



**SEVENOAKS**  
PREPARATORY SCHOOL

## **RECRUITMENT, SELECTION AND DISCLOSURE POLICY AND PROCEDURE**

**Status and Review Cycle:** Annually

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## RECRUITMENT, SELECTION AND DISCLOSURE POLICY AND PROCEDURE.

### 1 Introduction

Sevenoaks Preparatory School (**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 and flexible 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, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (**DfE**) (formerly the Department for Children, Schools and Families (**DCSF**)), *Safeguarding children and safer recruitment in education (Guidance)*, Keeping Children Safe in Education (**KCSIE**) and any guidance or code of practice published by the Disclosure and Barring Service (**DBS**); and
- 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.

### 2 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 where 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 along with being directed to the School's website to read a copy of the School's Child Protection Policy.

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 along with an observed lesson if that is relevant to the position advertised.

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;
- verification of the applicant's identity (where that has not previously been verified);
- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory;

- for teaching positions, confirmation from the National College for Teaching and Leadership that the applicant is not subject to a prohibition order;
- the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;
- where the position amounts to "regulated activity" (see section 5.3 below) confirmation that the applicant is not named on the Children's Barred List administered by the DBS\*;
- verification of the applicant's medical fitness for the role (see section 4 below); and
- verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and
- verification of professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified).
- From 12 August 2015, a check is made where staff are appointed to management positions subject to s. 128 direction. For staff in regulated activity, the check is done via the DBS

\*A check of the Children's Barred List is not permitted if an individual will not be undertaking "regulated activity" post the Protection of Freedoms Act (See Appendix 1). Whether a position amounts to "regulated activity" must therefore be considered by the School in order to decide which DBS checks are appropriate. It is however likely that in nearly all cases a Children's Barred List check will be carried out.

### **3 Invitation to Interview**

The School will short list applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

All formal interviews will have a panel of at least two people chaired by the Head/Bursar or another designated senior member of staff. It is recommended best practice that at least one person on the appointment panel will have undertaken safer recruitment training.

The Chair of Governors should chair the panel for Senior Leadership team appointment and all Senior Leadership Team appointments will be made by the Governing Body. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.

The interview will be conducted in person where possible and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for 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 must be obtained by the candidate from the awarding body.

The School requests that all candidates invited to interview also bring with them:

- Their passport or a full birth certificate;
- Where appropriate any documentation evidencing a change of name;

- Proof of entitlement to work and reside in the UK.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

#### **4 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 practice that all applicants to whom an offer of employment is made must complete an online health questionnaire issued by Health Assured. Health Assured then review this against an occupation that the school has specified. A fit to work certificate is then issued to the school highlighting any issues and suggesting that a fuller medical assessment is undertaken if necessary. If there are any doubts about an applicant's fitness the School will consider reasonable adjustments in consultation with the applicant. The School may also seek a 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.

#### **5 Pre-employment checks**

In accordance with the recommendations set out in the Guidance, KCSIE and the requirements of the Education (Independent School Standards) (England) Regulations 2010 the School carries out a number of pre-employment checks in respect of all prospective employees.

##### **5.1 Verification of identity and address**

All applicants who are invited to an interview will be required to bring with them evidence of identity, right to work in the UK, address and qualifications as set out below and in the list of valid identity documents at Appendix2 (these requirements comply with DBS identity checking guidelines):

- one document from Group 1; and
- two further documents from either of Group 1, Group 2a or Group 2b, one of which must verify the applicant's current address; and
- original 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 means (e.g. 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 and KCSIE. 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.

Where an employee may be subject to immigration control we should be aware of the legislation around this process. Guidance is provided in a Home Office booklet Prevention of Illegal Working.

## 5.2 References

References will be taken up on short listed candidates prior to interview, unless the candidate requests otherwise. Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made.

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 reference should be from the employer with whom the applicant most recently worked with children (or if the applicant has no such experience an appropriate character reference from an independent third party). Neither referee should be a relative or someone known to the applicant solely as a friend, although for Gap year students who have not been in employment a reference from an adult family friend will be acceptable as a character reference alongside one from their school.

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 for the role for which the applicant has applied. 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, sickness\* 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), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated, unfounded or malicious; and
- 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, except where the allegation or concerns were found to be false, unsubstantiated, unfounded or malicious.

