



Recruitment Policy (including EYFS)

Reviewed by the Governing Body March 2020

Next full review by the Governing Body March 2021

Change log:

<u>DATE</u>	<u>Change(s) made</u>	<u>Page in policy</u>	<u>By whom</u>
2/5/17	Reviewed by Nick Buckland, Chair of Governors		
4/12/17	Reviewed by Alison Heywood, School Business Manager		
4/2/18	Reviewed by Carolyn Eyre, Advisor for MIST	4,5,6,7,8,9	
8/2/18	Reviewed by Governors and signed by Nick Buckland, Chair of Governors		
18/10/2018	The words "or disqualified by association" deleted and the wording "Childcare (Disqualification) Regs 2009" replaced by "2018 Childcare Disqualifications Regulations" in point k)	6	AH
13/02/2020	Reviewed by SBM. Updated to reflect current practice.		

Recruitment Policy

This policy applies across all age ranges, including Early Years and the Prep School.

Purpose

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of our children. St Petroc's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This is to be achieved through effective recruitment and retention of competent, motivated staff members who are suited to, and competent in their roles. The school recognises the value of, and seeks to achieve a diverse workforce comprising different backgrounds, skills and abilities. As such it is committed to a recruitment and selection process which is systematic, efficient, effective and equal. In doing so, it upholds its obligations under law and national collective agreements to not discriminate against applicants on grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

Introduction

The purpose of this policy is to ensure the practice of safe recruitment of staff appointed to the school to meet the highest standards and those determined by Government to:

- Protect children from maltreatment
- Prevent impairment of children's health or development
- Ensure that children are growing up in circumstances consistent with the provision of safe and effective care
- Take action to enable children in need to have optimum life chances

It also sets out the minimum requirements to:

- Attract the best possible applicants to vacancies
- Deter prospective applicants unsuitable for work with children
- Identify and reject applicants unsuitable for work with children

Practices

The following procedures and practices are in place to ensure the safe recruitment of staff.

Stage 1: Advertising and Inviting Applications

All advertisements for all posts will clearly stipulate the stance adopted by the school by the inclusion of the following statement:

“The school is committed to safeguarding children and young people. All post-holders are subject to a satisfactory enhanced DBS check (Disclosure and Barring Service).”

Stage 2: Pre-Application Pack

Prospective applicants are supplied with the following:

- a) Application Form
- b) Job Description & Person Specification
- c) School Introduction
- d) Department Information
- e) Safer Recruitment Policy
- f) Child Protection Policy

All applicants must complete the application form in full.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and therefore all unspent convictions, cautions and bind-overs, and any that would not be filtered by the DBS must be provided in a sealed envelope, marked 'Confidential'. More information can be found [here](#) about filtering of offences and the type of criminal history that you must and must not disclose.

Stage 3: Applicant Selection/Short-Listing

Following analysis of applications, candidates for the post who are suited to the job description and will be short-listed. The short-list is decided by the Headmaster and other staff involved in the interview process.

Telephone interviews may be used at the short-listing stage to establish suitability for interview, but will not be a substitute for a face-to-face meeting as part of the final selection/interview process.

Where possible, references are taken up before the short-listing stage. However, should a candidate progress to selection and interview stage prior to their receipt, references will remain a matter of scrutiny and be probed during or after the interview.

All appointments are subject to satisfactory references.

Stage 4: Interview

Prior to embarking on the interview process and on arrival at the school, candidates selected for interview must provide:

- a) Proof of identity (address – current photo driving licence or full birth certificate plus utility bill or financial statement showing name and address, less than three months old)
- b) Actual certificates of qualifications
- c) Proof of eligibility to live and work in the UK (passport or full birth certificate or a visa/permit to work)
- d) Where appropriate any documentation evidencing change of name

The interview process will seek to assess each candidate in terms of fulfilling the requirements of the post and the questions will range to encompass, for example, subject knowledge, skills and competence, ability to fulfil the requirements of the role, and to contribute to the extra and extended curriculum.

In terms of safer recruitment practices, at least one representative involved in the interview process (most likely to be the Headmaster or Designated Safeguarding Lead) will meet personally with each

applicant with the specific responsibility of exploring attitudes towards working with children and British Values. However, it is likely that other interviewers will also probe such issues and also have training in safe recruitment procedures.

Candidates will always be required:

- a) To explain satisfactorily any gaps in employment
- b) To explain satisfactorily any anomalies or discrepancies in the information available to the interviewers
- c) To declare any information that is likely to appear on a DBS check and is either unspent or would not be 'protected' or filtered as a result of the 2013 amendment to the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975)
- d) To demonstrate their capacity to safeguard and protect the welfare of children and young people

References

References are sought directly from the referee. References or testimonials provided by the candidate are never accepted. Open references 'To whom it may concern' and so on will not be accepted if they fail to include date evidence or are without obvious organisation authorisation.

In all cases of applicants being invited to interview, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges and retained on the personal file of the individual appointed by the School Business Manager.

