



Safer 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 2023, specifically Part 3", as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy.

This policy should be read in conjunction with the School's Safeguarding Policy which can be found on the School website at www.kimbolton.cambs.sch.uk/policies.

Data Protection

The School is legally required to carry out the pre-employment checks detailed in this procedure. Staff and prospective staff will be required to provide certain information to the School to enable the School to carry out the checks that are applicable to their role. The School will also be required to provide certain information to third parties, such as the Disclosure and Barring Service and the Teaching Regulation Agency (TRA). Failure to provide requested information may result in the School not being able to meet its employment, safeguarding or legal obligations. The School will process personal information in accordance with its Privacy Notice and Data Protection 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. An HR1 – Staff Requisition Form should be completed by the recruiting manager to initiate the recruitment of all new staff. A timetable for advertising, selection, gathering of references and pre-interview checks 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 on relevant job boards and these will include a statement confirming the School's commitment to safer recruitment, direction to the School website and contact details for obtaining further information. Safeguarding, pre-interview 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 link to the latest version of the School's Safeguarding Policy and a standard application form which all candidates need to complete in full.

On receipt of an application

As part of the selection process, all applications are read carefully by the pre-agreed shortlisting team. 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 complete a "supplement to the application form" which is a self-declaration of their criminal record or information that would make them unsuitable to work with children. They will also be asked to confirm their willingness for us to seek references prior to interview. Applicants will be advised that online searches will be carried out as part of the School's due diligence checks.

Prior to interview, where agreement has been confirmed, references will be taken up and upon receipt will be contacted to verify the details provided. Questions about the candidate's suitability to work with children will form part of the reference. One reference will be obtained from the candidate's current or most recent employer. 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. Human Resources will also check all shortlisted candidates against the DBS Children's Barred List. In order to minimise the risk of discrimination and/or unconscious bias, a member of the HR team not connected to the interview process will carry out an online google search (2 pages) on the shortlist candidate(s). Any information that this search reveals will be shared with the Headmaster/Bursar only for them to make the decision for this information to be discussed further with the candidate(s). For all teaching staff, to include teaching assistants and technicians, a check will be carried out against the Prohibition from the teaching profession list. Any candidates applying for a Senior or Management role, ie Senior Leadership, Heads of Department, will be checked against the Section 128 Barring Directions. If following the above checks and/or information is provided on the supplementary form, these details will be shared with the shortlisting panel and will be discussed with the candidate at interview.

Interview Procedure

When candidates arrive for interview they will be asked to verify their identity, proof of right to work in the UK, address and qualifications by bringing original documents (e.g. birth certificate, passport, 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 and subsequent pre-interview checks. 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:

“SRT” means that these staff have been Safer Recruitment trained.

“ST” means that these staff are members of the Safeguarding Team.

For Teaching roles:

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

For Support Staff roles:

- ✦ Interview with the Bursar (*SRT and ST*)
- ✦ Interview with Bursarial line manager (*SRT*)
- ✦ Interview with a member of the HR Team (*SRT*)

Candidates should expect the interview process to last at least half a day (support staff roles will be up to 1.5 hours). Detailed timings and arrangements will be given to candidates in advance of the interview day and this letter/email 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. Candidates 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 (teaching) or the Bursar for support staff (which may be delegated to the Bursarial line manager). In most cases, the Headmaster or Preparatory School Head for a Preparatory appointment or Bursarial line manager or Human Resources for support staff, will telephone all interviewees as soon as possible either conditionally offering them the post or to explain that they have been unsuccessful and provide 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 pre-employment paperwork to complete and return to Human Resources.

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 Barring List check (List 99 check)

Qualifications check and Application form check

Domicile/Right to Work status check

Medical/Health Declaration

Safeguarding Training with the Designated Person, to include additional online training.

Confirmation of receipt of the latest version of Keeping Children Safe in Education.

Overseas checks

Prohibition from Teaching check

S128 checks for management roles including Heads of Department

Disqualification under the Childcare Act 2006 (for Prep staff and those at the Senior School who support the EYFS e.g. sports coaches and Visiting Music Teachers)

If the DBS check is 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 are to complete a DBS application on-line (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. The initial safeguarding training will be on-line followed by a face to face safeguarding induction meeting with a member of the Safeguarding Team. New employees are informed of the identity and function of the Safeguarding Team and receive a copy of Part 1 and Annex A and B of 'Keeping Children Safe in Education' September 2023 (KCSIE), the School's Safeguarding Policy, Staff Code of Conduct and the Safer Recruitment Consortium document "Guidance for safer working practice for those working with children and young people in education settings".

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 Team (the Bursar, Deputy Head of Preparatory School or Assistant Head DSL). A final report on the employee's induction period will form the basis of:

Teaching staff - the Headmaster's recommendation to Governors as to whether to confirm appointment after the probationary period.

Support staff – the Line Manager's recommendation to the Bursar as to whether to confirm appointment after the probationary period, or reasons for extending a probationary period or terminating employment.

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 DBS Update Service which has been confirmed by the School's Human Resources.

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 Barring List check (List 99 check), a full assessment of the risks carried out by the Safeguarding Team 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.

Visiting Speakers and the Prevent Duty

The Prevent Duty Guidance requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised. 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 and will be escorted by a member of staff at all times. 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 October 2023
Will Chuter, Headmaster