

Policy C36: Recruitment (staff, volunteers and supply staff)

Recruitment and Selection of Staff, volunteers and supply staff

This policy has been written in line with Standards 11. and 14.1 of the Department for Education's National Minimum Standards (NMS) for Boarding Schools, in force from 01 January 2013 and endorsed by the Independent School's Inspectorate (ISI) and having regard to the statutory guidance for schools and colleges issued by the Department for Education in April 2014 entitled "Keeping children safe in education".

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NMS Standards 11 Child Protection and 14.1 Staff Recruitment and Checks on Other Adults

11. The School ensures that;
 - Arrangements are made to safeguard and promote the welfare of pupils at the School; and
 - Such arrangements have regard to any guidance issued by the Secretary of State (Keeping children safe in education)
- 14.1. Schools operate safe recruitment procedures and vet staff in line with the regulatory requirements and having regard to relevant guidance (Keeping children safe in education) issued by the Secretary of State.

36.1. Summary

This Recruitment (staff, volunteers and supply staff) Policy has been produced in line with the Department for Education (the 'DfE') guidance 'Keeping children safe in education' (April 2014) ("Kcsie") and the Home Office 'Full guide for employers on preventing illegal working in the UK' (October 2013). It takes into account changes brought into effect by the Protection of Freedoms Act 2012. This policy aims to ensure that safe and fair recruitment and selection procedures are conducted at all times. To that end, in writing this policy regard has also been had to the Home Office draft guidance; 'Code of practice for employers Avoiding unlawful discrimination while preventing illegal working' (April 2014).

Safeguarding and promoting the welfare of QM pupils is an integral factor in recruitment and selection and an essential part of creating a safe environment for girls in the School.

36.2. Recruitment and Selection Policy Statement

- QM is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share in this commitment.

- QM is committed to attracting, selecting and retaining well qualified employees who will successfully contribute to all of the aims of the school.
 - Motivated and committed staff with the appropriate knowledge, skills, experience and ability to do the job is essential to QM's success as an independent boarding and day school for girls.
 - QM is committed to operating fair recruitment practices that will avoid discrimination on the grounds of race, age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation ("the protected characteristics").
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36.3. Purpose

- To embed a culture of safer recruitment and, as part of that, adopt recruitment procedures that help deter people who might abuse children from applying and to identify and reject applications from any who do apply.
 - To ensure the recruitment of staff is conducted in a fair, effective, open and economic manner.
 - To ensure honest, efficient and fair dealings with all internal and external applicants.
 - To ensure effective compliance with all statutory requirements and best practice thus ensuring that that candidates are not discriminated against on the grounds of a protected characteristic while all necessary steps are taken to safeguard and promote the welfare of girls in the School .
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36.4. Scope and application of this policy

- This policy applies to the Board of Governors when exercising its power to recruit staff etc. and to all school employees responsible for or involved in the recruitment and selection of staff or of supply staff or who arrange for volunteers to participate in the life of the School in a manner that will enable them to have either supervised or unsupervised contact with girls in the School.
 - The ultimate responsibility for recruitment and selection lies with the Governors, who have delegated to the Head responsibility for appointing staff other than the Deputy Head, Bursar and Clerk, (in the case of those posts, although the Head will lead the recruitment and selection process, the Governors will be directly involved with the process and their approval is required before confirmation of the appointment).
 - When a Head is being appointed the Chairman of the Board of Governors is responsible for all aspects of the recruitment process.
 - This policy is intended to cover the recruitment of paid staff and persons working under contract, including supply staff. It also affects volunteers, whether supervised or not. It does not apply to others who may have contact with girls such as visiting professionals and contactors' staff as to which see Policy B2 (Safeguarding) for essential guidance.
 - This policy does not cover the recruitment of Governors as to which see the School's Handbook for Governors.
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36.5. Principles

The following principles are encompassed in this policy:

