

**Roxeth Mead School**  
**Recruitment and Selection**  
**Policy & Procedure**

**For Early Years Foundation Stage and Key Stage One**

<b>Policy Reference:</b>	<b>Recruitment and Selection Policy and Procedure</b>
<b>Version:</b>	<b>September 2017</b>
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<b>Responsible Governor:</b>	<b>Averil Collins</b>
<b>Frequency of Governor Review:</b>	<b>Annual</b>
<b>Next Governor Review due:</b>	<b>September 2018</b>

# **Roxeth Mead School**

## **Recruitment and Selection Policy & Procedure**

**This policy applies to all areas of the School including EYFS.**

This policy is reviewed, authorised and approved annually by the head teacher and proprietors of the school and updated as needed on an interim basis by the head teacher. See details at end of text.

### **Introduction**

Roxeth Mead is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children. The School is also committed to providing a supportive working environment to all staff. 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. The School will make reasonable adjustments to enable disabled applicants to (a) attend interview and (b) carry out their duties effectively once appointed;
- to ensure compliance with all relevant statutory requirements, recommendations and guidance including Keeping Children Safe in Education (revised by DfE in September 2016), Disqualification under the Childcare Act 2006 (published by DfE in February 2015), the Safeguarding Vulnerable Groups Act 2006 and the guidance by letter from DfE dated 11 August 2015 regarding checking for directions for prohibition from leadership and/or management of independent schools (s.128 prohibition);
- and to ensure that the School meets its commitment to safeguarding and promoting the welfare of children by carrying out all necessary pre-employment checks.

### **Authorisation for Recruitment**

The head teacher and proprietors will be responsible for authorising a recruitment process to begin; agreeing the contents of the job description, person specification and the terms and conditions of employment underpinning the appointment.

### **Advertising**

The post will be suitably advertised. Approval to commit funding to advertising will be given by the directors. The advertisement must include the following statement: *“Roxeth Mead School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.”*

### **Recruitment & selection procedure**

All applicants for employment will receive:

1. Job description & person specification

2. Outline of key terms and conditions of employment relating to the post and, for teaching posts, a copy of the School's pay policy
3. Application form
4. Explanatory notes about completing the form and the recruitment process
5. Copy of Roxeth Mead School Safeguarding Policy
6. Any other additional material considered essential for the post concerned.

Once the deadline for receipt of applications has been reached, a panel comprising at least two school managers including at least one director will be convened to sift the applications and draw up a short-list for interview. Based on the requirements of the job description/person specification, the panel will agree the essential and desirable criteria against which they will judge the respective merits of each application. Notes will be made and retained as to the short-listing criteria and process.

### **Invitation to Interview**

On completion of the sift process, candidates selected for interview will be notified accordingly at the earliest opportunity. Wherever possible, selection interviews will be held on the same day to facilitate the comparison of candidates. References will be requested prior to interview for all shortlisted candidates. For teaching posts, candidates may be subject to a DfE/NCTL Employer Access check on their professional status prior to being invited to interview; if not carried out prior to interview; any appointment will be conditional upon a successful check being made (see conditional check 5 below).

Candidates not selected for interview will be notified in writing as soon as possible, thanking them for their application.

Any successful candidate must have been interviewed formally by the School. Selection interviews will be carried out by a panel of at least two people, one of whom must hold a current certificate in Safer Recruitment and will include questions exploring candidates' suitability to work with children and any apparent gaps in the candidates' CV or employment history. Written notes of each interview will be made by each panellist using a standard question template and the notes retained in the head teacher's office as per the retention policy given below.

All candidates will be expected, prior to appointment, to produce original documents confirming any educational and professional qualifications that are necessary for or relevant to the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications should be obtained from the awarding body.

All candidates will be required to produce proof of identity, proof of address and proof of right to work in the UK documents at interview. Originals will be required. Should it not be possible for a candidate to provide documentation at this stage (for example for telephone or video interview) then documents will be required to be produced prior to taking up appointment.

