

Bloxham School



A6 GUIDANCE ON RECRUITMENT AND SELECTION OF STAFF POLICY (ISI part 3, para 7 (a) & (b) and 8 (a) & (b) NMS standard 14)

Review of Guidance on Recruitment and Selection of Staff Policy:

- March 2017

Last Reviewed Date	30.09.16 (to accord to KCSIE Sep 16)
SLT Approved	09.10.16
Governor approved	
Annual Review Date	29.03.17
Review by	CL

Please read in conjunction with:

- Safeguarding Policy

GUIDANCE ON RECRUITMENT AND SELECTION OF STAFF

References:

- A. Department for Education statutory guidance for schools and colleges, 'Keeping children safe in education' (September 2016).
- B. Independent Schools Inspectorate, Handbook for the inspection of schools, the regulatory requirements (February 2016).

Introduction. Bloxham School operates a safer recruitment policy for all staff whether or not they have direct contact with the School's pupils. This guidance document is one strand of the School's policy on safeguarding and promoting the welfare of children. It sits alongside the School's safeguarding policy and other employment policies including the Code of Conduct and Whistleblowing policies (both in the staff employment manual). Safeguarding and promoting the welfare of children is defined at Reference A as: protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

By following this guidance in the recruitment of new staff, the School aims to provide, from the outset, a safe social environment for our pupils to learn and to deter, reject or identify people who might abuse children.

This guidance must be followed for the recruitment of all prospective employees of Bloxham School including the engagement of volunteers and temporary agency staff.

Policy Statement on Safer Recruitment

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

Our safer recruitment process, set out in this guidance, requires that:

- Time will be set aside for planning each recruitment;
- Clear job specifications will be prepared, setting down the boundaries and expectations of the role including a statement of responsibility and requirements for safeguarding;
- A clear message about safeguarding will be sent to candidates from the outset;
- A statement about commitment to safeguarding will be incorporated in any job advert;
- Application forms will be used, together with a letter of application;
- CVs will not be considered without a completed application form;
- References will be obtained before the interview wherever possible; these will include specific enquiries about the applicant's background in relation to safeguarding and ensure that references are given proper weight and consideration in the selection process;
- As a minimum, the selection process will involve face-to-face interviews and where possible another tool, such as a role play, teaching a lesson and/or a presentation;
- We shall ask probing questions at interview into motives, attitudes and behaviours, not just skills and experience, and questions that cover safeguarding issues as well as other role-related areas;
- We shall seek information about criminal history and use it appropriately;
- We shall not place too great an emphasis on vetting checks;
- We will ensure that there is an ongoing culture of vigilance in the School;
- A staff member trained in safer recruitment will take part in each interview (the list of staff who have received safer recruitment training is at Annex D);
- The necessary pre-appointment checks will be made at or after the interview for all successful candidates;

- The School maintains a central employment register of all staff with details of the required checks.

Responsibility. Overall responsibility for recruitment lies with the Headmaster (teaching staff) and the Bursar (support staff). Responsibility for executing these procedures is delegated to the HR Officer.

Safer Recruitment Process

The step by step process for safer recruitment at Bloxham School, shown at Annex A, must be followed in all cases.

Job Description/Person Specification. The Job Description/Person Specification for the vacant post will be reviewed and updated. The HR Officer will initiate this with details provided by the appropriate senior manager, usually the Assistant Head (Staff & Systems) or Bursar, with input from other staff members as appropriate.

This job description/person specification will appear on the recruitment page of the school website along with the general information document, the application form and the explanatory note.

Application Form. The standard job application forms are held by the HR Officer. These may be amended as long as they include all the essential recruitment details. The standard explanatory note at Annex B must be included with all application forms.

The application form will appear on the recruitment page of the website along with some or all of the following: the job description; person specification; the explanatory note; further information about the school and/or subject area.

Job applications will not be considered unless the candidate has fully completed an application form. They are to be signed during the interview visit if submitted electronically.

