



REDMAIDS'
HIGH SCHOOL
FOR GIRLS | BRISTOL

Staff Recruitment Policy

Please read in conjunction with the COVID-19 re-opening risk assessment published on our website

1. General

Redmaids' High School ("the School") is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people are our highest priority.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the School's Application Form and recruitment process must be directed to the Head's PA or the Director of Finance and Operation's (DFO) PA as appropriate.

An entry will be made on the Single Central Register for all current members of staff, governors and all individuals who work in regular contact with children including volunteers, supply staff and those employed as third parties who work at the School. All checks will be made in advance of appointment or, in limited circumstances described in section 8 below as soon as practicable after appointment.

It is the responsibility of the governing body to ensure that the School has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements, and to monitor the School's compliance with them.

It is the responsibility of the Head, the DFO and others to ensure that the School operates safer recruitment procedures, including the appropriate checks for all staff and volunteers, monitors contractors' and agencies' compliance and promotes welfare of children and young people at every stage of the procedure. Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

2. Scope of this policy

This policy applies to all staff, governors, volunteers, self-employed teachers and contractors. In respect of contractors, the School will check with the relevant supply agency that the required checks have been carried out. 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.

The School shall obtain written confirmation from the agency or company that it has carried out the appropriate checks - identity, enhanced disclosure, right to work in the UK, Barred List, prohibition from teaching and management, qualifications, overseas checks, two references, declaration of medical fitness, check of previous employment history. If staff supplied by an agency have lived outside the UK, the agency must have made additional checks for the appropriate countries, and the school must have written confirmation to that effect from the agency. 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 disclosure for such staff. The Single Central Register shows these checks have been made.

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, information will be passed to the new employer and a note made on the Single Central Register that details have been accepted under TUPE. Any missing information will be identified and addressed as soon as reasonably possible.

3. Recruitment and selection procedure

To ensure equality of opportunity the School will advertise all vacant posts to encourage as wide a field of applicants as possible.

All advertisements carry the following wording: "Redmaids' High School is committed to safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS)."

Wherever possible, existing employees will be invited to apply for promotion opportunities when a suitable vacancy arises.

Teaching posts are advertised internally, on the school website (<https://www.redmaidshigh.co.uk/about-us-a-brief-history-vacancies.aspx>), in the Friday Bulletin on ETeach, along with the appropriate documents for download, or in the Times Educational Supplement. Other posts will be advertised internally and in the local and national media or as otherwise appropriate for the role.

Applicants will be sent the School's Application Form, Staff Recruitment Policy, job description and additional information about the School. The Safeguarding and Child Protection policy, the Staff Recruitment policy, together with other policies, may also be downloaded from the School website.

4. Application Form

Applications will only be accepted from candidates who have completed the School's application form in full. CVs will not be accepted as a substitute and are disregarded.

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.

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 working in schools involves substantial opportunity for access to children, it is important that applicants provide legally accurate answers. Upfront disclosure of a criminal record may not necessarily debar a candidate from appointment as the School will 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 DFO as appropriate. If candidates would like to discuss this beforehand, they are asked to please telephone in confidence to speak to the Head or DFO for advice.

Any unspent convictions, cautions, reprimands or warnings must be disclosed to the School. However, amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

The successful applicant will be required to provide information so that an application for an enhanced disclosure can be made to the Disclosure and Barring Service ("DBS") for the position. Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare under the Disqualification under the Childcare Act 2006 (June 2016) which applies to those (a) providing care for children up to and including Reception age, (b) staff who provide childcare outside the normal school day for children who are above Reception age but under 8, and (c) those who are directly concerned in the management of either.

The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the school immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive. Staff and/or successful candidates who are disqualified from childcare may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the DFO for more details.

Failure to declare any convictions (that are not protected and 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.

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.

5. Invitation to Interview

The School will shortlist applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. Shortlisted applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail. Unsuccessful applicants will be informed in writing by the person managing the process.

Interviews will be conducted in person wherever possible. The same panel will see all the applicants for the vacant position. The interview process will explore the applicants' ability to carry out the job description and meet the person specification. At interview all candidates will be asked the same basic questions, prepared in advance by the panel, relating to the particular post being filled, including suitability for working with children in all cases. Supplementary questions will vary in each case.

Candidates for teaching posts will be required to undertake an observed lesson, details of which are sent in advance.

The School will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate at interview.

An interview panel will normally be constituted for each post, comprising two or more of the following: Head of the Senior School, Headteacher of the Junior School, DFO, Deputy Heads, Assistant Heads, Catering Manager, their designated deputies, Heads of Department, other senior staff and in some cases a Governor. At least one member of the panel will have undertaken safer recruitment training.

The Chair of Governors should chair the panel for Director of Finance and Operations/ Headteacher/Head appointments.

The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair(s) shall decide whether the Chair should withdraw from the panel.

All candidates invited to interview must bring documents 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 by the candidate from the awarding body.

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.

