

Recruitment Policy

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1. Introduction

- 1.1 The Godolphin and Latymer 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.
- 1.2 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 in accordance with our Equal Opportunities Policy;
 - 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 recommendations and guidance including the statutory guidance published by the Department for Education (**DFE**) Keeping Children Safe in Education - September 2016 (**KCSIE**), the Prevent Duty Guidance for England and Wales 2015 (the **Prevent Duty Guidance**) 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.
- 1.3 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

- 2.1 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. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided. A curriculum vitae will not be accepted in place of the completed application form.
- 2.2 Applicants will receive a job description and person specification for the role applied for. Application forms, job descriptions, person specifications and the School's Safeguarding and Recruitment Policies are available to download from the School's website.
- 2.3 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 (see Appendix 3 for more details). All shortlisted applicants will be tested at interview about their suitability to work with children.
- 2.4 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);

- verification of qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application, and which the School takes into account in making the appointment decision;
- 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 positions which involve 'teaching work', information about whether the applicant has ever been referred to, or is the subject of a sanction, restriction or prohibition issued by, the National College of Teaching and Leadership (NCTL) which renders them unable or unsuitable to work at the School;
- for applicants who have carried out teaching work outside the UK, information about whether the applicant has ever been referred to, or is the subject of a sanction issued by, a regulator of the teaching profession in any other country which renders them unable or unsuitable to work at the School.
- where the position amounts to 'regulated activity' (see section 6 below) 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 6 below), confirmation that the applicant is not named on the Children's Barred List *;
- information about whether the applicant has ever been subject to a direction under section 142 of the Education Act 2002 which renders them unable or unsuitable to work at the School;
- for management positions, information about whether the applicant has ever been referred to the Department for Education, or is the subject of a direction under section 128 of the Education and Skills Act 2008, which renders them unable or unsuitable to work at the School;
- verification of the applicant's medical fitness for the role (see section 3 below); and
- verification of the applicant's right to work in the UK; and
- any further checks which the School decides are necessary as a result of the applicant having lived or worked outside the UK, which may include an overseas criminal records check, certificate of good conduct or professional references.

* The School is not permitted to check the Children's Barred List unless an individual will be engaging in 'regulated activity'. The School is required to carry out an enhanced DBS check for all staff, supply staff and governors who will be engaging in regulated activity. However the School can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough (i.e. roles which would amount to regulated activity if carried out more frequently).

Whether a position amounts to 'regulated activity' must therefore be considered by the School in order to decide which checks are appropriate. It is however likely that in nearly all cases the School will be able to carry out an enhanced DBS check and a Children's Barred List Check.

- 2.5 In accordance with the recommendations set out in KCSIE and the requirements of the Education (Independent School Standards) (England) Regulations 2014, the School carries out a number of pre-employment checks in respect of all prospective employees as set out in this policy.
- 2.6 In addition to the checks set out here, the School reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the School. This may include internet and social media searches.

- 2.7 In fulfilling its obligations, the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partnership status, disability or age.

3. Medical fitness

- 3.1 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.
- 3.2 The School requires all successful applicants to make a declaration of medical fitness confirming that there are no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the role. For permanent posts applicants will also complete a pre-employment health questionnaire and undertake a medical consultation with the School's Doctor, prior to confirmation of appointment. The School Doctor will review the information provided against the requirements of the post. In the event that the School Doctor is unavailable, the applicant may be required to have the pre-employment questionnaire verified by their General Practitioner. The information contained in the questionnaire will be held by the School Doctor and shared with those responsible for recruiting on a strictly need to know basis. If the School Doctor has any doubts about an applicant's fitness the School will, if appropriate, consider reasonable adjustments in consultation with the applicant. The School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.
- 3.3 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 and considering reasonable adjustments and suitable alternative employment where appropriate.

4. Verification of identity, address and qualifications

- 4.1 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 Appendix 1 (these comply with DBS identity checking guidelines and the School's own requirements):
- one document from Group 1; and
 - two further documents from either of Group 1, Group 2a or Group 2b, one of which must identify the applicant's current address; and
 - documentation confirming their National Insurance Number (P45, P60 or National Insurance Card); and
 - original documents confirming any educational and professional qualifications referred to in their application form; and
 - an existing DBS disclosure certificate in the applicant's name, should the applicant possess one.
- 4.2 Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.
- 4.3 The School asks for the date of birth of all applicants. Proof of date of birth is necessary so that the School may verify the identity, 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.

