

MORE HOUSE SCHOOL

POLICY

RECRUITMENT, SELECTION AND DISCLOSURES

Rationale:

Good competent staff is the school's greatest asset. We believe that great care must be taken in recruiting staff so that the best possible educational service may be offered within a secure and safe environment. More House School is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority. The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010 and associated revisions.

Planning is vital to successful recruitment and the school's procedures reflect the Government's recommendations for the safer recruitment and employment of staff who work with children. It is the policy of the school therefore that all members of the teaching and non-teaching staff at More House School, including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches, are checked with the Disclosure and Barring Service and go through our rigorous recruitment and selection process before starting employment. All Governors, volunteer helpers, contractors working regularly during term-time, such as contract catering staff (and adult members of the families of members of staff who live on site) are also vetted and subject to our safer recruitment procedures, which are appropriately applied.

Purpose:

The purpose of this policy is to document how More House ensures that its recruitment of persons' process meets with the highest standards of safeguarding and meets the requirements of Keeping Children Safe in Education (KCSiE) (2020). In the Education (Independent Schools Standards) (England) Regulations 2014, staff are defined as '*Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer*'. In the case of agency or supply staff, the School is required to obtain written confirmation from the agency or company that it has carried out the appropriate checks and on commencement of their work photographic ID is needed to prove they are that person. For volunteers, a more succinct process will be applied, although still achieving the required safeguarding outcome.

The purpose of this policy is to identify the main objectives regarding the recruitment and safe selection of staff process at More House School. These objectives aim to:

1. Prevent unsuitable people working with children and young people.
2. Reflect the recommendations of best practice with regards to safer recruitment as initially detailed in 'Every Child Matters' and as amended to ensure compliance with the requirements of employment law and Keeping Children Safe in Education (2020). The Every Child Matters policy applied to the well-being of children and young people from birth up until they reached the age of 19. It was based on the idea that every child, regardless of their individual circumstances or background, should have plenty of

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support throughout their life. There were five key principles to the policy which the government believed children should have support with. These were to be healthy, to stay safe, to enjoy and achieve, to make a positive contribution and to achieve economic well-being.

3. Appoint the best person for the vacant position
4. Maintain the school's ethos and mission
5. Create equal opportunities for all of our staff.
6. Evidence so as to ensure those undertaking a leadership role are not prohibited from participating in the management of an independent school.

The Education Act (2011) places duties on organisations and individuals to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children. This is reinforced through 'The Childcare Act 2016 and the Childcare (Disqualification) Regulations 2009. Under the framework of 'Keeping Children Safe in Education (2020) alongside the 'Working Together to Safeguard Children' (July 2018) the Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. More House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This statement is included in all of the school's publicity materials, recruitment websites, advertisements, information packs, job descriptions, competency frameworks and induction training.

Broad Guidelines:

When a position becomes vacant, the opportunity will be taken to look at the vacancy against the whole staffing picture with reference to the School Development Plan. The job description and person specification should be carefully analysed before the position is advertised. Advertisements and other material will make it clear that we safeguard children from possible abuse. Job and person profiles will also refer to the responsibility for safeguarding and promoting the welfare of children and suitability to work with children.

Advertisements:

Not all vacancies will necessitate advertisement beyond the school's current workforce. Where external advertisement is deemed appropriate, vacancies will be advertised where best coverage amongst those potentially qualified and interested in the role is identified. This is likely to include local/national newspapers, sector-specific publications, electronic sites including our own website and social media platforms. All advertisements must have the following statement included in addition to the vacancy requirements:

'This post is subject to an Enhanced DBS clearance and the receipt of satisfactory references before a formal job offer is confirmed. More House is committed to safeguarding and promoting the welfare of children and young people.'

Pre-Interview Stage

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On request application packs will be sent to candidates, along with:

1. Job Description and Person Specification for the role,
2. Safeguarding Policy
3. Recruitment Privacy Notice
4. Data Protection Policy
5. Explanatory Notes

CVs will not be accepted in substitution for completed application forms. When applications are received back in response to the advertising of the vacancy:

- ◆ Application Forms will be carefully scrutinised for any gaps in employment and any discrepancies or anomalies, and resolved by obtaining comprehensive information about any such matter.
- ◆ Incomplete applications will not normally be accepted.
- ◆ The School's policies for the Recruitment of Ex-Offenders and Equal Opportunities will be applied.
- ◆ A shortlist of candidates will be made.
- ◆ Candidates on the short list will be invited for interview.
- ◆ Those candidates who are invited to interview and have a disability will be asked to inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview or accessing other aspects of the selection assessment activities.

