



## Recruitment Policy

### Aim

During the recruitment process our aim is to employ the best person for the role in question, and to actively promote the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. As a responsible employer, we understand the importance of an effective and fair recruitment process. We are committed to ensuring the best possible environment for the children and young people in our care. Safeguarding and promoting the welfare of children and young people is our highest priority and we aim to recruit staff that share and understand our commitment.

### Principles

The following principles are encompassed in this policy:

- All applicants will receive fair treatment and a high quality service.
- The job description and person specification will be used throughout the process.
- Employees will be recruited on the basis of their merits, abilities and suitability for the position (including knowledge, experience and skills needed for the job).
- For all roles, selection will normally be carried out by at least two panel members. At least one of those will have received appropriate safer recruitment training.
- Selection will be based on a completed application form, an interview and depending upon the role may include additional assessment processes.
- All job applicants will be considered equally and consistently.
- No job applicant will be treated less favourably on any grounds including the following protected characteristics; age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.
- In accordance with The Equality Act 2010 the Organisation endeavours to make reasonable adjustments in the recruitment process wherever possible, if it is made aware that this applies to any applicant.
- To ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (**DfE**), *Safeguarding Children and Safer Recruitment in Education* (SCSRE), Keeping Children Safe in Education (**KCSIE**), the Prevent Duty Guidance for England and Wales, and any guidance or code of practice published by the Disclosure and Barring Service (**DBS**).
- To ensure that the Organisation meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

### Equal Opportunities

We are committed to providing equal opportunity for all and to ensure that every stage of recruitment and selection process is fair. No applicant will be treated less favourably on the grounds of any protected characteristic.

## Recruitment and Selection Procedure

All applicants for employment will be required to fully complete an application form or online application process. A curriculum vitae will not be accepted in place of the completed application form. Applicants will receive a job description and person specification for the role applied for. Our Child Protection Policy and other policies can be found here:

<http://www.downside.co.uk/downside-school/parent-information/policies/>

We will short-list applicants according to their ability to demonstrate the relevant qualifications, knowledge and skills, experience and personal qualities, as described in the job description and person specification. Short-listed applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

Interviews will be conducted in person and one of the areas to explore will include suitability to work with children. In many cases, a formal interview will not be the only method of assessment of a candidate's suitability for a post. Additional methods of assessment might include: a presentation; psychometric, verbal or numerical reasoning testing; scenario based testing; in tray exercises; and/or a skills test e.g. word processing.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas). 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.

All candidates invited to interview will be required to also bring with them **original copies of the documents listed below (photocopies will not be accepted):**

- a current photo driving licence and full birth certificate, or a passport
- a utility bill or financial statement issued within the last three months showing the candidate's current name and address (we cannot accept documents printed from the internet);
- where appropriate, any documentation evidencing a change of name;
- where the candidate is not a British citizen, proof of entitlement to work and reside in the UK;
- evidence of professional qualifications.

Candidates with a disability should inform the Organisation of any necessary reasonable adjustments or arrangements to assist them in attending the interview, if short-listed. The Organisation asks for the date of birth of all candidates invited to interview to assist with the vetting of applicants, it does not discriminate on the grounds of age.

## Pre-employment Checks

The Organisation carries out a number of pre-employment checks in respect of all prospective employees. Any offer of employment to a successful candidate following a formal interview will be conditional upon:

- Receipt of satisfactory references covering a five year history, including your current or most recent employer.
- Verification of employment history from leaving education to your current employer, ensuring any gaps, inconsistencies or anomalies are identified and substantiated.
- Verification of identity and evidence of the right to work in the UK.

- Where an applicant has 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).
- A satisfactory Enhanced Disclosure and Barring Service (DBS) (Child Workforce) with a Children's Barred List check.
- A section 128 check (for the following positions: Head, teaching and support posts on the Senior Leadership team, teaching posts which carry a departmental head role and appointments to the governing body).
- For positions which involve 'teaching work' a check that the candidate is not subject to a sanction, restriction or prohibition issued by the Teaching Regulation Agency (TRA).
- Verification of professional qualifications that are a requirement of the role.
- Any further checks which the Organisation decides are necessary as a result of the applicant having lived or worked outside of the UK which may include an overseas criminal records check, certificate of good conduct or letter of professional standing.
- Satisfactory medical fitness for the role.

Any concerns relating to the suitability of candidates and their ability to work with children and young people, which arise as a result of the recruitment process, will automatically be referred to the Head and/or Designated Safeguarding Lead (DSL) for advice and/or action as required.

Where required to meet the appropriate regulatory requirements, we will record all information on the checks carried out on the School's Single Central Register (SCR). Copies of these checks, where appropriate, will be retained on an individual's personnel file in line with appropriate legislation and policy, as amended from time to time.

