



# BEESTON HALL SCHOOL

## Recruitment and selection policy

### Introduction

Beeston Hall School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment for all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. The school understands that it is a criminal offence to employ a person who has been barred to work in a school. The procedures outlined in the policy will apply equally to full-time, part-time, temporary and voluntary members of staff.

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Beeston Hall School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the School expects all staff and volunteers to share this commitment.

In line with recent legislation including the *Children Act 2004, Keeping Children Safe in Education September 2019, Working together to safeguard children July 2018, The Education (Independent School Standards) Regulations April 2019, ISI Handbook for the inspection of school commentary on the regulatory requirements September 2019, Disqualification under the Childcare Act 2006 (revised September 2018)*, and the *Safeguarding Vulnerable Groups Act 2006* the school takes very seriously its duty of care for all pupils. In order to help safeguard and promote the welfare of all its pupils the School is committed to a thorough and consistent Recruitment and selection policy.

Beeston Hall School will check that anyone employed or engaged to carry out teaching work in school is not subject to a prohibition order issued by the Secretary of State. It is irrelevant whether the person carrying out teaching work has Qualified Teacher Status (QTS) or a Teacher Reference Number (TRN) or is peripatetic or is charged by the school to the parents.

Beeston Hall School will make checks so that no such person carries out work, or intends to carry out work, at the school in contravention of a **prohibition order**, an interim prohibition order, or any **direction made under section 128** of the 2008 Act or section 142 of the 2002 Act, or any disqualification, prohibition or restriction which takes effect as if contained in either such direction.

Beeston Hall School will check whether staff appointed to management positions are subject to a section 128 direction.

## **Aims and objectives**

The aim of the Safer Recruitment policy is to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The aims of the School's Recruitment and selection policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education September 2019, the Prevent Duty Guidance for England and Wales 2015, (updated April 2019) (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

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

The School has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the school based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance (Keeping Children Safe in Education September 2019 and Prevent Duty Guidance).

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

The School aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at Beeston Hall School.

## **Roles and responsibilities**

It is the responsibility of the Governing Body to:

- Ensure the School has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.

- Monitor the School's compliance with them.

It is the responsibility of the Headmaster, Bursar and other Managers involved in recruitment to:

- Ensure that the School operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the School.
- Monitor contractors' and agencies' compliance with this document.
- Promote welfare of children and young people at every stage of the procedure.

The Governing Body has delegated responsibility to the Headmaster (teaching staff) and Bursar (support staff) to lead in all appointments. School Governors may be involved in staff appointments but the final decision will rest with the Headmaster / Bursar.

### **Definition of Regulated Activity and Frequency**

Any position undertaken at, or on behalf of the School will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30 day period; and
- provides the opportunity for contact with children.

Roles which are carried out on an unpaid / voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

The School is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". The School is required to carry out an enhanced DBS check for all staff, supply staff and governors who will be engaging in regulated activity. However, the School can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently

## **Recruitment and selection procedure**

### **Advertising**

To ensure equality of opportunity, the School will advertise all vacant posts to encourage as wide a field of applicant as possible; normally this entails an external advertisement.

Any advertisement will make clear the School's commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA) and the GDPR 2018.

Prior to the commencement of any recruitment exercise, a Job Description (and usually a Person Specification) should be prepared for the vacancy.

A detailed timetable for the recruitment process, including the placing of the advertisement and details of the personnel to be involved, should be drawn up and approved by the Head before the vacancy is advertised. No advertisements should be published, internally or externally, until

approved by the Head.

Inappropriate or poorly worded advertisements can give rise to legal claims against the School. Anyone placing an advertisement in breach of this policy will be subject to the School's disciplinary procedure.

Advertisements should not discriminate on the grounds of race, sex, colour, ethnicity, nationality, disability, religion or belief, sexual orientation, transgender or age. This also includes discrimination on the basis of marital status/ civil partnership status/ gender reassignment/ pregnancy.

Discrimination can also be by virtue of being part time or fixed time.

