



**Bedales Schools**  
**Policies & Procedures**

# **Safer Recruitment Policy**





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*Tick which category this document refers to:*

ISI requirement to be made available	<input checked="" type="checkbox"/>
ISI requirement to be on website	<input type="checkbox"/>
Internal staff only	<input type="checkbox"/>
Internal students only	<input type="checkbox"/>
Internal staff and students	<input type="checkbox"/>
Statutory requirement to be made available (non-ISI)	<input type="checkbox"/>
Statutory requirement to have on website (non-ISI)	<input type="checkbox"/>





## Introduction

Bedales Schools recognises that the safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education and, in line with legislative requirements, the School takes very seriously its duty of care for all pupils.

In order to help safeguard and promote the welfare of all its pupils, the School is committed to a thorough and consistent Safer Recruitment Policy and, as an employer, the School expects all staff and volunteers to share this commitment.

No employee can start work within any post during term-time until all the pre-employment checks relevant to their post have been completed.

## Aims & objectives

The purpose of the Safer Recruitment policy is to detail the procedures the School has in place for appointing staff which help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them.

The aims of the School's safer recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the post;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education – September 2016 (KCSIE), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks prior to the employee's start date.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

The School has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job.





The recruitment and selection process will ensure the identification of the person best suited to the job at the School based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

## Training

Subject to the availability of training, the School will maintain a position in which at least one person on the recruitment panel for each post has successfully completed Safer Recruitment Training.

## Advertising

Advertisements for support posts, whether in newspapers, journals or on-line, will include the statement: *"Bedales is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All teaching posts are exempt from the Rehabilitation of Offenders Act 1974 and all successful applicants will undergo child protection screening including an enhanced DBS and Barred List check from the Disclosure and Barring Service."*

Advertisements for teaching posts, whether in newspapers, journals or on-line, will include the statement:

*"Bedales is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All teaching posts are exempt from the Rehabilitation of Offenders Act 1974 and all successful applicants will undergo child protection screening including an enhanced DBS and Barred List check from the Disclosure and Barring Service and a Prohibition from Teaching Check."*

Advertisements for management and leadership posts, whether in newspapers, journals or on-line, will include the statement:

*"Bedales is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All teaching posts are exempt from the Rehabilitation of Offenders Act 1974 and all successful applicants will undergo child protection screening including an enhanced DBS and Barred List check from the Disclosure and Barring Service, a Prohibition from Teaching Check (where applicable) and a Prohibition from Management Check."*





Prospective applicants will be supplied, as a minimum, with the following:

- a job description and person specification for the post;
- the school's safeguarding policy;
- the school's safer recruitment policy (this document);
- the application procedure for the post, including closing date for applications and likely interview dates;
- an application form; normally completed through the school's online recruitment portal.

All applicants must complete, in full, an application form. C.Vs will not be accepted in lieu of an application form.

### **Start dates**

All start dates will be a minimum of 4 weeks from the conditional offer and are subject to the following pre-employment checks being completed and received prior to that start date. Where pre-employment checks are not completed / received then the School will delay start dates until the requisite checks have been satisfied to the requirements of the school.

### **Pre-employment checks and conditional offers of employment**

All offers of appointment are conditional on the following pre-employment checks being completed to the satisfaction of the school:

#### **At Interview stage and prior to offer:**

1. verification of identity;
2. proof of right to work in the UK (e.g. a valid British passport/work visa);
3. confirmation that the applicant is not subject of a Prohibition from Teaching Order from the Secretary of State; (teaching posts only);
4. for teachers who obtained QTS after 7 May 1999, verification of successful completion of the statutory induction period; (teaching posts only)
5. for management and leadership posts a Section 128, Prohibition from Management check;
6. a Barred List check;
7. receipt of two satisfactory references; (see section on Short listing and references);





#### **At offer stage and prior to start date:**

8. receipt of a satisfactory Enhanced DBS and Barred List check for regulated activity from the Disclosure and Barring Service (DBS) plus, where the applicant has worked or been resident overseas within the previous five years, such checks and confirmation as the School may require in accordance with statutory guidance;
9. confirmation of suitability to work with children by completion of the Suitability Self-declaration Form;
10. satisfactory medical clearance following completion of a Self-declaration Medical Form;
11. proof of any professional qualifications required for the post and verification of professional status;

#### **Post Start Date**

12. satisfactory completion of the specified probation period. Initial employment will be on the basis of a probationary period. The School will assess and review work performance during this time and reserves the right at any time during this period to terminate employment with the requisite written notice. The School also reserves the right to extend probationary periods should it be deemed necessary.

