



Recruitment Policy

Name of Policy	Recruitment Policy
ISSR	Part 4: Suitability of Staff, Supply Staff and Proprietors
Reviewed by	Alleyn's Governing Board
Author/SMT	Mr DJM Wicksteed, Head of Human Resources
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INTRODUCTION

Alleyn's School places great value on appointing individuals who will embrace the vision and values of the School in a manner which is fully consistent with our safeguarding responsibilities. Safeguarding sits at the heart of our recruitment activities and offers of employment will not be made or will be withdrawn where outstanding concerns remain. Staff appointed to the School should be prepared to contribute fully to School life.

AIM

The aim of this policy is to outline the process by which staff are appointed and to support those involved in recruitment and selection by highlighting legal requirements and best practice. The policy is to be read in conjunction with the Safeguarding Policy & Child Protection and the Equal Opportunities Policy, as well as the Government Document Keeping Children Safe in Education (KCSiE). Every effort will be made to ensure that the content of this policy remains consistent with KCSiE, however where any discrepancy exists then KCSiE will take precedence.

SCOPE

This policy applies to all appointments made at Alleyn's School including Alleyn's Junior School (both teaching staff and support staff).

This policy does not necessarily apply in full to the appointment of agency staff or contract staff (i.e. staff who are not employed directly by the School). However, agency and contract staff will still be required to meet safeguarding requirements and undertake appropriate safeguarding training. Moreover, colleagues are reminded that KCSiE does

apply to agency and contract staff and any appointments of this nature must be made in line with that instruction/guidance.

RECRUITMENT & SELECTION

a. Identifying the need for a new staff member

This will normally be the responsibility of the Head, Junior School Head, the CFO or the COO. The circumstances which give rise to the need for a new staff member will vary (e.g. resignation, new role, etc.) and it is important to ensure the job-design (duties, working-hours, salary etc.) is appropriate, including when considering a like-for-like replacement.

The successful completion of this role will result in the production of an appropriate job description (including person specification) and advert.

At this stage it will be crucial to consider the safeguarding implications of the appointment. Will the role-holder be working closely with children and/or does the role include pastoral responsibilities? If so, how will potential candidates be made aware of these and how will their attributes and sympathies be appropriately measured/tested? By considering these questions at the earliest opportunity we can ensure that they receive the appropriate thought. These requirements should also be recorded within the job description.

b. Advertising

All posts (with the exception of roles advertised only internally) are advertised on the School website. It will be the responsibility of the Head, Junior School Head, the CFO or the COO to decide where additional advertisements should be placed, if appropriate.

Generally speaking roles will be advertised for around two weeks and candidates will be encouraged to contact the School if they have any questions.

Adverts and job descriptions will clearly set out the School's safeguarding responsibilities and the requirement for the successful candidate to undergo an enhanced DBS check and other enquiries. The following wording will normally be used:

The 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 be subject to an enhanced DBS check. Please note this role is exempt from the Rehabilitation of Offenders Act 1974.

Alley's welcomes applications from all applicants who meet the requirements for the position, however we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.

Applications are made using the School's standard application forms (as required by KCSiE). CV's sent without the application form will not be considered.

Roles will also be advertised alongside the Explanatory Note on the Application and Recruitment Process. This sets out the application process, the checks that will be carried out and the actions the School will take when it receives an application from a person found to be on the Children's barred list, and/or to have provided dishonest information, and/or where serious expressions of concern are raised with regards to their suitability to work with children. Roles will also be advertised alongside the School's Policy on the DBS Barred List and the Recruitment of Ex-Offenders.

c. Shortlisting

Shortlisting will always be carried out by at least two individuals. The shortlisting panel will work through each application in order to identify evidence of the skills, qualifications, knowledge, characteristics, experience etc.

which match the job description. They will also look for inconsistencies and gaps in employment. Shortlisted candidates are contacted by telephone and invited to interview.

The shortlisting panel will also look for any areas of concern (from a safeguarding point of view). This might include gaps in employment, an erratic career history, a failure to provide expected/appropriate referees, a failure to complete the safeguarding declaration etc. Shortlisted applicants will be asked to complete a separate self-declaration regarding their criminal record or any information that would make them unsuitable for teaching. This declaration will need to be signed by hand. Where an electronic signature is provided the candidate will be required to hand sign at interview.

The HR Department will carry out an online check of shortlisted candidates' common social media profiles, alongside a web search to help identify any areas of concern.