5. References

- 5.1 References will be taken up on short listed applicants prior to interview.
- 5.2 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.
- 5.3 For teaching staff, one referee must be the Head of the applicant's current school.
- 5.4 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. Referees will also be asked to confirm, to the best of their knowledge, that the applicant has not been radicalised so that they do not support terrorism or any form of 'extremism' (see the definition of 'extremism' at section 9 below). 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 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; and
 - to the best of their knowledge, whether the applicant could be considered to be involved in 'extremism' (see the definition of 'extremism' at section 9 below).
- 5.5 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.
- 5.6 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.
- 5.7 Where a reference is not received prior to interview it will be reviewed upon receipt. Any discrepancies identified between the reference and the application form and/or the interview assessment form will be considered by the School. The applicant may be asked to provide further information or clarification before an appointment can be confirmed.
- 5.8 If factual references are received (i.e. those which contain limited information such as job title and dates of employment), this will not necessarily disadvantage an applicant but additional references may be sought before an appointment can be confirmed.
- 5.9 The School will as a matter of course make telephone contact with a referee to verify the details of the written reference provided.
- 5.10 Once a conditional offer of employment has been made, the School may take up further references in connection with the candidate's sickness and absence record.

- 5.11 References will be taken up on all internal candidates as part of the application process but can be provided by colleagues as the School will be the most recent employer.

6. Criminal Records Checks

- 6.1 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.

DBS Filtering Rules

- 6.2 Since 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 for an offence committed in the United Kingdom will be removed from a DBS disclosure if:

- 11 years have elapsed since the date of conviction;
- it is the person's only offence, and
- 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 for an offence committed in the United Kingdom 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 for an offence committed in the United Kingdom 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 for an offence committed in the United Kingdom 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>

Regulated Activity

- 6.3 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 and to obtain other relevant suitability information. Any paid position undertaken at, or on behalf of, the School (and unpaid position if it is also unsupervised), will amount to 'regulated activity' if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2am and 6am; or
- satisfies the 'period condition', meaning four times or more in a 30 day period; and
- provides the opportunity for contact with children.

- 6.4 It is for the School to decide whether a role amounts to 'regulated activity' taking into account all the relevant circumstances. However nearly all posts at the School will amount to regulated activity. Limited exceptions could include an administrative post undertaken on a temporary basis in the School office outside of term time or voluntary posts which are supervised.

The DBS Disclosure Certificate

- 6.5 The DBS issues the 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. A convenient time and date for bringing the certificate into the School so should be arranged with the School's Personnel Manager as soon as it 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 Personnel Manager. Where a certified copy is sent, the original disclosure certificate must still be provided prior to the first day of work. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the School.

Starting work pending receipt of the DBS disclosure certificate

- 6.6 If there is a delay in receiving a DBS disclosure, the Head Mistress (teaching staff) and Bursar (support staff) have the discretion to allow an individual to begin work pending receipt of the disclosure certificate. 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 a risk assessment has been carried out and appropriate safeguards have been put in place.

Applicants with periods of overseas residence

- 6.7 DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. The School will take into account the 'DBS unusual addresses guide' in such circumstances.

The School takes into account the guidance issued by the NSPCC when deciding whether to request overseas information from applicants, which recommends that such information should be sought on those who have lived overseas for periods of three months or more in the last five years. However, the School recognises that Education (Independent School Standards) Regulations 2014 do not specify that a minimum period of overseas residence is required. The School therefore assesses each applicant's situation on its individual facts.

- 6.8 Where applicants are asked to provide further overseas information, this will include a criminal records check from the relevant jurisdiction(s) or a certificate of good conduct (as appropriate) and/or references from any employment held.
- 6.9 Work can only commence once sufficient overseas information has been received and only if the School has considered that information and confirmed that the applicant is suitable to commence work at the School.

