



# St Hilary's School

## Recruitment, Selection and Disclosures

### Policy and Procedure

#### Including EYFS

#### **Introduction**

St Hilary's School is committed to safeguarding and promoting the welfare of children and all staff and volunteers share this commitment. One of the ways we achieve this is by a thorough the recruitment and selection process. The school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on full and part-time employees, peripatetic and self-employed staff and volunteers, who work with the children. This policy should be read along with the school's Safeguarding Children/Child Protection Policy.

St Hilary's School actively promotes democracy, the rule of the law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Moto 'Not for oneself but for all.'

#### **Procedure**

Recruitment procedures reflect issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the process. The recruitment advertisement makes clear the School's commitment to safeguarding and promoting the welfare of children. There is also a consistent and thorough process of obtaining, collating, analysing and evaluating information about applicants. The main elements of the process include:

- Publicity materials together with advertisements in journals, newspapers or on websites etc. include a statement about the school's commitment to safeguarding and promoting the welfare of children, and a reference to the need for the successful applicant to undertake an Enhanced Disclosure via the DBS.
- The job description, candidate information packs and person specification make reference to the responsibility of the applicant to the safeguarding and promoting of the welfare of children as well as outlining the main duties and responsibilities of the post. The person specification includes the qualification and experience and any other requirements needed to perform the role in relation to working with children and young people. They describe the competences and qualities that the successful candidate should be able to demonstrate.

- All job applicants complete an application form in order that a common set of core data is obtained from all applicants. Curriculum vitae are not accepted in place of an application form because these may only contain the information the applicant wishes to present and may omit relevant details. The information provided on the application form is scrutinised.
- Candidates are assessed equally against the criteria contained in the person specification.
- There is a standardised reference request form with which independent professional and character references are obtained. The form asks the referees to answer specific questions to help assess an applicant's suitability to work with children. At least two written references are obtained.
- Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.
- On arrival for interview all candidates are asked to show verification of identity in the form of a birth certificate, passport or driver's licence as well as documents confirming any educational and professional qualifications relevant to the role. These are the original or certified copy of a certificate or diploma, or a letter of confirmation from the awarding body. If the candidate cannot produce the original documents or certified copies, they are asked to obtain written confirmation of their relevant qualifications.
- A face-to-face interview explores the candidate's suitability to work with children as well as his or her suitability for the post. There is always a minimum of two interviewers and similar questions are asked of all candidates relating to the requirement of the post. Any issues are explored with each candidate, based on the information provided in the application and references (if available). The interviews explore issues relating to safeguarding and promoting the welfare of children through questioning, which aims to ascertain the candidate's motivation to work with children, their ability to form and maintain appropriate relationships and personal boundaries with children, their emotional resilience in working with children who have special educational needs and their attitudes to use of authority and maintaining discipline. A record of questions asked and, where possible, the candidate's replies are recorded. At least one interviewer will have undertaken the on-line training or workshop training that is provided via the National College for School leadership on safer recruitment or equivalent.
- All short-listed candidates for teaching posts are asked to teach a lesson and are shown around the school.
- The school checks the candidate's previous employment history and experience. A candidate will be asked to complete a medical declaration before an appointment is confirmed after a provisional offer.
- The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for enhanced clearance, for the position.

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.

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 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>

Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children. As part of the pre-employment checks all applicants are required to complete a Staff Suitability Declaration and state if they are disqualified from Caring for Children.

Induction training for all staff includes providing training and information about the school, its policies and procedures e.g. child protection, anti-bullying, anti-racism, internet safety, health and safety and first aid and the administering of medicines. See Staff Training and Development Policy.

**Application Form** (see Appendix 1)

**Standardised Reference Request Form** (see Appendix 2)

The application form includes the following:

- Identity details of the applicant, including address and contact details. This information is required to ensure correct identification of the candidate i.e. current address and National Insurance Number.
- A statement of any academic and/or vocational qualifications the applicant has obtained that are relevant to the position for which s/he is applying with details of the awarding body and date of award.
- A statement declaring any relationship with the Governors or employees of the school.
- A full history in chronological order since leaving secondary education, including periods of any post-secondary education or training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment, education or training, and reason for leaving employment.
- Details of referees. References will be sought direct from the referee and testimonials provided by the candidate will not be accepted but if submitted, filed. One referee is the applicants' current or most recent employer, and normally two referees are sufficient. Where an applicant who is not currently working with children has done so in the past, a reference is obtained from the employer by whom the person was most recently employed in work with children. References are not accepted from relatives or from people writing solely in the capacity of

friends. The application form makes it clear that the school will seek references on short-listed candidates, and may approach previous employers for information to verify particular experience or qualifications. The 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.

