

# The Application Process & Safer Recruitment

## **The Application Form**

- 1.1 Applications will only be accepted from candidates completing an application form in full. Forms are completed electronically through the Applicant Tracking System and candidates will be asked to sign and date a copy of their form if they attend for interview. CVs will not be accepted in substitution for completed application forms.
- 1.2 All posts in the Foundation involve some interaction with children and everybody has responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- 1.3 Please disclose any convictions, cautions, reprimands or warnings (not subject to the DBS filtering) on the application form. Please note that the 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 [www.gov.uk/dbs](http://www.gov.uk/dbs). You should be aware that the Foundation will institute its own checks on successful applicants for shortlisting with the Disclosure and Barring Service.
- 1.4 The successful applicant will be required to complete an Enhanced Disclosure Application Form authorising the school to complete an online DBS application. Employment is conditional upon a satisfactory Disclosure and Barring Service (DBS) check and other appropriate checks for all applicants home and overseas. All vetting checks MUST be completed PRIOR to the successful applicant's start date.
- 1.5 An overseas national must have permission to work in the UK.
- 1.6 You should be aware that provision of 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 the Disclosure and Barring Service and/or the Teaching Regulation Agency.
- 1.7 Details of anyone applying for a position which is a 'Regulated Activity' as defined by the Safeguarding Vulnerable Groups Act 2006 and who is barred from doing so by the DBS will be passed to the Police and/or the Disclosure and Barring Service.

## **2. References**

- 2.1 We will seek references on candidates invited for interview and may approach previous employers whether or not named as a referee for information at any stage following receipt of an application form. Current employers will only be approached once authorisation is given from an individual, however it is an expectation that for Teaching roles references will normally be taken up before interview.
- 2.2 Employment is subject to the receipt of satisfactory references from suitable referees and references may also be verified by a telephone call.
- 2.3 If you are currently working with children, on either a paid or voluntary basis, your current employer must be listed as one of your referees. They will be asked about disciplinary offences relating to children or young persons (current or time expired) and whether you have been the subject of any Child Protection

allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, the previous employer will be asked about those issues (and should be listed as a referee). Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. They may, where appropriate, answer that your duties have not brought you into contact with children or young persons.

- 2.4 In the case of applicants who have been employed but who are currently unemployed, one of your listed referees must be the most recent employer. Early Career Teachers should also list their course tutor as one of their referees.

### **3. Interview and Identification**

- 3.1 If you are invited for interview, one of the areas which will be explored will be your suitability to work with children.
- 3.2 All successful candidates will be required, during the appointment process, to produce original documents confirming any educational and professional qualifications necessary or relevant for the post (e.g. the original of examination certificates, diplomas etc.). Where originals are not available, written confirmation or certified copies of the relevant qualifications must be obtained from the awarding bodies.
- 3.3 All successful candidates will also be required, during the appointment process, to produce original documents in order to satisfy the requirement for a DBS and Eligibility to Work in the UK; photocopies or certified copies are not sufficient:
- If you are invited for interview you will be provided with a list of acceptable documentation and in addition we ask that, where appropriate, you provide any document evidencing a change of name, such as a marriage certificate.
  - Acceptable documentation for verification of identification for an enhanced DBS check is a limited range. If those documents are unable to be produced, the candidate will be required to undertake an external ID verification check and if that does not provide appropriate confirmation the candidate will be required to undertake a fingerprint verification check with the Police.
- 3.4 Photocopies of the Identification and DBS documentation will be taken by the Foundation and retained on file for all successful candidates. The details will also be entered onto the Foundation's Single Central Register of staff, volunteers and Governors.
- 3.5 Separate Policy statements give information on the storage and handling of disclosures and the Foundation's policy on the employment of ex-offenders.
- 3.6 Candidates invited for interview will also be sent a self-declaration form which must be completed and returned to the Foundation's HR Department prior to their interview.
- 3.7 In addition, the Foundation will also undertake online searches of shortlisted candidates and any information requiring further clarification may be addressed and questioned at interview.

### **4. Conditional Offer of Appointment: Pre-appointment Checks**

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications – which must include a birth certificate
- A check of the DBS Barring List
- A satisfactory Enhanced DBS Disclosure (where required)
- Verification of professional status (where required) (e.g. satisfactory completion of PGCE course)
- Declaration of medical fitness
- Confirmation of the candidate's right to live and work in the UK

- A Self Declaration made under the Childcare (Disqualifications) Regulations where applicable, or the Foundation Self-Declaration for roles not covered under the Regulations.
- Where the successful candidate has worked or been resident overseas since the age of 16 for a period of 3 months or longer within the last 10 years they MUST obtain such checks and confirmations as the Foundation may require in accordance with statutory guidance. These may include the equivalent of DBS checks from those countries (often known as Good Conduct checks) and may involve the taking of fingerprints and provision of detailed information to the embassies or police forces of those countries as well as additional references.