6. 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); (See below guidance on references)
- Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
- A satisfactory enhanced DBS check using the candidate's **original** identity documentation
- 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 successful completion of statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999);
- For all successful candidates who have worked or been resident overseas, including EEA recruits, a letter of professional standing will be requested. For EEA recruits, this is in place of the EEA check that was previously obtained through the TRA. Advice about which regulatory or professional body applicants should contact is available from the National Recognition Information Centre for the United Kingdom, UK NARIC.
- Confirmation that the successful candidate is not disqualified from providing childcare under the Disqualification under the Childcare Act 2006 (June 2016).
- 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 Management Team and teaching heads of department; this also applies to those staff promoted internally;
- Satisfactory medical fitness must be verified for 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. Applicants must complete the School's Health Declaration form and sign it to confirm that (i) they know of no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the post in question and (ii) that they understand that any offer of employment made by the School will be conditional on verification of medical fitness. This information will be reviewed against the job description and the person specification for the particular role. Redmaids' High 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, considering reasonable adjustments and suitable alternative employment.

7. References

The School will seek the references referred to in section 6 for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. References should always be from the candidate's current Staff Recruitment policy 20.21

Reviewed March 2021

employer and from a senior person with appropriate authority, not just a colleague. Any electronic references should be verified to ensure that they originate from a legitimate source. References will remain confidential.

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. The School will ask all referees if the candidate is suitable to work with children. The School will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate. If an applicant is appointed internally then suitability references will also be requested, where possible these should be from an external source. If this is not possible then internal references will be sought, particularly when colleagues from former employers are un-contactable due to passage of time.

8. Criminal Records Policy

The School will refer to the Department for Education 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 <https://www.gov.uk/government/publications/dbs-code-of-practice>.

DBS Update Service

Where an applicant subscribes to the DBS Update Service the applicant must give verbal/written consent for the School to carry out the online check via the Update Service to ensure that there have not been any changes since the issue of the disclosure certificate. A barred list check may still be required.

If disclosure is delayed

A short period of work is allowed under controlled conditions, at the Head/Headteacher's discretion. However, if an 'enhanced disclosure' is delayed, the Head/Headteacher may allow the member of staff to commence work:

- Without confirming the appointment
- After a satisfactory check of the Barred List if the person will be working in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily
- Provided that the DBS application has been made in advance;
- With appropriate safeguards taken (for example, appropriate supervision)
- Safeguards reviewed at least every two weeks by the Head/DFO as appropriate and
- The person in question is informed what these safeguards are.

The School adds a note to the Single Central Register and keeps evidence of the measures in place.

It is a condition of employment with the School that the original disclosure certificate is provided to the School within two weeks of it being received by the applicant, or as soon as reasonably practical. Original certificates should not be sent by post. A convenient time and date for seeing the original should be arranged with the DFO's PA as soon as the certificate has been received. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the School.

Enhanced Disclosures that contain information

Staff Recruitment policy 20.21
Reviewed March 2021

Where a DBS check shows a disclosure, a risk assessment will be carried out to decide whether the applicant should be appointed or not.

The factors considered are the relevance of the matter disclosed to the post, the seriousness, the length of time which has elapsed since, whether there is a pattern of behaviour giving concern, whether the applicant's circumstances have changed since, and the circumstances of the matter and explanation provided by the applicant. The risk assessment is carried out by the Head or Director of Finance and Operations who involves the Chair of Governors and the governor with special responsibility for child protection as appropriate. A signed, dated note summarising the outcome of the risk assessment is kept in the personnel file held by the Senior Head's PA or by the Junior Headteacher's PA. A note that there has been a risk assessment is made on the Single Central Register.

9. Retention and Security of Records

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 Policies, specifically the Information and Records Retention Policy. Copies of DBS certificates should not be retained for longer than 6 months but information regarding the issue number and date is retained separately.

10. Induction

Induction for teachers is carried out by the Assistant Head Staff and Operations in the Senior School and, in the case of support staff, by the appropriate person for the role. In the Junior School induction is managed by the Headteacher and Deputy Head. A new staff induction day for teachers is held during the summer term when staff are introduced to the pastoral and academic strands of the School and support staff are given an opportunity to spend time in their department.

All new members of staff are given access to school policies and procedures and made aware of how to access them electronically as part of the induction process. All new staff must read the School's Regulatory Policies, Codes of Practice, (including the Safeguarding and Child Protection Policy), Staff Handbook, Redmaids' High Safer Working Practice; Behaviour and Code of Conduct for Staff and Part 1 of Keeping Children Safe in Education. Teachers are also given access to information about students with additional needs. All new staff must confirm that they have read the documents and a copy of their confirmation is kept on file. New staff attend a child protection briefing with the Designated Safeguarding Lead or Deputy Safeguarding Lead and a Data Protection and cyber security briefing with the Compliance Officer.

11. Probationary periods

All new staff are subject to a probationary period during which their suitability will remain under review. They are required to familiarise themselves with the School's systems, policies and procedures at the beginning of this period and to raise any queries or concerns with their immediate manager or a more senior member of staff if necessary.

Appendix

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 Staff Recruitment policy 20.21

Reviewed March 2021

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).

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 at any stage of 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 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 or other driving related convictions.

Policy Review: this policy is monitored by the DFO, Assistant Head (Staff) and the nominated Governor. The DFO reports to the full Governing Body if there are any issues arising from any appointments made.

References:

DfE Statutory Guidance 'Keeping Children Safe in Education', September 2020:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Reviewed March 2021
Mark Marshall/Tom Johnston/Rosemary Heald
Review date January 2022