(\*questions about health or sickness records will only be included in reference requests sent out after the offer of employment has been made.)

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.

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.

If there is doubt about the validity of a given referee, a phone call should be made to the referee. For example, if a personal email address is given rather than an employer's suffix.

If a reference is taken over the telephone, detailed notes should be taken, dated and signed.

## 5.3 Criminal records check

Due to the nature of the work, the School applies for an enhanced disclosure from the DBS in respect of all prospective staff members, governors and volunteers.

Prior to 29 May 2013 an enhanced disclosure contained 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. It could also

contain non-conviction information from local police records which a chief police officer considered relevant to the role applied for at the School.

As of 29 May 2013 the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures. The DBS and the Home Office have developed a set of filtering rules relating to spent convictions which work as follows:

#### **For those aged 18 or over at the time of an offence**

An adult conviction will be removed from a DBS disclosure if:

- eleven years have elapsed since the date of conviction;
- it is the person's only offence;
- it did not result in a custodial sentence.

It will not be removed under any circumstances if it appears on a list of "**specified offences**" which must always be disclosed. If a person has more than one offence on their criminal record, then details of all their convictions will always be included.

A caution received when a person was aged 18 or over will not be disclosed if six years have elapsed since the date it was issued, and if it does not appear on the list of "specified offences".

#### **For those aged under 18 at the time of an offence**

A conviction will be removed from a DBS disclosure if:

- five and a half years have elapsed since the date of conviction; and
- it is the person's only offence; and
- it did not result in a custodial sentence.

Again, the conviction will not be removed under any circumstances if it appears on the list of "specified offences", or if a person has more than one offence on their criminal record.

A caution received when a person was aged under 18 will not be disclosed if two years have elapsed since the date it was issued, and if it does not appear on the list of "specified offences".

#### **The list of "specified offences" which must always be disclosed**

This contains a large number of offences, which includes certain sexual, violent and other offences that are considered so serious they will always be disclosed, regardless of when they took place or of the person's previous or subsequent criminal record. The list of "specified offences" can be found at: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

The School applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the School which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List maintained by the DBS. Any position undertaken at, or on behalf of, the School (whether paid or unpaid), will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30 day period; and
- provides the opportunity for contact with children.

This definition will cover nearly all posts at the School. Limited exceptions could include an administrative post undertaken on a temporary basis in the School office outside of term time.

It is for the School (Bursar and Designated Safeguarding Lead) to decide whether a role amounts to "regulated activity" taking into account all the relevant circumstances (also see appendix 1).

The DBS now issues a DBS disclosure certificate to the subject of the check only, rather than to the School. It is a condition of employment with the School that the **original** disclosure certificate is provided to the School within two weeks of it being received by the applicant. Original certificates should not be sent by post. Applicants must instead bring the original certificate into the School within two weeks of it being received. A convenient time and date for doing so should be arranged with the Bursar as soon as the certificate has been received. Applicants who are unable to attend at the School to provide the certificate are required to send in a certified copy by post or email within two weeks of the original disclosure certificate being received. Certified copies must be sent to the Bursar. Where a certified copy is sent, the original disclosure certificate must still be provided on the first working day. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the School.

If there is a delay in receiving a DBS disclosure the Designated Safeguarding Lead in conjunction with the Bursar 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 clear check of the Children's Barred List (where the position amounts to regulated activity), have been completed and once appropriate supervision has been put in place.

DBS checks will still 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 a criminal records check from the relevant jurisdiction(s). The School will use guidance provided by the Home office on what checks are available from different countries. For UK nationals returning after working in a foreign country they should be asked to obtain a certificate of good conduct or equivalent from the country in question. A link in the ISI handbook can also be used to find out about checks via embassies. Extra references should also be considered from countries which do not provide criminal record checks.

### **DBS – Prohibition from Management**

From 12 August 2015 a check is carried out on whether staff appointed to management positions after that date are subject to a s128 direction. This check is done via the DBS; a s128 direction would show on a DBS barred list check. When submitting the DBS application form a request must be included in box 61 Position Applied for "Child Workforce Independent School". This allows the DBS to confirm if a s128 direction has been made.

Management positions are considered to be Heads, Staff in SMT and departmental heads.