All applicants not shortlisted are contacted by e-mail or post to acknowledge and thank them for their application.

d. References

References are normally requested in advance of interview so that areas of concern from the referee may be explored at interview. (Where the selection process involves two rounds of interviews, references will normally be sought after the first round.) Where references are collected after interview then these are reviewed on receipt and the successful applicant will be requested to return to the School if any areas of concern are found. References will request the referee to state whether or not the candidate should be employed to work with children and whether or not the candidate is involved in extremist activity. They should also be answered by the referee fully and areas of concern or ambiguity followed up. Referees should be suitable in terms of their position/seniority and taking into account the applicant's work history (one referee should be the applicant's most recent employer and one will need to be from where the applicant last worked with children).

(Verbal references will not normally be accepted. However, if these are provided then detailed notes will be kept, dated and signed. A full written reference should be expected in due course. Open references or references provided by the applicant cannot be accepted.)

The source of references, especially those received electronically should be examined (to ensure they are not sent by the applicant or a third party).

Any areas of ambiguity will be checked, including if there are doubts around where the references have been sent from. Moreover, information in references should align with that provided in the application form.

e. Interviews

Applicants invited to interview are treated as (supervised) visitors during the interview process.

The interview process is designed to be proportionate to the role being appointed to. Teaching staff will normally have an interview with the Head and at least 2 of the Deputy Heads. They will have a separate interview with the CFO. They will also meet with the Head of Department and departmental colleagues and will normally be required to teach a lesson. In the case of senior appointments, the interview process will normally also include one or more written exercises.

The process for support staff will be more flexible but will usually consist of an interview with the Head of Department and the CFO/COO/Member of HR as a minimum. Deputy or Assistant Heads may be invited to

assist in the appointment of academic support staff, such as Technicians. Work-related tests will be used where appropriate. Where possible interview panels should reflect the diversity of the School community.

All interview processes will include an interview with a staff member who has undertaken Safer Recruitment in Education training. It will be their responsibility to test the candidates' understanding of and sympathy towards working within the School's safeguarding policy. The Senior Deputy Head/Deputy Head (Personnel & Administration), Junior School Head, the CFO, COO or a member of HR (as appropriate) have responsibility for checking the interviewee's career history ensuring any gaps are accounted for and explained. Any declarations given by shortlisted applicants will be discussed at interview by the interviewer responsible for asking safeguarding questions. The details of the person responsible for safer recruitment during the interview process will be recorded on the SCR.

The safeguarding interview will include questions on:

- Motivation for applying and/or working with children
- Exploring the applicant's experience of working with children
- Probing gaps in employment or frequent changes of address

Concerns/red flags will include:

- A view that adults and children are equal
- A lack of awareness over the vulnerability of children
- An inadequate understanding of appropriate boundaries between adults and children
- Any indicators of negative safeguarding behaviours

Answers provided during the interview should be considered alongside the application form, qualifications and references to ensure there are no discrepancies.

Evidence of qualifications relied upon as part of the application process should be brought to interview to be checked.

Notes will be kept of each interview and a debrief (involving all staff involved in the process) will normally take place as soon as possible after the departure of the final candidate.

f. Appointment

Appointments will normally be made by the Head, the Junior School Head or the CFO/COO (or the Head of HR under the instruction of the CFO/COO). This will involve an initial telephone conversation but will be followed up by letter. In both instances the successful candidate is reminded that the offer is subject to all outstanding safeguarding checks.

Unsuccessful interviewed candidates are normally informed by telephone in the first instance.

g. Safeguarding & Communication

Safeguarding training is provided to new staff on the first or second day, and always before contact with children is allowed. Senior School Teaching Staff receive this from the Designated Person, Junior School Staff are trained by the Junior School Deputy Head, and Senior School Support Staff are trained by the HR Department. It is the responsibility of the person administering the DBS certificate to ensure that a safeguarding induction takes place including provision of KCSiE part 1.

It is the responsibility of the Personnel Administrator, the HR Administrator and the Junior School Head's PA to ensure the relevant reassurances/documents are collected regarding safeguarding. Once these are all

available the file will be passed to the Head of HR who will provide a second check that these are in order. Once this check is completed the staff member may be added to the Single Central Record by the HR Department and a start date agreed. Ideally there will be a gap of at least one week between the individual being added to the Register and the person starting work.

