

## Winchester House School

### Recruitment Policy

#### Key Facts

- Make sure somebody currently employed cannot do the job
- Job description to be drafted, or reviewed and updated as appropriate
- Post to be advertised using the correct wording
- All applications to be on a school application form and accompanied by a CV to be countersigned by selection panel
- Notes to be made on selection process
- References to be taken up before interview if possible and be countersigned
- Interviewees to bring in photo id and qualifications if necessary and to be signed by the school
- Notes to be made at interview
- Unsuccessful applicants to be notified by head of interview panel
- Bursar's Assistant to check on DBS status and start process for DBS and other pre-employment checks
- All staff to join the DBS update service
- All paperwork to be signed and dated

Version 1

Responsible Governor: Louise Brownhill

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## **RECRUITMENT POLICY AND PROCEDURES**

### **Preliminaries**

Before advertising any post: (See Appendix A)

- Confirm that the work cannot be undertaken through the re-deployment of existing staff.
- Prepare a job description giving a reasonably detailed description of the role and responsibilities and who the applicant will report to.
- Prepare a person specification which will identify the qualities and qualifications expected of the successful candidate. Some of this information may be included in the job advert.
- Take steps to guard against any form of discrimination throughout the whole recruiting process.

### **Advert**

The advert layout should conform to the template held by the Bursar's Assistant. It must include the following two statements:

- "This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment".
- "The successful applicant will need an enhanced Disclosure & Barring Service (DBS) check and to register with the update service".

### **Application Form**

The advert will invite the applicant to apply for an Application Form. There are two types of Application Form, one for academic staff and one for everyone else. These forms are held and controlled by the Bursar's Assistant for all posts. The Application Form will be sent out with a copy of the Job Description and, possibly, other relevant documentation for the post.

We may send and receive Application Forms electronically but, in every case for a senior or academic post, we also require a covering letter. Where we have received an electronic copy of the Application Form, it must be signed by the applicant if they attend for interview. References must be taken up before interview and permission will be sought prior to applying for references.

### **Selection for Interview**

If sufficient applications are received by the closing date, it may be necessary to hold a sift panel to select for interview. The panel chairman is to make a written record of the criteria considered and reasons for non-selection for interview. These application forms are to be destroyed after a period of six months.

### **Invitation to Interview**

In their letter of invitation, all interviewees will be required to bring the following original evidence of identity, right to work in the UK, and qualifications:

- Photographic ID
- Evidence of right to work in the UK
- Original documents confirming any educational and professional qualifications referred to in their application form and
- Utility bill (less than 3 months old) with confirmation of current address.

***The applicant should be advised that if the documentation cannot be produced they should contact the School before the interview as the interview may not proceed without it.***

On arrival the identity of the applicant must be confirmed against the documentation and all of the documentation must be copied. The person carrying out the check and taking the copies is to mark each document with the date and sign the entry. These documents may then be used as part of a DBS application for the successful candidate. In respect of unsuccessful candidates this documentation will be destroyed once the successful candidate has accepted the position.

### **Interview** (see Appendix B)

Every interview panel will have at least one member who has successfully completed the NCSL “Safer Recruitment” training.

Interviews will be structured to assess the interviewee’s suitability for the post. The questions will be determined in advance of the interviews, and the same questions put to all candidates. Notes will be taken and the Chair of the panel will make a record to show how a decision to appoint, or otherwise, was made.

### **Job Offer**

The job offer will be **conditional** upon:

- The receipt of at least two satisfactory references (one of which must be from the applicant’s most recent employer) e school (if not already received)
- Verification of the applicant’s identity (if this could not be verified at the interview)
- An enhanced DBS check which is satisfactory to the School
- Verification of the applicant’s medical fitness for the role
- Verification of qualifications (if not verified at interview)
- Verification of professional status where required (GTC, QTS)
- For staff working within EYFS or out of hours care for children up to the age of 8, a completed Childcare (Disqualification) Regulations 2009 Self-Declaration Form

- Declaration of medical fitness to work
- Check against the Teacher Barred List (if appropriate)

### References

There are two types of Reference Form, one for academic staff including a Child Protection Questionnaire and one all other staff. These forms are held and controlled by the Bursar's Assistant for all posts.

