



### 1. Introduction

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. This policy should be read in conjunction with the EDI in Recruitment policy.

All queries on the School's Application Form and recruitment process must be directed to the Head's Executive Assistant, the or the HR Officer as appropriate.

An entry will be made on the Single Central Register (SCR) 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 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 and ISI guidance and legal requirements, and to monitor the School's compliance with them.

It is the responsibility of the Head/Headteacher, the Chief Operational Officer (COO) 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.

Day-to-day recruitment and selection for Senior teaching roles is led by the Deputy Head, Academic and for junior teaching roles, the Junior School Headteacher. The Chief Operating Officer has responsibility for support staff recruitment. Visiting teachers are recruited by the Head of Departments.

The School does not use artificial intelligence software as a decision-making tool at any stage of the recruitment process, including in respect of external and internal applications and promotion proposals.

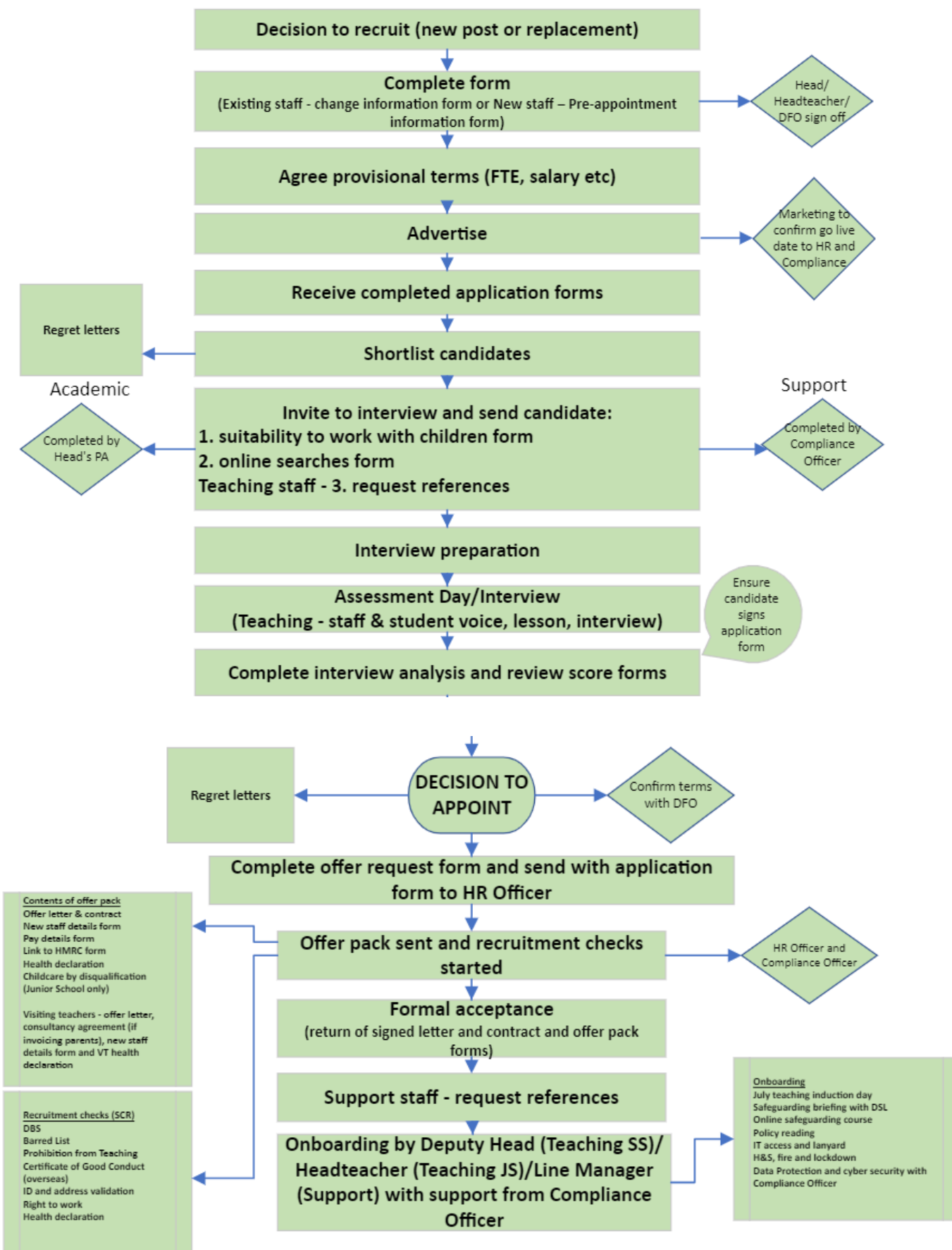
## 2. Scope of this policy

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

#### HR Recruitment Process



#### 4. Advertisement of vacancies

All advertisements must carry the following wording:

*"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. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The safeguarding responsibilities of the post include: [list the safeguarding responsibilities of the post as per the job description and person specification]. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."*

All vacancies are normally advertised internally; on the School website and, in the Friday Bulletin. Posts will be advertised in the local and national media, job sites or as otherwise appropriate for the role.