7. Prohibition from teaching check

- 7.1 The School is required to check whether staff who carry out 'teaching work' are prohibited from doing so. The School uses the NCTL Teacher Services system to check whether successful applicants are the subject of a prohibition, or interim prohibition, order issued by a professional conduct panel on behalf of the NCTL.
- 7.2 In addition the School asks all applicants for roles which involve 'teaching work' to declare in the application form whether they have ever been referred to, or are the subject of a sanction, restriction or prohibition issued by the NCTL, or other equivalent body in the UK.
- 7.3 It is the School's position that this information must be provided in order to fully assess the suitability of an applicant for a role which involves 'teaching work'. Where an applicant is not currently prohibited from teaching but has been the subject of a referral to, or hearing before, the NCTL (or other equivalent body), whether or not that resulted in the imposition of a sanction, or where a sanction has lapsed or been lifted, the School will consider whether the facts of the case render the applicant unsuitable to work at the School.
- 7.4 The School carries out this check, and requires associated information, for roles which involve 'teaching work'. In doing so the School applies the definition of 'teaching work' set out in the Teachers' Disciplinary (England) Regulations 2012 which states that the following activities amount to 'teaching work':
- planning and preparing lessons and courses for pupils;
 - delivering lessons to pupils;
 - assessing the development, progress and attainment of pupils; and
 - reporting on the development, progress and attainment of pupils.

- 7.5 The above activities do not amount to 'teaching work' if they are supervised by a qualified teacher or other person nominated by the Head. If in any doubt, or if the applicant has taught previously, or may teach in future, the check will be undertaken, including for sports coaches.
- 7.6 In addition, for all appointments to roles which involve 'teaching work' made on or after 18 January 2016 the School will check whether the applicant is subject to a sanction imposed by a regulator of the teaching profession in any other European Economic Area country. For the same reasons as set out above, the School also asks applicants to declare whether they have ever been referred to, or are the subject of a sanction imposed by, a regulator of the teaching profession in any of the countries in which they have carried out teaching work.

8. Prohibition from management check

- 8.1 The School is required to check whether any applicant for a management position is subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school (a **section 128 direction**).
- 8.2 This check applies to appointments to the following positions made on or after 12 August 2015:
- Head;
 - teaching posts on the senior leadership team;
 - teaching posts which carry a departmental head role; and
 - support staff posts on the senior leadership team.

It also applies to appointments to the governing body.

- 8.3 The relevant information is contained in the enhanced DBS disclosure certificate (which the School obtains for all posts at the School that amount to regulated activity). It can also be obtained through the Employer Access Online service. The School will use either, or both, methods to obtain this information.
- 8.4 In addition, the School asks all applicants for management roles to declare in the application form whether they have ever been the subject of a referral to the Department for Education, or are subject to a section 128 direction or any other sanction which prohibits, disqualifies or restricts them from being involved in the management of an independent school.
- 8.5 It is the School's position that in order to fully assess the suitability of an applicant for a management role it must be provided with the above information. Where an applicant is not currently prohibited from management but has been the subject of a referral to, or hearing before, the Department for Education or other appropriate body whether that resulted in the imposition of a section 128 direction or other sanction, or where a section 128 direction or other sanction has lapsed or been lifted, the School will consider whether the facts of the case render the applicant unsuitable to work at the School.

9. Chartwells Staff, Contractor Staff and Agency Staff

- 9.1 The School must complete the same checks for contractors (and their employees) undertaking regulated activity at the School as it does for its own employees. The School requires written confirmation from Chartwells, and any other contractor, that it has

completed these checks on all of those individuals whom it intends will work at the School before any such individual can commence work at the School.

9.2 Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School.

9.3 The School will independently verify the identity (using photographic ID) of individuals supplied by contractors or an agency and will require a copy of the DBS disclosure certificate checked by the contractor or agency supplier before those individuals can start work at the School.

10. Volunteers

10.1 The School will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at or on behalf of the School (the definition of regulated activity set out in section 6.3 above will be applied to all volunteers).