Where the conditions of offer are not satisfied within the specified periods, the school reserves the right to delay the start date and/or withdraw the offer and terminate the appointment by the issuing of the notice period specified for the post.

#### **Short listing and references**

Short-listing of applicants will be against the person specification detailed for the post.

Where possible, references will be taken up at the shortlisting stage, so that they can be probed if required during interviews. Where this is not possible e.g. where applications are confidential from the applicant's current employer, this will be done at the offer stage, before the individual's start date and before confirmation of the offer.

The school will seek two references directly from the referees to cover the most recent employment or personal history. One reference should be from the individual's most recent or current employer. If the individual cannot provide a second employment reference then a character reference will be accepted from a nominated individual who has known the applicant for a minimum of 3 years. The nominated individual must not be related to the applicant.

References, testimonials or "to whom it may concern" references provided by the applicant will not be accepted.





Where necessary, referees will be contacted by telephone or email in order to clarify any statements made on the reference. A detailed written note will be kept of any such exchanges.

Where necessary, employers within the last 5 years of employment history, who have not been named as referees, may be contacted in order to clarify any details of the applicants employment history. A detailed written note will be kept of any such exchanges.

Written reference requests to current/past employers will be made by the HR Recruitment Team or Head's PA at Dunhurst on behalf of the Recruiting Manager/school using a standard reference form. Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for this post.

Written character reference requests will be made by the HR Recruitment Team or Head's PA at Dunhurst on behalf of the Recruiting Manager/school also using a standard reference form. Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people.

School employees are entitled to see and receive, if requested, copies of both their employment and character references.

To expedite the receipt of references the Recruiting Manager/HoD may obtain telephone references from the candidate's nominated referees. The standard telephone reference form should be used to ensure all relevant safeguarding questions have been covered, with notes on responses recorded on the form. A completed copy of the form should be forwarded to the referee at the end of the telephone interview process for their records.

### **Prohibition from Teaching Check**

Where an applicant is employed to undertake a teaching post, a Prohibition from Teaching check will be made using the Employer Access Online Service. The School will, as standard, complete this check at the shortlisting stage and before an offer of employment is made for teaching posts.

Prohibition orders prevent a person from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies, relevant youth accommodation and children's homes in England. A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting.





Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the National College for Teaching and Leadership (NCTL). Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.

### **Prohibition from Management Check (Management and leadership posts)**

Proprietors and staff with management responsibility must be checked to ensure that they are not prohibited from taking part in the management of an independent school by a directive issued by the Secretary of State under section 128 of the Education and Skills Act 2008.

Where an applicant is to undertake a management or leadership post, i.e. Head of Department post and above, a Prohibition from Management check will be made, via the DBS, once the successful candidate has been offered the post.

### **The selection process**

Selection techniques for each post will be determined by the nature and duties of the vacant post. Telephone interviews may be used for long-listed candidates.

Short-listed candidates will attend a face-to-face interview (which may be conducted via a visual electronic link).

A Suitability Interview will be completed by the HR Recruitment Team with all short-listed candidates during which, in addition to other statutory checks, the applicant will be required to:

- explain to the satisfaction of the School, any gaps in employment;
- explain to the satisfaction of the School, any anomalies or discrepancies in the information declared on their application form or on references;
- declare any information that is likely to appear on a DBS check;
- demonstrate their capacity to safeguard and protect the welfare of children and young people.

### **Pre-employment checks at interview**

All applicants selected for interview are required at the interview stage to:

- provide proof of identity, including any changes to name / surname;
- pass a prohibition from teaching check (teaching posts only);
- pass a prohibition from management check (management and leadership posts only);
- pass a barred list check;
- provide original copies of certificates of professional qualifications necessary for the post, as stated on the person specification and declared in the individual's application form;
- provide proof of their right to work in the United Kingdom.





