and Safer Recruitment in Education (the Guidance), 'Keeping Children Safe in Education' (KCSIE), 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.

RECRUITMENT AND SELECTION PROCEDURE

All applicants for employment will be required to complete an **Application Form** containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant, if the deadline for completed application forms has not passed. A curriculum vitae will not be accepted in place of the completed Application Form.

Applicants will receive a **Job Description and Person Specification** for the role applied for. In the case of Saturday Active Activity Leaders and Extra Curricular Coaches an Agreement of Services will be issued in place of a Job Description and Person Specification.

The applicant may then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail and recorded.

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 and the signing of a contract incorporating the School's standard terms and conditions of employment, or the signing of an Agreement for Services.
- The receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory.
- The receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory. Disclosures are supplied only to the applicant, therefore the School must have sight of the original disclosure certificate.
- Verification of the applicant's medical fitness for the role from the School's medical adviser (Saturday Active Activity Leaders and Extra Curricular Coaches may provide a self-certification form advising of any conditions to be aware of).
- Confirmation that the applicant is not named on either the Children's Barred List or the Adults' Barred List administered by the Independent Safeguarding Authority (the ISA) as part of the Disclosure and Barring Service (the DBS), and if employed as a teacher, confirmation that the applicant is not subject to a prohibition order issued by the Secretary of State.
- If employment is at Head of Department or higher level, confirmation that the applicant is not named on the Prohibition from Management of Independent schools (Section 128) as part of the DBS checks.
- Evidence of the applicant's identity, right to work in the UK, address and qualifications.

MEDICAL FITNESS

The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made but before the appointment can be confirmed.

It is the School's policy that all applicants, to whom an offer of employment is made, must complete a **Health Questionnaire**. In accordance with regulations, applicants are required to declare that they know of no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the post in question. The School will arrange for the information contained in the Health Questionnaire to be reviewed by the School's medical advisor. 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 timetable, extra-curricular activities, layout of the School etc. If the School's medical adviser has any doubts about an applicant's fitness, the School will consider reasonable adjustments in consultation with the applicant. The School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

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

PRE-EMPLOYMENT CHECKS

In accordance with the recommendations set out in the Guidance regarding statutory education requirements laid down by the Independent School Standards (England) Regulations 2014 and the National Minimum Standards for Boarding Schools, 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 an interview will be required to bring evidence of the right to work in the UK, their address and qualifications, e.g.:

- passport
- photo driving licence
- one utility bill or statement (from different sources) showing their name and home address dated within last 3 months.
- documentation confirming their National Insurance Number (P45, P60 or National Insurance Card).
- original documents confirming any educational and professional qualifications referred to in their application form and relevant to the post for which they have applied.

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

The School asks for the date of birth of all applicants (and proof of this) in accordance with the guidance. Proof of date of birth is necessary so that the School may verify the identity of, and check for any unexplained discrepancies in the employment and

education history of all applicants. The School does not discriminate on the grounds of age.

References. References may be taken up on short listed candidates (teachers) prior to interview. All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School. One of the references must be from the applicant's current or most recent employer. 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 person specification, where applicable, 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 title/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 and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. All references will be verbally verified.

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 and the relevant referee before any appointment is confirmed.

Disclosure & Barring Service. Due to the nature of the work, the School applies for an enhanced disclosure from the Disclosure and Barring Service (**DBS**) in respect of all prospective staff members, governors and volunteers.

An enhanced disclosure will contain details of all convictions on record (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. An enhanced disclosure will also reveal whether an applicant 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 currently maintained by the ISA. An enhanced disclosure 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 there is a delay in receiving a DBS disclosure the Head has discretion to allow an individual to begin work pending receipt of the disclosure. This will only be allowed if all other checks, including a check of the Children's Barred List and Adults' Barred List (and if a teacher, a check that he or she is not subject to a prohibition order issued by the Secretary of State), and a risk assessment have been completed and once appropriate supervision has been put in place.

DBS checks will be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including the equivalent of a DBS disclosure, from the relevant jurisdiction(s).

If a prospective member of staff has subscribed to the DBS Update Service, then the School will check their status online rather than perform its own enhanced DBS check.

Contractors and Agency staff. Contractors engaged by the School must complete the same checks for their employees that the School is required to complete for its staff. The School requires written confirmation that these checks have been completed before employees of the Contractor can commence work at the School.

Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its own staff. Again, the School requires written confirmation that these checks have been completed before an individual can commence work at the School.

The School will independently verify the identity of staff supplied by contractors or an agency.

POLICY ON RECRUITMENT OF EX-OFFENDERS

Background. The School will not unfairly discriminate against any applicant 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 applicant 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 in the paragraph below, entitled **Assessment criteria**.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions, including those which would normally be considered "spent", when applying for a position at the School. A failure to disclose a previous conviction may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. The School will seek advice from the Local Authority Designated Officer for safeguarding (LADO) and will make a report to the ISA and/or the Police if:

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

Assessment criteria. 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 (the Head or Bursar) 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.
- 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 or other serious driving offences within the last ten years.