10.2 The School will request an enhanced DBS disclosure without Children's Barred List information on all regular volunteers who do not undertake regulated activity. If a regular volunteer is not in regulated activity, this is likely to be because their volunteering duties are subject to regular, day to day supervision by a fully checked member of staff or by a volunteer who the School has deemed appropriate to supervise and ensure the safety of those pupils in their care.

10.3 Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils.

10.4 It is the School's policy that, except in the case of current parents who volunteer (for whom a renewed check will be carried out every 3 years), a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the School for three consecutive months or more. Those volunteers who are likely to be involved in activities with the School on a regular basis may be required to sign up to the DBS update service as this permits the School to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates.

10.5 In addition the School will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- formal or informal information provided by staff, parents and other volunteers;
- character references from the volunteer's place of work or any other relevant source; and
- an informal safer recruitment interview.

11. Visiting speakers and the Prevent Duty

11.1 The Prevent Duty Guidance requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.

11.2 The School is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the School or perform any other regular duties for or on behalf of the School.

- 11.3 All visiting speakers will be subject to the School's usual visitors procedures. This will include signing in and out at Reception, the wearing of a visitors badge at all times and being escorted by a fully vetted member of staff between appointments.
- 11.4 The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the School. In doing so the School will always have regard to its own visitor procedures, the Prevent Duty Guidance and the definition of 'extremism' set out in KCSIE which states:

"Extremism' is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations.'

- 11.5 In fulfilling its Prevent Duty obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

12. Policy on recruitment of ex-offenders

- 12.1 The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. The School makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record, this will not automatically bar them from employment with the School. Each case will be decided on its merits in accordance with the objective assessment criteria set out below.
- 12.2 All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants for employment 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 above). A failure to disclose a previous conviction (which should be declared) 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.
- 12.3 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 apply for a position within the School. The School will make a report to the police and/or the DBS if the School:
- receives an application from a barred person;
 - is provided with false information in, or in support of an applicant's application; or
 - has serious concerns about an applicant's suitability to work with children.
- 12.4 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 applicant.
- 12.5 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;
 - serious class A drug related offences, robbery, burglary, theft, deception or fraud.
- 12.6 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.
- 12.7 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.
- 12.8 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 Head Mistress and the Bursar of the School before a position is offered or confirmed.
- 12.9 If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School may, 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.

13. Retention and security of disclosure information

- 13.1 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 the Bursar, Head Mistress and Personnel Manager;
 - 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.

14. Retention of records

- 14.1 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 their 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.
- 14.2 This information will be retained by the School for the duration of the successful applicant's employment with the School and then in accordance with the School's Record Keeping Policy after employment terminates.
- 14.3 If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.
- 14.4 The same policy applies to any suitability information obtained about volunteers involved with School activities.

15. Referrals to the DBS and National College for Teaching and Leadership (NCTL)

- 15.1 This policy is primarily concerned with the promotion of safer recruitment and details of the pre-employment checks that will be undertaken prior to employment being confirmed. However, 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.
- 15.2 If the individual referred to the DBS is a teacher, the School may also decide to make a referral to the NCTL.

16. Queries

- 16.1 If an applicant has any queries on how to complete the application form or any other matter he/she should contact the Personnel Manager.
- 16.2 It is the School's policy not to provide feedback to unsuccessful applicants.

Appendix 1

List of Valid Identity Documents

Group 1 – Primary Identity Documents

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Photocard Driving Licence (Full or provisional) (UK/Isle of Man /Channel Islands/EU);
- Birth Certificate (UK & Channel Islands; issued at the time of birth (within 12 months of date of birth); full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
Adoption Certificate (UK & Channel Islands)

Group 2a – Trusted Government Documents

- Current Photocard Driving Licence (all countries; full or provisional)
- Current Paper Driving Licence (UK/Isle of Man/Channel Islands and EU; if issued before 1998)
- 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)
- HM Forces ID Card (UK)
Fire Arms Licence (UK, Channel Islands and Isle of Man)