- A statement about the School's commitment to safeguarding must be incorporated in all job advertisements wherever placed and in all job descriptions;
- The job description incorporating a person specification is an essential tool used throughout the process and no job should be advertised without one;
- Staff will be recruited on the basis of knowledge, experience and skills needed for the job;
- Selection will be carried out by a panel of at least two but preferably three members. At least one panel member will have received appropriate training on safer recruitment in compliance with the guidance in Kcsie

- Selection will be based on a minimum of a completed application form, short listing and interview with such additional selection procedures as may be appropriate to enable an effective distinction to be made between the merits of candidates;
- If a member of a shortlisting or interview panel knows any candidate personally he/she must declare this before short listing or interview takes place. It may be necessary to change the interview panel to ensure that there is no conflict of interest and that equal opportunity principles are not compromised.
- Save for exceptions agreed by the School's Senior Leadership Team all posts will be advertised, as a minimum, on the School website;
- Candidates will be required, when submitting their application, to provide a declaration that 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 that they understand that any offer of employment will be conditional, in addition to other matter, upon verification of medical fitness.
- The Equality Act requires that reasonable adjustment is made to the recruitment process if a candidate makes QM aware that he/she has a disability. This applies to the whole recruitment process from advertisement to appointment.

36.6. Safer Recruitment - Recruitment & Selection Training

It is a requirement that the interview panel consists of at least 2 people, 1 of whom (as a minimum) has completed successfully appropriate training on safer recruitment in line with Kcsie.

36.7. Pre-recruitment process

Objective

The objective of the recruitment process is to attract, select and retain staff who will contribute positively and successfully to the future development of QM. The first experience of QM for a candidate is important, therefore all those responsible for recruitment will ensure that they:

- Leave a positive image with all candidates;
- Give successful candidates a clear understanding of the post and what is expected of them;
- Strive to reduce the risk of a bad selection decision which can be expensive, problematic or may not meet QM's commitment to safeguarding its pupils.

Application Form

- The School's standard application form must be completed for all applications in order to obtain a consistent set of core data and full education and employment history from all candidates. The School's current application form is available on the website.
- Application forms must be completed in full, in English.
- A candidate's full chronological work and education history is essential and must be provided.
- A print of the application form (if it is completed and submitted in electronic form) must be physically signed by the applicant before or at interview.
- Candidates who do not comply with these requirements will not be considered further for the post.
- The Head can, at her sole discretion, waive the requirement for the standard application form to be completed if an insistence to do so would result in discrimination against a particular candidate that cannot be reasonably justified.

Job Description & Person Specification

- A planning meeting will be held at which an accurate job description and person specification, which defines the ideal candidate (or set of skills a candidate might demonstrate) for the role, alongside qualifications and experience, is to be prepared for all posts and checked by the Head or a member of SLT to whom she has delegated that task.

- It will be ensured that all documents will define the candidates' responsibilities for promoting and safeguarding the welfare of children.
- An advertisement or notice on the School's website may be placed only after approval by the Head or the member of SLT responsible for the recruitment and the School's Marketing Department.

Shortlisting

- All applications will be reviewed and scrutinised.
- All applications will be assessed against the criteria contained in the Job description and person specification.
- A shortlist of candidates will be prepared and agreed by at least 2 people, at least 1 of whom is a member of SLT and 1 of whom will be on the interview panel.
- Candidates who do not make the shortlist will be informed
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Invitation to Interview

- Shortlisted candidates will be invited to interview using a standard form of invitation.