To ensure compliance with DfE recommendations and guidance in Working together to safeguard children July 2018 all advertisements *must carry the following details*:

- Beeston Hall School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Beeston Hall School is also committed to providing equal opportunities in employment.
- The successful applicant will be subject to Disclosure & Barring Service checks (DBS) and an annual declaration of disqualification.

### **Application Forms**

Beeston Hall School uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history). Incomplete application forms will not be shortlisted.

The application form will include:

- full identifying details of the applicant including current and former names, 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 full history in chronological order since leaving secondary education, including periods of any post-secondary education/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 reasons for leaving employment;
- a declaration of any family or close relationship to existing employees or employers (including councillors and governors);
- details of referees. One referee should be the applicant's current or most recent employer and normally two referees should be sufficient. N.B. Where an applicant who is not currently working with children has done so in the past it is important that a reference is also obtained from the employer by whom the person was most recently employed in work with children. The form should make it clear that references will not be accepted from relatives or from people writing solely in the capacity of friends; and
- a statement of the personal qualities and experience that the applicant believes are relevant to his/her suitability for the post advertised and how s/he meets the person specification.

- the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. CVs will not be accepted.
- an explanation that the post is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent', should be declared. It should also require a signed statement that the person is not disqualified from work with children, or subject to sanctions imposed by a regulatory body, e.g. the General Teaching Council (GTC) and either has no convictions, cautions, or bind-overs, or has attached details of their record in a sealed envelope marked confidential.

It should record that:

- The successful applicant will be required to undertake an Enhanced Disclosure;
- the prospective employer will seek references on short-listed candidates, and may approach any previous employers for information to verify particular experience or qualifications, before interview;
- if the applicant is currently working with children, on either a paid or voluntary basis, his/her current employer with children will be asked about disciplinary offences relating to children, including any in 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

Applicants for teaching posts in schools should also be asked:

- to provide their DCSF reference number;
- whether s/he has qualified teacher status (QTS); and
- whether s/he is registered with the GTC for England.

It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the School. All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

### **Job Descriptions and Person Specifications**

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The job description must make reference to the responsibility for safeguarding and promoting welfare of children. The person specification must include specific reference to suitability to work with children.

The person specification is of equal importance and informs the selection decision. It details the

skills, experience, abilities and expertise that are required to do the job. The person specification will include:

- In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:
  - a specific reference to suitability to work with children.
  - motivation to work with children;
  - ability to form and maintain appropriate relationships and personal boundaries with children;
  - emotional resilience in working with challenging behaviours"; and
  - explain that if the applicant is short-listed any relevant issues arising from his/her references will be taken up at interview.

### **Candidate information pack**

The pack should include a copy of:

- the application form and explanatory notes about completing the form;
- the job description and person specification;
- any relevant information about the school and the recruitment process and statements of relevant policies such as the authority or establishment's policy about equal opportunities, the recruitment of ex-offenders, etc;
- the establishment's child protection policy statement; and
- a statement of the terms and conditions relating to the post.

### **References**

References for short listed applicants will be sent for immediately after short listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after interview.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School. One of the references must be from the applicant's current or most recent employer. If the current / most recent employment does / did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a relative. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

All referees will be asked:

- Whether they believe the applicant is suitable for the job for which they have applied
- Whether the applicant has not been radicalised so that they do not support terrorism or any form of "extremism".
- The applicant's dates of employment.
- Salary.
- Job titles.
- Duties.
- Reason for leaving.
- Disciplinary record.
- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired)

- Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.

Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made.

Any discrepancies or anomalies will be followed up. Direct contact by phone will be undertaken with each referee to verify the reference.

The School does not accept open references, testimonials or references from relatives. The School will compare all references with any information given on the Application Form. Any discrepancies or inconsistencies will be taken up with the applicant before any appointment is confirmed. In this regard, the School will ask the applicant and referees for certain pieces of information:

- Details of any disciplinary offences related to children, even if time-expired.
- If the applicant has been the subject of any Child Protection concerns.
- Details of the outcome of Child Protection enquiry/ disciplinary procedure.

Both referee's will receive a telephone call to confirm that he/she wrote the reference and to ask whether there are any other relevant facts, which he/she would like to add. A written note of this telephone conversation is recorded in the applicant's file, dated and signed.