Group 2b – Financial and 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 & Channel Islands)
- Council Tax Statement (UK & Channel Islands) **
- Work Permit/Visa (UK; valid up to expiry date) **
- Letter of sponsorship from future employment provider (Non UK/Non EEA only valid only for applicants residing outside the UK at the time of application; must be valid at the time of application)
- Utility Bill (UK)* – Not Mobile Telephone bill*
- Benefit Statement* - e.g. Child Allowance, Pension (UK)*
- A document from Central or Local Government/ Government Agency/ Local Authority giving entitlement e.g. from the Department for Work and Pensions, the Employment Service , HM Revenue & Customs, Job Centre, Job Centre Plus, Social Security (UK & Channel Islands)*
- EU National ID Card (must be valid at time of application)
- Cards carrying the PASS accreditation logo (UK and Channel Islands; must be valid at time of application)
- Letter from Head or College Principal for 16-19 year olds in full time education. This is only used in exceptional circumstances if other documents cannot be provided; must be valid at time of application.

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

Appendix 2

Advertising Policy

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 Mistress (for teaching staff positions) or the Bursar (for non-teaching staff positions) before the vacancy is advertised.

The Head Mistress (for teaching positions) and the Bursar (for non-teaching positions) are responsible for all advertised vacancies at the School.

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

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.

Advertising Procedure

Recruitment is carried out by placing advertisements as appropriate in the Times Educational Supplement or the national or local newspapers. All advertisements should include:

- brief information about the School
- details about the position
- contact details for an application pack
- closing date for the receipt of application forms

All advertisements should include the following wording:

'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.'

'Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'

Application Packs

There are different application forms for Teaching and Non-Teaching posts. In addition to the application form, the following documentation should be available to prospective candidates:

- Job description including background information on the School and department
- Person specification
- Safeguarding Policy
- Recruitment Policy

Appendix 3

Interview Procedure

Short-listed candidates will be contacted either by post, email or telephone inviting them to attend an interview. They will be advised of the date and time of the interview as well as who the interview will be with and how the event will run. A letter will be sent out confirming the date and time of the interview and advising them which documents they should bring confirming their identity and qualifications.

The following information should accompany the interview letter:

- School prospectus (link to the School's website)
- Job description and person specification

The purpose of the interview is to assess the merits of each candidate against the job requirements and explore their suitability to work with children. The selection process for people who work with children should always include a face-to-face interview even if there is only one candidate.

Candidates should be given a tour of the School and ideally meet all other colleagues in the department, although this can be done informally. Candidates for teaching posts are required to teach a lesson as part of the selection process and non-teaching staff may be required to carry out a practical task.

Interview Panel

The interview panel will always consist of two individuals, one of whom should have undertaken Safer Recruitment training.

Individuals who have undertaken relevant training are:

- Alison Paines, Chair of Governors
- Frances Ramsey, Head Mistress
- Diana Lynch, Bursar
- Anna Paul, Senior Deputy Head (Pastoral)
- Sara Harnett, Deputy Head (Academic)
- Claire Badger, Senior Teacher
- John Carroll, Senior Teacher
- Caroline Drennan, Senior Teacher
- Julia Hodgkins, Senior Teacher and Development Director
- Amanda Triccas, Senior Teacher
- Lorraine Brough, Assistant Bursar
- Ellen Elfick, Head of Physical Education
- Lisa McAdam, Head of Music
- Kitty Jacobs, Personnel Manager
- Clare Moore, Compliance Officer
- Jennifer Evans, Personnel Assistant

One of the members of the panel should have the necessary authority to make decisions about appointments.

Prior to the interview, the members of the panel should meet to:

- reach a consensus about the required standard for the job,
- consider the issues to be explored with each candidate and who on the panel will ask about each of those
- agree their assessment criteria in accordance with the person specification

Where a candidate is known personally to a member of the selection panel it should be declared before short-listing takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

Content of the interview

In addition to assessing and evaluating the candidate's suitability for the particular post, the interview panel should also explore:

- the candidate's attitude toward children and young people;
- his/her ability to support the School's agenda for safeguarding and promoting the welfare of children including the need to protect children from radicalisation;
- gaps in the candidate's employment history;
- concerns or discrepancies arising from the information provided by the candidate and/or a referee; and,
- ask the candidate if they wish to declare anything in light of the requirement for a DBS check.

If, for whatever reason, references are not obtained before the interview, the candidate should also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees. It is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.