All candidates who are not successful at interview will be notified in writing or via telephone.

### **Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references giving any known reason why the applicant should not work with children (if these have not already been received during the recruitment process),

2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK. Identity checks will be made against an official document such as a passport, driving license or birth certificate. Photographic evidence is required plus recent evidence of address (utility bill, bank statement or similar),
3. A satisfactory DBS Disclosure at enhanced level for the Child or Child & Adult Workforces and if appropriate (for those in “Regulated Activity” – see Appendix 2), a check of the Barred List maintained by the DBS. If an ‘enhanced disclosure’ is delayed the Head may allow the member of staff to commence work without confirming the appointment, after all other checks have been satisfactorily completed including a barred list check always provided that:
  - The DBS application is made in advance;
  - Appropriate safeguards such as ‘loose supervision’ are in place;
  - Safeguards are reviewed every two weeks;
  - The person in question is informed what these safeguards are;
  - A note is added to the single central register and evidence kept of the measures put in place,
4. For teaching posts only: verification of professional status (such as GTC registration, QTS Status or NPQH where required), verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999) and, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State,
5. Where the successful candidate has worked or been resident overseas, such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered. If these checks or disclosures do not cover offences committed abroad, the school will obtain whatever evidence of checking is available from the person’s country of origin (or any other countries in which s/he has lived) prior to appointment? The Home Office publishes updated guides on what checks are available from different countries. The School will follow NSPCC advice that checks should be obtained when a person has lived overseas for 3 or more months in last 5 years. A UK national returning after working in a foreign country should provide a certificate of good conduct or equivalent from the country in question.
6. Receipt of a signed Childcare Disqualification Declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009. To permit flexibility in staffing arrangements, it is the policy of the School to ask for all employed and supply staff for this declaration rather than those only engaged in or the management of early years and relevant later years provision,
7. If you are undertaking a leadership or management role, evidence that you have not been prohibited from participating in the management of independent schools under section 128 of the Education and Skills Act 2008,
8. Checks on people who have lived or worked outside the UK including checks for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, using the NCTL Teacher Services’ system. Although restrictions imposed by another EEA regulating authority do not prevent a person from taking up teaching positions in England, the School will consider the circumstances that led to the restriction or sanction being imposed when considering a candidate’s suitability for employment.
9. Verification of medical fitness

Once a provisional selection has been made, the head teacher will be responsible for issuing the selected candidate with a letter of appointment setting out the key features of the terms and conditions of employment relating to the post. Unless attached at the time, the initial letter of appointment will state that a detailed contract of employment will be issued in due course.

### **References & Employment History**

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which will 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 reference 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 or relative.

All referees will be asked to complete a standard reference form. A standard reference request letter will be used to ensure that the referee is aware of the need to be as detailed as possible and to ensure that the reference does not contain any material misstatement or omission. Referees are also made aware that the factual content of the reference may be discussed with the candidate.

The School will only accept references obtained directly from the referee and it will not, without good cause, rely on references or testimonials provided by the applicant or on open references or testimonials.

The School will contact referees to verify references and 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.

In addition, the school will check the full employment history of successful candidates if this was not carried out at interview.

### **Criminal Record Checks**

Candidates should be aware that all posts in the 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, impending prosecutions, cautions and bind-overs, including those regarded as 'spent' must be declared. All candidates for employment must declare any previous convictions whether they are 'spent' or not before attending for interview or taking up a conditional offer of employment at the School.

Certain previous offences such as the abuse of children and seriously violent and disruptive behaviour will preclude employment in the School. However, the nature of other offences will be considered on their individual merits and proper notice will be taken of the degree of seriousness of the offences, the circumstances and the time frame. These factors will be weighed against the nature of the appointment and its responsibilities. The school is conscious of the need to accept ex-offenders into employment whenever possible in order to play its part in the rehabilitation process, but the well-being of the children and fellow employees will always remain the overriding consideration. The School's policy on Equality and Diversity is available to all prospective members of staff who are asked to submit to a DBS Disclosure and this includes a section on the factors that will be considered in this eventuality.

