



**18A - Recruitment Policy**  
**(Review annually)**

Not a policy approved by governors

Updated October 2021

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## **Introduction**

1. Barrow Hills School is committed to providing the best education and care to its pupils and to safeguarding and promoting the welfare of the young people in its care. The School is also committed to providing a supportive and flexible working environment for its entire 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.

## **Aims**

2. The policy aims to fulfil the following conditions:
- To ensure that the best possible employees are recruited on the basis of their merits, abilities and suitability for the position.
  - To ensure that all job candidates are considered equitably and consistently.
  - To ensure that no job candidate is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age.
  - To ensure compliance with all relevant recommendations and guidance including the recommendations of the DfE in *Keeping Children Safe in Education (DfE September 2021)* and the code of practice published by the Disclosure & Barring Service (DBS).
  - 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.
3. Employees involved in the recruitment and selection of staff are responsible for familiarising themselves and complying with the provisions of the Policy.

## **Procedures for recruitment & selection**

4. The Head and DoFO authorise the recruitment of teaching and support staff, respectively. This applies to both existing and new posts. The grade/salary range will normally be agreed at this point, together with the employee responsible for the recruitment and the timescales.
5. The Head of Department is responsible for drafting/updating Job Descriptions which then must be approved by the Head or DoFO or Deputy Head and the HR Department, as appropriate. The HR Department will approve the wording for advertisements (internal and external) taking instructions from the Head, DoFO or Deputy Head, as appropriate.
6. The HR Department is responsible for issuing details of Internal Only Jobs to all employees at both schools (with instructions for copies to be placed on noticeboards at both schools by Managers). In all other circumstances, the employee responsible for the recruitment is to agree the recruitment strategy with the HR Department who will then organise the process, notify employees and arrange for the websites at both schools to be updated.
7. All candidates will have access to an application form and notes about its completion, a job description, person specification and policies on equal opportunities, the recruitment of ex-offenders and child protection. Applications should be made by a completed application form and cover letter.
8. The employee responsible for the recruitment will agree with the HR Department if applications are to be considered all together after the Closing Date (the usual and preferred procedure) or if applications are to be considered as they arrive (due to it being in the best

interests of the School). All employees who consider the applications are required to keep a written record of the selection criteria applied. Any anomalies, discrepancies or gaps in employment history are to be noted and are to be investigated thoroughly at interview. A shortlist of candidates for interview will then be drawn-up and agreed with the Head / DoFO / Manager, as appropriate.

9. The HR Department together with relevant staff will invite candidates to interview, request references, organise a programme of interview(s), safeguarding interview together with a tour, as appropriate. The HR Department will also request the "Criminal Declaration Form" from all shortlisted candidates prior to interview. Unsuccessful applicants will be notified, in batches, at the relevant stages of the recruitment process by the HR Department.

10. A set of questions and issues to be explored with each candidate is to be decided prior to interview. Follow-up questions may be asked at interview and these are likely to be different for each candidate.

11. Original copies of all qualifications (photocopies are not sufficient) are to be verified by the HR Department or the Safeguarding and Fees Administrator when short-listed candidates visit for interview and photocopies are to be taken. Identity and right to work is to be checked, a birth certificate is the preferred method, however a passport and/or driving licence is the secondary preferred route. Proof of address is to be checked against utility bills or similar documentation. A link to complete a DBS Enhanced Disclosure will be sent to the successful candidate by email for completion on line.

12. Candidates for all posts are to be interviewed formally usually by no less than two people one of whom will have completed the NSPCC online recruitment training or suitable equivalent. Interview and visit procedures will vary according to the post but may include a tour of the School, introduction to relevant employees and, in the case of teachers, might include teaching a lesson or taking an activity.

All employees conducting interviews are to keep a written record of the interview and the selection criteria used. A post interview meeting will usually be held to discuss the candidates. A written note of the safeguarding interview is to be kept by the employee(s) conducting the interview.

13. At least two written references are to be obtained direct from the referees, one of which should be from the current or most recent employer, where possible. References are to be requested in the appropriate form, which is to include specific questions regarding the suitability of the candidate to work with children. A job description and person specification is to be sent to all referees. References are to be requested for internal and external candidates. Whenever possible, references should be obtained prior to interview. All references which are received in writing must also be verified by telephone.

14. A Job Offer (prepared by the HR Department) cannot be made until the Safeguarding Interview has been undertaken. The relevant conditions / terms of the offer are to be approved by the Head/ DoFO, as appropriate.

15. Candidates will be contacted after interview, normally within 36 hours and a verbal provisional offer of employment will be made to the successful candidate. This candidate will be invited to respond verbally within 24 hours. If the provisional offer is accepted, a formal offer of employment is made in writing, but is subject to the following main conditions being met:

- Verification of identity and qualifications.
- The receipt of at least two satisfactory, verified written references.
- A satisfactory Enhanced Disclosure from the DBS and a check of the DfE's Children's Barred List and the Protection of Children Act List, as appropriate.
- The completion of a satisfactory medical questionnaire to provide verification of medical fitness for support staff and in accordance with DfE's Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training for teachers.
- For teaching posts, verification of professional status such as QTS status (where required), NPQH, etc., and (for those who obtained QTS after 7 May 1999) of successful completion of the statutory induction period. For registered nurses' verification of professional qualifications and registration with the Nursing & Midwifery Council (NMC). Nurses must be registered with the NMC to legally call themselves a registered nurse and work as a nurse.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance.
- DfE website for any prohibition – for teachers only.
- Satisfactory completion of the probationary period.

