

KING EDWARD VI SCHOOL, SOUTHAMPTON STROUD SCHOOL, ROMSEY

RECRUITMENT AND SELECTION POLICY

This policy is applicable to the recruitment of all staff including those in the EYFS.

This Recruitment and Selection Policy has been produced in compliance with the DfE guidance 'Keeping children safe in education' (September 2018). It aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people and creating a safe environment for them is an integral factor in recruitment and selection. The School is subject to a statutory requirement to report to the Disclosure & Barring Service (DBS) any person whose services are discontinued or who withdraws because he or she is considered to be unsuitable to work with children.

1. It is the policy of the School to recruit the most suitable candidate for the post regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race including colour, nationality, ethnic or national origin, religion and belief, sex, sexual orientation or membership of a professional or trade union.
2. All posts will be appropriately advertised, including reference to the fact that King Edward VI and Stroud Schools are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the DBS and Prohibition checks. An application form, equal opportunities monitoring form, job description, person specification the School's Child Protection and Recruitment and Selection policies may be downloaded from the School's website or will be sent to applicants on request. The application form should be completed and returned to the school. The monitoring form may be returned in a sealed envelope and will not be shown to the recruiting team.
3. **References:** References are taken up before interview for shortlisted candidates (unless the candidate withholds permission on the application form) so that any issues of concern can be explored further with the referee and taken up with the candidate at interview. Where the applicant has formerly worked with children, a form is included with the reference requesting referees to give any reason why the applicant should not be employed to work with children. Contact will always be made with the school (if applicable) at which the candidate last worked, if he or she is not currently working in a school, in order to confirm employment details and reasons for leaving. One reference will always be requested from the current or most recent employer. References returned electronically will be followed up with a telephone call. For safeguarding purposes all candidates who attend for interview must bring with them photo identification such as a current passport or driving licence. After interview, any previous employer may be contacted, where necessary.
4. The provision by applicants of false information or evidence of disqualification from working with children or expressions of serious concern as to suitability for work with children may lead to a referral to the Police or the DBS.

KING EDWARD VI SCHOOL, SOUTHAMPTON STROUD SCHOOL, ROMSEY

5. Interviews

Teaching posts: For a senior post (e.g. Deputy Head or Director of Studies), the panel will include the Head and at least one member of the Board of Governors. For a senior post at Stroud School the panel will also include a representative of King Edward VI School. An academic specialist from outside the School may also be included. For all academic staff it would be usual for the Head and at least two other senior members of staff to be involved in the selection process, at least one of whom will have undergone accredited Safer Recruitment training. For appointments at the Senior School the Head of the relevant department will normally be included as will the Head of Faculty. In most cases candidates will be required to teach a sample lesson and will be informed in advance of what will be required and at what stage during the interview process this will take place.

Non-teaching posts: The interview panel will comprise at least one senior staff member, who has undergone accredited Safer Recruitment training, and at least one other management representative, normally the line manager or head of department. Dependent on the post, there may be a separate assessment of ability/skills required for the role.

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- The candidate's attitude towards children and young people
- His/her ability to support the School's agenda for safeguarding and promoting the welfare of children
- Any gaps in the candidate's employment history
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee; and
- Whether the candidate wishes to declare anything in the light of the requirement for a DBS check.

Applicants will be asked to provide evidence of their identity, right to work in the UK, address and qualifications at interview. Applicants will be asked to provide the following documents:

- Passport, photo card driving licence or EU identity card
- Two utility bills or statements (from different sources and not more than 3 months old) showing the applicant's name and home address
- Documentation confirming the applicant's National Insurance Number (P45, P60 or National Insurance Card)
- Original documents confirming any educational and professional qualifications referred to in the application form.

All reasonable travel expenses will be refunded within the UK unless the candidate refuses the post, if offered, without adequate reason. The School will not pay for travel to and from an interview from outside the UK unless express permission has been granted by the Head/Bursar.

KING EDWARD VI SCHOOL, SOUTHAMPTON STROUD SCHOOL, ROMSEY

Interview notes will be kept on file.

6. **Teaching staff criteria:** All candidates for teaching posts will be selected after reference to specific criteria for the post advertised. In general, we will look for:
- Relevant qualifications at degree level from a reputable university or college
 - Relevant experience, particularly in comparable schools and colleges
 - The ability to teach at all appropriate levels
 - A willingness to contribute to co-curricular activities and, where appropriate, relevant experience and qualifications
 - A willingness to participate in the pastoral system and promote the fundamental British values, in order to prepare pupils fully for the opportunities, responsibilities and experiences of life in British society.
7. Where possible, the Head/Bursar will inform the successful candidate by telephone within 48 hours of the interview. After verbal acceptance of the post, a conditional letter of appointment is sent to the chosen candidate, along with a statement of the terms and conditions of employment. The applicant will be required to accept the post and the related conditions in writing. The appointment is conditional upon:
- the receipt of at least two satisfactory references. If a reference is taken over the phone, detailed notes will be taken, dated and signed
 - evidence of name, address and date of birth
 - proof of the right to work in the UK
 - evidence of checks provided by another country for an applicant who has worked abroad (if applicable)
 - for teaching posts where the individual has worked outside of the UK a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed.
 - where relevant, proof of qualifications
 - a check of the DBS barred list (when in regulated activity) and a satisfactory DBS enhanced disclosure being received and seen by the School immediately on receipt, normally prior to starting in post but in any event no later than 6 weeks from the DBS application date, unless otherwise agreed. In the case of the successful candidate starting in post prior to receipt of DBS clearance the following criteria shall apply:
 - The DBS check has been applied for or received (by the school on that person's behalf, or another organisation);
 - A separate barred list has been run and found to be satisfactory (this must be done),
 - The person concerned is supervised and has been told about their supervision,
 - A risk assessment is written (signed by the Head only whoever the member of staff is) which says that all other checks have been completed and found to be satisfactory, and that this risk assessment will be reviewed every two weeks until the DBS response is seen.