References

- The purpose of references is to obtain objective and factual information to support either the selection process or appointment decisions.
- One referee should usually be the candidate's most recent employer, and in the case of teachers & boarding staff, must be from their most recent school employer.
- At least two references are required; although the school reserves the right in addition to contact any previous employer, educational or other institution.
- References will always be sought and obtained directly from the referee in advance of interview, save where, (in the case of candidates for positions other than teaching or pastoral roles only) it has been agreed that references will be taken up after interview.
- All referees will be provided with a copy of the job description and person specification and will be asked to complete the relevant School's Standard Reference form.
- References must be scrutinised to ensure that all specific questions have been answered satisfactorily. The referee should be contacted to provide further clarification as appropriate: for example if the answers are vague, ambiguous or otherwise give cause for concern.
- References should be compared for consistency with the information provided by the candidate on their application form and any discrepancies taken up with the candidate

Prohibition from Management Checks

From 08 September 2014 it has been mandatory that the School carry out checks for the existence of directions made by the Secretary of State under Section 128 of the Education and Skills Act 2008 barring individuals from taking part in the management of the School. DfE guidance indicates that management encompasses all teaching posts above classroom teacher and all other appointments where the person appointed is to be a member of SLT.

In such case the DBS application must make reference, in response to the question "Position applied for?" to the role of "*Child Workforce Management of Independent Schools*". That will trigger a check for a Section 128 Order at the DBS. We must also check at the NCTL who will (once Section 128 Orders are made) maintain a register of the names of persons against whom Orders have been made.

This requirement also applies to checks against Governors who will be in regulated activity.

Prohibition from Teaching checks

In the case of teachers the Clerk must be requested to carry out an Employer online access check in respect of all candidates invited for interview with a view to establishing whether the teacher that we are considering employing has:

- qualified teacher status (QTS)
- completed their induction
- a mandatory qualification for teachers of hearing impaired or visually impaired pupils
- an active teaching restriction
- been the subject of a decision by the Secretary of State not to impose a prohibition order for unacceptable professional conduct, conduct that may bring the teaching profession into disrepute or conviction of a relevant offence
- been prohibited from teaching
- a suspension or conditional order imposed by the General Teaching Council for England that is still current
- failed their induction or probation period

and the results of that check will be made available to the interview panel.

36.8. Interviews

The interview will assess the merits of each candidate against the job requirements and explore their suitability to work with children and young people. No job offer will be made without a face-to-face interview.

The Interview Panel

As stated a minimum of two interviewers will form the interview panel, but when practically possible three interviewers will be involved. The members of the panel will:

- Have the authority to make decisions about appointments.
- Be appropriately trained
- Establish before the interview: the required standard for the job to which they are appointing and any issues to be explored with each candidate and which member of the panel will ask about each of them.
- If a member of the interview panel knows any candidate personally he/she must declare this before short listing takes place. It may be necessary to change the interview panel to ensure that there is no conflict of interest and that equal opportunity principles are not compromise.

Scope of the interview

In addition to assessing and evaluating the candidate's suitability for the particular post the interview panel will also explore:

- The candidate's attitude towards children and young people;
- The candidate's ability to support QM's policy for safeguarding and promoting the welfare of children;
- Gaps in the candidate's employment history;
- Issues arising from the Employer Access Online check
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee;
- If the candidate wishes to declare anything in light of the requirement for an enhanced DBS check.

If there is an occasion when references cannot be obtained before the interview, candidates will be asked at interview if there is anything he/she wishes to declare/disclose in light of the questions that will be put to his/her referees. Notes made by members of the interview panel will be retained, and in the case of the successful candidate will form part of their employment records.

36.9. Conditional Offer of Appointment: Pre Appointment Checks and Starting Work

An offer of appointment to the successful candidate must always be stated to be conditional upon:

- the suitability of the successful candidate being checked against the ISA barred list if the person is to be in regulated activity
- receipt of at least two satisfactory references (if these have not yet been received);
- verification of eligibility to work in the UK;

- verification of the candidate's medical fitness to be able to undertake the role (usually by completion of a medical self-evaluation form, but occasionally by medical examination at the school's expense – consultation with the school's senior member of medical staff may be undertaken);
- verification of qualifications and professional status e.g. Degree, QTS, NPQH;
- the Clerk or Bursar receiving sight of a satisfactory DBS Enhanced Disclosure check (this should not pre-date the date the candidate starts work by more than 3 months) that has been received by the candidate after application to the Disclosure and Barring Service by the School. The original certificate will be returned to the candidate and a copy will not be made, **or**
- if the candidate has subscribed to it and provides consent in writing for this purpose an online update check will be made through the DBS Update Service;
- written confirmation being provided that the candidate has received a copy of and read Part 1 of Kcsie
- satisfactory completion of any probationary period as notified in the Job Description
- completion of online child protection training evidenced by the production of the certificate