References

References will be sought before the interview stage, so as to obtain objective and factual information to support appointment decisions. It is the policy of the school that such references are sought before interview and obtained directly from the referee(s). At least one reference must be received before the interview can proceed. Where references are received electronically, the School will ensure they originate from a legitimate source.

- ◆ References are to be confirmed in writing whenever possible and they should be documented and retained on the personnel file.
- ◆ A follow up telephone call is to be made to the person who has supplied the reference to ensure it is authentic.
- ◆ References should be followed up where they are unsatisfactory or there are discrepancies in the information provided. If the applicant has provided false information or there are serious concerns about an applicant's suitability to work with children these facts will be reported to the police and/or the Disclosure and Barring Service.
- ◆ Previous employment history and references should be carefully checked. Any gaps in employment histories must be explained in detail and further checks made as necessary.

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- ◆ If the applicant has worked with a vulnerable group, this check should include asking the most recent such employer or employers if they made a referral of any misconduct for possible barring.
- ◆ Independent professional and character references that answer specific questions should be obtained in order to help assess an applicant's suitability to work with children and following up any concerns.
- ◆ Originals of these references will be kept in the personnel file.
- ◆ For a candidate to be employed into a senior management position, the School will require receipt of a signed "*Senior charity manager positions: automatic disqualification declaration*" confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities.
- ◆ 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 and members of the Senior Management Team.

Invitation to Interview

Candidates who are invited for interview are asked to bring with them originals of the following documents: 1) a current photographic driving licence or a passport or a full birth certificate, 2) a utility bill or financial statement issued within the last three months showing the candidate's current name and address, 3) where appropriate any documentation evidencing a change of name, 4) where the candidate is not a citizen of the UK, proof of entitlement to work and reside in the UK. Candidates with a disability who are invited to interview should be asked to inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview or accessing any other of the selection assessment activities.

All candidates invited to interview must produce appropriate 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, etc.). 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.

Before interview the School will seek to obtain references and the candidate will be advised that it is their responsibility to ensure their references are received back into the School at least one day before the day of interview. The interviewing process will be rigorous so as to explore the applicant's suitability for the position and also their suitability to work with children. The 'by association' requirement was changed by law on 1st September 2018.

This change in the law means that Disqualification by Association will only apply on domestic premises. However, Disqualification under the Childcare Act 2006 still applies to staff themselves. Keeping Children Safe in Education (2020) paragraph 152 also refers to disqualification: "For staff who work in childcare provision or who are directly concerned

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with the management of such provision, the school needs to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2018”.

The process will include:

- ◆ The forming of an appropriately trained and suitable panel to interview the candidates. The panel will consist of at least two members of which at least one member of the panel must have undergone safer recruitment training.
- ◆ Candidates will be given a tour of the School, be enabled to meet and talk to staff and boys, and in the case of teaching and LDC staff, be given the opportunity to deliver a lesson or therapy session in a classroom under the supervision of a subject teacher or LDC therapist and a member of the SMT.
- ◆ An interview form template will be completed for each interview so as to provide a record of the judgements made during the discussion.
- ◆ Face to face interviews will be conducted if able to do so, in order to assess the merits of each candidate against the job requirements and explore the candidate’s suitability to work with children, including the candidate’s attitude toward children and young people and their ability to support the School’s agenda for safeguarding and promoting the welfare of children. However, due to Covid-19 restrictions a face to face interview may not be possible but will be conducted by video-conferencing.
- ◆ The nature of the School and the position should be made very clear to all candidates.
- ◆ The interview panel should also ask the candidate if they wish to declare anything in light of the requirement for a DBS Certificate. Candidates should be made 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.
- ◆ Where there is only one candidate, an offer of employment is not necessarily expected. Offers, conditional on the satisfactory completion of all safer-recruitment checks, will only be made where the selection panel identifies a strong match between the candidate and the demands of the role as advertised.
- ◆ The School will establish whether candidates and those they employ have a right to work in the UK. This will include checking that current practice on pre-employment responsibilities, for example taking up references and conducting checks, is in line with legal requirements and good practice recommended by the Government.