All applicants will be required to bring their identification documentation to the interview, such as passport, birth certificate, change of name documentation, driving licence etc. as proof of identity/eligibility to work in UK in accordance with the requirements set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations.

### **Pre-employment checks at the offer stage**

Once an offer of employment has been made the following pre-employment checks will be completed prior to the applicant's start date.

#### **Fitness to undertake the role**

A confidential pre-employment health questionnaire will be completed before the applicant's start date to verify the individual's mental and physical fitness to carry out their work responsibilities.

#### **Individuals who have lived or worked outside the UK**

When an offered candidate has lived or worked (including studying) in a foreign country for a period of 3 months or more within the last 5 years, a Certificate of Good Conduct will be obtained (where possible) from the embassy of the country in which the offered candidate has specified they have spent a significant period of time.

There are some exemptions to this:

- Where the applicant is an existing employee and has already provided the certificate, which can be used for future appointments providing that there is no break in service.
- Applicants that have spent time overseas as part of Her Majesty Service i.e. Army, Navy, Airforce.
- Applicants that are seeking asylum, as contacting the embassy may jeopardise their safety.

If an applicant is unable to provide a Certificate of Good Conduct, evidence must be presented to show that an attempt to obtain a copy has been made.

Any costs incurred for obtaining a Certificate of Good Conduct must be met by the offered candidate and will not be reimbursed.

If an applicant is unable to obtain a Certificate of Good Conduct then the School will take a considered view on the risk to the School and if any additional checks will need to be made to satisfy its legal obligations.





### **Suitability Self-declaration Form**

All offered candidates will be required to confirm their suitability to work with children by completion of a Suitability Self Declaration Form.

Where relevant, all applicants must also complete the section on the form relating to the Childcare Disqualification Regulations 2009. This is to cover circumstances where the individual has a conviction that may result in them being barred from working with children or someone living at the same residential address is barred from working with children.

Where a positive declaration is made, a waiver must be applied for from Ofsted, and be satisfactorily granted, before the applicant may commence work.

This applies to:

- Early Years provision - staff who provide any care for a child up to and including reception age. This includes education in nursery and reception classes and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during and outside of school hours for children in the early years age range; and
- Later Years provision (for children under 8) - staff who are employed to work in childcare provided by the School outside of school hours for children who are above reception age but who have not attained the age of 8. This does not include education or supervised activity for children above reception age during school hours (including extended school hours for co-curricular learning activities, such as the school's choir or sports teams) but it does include before school settings, such as breakfast clubs, and after school care.

### **Self-declaration Medical Form**

Successful candidates must complete a Self-declaration Medical Form and, where required, attend an appointment with the School's Occupational Health Practitioner at the School's expense to ensure a satisfactory medical report following a medical examination.

### **Enhanced DBS & Barred List check**

A satisfactory Enhanced DBS and Barred List check for regulated activity must be obtained from the Disclosure and Barring Service (DBS) plus, where the new employee has worked or been resident overseas within the previous five years, such checks and confirmation as the School may require in accordance with statutory guidance;

### **Post Start Date**

The employee must satisfactorily complete the probation period specified for the post.





## Single Central Record

All pre-employment checks will be recorded on the Single Central Record maintained and updated by Human Resources. The single central record must cover all staff (including supply staff, and teacher trainees on salaried routes) who work at the School. Confirmation that these checks have been carried out, along with the date the check was undertaken/obtained, must be logged on this record for all employees and workers of the school.

## Induction

The School recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The School will therefore provide ongoing training and support for all staff.

All staff who are new to the School will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

Regular probation meetings will be held during the first 6 months/two terms of employment between the new employee(s) and the appropriate manager(s).

## Making this policy work

This policy is updated by the HR Manager and reviewed in accordance with legislative changes by the Head of HR. Recommendations for any amendments are reported to The Bursar.

The School will continue to review the effectiveness of this policy to ensure it is achieving its stated objectives.





## Appendix A

### Completing the Bedales School Job Application Form

#### Guidance Notes for Applicants

The application form is an important part of Bedales School recruitment process. The information you provide on the application form enables us to decide whether or not you are shortlisted for interview and is also used as the basis for the interview itself.