## **6 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 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 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 contractors or an agency in accordance with section 5.1 above.

## **7 Policy on recruitment of ex-offenders**

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 paragraph 7.1 below.

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 and cautions, including those which would normally be considered "spent" except for those to which the DBS filtering rules apply (see paragraph 5.3 above). A failure to disclose a previous conviction (which should be declared) 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 make a report to the Police and / or the DBS if:

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

### **7.1 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 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; and
- 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; or
- 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 within the last ten years.



## 7.2 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.

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 and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

## 7.3 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, but is under no obligation to do so.

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 the Head, Designated Safeguarding Lead, Bursar and Assistant Bursar.
- not retain disclosure information or any associated correspondence for longer than is necessary, and for a maximum of six months. 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;
- ensure that any disclosure information is destroyed by suitably secure means such as shredding; and
- prohibit the photocopying or scanning of any disclosure information without the express permission of the individual to whom the disclosure relates.

## 8 Retention of records

The School is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the School will retain on his / her personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the School to discharge its obligations as an employer (e.g. so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue).

This documentation will be retained by the School for the duration of the successful applicant's employment with the School. It will be retained for a period of six months after employment terminates after which it will be securely destroyed.

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

## 9 Referrals to the DBS and National College for Teaching and Leadership (NCTL)

This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks the School also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the School despite being barred from working with children; or

- has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

If the individual referred to the DBS is a teacher, the School may also decide to make a referral to the NCTL.

The NCTL check is complete using the free Employer Online Service and can be undertaken on individuals who do not have a QTS by searching by name.

The School checks all employees prior to an offer being made.

## 10 **Single Central register**

The Single Central Register (SCR) is held in the Accounts Docs, data protection and crb directory and is called "CURRENT SPS SCR".

The SCR contains entries for all members of staff at the School and shows the dates the following checks were made:-

- Identity
- Barred list date of DBS check
- Professional qualifications
- Enhanced disclosure
- Overseas checks if appropriate
- Right to work in UK
- Prohibition from teaching
- Prohibition from leadership
- CV /application form
- References
- Medical fitness

## 11 **Disqualification by Association requirements**

No longer required Sept 2018

## 12 **Checklist**

The recruitment process is overseen by the Bursar and a checklist is compiled to ensure all the appropriate checks are made and noted. See appendix 3 for a copy of the checklist.

If an applicant has any queries on the process or any other matter he / she should contact the Bursar.

## Appendix 1 Regular work

### 1. ALL REGULAR WORK FOR SCHOOLS WITH OPPORTUNITY FOR CONTACT WITH CHILDREN IS REGULATED ACTIVITY

Except

- Work (not entailing personal care) by supervised volunteers.
- Work (not entailing care or teaching) by occasional/temporary contractors.
- Work by pupils for other pupils (excepting for those in early years) (known as “the peer exemption”).

### 2. RELEVANT PERSONAL CARE, OR HEALTH CARE IS REGULATED ACTIVITY.

- 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.
- Health care in this context means care for children provided by or under the direction or supervision of, a regulated health care professional.

Note that care within this definition is always regulated; considerations of regularity and supervision do not apply.

### 3. REGULAR, UNSUPERVISED TEACHING, TRAINING, INSTRUCTING, CARING FOR OR SUPERVISING CHILDREN IS REGULATED ACTIVITY

And so is regularly

- Providing advice or guidance for children on well-being, or
- Driving a vehicle only for children

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In deciding whether a person is engaged in Regulated activity the following questions should be asked:

- Is the activity they do “work”? (A person visiting the school or their child is not considered working.)
- Is the work regular?
- Does it rise to **opportunity for contact** with children?
- Is the work for the purpose of the school? (This would not include someone hiring the school premises for other purposes out of school hours.)

**If the answer is yes to the above the person is in regulated activity unless an exception as below applies**

Is the person a volunteer?

If so, are they involved with personal care of pupils? This is always considered regulated activity.

Is the person a contractor?

- Are they administering personal care or healthcare?
- Are they teaching pupils?

If so, this is regulated activity.

- If not teaching work, is the contract for occasional or temporary non-teaching work e.g. building contract?