- The form makes clear that if an applicant is currently working with children on either a paid or voluntary basis, his or her current employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example, and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure). If the applicant is not currently working with children but has done so in the past, that previous employer will be asked about those issues.
- There is a statement of the personal qualities and experience that the applicant believes are relevant to his or her suitability for the post advertised and how s/he meets the person specification.
- The application form includes an explanation that the post is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs which are not 'protected', including those regarded as 'spent', must be declared. The form includes a signed statement that the person is not disqualified from work with children, or subject to sanctions imposed by a regulatory body, and either has no 'unprotected' convictions, cautions or bind-overs, or has attached details of their record in a sealed envelope marked confidential. Upfront disclosure of a criminal record may not debar a candidate from appointment as the School shall 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 Head. If candidates would like to discuss this beforehand, they are asked to please telephone in confidence to the Head for advice.
- The form also states that the successful applicant will be required to provide a DBS Enhanced Disclosure at the appropriate level for the post. The Head has the discretion to allow an individual to begin work under controlled conditions pending receipt of the DBS Enhanced Disclosure:-
  - 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;

- Applicants for teaching posts will be asked to provide a Department for Education number and be asked if they have Qualified Teacher Status (QTS). They will also be checked against the NCTL Prohibited List (for recruitment after 2<sup>nd</sup> September 2013).
- Any incomplete applications will not be accepted and will be returned to candidates for completion. Any anomalies or discrepancies or gaps in employment will be identified and will be taken into consideration when short-listing or interviewing the candidate, as well as reasons for repeated changes of employment without any clear career or salary progression, or a mid-career move from a permanent post to supply teaching or temporary work. 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 School if they have been appointed, and a possible referral to the police and/or DBS.

### **Offers of Employment**

An offer of appointment to a successful candidate will be conditional upon:

- The receipt of at least two satisfactory written references, at least one of which will have been confirmed verbally with the referee.
- Verification of the candidate's identity.
- Satisfactory explanations being obtained for any gaps in employment.
- A satisfactory DBS Enhanced Disclosure. The original certificate should be provided to the school before the taking up of the post. Should DBS clearance not have arrived prior to the first day of employment the school will carry out a List 99 check and complete a risk assessment which will be reviewed fortnightly until DBS clearance is established.
- Verification of applicant's current post, salary and sickness record.
- Verification of the candidate's mental and physical fitness to fulfil role (as per the Education (Health Standards) (England) Regulations 2003). It is the 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 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 i.e. proposed workload, extra-curricular activities, layout of the School. The 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.
- Verification of qualifications
- Verification of professional status e.g. QTS
- Verifications of successful Teaching Induction Year (those who obtained QTS after 7<sup>th</sup> May 1999).
- Verification of non-inclusion on the Teacher Prohibition list
- Confirmation from the candidate that they are not disqualified from providing childcare by completing a signed Staff Suitability Declaration.

- Where the successful candidate will be taking part in the management of the 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.
- Evidence of right to work in the UK.

### **Overseas Candidates**

- List 99 and DBS Enhanced Disclosure and where appropriate PoCA List checks will be completed on overseas staff. In addition, criminal records information will be sought from countries where individuals have worked or lived. Additional references are likely to be sought and references followed up by telephone, as well as a letter.
- All work permits and immigration documents will be scrutinised.
- The School will identify teacher restrictions imposed by all EEA authorities by checking the overseas prohibition from teaching list online.

### **Volunteers**

Volunteers are seen by children as safe and trustworthy adults. Volunteers considered to be taking part in regulated activities are gauged for their aptitude and suitability and, where appropriate, a List 99 and a Disclosure and Barring Service (DBS) Enhanced Disclosure is undertaken.