The Chair of Governors will chair the panel for the Bursar’s and Head’s appointments. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should withdraw from the panel. Should the Chair have a

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conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.

The Successful Candidate

The successful applicant will receive a conditional offer of employment in the form of a letter of engagement which is conditional upon and subject to:

1. The receipt of three satisfactory references which have been verified.
2. Verification of the candidate's identity and right to work in the UK.
3. A satisfactory 'Enhanced' Disclosure and Barring Service (DBS) Certificate, including Barred List check.
4. Where the successful candidate has worked or been resident overseas, such checks and confirmations as the School may consider appropriate and following Keeping Children Safe in Education and NSPCC guidance so that any relevant events that occurred outside the UK can be considered.
5. Verification of professional status and a check to ensure the person is not barred or prohibited from working with children or is unqualified to teach, or where relevant, is not disqualified from participating in the management of a school (Section 128 checks). This check will cover all employees and volunteers
6. Verification of the candidate's medical fitness and suitability to work with children.
7. Verification of qualifications.
8. Verification of successful completion of statutory induction/probationary period.

Upon the raising of an offer of appointment letter, a personnel file will be created with a 'recruitment process sheet' attached to the front of the file. This file will be used to store all of the applicant's personal information.

The successful applicant will be required to confirm in writing their acceptance of the position, including the requested information and stating that s/he has the health and physical capacity for the job and that there is no reason why they should not work with children. Following receipt of the acceptance letter from the candidate the DBS check will be carried out. The safer recruitment and selection process applied at More House also addresses that:

- ◆ Where staff are recruited from countries outside of the UK, the school will make enquiries of the authorities in that country, seeking confirmation as to whether the records they hold have content that would make them unsuitable to work with children and young people.
- ◆ The identity of candidates and the qualifications they state they possess are checked at appropriate stages of the recruitment process. Original certificates evidencing qualifications are copied and retained until the appointment has been made. Copies of the successful candidate's ID and certificates will be held

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- within their personnel file and copies from unsuccessful candidates must be shredded.
- ◆ No successful candidate will be allowed to start employment at More House in regulated activity, until the recruitment process has been fully completed and signed off by the Headmaster. Each required document within the personnel file will be signed by the Headmaster as being valid and in place. Where a candidate is due to start employment prior to the completion of all required recruitment checks, the Headmaster may make an exception and permit the candidate to begin, but subject to the restrictions imposed as part of a risk-assessment completed by the Headmaster which will prevent the candidate's participation in regulated activity and require the candidate to be treated as a visitor to the site in that they must sign in and out, be badged as a visitor whilst on site, and be subject to the same supervision requirements restricting unsupervised interaction with children.
 - ◆ The successful candidate will be given a careful induction on beginning employment and his/her progress monitored carefully, with necessary support and advice being given.
 - ◆ The 'Code of Conduct' explains the School's expectations and requirements is part of the induction process and the new employee is required to sign to say that it has been read and understood.
 - ◆ Unsuccessful applicants will be informed of the interview panel's decision as soon as is practical to do so.
 - ◆ If the appointment is unsatisfactory, it should be terminated as soon as possible, following all requirements of employment law.

The School has a legal duty under section 26 of the Counter-terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism and this duty will be borne in mind throughout the recruitment process.

Where the successful candidate is to be employed into a senior management position, receipt of a signed "senior charity manager positions: automatic disqualification declaration" will be obtained which confirms that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities.

Where the successful candidate will be taking part in the management of the school, a check will also 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, Core Leadership Team, Senior Management Team, Heads of Departments and Heads of Year.

