

# Keble School Recruitment Policy



## Aims

Keble 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.

## Objectives

The objective of this policy is to outline procedures which: -

- ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- ensure that all job applicants are considered equitably and consistently
- 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
- ensure compliance with all relevant recommendations and guidance including the recommendations of the Department of Education (**DfE**) in *Keeping Children Safe in Education (Sept 2019)* and the *Childcare Act (2006)* and the code of practice published by the Disclosure and Barring Service (**DBS**)
- 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.

## **Advertisement Procedure**

All recruitment exercises must be planned and timetabled to ensure the School recruits the best possible staff.

Prior to the commencement of any recruitment exercise a job description and person specification should be prepared for the vacant role. This will confirm that there is a genuine need for recruitment, and will assist the School in ensuring that the most appropriate candidate is recruited for the role. A detailed timetable for the recruitment process, including the placing of the advertisement and details of the personnel to be involved in the process should be drawn up and approved by the Head before the vacancy is advertised.

## **1. Responsibility:**

The Head is responsible for all advertisements, which publish vacancies at the School.

## **2. Clearance:**

No advertisements should be published until approved by the Head. This applies to internal as well as external advertisements.

## **3. Liability:**

Inappropriate or poorly worded advertisements can give rise to legal claims against the School. Anyone placing an advertisement in breach of this policy will be subject to the School's disciplinary procedure.

## **4. Advertisement content:**

All adverts must carry the following pro forma details:

*"The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*The successful applicant will be subject to an Enhanced DBS check."*

## **Recruitment & 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 also be sent:

- A job description and person specification for the role applied for.
- The school's privacy notice detailing how their data will be processed and stored by the school.
- The school's safeguarding policy.
- A self-disclosure of criminal history.

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.

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;
- the receipt of two satisfactory references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory;

- the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory; and
- verification of the applicant's medical fitness for the role from the School's medical adviser;
- Confirmation that the applicant is not barred from working with children ("Barred List/List 99" check).
- Confirmation that the applicant for a teaching position is not prohibited from teaching
- 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 a Health Questionnaire. The School will arrange for the information contained in the Health Questionnaire to be reviewed by the School's medical advisor. This information will be reviewed against the Job Description and Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extra-curricular activities, layout of the School etc. If the School's medical advisor has any doubts about an applicant's fitness the School will consider reasonable adjustments in consultation with the applicant. The School may also seek further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.
- The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

If there is a delay in receiving a DBS certificate the Head has 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 "Barred List/List 99" have been completed.

### **Pre-employment checks**

In accordance with the recommendations of the DFE in *Keeping Children Safe in Education*, the School carries out a number of pre-employment checks in respect of all prospective employees.

#### **1. Verification of identity and address**

All applicants who are invited to an Interview will be required to bring the following evidence of identity, right to work in the UK, address and qualifications:

- Either UK or EU passport or biometric residence permit/card
- original documents confirming any educational and professional qualifications referred to in their application form

The School asks for the date of birth of all applicants (and proof of this) in accordance with the DfE's guidance in *Keeping Children Safe in Education*. 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 against applicants on the grounds of age.

## 2. **References**

References will be taken up on short listed candidates prior to interview.

All offers of employment will be subject to the receipt of a minimum of two references, which are considered satisfactory by the School. One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification 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
- 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.

The School will make direct inquiries with referees of applicants for all positions.

## 3. **Disclosure and Barring Check**

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

For all positions, the School requests an enhanced disclosure from the DBS. An enhanced disclosure will contain details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974)

together with details of any cautions, reprimands or warnings held on the Police National Computer. An enhanced disclosure will also reveal whether an applicant is barred from working with children or vulnerable adults by virtue of his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the Independent Safeguarding Authority. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.

For all management and governor positions the school will structure its DBS application such that an s128 check is made on the individual. Management positions would include headship, membership of the SMT and Head of Department.

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). Applicants from countries within the EEA (European Economic Area) will be checked for any sanction or restriction imposed by any other EEA professional regulating authority.

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. 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.

### **Prohibition and Disqualification Check**

The school will also check with the DfE records on whether there are any prohibition from teacher orders against the individual. The school will also ask the individual if there is any reason why they might be disqualified by association. (The individual has to make a declaration after the school has given an indication of circumstances that might disqualify the individual.)

The school will report to the Disclosure and Barring Service (DBS) in the case of a teacher within one month of leaving the school and any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children. Independent schools are also under a duty to consider making a referral to the National College for Teaching and Leadership (NCTL) where a teacher has been dismissed (or would have been dismissed had he / she not resigned), and a prohibition order may be appropriate.

The school will also report any application that is received for a post by a person who is barred from working with young people. The address for such referrals is PO Box 181, Darlington DL1 9FA (Tel 0300 123 1111).

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

#### **1. Background**

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out in paragraph 4.2 below.

In view of the fact that all positions within the School will amount to "regulated positions" within the meaning of the Protection of Children Act 1999 (as amended by the Criminal Justice and Courts Services Act 2000), all applicants for employment must declare all previous convictions (including those which would normally be considered "spent" under the Rehabilitation of Offenders Act 1974). A failure to disclose a previous conviction may lead to an application being rejected or, if the failure 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.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the Independent Safeguarding Authority 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 a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. If:

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of an applicant's application; or
- the School has serious concerns about an applicant's suitability to work with children; it will report the matter to the Police, DBS and/or the Independent Safeguarding Authority.

## **2. 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 of the following offences:

- murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence
- serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

### **3. Assessment procedure**

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Bursar and the Head of the School before a position is offered.

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

### **4. 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

- not retain disclosure information or any associated correspondence for longer than is necessary. Generally this will be 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
- 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 request.

### **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 or directly at the request of an unsuccessful applicant.

### **Queries**

If an applicant has any queries on how to complete the application form or any other matter they should contact the Head's P.A.

### **Evaluation and Review**

The Head and Bursar will monitor the effectiveness of this policy. The policy should be reviewed every three years.

### **Links to Other Policies**

This policy has links to the Child Protection/Safeguarding Policy and the Admissions Policy.