Applicants will be provided with the School's Application Form, Staff Recruitment Policy and Job Information pack, which includes a job description and person specification. The Safeguarding and Child Protection policy, together with other policies is available on the School website.

#### 5. Shortlisting and suitability to work with children

Applications will only be accepted from candidates who have completed the School's Application Form in full and have provided a covering letter. CVs will not be accepted as a substitute and are disregarded.

Shortlisted applicants will be required to complete a self-declaration form prior to interview in which they will be asked to provide information about their criminal records history and other factors relevant to their suitability to work with children. This information will be considered and discussed with applicants at interview. If candidates would like to discuss this beforehand, they are asked to telephone the Head/Headteacher or COO for a confidential discussion.

Shortlisted candidates will be asked to complete an online search form prior to interview. Candidates are required to provide information about social media and professional networking sites handles and details of any websites on which the applicant is featured or named. Applicants are not required to provide account passwords or to grant the School access to information that is not publicly available. An online search will be carried out by the School. Any information of concern will be discussed at interview. For further information, refer to the online searches code of practice.

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

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 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 their suitability to work with children must notify the School immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings they 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.

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 will shortlist applicants according to the relevance and applicability of their professional attributes and experience and personal qualities to the role which will be assessed on the job description and person specification. Shortlisted applicants will then be invited to attend an assessment process which will include, but may not be limited to, 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.

Those who are involved in the shortlisting of candidates will be required to state any prior personal relationship or knowledge of any of the candidates. In cases such as this a judgement will be made by the Head, Headteacher or COO as to whether or not the individual should be involved in the shortlisting process.

## 6. References

The School will seek the references 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 employer and must be from a senior person with appropriate authority, not just a colleague. If the referee is school or college based, the reference should be confirmed by the Headteacher as accurate in respect to disciplinary investigations. Any electronic references should be verified to ensure that they originate from a legitimate source. References will remain confidential.

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.

If the candidate does not wish the School to take up references in advance of the interview they should notify the School on the application form. 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 but if this is not possible then internal references will be sought, particularly when colleagues from former employers are not contactable due to passage of time.

## 7. Interview and Assessment Process

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, COO, 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.

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, and/or further assessments relevant to the role, details of which are sent in advance. Candidates for support roles may be asked to complete a desktop exercise, presentation or other assessment relevant to the vacancy.

The School will compare any information provided by the referees with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate at interview. If candidates submitted their application forms electronically, they will be asked at interview to physically sign their application form.

The Chair of Governors should chair the panel for Headteacher/Head or COO appointments.

If this has not already happened at the shortlisting stage, 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 of the Panel as to whether or not an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the Head/Headteacher/COO shall decide whether the Chair should withdraw from the panel.

All candidates invited to interview must bring documents evidencing their identity, address and right to work in the UK. Valid forms of evidence can be found in the Home Office, [Right to Work Checklist](#). The School will check evidence of the right to work in the UK in accordance with the Home Office 'Code of Practice on preventing illegal working April 2022'.

Educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc) will also be requested. 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 or navigating the assessment process.

## **8. 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 guidance on references)

- Verification of identity (This should be the candidate's birth certificate. If this is not available, the candidate's passport or photocard driving licence) and qualifications including, where appropriate, evidence of the right to work in the UK;
- A satisfactory enhanced Disclosure and Barring Service (DBS) check using the candidate's original identity documentation;
- 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;
- If appropriate, a separate 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 or disciplinary sanctions imposed by the GTCE (pre-2012) 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 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 lived overseas for three months or more in the last ten years, including EEA candidates, the candidate will be asked to obtain a letter of professional standing and/or a police check (see below for more details);
- Confirmation that the successful candidate is not disqualified from providing childcare under the Disqualification under the Childcare Act 2006 (June 2016) (Junior school staff only);
- 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 and 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. Applicants must complete and sign the School's Health Declaration form 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 by the HR Officer and COO. 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.

- Satisfactory online searches using the information given by the candidate. Any concerns will be discussed at interview.

### **Applicants with periods of overseas residence**

A DBS check will not be sufficient for successful candidates who have worked or lived overseas for three months or more in the last ten years (including EEA candidates) to establish their suitability for working at the School. When requesting such information, the School has regard to relevant government guidance and will therefore always require the applicant to apply for a formal check from the country in question i.e. a criminal records check (or equivalent) or a certificate of good conduct.