The HR Department will also communicate with the School Community (IT, Timetabling, Security etc.) about the new staff member's arrival.

In cases where a potential staff member's DBS certificate is delayed and there is an operational need for the staff member to begin work the following will apply:

- The Head of HR will ensure all other documentation is present and that all other checks are completed. In particular it will be necessary to ensure a separate barred list check is complete.
- The Head of HR will (in partnership with the staff member's line manager/HoD) prepare a risk assessment. This risk assessment will include a suitable level of supervision and may place restrictions on the individual's movement or activities. This risk assessment will be signed off by the Head (Senior School teaching staff), the Junior School Head (Junior School staff) or the CFO/COO (Senior School support staff). A further risk assessment will be assessed/signed off every 2 weeks until the DBS is returned.
- The individual to whom the risk assessment relates will be informed of the assessment and the reasons for putting it in place.
- A note of this arrangement is recorded on the Single Central Register and evidence of the risk assessments will be retained on the individual's personnel record.

The Single Central Record is reviewed at the beginning of each new term by the Head, the Senior Deputy Head, the Deputy Head (Personnel & Administration), the Junior School Head, the CFO and the COO. All new entries are carefully scrutinized at this meeting.

Probationary periods are reviewed at the appropriate point by the Head, Junior School Head or the CFO/COO/Line Manager.

h. Accessing ICT in advance of starting employment

Where it is helpful and appropriate for a teacher to have access to School ICT then he/she will be given access to the Hub (not read only), School e-mail, and school folders in advance of starting employment provided that all safeguarding checks (necessary before commencing employment) are completed, and the appropriate ICT AUP signed.

i. Employing Individuals with a Disability

The School welcomes applications from individuals who identify themselves as having a disability (as described under the Equality Act 2010). Individuals will be provided with appropriate assistance in the selection/interview process and the School will make reasonable adjustments to ensure this and to allow candidates with a disability to work at the School. The Head of HR will liaise with external agencies where appropriate.

j. Disclosure & Barring Checks

Please also refer to the separate DBS Barred List & Recruitment of Ex Offenders Policy.

The School recognises that the DBS provides Basic Checks, Enhanced Checks and Enhanced Checks with information from the Children's barred list. In almost all instances the School will require (and will only accept) an Enhanced Certificate with information from the children's barred list since staff will be engaged in regulated activity.

Where a DBS disclosure is delayed, and there is an urgent need to start the individual (i.e. due to operational needs), then the staff member may begin work subject to a separate Barred List check and a risk assessment. The risk assessment must be reviewed every 2 weeks, and once the DBS is received. The risk assessment will be signed off by either the Head, the Junior School Head, the CFO or the COO.

Please note that confirmation of a DBS certificate via an umbrella organisation is not sufficient (but may be taken into account when drafting the risk assessment).

Usually the School will require a new DBS check to be carried out on new staff. However, where a person has an enhanced DBS certificate, with children's barred list check, and this is registered with the DBS update service, then the School may (subject to permission from the individual) check the validity of the certificate online, and rely on this. Please note that in these instances the original DBS certificate must be presented, alongside the usual ID documentation.

Technically a school may rely on the DBS obtained at another school, if the person has worked at the other school within the last 3 months. In this instance a separate Barred List check must be carried out. This is known as the portability or three-month rule. The School does not tend to use the portability/three month rule and ordinarily will carry out a new check on all new staff (unless they have a relevant certificate registered with the Update Service).

k. Overseas Police Checks

Where a successful applicant has spent a significant period of time overseas, the School will carry out an overseas police check in addition to the DBS or request confirmation from the previous employer that an overseas check has been made. In determining what constitutes *a significant period of time* the School will refer to the guidance offered by the NSPCC, KCSiE as well as other relevant factors. The overseas police check will be recorded on the single central register.

In most instances the School will follow the standard guidance provided by the NSPCC which states that checks should be obtained where a person has spent 3 months or more overseas within the last 5 years.

The School uses a third party, CBS to carry out overseas police checks.

l. Identity Checks

Valid identity documents **must** comply with the DBS identity checking guidelines, which can be found at:

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-1-july-2021-group-1-primary-identity-documents> and **must include:**

- one document from Group 1 (to include the birth certificate where this is available); and
- two further documents from either of Group 1, Group 2a or Group 2b, one of which must verify the applicant's current address.

m. Right to work in the UK

The successful applicant must verify his/her right to work in the UK regardless of nationality/place of birth as set out in the guidance from the Home Office/UKVI.