### **Medical Fitness**

We are legally required to verify the medical fitness of anyone to be appointed to a post at the School, therefore all applicants to whom an offer of employment is made must complete a Health Declaration. This information will be reviewed against a Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extra-curricular activities and layout of the work area. If we have any concerns about an applicant's fitness we will consider reasonable adjustments in consultation with the applicant. We may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

Successful applicants will be required to sign 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. If an applicant prefers to discuss this with the Organisation instead, or to attend an occupational health assessment to consider their fitness for the role, they should contact the Human Resources Department so that appropriate arrangements can be made. The Organisation 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 all reasonable adjustments.

### **References**

Where reasonable to do so, references will be taken up on short listed candidates prior to interview. If the candidate does not wish us to take up references in advance of the interview, they should notify us at the time of applying.

All offers of employment will be subject to the receipt of a references which are considered satisfactory, from the current or most recent employer and covering a five-year employment history. Referees should not be a relative or persons known to the applicant solely as a friend. For those

employees who have not previously worked with children, we may require an additional reference to confirm suitability to work with children e.g. through a volunteering activity or similar.

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. All referees will be sent a copy of the job description and person specification for the role which the applicant has applied.

We will only accept references obtained directly from the referee and will not rely on references or testimonials provided by the applicant or on open references or testimonials e.g. To Whom It May Concern. References received by email will only be accepted where the account and sender can be fully verified.

We 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, any discrepancies identified between the referee and the application form and/or the interview assessment form will be fully considered by the Organisation. The applicant may be asked to provide further information or clarification before an appointment can be formally confirmed.

### **DBS Checks**

We 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.

We comply with the provisions of the DBS Code of Practice issued under section 122 (2) of the Police Act 1997, which is accessible on the [www.gov.uk](http://www.gov.uk) website.

DBS checks will still be requested for applicants with recent periods of overseas residence. These applicants will also be asked to provide further information, including a criminal record/police check from the relevant jurisdiction(s).

### **Contractors and Agency Staff**

Contractors engaged by the Organisation must complete the same checks for their employees that the Organisation is required to complete. The Organisation requires written confirmation that these checks have been completed before employees of the Contractor can commence work.

Agencies who supply staff to the Organisation must also complete the pre-employment checks which we would otherwise complete for our own staff. Again, we require confirmation that these checks have been completed before an individual can commence work here.

We require all contractors and agency staff to provide us with their original identification evidence and enhanced DBS certificate for verification before they can commence any engagement on site.

### **Data Protection**

The Organisation is legally required to carry out the pre-employment checks detailed in this policy. Applicants and prospective staff will be required to provide certain information to the Organisation to enable the checks that are applicable to their role to be carried out. The Organisation will also be required to provide certain information to third parties, such as the Disclosure and Barring Service and the Teaching Regulation Agency. Failure to provide requested information may result in the Organisation not being able to meet its employment, safeguarding and legal obligations.

## **Retention and Security of Records**

The Organisation will comply with its obligations regarding the retention and security of records in accordance with the appropriate legislation in place e.g. Data Protection Act 2018 and GDPR and with our Organisation's Records Retention Policy. Electronic DBS Certificates issued by our provider will not be retained by the School for longer than six months.

Applicant's data will be handled in accordance with our Privacy Notice for Job Applicants which is available on our website or from our Human Resources Department.

For unsuccessful applicants, all documentation relating to the application will normally be confidentially destroyed after six months.

## **Referrals to the DBS and Teaching Regulation Agency (TRA)**

This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks the Organisation also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the Organisation despite being barred from working with children; or
- has been removed by the Organisation 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.

If the individual referred to the DBS is a Teacher, the Organisation may also decide to make a referral to the TRA.

## **Our approach to the recruitment of ex-offenders**

The Organisation will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The Organisation 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 within the Organisation. Instead, each case will be decided on its merits in accordance with our shortlisting and assessment criteria.

All positions within the Organisation are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" unless they are defined as "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose 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.

It is unlawful for the Organisation 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 attempt to apply for a position at the Organisation.

The Organisation will make a report to the Police and / or the DBS if:

- it receives an application from the barred person;
- it is provided with false information in, or in support of an applicant's application; or
- it has serious concerns about an applicant's suitability to work with children.

**Assessment criteria** - 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 Organisation 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.
- 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 Organisation's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of 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 Organisation'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 our normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

**Assessment procedure** - 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 Organisation will carry out a risk assessment by reference to the criteria set out above and our safeguarding procedure.

If an applicant wishes to dispute any information contained in a disclosure they can do so by contacting the DBS direct. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the Organisation will, 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.

### **Recruitment of existing staff**

Where an existing member of staff has a change in role or moves from a post that is not a regulated activity. We will carry out all the appropriate checks required for their new position.

### **Trainee Teachers and Students**

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with Children. We reserve the right to carry out any such further checks as we deem necessary to ensure the safeguarding of our children and young adults.

## **Individuals not directly employed**

In the case of individuals not directly employed by the Organisation e.g. Governors, Volunteers or others such as Monks; all relevant checks will be undertaken in line with the nature of their engagement with the Organisation and in accordance with the appropriate regulatory requirements.