



**FARNBOROUGH HILL**  
WHOLEHEARTEDLY

## **RECRUITMENT, SELECTION and DISCLOSURES POLICY and PROCEDURE**

The Recruitment, Selection and Disclosures Policy and Procedure herewith refers and applies to staff directly recruited and employed by the School. In the Education (Independent Schools Standards) (England) Regulations 2014, staff are defined as:

*Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer.*

It is Farnborough Hill's policy to ensure that its recruitment and selection procedures focus on the abilities and aptitudes of all candidates for the post so that the School appoints the candidate who most closely meets the requirements of the job and is suitable to work at Farnborough Hill. The School aims to recruit staff that share and understand its commitment and to ensure that no applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All applications will be dealt with via published timescales and with courtesy, respect and sensitivity in line with the School's ethos of a Christian, caring community. Applicants will be properly informed via letter or email of the progress of their applications. Farnborough Hill is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All recruitment and selection procedures adhere to the legislation regarding Child Protection and Safeguarding and the School's policies on these. (See KCSIE 2018). A policy statement to this effect will be published on all relevant literature e.g. advertisements.

The School will make candidates 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. Candidates for employed posts will receive a Job Description and Person Specification for the role for which they applied.

Checks will be made of previous employment history to ascertain satisfactory reasons for any gaps in employment. These checks will then be checked against references and any discrepancies discussed with the candidate.

As the position for which candidates are applying involves substantial opportunity for access to children, it is important that applicants provide the School with legally accurate answers. Upfront disclosure of a criminal record may not debar a candidate from appointment as the School shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Information should be submitted in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or Bursar. If candidates would like to discuss this beforehand, they are asked to please telephone in confidence to the Head or Bursar for advice.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including

support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

If the candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and 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.

If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the School will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the School may request character references which may include references from the candidate's school or university.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS.

## **Procedure**

### **Advertising the Position**

All permanent and temporary teaching posts will be advertised unless the position:

- is suitable for an internal redeployment
- is suitable for a returning member of staff
- is suitable employment for an existing member of staff who is no longer able to carry out the principal duties of his/her present job because of disability

Vacant posts for teaching and support staff will be advertised in a manner likely to bring them to the notice of persons who are qualified to fill them. For internal positions of responsibility, the post will be raised at staff briefing and posted on the staffroom noticeboard. In its advertisements, the School will make the nature of the job clear and what experience, qualifications and qualities are required. The School's commitment to safeguarding and promoting the welfare of children will be clearly stated in all advertisements. The information the School requires from applicants will be specifically set out and be relevant to the post. The School will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

All applicants for externally advertised posts will be provided with the following information via the website:

- Details of the post including a job description and the closing date
- Details of the qualifications, experience and attributes sought in candidates
- An application form (electronic);
- Details of the School
- CISC leaflet on the nature of Catholic schools

### **Short-listing for Interview**

Short-listing is focused on the requirements of the job description. Short-listing decisions are made on the basis of information provided in the application form measured against the job description. Only those qualifications which are important to the job will be established as criteria for selection. These may include education and professional qualifications, experience and relevant attributes for the

post. Shortlisting is carried out by the Head or Bursar and at least one other member of staff e.g. a Deputy Head or a Head of Department.

Farnborough Hill is an equal opportunities employer, operating in accordance with the Equality Act 2010, and no candidates will be rejected on the basis of a protected characteristic – age, gender/gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion, sex or sexual orientation or disability (in as much as the nature of the School building allows), trade union membership or non-membership or on the basis of a spent conviction.

All applicants invited to an interview will be treated equally and the interview will be influenced by the same principles of objectivity and fairness that have been applied since the start of the process.

### **The Interview**

The interview will focus on each applicant's skills and knowledge relevant to the post. The interviews for teaching posts and related positions of responsibility will normally be conducted by the Head, a Deputy Head and the Head of Department, as appropriate. There will be someone trained in Safer Recruitment on every interview panel. Interviews for Heads of Department, or more senior positions, will be conducted by the Head, a Deputy Head and a Governor whenever possible. Interviews for support staff will normally be conducted by the Head or Bursar, or suitably designated members of staff. The Head and the Bursar have both been trained in Safer Recruitment.

All candidates will be asked questions about their attitude towards children and young people and their ability to support the School's agenda for safeguarding and promoting the welfare of children. The interview will seek to identify the strengths and weaknesses not apparent from the application form and to probe any inconsistencies or detail submitted by the applicant, including any chronological gaps. The interview will also provide opportunities for the candidate to be given information and ask questions about the post.

Candidates will always be given a tour of the School and shown the area in which they will work. For teaching posts, candidates will be required to be observed teaching a lesson, details of which will have been provided by the appropriate Head of Department. For non-teaching posts, appropriate tasks may be set as part of the selection process. Questions about an applicant's disability will not be asked at interview except to establish what, if any reasonable adjustments might be needed to enable the applicant to meet the job requirements. Questions about marital status, dependants and family plans will not be asked at interview, unless relevant to position e.g. resident on site. Nor will any health-related questions unless they are specifically related to an intrinsic function of the work. Notes taken by interviewers are retained for a minimum period of three months but no more than one year for unsuccessful candidates. The School reserves the right not to give feedback to unsuccessful candidates.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

### **Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received);
- Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
- A satisfactory Enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
- For a candidate to be employed as a teacher, a check that the candidate is not subject to a prohibition order issued by the Secretary of State. 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 pupils;
- Verification of professional qualifications, where appropriate;
- Verification of successful completion of statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999);
- Where the successful candidate has worked or been resident overseas such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered;
- Satisfactory medical fitness (Health Questionnaire);
- Where the successful candidate will be taking part in the management of the School, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Leadership Team and teaching Heads of Department;
- For a candidate that has lived or worked outside the UK, an EEA check using the NCTL Teacher Services system for information about any teacher sanction or restriction.