If so the contractor is not in regulated activity.000

## Appendix 2 List of valid identity documents

### Group 1: primary trusted identity credentials

- current valid passport
- biometric residence permit (UK)
- current driving licence (full or provisional) (UK / Isle of Man / Channel Islands; photo card with the associated counterpart licence; except Jersey)
- birth certificate (UK & Channel Islands) - issued at the time of birth (within 42 days of date of birth); Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces

### Group 2a: trusted government / state issued documents

- current UK driving licence (old style paper version)
- current non-UK driving licence (valid for up to 12 months from the date the applicant entered the UK)
- birth certificate (UK and Channel Islands) – issued at any time after the date of birth by the General Registrar Office / relevant authority i.e. Registrars)
- marriage / civil partnership certificate (UK and Channel Islands)
- adoption certificate (UK and Channel Islands)
- HM Forces ID card (UK)
- fire arms licence (UK and Channel Islands)

### Group 2b: Financial / social history documents

- mortgage statement (UK or EEA)\*\*
- bank / building society statement (UK and Channel Islands or EEA)\*
- bank / building society account opening confirmation letter (UK)
- credit card statement (UK or EEA)\*
- financial statement \*\* - e.g. pension, endowment, ISA (UK)
- P45 / P60 statement \*\*(UK and Channel Islands)
- council tax statement (UK and Channel Islands) \*\*
- work permit / visa (UK) (UK Residence Permit) \*\*
- letter of sponsorship from future employment provider (non UK / non EEA only valid for applicants residing outside the UK at the time of application)
- utility bill (UK)\* – not mobile telephone
- benefit statement\* - e.g. child benefit, pension
- a document from central / local government/ government agency / local authority giving entitlement (UK and Channel Islands)\*- e.g. from the Department for Work and Pensions, the Employment Service , HM Revenue & Customs (HMRC), Job Centre, Job Centre Plus, Social Security
- EU national ID card
- cards carrying the PASS accreditation logo (UK)
- letter from Head or College Principal (UK) for 16-19 year olds in full time education. This is only used in exceptional circumstances if other documents cannot be provided.

Note - If a document in the list of valid identity documents is:

- denoted with \* - it should be less than three months old
- denoted with \*\* - it should be less than 12 months old
- not denoted – it can be more than 12 months old

Appendix 3

**SAFEGUARDING & RECRUITMENT CHECKLIST**

This checklist must be used in conjunction with the school’s ‘Safeguarding and Recruitment Policy.’

All employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of the above policy.

This procedure is applicable to all parts of the school including the EYFS.

**CHECKLIST OF PROCEDURE: Name ----- Role**

	Task	Responsibility/ ownership		
	<b>Advertising and application process</b>			
1a	Position made vacant – letter of resignation received or new position agreed.	Headmaster/ Chair of Governors		
1b	Job description agreed, application form agreed. Consider requesting letter outlining why the candidate is suitable for the role.  Application form must contain questions about academic and employment history and their suitability for the role.	Bursar and Head		
1c	Advert agreed and placed, <i>state where in sent column</i> ; TES , newspaper etc.,	Bursar		
1d	Confirm interview panel ( <i>to include a member of staff who has been on the safer recruitment course, state who in sent column</i> ). <i>Check candidate not known to anyone on the interview panel if so refer to Chair</i> . Set date for interviews and preparation time for the interview.	PA Bursar		
1e	Compile and agree list of interview questions (these must be consistently applied with all candidates) and agree selection criteria	Interview panel lead		
1f	Receive back forms copy for interview panel.	PA		

	Application forms are scrutinised by panel members looking for gaps and omissions. <i>Any incomplete application forms are returned to the applicant, where the deadline for completed application forms has not passed. Please note - a Curriculum Vitae (CV) will not be accepted in place of the completed application form.</i>	Interview panel		
	<b>Selection</b>			
2a	Shortlist according to selection criteria	Interview panel		
2b	Invite successful candidates to interview, note any special requirements to attend interview.	PA , Bursar		
2c	Write to unsuccessful candidates	PA		
2d	When employing teachers, check with National College of Teaching and Leadership to confirm candidate does not have a prohibition order. Bursar and Deputy Head have a login for the NCTL website.  If in a leadership role check complete S 128 check on NCTL Teachers teachers prohibited from the profession.			
	<b>Interview</b>			
3a	Candidates attend formal interview, interview notes made.	Interview panel		
3b	When recruiting for teaching staff, at interview candidates will be observed teaching a lesson.			
3c	If there is nobody who has received the safer recruitment at the interview a separate session must be held so they can be formally interviewed by the person with the relevant qualification. State who in sent box.  <i>If there are any gaps in employment, understand why and decided if this is satisfactory? State that this may be checked and record conversation</i>	Safe Recruitment		