DBS Checks

To comply with the mandatory requirement for schools such as More House, DBS checks are carried out on all new appointments (see re-employment section, below), including

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those who have lived or worked overseas, and to seek additional information about an applicant's conduct. The successful candidate will need to be checked thoroughly to ensure the person is who he or she claims to be and will be required to provide originals to be sighted by the school of their:

- ◆ passport,
- ◆ driving licence,
- ◆ birth certificate,
- ◆ plus a document such as a utility bill or financial statement (not older than 3 months) that shows the candidate's current name and address and where appropriate change of name documentation.

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. A barred list check will still be required.

An enhanced disclosure check will be obtained for all teachers, other staff and volunteers whose job involves regularly caring for, training, supervising or being in sole charge of children under 18 years of age. Barred List, DBS Disclosures, Prohibition checks must be undertaken on overseas staff. In addition, criminal records information should be sought from countries where individuals have worked or lived in accordance with NSPCC advice.

In addition to an enhanced DBS check, additional checks such as obtaining certificates of good conduct from relevant embassies or police forces are necessary for persons from abroad. The Disclosure information must be kept in secure conditions and must be destroyed by secure means as soon as it is no longer needed. The Data Protection Act determines the upholding of such information for a period not exceeding 3 months unless there is genuine reason to retain the information for a greater length of time. DBS checks for existing staff whose disclosure is more than 3 years old is not mandatory. However, the School has taken it upon itself to complete Enhanced DBS checks on all staff and will renew these checks if there is any kind of concern, or it is deemed necessary to repeat all checks due to the longevity since particular staff have been checked.

KCSiE advises schools to complete thorough checks during initial recruitment, or on appointment to regulated activity, or where a concern arises. KCSiE provides that schools are not expected to check DBS records at any other time. For ease of being able to check in any of the above three situations, the school recognises that the Update service can effect a swifter process for checking, and therefore encourages all newly appointed staff to sign-up to the update service. It is our policy to ensure the school can evidence a DBS check on every adult working in the school, either as an employee, as a regular volunteer, or anyone working in regulated activity, within the past ten years.

It is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. It is a criminal offence for any person who is disqualified from working with children to attempt to apply

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for a position within the School. The School will report the matter to the Police and/or DBS 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.

Applicants will be reminded that any unspent convictions, cautions, reprimands or warnings must be disclosed to the School and guided to the Disclosure and Barring Service website which details exceptions that entitle them to be 'protected'.

The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect their suitability to work with children is made aware that this must be notified to the School immediately.

If a disclosure is delayed, a short period of work is allowed under controlled conditions, at the Head's discretion. However, if an 'enhanced disclosure' is delayed, a Head may allow the member of staff to commence work:

- 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;
- A Risk Assessment is made which includes appropriate safeguards and supervision;
- Safeguards reviewed at least weekly by the Head/Bursar and their line manager;
- The person in question is informed what these safeguards are; and
- A note is added to the Single Central Register (SCR) and evidence kept of the measures put in place.

Re-employment

Where a member of staff resigns their role and is then reemployed (subject to reason and circumstances evaluated by the Headmaster) Part 3 (Safer Recruitment) as detailed in 'Keeping Children Safe in Education' will be applied. This means that if a person is re-employed within 3 months of resignation, the recruitment procedure will not be to seek new references or a new enhanced DBS check. If the member of staff is a teacher a Prohibition check will be made so as to ensure they continue to be fit to work with children.

The Headmaster's judgement will be exercised in these rare situations and if there is any concern a new enhanced DBS check must be obtained. The reemployment procedure for situations in excess of three months will follow our usual recruitment procedure.

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Central Appointments Register

To comply with the regulations, the School is required to keep a single, central record collating when checks on staff have been made and by whom. This register holds information regarding:

- ◆ first name
- ◆ surname
- ◆ nationality
- ◆ date of birth
- ◆ house number/name
- ◆ post code
- ◆ position
- ◆ prohibition/Barred List check
- ◆ Section 128 check
- ◆ date of check
- ◆ identity documents checked
- ◆ Initials of checker
- ◆ qualifications
- ◆ dates checks completed
- ◆ permit right to work in UK (evidence)
- ◆ Overseas checks
- ◆ DBS check type
- ◆ Disclosure number including List 99
- ◆ Disclosure received
- ◆ Employment start date
- ◆ National insurance number
- ◆ Teacher reference number (TRN)

The School is aware of its responsibility to receive in advance full details of safer-recruitment checks completed by an agency carried out on staff supplied by that agency, the information contained therein and to be able to verify that these checks have been made and recorded in a central record.