Regular volunteers are subject to Enhanced DBS Disclosure. Occasional or ad hoc volunteers (eg. parents accompanying a school trip) are not considered to be taking part in regulated activities and therefore are not required to be subject to the same level of check. However, the school ensures that they are not left unsupervised with pupils or undertake any kind of personal care.

Where volunteers are recruited by another organisation to work in school, e.g. sports coaches, peripatetic club teacher, workshop provider the school obtains written assurance from the organisation that the person has been properly vetted.

### **Governors**

All Governors are asked to obtain an Enhanced Disclosure from the DBS, confirmation of identity and if they have lived outside the UK an alternative relevant form of check.

### **Supply Staff**

All supply staff employed directly by the school undergo the same recruitment process as a permanent member of staff. A completed Enhanced DBS check is required by all supply teachers in the school, including those employed via agencies. Before taking on a member of supply staff provided by a supply

agency, the school obtains written confirmation from the agency that an Enhanced DBS check has been carried out and the school is made aware of any disclosed information.

### **Contractors & Other Agency Staff**

Children are not allowed in areas where builders are working, for health and safety reasons, so those workers should have no contact with children. In accordance with KCSIE 2018 the School will ensure that the contractor's staff are appropriately monitored. If required, any contractors that come into contact with children will undergo appropriate checks. The School will keep records of the confirmations from the contractor. Wherever possible, contracted work is carried out during school holiday periods.

All catering staff and cleaners are Enhanced DBS checked.

Individuals such as educational psychologists and therapists will have been checked by their employing organisation e.g. local authority or Primary Care Trust. The identity of individuals is checked.

### **Pupils/Students in Workplace Placements**

All PGCE students are checked by their training institution and any School Direct trainees are Enhanced DBS checked by the school.

Young people on work experience at Key Stage 4 and any adult on work experience (e.g. for future teacher training experience) are not left on a one to one basis with children and therefore do not require DBS clearance.

### **Host Families**

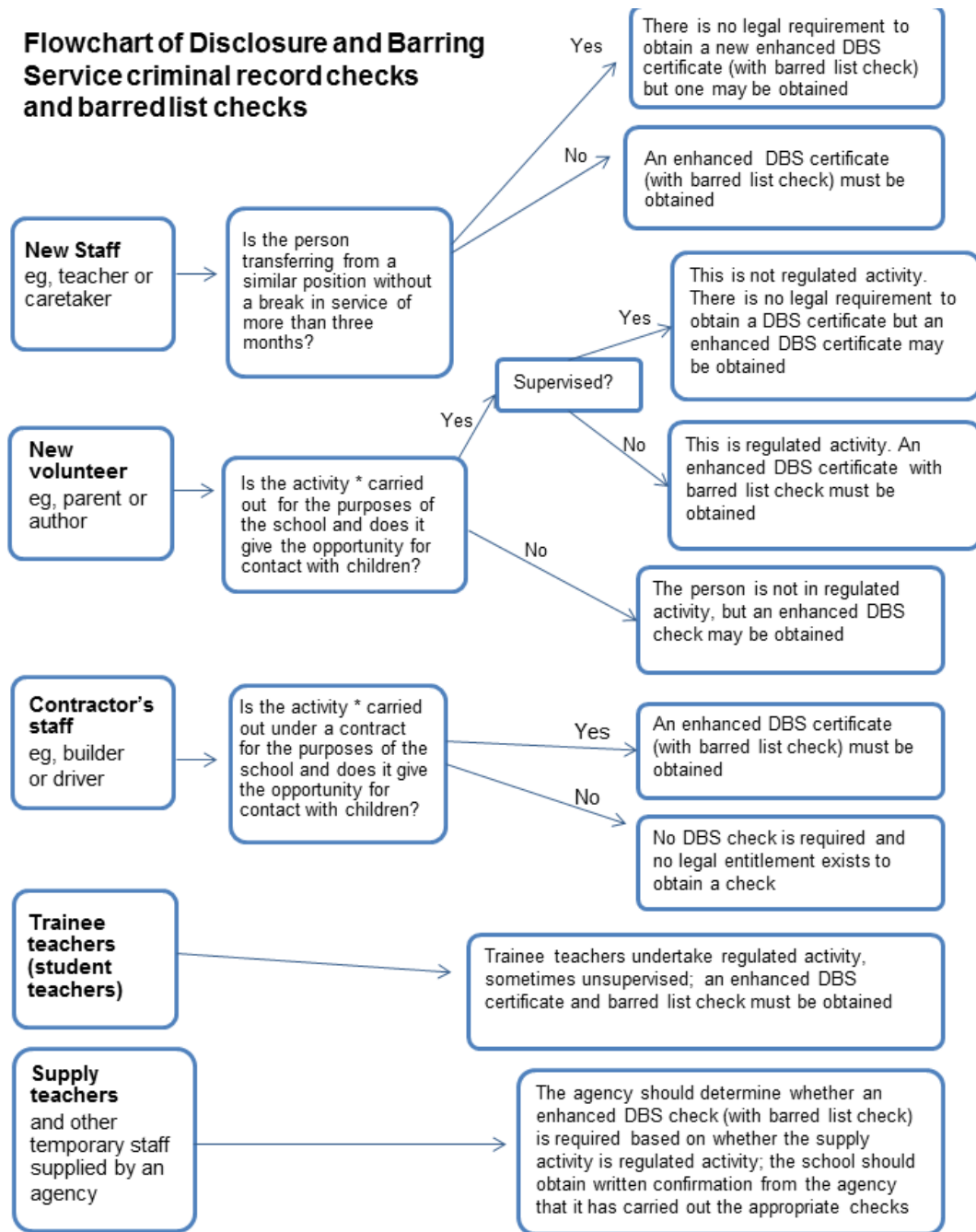
Host families may be used to accommodate children for a language exchange. Arrangements are made directly between the families to accept responsibility for the welfare of the children in their care.

