

SAFER RECRUITMENT AND SELECTION – OUR POLICY

This policy is applicable to all pupils including those in the EYFS

THIS POLICY HAS BEEN WRITTEN WITH REGARD TO THE DfE DOCUMENT ‘KEEPING CHILDREN SAFE IN EDUCATION UPDATED JULY 2015’. THIS POLICY APPLIES TO ALL APPOINTMENTS AND WILL BE SENT TO CANDIDATES BEFORE THE COMPLETION AND SUBMISSION OF AN APPLICATION FORM TO THE SCHOOL. IT IS THE RESPONSIBILITY OF THE APPLICANT TO COMPLY WITH THE INFORMATION BELOW BOTH WHEN SUBMITTING AN APPLICATION AND IF INVITED TO INTERVIEW.

This school is committed to safeguarding and promoting the welfare of its children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. All positions at the School are exempt from the Rehabilitation of Offenders Act 1974, therefore **ALL** convictions, cautions and bind-overs, including those regarded as ‘spent’ **MUST** be declared. All information given will be treated as confidential and each case will be taken on its merits. Failure to disclose this information will result in the offer of employment being withdrawn or the immediate termination of employment.

Application Stage

1. All applicants are made aware of the above policy statement in our advertisements, on our website, in our job descriptions and in our application packs.
2. Applicants **MUST** apply using the School’s application form when applying for positions at the School: applicants are welcome, however, to include a covering letter and CV when submitting their application.
3. References are not acceptable from friends or family members. At least one referee must be your current or most recent employer. References will also be requested from any past employers where the position involved working with children. All references should be obtained before interview whenever possible.
4. All sections of the application form **MUST** be completed or marked with n/a where appropriate. Incomplete application forms will not be accepted. CV’s will not be accepted in substitution for application forms.
5. Please be aware that the provision of false information is an offence and could result in the application being rejected, the offer of employment being withdrawn or the termination of employment. In extreme cases it may be necessary to refer the matter to the police and/or the DBS and NCTL.

Interview Stage

1. The identity of all candidates will be checked at interview. Each candidate is asked to bring to the interview their passport/birth certificate/driving licence, (originals, not copies) along with two recently dated documents confirming their current address. Where this information cannot be provided candidates must call 01865 242561 for advice **before** the interview date.
2. The right of each candidate to work in the UK will be checked at interview.

3. Relevant qualifications will also be checked at interview and candidates are asked to bring along their original certificates as evidence.
4. All interviews will be conducted in person and will include some questions regarding the candidate's suitability to work with children.
5. In accordance with the Disability Discrimination Act 1995, all reasonable attempts will be made to accommodate the particular needs of any person suffering from a disability at all stages of the recruitment process.
6. All applicants for the same post will be assessed fairly and equally. A structured, consistent process, using clearly defined criteria, will be used at all times.

Offer of Employment

1. In the case of newly-appointed staff [i.e. those not employed in a school in the three-month period before the appointment] an Enhanced DBS disclosure will be applied for as soon as an offer of employment is made; those joining from another school without intermission may transfer an existing DBS disclosure, though an enhanced DBS disclosure will be applied for. If the disclosure is not received before the date of appointment, provided that all other checks have been carried out including a Barred List check a written risk assessment will be undertaken (which will be reviewed every two weeks) and the employee will be prohibited from working unsupervised in the presence of pupils.
2. Successful applicants are required to complete a medical questionnaire, which includes questions about whether their health will affect their ability to do the job.
3. All offers of employment are made subject to all checks having been made to the school's satisfaction including the receipt of at least two satisfactory references and the receipt of a satisfactory enhanced DBS clearance including List 99 check
4. Where the successful candidate has been working overseas in the previous five years, the School will make additional checks in accordance with statutory guidance.
5. 'Gappers' are recruited by means of established and recognised agency. All checks described above are completed for each gap student.