*On receipt of references the person making the appointment **must** telephone the referee and confirm that the reference was completed by the referee. The person making the appointment **must** record the outcome of the phone call, and add the date with his/her signature.*

### DBS Checks (See Appendix C & D)

Only in exceptional circumstances should someone start work before a satisfactory DBS check has been received. Where exceptional circumstances do exist, a risk assessment will be completed and the commencement of work will be authorised by the Head, Assistant Head or the Bursar's Assistant. Risk assessments will be recorded and held by xx?

### Enhanced DBS checks are required for:

- All staff.
- All Governors.
- All volunteers *who work regularly and directly with children.*
- Contractors who have access to children.
- Gappers.
- Staff family members, over the age of 16, who are resident in boarding houses.
- Host families for overseas pupils.
- Supply staff – see Note.
- Independent Listeners.
- Peripatetic/self-employed (music teachers, sports coaches, speech therapists, judo/karate coaches, etc.).

**Note:** *Where supply staff are engaged through an agency, the School must obtain written confirmation from the agency that they have completed all required checks and the School must still check the identity of the individual when they first present themselves for work.*

**RECRUITMENT CHECKLIST****ADVERTISEMENT AND PRE-INTERVIEW****POST:** .....

Procedure		Notes/Date/Inits.
<b>Planning:</b> Timetable decided to include possible interview date. Job spec and description prepared, likely salary range identified Person Spec prepared	<input type="checkbox"/> <input type="checkbox"/>	
<b>Vacancy advertised:</b> Advert prepared to include a brief job description/responsibilities/qualifications/possible interview date and to include the following text: <i>This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo a Criminal Records Background check.</i>		
<b>Application forms:</b> Relevant application form sent out (teaching or non teaching) and information pack to include job description. This can be emailed but application form must physically be signed on return.		
<b>Applications on receipt :</b> Two people should be involved in the process of scrutinising and short listing. Any gaps/discrepancies/anomalies in employment history should be noted and explored if candidate considered for short listing. Notes should be made on all applications. The same selection criteria for short listing should be applied to all applications. Shortlist sheet to be completed		
<b>Shortlist prepared</b> Send off for references if applicant's permission given on the application form	<input type="checkbox"/>	
<b>Unsuccessful applicants:</b> To be notified as soon as short list prepared Application forms, shortlist sheet and interview notes filed for 6 months Applicants informed by Bursar's Assistant		
<b>Invitation to interview:</b> To include interview timetable, lesson observation details (where appropriate), any relevant information and details of original documentation to be provided by the applicant at interview to confirm identity, right to work in the UK, address and qualifications		
<b>Pre- Interview</b> A minimum panel of two people, one of whom should have had safety recruitment training. Similar questions should be prepared for all applicants beforehand.		

**RECRUITMENT CHECKLIST**

**INTERVIEW/OFFER & ACCEPTANCE**

To be completed for each candidate

**NAME OF CANDIDATE:** .....

**INTERVIEW PANEL:** 1 ..... 2 .....

*\* Denotes Safer Recruitment Training*

3 ..... 4 .....

5 ..... 6 .....

Procedure		Notes/Date/Inits.
<b>Interview:</b> Ask similar prepared questions to all applicants. Explore applicant's suitability for work with children as well as for the post. Discuss any anomalies in the application form including any criminal convictions. A written record must be made of the outcome of the interview.		
<b>Documentation</b> Check documents to confirm identity, right to work in the UK, address and qualifications and photocopy relevant original documentation. Documents to be photocopied before interview by school secretary and originals and copies to be given back to applicant to produce at interview		Photo Identity <input type="checkbox"/>  Qualifications <input type="checkbox"/>
<b>Successful Applicant</b> Send reference requests to 2 referees if not already received. One should be previous employer. Send out conditional offer of appointment	<input type="checkbox"/>	
<b>Unsuccessful Applicants</b> Letter to go out from Head of interview panel Comments sheet to be completed	<input type="checkbox"/>	
<b>References Received</b> Scrutinise against application form and anomalies to be discussed with applicant. (Head of interview panel) Telephone referees to confirm they personally completed the form. (Person who checked references)	<input type="checkbox"/>	
<b>Pass on to Bursar's Office</b>	<input type="checkbox"/>	