All successful applicants will be required to complete a Disclosure from the Disclosure & Barring Service at the Enhanced level. The School will arrange with an umbrella body to send a form to the candidate by email. The candidate will be required to complete and send the form to the umbrella body. The School will pay the fee due. The School will not pay (or refund) the optional fee required for an individual applicant to make their disclosure portable under the DBS Update scheme.

It is not a legal requirement that DBS checks are updated at any given time and these will not normally be renewed unless there is some due cause for concern. However, all staff working at the School, whether directly or indirectly employed, are required to disclose any convictions, warnings, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the School) and to disclose any changes in their circumstances that may affect the potential for them to be “disqualified by association” with others in their household.

All existing members of staff who change their role within the School to such an extent that their contact with pupils is significantly increased or changed will also be required to complete a new disclosure at enhanced level where their original disclosure is more than 3 months old. If they have not already completed a Disqualification by Association declaration then any change of role to one covered by the 2009 legislation will require such a declaration to be completed.

### **Leadership & Management Positions**

Personnel who are deemed to be in positions of staff management within the School and all members of the Board of Directors, will be checked (and results recorded on the SCR) through both DBS (for those in regulated activity and for whom a check against the barred list is therefore carried out) and the National College for teaching and Leadership (NCTL) to ensure that they are not subject to a section 128 prohibition. This applies to new staff members who join the School in a management role or as a Governor post 6 July 2015.

### **Single Central Register**

An entry detailing all checks carried out will be made for all current members of staff at the school, the proprietorial body and all individuals who work in regular contact with children including volunteers where checks have been carried out (even where a volunteer is not in regulated activity checks may be required – references, informal interview, checking with school community), supply staff and those employed as third parties.

### **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.

For unsuccessful applicants, all documentation relating to the application will normally be confidentially destroyed after six months.

DBS disclosure information will not be retained for longer than is necessary to make the recruitment decision, however the School will 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. The School no longer receives a copy of the disclosure certificate; all staff and applicants will therefore be required to provide a copy of the certificate sent to them by DBS and these copies will be destroyed in line with this policy. Where a DBS disclosure is obtained through the Update Scheme, the details will be handled in the same way as for a disclosure arranged through the School.

## **TUPE**

If staff is transferred under TUPE to another employer (gap of three months or less and all information complete) information will be passed to the new employer and a note made on the register that details have been accepted under TUPE.

## **Queries**

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

## **Other Categories of Adults engaged at School**

Depending upon the nature of the role and type of employment, all personnel engaged at a School are subject to a similar recruitment checking process as for directly employed staff and this will include all the pre- appointment checks listed above as appropriate to their role at the School with the following variations. See also the chart in Appendix 1 for guidance when a DBS check and a check against the barred list is required.

A Data Sheet for Non-employed Staff and appropriate checks must be completed as part of the process.

The School must receive written notification from any agency, contractor or third-party organisation they use that the organisation has carried out the checks (in respect of the enhanced DBS certificate that written notification has been received that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at the School or college would otherwise perform. Where the position requires a barred list check this must be obtained, by the agency or third-party, prior to appointing that individual. The School will also check that the person presenting themselves for work is the same person on whom the checks have been made.

1. Persons who are not deemed to be in “Regulated Activity” (as defined in KCSIE 2016) will not be required to be checked against the barred list but are still required to have a satisfactory DBS disclosure at the enhanced level. Governors are not normally considered to be in “Regulated Activity” although this may vary depending upon the precise nature of their role when on the School site.
2. Governors – The Proprietors who act as Company Directors, and Governors of the School, are the persons registered with DfE as being responsible for the management of the School. The following checks will be made in advance of appointment or as soon as practicable after appointment to the same standards as listed above:
  - Enhanced disclosure
  - Barred list check
  - Prohibition from teaching
  - Identity
  - Right to work in UK
  - Overseas checks, where applicable
  - The enhanced disclosure for the Chair of Governors (Chair of Directors) is not carried out by the School but is done by DfE.
3. Volunteers will not have their role confirmed without the School firstly undertaking a consultation with staff and any objections raised to the volunteer being noted on the Single Central Register and discussed with the objector.

