QUEEN'S COLLEGE, LONDON

Safer Recruitment Policy

Including EYFS

POLICY DOCUMENT

Safer Recruitment Policy

1. General

Queen's College and Queen's College Preparatory School are committed to ensuring the best possible environment for the girls in their care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The College and the Prep School aim to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the College's/Prep School's application form and recruitment process must be directed to the Principal's PA/Senior Secretary at QCPS.

2. Policy

The Recruitment, Selection and Disclosures Policy and Procedure herewith refers and applies to staff directly recruited and employed by the College. In the Education (Independent Schools Standards) (England) Regulations 2010, staff are defined as:

Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer.

In the case of agency or contract workers, the College/Prep School will obtain written confirmation from the agency or company that it has carried out the appropriate checks. The College/Prep School conducts identity checks on agency and contract workers on arrival in school and, in the case of agency workers, the College/Prep School must be provided with a copy of the DBS check for such staff.

Any staff who TUPE transfer into the College/Prep School staff, will be required to undertake the statutory requirements with regard to safer recruitment checks.

3. Application Form

The College/Prep School will only accept applications from candidates completing the relevant application form in full. CVs will not be accepted in substitution for completed application forms.

The College/Prep School will make candidates aware that all posts in the College/ Prep School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the

post. Candidates for employed posts will receive a Job Description for the role applied for.

As the position for which candidates are applying involves substantial opportunity for access to children, it is important that applicants provide the College/Prep School with legally accurate answers. Upfront disclosure of a criminal record may not debar a candidate from appointment as the College/Prep School will consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Information should be submitted in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Bursar. If candidates would like to discuss this beforehand, they are asked to telephone in confidence the Bursar for advice.

Any unspent convictions, cautions, reprimands or warnings must be disclosed to the College/Prep School. However amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service (DBS) for the position. Additionally, successful applicants should be aware that they are required to notify the College/Prep School immediately if they are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration including 'by association' ie they live in the same household (or someone is employed in their household) as someone who has unspent cautions or convictions for a relevant offence. Please see a list of the relevant offences set out here:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/384712/DBS_referrals_guide_-_relevant_offences_v2.4.pdf

The 'by association' requirement also applies if an applicant lives in the same household as or someone is employed in their household who has been disqualified from working with children under the Childcare Act 2006.

The Childcare (Disqualification) Regulations 2009 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

The College/Prep School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the Bursar immediately. This will include notification of any convictions, cautions, court orders,

reprimands or warnings he/she may receive. He/she must also notify the College/Prep School immediately if he/she is living in a household where anyone lives or works who has been disqualified from working with children or from registration for the provision of childcare.

Staff and/or successful candidates who are disqualified from childcare or registration, including 'by association', may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. The Bursar can provide further details.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

If the candidate is currently working with children, on either a paid or voluntary basis, the College/Prep School will ask their current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If the candidate is not currently working with children but has done so in the past, the College/Prep School will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the College/Prep School will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the College/Prep School may request character references which may include references from the candidate's school or university.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the College/Prep School if they have been appointed, and a possible referral to the police and/or DBS.

4. Invitation to Interview

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

All formal interviews will have a panel of at least two people usually chaired by the Principal/Headmistress. It is recommended best practice that at least one person on the appointment panel will have undertaken safer recruitment training. The Chair of

Council should chair the panel for the appointment of the Principal, the Head of the Prep School and the Bursar. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the Vice-Chair shall decide whether the Chair should withdraw from the panel.

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

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (eg the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

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

1. A current driving licence including a photograph or a passport or a full birth certificate;
2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
3. Where appropriate any documentation evidencing a change of name;
4. Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

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

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

5. Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;

3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
4. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State. Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:
   - Planning and preparing lessons and courses for pupils
   - Delivering and preparing lessons to pupils
   - Assessing the development, progress and attainment of pupils
   - Reporting on the development, progress and attainment of pupils;
5. Verification of professional qualifications, where appropriate;
6. Verification of successful completion of statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999);
7. Where the successful candidate has worked or been resident overseas such checks and confirmations as the College/Prep School may consider appropriate so that any relevant events that occurred outside the UK can be considered; this will include a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, using the NCTL Teachers Services' system.
8. Satisfactory medical fitness.
9. Confirmation from the candidate that they are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009 or receipt of a signed Staff Suitability Declaration form showing that they are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009.
10. Where the successful candidate will be taking part in the management of the College/Prep School, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching Heads of Department.

It is the College's/Prep School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the College/Prep School in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role, ie proposed workload, extra-curricular activities, layout of the School.

The College/Prep School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

6. References

The College/Prep School will seek the references referred to in the section above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. If the candidate does not wish the College/Prep School to take up references in advance of the interview, they should notify the College/Prep School at the time of applying.

The College/Prep School will ask all referees if the candidate is suitable to work with children.

The College/Prep School will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate.

7. Criminal Records Policy

The School will refer to the Department for Education ('DfE') document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

The College/Prep School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request or accessed here:

https://www.gov.uk/government/publications/dbs-code-of-practice

There are limited circumstances where the College/Prep School will accept a check from another educational institution which are as follows:

Where the new member of staff has worked in:

(a) A school or a maintained school in England in a position which brought them regularly into contact with children or young persons;

(b) A maintained school in England in a position to which they were appointed on or after May 2006 and which did not bring them regularly into contact with children or young persons; or

(c) An institution within the further education sector in England or in a 16 to 19 Academy in a position which involved the provision of education or which brought them regularly into contact with children or young persons, during a period which ended not more than three months before their appointment.

In these circumstances the College/Prep School may apply for a disclosure but is not required to do so. A new, separate barred list check will be obtained.

DBS Update Service

Where an applicant subscribes to the DBS Update Service the applicant must give consent to the school to check there have not been changes since the issue of a disclosure certificate.

If disclosure is delayed

A short period of work is allowed under controlled conditions, at the Principal's /Headmistress's discretion. However, if an 'enhanced disclosure' is delayed, the Principal/Headmistress may allow the member of staff to commence work:

- Without confirming the appointment;
- After a satisfactory check of the barred list if the person will be working in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily;
- Provided that the DBS application has been made in advance;
- With appropriate safeguards taken (for example, loose supervision);
- With safeguards reviewed at least every two weeks and the person in question is informed what these safeguards are;
- It is recommended, but not a requirement, that a note is added to the single central register and evidence kept of the measures put in place.

8. Retention and Security of Records

The College/Prep School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months.

Appendix

Policy on the Recruitment of Ex-Offenders

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

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the College/Prep School to employ anyone who is included on the lists maintained by the DBS of individuals who are

considered unsuitable to work with children. In addition, it will also be unlawful for the College/Prep 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 also unlawful for the College/Prep School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009, whether by association, or otherwise.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the College/Prep School. The College/Prep School will report the matter to the Police and/or the DBS if:

- the College/Prep School receives an application from a disqualified person;
- is provided with false information in, or in support of an applicant's application; or
- the College/Prep School has serious concerns about an applicant's suitability to work with children.

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 College/Prep 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;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; 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 College's/Prep 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.

If the post involves access to money or budget responsibility, it is the College's/Prep 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 College's/Prep School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.