

Appendix 1:



Safe Recruitment Policy - Teachers and Support Staff

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, recent government guidance, "Safeguarding Children – Keeping Children Safe in Education Sept 2018, specifically Part 3", as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy.

Once a vacancy has been identified

This policy is governed by the School's principles of non-discrimination and is designed to achieve the best match between an individual's knowledge, skills, experience and character against the requirements of the vacant position whilst recognising the need for flexibility to respond to changing conditions.

The School will not unlawfully discriminate (including in fulfilling its Prevent Duty obligations) on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, trade union membership, part-time or fixed term status and any criminal cautions or convictions.

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

Before the vacancy is advertised, the Headmaster (or Bursar in the case of support staff) will oversee the preparation of a job, role and person specification which will set out boundaries and expectations of the role including a statement of responsibility and requirements for safeguarding. A timetable for advertising, selection and gathering of references prior to interview will also be planned at this time. Members of the Senior Leadership Team and, in the Senior School, departmental heads may be involved in this process.

Advertisements will be placed in relevant newspapers and on websites and these will include a statement confirming the School's commitment to safe recruitment, direction to the School website and contact details for obtaining further information. Safeguarding and DBS checks are mentioned on the job advertisement to act as a deterrent.

A copy of the specifications, including a likely timetable for receipt of applications and interviews, will be added to the information sent to candidates together with a copy of the School's Safeguarding Policy and a standard application form which all candidates need to complete in full, in addition to writing a letter of application and Curriculum Vitae (which will not replace the School application form). The covering letter in the applicant pack will

also include a statement outlining the School's commitment to safeguarding and directing potential applicants to read the Policy.

On receipt of an application

As part of the selection process, all applications are read carefully by members of the SLT and the relevant Head of Department (where they are involved). If a long or short list is required, then applicants will be considered on the basis of the job/role/person specification and the most suitable candidates will be selected. Where there are discrepancies/anomalies /gaps in employment history, these are noted as an area to explore with the candidate.

Applicants selected for interview will be contacted and given all relevant information and instructions about the interview procedure, including a requirement to bring documents confirming their identity, address, qualifications and right to work in this country. They will be asked to confirm their willingness to attend interview.

Prior to interview, all referees will be contacted, including the most recent employer. Questions about the candidate's suitability to work with children will form part of the reference. One reference has to be from a child care setting. At least one referee may be contacted by phone and will be asked specifically about the suitability of the candidate to work with children and young people. References will be checked against information on the application and scrutinised carefully so that any issues or discrepancies may be checked with the referee directly and also noted to take up at interview.

Interview Procedure

When candidates arrive for interview they will be asked to verify their identity, address and qualifications by bringing original documents (e.g. driving licence, utility bill, marriage certificate, degree certificate). Where possible, applicants will be interviewed on the same day and all will see the same members of staff during the process. Candidates will be asked specifically about any discrepancies picked up on their application form. Their suitability for the post as outlined in the specification will be explored, including their suitability to work with children and young people.

Usually the interview timetable will consist of all or some of the following, depending on the nature of the post:

- ✦ Interview with the Headmaster
- ✦ Interview with the Senior Deputy Head (including one other for Safeguarding questions which will be documented and kept on file)
- ✦ Tour with the Assistant Head (Staff)
- ✦ Interview with the Deputy Head (Academic)
- ✦ Interview with the Head of the Preparatory School
- ✦ Interview with the Preparatory School SMT
- ✦ Tour with a member of the Preparatory School SMT
- ✦ Interview with the Head of Department
- ✦ Coffee/lunch with members of relevant department
- ✦ Teaching a lesson (teaching posts)

- ✦ Interview with the Bursar (support staff)
- ✦ Interview with Bursarial line manager (support staff only)

Candidates should expect the interview process to last at least half a day. Detailed timings and arrangements will be given to the candidate in advance of the interview day and this letter will remind candidates about how the interview will be conducted and the areas it will explore, including suitability to work with children. There will be plenty of opportunity for candidates to ask questions about the School and the role during the interview process. The candidate will also be given the contact details of a member of the interview team if they wish to ask further questions after the interviews are over.

