

# **MANCHESTER HIGH SCHOOL FOR GIRLS**

## **EMPLOYMENT POLICY**

### **Part 1: External Recruitment, Selection and Disclosure Procedure**

#### **1. INTRODUCTION**

**Manchester High School for Girls** ("the 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 and expects all staff to share this commitment. The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that it is of fundamental importance to attract, recruit and retain staff of the highest calibre.

##### **1.1 The aims of the School's recruitment policy are as follows:**

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equitably and consistently;
- to ensure compliance with all relevant recommendations and guidance from the DfE in 'Keeping Children Safe in Education' (2015) and the code of practice published by the Disclosure and Barring Service (DBS) – 2009.

#### **2. RECRUITMENT & SELECTION PROCEDURE**

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. A curriculum vitae will not be accepted in place of the completed application form. Applicants will also be sent an equal opportunities monitoring form for completion and submission with the application form.

##### **2.1 Section criteria and short listing**

Applicants will receive a job description and person specification showing essential and desirable criteria. Short listing will be carried out on the basis of a close match between the selection criteria and the experience and qualifications of the candidate. Internal candidates will be treated no less or more favourably than external candidates.

##### **2.2 Interviews**

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.

- Equal opportunities procedures will be adhered to in the interviewing of candidates and records kept of candidates' performance.
- Interviews will be conducted by a selection panel chaired by the Head Mistress/Head Master or a senior member of staff. At least one member of the panel will have had "Safer Recruitment" training. Where appropriate, Heads of Department or Line Managers will be invited to be on the selection panel for teaching staff.
- The selection panel will draft questions to ask at the interview and meet prior to the interview to determine which of these questions to be put to candidates.
- The reason for any gaps in the candidate's employment history will be discussed and a written note made.

- A governor(s) will be asked to be on the selection panels for more senior posts and where the Head Mistress/Head Master considers it to be of assistance in the selection of staff.
- A variety of selection methods will be used, for example word processing tests, completion of specific tasks, and observing candidates teach a lesson.
- Newly Qualified Teachers will be expected to have ICT, literacy and numeracy qualifications.
- All candidates will be offered the opportunity to receive constructive, critical feedback on their interview.
- All appointments are subject to satisfactory references, health and police checks. Where necessary, previous employers who have not been specified as referees will be contacted to clarify any anomalies or discrepancies, and a record will be kept.
- All appointments are subject to the candidate being able to prove eligibility to work in the UK.
- A qualifications check will be carried out on all appointees.

## 2.3 Payment of expenses

The following expenses will be paid to candidates called for interview:

- Second class rail fare/concessions or mileage at 25 pence per mile, whichever is the cheaper.
- If an overnight stay is necessary, actual cost of bed and breakfast + evening meal (if appropriate) at a hotel up to £75 a night on the production of receipts.
- Subsistence – up to a maximum of £20 per day on the production of receipts for candidates who are away from home for more than eight hours.
- Candidates for interview who are offered a post and do not accept it will not be paid any expenses for the final/decisive interview.

## 2.4 Offers of employment

- Candidates will be notified of the result of their interview, either verbally on the day of their interview, or in writing, or by telephone as soon as practicable.
- Offers of employment will be made in writing.  
Offers of employment are conditional on the following:
  - the agreement of a mutually acceptable start date and the signing of a letter of appointment incorporating the School's standard terms and conditions of employment;
  - verified identity and professional qualifications
  - satisfactory health check
  - the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers satisfactory;
  - confirmation of the candidate's right to work in the UK
  - the receipt of an enhanced disclosure from the Disclosure and Barring Service with which the School is satisfied and checking of List 99.
  - the assurance that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State
  - receipt of a written self-declaration that the candidate is not barred from childcare and does not live in a household with someone who is 'disqualified' from childcare.

If the offer is accepted and the above conditions are satisfied, the applicant will be issued with a contract of employment when the post is taken up as confirmation of employment.

## 3. PRE-EMPLOYMENT CHECKS

In accordance with the recommendations of the DfE in 'Keeping Children Safe in Education', (2015) the School carries out a number of pre-employment checks in respect of all prospective employees.