Review of Applications. At closing date the candidate sifting panel – of at least two people – must review all applications in an objective manner. To aid this process a sifting grid should be used to assess each application against the essential and desirable requirements in the job specification.

Invitation to Interview. Those selected for interview will be informed by letter or e-mail. The communication will include the following information:

- The interview programme
- Who the candidate will meet
- The requirement to bring original, or certified copies, of the relevant documents:
 - Proof of relevant professional qualifications
 - Proof of identity (e.g. passport, photocard driving licence)
 - Proof of right to work in UK (e.g. passport, birth certificate)
 - Proof of current address in UK (utility bill or financial statement within last three months)
 - List of previous addresses in previous three years
 - Where appropriate any documentation evidencing a change of name
- A reminder to sign a copy of the application form if submitted electronically
- The following message:

As you are aware, this post involves responsibility for and/or working with children and necessitates strict child protection screening. I would therefore ask you to re-read the Explanatory Note which accompanied your application form (a copy may be found on the school website) and in particular the section headed Invitation to Interview.

References. Appointments are subject to receipt of two satisfactory references to include one from a previous employer. Unless there is a very strong reason not to, referees will be contacted by mail/e-mail and maybe by telephone prior to interview so that any uncertainties arising from the references can be explored with the candidates. The reference request will include:

- Previous employment history to check that information provided by the candidate is not contradictory or incomplete
- Any information about past disciplinary action or allegations

The HR Officer will send out promptly the following message by letter or e-mail to the nominated referees along with a copy of the standard reference form and a copy of the person specification. The reference form should be annotated with the candidate's name and appointment in the spaces at the top of the form.

IN CONFIDENCE

Dear []

RE: NAME OF CANDIDATE

[Insert name of candidate] has applied for the position of [insert job title] at Bloxham School and has given your name as a referee. I would be grateful if you could complete the enclosed reference form and return it to me at the school, to arrive by [Insert date]. We will be conducting interviews for this appointment on [Insert date] and, in accordance with government guidance on recruitment in schools, we are seeking references prior to interview.

This guidance, which is aimed at ensuring safe recruitment, also requires the School to ask you a number of detailed questions relating to the candidate's suitability for the job and for working with children. To assist you, I enclose a copy of the Job Specification. I would request that you are as detailed as possible and that you ensure that the reference does not contain any material misstatement or omission. You should be aware that the factual content of the reference may be discussed with the candidate.

As part of the School's commitment to safeguarding and promoting the welfare of children, we also request that you provide me with information relating to [Insert candidate's name] disciplinary record and any allegations that have been made against them.

Thank you for your help and assistance in this matter and I look forward to hearing from you shortly.

IN CONFIDENCE

Interview. Interviews will be held with at least two panel members who have the authority to appoint including at least one member who has received safer recruitment training. The interviewers will ask the candidate a set of previously arranged questions, designed to gauge their ability to perform the role and cover safeguarding issues. The interview will include:

- Questions about the role and the candidate's ability to perform it
- Questions about the candidate's suitability to work with children
- Questions about previous employment including any gaps
- Where appropriate, a practical exercise, such as teaching a lesson

Notes must be taken at all interviews and retained on all applicants for a six month period (see Retention of Documents below).

Following the interviews the Panel will meet to discuss all candidates and make a decision with reference to the job description and job specification.

Pre-Appointment Checks. Having appointed the candidate, the checks set out above will be completed, some of which may have been done as part of the selection process:

- verify the candidate's identity, preferably from current photographic ID and proof of address except where, for exceptional reasons, none is available
- carry out a barred list check
- obtain a certificate for an enhanced DBS check with barred list information
- 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 Employer Access Online service
- for Governors and those members of staff in management positions (Heads of Department and Senior Leadership Team) carry out a s128 direction (prohibition from management of independent schools)
- verify the candidate's mental and physical fitness to carry out their work responsibilities by means of a declaration signed by the prospective employee stating that the person is physically and mentally fit to discharge the responsibilities required for undertaking his/her role at Bloxham School
- verify the person's right to work in the UK
- if the person has lived or worked outside the UK, make any further appropriate checks to include a check for any teacher sanction or restriction that an EEA professional regulating authority has imposed using the NCTL Teacher Services' system
- verify professional qualifications, as appropriate

If necessary, the School will refer to Gov.uk for guidance on the right to work in the UK and criminal records checks for overseas applicants using the links at Paragraph 76 to Reference A.

