



HOLMER GREEN SENIOR SCHOOL

RECRUITMENT

POLICY

March 2018

Recruitment Policy and Generic Procedures

1.0 Policy

1.1 This policy is governed by the School's principles of non-discrimination and is designed to achieve the best match between an individual's knowledge, skills, experience and character against the requirements of the vacant position whilst recognising the need for flexibility to respond to changing conditions.

1.2 It aims to promote fairness and consistency in the treatment of all existing and potential members of staff and assist the school to be successful through the people it employs.

1.3 Holmer Green Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff (including volunteers) working for, or on behalf of, the School to share in this commitment.

1.4 This policy follows the guidelines for safeguarding children and safer recruitment for children identified by the Department for Education (DfE) and is linked to the School's Child Protection/Safeguarding policy. In addition, this policy complies with any guidelines or code of practice published by the Disclosure and Barring Service (DBS) and with Keeping Children Safe in Education September 2016.

1.5 All staff working for, or on behalf of, the School have a duty to act in accordance with this policy ensuring compliance with DfE standards and non-discrimination against existing or potential members of staff.

1.6 The School will not unlawfully discriminate on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, trade union membership part-time or fixed-term status and any criminal cautions or convictions.

2.0 Recruitment Procedure

2.1 Holmer Green Senior School regularly reviews its recruitment procedure to ensure the safety of its pupils by preventing, as far as possible, unsuitable people from working at the School. There are two separate recruitment procedures, due to the structure within the School, for the appointment of academic and support staff. Both procedures embrace the following common elements to ensure compliance and equality. Procedures also need to be compliant with all relevant legislation including the statutory guidance published by the Department for Education (DfE), Safeguarding Children and Safer Recruitment in Education (the Guidance) and the Code of Practice published by the DBS.

2.2 The Headteacher identifies staffing needs and evaluates and prepares a job description to ensure that the role fulfils the requirements of the School. This is accompanied by a person specification containing information specific to the individual role and department. The selection criteria for the role will be based on the requirements identified through the job description and the qualities and experience that the applicant(s) bring to the role in comparison with the person specification. It is these selection criteria that form the basis of fair selection.

2.3 After authorisation, vacancies will usually be advertised, internally and / or externally, using the best methods, as deemed appropriate, to attract and recruit the best applicant available for the position at the time.

2.4 A job description and person specification for the role are sent (made available) to applicants.

2.5 All applicants for employment will be required to complete an application form containing questions about their right to work in the UK, 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 be accepted in addition to, but not in place of, the completed application form. A short list of applicants is prepared against the selection criteria and interviews arranged.

2.6 Wherever possible, an interview panel appropriate to the role will be involved in the recruitment, interview and selection process to provide reassurance, balance and objectivity to the fairness of the process. Always, one member of the panel will have completed the safer recruitment training. The interview panel will consist of at least 3 members.

2.7 Interviews will be conducted in a fair and consistent manner. A written record of the interview will be kept, documenting reasons for any gaps in the employment history and periods of employment outside of the United Kingdom to comply with standards, along with an assessment by the interviewer(s).

2.8 Once all interviews have been completed the applicants will again be reviewed against the selection criteria and a decision made. The successful applicant will initially be verbally offered the position subject to the satisfactory completion of all pre-employment checks.

3.0 Pre-employment checks

3.1 Pre-employment checks can occur at different stages in the two recruitment processes, often due to logistical considerations. Many of these checks are also required for the School's volunteers and people working on behalf of the School such as the self-employed, contractors and agency staff who have frequent or intensive contact with children and young persons. They include the following:

Successful completion of a Disclosure from the DBS at an Enhanced level (regulated activity). This will be issued to the individual who will be required to present the original Disclosure certificate to the School for verification. Failure to present the original Disclosure certificate to the School within 28 days of receipt may lead to the offer of employment being withdrawn by the School. The Disclosure certificate will state if the individual is barred from working with children **and vulnerable adults**. It will also contain details of convictions and cautions as detailed in The Police Act 1997 and amended for England and Wales under The Order 2013 to covering the filtering of information. Further details regarding 'regulated activity' and criminal record checks are outlined in section 4.0 and can also be found in the School's Recruitment of Ex-Offenders policy.

Applicants with recent periods of overseas residence within the last 5 years or recruited from overseas are required to provide Certificates of Good Conduct or equivalent documentation from the relevant authorities alongside the Enhanced criminal records check undertaken by the School. The School recognises that the length of time to obtain a Certificate of Good Conduct varies dependent on the country. Therefore, a reasonable timeframe will be given from the Human Resources Department for each Certificate of Good Conduct and failure to provide the documentation within this timeframe may lead to a withdrawal of the offer of employment. Some countries fail to provide this document. In such cases, Bucks CC have advised that a Declaration of Overseas Criminal Record can be completed by the employee and placed on file.

