

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education.

St Christopher'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.

It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to and fulfilled in the roles they undertake.

The School will:

1. Ensure that appropriate staff who undertake recruitment have received and successfully completed safer recruitment training;
2. Implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or who does not have the suitable skills and experience for the intended role;
3. Keep and maintain a single central record of recruitment and vetting checks in line with DfE requirements;
4. Ensure that the terms of any contract with a contractor or agency that involves workers other than school employees coming into regular contact with the children in our care requires them to adopt and implement measures described in this procedure.
5. Require staff who are convicted or cautioned for any offence during their employment with the School to notify the School, in writing, of the offence and the penalty.

### **Roles and responsibilities:**

It is the responsibility of the Proprietor to:

1. Ensure the School has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements;
2. Monitor the School's compliance with them.

It is the responsibility of the Headmistress and other managers involved in recruitment to:

1. Ensure that the School operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the School;

2. To monitor contractors' and agencies' compliance with this document;
3. Promote welfare of children and young people at every stage of the procedure.

## 1. Introduction

St Christopher's 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, subject to any necessary operational constraints, to providing a supportive 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 equitably and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including age, sex or sexual orientation, marital or civil partner status, disability, race, colour, nationality, ethnic or national origin, religion or religious belief;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DFE), Safeguarding Children and Safer Recruitment in Education (the Guidance)<sup>1</sup> and the 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.

## 2. Recruitment & selection procedure

All those enquiring about any vacancy will receive a job description for the role.

All those who wish to be formally considered for the vacancy will be required to complete an application form including the following information:

- Personal details, including date of birth. This information is required for the School to meet its obligations with regard to child protection and safer recruitment.
- Education, Academic Qualifications and other training: those candidates invited for interview will be required to provide proof of their qualifications and professional status by producing documentation on the day of the interview.
- Previous Employment History: any gaps or discrepancies in employment history should be explained.
- Declaration, including details of any convictions, cautions and bind-overs which should be provided in a sealed envelope, marked 'Confidential'.

Incomplete application forms will be returned to the applicant where there is sufficient time before the deadline for completed application forms has passed. Otherwise, incomplete application forms may be rejected. A curriculum vita will not be accepted in place of the completed application form. Applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or professional regulatory bodies.

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.

The school may require the applicant to undertake an assessment or partake in other selection exercises. For a teaching post, he/she may be asked to teach a lesson or lessons which will be observed. If this is the case, he/she will be informed in advance.

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;
- the receipt of two references (one of which must be from the applicant's current or 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;
- verification of the applicant's medical fitness for the role; and
- for appointments to regulated activity, confirmation that the applicant is not named on either the Children's Barred List or the Adults' Barred List administered by the DBS.

### **3. 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.

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.

### **4. Pre-employment checks**

In accordance with the recommendations set out in the Guidance, and the requirements of the Education (Independent School Standards) (England) Regulations 2010 (as amended in January 2013), the School carries out a number of pre-employment checks in respect of all prospective employees. This will normally be done when completing a DBS check in the successful applicant's presence. Where a previous DBS check is valid then a meeting will be arranged to view the appropriate documents.

- 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 and address: passport; and

- two utility bills or statements (from different sources) showing their name and home address; and
- documentation confirming their National Insurance Number (P45, P60 or National Insurance Card); and
- 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.

The School asks for the date of birth of all applicants (and proof of this) in accordance with the Guidance. 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.

### **References**

References may 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 must be from the employer with whom the applicant most recently worked with children, if applicable. Neither referee should be a relative or someone known to the applicant solely as a friend. The nominated referees will be sent a specific form including safeguarding questions and asked to expand appropriately.

The School will only accept references obtained directly from the referee in writing 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.

### **Disclosure and Barring Service (DBS) check**

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

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. For appointments to regulated activity, 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 DBS. 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.

If there is a delay in receiving a DBS disclosure the Head 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 check of the Children's Barred List and/or Adult's Barred List if applicable, have been completed and once appropriate supervision has been put in place.

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 DBS disclosure from the relevant jurisdiction(s).

### **Contractors**

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.

### **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 6.2 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, cautions and bind-overs, including those which would normally be considered "spent", when applying for a position at the School. A failure to disclose a previous conviction 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 if:

- it becomes aware that it has received 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.

### **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. 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. References
3. Proof of identification
4. Proof of academic qualifications, where applicable
5. Evidence of DBS clearance (i.e. the DBS certificate number)