In all cases of applicants being invited to interview, previous employers who have not been named as referees may also be contacted in order to clarify any anomalies or discrepancies. A detailed written note of such exchanges by the School Business Manager will be retained on the personal file of the individual appointed.

Stage 5: Successful Candidate Pre Employment Checks

Further to those checks at the point of interview the candidate will be required to provide/be subject to all of the following, prior to taking up the post being undertaken:

- a) Receipt of at least two satisfactory references
- b) Photographic verification of the candidate's identity (driving licence or passport and evidence of address (utility bill/bank statement from the last three months or council tax bill/P60 from the last 12 months)
- c) DBS barred list check (if the role is in regulated activity and the Enhanced Disclosure certificate is not received before employment commences)
- d) A satisfactory Enhanced DBS disclosure certificate
- e) Verification of the candidate's medical fitness (via a confidential health declaration or medical test dependent upon post)
- f) Verification of qualifications (if required)

- g) Verification of professional status where required e.g. GTC registration, QTS status (unless properly exempted)
- h) The production of evidence of the right to work in the UK – current passport
- i) Prohibition checks (*teaching work only*)
- j) Prohibition from Management (s128) check for anyone appointed to a management position
- k) Overseas checks (if required) which may include overseas criminal certificate or police certificate of good conduct, check of the EEA list (*teachers only*) and/or overseas references
- l) Confirmation that the candidate is not disqualified from childcare under the 2018 Childcare Disqualification Regulations (*applies only to posts delivering Early Years or later years childcare*)

Stage 6: Induction

All staff and volunteers who are new to St Petroc's will receive a school induction and access to the Health and Safety Policy. Comprehensive training will be given on the school's safeguarding policies and specific induction in Child Protection, whistleblowing, anti-bullying and guidance on safe working practices and refer to other relevant policies.

Regular meetings will be held during the first twelve months of employment between the new staff and their appropriate line manager(s).

Contractors and Agency Staff

Contractors engaged by the school must complete the same checks for their employees that will have access to areas where unsupervised contact with children is possible as the school is required to complete for its staff. The school requires confirmation that these checks have been completed before 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 staff. Again, the school requires 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 such an agency.

Supply Staff

When the school needs to use a supply agency to support recruitment needs, the following guidelines apply (and are conditions of the contract drawn up with the supply agency):

- The supply agency MUST provide written notification that all appropriate safeguarding checks have been made before a supplied person can commence work at St Petroc's School
- In cases where the DBS check contains information, then the school MUST receive a copy of the DBS check before a supplied person can commence work
- The DBS check must have been made not more than 12 months prior to the commencement of employment at the school
- The person offered for supply must satisfy the identity checks that all employees of the school are subject to (irrespective of any previous identity check)

Volunteers

If the school is actively seeking volunteers, and those concerned are considering candidates about whom they have little or no recent knowledge, we will adopt the same recruitment measures that would apply to paid staff. In other circumstances, for example where a parent who is well known is asked to take on a particular role, a streamlined procedure will be adopted by seeking references, checking to ensure others in the school community know of no concerns and can make a positive recommendation, conducting an informal interview to gauge the person's aptitude and suitability, and undertaking an enhanced DBS check. The school is not permitted to undertake checks of the DBS barred list for volunteers unless they are in regulated activity so all other checks will be completed in robust manner. Volunteers will be briefed by the DSL about the responsibilities attached to their role.

In other circumstances, e.g. where a volunteer's role will be a one-off, such as accompanying teachers and pupils on a day outing or helping at a concert or school fete, such measures would be unnecessary provided that the person is not to be left alone and unsupervised in charge of pupils.

Where volunteers recruited by another organisation work at St Petroc's School, e.g. sports coaches from a local club, the supervising member of staff is to obtain assurance from that organisation that the person has been properly vetted. The school will independently verify the identity of volunteers supplied by a third party.

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 and staff involved in HR
- Not retain disclosure information or any associated correspondence for longer than is necessary, and for a **maximum of six months**. The school will keep on the Single Central Record (SCR) 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, whether or not a check of the barred list was included and the recruitment decision taken
- Ensure that any disclosure information is destroyed by 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, a copy of which is available on the DBS website.

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 their personnel file and, where required by

statutory guidance or Regulations, on the SCR. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after one year. This retention period will allow the school to deal with any data access requests, recruitment complaints or to respond to any complaints to an Employment Tribunal.

The school will retain the following information, which will make up part of their personnel file, for the successful candidate:

1. Application form
2. Curriculum Vitae, where supplied with the application form
3. References
4. Proof of identity
5. Evidence of right to work in the UK
6. Proof of academic qualifications, where applicable
7. Medical fitness form
8. Evidence of DBS clearance (i.e. the DBS certificate number) OR a print-out of the status screen (individuals registered with the DBS update service)
9. Job description
10. Person specification
11. Letter of appointment
12. Contract
13. Staff self-declaration form (staff in Early Years or later years childcare only)
14. Print-out of the personal NCTL record (teachers only)



17/03/2020