UK citizens must provide their passport **or** for those without a passport a UK birth certificate along with an official letter or document from a government agency e.g., HM Revenue and Customs, Department for Work and Pensions, or a previous employer, showing their name and National Insurance number.

Non-UK nationals will require documentation according to their individual circumstances and as such will be subject to the requirements of the Home Office Right to Work Checking Service: <https://www.gov.uk/check-job-applicant-right-to-work>

For both UK and non-UK nationals, copies of all original documentation will be taken and kept in the individual's personnel file.

n. Declaration of Medical Fitness

The successful applicant will be required to confirm their medical suitability/fitness through one of:

- 1) A self-declaration form – this will normally be used for temporary appointments, those working casual contracts or where there has been a delay in receiving confirmation through another route.
- 2) A letter from the staff member's GP – this will normally be the preferred route for teaching staff
- 3) Written confirmation from a third party such as an OHP or the School's doctor – this will normally be the preferred route for operational staff.

Where a concern is raised then this will trigger a supportive conversation between the applicant and HR. This will take into account the nature of the concern, the role to which the person has applied, the School's duties and responsibilities (including those under the Equality Act) and any support mechanisms that may be available (including referral to an OHP).

o. Verification of Qualifications

Qualifications relevant to the applicant's appointment should be viewed and signed copies retained on file. In addition teaching staff member's QTS should be verified online using the DfE Teachers' Services – Employer Access website.

p. Prohibition from Teaching

It is a statutory requirement that a Prohibition from Teaching check must be made for any individual in the school engaged in teaching duties. Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:

- Planning and preparing lessons and courses for pupils
- Delivering and preparing lessons to pupils
- Assessing the development, progress and attainment of pupils
- Reporting on the development, progress and attainment of pupil

The school uses the Teaching Regulation Agency Employer Access service to check whether successful applicants are the subject of a prohibition order or interim prohibition order issued by the Teaching Regulation Agency.

The check is undertaken for all individuals involved in teaching work of any kind, whether qualified teachers or not e.g. sports coaches, teaching assistants, peripatetic staff.

The school recognises that a prohibition from teaching order may not last indefinitely and that professional conduct panels do not always impose sanctions on the subject of the hearing. In order to fully assess the

suitability of an applicant, the school considers it important that all such information is made available during the recruitment process and requires all candidates to declare such information.

Where an applicant is not currently prohibited from teaching, but has been the subject of a professional conduct hearing whether that resulted in the imposition of a sanction, or where a sanction has lapsed or been lifted, the school will consider whether the facts of the individual case render the applicant unsuitable.

q. Prohibition from Management

The school is required to check whether applicants appointed to management positions are subject to a Section 128 Direction; a direction made by the Secretary of State under s.128 of the Education and Skills Act 2008 barring individuals from taking part in the management of an independent School.

The School considers all members of the Senior Leadership Team and Senior Management Team including Operational Staff to be involved in the management of the school. Heads of Academic Departments will also be subject to this check.

All governors are also subject to a Prohibition from Management check.

Where a member of staff is promoted internally to a management position, then the School will check that the member of staff is not subject to a Section 128 direction prior to the promotion taking effect.

r. Disqualification under the Childcare Act 2006

This applies to staff working in the EYFS and those involved in childcare for children under the age of eight in before and after school settings, and to those who are directly concerned in the management of that childcare. It concerns how people can be disqualified under the Childcare Act 2006.

The school must not knowingly employ people to work in childcare or allow them to be directly concerned in its management, if they are 'disqualified' from childcare.

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- The school has taken the decision that it requires all members of staff to sign a Disqualification Declaration Form, which is reviewed annually, confirming that they are not disqualified from working under the Childcare (Disqualification) Regulations 2006.

s. Governors, SMT & HoD's

Governors, SMT and HoD's are subject to a section 128 check. This will be carried out through the DBS check and is relevant for those appointed since September 2015.

t. TUPE

In the event of a TUPE transfer – all relevant information (regarding safeguarding) will move from the transferor to the transferee and a note made on the single central register to this effect. It will be the transferee's responsibility (as the new employer) to ensure all the information is present, accurate and valid.