Contracts of Employment

The successful candidate will receive a Contract of Employment at the commencement of their employment. The contract will confirm

1. The position, salary, hours to be worked and holiday entitlement;
2. Details of other Terms and Conditions of Employment;
3. An agreed Job Description which indicates the duties and responsibilities.

Post Employment

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Post Appointment Induction will be provided for all staff and volunteers newly appointed to the school, including teaching staff, regardless of previous experience. This will include:

- ◆ Training and information about the School's policies and procedures, including Safeguarding, Health & Safety and Fire Safety induction.
- ◆ Helping to support individuals in a way that is appropriate for the role for which they have been engaged, and monitoring their progress.
- ◆ Confirm the conduct expected of staff within the School. Staff will be referred to the Code of Conduct which gives details of the Governors' expectations and requirements contained within 'The Code of Conduct'.
- ◆ Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities.
- ◆ Enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.
- ◆ The induction programme will also include information that will aid them to carry out their duties and responsibilities and enable them to hear from their colleagues about best practice within the school.
- ◆ The induction programme will include Safeguarding training appropriate to the person's role, along with explanations of our e-Safety policy and safer working practices.
- ◆ The new employee will learn about how and with whom any concerns about those issues should be raised and other relevant personnel procedures, e.g., disciplinary, capability and whistle blowing should be addressed.
- ◆ All staff will receive at least an annual update/training on Safeguarding matters and awareness.

Agency Workers

In the case of agency or support staff workers, the School shall obtain written confirmation from the agency or company that it has carried out the appropriate checks. These checks must include identity via an enhanced disclosure which is no older than 3 years, evidence of a right to work in the UK, checked against details on the barred and prohibition list, evidence of qualifications, together with overseas checks plus, in line with Keeping Children Safe in Education (KCSIE), two references. When arriving on the first morning, they will be asked to bring with them photographic ID so as the School can be assured they are the person to which all checks have been based upon. They will attend training on Safeguarding, Health and Safety and Fire training.

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Peripatetic Music Tutors

Peripatetic Music Tutors offer tuition of many musical instruments to our pupils.

In order to address KCSIE requirements, all peripatetics are asked to complete an application form, be interviewed by at least two panel members, of which at least one member of the panel must have undergone safer recruitment training. Proof of their identity is required and undergo an enhanced DBS check. Like all staff, three references will be sought so as to seek out their suitability to work in a School and one reference must be obtained prior to interview. Once all checks have been completed, the Headmaster will sign off that all checks have been completed satisfactorily. On arrival they will attend training on Safeguarding, Health and Safety, and Fire training.

Volunteers

Volunteers at our School bring with them a range of skills and experience that can enhance the learning opportunities of pupils.

In order to address KCSIE requirements, all volunteers are asked to complete an application form, prove their identity and undergo a DBS check. Like all staff, three references will be sought for the volunteer so as to seek out their suitability to work in a School. Once all checks have been completed, the Headmaster will sign off that all checks have been completed satisfactorily. On arrival they will attend training on Safeguarding, Health and Safety, and Fire training.

Conclusion

By operating comprehensive and rigorous safer-recruitment processes, we promote a highly effective and safe workforce which offers pupils the best opportunities to realise their potential and furthers the Charity's mission and strategic development.

Monitoring of both the recruitment process and induction arrangements will allow for future recruitment practices to be better informed so as to gain greater understanding regarding staff turnover and reasons for leaving, exit interviews and attendance of new recruits at safeguarding training. This process ties in with our Safeguarding policy and procedures. The appointment and support of good staff is of paramount importance to the maintenance of high standards in all departments within More House School and the fulfilment of its mission.

Members of staff are requested to read the following policies which tie in with the Recruitment & Selection process adopted here at More House School.

Code of Conduct

Safeguarding

Equal Opportunities

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DBS Handling

Induction and Training

Recruitment of Ex-Offenders

Recruitment of Governors, Trustees and Volunteers

Date Protection

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