## **Interviews**

There will be a face-to-face interview wherever possible, and a minimum of two interviewers will see the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has not been disclosed on the application form.

At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

All applicants who are invited to an interview will be required to bring the following evidence of identity, address and qualifications:

- Current driving licence (with photo) and passport or original birth certificate;
- Utility bill (not mobile telephone) or bank/building society statement showing their name and home address;
- Documentation confirming their National Insurance number (P45, P60 or NI card);
- Documents confirming any educational and professional qualifications referred to in their Application Form – these must be originals (see above).
- Where an applicant has changed his/ her name, documentary evidence of this change.

## **Retention of other records**

If an applicant is appointed, the School will retain any relevant information provided on their application form (together with any attachments) on their personnel file and on the school's Single Central Register of Appointments (as required by the ISI).

If the application is unsuccessful, the application will normally be confidentially destroyed after 6 months, unless the applicant specifically requests the school to keep his/ her details on file.

Thereafter, the School will keep a record of the date of an Enhanced DBS is issued, the name of the subject, the position in question, the unique number issued by the DBS and the recruitment decision taken.

## **Offer of employment and new employee process**

In accordance with the recommendations set out in KCSIE and the requirements of the Education (Independent School Standards) Regulations 2014 and the Boarding schools: national minimum standards the School carries out a number of pre-employment checks in respect of all prospective employees.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
- verification of the applicant's identity (where that has not previously been verified);
- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory;

For positions which involve "teaching work":

1. the School being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or successor body, or by a regulator of the teaching profession in any other European Economic Area country which prevents the applicant working at the School or which, in the School's opinion, renders the applicant unsuitable to work at the School; and carrying out checks with the Department for Education Teaching Regulation Agency.
2. the School being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant working at the School or which, in the School's opinion, renders the applicant unsuitable to work at the School;
  - where the position amounts to "regulated activity" the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;
  - where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List\*;
  - confirmation that the applicant is not subject to a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts them from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children;
  - confirmation that the applicant is not subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from



- being involved in the management of an independent school;
- verification of the applicant's medical fitness for the role;
- verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and
- Verification of professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified).

\*The School is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". The School is required to carry out an enhanced DBS check for all staff, supply staff and governors who will be engaging in regulated activity. However, the School can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.

Whether a position amounts to "regulated activity" must therefore be considered by the School in order to decide which checks are appropriate. It is however likely that in nearly all cases the School will be able to carry out an enhanced DBS check and a Children's Barred List check.

A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personal files.

#### **The Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to pupils. Any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at Beeston Hall School.

#### **DBS (Disclosure and Barring Service) Certificate (formerly known as CRB Disclosure)**

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 amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information.

Members of staff at Beeston Hall School are aware of their obligation to inform the Bursar of any cautions or convictions that arise between these checks taking place.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.

The School applies for criminal record certificates from the Disclosure and Barring Service in respect of all prospective staff members, whether full-time, part-time peripatetic, volunteer or Governor. The School requires the advanced level of disclosure i.e. Enhanced with barred list information disclosure, which may include non-conviction information from local police records.

As the number of applications for DBS Certificates is less than fifty per annum, Beeston Hall School is not registered to make the applications direct and uses GBGonline disclosures (GBG). When GBG has completed the DBS checks they send an email to the School with a link which a senior member of staff opens to log onto the GBG portal and view the disclosure information. The information required for the Single Central Register (date of issue and DBS certificate number) is obtained from this link. Lists that have been checked and are clear have the comment "Outcome: Clear" and a recruitment decision can be made without seeing the applicant's copy. If, however, the lists are not clear the comment "Please wait to see applicant's copy" will be seen; the School must then ask to see the individual's certificate before a recruitment decision can be made.

### **Portability of DBS Certificates Checks**

Staff may wish to join the DBS Update Service if they are likely to require another check in the future. Applicants may sign up to the Service if their check was issued after 17 June 2013, for a fee of £13 per annum, which is payable by the applicant.