u. Supply Staff

Where the School uses supply staff it will seek confirmation that all the relevant checks (as per staff employed directly by the School) are complete. Moreover a copy the enhanced DBS must be provided to the School and a separate identity check carried out. All of this will be recorded on the single central register. It will also be necessary to ensure the agency worker's DBS is less than 3 months old or that the agency worker has worked in a school within the previous 3 months.

v. Governors

Governors are subject to the same checks as employed staff members since they may need to access the site and carry out unsupervised work. Checks are carried out by the Clerk to the Governing Body and reported back to the Head of HR. Checks are carried out before appointment or as soon as possible thereafter.

w. Student Teachers

Student Teachers (provided via a university or SCITT scheme) will normally have had checks completed by their providing body. However, the School will ensure this is confirmed in writing (together with their suitability to work with children) and that a sperate ID check is completed by the School.

x. Contractors & Self-Employed Staff

Contractors who have not been subject to a DBS check may not work unsupervised during term time.

Self-employed staff are, for the purposes of safeguarding, treated in exactly the same manner as employed staff. The only exception to this will be if their work provides no access to children or access to data regarding children e.g. where a person is only working off-site on a project not directly related to children.

SAFEGUARDING CHECKS (carried out and detailed on the Single Central Record)

Check:	Applies to:	When:	Recorded:
ID (e.g. passport, driving licence etc.)*	Must be checked by the School, in respect of all staff including those appointed through an agency.	Before the person starts work.	Signed copies of documents retained on personnel file. Recorded on SCR.
Address*	All staff appointed directly by the School – a record is kept of the address of agency staff, which must have been checked by the employing agency and confirmed in writing.	Before the person starts work.	As above. Recorded on SCR.
Date of Birth*	All staff appointed directly by the School – a record is kept of the date of birth of agency staff, which must have been checked by the employing agency and confirmed in writing.	Before the person starts work.	As above. Recorded on SCR.
Qualifications	All staff working in a role which requires the qualification as a pre-requisite and all teaching staff. For agency staff this is checked by the agency and confirmed in writing.	Before the person starts work.	Signed copies of qualification certificates retained on personnel file. Recorded on SCR.
Enhanced DBS Check including a check under section 142.	All staff appointed directly by the School in regulated activity – a record is kept of the DBS certificate number and print date for agency staff, which must have been checked by the employing agency and seen by the School.	Before the person starts work, except in extenuating circumstances where one or more temporary risk assessments may be used subject to the agreement of the Head, The Junior School Head, the CFO or the COO.	Recorded on SCR.
Barred List (previously List 99)	All staff including agency staff. This will always be carried out by the School.	Before the person starts work.	Recorded on SCR.
Application Form	All staff. Agency staff will normally present a CV in the first instance and be required to complete an application form prior to appointment.	Before the person starts work.	Retained on personnel file. Recorded on SCR.

References (at least 2)	All staff appointed directly by the School – a record is kept of this check for agency staff, which must have been carried out by the employing agency and confirmed in writing.	Before the person starts work.	Retained on personnel file. Recorded on SCR.
Right to work in the UK	All staff appointed directly by the School – a record is kept of this check for agency staff, which must have been carried out by the employing agency and confirmed in writing.	Before the person starts work.	Signed copies of documents retained on personnel file. Recorded on SCR.
Medical Suitability	All staff appointed directly by the School – a record is kept of this check for agency staff, which must have been carried out by the employing agency and confirmed in writing.	Before the person starts work.	Retained on personnel file. Recorded on SCR.
Prohibition Orders	All teaching staff. Agency (teaching) staff will also be checked by the School.	Before the person starts work.	Recorded on SCR.
Check under Section 128	Governors, SMT and HoD's. Checked via the DBS where "Child workforce Independent School" is entered in box 61 of the DBS form, or via the NCTL website.	Before the person starts work.	Recorded on SCR.
Overseas Police Check	All those who have lived or worked outside the UK for 6 months or more within the last 5 years.	Before the person starts work.	Recorded on SCR.
Safeguarding Induction	All staff.	On first day of work, or before, or before contact with children.	Recorded on SCR.
Safeguarding Interview	All employed staff.	Before offer of appointment made.	Recorded on SCR.

* Please note these checks are normally required in order to undertake a DBS and therefore will normally have been carried out immediately/soon after an offer of employment is made.

The Single Central Register contains records for all current staff, and volunteers, supply staff and those employed by third parties who have regular contact with children.

This policy is reviewed termly by the Designated Safeguarding Deputy Head and Governor.