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, layout of the School.

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

### **References**

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which 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 referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend. All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title/duties, reason for leaving, reliability and performance, and 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.

The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

N.B. In line with the Equality Act (2010) no information regarding absence from work due to illness will be sought from a referee until after the position has been offered to a candidate.

If the candidate does not wish the School to take up references in advance of the interview, they should notify the School at the time of applying.

### **Criminal Records Policy**

The School will refer to the Department for Education ("DfE") document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request or accessed here:<https://www.gov.uk/government/publications/dbs-code-of-practice>.

There are limited circumstances where the School will accept a check from another educational institution which are as follows:

Where the new member of staff ("M") has worked in:

- (a) A school or a maintained school in England in a position which brought M regularly into contact with children or young persons;
- (b) A maintained school in England in a position to which M was appointed on or after May 2006 and which did not bring M regularly into contact with children or young persons; or
- (c) An institution within the further education sector in England or in a 16 to 19 Academy in a position which involved the provision of education or which brought M regularly into contact with children or young persons, during a period which ended not more than three months before M's appointment.

In these circumstances the School may apply for a disclosure but is not required to do so. A new, separate barred list check will be obtained.

### **DBS Update Service**

Where an applicant subscribes to the DBS Update Service the applicant must give consent to the School to check there have not been changes since the issue of a disclosure certificate. A barred list check will still be required.

### **Employment whilst awaiting the outcome of a DBS check**

Very occasionally an employee may be needed to start work before the outcome of the full DBS check is known. This might be for supply teaching to cover an unexpected absence or a replacement due to sudden ill health. If this is unavoidable the person will be subject to a Safeguarding Risk Assessment. This will be completed by their Line Manager and checked by the Bursar. The person will need to be chaperoned throughout this period and not left with pupils, unattended.

N.B. No person will be allowed to start employment without a minimum DBS Barred list check being received.

### **Retention and Security of Disclosure Information**

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS Certificates will not be retained for more than six months.

In particular, the School will:

- store disclosure information and other confidential documents issued by the DBS in a locked cabinet, access to which will be restricted to the Bursar and Finance Manager
- not retain disclosure information or any associated correspondence for longer than is necessary. In most cases, the School will not retain such information for longer than six months, although the School will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken

- ensure that any disclosure information is destroyed by suitable secure means such as shredding
- prohibit the photocopying or scanning of any disclosure information.

### **Queries**

If an applicant has any queries on how to complete the application form or any other matter, they should contact the person indicated on the advertisement. Unsuccessful interview candidates will be informed in writing after the School makes a conditional offer to the successful candidate.

All personal information received by the School during the recruitment process is securely stored in accordance with current data protection legislation. Recruitment records and information will only be held for the statutory period in which a claim arising from the recruitment process may be brought. Reimbursement of reasonable travelling expenses is at the discretion of the Head or Bursar.

### **Confirmation**

Once all the checks have been completed the offer of employment will be confirmed and a Contract of Employment will be issued. A health questionnaire will be issued to new staff so that medical needs can be assessed.

### **Agency or Contract Workers**

In the case of agency or contract workers, the School shall obtain written confirmation from the agency or company that it has carried out the appropriate checks. The School conducts identity checks on agency and contract workers on arrival in school and, in the case of agency workers which includes supply staff, the School must be provided with a copy of the DBS check for such staff.

The School will check with the relevant supply agency that the required checks have been carried out (identity, enhanced disclosure - renewed every 3 years, right to work in the UK, barred list/list 99, prohibition, qualifications, overseas checks plus in line with KCSIE two references, declaration of medical fitness, check of previous employment history. The Single Central Register shows these checks have been made and the School carries out its own identity check and has a copy of the disclosure.

In respect of contractors, unchecked contractors will under no circumstances be allowed to work unsupervised in school. The School will determine the appropriate level of supervision depending on the circumstances.

Any staff who TUPE transfer into the School's staff, will be required to undertake the statutory requirements with regard to safer recruitment checks. If staff are transferred under TUPE (gap of three months or less and information complete) information will be passed to the new employer and a note made on the Single Central Register that details have been accepted under TUPE.

### **Policy on the Recruitment of Ex-Offenders**

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder,



manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the Disqualification under the Childcare Act 2006 (June 2016), whether by association, or otherwise.

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. The School will report the matter to the Police and/or the DBS if:

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of an applicant's application; or
- the School has serious concerns about an applicant's suitability to work with children.

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 School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter 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;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) 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 of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, 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.

This policy is reviewed and updated annually by the Head and Bursar.

The next review is due in January 2020.