Reviewed: June 2019

Next review date: June 2020

Person responsible: Richard Clark

## Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



\* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'



Appendix 1: Application Form



**St Hilary's School Trust**

APPLICATION FOR EMPLOYMENT  
TEACHING, TEACHING SUPPORT AND ADMINISTRATIVE POSTS

NAME:

POSITION APPLIED FOR:

SCHOOL:

Where did you see the job advertised?

### Confidential Application Form

The information given on this form will be treated in confidence. Any offer of employment will be subject to appropriate medical clearance and DBS checks and, where appropriate, documentary evidence showing your entitlement to work in the UK.

So that we compare candidates fairly, this form is the only document we consider when screening applications. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

<b>Position applied for:</b>
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<b>Surname:</b>	<b>National Insurance Number:</b>
<b>Forename(s):</b>	<b>Home Telephone:</b>
<b>Mr/Mrs/Miss/Other:</b>	<b>Work Telephone:</b>
<b>Nationality:</b>	<b>Mobile Telephone:</b>
<b>Address:</b>	<b>E-mail Address*:</b>
<b>Postcode:</b>	<b>DCSF Number: (teaching staff only)</b>
	<b>Qualified Teacher Status:</b>
	<b>NQT Year completed:</b>

*\*All applications will be acknowledged by email.*

<p>Are you related to any elected Member of the Governing Body or an employee of St Hilary's School?</p> <p>Yes <span style="margin-left: 200px;">No</span> <span style="margin-left: 200px;">Don't know</span></p> <p>If YES, please give name of Governor or employee:</p>
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**Education and Qualifications**

Please give details of <b>Secondary</b> and <b>Further Education</b> including any "A" levels or equivalent vocational courses			
<b>Dates (mm/yyyy)</b> <b>From</b> <b>To</b>		<b>College/other institution</b>	<b>Qualifications obtained and Grade/level</b>

Please give details of any <b>Higher</b> Education and equivalent courses				
Dates (mm/yyyy)		College/other institution	Qualifications obtained and Grade/level	Name of Awarding Body
From	To			

Please give details of any other <b>professional or vocational qualifications</b> you hold that are relevant to your application		
Dates obtained	Qualifications obtained and Grade/level	Name of Awarding Body

**Employment History**

Please complete details of your present and previous employment as requested below. Please include any part time or voluntary employment continue on a separate sheet if necessary.