The following checks are made and procedures followed:

- employees are checked to determine that they are who they say they are by the use of identity documents (as specified above)
- each application is supported by two professional referees
- the referees are who they say they are
- each interviewed candidate has a full, written employment history
- each member of staff is appropriately and verifiably qualified
- an important focus of interview is to establish that an individual is likely to be an appropriate individual to work with children
- each teacher has an enhanced DBS disclosure (which includes a Barred List check)
- each teacher is checked to ensure they do not have a Prohibition (from teaching) Order against them

- in addition, for EYFS teachers, Nursery assistants, and anyone working in EYFS or taking after school care for children up to the age of 8 a Disqualified by Association declaration must be made. This also applies to those directly responsible for the running of the EYFS setting, in this case, the Head of Pre - Prep and the Headmaster
- terms and conditions of employment have been understood and accepted by employees
- everyone working in school has been properly inducted in H & S, CP and any other pertinent procedures
- each teacher has been sent an electronic copy of the Staff Handbook. There is also a hard copy in both the staff room and the school office
- each employee has an appropriate contract of employment

Our approach is to use the following checklist for all teaching staff appointments:

		Initial and date
IDENTITY	Check by means of Passport/Driving Licence/Birth Certificate	
REFERENCES	Two written references	
CV	Full Gaps – coherent explanation?	
QUALIFICATIONS	Original certificates seen	
HM'S INTERVIEW	Notes in file [to be kept for 6 months only]	
List 99 (where DBS not yet obtained or DBS from elsewhere accepted)		
DBS (including Barred List)	Enhanced – check of Barred List must be selected during the application process for DBS.	
DISQUALIFICATION BY ASSOCIATION	Date	
PROHIBITION ORDER	Date	
PROHIBITION FROM MANAGEMENT	Date	
MEDICAL FITNESS		
RIGHT TO WORK		
OVERSEAS CHECKS (if lived abroad five years before appointment)		
OFFER LETTER	Date	
ACCEPTANCE LETTER	Date	
INDUCTION	Date	
HANDBOOK ISSUED	Date	
CONTRACT ISSUED	Date	



CONFIDENTIAL

CHRIST CHURCH CATHEDRAL SCHOOL

Application Form

Position applied for:

Section I – Personal details

Title: Dr/Mr/Mrs/Miss/Ms	Forename(s):	Surname:
Date of birth:	Former name:	
	Preferred name:	
Address:	National Insurance number:	
	Are you currently eligible for employment in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> If you have answered no, please provide details:	
Telephone number(s)	Do you have Qualified Teacher status?	
Home:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Work:	Teacher's Reference Number (if applicable):	
Mobile:	RP:	
email address:		

Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Lay Governor of Christ Church Cathedral School? If so, please provide details.

Section 2 – Education & Professional Qualifications

Please start with the most recent and continue on a separate sheet if necessary.

Name of school/college/university	Dates of attendance From: To:	Examinations			
		Subject	Result	Date	Awarding body

Section 3 – Current Employment

Current/most recent employer:	Current/most recent employer's address:
Current/most recent job title:	Date started:
Brief description of responsibilities:	Date employment ended (if applicable):
Current salary/salary on leaving:	Reason for seeking other employment:
Please state when you would be available to take up employment if offered:	

Section 4 – Previous employment since leaving secondary education

Please continue on a separate sheet if necessary

Dates From: - To:	Name and address of employer	Position held and/or duties	Reason for leaving

Section 5 – Professional Development

Please provide details of any professional development or training that you have received which you consider to be relevant to the role for which you have applied.

Section 6 – Interests/Extra Curricular Activities

Please provide details of any interests/extra curricular activities in which you have been involved.

Section 7 – References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from the employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all short-listed candidates before interview.

Name:

Position:

Address:

Postcode:

Tel No:

Email:

Name:

Position:

Address:

Postcode:

Tel No:

Email:

Section 8 – Criminal records

An offer of employment is conditional upon the School receiving a satisfactory Disclosure from the DBS. If you are successful in your application you will be required to complete a Disclosure and Barring Service Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the DBS (a copy of which is available from the School on request).

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, and bind-overs, (including those which would normally be considered “spent” under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be taken on its merits.

If you answer ‘yes’ to any of the following:

Have you been convicted by the courts of any criminal offence?

Is there any relevant court action pending against you?

Have you ever received a caution, reprimand or final warning from the police?

please provide details on a separate sheet in a sealed envelope marked “confidential” and forward to the Headmaster/Bursar[non-teaching].

Section 9 – Recruitment

It is the School’s policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age.

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.

A copy of the School’s Recruitment Policy is enclosed with this Application Form. Please take the time to read it.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after 6 months. However, please indicate below if you would like the School to retain your details on file so that you can be notified of future vacancies which may be of interest to you.

Would you like the School to retain your details if your application is unsuccessful? Yes ☐ No ☐

Section 10 – Declaration

I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.

I confirm that I am not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body.

I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.

I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

Signature Date

Please return this form to:

The Headmaster

Or [in the case of non-teaching staff]

The Bursar

Christ Church Cathedral School
3 Brewer Street
Oxford
OX1 1QW

Reviewed by SMT 31 August 2015