3d	Depending on the position applied for, candidates may also be interviewed by other members of the current staff			
3e	Meet and discuss candidates, receive feedback form all those involved with the selection process. <b>Select candidate</b>	Interview panel		
	<b>Employment offer:</b>			
4a	<b>Offer role</b> , draft offer letter, ensure this states that the offer is subject to conditions; probation, DBS inc Children’s Barred List, medical, references. Include medical questionnaire	Bursar	Mention the School’s Nut free policy	
4b	<b>Take up references</b> , (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory	Bursar		
	Reference 1 name.	Bursar		
	Reference 2 name:	Bursar		
	Reference 3 name, if required	Bursar		
	If there are gaps in employment consider if further references or information needs to be validated.	Bursar/ safer recruiter		
	Google the candidate’s name to check any online reference to the candidate	Bursar		
4c	Set up <b>medical form</b> with Health Assured	Bursar		
	<b>Receive response from Health Assured.</b> If something on the medical form required further consideration it should be sent back to Health Assured to undertake further assessment.	Bursar and Head/ Medical Officer		
4d	<b>Criminal records</b> – see notes below	Bursar		

	<b>DBS</b> – Set up enhanced DBS application through Disclosure UK .Email candidate to expect the online invitation			
	<i><b>Overseas applicants - ask job applicants to pay for an ‘Embassy Check’ to be completed. The Embassy will issue a ‘Certificate of Good Conduct’ that can be given to the employer.</b></i>			
4e	<b>Complete id check.</b> See below suitable evidence	Bursar		
4f	Receive back completed DBS. If ok document in SCR. If unsuitable consider why and is it relevant to the position. See School’s Safeguarding and recruitment policy.	Bursar/ Head		
4g	<b>Right to work in UK</b> – passport, alternate evidence if applicable	Bursar		
4h	<b>Evidence of qualifications</b> , certificates copied and checked as stated on the application form and suitable for the position,	Bursar		
4i	Prepare and issue <b>employment contract</b> .	Bursar		
4j	Agree a mutually acceptable <b>start date</b> .	Bursar		
	<b>Employee information / induction</b>			
5a	Safeguarding induction	DSL		
5b	Health and Safety policy	Bursar		
5c	Staff Hand book	Bursar		



5d	Prevent duty tutorial done and cert received	DSL		
5e	KCSIE read and acknowledge	DSL		
5f	Fire drill instruction	Bursar		
5g	Safeguarding / Child Protection policy read and acknowledged	DSL		
5h	Next of kin details	Bursar		
5h	NI no	Bursar		
5j	Tax form	Bursar		
5k	TP No.	Bursar		
5l	Bank details	Bursar		
5m	IT acceptable use policy	IT		
5n	If teacher then pension choice to be made	Bursar		

**DBS Evidence - check with Disclosures if in any doubt.**

- 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)
- 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.
- Proof of date of birth
- Passport

Notes

- For all positions, the School requests an enhanced disclosure from the DBS (formerly known as CRB)

- As per the school policy, if there is a delay in receiving a DBS certificate the Head will use his discretion to allow an individual to begin work pending receipt of the DBS Disclosure but appropriate supervision will be put in place and this will only be allowed if all other checks, including "Children's Barred List", have been completed
- 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 disclosure, if one is available in the relevant jurisdiction(s).*
- The School expects supply/temporary worker agencies/contractors that are used by the School to register with the DBS on their own account and to provide written confirmation that all relevant checks have been carried out in respect of staff supplied to the School. In this instance, proof of registration will be required before the School will commission services from any such organisation. The School will independently verify the identity of staff supplied by such an agency.

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### Reference Notes

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.

If a reference is taken over the telephone, detailed notes should be taken, dated and signed.

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 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, sickness 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.

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### 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 documentation relating to the application will normally be confidentially destroyed after six months.