Verification of identity, address and the right to work in the UK. Where an applicant has changed their name by deed poll or any other means then he/she will be required to provide documentary evidence of the change. The School also asks for the date of birth of all applicants (and proof of this) so that the School can verify the identity of and check for

any unexplained discrepancies in the employment history of all applicants. The School does not discriminate on the grounds of age.

At least two satisfactory references (one of which will be from the current or most recent employer where applicable). If the current/most recent employer 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 have any reason to believe that the applicant is unsuitable for the job for which they have applied. Referees will also be asked for details of any substantiated allegations or concerns, as defined by the DfE, that have been raised (whether formally or informally) about the applicant relating to the safety and welfare of young people or under disciplinary sanctions (including expired warnings or sanctions). If the referee is a current or previous employer, they will be asked to confirm the applicant's dates of employment, salary, job title/duties, reason for leaving, performance and disciplinary record. A check will also be made on the absence record, but this will only be done once an offer of employment has been made. The School will only accept references obtained directly from the referee and will not accept 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 and the relevant referee before any appointment is confirmed. References are not to be used to inform the decision to appoint a candidate, but to confirm the choice made. Any unsuitability uncovered in a reference will be discussed and the offer may be reconsidered.

Verification of qualifications and any professional status relevant to the position applied for;

Verification of medical fitness – the School is legally required to verify the medical fitness of applicants after an offer of employment has been made, but before the appointment can be confirmed. All applicants will be required to complete a Health Questionnaire, to be reviewed by the School medical team, in relation to the Job Description and Person Specification for the role, together with any other physical or mental requirements of the role e.g. proposed timetable, extra curricular activities, layout of the school, etc. If the School medical team have any doubt about an applicant's fitness then the School will 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. In accordance with its obligations under the Equality Act 2010, no job offer will be withdrawn without first consulting with the applicant, obtaining medical advice and considering reasonable adjustments and suitable alternative employment.

DfE records for Prohibition, Section 128 and Restrictions from EEA are checked for all staff (where appropriate) before employment starts.

3.2 All recruitment processes within the School are detailed and held by the Head's PA and Business Manager.

3.3 Contractors engaged by the School and agencies who supply staff to the School, must complete the same checks which the School completes for its own staff where the frequency or intensive nature of the work undertaken provides them with access to children and young persons. The School requires confirmation via a letter of assurance that these checks have been completed before employees of the contractor or agency staff can commence work at the School. The School will independently verify the identity of staff supplied by agencies or contractors. This will not usually apply to delivery and emergency maintenance personnel who are supervised.

4.0 Regulated activity and DBS checks

4.1 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 amounts to 'regulated activity' as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out the enhanced check is to identify whether any applicant is barred from working with children. Any position undertaken at, or on behalf of, the School whether paid or unpaid will amount to, 'regulated activity' if it is carried out:

Frequently, meaning once a week or more; or

Overnight, meaning between 02:00am and 06:00am; or

Satisfies the 'period condition', meaning 4 times or more in a 30 day period; and

Provides the opportunity for contact with children.

4.2 This definition will cover nearly all posts at the School. It is for the School to decide whether a role amounts to 'regulated activity' taking into account all the relevant circumstances.

5.0 Appointment of Staff

5.1 All offers of employment are subject to the satisfactory receipt and completion of all pre employment checks.

5.2 All paperwork relating to identity, qualifications, DBS Disclosures, for unsuccessful applicants will be disposed of securely, immediately after the successful applicant has been formally confirmed. All other recruitment paperwork relating to unsuccessful applicants will be stored for a period of six months and then disposed of securely.

5.3 The successful applicant will be issued with an offer letter, terms and conditions of employment, a health declaration form and Job Description. All staff will receive the policies and procedures relating to safeguarding on commencement of their role during their induction process and relevant safeguarding training.

6.0 Dismissal

6.1 All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must declare previous cautions and/or convictions that would be declared and not filtered on an Enhanced DBS Disclosure certificate as outlined in the School's Recruitment of Ex-Offenders Policy. Failure to disclose a previous conviction or any related information 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.

6.2 It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for anyone who is barred from working with children to attempt to apply for a position at the School. The School will report to the police and/or the DBS) if:

It receives an application from a 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

All of the above are likely to lead to an application being rejected, or a summary dismissal.

7.0 Recruitment on Ex-Offenders and Assessment of DBS Disclosures

7.1 The School holds a separate policy on the Recruitment of Ex-offenders, which can be viewed on request.

8.0 Recruitment of volunteers/counsellors or other roles who have access to our students

The recruitment of such personnel are subject to pre-employment checks as itemised in Paragraphs 3, 4 and 5 above. Where appropriate these personnel are also issued with a Letter of Engagement and Confidentiality Statement for agreement and signature.

9.0 Confidential handling of DBS Disclosure Information

8.1 Holmer Green Senior School complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use and storage of Data.

Approved by Governors: March 2018

To be reviewed: March 2020