DBS Checks. For the purposes of School recruitment all employees are considered to be working in regulated activity and so an enhanced DBS check with barred list information will be sought in all cases. Any relevant information will be recorded in a certificate (the DBS certificate) that is sent to the applicant. The prospective employee will be required to show this certificate to the HR Officer before they take up post or as soon as practicable afterwards. The HR officer will make a copy of the certificate and record the certificate number.

The DBS will not be initiated earlier than three months in advance of the employment start date.

Commencement of employment pending DBS. If the DBS certificate has not been received by the time the employee starts work, the Head or Bursar will initiate a written risk assessment and consider whether the employee should start work pending receipt of the certificate and, if so, what supervision controls will be put in place to mitigate the risk of unsupervised access to children. In making their decision they will consider:

- Nature of the individual's duties and responsibilities within the school
- Previous experience
- Barred list check
- Whether the individual is already in possession of a current or recent DBS certificate
- Information contained within references and the detail of such information.

The risk assessment will be reviewed every two weeks until the DBS certificate is received.

The employee will not commence employment with any residential status or overnight responsibilities until the DBS certificate is received.

Induction. All new employees will receive induction training. This will include child protection training by the Designated Safeguarding Lead (DSL) on:

- The child protection policy

- A briefing supported by a printed copy of 'Keeping Children Safe in Education: Information for all school and college staff' (Part 1)
- The role of the DSL
- The Code of Conduct and Whistleblowing policy
- Channel online Prevent training

Overall responsibility for staff induction lies with the Deputy Head (Pastoral) for teaching staff and the Bursar for support staff.

Single Central Record (the Register). The School maintains a register of all staff appointments with the information required at Part 4 to Reference B.

The HR Officer maintains the Register with oversight from the Bursar. Checks are carried out regularly as follows;

- Monthly with the Assistant Head of Systems and Staffing
- Half Termly with the Bursar
- Termly with the Headmaster
- Annually by the designated governor

Retention of Documents. The HR Officer must keep all documentation related to each job advertisement for a period of six months from the final interview date so that the School is in a position to respond to any challenges. The pack must contain:

- A copy of the newspaper job advert
- The job specification and/or person specification
- All candidate applications
- The completed long/short listing grids
- Copies of correspondence to all candidates
- Interview notes
- Any references

All documents pertaining to the successful candidate – including those used to verify the person's identity, right to work in the UK and required qualifications – will be filed separately on the Personal File.

Any copies of DBS certificates will not be held for more than 6 months.

Special arrangements for internal candidates. There is no statutory requirement for internal candidates to complete an application form for new appointments, although this may be considered appropriate on occasion. References will be taken up on all short-listed candidates, including internal ones, so that any issues of concern they raise can be explored further with the referee and taken up with the candidate at interview.

There is no requirement to repeat the Single Central Record checks, including an enhanced disclosure check for a successful internal candidate, although this may be considered appropriate for some appointments.

Special arrangements for other staff. Checks of other staff (volunteers, agency staff, governors and contractors) will depend on their status and whether they will have supervised or unsupervised access to children. A guidance flowchart for DBS checks, taken from Reference A, can be found at Appendix C. Pre-appointment checks will be carried out in accordance with Reference B and all employed staff will receive safeguarding training.

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.

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.