### **Dealing with convictions**

In the event that relevant information is volunteered or obtained during the recruitment process in relation to a previous conviction or similar, the School will carry out a risk assessment which will consider:

- Whether the conviction or other matter is relevant to the position;
- The seriousness of any offence or other matter revealed;
- The length of time since it occurred;
- Whether the applicant has a pattern of offending behaviour or other relevant matters;
- Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- The circumstances surrounding the offence and the explanations offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any one of the following:

- Against adults: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence;
- Against children or adults: serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery,

burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving and/or disqualified from driving for a period within the last 10 years.

On completion of the risk assessment, it will be signed by the Head and/ or Bursar before the position is offered. If the applicant wishes to dispute information contained in a Disclosure the School will, where practicable, defer a final decision about appointment until the applicant has had a reasonable opportunity to challenge the Disclosure information.

A formal meeting will take place face-to-face to establish the facts with the Bursar. A decision will be made following this meeting. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Bursar will evaluate all of the risk factors above before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. If an applicant has a criminal record this will not automatically debar him/ her from employment with the School.

All applicants must declare all previous convictions, including those which would be normally considered 'spent' under the Rehabilitation of Offenders Act, 1974. A failure to disclose a previous conviction may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for the School to employ anyone who is included on the lists maintained by the DfE and the Department of Health of individuals who are considered unsuitable for work with children or anyone who is the subject of a disqualifying order made on being charged or convicted with certain offences against children (murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other acts of violence).

If the School receives an application from a disqualified person or is provided with false information in an application or has serious concerns about an applicant's suitability to work with children, it will report the matter to the Police/the Criminal Records Bureau and/or the DfE Children's Safeguarding Operations Unit.

Supply Workers: The School expects supply/ temporary worker agencies that are used by the School to register with the DBS on their own account. Proof of registration will be required before the School will commission services from any such organisation.

#### **Disclosure of conviction, cautions, court orders, etc.**

All members of staff must disclose any convictions, cautions, court orders, reprimands and warnings, whether received before or during their employment at Beeston Hall School, which may affect their suitability to work with children.

## **Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status**

All applicants invited to attend an interview at the School will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006.

## **Medical Fitness**

The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made but before the appointment can be confirmed. All applicants are requested to complete a medical questionnaire and where appropriate a doctor's

medical report may be required. This information will be reviewed against the Job Description for the particular role, together with details of any other physical or mental requirements of the role

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments.

## **Overseas checks**

The School, in accordance with the UK Visas and Immigration (UKVI) will, if applicable, sponsor new foreign nationals (see Certificate of Sponsorship section).

In addition, applicants who have lived/travelled abroad for more than 3 months will need to obtain a criminal record check from the relevant country. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the School.

## **Certificates of Sponsorship (CoS)**

If an appointed applicant is a national of a non-EEA country, a CoS may be required. Before any offer of employment is made, the Interviewing Managers should consult with the Bursar to establish whether the School has any unallocated Sponsorship Certificates.

Criteria for issuing a CoS are:

- The job is in a "designated shortage" occupation, or
- It passes the Resident Labour Market Test (RLMT)
- The job is at NQF6 Level or above
- Minimum salary levels are met.

Only the Bursar will be able to issue a CoS. In addition to the CoS the applicant must apply for entry clearance/leave to remain through the UK Visas and Immigration (UKVI) and comply with the UKVI requirements.

The process can take up to three months and staff cannot, under any circumstances, be employed until permission is given.

Detailed advice on the above is available from the Bursar.

## **Induction Programme**

All new employees will be given an induction programme which will clearly identify the School policies and procedures, including the Safeguarding Policy, the Code of Conduct and Part One of KCSIE and make clear the expectations which will govern how staff carry out their roles and responsibilities.

## **Single Central Register of Members of Staff**

In addition to the various staff records kept in School and on individual personnel files, a single central record of recruitment and vetting checks is kept in accordance with the Education (Independent School Standards) Regulations 2016 requirements. This is kept up-to-date and retained by the Registrar. The Single Central Register will contain details of the following:

- All employees who are employed to work at the School;
- all employees who are employed as supply staff to the School whether employed directly or through an agency;
- all others who have been chosen by the School to work in regular contact with children. This will cover volunteers, Governors, peripatetic staff and people brought into the School to provide additional teaching or instruction for pupils but who are not staff members eg: sports coaches etc.