Assessment procedure. 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 carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the School Bursar or the Headmistress before a position is offered.

If an applicant wishes to dispute any information contained in a disclosure, he/she can do so by contacting the DBS direct. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

RETENTION OF RECORDS

If an applicant is appointed, the School will retain any relevant information provided on his/her application form (together with any attachments) on his/her personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.

CENTRAL STAFF APPOINTMENTS REGISTER

Paragraph 21 of Part 4 of the Statutory Instrument Schedule to the Education (Independent School Standards) Regulations (England) 2014 (effective 5 January 2015) requires schools to keep a register recording the fulfilment of its duty to carry out checks on members of staff (including governors).

The regulations provide a detailed list of the checks which are required for each new member of staff. The definition of staff is:

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,
- coaches,
- part-time staff,
- gap students,
- administrative staff,
- caretakers
- other ancillary staff,
- staff appointed from overseas,
- pupils paid to work at the school (for example as after-school carers).

The DfE have indicated that through the introduction of the Protection of Freedoms Act, this definition has been restricted to only include those individuals who meet the requirements for regulated activity. The definition of a regulated activity can be found in the ISI regulatory handbook dated January 2017, Part 4, page 47, para 232 - 234.

REGISTER OF CHECKS

At Woldingham School, the register of checks for academic and non academic staff is kept in a ring binder by the Personnel Manager (or Bursar's PA in his/her absence), until the completion of all checks. When all the checks have been completed for an individual member of staff, the record of these checks will be removed from this ring binder and attached to the inside cover of the individual's personnel file.

In addition to these paper copies, an electronic copy of the checks will be maintained on the School's electronic Central Staff Register (CSR) database (copies of the centralised register will be archived-with back-up).

The following pages of the ring binder have been adopted by the school as the means of compliance with paragraph 21.

Part 1. Part 1 of the ring binder contains a simple log to record the regular weekly review by the Senior Deputy Head/Bursar of the register and the procedures. The review must be carried out every week in term time except during any period whilst there is no applicant shown in Part 2 as having the completion of checks outstanding.

Part 2. Part 2 of the ring binder is a list of new staff or those with checks outstanding. Its purpose is to allow the Senior Deputy Head/Bursar to see at a glance who are the members of staff, if any, for whom checks remain to be completed. It is to be signed off by the Senior Deputy Head/Bursar once the checks are completed.

Part 3. Part 3 of the ring binder is the central recruitment checklist for all members of staff undergoing recruitment by the school. This means employees and self-employed peripatetics and others (but not supply staff – see below). The CSR is maintained on line by the Personnel Manager for all appointments. Checklists for new staff should be prepared immediately, upon the School's receipt of the acceptance of the School's formal letter offering the appointment or, as the case may be, the nomination by the employment agency of the member of supply staff.

Supply staff. Supply Staff means any person working at the School and supplied by an employment business. An employment business is effectively what is generally called an employment agency. **The worker will be the employment business's employee, not the School's** e.g. Dance instructors. From this it follows that the occasional temporary engagement by the School of someone not put forward by an employment agency will not be considered as supply staff.

Gaps in Employment. If a person's employment had ceased and later a fresh period of employment begins, further checks will need to be completed. But the checks consequent upon a second or subsequent recruitment may be less onerous than when the employee was first recruited. If the length of the gap between the end of the previous employment and the start of the fresh employment is less than three months, a fresh DBS check will not be required. But if a tennis coach, for example, is engaged for a summer term only, then, even though the engagement is renewed year in, year out, a fresh DBS check will be required each year. The regulations do not require a school to have evidence, beyond the entry in the register, of a check having been made.

Part 4. Part 4 of the ring binder is the register that allows further personnel to make an entry once the Senior Deputy Head/Bursar has signed to signify authorisation. The School's personnel authorised to make entries in the register are:

- Chair of Governors
- Governor responsible for Pastoral Care
- The Headmistress
- The Senior Deputy Head
- The Bursar
- The HR Manager
- The Head's PA
- The Bursar's PA
- Any member of staff authorised by the Senior Deputy Head/Bursar.

Part 5. Part 5 of the ring binder is a summary list of all DBS checks.

Reviews. There will be an annual review of the policy by the Bursar, Senior Deputy Head and the HR Manager.

There is to be a half termly review, (during the last week of each term) of the CSR and it is to be countersigned by the Senior Deputy Head and Bursar.

The full details of the checks and procedures to be followed are those laid down in the ISI Regulatory Requirements Handbook dated January 2017, Part 4, Suitability of Staff, Supply staff and Proprietors. An updated master copy is held in the Bursar's office.