Candidates can find details on how to obtain a police check from <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

In addition, where an applicant for a teaching position has worked as a teacher outside of the UK, the School will ask the applicant to obtain from the professional regulating authority of the teaching profession in each country in which they have worked as a teacher, evidence which confirms that they have not imposed any sanctions or restrictions on the applicant and that they are not aware of any reason why the applicant may be unsuitable to work as a teacher. The School will also ask shortlisted applicants (and their referees) to disclose whether they have ever been referred to, or are the subject of a sanction issued by, the regulator of the teaching profession in the countries in which they have carried out teaching work. Advice about which regulatory or professional body applicants should contact is available from Ecctis (formerly the National Recognition Information Centre for the United Kingdom, UK NARIC). <https://www.ecctis.com/>

The School recognises that formal checks are not available from some countries, that they can be significantly delayed or that a response may not be provided. In such circumstances the School will seek to obtain further information from the country in question, such as a reference from any employment undertaken in that country.

Sanctions and restrictions issued by the regulating authority of another country will not prevent a person from working as a teacher at the School. However, the School will take all relevant information into account in determining whether an applicant is suitable to work at the School.

The School may allow an applicant to commence work pending receipt of a formal check from a particular country if it has received a reference and/or letter of professional standing from that country and considers the applicant suitable to start work. Decisions on suitability will be based on all of the information that has been obtained during the recruitment process.

If no information is available from a particular country the School may allow an applicant to commence work if they are considered suitable based on all of the information that has been obtained during the recruitment process.

The School will take proportionate risk-based decisions on a person's suitability in these circumstances.

If the formal check is delayed and the School is not satisfied about the applicant's suitability in the absence of that information, the applicant's proposed start date may be delayed until the formal check is received.

## **9. 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 [www.gov.uk/government/publications/dbs-code-of-practice](http://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. Applicants must provide a copy of the DBS certificate used to sign up to the update service. A Barred List check may still be required.

### **If disclosure is delayed**

If an 'enhanced disclosure' is delayed, a short period of work is allowed at the COO/Head or Headteacher's discretion provided the following conditions are met:

- 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 in place (for example, appropriate supervision);
- Safeguards reviewed at least every two weeks by the Head/Headteacher/COO as appropriate and;
- The person in question is informed what these safeguards are.

The School completes a risk assessment and a note is added to the Single Central Register that this is 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 Compliance Officer 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**

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, Headteacher or COO 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 Head's EA or by the Headteacher's PA. More details relating to this can be found in Appendix 1.

### **10. Contractors, agency and supply staff**

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.

A letter of agreement is sent to the agency to sign to confirm that all relevant recruitment checks have been completed, a list of checks and the dates for each individual is also required. When the contractor or agency staff arrives on the school site they will be asked for an identity document and their DBS certificate. A copy of each of these documents will be taken and retained in accordance with the Information and Data Retention policy.

### **11. Volunteers**

The School request that all volunteers complete an application form, an interview, identity checks and have an enhanced DBS disclosure and Barred list check. Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with students.

## **12. Visiting speakers**

For details on visiting speakers, refer to the School's visitor policy, which can be found on the School's website.

## **13. 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 six months but a record of the issue number and date is retained separately.

## **14. Induction**

Induction for teachers is carried out by the Deputy 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, Behaviour and Code of Conduct for Staff and Keeping Children Safe in Education and must complete an online safeguarding course. 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 safeguarding briefing with the Designated Safeguarding Lead or Deputy Safeguarding Lead and a Data Protection and cyber security briefing with the Compliance Officer. Staff are also sent Presentations on Health and Safety.

## **15. 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 1

### Policy on the Recruitment of Ex-Offenders

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. The School makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar them from employment with the School. Each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the School. The School will make a report to the police and/or the DBS if:

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

### Assessment criteria

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; and

- the circumstances surrounding the offence and the explanation(s) offered by the applicant.

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; or
- 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 a serious driving offence within the last ten years. Further driving licence checks will be made on appointment. This policy is monitored by the COO, Deputy Head (Staff and Operations) and the nominated Governor. The COO reports to the full Governing Body if there are any issues arising from any appointments made.

## Appendix 2

### Referrals to the DBS and Teaching Regulation Agency

Applicants should also be aware that the School has legal responsibilities to fulfil when employment comes to an end. In particular, the School has a legal duty to make a referral to the DBS where:

- an individual has applied for a position at the School despite being barred from working with children; and / or
- an individual has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

The DBS will consider whether to impose sanctions on that individual which may restrict or prevent them from working with children in future.

In addition, if a teacher is dismissed because they are found to have committed serious misconduct, or they have breached the Teachers' Standards, or they resign prior to dismissal on such grounds, the School will make a referral to the Teaching Regulation Agency.

The Teaching Regulation Agency will consider whether to impose a prohibition from teaching order.

### References

DfE Statutory Guidance 'Keeping Children Safe in Education', September 2023

Illegal working penalties: codes of practice for employers, March 2022

**Reviewed Autumn term 2023**

**Alison Byrne/Anyta Peyton/Sally Dore**

**Review Autumn term 2024**