The Headmaster will be responsible for the monitoring of the Single Central Register. The Chairman of the Governors will be responsible for auditing the Single Central Register and reporting his/her findings to the full Governing Body during the Summer Term meeting.

## **Record Retention / Data Protection**

The School is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the School will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the School to discharge its obligations as an employer e.g. so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by the School for the duration of the successful applicant's employment with the School. All information retained on employees is kept centrally in the Bursar's Office in a locked and secure cabinet.

The same policy applies to any suitability information obtained about volunteers involved with School activities.

Beeston Hall School will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (ie: destroyed via a confidential waste provider). The 6 month retention period is in accordance with the Data Protection Act 1998 and in line with GDPR 2018.

## **Ongoing Employment**

Beeston Hall School recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The School will therefore provide ongoing training and support for all staff, as identified through the annual

appraisal procedure.

### **Leaving Employment at Beeston Hall School**

Despite the best efforts to recruit safely there will be occasions when allegations of serious misconduct or abuse against children and young people are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks the School also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the School despite being barred from working with children; or
- has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

If the individual referred to the DBS is a teacher, the School may also decide to make a referral to the Department of Education – Teaching Regulation Agency.

### **Contractors and agency staff**

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

Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School.

The School will independently verify the identity of staff supplied by contractors or an agency and will require the provision of the original DBS certificate before contractors or agency staff can commence work at the School.

### **Visiting Speakers**

The Prevent Duty Guidance requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised. The School is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the School or perform any other regular duties for or on behalf of the School.

All visiting speakers will be subject to the School's usual visitors signing in protocol as covered in the Access to School premises by people outside of the school Policy. This will include signing in and out at Reception, the wearing of a visitors badge at all times and being escorted by a fully vetted member of staff between appointments.

The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the School. In doing so the School will always have regard to the Access to

School premises by people outside of the school policy and Child Protection and Safeguarding policy, the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states:

*"Extremism' is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."*

In fulfilling its Prevent Duty obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

## **Volunteers**

The School will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at or on behalf of the School (the definition of regulated activity set out above will be applied to all volunteers).

Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils.

It is the School's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the School for three consecutive months or more. Those volunteers who are likely to be involved in activities with the School on a regular basis may be required to sign up to the DBS update service as this permits the School to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates.

In addition the School will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- formal or informal information provided by staff, parents and other volunteers;
- character references from the volunteer's place of work or any other relevant source; and
- an informal safer recruitment interview.

## **Reference policy**

Only the Head or Bursar can give a reference on behalf of the School. References will always be given in written form, using the Reference pro forma provided by the School/employer requesting the reference or the Beeston Hall School pro forma. Certain disclaimers should be included in every Reference: 'Strictly Private and Confidential' and/or 'For Addressee Only'. Oral references should not generally be provided, as they may be used in a claim if a member of staff does not get a job. If they are given, notes should be kept of what was said.

A reference can be provided in a personal capacity or on behalf of the employer as a 'School reference'. The School is legally responsible for what is in the latter.

The School does not legally have to provide a copy of the reference written (Data Protection Act, 1998, paragraph 1, schedule 7). If a member of staff asks to see his/ her reference from a previous School, they are entitled to do so under GDPR 2018. and it will be made available to

them.

### **Internal Appointments**

Applications for externally advertised posts are encouraged from internal candidates. Equal consideration is given to internal candidates when short-lists are drawn up. For senior posts advertised within the School, the appointments procedure follows a similar pattern to that for external recruitment but minor internal appointments may well be made without recourse to the interview procedure.

### **Monitoring and Evaluation**

The Bursar will be responsible for ensuring that this policy is reviewed and the Headmaster will monitor the policy. The evaluation of the policy will be undertaken through formal audits of job vacancies and a yearly Safer Recruitment Evaluation audit which will be presented to the Headmaster by the Bursar to report to the Governing Body.

Reviewed by: Bob Hammond and Viv Farnell 11.10.19

Monitored by: Fred de Falbe 11.10.19

Next review: 11.10.2020