**RECRUITMENT CHECKLIST****ADMINISTRATION****Name of Applicant:** .....**Department:** ..... **Job Title:** .....

Procedure		Notes/Date/Inits.
<b>Successful applicant's paperwork received</b> Input details onto Vetting Register & copy and send off DBS form		
Issue joining proforma		
<b>Risk Assessment if Under 16</b>		
<b>Return of joining proforma</b> Input details onto database Checkr/Disclosure and Barring Service Barred List		
<b>Return of DBS form</b> Check form and mark on vetting register Await P45 or issue P46		
<b>On Receipt of P45/6</b> Work out housekeeping schedule if necessary Add to salaries spreadsheet (Bursar)		
Input details onto payroll		
Put on Lloyds link		
Complete Pension applications		
Prepare Contract and send out		
Contract signed and returned		
PPE Letter – Housekeeping/Maintenance		
Medical Form		
Child Protection Training		
Staff Suitability Form		
Prevent Training		



## **Policy on the Recruitment of Ex-Offenders & Security of Disclosure Information**

### **1. The Requirement for Disclosure & Barring Checks by the School**

Online Care Check is our Umbrella and Registered Body with the Disclosure & Barring Service for the purpose of obtaining access to DBS checks for employment and voluntary appointments. It is of fundamental importance to Winchester House School and a requirement of the Independent Schools Regulatory Framework to ensure so far as possible that those who take up appointments do not pose a risk to the children in its care. It is therefore important to the School to apply for Disclosure and Barring Checks and to review the results for successful applicants before making a formal offer of appointment. The School considers it also essential that the confidential and personal Disclosure information from the Disclosure & Barring Service is used fairly and sensibly in order to avoid unfair discrimination against applicants for appointments at the School. Candidates are selected for interview based on their skills, qualifications and experience: Winchester House School actively promotes equality of opportunity for all with the right mix of talent, skills and potential.

### **2. Reason for Requiring Disclosure**

A Disclosure will be required for all staff appointments.

### **3. Types of Disclosure**

There are two types of Disclosure that may be requested depending on the nature of the position:

- (i) **Standard Disclosure** - for positions that involve regular contact with those aged under 18 years or people of all ages who may be vulnerable for other reasons and for occupations which involve positions of trust.

The Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as "spent" under the Rehabilitation of Offenders Act), details of any cautions, reprimands or warnings held on the police national computer.

- (ii) **Enhanced Disclosure** - for posts involving greater contact with children or vulnerable adults, including regularly caring for, training, teaching, supervising or being in sole charge of such people.

In addition to the information above for Standard Disclosure, the Enhanced Disclosure may also contain information that is held locally by the police.

### **4. Application Procedure**

Applicants will be required to provide proof of their identity to the School, including photographic evidence (such as a passport). The DBS Application process will be completed on-line by the applicant for the position and countersigned by a registered person within Winchester House School.

We encourage all successful applicants to provide details of their criminal record at an early stage. We request that this information is sent under separate, confidential cover, to a designated person within Winchester House School. This information will only be seen by those who need to see it as part of the recruitment process.

## **5. Consideration of Disclosure Information by the School**

On receipt of Disclosure from the Disclosure & Barring Service the School shall consider the following:

- (i) Whether the conviction or other information disclosed is relevant to the position in question.
- (ii) The seriousness of the offence or other matter revealed.
- (iii) The length of time since the offence or other matter occurred.
- (iv) Whether the applicant has a pattern of offending behaviour or other relevant matters.
- (v) Whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters.
- (vi) The circumstances surrounding the offence and the explanation(s) offered by the convicted person.

Judgments regarding the relevance and circumstances of offences will only be made by those staff who have received appropriate guidance in the relevant legislation in identifying and assessing the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

## **6. Disclosure & Barring Service Code of Practice**

The School agrees to comply with the provisions of the Disclosure & Barring Service Code of Practice, a copy of which can be found on the DBS website. The correct web address can be obtained from the Bursar's office.

## **7. Security of Disclosure Information**

Given the confidential nature of the Disclosure information, the School will ensure that it is stored securely. Documents will be locked away separately from personal files, with restricted access limited to senior members of staff involved in the recruitment. Once a recruitment decision has been made, the School will not retain the Disclosure information for any longer than necessary, which shall normally be less than 6 months. All disclosure information will be destroyed by secure methods (such as shredding or burning). For further details, please refer to the School's "Security Policy for Handling Disclosure Information".

## **8. Consequences of failure to reveal information**

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment, or the termination of the employment if it has commenced.

### SHORTLIST PROFORMA

**Post:**

NAME:

Career History Checked                      Yes / No  
Anomalies to be queried:

Relevant Qualifications & Experience:

Notes:

Recommended for Interview                      Yes / No

Signed

Date