The job description outlines the main duties and essential criteria of the post and includes a person specification which sets out the essential criteria for the post. Please read both of them carefully before completing the online application form. Remember that the application form is the only information we use to shortlist candidates. CVs do not meet our requirements and will not be considered.

Please note it is not school policy to allow prospective candidates to visit the school unless they have been shortlisted for interview. A school tour is normally included as part of the interview process.

#### Some general tips on completing application form:

- fill in all the sections of the form as fully and accurately as possible
- read the job description and person specification carefully before completing the form
- draft your application before completing the form – you can save and return to your form at any time before your final submission.

### Completing the Application Form

#### Personal Details

The information provided will only be seen and used by those involved in the recruitment process; if you are appointed it will also form the basis of your employment record.

If you hold a temporary National Insurance Number, the School will require you to immediately obtain a permanent National Insurance Number if you are successful at interview and offered the post. You should apply for a permanent number through your local Job Centre Plus office, Job Centre or Social Security Office. Visit [www.jobcentreplus.com](http://www.jobcentreplus.com) for the address and contact number of your nearest office.





Your date of birth and information regarding your residential address history for the last 5 years is required to validate your identity and is included on the application form in accordance with the Keeping Children Safe in Education guidance.

### **Health Declaration**

Should you be invited for interview, the panel may ask you to give medical information to assess your ability to carry out a function that is intrinsic to the work concerned, e.g. lifting and handling, or to determine whether there is a duty to make reasonable adjustments.

If successful after interview, you will be required to complete a health check process which is appropriate to the post for which you have applied. This normally involves completing a Self-declaration Medical Form for an assessment of your fitness for the post.

**All offers of appointment are subject to the receipt of a satisfactory health check and a referral may be made to the school's Occupational Health Practitioner. Unsatisfactory health checks may result in any offer of employment being withdrawn.**

### **Disclosure of Relationship**

We ask these questions to make sure that someone with whom you may have a contractual relationship, or is a relative, is not involved in the selection process. Canvassing of Bedales School employees or Governors in relation to this appointment will disqualify your application.

### **References**

You must give details of **TWO** referees who can give us an assessment of your suitability for the post. Please check in advance with your referees that they are happy to be contacted for a reference.

If currently employed, one of your referees must be your current employer. The second reference may be a previous employer or a character reference supplied by an individual not related to you who has known you for a minimum of 3 years.

If currently unemployed, one of your referees should be your most recent employer. The second reference may be a previous employer or a character reference supplied by an individual not related to you who has known you for a minimum of 3 years.

Where you have previously worked with children in the last 5 year period you must include that employer as one of your referees.





If you are at school / college / university or have recently left, a character reference can be given by your teacher / lecturer / course tutor.

If you already work for Bedales School or have worked with us previously, we will automatically seek internal references.

For teaching posts, references will be taken up at first interview stage. For support posts, references will be taken up for the selected candidate at verbal offer stage.

Please note that confirmation of all appointments will be subject to receipt of two references which are satisfactory to the School and candidates will not be permitted to start work until such references have been received.

### **Eligibility to Work in the UK (Immigration, Asylum and Nationality Act 2006)**

In order for Bedales School to comply with the Immigration, Asylum & Nationality Act 2006, you will be asked to confirm on the application form that you are able to supply evidence of your eligibility to live and work in the UK.

This could be a passport showing that you are a British Citizen, a resident permit issued by the Border and Immigration Agency as a national from a European Economic Area country (or Switzerland), or a permanent National Insurance number with supporting documentation (i.e. a full birth certificate).

If you are invited to interview you will be required to bring this evidence with you.

Refer to [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) for further information, or contact your nearest visa bureau office.

### **Protection of Children and Vulnerable Adults**

If you are invited for interview you will be required to provide us with proof of your identity - further information will be provided at the time.

If appointed, an Enhanced DBS and Barred List check will be carried out via the Disclosure and Barring Service (DBS). An offer of employment will not be confirmed unless this check is satisfactory to the School and you will not be permitted to start work until this check is verified.