<b>Present employment</b>	
Job Title:	Employer:
Current Salary:	Address:
Current Scale:	
Employed From:	Employed To:
<b>Please give a brief description of current duties, responsibilities and achievements</b>	

<b>Previous employment</b>					
Dates (mm/yyyy)		Name of Employer	Job Title and Main Responsibilities	Reason for leaving	
From	To				


**If there are any gaps in your employment or education history please explain them here**

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**IT Skills**

Training will be provided where required. Information given here will help us to plan training schemes

<b>Microsoft Office</b>	Basic	Competent	High		Basic	Competent	High
Word				Powerpoint			
Excel				Databases			
E-mail				Other			
Project							

Please note that St Hilary's has adopted a No Smoking Policy

Should a job offer be made to a candidate then they may be asked to complete a medical at the school's discretion.

<b>Referees</b>	
Please supply the names and contact details of a least two referees who can comment on your sustainability for this position. One should be your current or most recent employer. ( <b>Note:</b> if you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend).	
Name:	Position:
In what capacity do you know the referee:	
Name of organisation:	
Address:	
Telephone No:	
Email:	
Name:	Position:
In what capacity do you know the referee:	
Name of organisation:	
Address:	
Telephone No:	
Email:	

Please see note at top of page 7.

Please note that we will contact these referees if you are short listed for this post and seek reference before interview and may approach previous employers for information to verify particular experience or qualifications. Also, in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns please contact the School Office on 01483 416551.

**Personal Statement**

Using the person specification that you have been sent with your application pack, please demonstrate using examples, your suitability for the position you are applying. Please include your reasons for applying for and interest in this position.



**For persons who are not British or EU nationals**

If you have any conditions related to your employment please give full details:

**Personal Declarations**

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These 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 on the Disclosure and Barring Service website.

**Have you ever been convicted of a criminal offence which is not 'protected'? YES/NO**

If you have answered 'yes', supply details of all convictions in a sealed envelope marked 'confidential' and attach to this form. If your application is successful, this information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

**Declaration – please read carefully**

For the purposes of the Data Protection Act 1998, I consent to the information contained in this form, and any information received by or on behalf of St Hilary's School relating to the subject matter of this form, being processed by them in administering the recruitment process.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

I know of no reasons, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required by the post in question and I understand that any offer of employment will be conditional on verification of medical fitness.

Signed: \_\_\_\_\_ Date:

Print Name:

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.

Appendix 2: Reference request

**ST HILARY'S SCHOOL**  
**REFERENCE REQUEST FORM**  
*Please Print*

<b>Name:</b>	
<b>Position applied for:</b>	

<b>Details of Applicant</b>	
How long have you known the candidate and in what capacity?	
Candidate's Current Position	
Dates of candidate's employment	
Current Salary	
Would you re-employ this person?	
Reason for leaving your employment?	

<b>Performance and Experience Please write your comments or tick the boxes as appropriate</b>					
	Excellent	Very Good	Good	Average	Poor
Honesty					
Time Keeping					
Integrity					
Ability					

Relationships with staff					
Contact with young people					
Contact with parents or customers					
Personality					
Appearance					

Having looked at the enclosed job description do you consider the candidate to be suitable for this post? Please set out your reasons?

<b>Suitability to work with children</b>	
Has the candidate been subject to any disciplinary procedures where the disciplinary sanction is still current?	If "YES" please give details in comments box
Has this candidate ever been the subject of disciplinary action involving issues relating to the safety and welfare of children or young people (i.e. including any sanctions that have expired)?	If "YES" please give details in comments box

Have there ever been any allegations or concerns that have been raised about the applicant that relate to the safety or welfare of children or young people or behaviour towards children or young people?	If "YES" please give details in comments box
Are you completely satisfied that the candidate is suitable to work with children?	If "NO" please set out the reasons that the candidate might not be suitable in the comments box
Comments about and explanation of, the answers given to questions one to five, if appropriate	
Please could you provide a contact telephone number as under required recruitment standards we are obliged to verify verbally all written references for applicants:	
Please add any further comment that you feel may help us:	

**Signature:**

**Date:**

**Name (please print):**

**Position:**

*Under the duties and responsibilities of the Children Act 1989, St Hilary's school is required to remind all referees that there should be no material misstatement or omission relevant to the suitability of the applicant.*