KING EDWARD VI SCHOOL, SOUTHAMPTON STROUD SCHOOL, ROMSEY

- The School reserves the right to withdraw the offer of employment in cases where the DBS disclosure response is either not presented to the School by the successful candidate, or where there is an unresolved dispute with the DBS disclosure findings following DBS confirmation of its original findings.
- a satisfactory self-declaration of medical fitness and/or a satisfactory report from the school's Occupational Health Doctor
- for teaching posts a check of the Teacher Services' system to ensure that anyone employed as a teacher is not subject to a prohibition order issued by the Secretary of State
- for the Head, all staff on the senior management team and teaching positions with departmental headship S.128 directions that bar individuals from taking part in the management of an independent school must be checked
- for posts at Stroud School a satisfactory self-declaration that individuals involved in childcare or the management of such provision, are not disqualified under the Childcare (Disqualification) Regulations 2009.
- for teaching posts, verification of successful completion of statutory induction period (for those who obtained QTS after 7 May 1999) and
- satisfactory completion of the probationary period
- if a candidate has changed his/her name by deed poll or any other mechanism – marriage, adoption, statutory declaration – he/she must provide documentary evidence of the change.

All documentary evidence must be original and not a photocopy. Evidence of all checks is sought from supply agencies before any temporary member of staff commences employment.

Unsuccessful candidates will be informed by email or letter as soon as possible but in any case within a fortnight after interviews have taken place.

8. **Agency/Contract Staff:** The School will check with the relevant supply agency that the required checks have been carried out to the extent relevant to that person prior to their first assignment (background history, references, medical fitness, identity, enhanced disclosure, right to work in the UK, barred list/List 99, prohibition, qualifications, overseas checks, disqualification under the Childcare Act 2006). The School will also carry out its own identity checks and ask to see the disclosure certificate of the supply staff the first time they visit the school, and again on a following visit if they have had a break from the agency of more than 3 months, or have received a renewed certificate after a period of 3 years with an agency. The School will record on the SCR (with dates) that appropriate checks have been carried out by the agency, that the School has carried out its own identity check and that the DBS certificate has been seen.
9. **Volunteers:** The arrangements for volunteers will vary by individual and activity. The school will assess whether the individual will be in regulated activity and complete the required checks applicable to the role based on the criteria outlined in the DfE guidance Keeping Children Safe in Education.

**KING EDWARD VI SCHOOL, SOUTHAMPTON
STROUD SCHOOL, ROMSEY**

10. **Internal Appointments:** Applications for externally advertised posts are encouraged from internal candidates. Equal consideration is given to internal candidates when shortlists 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 be made without recourse to the interview procedure. If an individual is promoted to a management position this will be subject to a Prohibition from Management check. The normal process will be to check promotions to SMT, Head of Faculty, Head of Section and Head of Department.
11. **Induction:** All new staff will be expected to undergo an induction programme organised for them by HR.
12. It is not normally the policy of the School to provide feedback to unsuccessful candidates.
-

DATE OF ISSUE/AMENDMENT	REVIEW FREQUENCY: 3-YEARLY & AT INTERIM LEGISLATION	REVIEWED/AUTHORISED BY
January 2003 Revised: 09/2007, 08/2009, 04/2010, 10/2010, 01/2013	at interim legislation	AJT HRD Advisor / Head/Bursar
Rev: 09/2013 Revised: 10/2014 Revised: 04/2015	Due: by September 2016	HRD Advisor /Head/Bursar
Revised: 09/2016	Due: by September 2019	HR/SMT
Revised: 09/2018	Due: by September 2019	HR/SMT

Related policies

- Child Protection policy
- Induction policy
- Inclusion Policy

**KING EDWARD VI SCHOOL, SOUTHAMPTON
STROUD SCHOOL, ROMSEY**

Addendum – Policy on the Recruitment of Ex-Offenders

1. King Edward VI School and Stroud School use GBG for the purpose of obtaining disclosure checks from the Disclosure and Barring Service (DBS) Disclosure Service to assess applicants' suitability for positions of trust.
2. We comply with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate against any subject of a disclosure on the basis of conviction or other information revealed.
3. We are committed to fair treatment of individuals and any offending background will be assessed in the context of both the organisation and the role.
4. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates. We select candidates for interview based on their skills, qualifications and experience.
5. Where a disclosure is to form part of a recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Head of HR. This information will only be seen by those who need to see it as part of the recruitment process.
6. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter which might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer for employment.
7. We make every subject of a DBS disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
8. We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment.
9. Having a criminal record will not necessarily bar an applicant from working with this organisation. This will depend on the nature of the position and the circumstances and background of the offences.