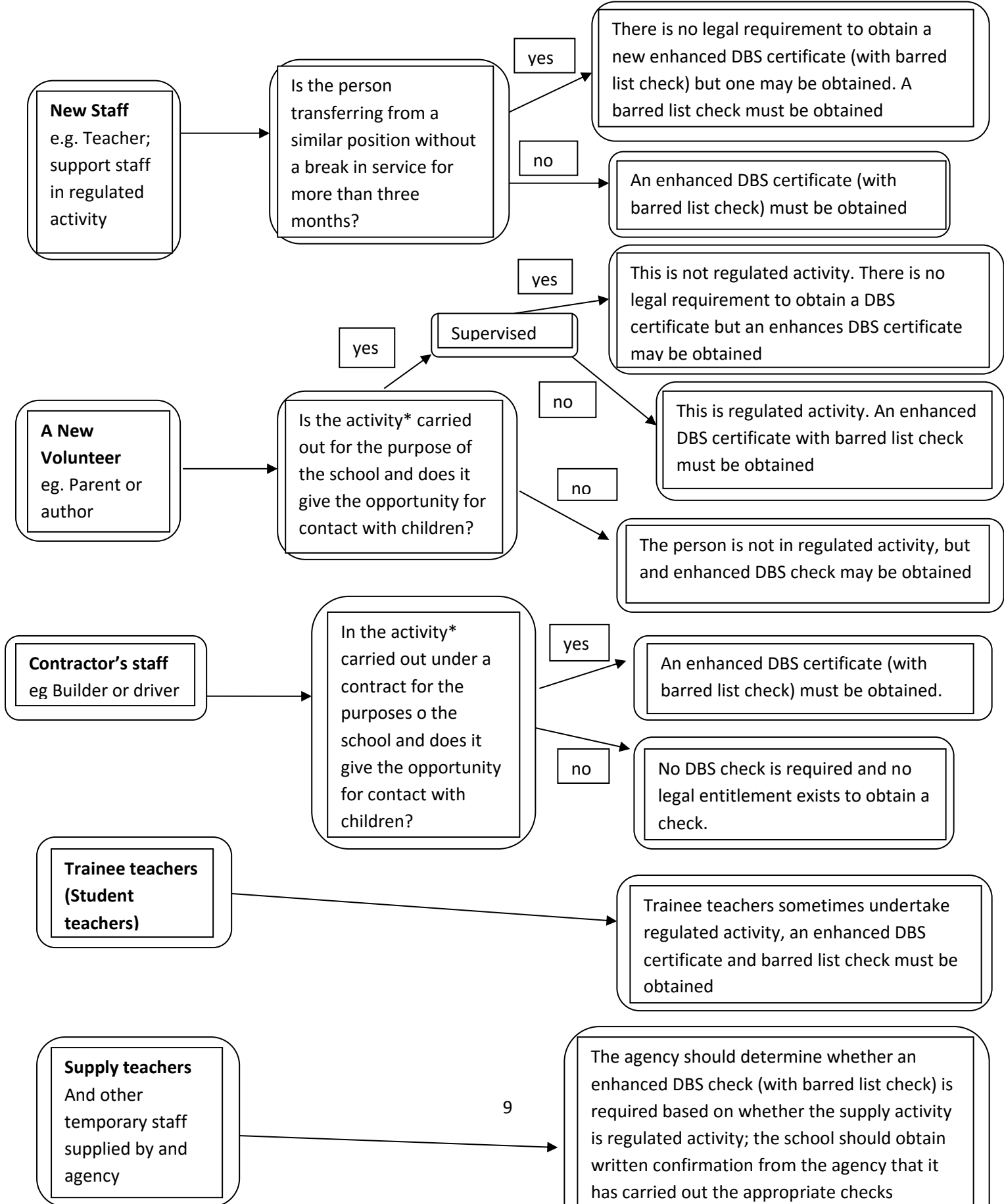
4. Staff engaged through an agency – teaching or other disciplines – Permanent & Temporary Roles who are directly controlled by the School’s management: the employing agency will be required to demonstrate that they have completed appropriate ID, Address, Right to Work, enhanced DBS included Barred List checks, Prohibition Order (DfE) checks (for teachers only), and, for staff engaged in relevant roles with early years or later years provision, have completed a satisfactory Childcare Disqualification Declaration which includes the requirement to advise their employer in the event of any changes to the circumstances declared and have obtained satisfactory references prior to the commencement of the appointment. The member of staff will be required to show the School their original DBS certificate and have an ID check prior to commencing duties; this will be copied and held in the School’s records for a maximum period of up to six months.
5. Staff engaged by a contractor / activity provider (including agency staff under a contractor’s control): All personnel employed by an external contractor (e.g. catering) including any temporary staff brought onto the School site by the contractor will be subject to a similar process to ensure compliance with all requirements. In particular, a specific condition of the contact or agreement in place between the School and the contractor or activity provider will require compliance with this policy & procedure. Where no formal contract exists then the School’s policy on the Control of Contractors applies and requires appropriate checks to be carried out – see also Appendix 1.  
The contractor or activity provider is required to supply confirmation of the safer recruitment process applied to all their staff engaged at the School site including the Certificate reference of any DBS disclosure at enhanced level and the date of receipt of the disclosure. The employing contractor will be required to demonstrate that the supplying agency for any temporary staff engaged by them complies with the same policy & procedure. In all instances these will include that they have completed appropriate ID, Address, Right to Work, DBS/Barred List, disqualification by association checks, have verified medical fitness to carry out their duties and have obtained satisfactory references prior to the commencement of the appointment. All contractor staff (temporary or permanent) will be required to show the School their original DBS certificate and have an ID check prior to commencing duties; this will be copied and held in the School’s records for a maximum period of up to six months.
6. **Visitors and Visiting Speakers.** Visitors to the School are not subject to checks unless any of the conditions above apply. However, the School will ensure that arrangements for visiting speakers are in accordance with the Prevent duty and that the speaker is both suitable and is supervised at all times on site. A search on the internet should be carried out on the proposed speaker and signed off by either the DSL or the Head prior to confirming the booking.