### **Disclosure of Criminal Convictions (Rehabilitation of Offenders Act 1974)**

You must declare details of any cautions and convictions that we are legally entitled to know that would be disclosed on an Enhanced DBS and Barred List Check (see below).

### **What will be shown on a DBS certificate?**

Standard and Enhanced DBS certificates will include details of convictions and cautions (including youth cautions, reprimands and warnings) recorded on the Police National Computer (PNC).





In addition to information from the PNC, an Enhanced certificate may also include information taken from police records that a chief officer of a police force considers relevant to the application and/or details of whether an individual is included on one or both of our two lists barring people from working with children and/or vulnerable adults.

Some PNC information will now be filtered and will not appear on the certificate.

### What PNC information will be included on a certificate?

The rules as to when a conviction or caution will be filtered are set out in legislation. This states that a certificate must include the following:

- Cautions relating to an offence from a list agreed by Parliament– see below
- Cautions given less than 6 years ago (where individual over 18 at the time of caution)
- Cautions given less than 2 years ago (where individual under 18 at the time of caution)
- Convictions relating to an offence from a prescribed list - see below
- Where the individual has more than one conviction all convictions will be included on the certificate (no conviction will be filtered)
- Convictions that resulted in a custodial sentence (regardless of whether served)
- Convictions given less than 11 years ago (where individual over 18 at the time of conviction)
- Convictions given less than 5.5 years ago (where individual under 18 at the time of conviction) May 2013 v1.0

The list includes a range of offences which are serious and which relate to sexual offending, violent offending and/or safeguarding. It would never be appropriate to filter offences on this list. A list of offences which will never be filtered has been derived from the legislation and is available here <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

You should note that failure to declare details of any cautions and convictions that we are legally entitled to know, that fall under the rules described above, may result in any offer of employment being withdrawn, or your dismissal if already appointed.

### Section 5. Education and Training

All applicants for teaching posts are required to complete the Training as a Teacher information in full.

Professional qualifications will only be taken into account if they are required for the post.

If you have gained qualifications overseas which you feel are relevant, please give us the details and we will check (if we need to) whether or not they are valid.





If you are invited for interview you will be asked to produce proof of any relevant professional qualification(s) declared on your application form e.g. your original certificate(s), photocopies will not be accepted. We may also contact educational establishments to verify academic/ vocational qualifications.

### **Professional, Technical or Management Memberships**

You may also be asked to produce proof of any professional membership registration.

### **Current Employment**

If your current, or most recent employment was voluntary, or if you were self-employed, please include the details in this section.

### **Previous Employment**

You will be asked to provide details about your previous employment record. Please include all jobs whether full time/ temporary/ part time/ voluntary or any periods of self-employment since leaving full time education.

Employment dates should be continuous. If you have had any gaps in employment, please tell us why in the section, e.g. a career break, a period of studying, caring for children, unemployment, etc.

### **Personal Statement**

**This is the most important part of the form as it gives you the opportunity to tell us about your skills, abilities, knowledge and experience.**

The Person Specification lists the essential criteria needed to do the job - by “criteria” we mean the knowledge, skills, abilities and experience. The information you give in this section must tell us how you meet the essential criteria in the person specification, for example what you have done, when you did it, how long for, etc.

Use the criteria in the person specification as headings for your response and give examples which describe your skills, knowledge and experience.

When addressing the criteria, please do not only repeat what the person specification states, but give clear examples of how your skills, abilities, knowledge or experience are relevant to the criteria.

Think about how you gained your knowledge, skills and experience - was it through work or through voluntary work, community work, college or school based projects, leisure interests, job clubs, home life, or training courses?





If you do not clearly demonstrate to us how you meet the essential criteria listed in the person specification, it is unlikely that you will be shortlisted for interview.

#### **Disability Discrimination Act**

If you are a Disabled Person or consider yourself Disabled as defined by the Disability Discrimination Act and you are shortlisted, we will ask you if any special arrangements are needed to assist you during the selection process

#### **Declarations**

All candidates will need to read the statements and confirm agreement. Shortlisted candidates will be asked to sign their Application Form at interview.

Please note incomplete application forms will result in the application being rejected, so it is important you check all sections have been completed before submitting your application.