Selection and Conditional Appointment

Following the completion of interviews, a selection meeting will be called, chaired by the Headmaster (or, in the case of support staff, the Bursar). Each candidate will be discussed with reference to the job and person specifications and how they performed during the interview process, including lesson observation. Candidates' answers to questions regarding their attitude to children and young people will form part of this discussion.

The final selection and appointment of a candidate lies solely with the Headmaster or Head of the Preparatory School (or Bursar for support staff). In most cases, the Headmaster (or Bursar), or Preparatory School Head for a Preparatory appointment, will telephone all interviewees as soon as possible either conditionally offering them the post or to explain that they have been unlucky and offering feedback. There may be a delay in the offer of a post if the School has not received or made contact with all the referees of the chosen candidate and conditions of the offer will include the completion of satisfactory references and checks.

Following the verbal conditional offer and acceptance of a position, the successful candidate will receive a letter confirming the appointment on a probationary basis and this letter may also include details of salary and opportunities to visit the School before the post begins as well as a Medical Declaration form.

Pre – Employment Checks

Once a conditional offer of employment has been made, a number of checks and safeguards must be completed before the employee begins working with pupils:

- Identity check
- References
- DBS and List 99 check
- Qualifications check and CV check
- Domicile/Right to Work status check
- Health and Sickness Record and a Medical Declaration
- Safeguarding Training with the Designated Person
- Overseas checks
- Prohibition from Teaching Order check
- Prohibition from management check (if applicable)
- EEA-wide barring check

S128 checks for management roles including HofD

If the DBS checks are returned indicating that the person is barred from working with children, then it is the School's statutory duty to report this to the DBS and TRA as a further safeguard.

Induction

All staff complete a DBS form (see below for exceptions) and will receive a further copy of the Safeguarding Policy and Code of Conduct. They will be expected to sign this to confirm that the Policy is understood. This will not replace formal safeguarding training, the first session of which will be given to new employees before they engage in activities that may bring them into regular contact with pupils. New employees are informed of the identity and function of DSLs and receive a copy of Part 1 of 'Keeping Children Safe in Education' September 2018 (KCSIE), the Safeguarding Policy and Staff Code of Conduct.

Once the employee begins work at the School they will come under the aegis of the School's induction programme which will include further safeguarding training and continuing assessment of the person's suitability to work with children. This will be organised by the relevant Safeguarding personnel (the Bursar, Deputy Head of Preparatory School or Assistant Head DSL). All staff who work directly with children will also receive Annexe A of KCSIE. A final report on the employee's induction period will form the basis of the Headmaster's recommendation to Governors as to whether to confirm appointment after the probationary period.

DBS

All employees are to complete a DBS unless they:

- Are under 16
- Are a current student at the School
- Are returning to the School after a short period of absence but have remained in contact
- Have subscribed to the annual DBS check which has been confirmed by the School

Volunteers are to complete a DBS if they:

- Are supervising an overnight trip
- Will be unsupervised during their visit
- Will visit once a week (or more often)
- Will visit on four or more days in a 30-day period

From time to time, and in exceptional circumstances, volunteers or other adults known to the School will be allowed to take part in trips (including overnight) pending the arrival of their DBS check but only if there has been a successful List 99 check, a full assessment of the risks carried out by the DSL in conjunction with the trip/event organiser and a written statement as to what the volunteer can and cannot do. Anyone who has not had a DBS check will not be left to have unsupervised contact with children at any time. All guest speakers will be vetted as much as possible before they are invited to speak to the pupils, either through references or web research. Guest speakers will sign in with ID. In addition, following the Prevent Duty (Summer 2015), staff are aware of their duties with regard to

visiting speakers proselytising a message counter to the School's safeguarding procedures. No visiting speaker is left alone with pupils, and staff will intervene if appropriate.

Reviewed September 2018

Headmaster