16. Once the candidate has accepted the position, the HR Department/Safeguarding and Fees Administrator are responsible for all pre-joining matters, including:

- DfE prohibition order for teachers and a section 128 check for managerial roles
- Enhanced Disclosure & Barring Service (DBS) including the Children's Barred List check
- Qualification documents (as appropriate)
- Overseas police check if the candidate has worked overseas in the last 5 years
- Letter of professional standing for teachers who have worked overseas
- Notifying the ICT Department (for iSAMS and equipment)
- Triggering a staff accommodation letter (where relevant)
- Obtaining the required references and verification
- Obtain Medical clearance
- Notify payroll
- Notify existing staff
- Induction process
- Child Protection Training
- Fire Safety Training

If at any stage, any matters arise (including disclosures, reference concerns), these are to be immediately brought to the attention of the Head of HR.

17. All interview records (both hard copy and electronic) are securely filed for 6 months after which those for unsuccessful candidates are to be destroyed unless an agreement is reached with the candidate for those records to be retained in the talent pool which are held for a maximum of 5 years'.

18. A new Disclosure application will be completed for all new employees, (unless they are signed up to the update service and can produce their Enhanced DBS certificate).

19. The School's normal procedures are that an employee can only start once the DBS has been obtained and viewed by HR/Fees and Safeguarding Administrator. Only the Deputy Head/DSL (the Senior Employees with Safeguarding oversight) can authorise a start where a Children's Barred List check has been obtained and it is considered that, together with an appropriate Risk Assessment / agreed controls, it is appropriate for employment to commence.

20. When the DBS has been confirmed, the HR Department/Safeguarding and Fees Administrator is responsible for inspecting (and recommending the same) the certificate which will have been issued direct to the individual.

21. The HR Department will issue the Contract of Employment on/prior to the first day of employment.

### **Application and recruitment process explanatory notes**

22. Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms, although should be included to support the application if provided. Application forms can be submitted at a later stage if appropriate for the role.

23. Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. The job description will provide detailed information.

24. The successful candidate will be required to complete an application for an Enhanced Disclosure from the Disclosure & Barring Service (DBS).

25. For teaching and some other posts, references will be sought for short-listed candidates and the School may approach previous employers for information to verify particular experience or qualifications before interview. The School would seek permission and to be sensitive about approaching previous or current employers before interview.

26. For those currently working with children, on either a paid or voluntary basis, the current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time-expired). They will be asked whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. Those not currently working with children but who have done so in the past will have the past employer asked about those issues. Where neither employment has involved working with children, the current employer will still be asked about the candidate's suitability to work with children.

27. The provision of false information is an offence and could result in the application being rejected or summary dismissal if the candidate has been selected and possible referral to the relevant authority, as shown in the Child Protection Policy (the police and/or DfE's Children's Safeguarding Operation Unit).

## **The interview**

28. Interviews for short-listed candidates will be conducted in person and the areas which it will explore will include suitability to work with children.
29. The interview will normally be conducted by a panel which will normally include a senior employee and/or an employee who has been trained under the NSPCC on-line training programme or equivalent.
30. The interview will also explore the candidate's suitability for the post in question.
31. Questions asked of each candidate will follow a common pattern but follow-up questions may require to be tailored to the response given to the initial question.
32. All candidates invited to interview must bring the documents specified 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 from the awarding body.

## **Recruitment of ex-offenders**

33. The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. If the candidate has a criminal record this will not automatically debar him or her from employment within the School; each case will be decided on its merits. It should, however, be recognised that posts in the School are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
34. Candidates should be aware that a failure to disclose information or the provision of false information is an offence and could result in the application being rejected or summary dismissal if the candidate has been selected and possible referral to the relevant authority (the police and/or DfE's Children's Safeguarding Operation Unit).
35. It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School.
36. In the event that relevant information is volunteered by a candidate during the recruitment process or obtained through a Disclosure check, the School will carry out a risk assessment related to this information.
37. If a candidate wishes to dispute the information obtained through a Disclosure he or she can do so by contacting the DBS direct. In cases where the candidate would otherwise be offered a position were it not for the disputed information, the School will, where practicable, defer a final decision about the appointment until the candidate has had a reasonable opportunity to challenge the Disclosure information.

## **Retention of records**

38. The School's policy is to follow the guidance issued or supported by the DBS on the use of Disclosure information. In particular the School will store Disclosure information and other confidential documents issued by the DBS in locked, non-portable containers, access to which will be restricted to HR and members of the senior management. Information will not be retained longer than necessary. The School will retain information of the date of Disclosure, the name of the subject, the type of Disclosure, the position in question, the unique identifier number and the decision taken. Destruction of material will be by secure means and Disclosure

information will not be copied or scanned to any third party. The School complies with the provisions of the DBS Code of Practice, a copy of which is available on request.

39. If a candidate is appointed, the School will retain any relevant documentation provided on the application form (together with any attachments) on their personnel file. If the application is unsuccessful all documentation relating to this will normally be retained for six months and then destroyed unless it is agreed they may be retained within the talent pool, which are held for a maximum of 5 years'.

### **Queries**

40. Any questions about employment at Barrow Hills School should be directed to the HR Department.