### 3.1 Verification of identity and address

In order to confirm the applicant's eligibility to work in the UK, identity and address, all applicants who are invited to an interview will be required to bring the following evidence in its original form::current driving licence (including photograph) or passport or full birth certificate; and

- two utility bills or statements (from different sources, dated within the last three months) showing their name and home address; and

- documentation confirming their National Insurance Number (P45, P60 or National Insurance Card); and
- documents confirming any educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

### **3.2 References**

References will be taken up on short listed candidates, preferably prior to interview (with the candidate's permission).

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which 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.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied., whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children and whether the applicant has been subject to disciplinary procedures.

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. 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 before any appointment is confirmed. Deliberate mis-information could subsequently lead to dismissal.

### **3.3 Disclosure & Barring Service check**

Due to the nature of the work, the School applies for enhanced criminal record certificates from the Disclosure and Barring Service (DBS) in respect of all prospective staff members, governors and volunteers who are involved in regulated activity. This includes the catering and cleaning staff employed at MHSG by external contractors.

An enhanced disclosure will contain details of all convictions on record including current and spent convictions (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. If the individual is applying for a position working with children or young adults, the enhanced disclosure will also reveal whether he/she is barred from working with children or vulnerable adults by virtue of his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the DfE and the Department of Health. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.

For staff being appointed to management positions (such as Head, senior leadership team positions, Heads of Department), the School also checks that he/she is subject to a s.128 direction. This is done via the DBS process.

The candidate is required to bring the original DBS certificate into School. With their consent, a copy of the DBS certificate will be made, but this will be securely destroyed within six months, in line with DBS guidelines.

Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a disclosure, if one is available in the relevant jurisdiction(s).

We also arrange DBS checks for contractors who work on site on a regular basis. Contractors or volunteers who work on an occasional basis and who are not engaged in regulated activity, are required to be accompanied by a member of staff at all times. We require supply agencies to send us evidence that the staff provided have a current enhanced DBS check, references and qualifications.

Our insurers require us to conduct enhanced DBS checks for candidates irrespective of whether they have subscribed to the DBS update service.

#### **4. POLICY ON RECRUITMENT OF EX-OFFENDERS**

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed.

In view of the fact that all positions within the School will amount to "regulated positions", as defined in KCSIE (July 2015), all applicants for employment must declare all previous convictions (including those which would normally be considered "spent" under the Rehabilitation of Offenders Act 1974). A failure to disclose a previous conviction 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.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DfE and the Department of Health of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the 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.

The school considers it to be a high risk to employ anyone who has a conviction for serious class A drug related offences, robbery, burglary, theft, deception or fraud, or, if the post involves some driving responsibility, anyone who has been convicted of drunk driving within the last ten years.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. If :

- the School receives an application from a disqualified person;
  - is provided with false information in, or in support of an applicant's application; or
  - the School has serious concerns about an applicant's suitability to work with children,
- it will report the matter to the Police, DBS and/ the NCTL.

#### **5. RETENTION AND SECURITY OF DISCLOSURE INFORMATION**

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 members of the School's senior management team and the Head's PA;
- not retain disclosure information or any associated correspondence for longer than is necessary. In most cases, the School will not retain such information for longer than 6 months although 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;
- prohibit the photocopying or scanning of any disclosure information by any other party (although a copy of the disclosure which has been sent to the applicant is copied for our records with their consent, in line with DBS guidelines).
- The School complies with the provisions of the DBS code of practice and has a Disclosure and Barring Service Checks Policy. A copy of both of these are available on request.

#### **6. RETENTION OF RECORDS**

If an applicant is appointed, the School will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant specifically requests the School to keep their details on file.

## 7. SINGLE CENTRAL RECORD OF EMPLOYMENT

The PA to the Head Mistress maintains a single central register of the checks made in respect of all staff who work at the School, all others who work in regular contact with students in the School and all members of the Governing body. The register includes the following details about all staff (with the exception of the Governing body):

- Identity
- Post and start date
- Barred List/List 99
- Prohibition order check / Prohibition from Management
- Disqualification from Childcare
- Qualifications
- Enhanced Disclosure / Date / Date certificate is seen
- Overseas check, where applicable
- Right to work in the UK
- References received
- Application form; name of checker and date
- Medical fitness; name of checker and date

The SCR also includes whether written confirmation has been received that the employment business supplying a member of supply staff has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check certificate has been provided in respect of the member of supply staff and the date that confirmation was received. Checks completed on volunteers are also recorded in the Single Central Record of Employment.

**Policy updated by H Jeys (September 2015)**

**Approved by Governors at Personnel Committee October 2015.**