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:

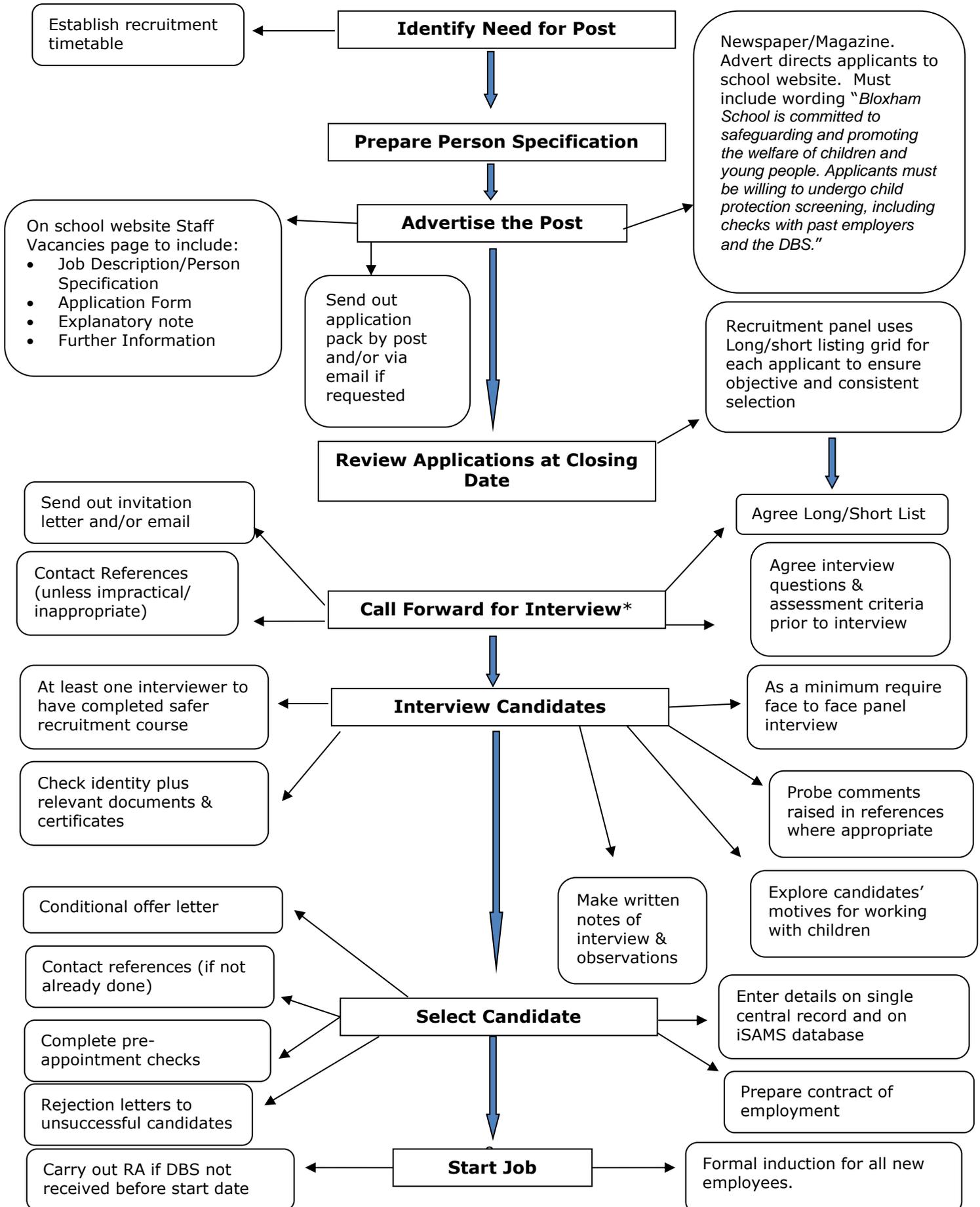
- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- 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.