Policy updated in:	September 2017
Policy approved by:	Alison Isaacs, Head Teacher & Averil Collins, Chairman Board of Directors



Date of next review	September 2018
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**Appendix 1:  
Flowchart of disclosure and barring service criminal record checks and barred list checks**



## **Appendix 2:**

### **Definition of 'Regulated Activity' for the purpose of Child Welfare at School taken from KCSIE (2016)**

#### **Regulated Activity**

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedom Act 2012

Regulated activity includes:

- a) Teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children,
- b) Work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers;

Work under (a) or (b) is regulated only if done regularly (note 1)

Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:

- c) relevant personal care, or health care provided by or provided under supervision of a health care professional
  - personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing (note 2)
  - health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

#### **Note 1:**

The Safeguarding Vulnerable Groups Act 2006 provides that the type of work referred to at (a) or (b) will be regulated activity if 'the period condition is satisfied'

Paragraph 10 of Schedule 4 to this Act says the period condition is satisfied if the person carrying out the activity does so at any time on more than three in any period of 30 days and, for the purposes of work referred to at (a), apart from driving a vehicle only for children, it is also satisfied if it is done at any time between 2am and 6am and it gives the person the opportunity to have face to face contact with children.

'Frequently' is not defined in the Act, but the Guidance Regulated Activity in relation to Children: scope describes 'frequently' as doing something more than once a week or more.

#### **Note 2:**

It is not intended that personal care includes such activities as, for example, parent volunteers helping with costumes for school plays or helping a child lace up football boots.

**FCP 15.ix.17**