Individuals who have lived or worked outside the UK

Advice must be sought from the Clerk if it is envisaged appointing a candidate who has lived or worked outside the UK so that consideration can be given to what other checks might be appropriate to ensure compliance with KCSIE

All checks will be:

- documented and retained on the personnel file (subject to certain Data Protection Act restrictions);
- recorded on school's Single Central Register of Appointments;
- followed up if they are unsatisfactory or there are discrepancies in the information received

Starting work:

The successful candidate may not start work at the School until all checks have been completed and confirmation of that fact given by the Head, Clerk or Bursar.

If the individual is allowed to start work before the DBS certificate is available then this must only be with the prior written approval of the Head and in such a case permission for work to start will only be given by the Head provided:

- the candidate has been the subject of a satisfactory check on the ISA Barred list and the date of that check noted on the central record
- the enhanced DBS application in respect of the candidate has already been made and the date of that application noted
- all other recruitment checks are complete
- a supervision agreement approved by the Head is made, notified to the candidate and recorded in writing
- a copy of that agreement signed by the candidate and dated before the date work starts is placed on the candidate's personnel file
- that agreement records that the candidate's appointment is to be regarded as not being confirmed until all checks are in place
- those safeguarding/supervision arrangements are reviewed every two weeks and a note of that review made
- it is understood and agreed that if there is delay in the completion of the checks these temporary arrangements can be terminated immediately and without notice by the Head

36.10 Supply Staff and Agency Staff

Before supply staff or agency staff are permitted to start work the School's recruitment checklist (which has been prepared on the basis of the requirements contained in Kcsie and Part 4 of ISSR) must be completed and checked by the Clerk or the Bursar and any supplementary checks required carried out.

36.11 Volunteers

Regard must be had to the provisions of paragraph 2.9 of Policy B2 Safeguarding. No volunteer may have contact with girls whether on a supervised or unsupervised manner until the Head has confirmed that appropriate checks and enquiries (which accord with Appendix 4 of the Handbook for the Inspection of Schools published by ISI (September 2014)) have been made and the Clerk has confirmed that the Single Central Register entries have been made.

36.12 Maintenance of the Single Central Register

It is the responsibility of the Bursar and the Clerk to maintain the School's Centralised Appointments Register, ("the Single Central Register"). Their respective areas of responsibility are set out in the table below.

Immediately a conditional offer of employment is made it is essential that the Clerk or Bursar is notified the individual's details included on the Register.

The Register will be inspected termly by the Head and she, in turn, will make a termly report on that inspection to the Pastoral Committee of the Board of Governors.

The Clerk Academic (including invigilators)
 Administrative
 IT
 Governors
 Volunteers
 SLT
 Supply - other than kitchen and security,
 Supply - Britsafe

The Bursar Estate
 Finance
 Catering
 Housekeeping
 Contract for services
 Supply Agency - catering
 SLT

36.13. Post Appointment Induction

There will be an induction programme for all staff (or volunteers) appointed to QM, regardless of previous experience. That induction programme will include;

1. being given guidance on the role of the Designated Safeguarding lead and training on the School's Safeguarding (Child Protection) Policy
 2. training on the School's Staff Behaviour Policy
 3. information on the School's fire evacuation system
 4. an introduction to the School's non-contractual policies
 5. training on eSafety and
 6. safer use of the School's electronic systems
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Jessica Miles

Head

Liz Raper

Bursar

Tom King

Clerk and Director of Administration and Compliance

Date Agreed: August 2015

Review Date: August 2016