Appendices

- A. Step by step recruitment process
- B. Explanatory note to accompany every application form
- C. Flowchart of Disclosure and Barring Service criminal record checks and barred list checks
- D. List of staff who have received safer recruitment training

Annex A. Step by Step Recruitment Process

This step by step process must be followed in all cases



Annex B. Explanatory Note to Accompany Every Application Form

The explanatory form below will appear on the recruitment page of the website. It must be sent out in response to all requests for an application pack.



APPLICATION AND RECRUITMENT EXPLANATORY NOTE

Bloxham School recruits all staff in line with statutory guidance from the Department for Education *Keeping Children Safe in Education* (September 2016).

Safeguarding Policy. The safeguarding (child protection) policy applies to all staff and pupils at Bloxham School. This may inevitably also mean the involvement of parents, siblings etc of pupils and other parties whose actions may affect the pupils and staff of Bloxham School.

Bloxham School aims to:

- Prevent unsuitable people working with, or coming into contact with, children and young people;
- Promote safe practice and challenge poor or unsafe practice;
- Identify instances in which there are grounds for concern about a child / young person's welfare and take appropriate action to keep children / young people safe;
- Contribute to effective partnership working between all those involved with providing services for children.

Application Form

- Applications will only be accepted from candidates completing the Application Form in full. CVs will not be accepted in substitution for completed Application Forms.
- Candidates should be aware that all posts at Bloxham School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- The successful applicant will be required to undergo an enhanced level check from the Disclosure and Barring Service (DBS).
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may where appropriate answer not applicable if your duties have not brought you into contact with children or young persons.
- You should be aware that the provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police.

Invitation to Interview

- If you are invited to interview, this will be conducted in person and the areas explored will include suitability to work with children.
- All candidates invited to attend interview must bring the following information (original documents or certified copies only) to allow the school to carry out the necessary checks:
 - Proof of relevant professional qualifications
 - Proof of identity (e.g. passport, photocard driving licence)
 - Proof of right to work in UK (e.g. passport, birth certificate)
 - Proof of current address in UK (utility bill or financial statement within last three months)
 - List of previous addresses in previous three years
 - Where appropriate any documentation evidencing a change of name
 - Evidence of any previous surnames.
- Where originals or certified copies of certificates are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of identity;
- A satisfactory enhanced DBS disclosure which will include barred list information;
- Confirmation of mental and physical fitness to carry out the designated work responsibilities;
- Confirmation of right to work in the UK with further appropriate checks if the person has worked outside the UK;
- Verification of qualifications and professional status, where required;
- Receipt of at least two satisfactory references (if these have not already been received);
- And for teachers, confirmation that the person is not subject to a prohibition order issued by the Secretary of State and, where relevant, that the person is not subject to Prohibition from Management of Independent Schools.