## **5. Warning**

Where a candidate is:

- found to be on the DBS Barring List, or the Enhanced DBS disclosure shows he/she has been disqualified from working with children; or
- found to have provided false information in support of his/her application; or
- the subject of expressions of concern as to his/her suitability to work with children,

the facts will be reported to the Disclosure and Barring Service and/or the Police and it is likely that any offer of employment by Pocklington School Foundation will be immediately withdrawn.

## **6. General**

The Foundation requests applications as soon as possible from interested applicants, reserving the right to offer the post at any stage in the appointment process or not to offer the post at all.

- 6.1 Offers of employment will be made on merit and in accordance with the Foundation's policy of equal opportunities.
- 6.2 Confirmation of a conditional offer of employment will only be made on satisfactory declaration of medical fitness, which may include a referral to Occupational Health if appropriate.
- 6.3 Confirmation of permanent employment will only be made on satisfactory completion of the probationary period.
- 6.4 Results for the statutory employment checks are recorded in the Foundation's Single Central Register of staff, volunteers and Governors.
- 6.5 The successful applicant will only be able to start when ALL the vetting checks have been completed.
- 6.6 For urgently required staff, an earlier start may be permitted but only once a risk assessment has been made and a supervisory regime put in place by the Head of Student Wellbeing and Designated Safeguarding Lead. In these cases all pre-employment checks must be in place, with the exception of a DBS, which must have been applied for.

Updated – Oct 2023

## Policy Statement: Recruitment of Ex-offenders

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Pocklington School Foundation complies fully with the Code of practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Pocklington School Foundation is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability, marital status or offending background.

We have this written policy on the recruitment of ex-offenders, which is made available to all applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applicants from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A thorough assessment of all the employment opportunities available at Pocklington School Foundation has indicated that a disclosure application is both proportionate and relevant to the position concerned for all new Governors, staff and most volunteers, and at the Enhanced Level. Where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. The relevant declaration section on the application form must be completed, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Most roles within the Foundation will be of such a nature that we are required to ask you questions about unspent **and** spent convictions (as defined in the Rehabilitation of Offenders Act 1974), but not those that would be filtered or protected. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website [www.gov.uk/dbs](http://www.gov.uk/dbs).

We ensure that all those in Pocklington School Foundation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request. We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar you from working with us.** This will depend upon the nature of the position and the circumstances and background of your offences. We employ a risk-assessment based methodology.

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# Policy Statement: Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information

## General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Pocklington School Foundation complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has this written policy on these matters, which is given to all those who are asked to submit a DBS application form.

## Storage and access

Disclosure information is kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties. Following successful appointment, this information is then stored securely electronically as part of an individual's personnel file and subject to our retention policy.

## Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

## Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

## Retention

Once a recruitment (or other relevant) decision has been made, we only keep Disclosure information for six months after your certificate is shown to us by you.

## Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning or deleting any electronic files. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

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## General Data Protection Regulations Privacy Notice – Recruitment Process

As part of the recruitment process Pocklington School Foundation will collect, process and hold personal data related to applicants in accordance with the General Data Protection Regulations (GDPR).

This data includes:

- The information contained within this application form and any covering letter
- Data from identity documents that you may be asked to bring to interview
- Information from referees
- Data on the equal opportunities questionnaire

The data will be stored as a hard copy in the vacancy file, electronically in the vacancy file on the e-mail system and the electronic recruitment folder.

We have a legitimate interest in processing personal data as part of the recruitment process and for keeping records of the process. It allows us to manage the recruitment process and assess your suitability for employment. Some personal data is processed in order to meet a legal or statutory requirement, such as checking your eligibility to work in the UK and to undertake a Disclosure and Barring Service (DBS) check prior to employment. Data from the equal opportunities questionnaire is used to monitor recruitment statistics and to determine whether to make reasonable adjustments for candidates who have a disability. We may also need to process data from job applicants to respond to and defend against legal claims.

This data may be shared internally with Foundation staff and governors for the purposes of the recruitment process. It may be shared externally with referees if you are called for interview, and uCheck (our DBS processing company) and the DBS for the processing of a DBS check as part of any offer of employment.

Our internal controls ensure that your data is not misused, misplaced or inappropriately disclosed or accessed, and is processed as part of legitimate aims and within the proper performance of our duties.

If your application is unsuccessful your data will be held for a maximum of 6 months after the end of the recruitment process, after which point it will be deleted or destroyed. Equal opportunities information will be held on an anonymised monitoring form and will be deleted after the processing of the information for annual recruitment statistics. If you are appointed to a role with the Foundation your data will be transferred to your electronic personnel file and retained during your employment and you will be provided with a new staff privacy notice at that point.

*Your Rights* – you have the right to: access and obtain a copy of your data on request; require us to change incorrect or incomplete data; require us to delete or stop processing your data e.g. where it is no longer necessary for the purposes of processing. If you would like to exercise any of these rights you should contact Caroline Grant on [grantc@pocklingtonschool.com](mailto:grantc@pocklingtonschool.com) if you believe the Foundation has not complied with your data protection rights you can complain to the Information Commissioner.

You are under no obligation to provide us with this data during the recruitment process however if you do not provide it we may not be able to process your application properly or at all.

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