WARNING

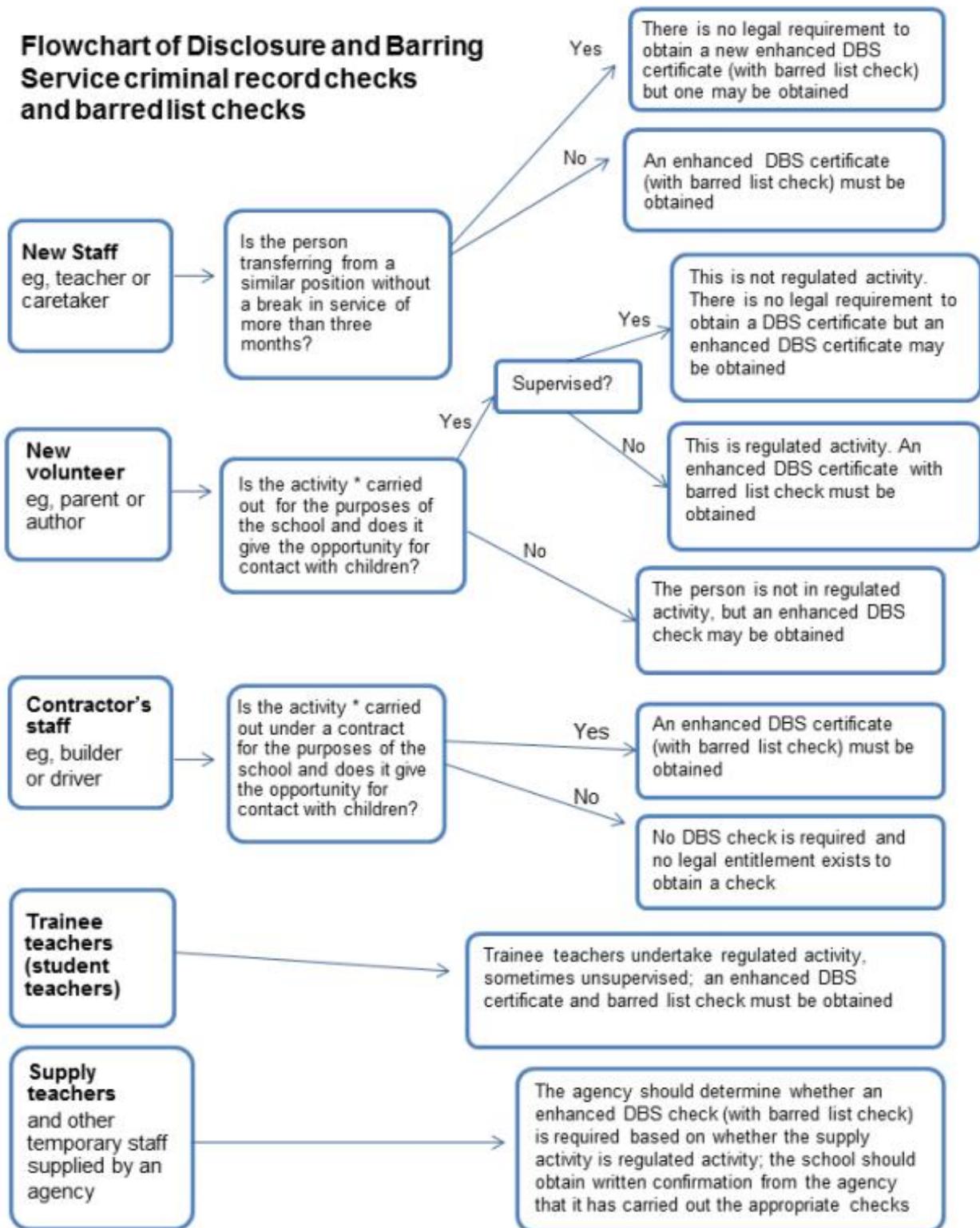
Where a candidate is:

- Found to be on the DBS barring list or if the DBS disclosure shows s/he has been disqualified from working with children by a Court; or
- Found to have provided false information in, or in support of, his/her application; or
- The subject of serious expressions of concern as to his/her suitability to work with children

The facts will be reported to the Police.

Annex C.

Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'

Annex D. List of staff who have received safer recruitment training

Safer Recruitment Seminar held at Bloxham School on 10th January 2014 run by Anne-Louise Pemberton of ALP Training + Development attended by:

Paul Sanderson	Headmaster
Erin Evans	HR Officer
Viv Wilson	Catering Manager
Pam Eagles	Sports Administrator

Other Training for Staff:

Matt Buckland	Deputy Head (date unknown)
David Cooper	Assistant Head (Staffing) (15 th March 2016 by NSPCC)
Jed Dodds	Domestic Manager (29 th September 2015 by Safer Recruitment Consortium)
Charlie Little	Bursar (9 th April 2014 by DfE)
Rebecca Odlin	Director of Sport (6 th March 2016 by NSPCC)
Michael Price	Deputy Head (14 th March 2016 by NSPCC)
Glenn Davies	Head Groundsman (19 th November 2016 by NSPCC)