



Conifers House School

Recruitment and Selection Policy

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Approved by	Julie Smith Chair of the Board

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Introduction

- Recruiting the best people to our School is vital for our continued success in providing the highest standards of education to our pupils.
- Not appointing the right people to our roles can have a negative impact on the performance of our School
- The Headteacher is responsible for deciding on the arrangements to recruit to any post, with the exception of the Headteacher role where the School Board will be responsible.
- In carrying out our recruitment processes we are committed to the creation of a safe environment for our pupils by operating safer recruitment practices in line with the statutory requirements and guidance.
- We are also committed to ensuring that throughout our recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender, gender

reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.

- In the very exceptional cases where we are required to discriminate due to an occupational requirement this must be approved by the School Board who will provide reasons for this requirement.
- Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, knowledge, experience and skills will be assessed at the level that is relevant to the job.
- If an applicant makes the School aware, at any stage of the recruitment process, that they have a disability then reasonable adjustments must be considered to ensure the applicant is not disadvantaged by the process.

Scope and Purpose

- The purpose of this policy is to set out our processes for recruiting, selecting and appointing any employee to work within our School.
- The Disclosure and Barring Service checks apply to both employees and volunteers in our School.

Safer Recruitment

- All recruitment must be in line with this policy to ensure that we identify, deter and prevent people who pose a risk of harm from working with our pupils.
- The recruitment of all applicants and volunteers to our School must, without exception, follow the processes of safer recruitment. All offers of employment will be subject to us being satisfied that the applicant or volunteer is a suitable person to work with children and young people.



Any person involved in recruiting to our School must read the latest version of “Keeping Children Safe in Education” guidance produced by the DfE and our School’s Safeguarding and Child Protection Policy.

- All employees and volunteers appointed to work directly with pupils must acknowledge that they have ‘read, understood and will follow’ the latest version of KCSiE – Part 1, Annex B. This is part of the Safeguarding Induction for employees and volunteers.
- All employees and volunteers appointed to work at the school but not directly with pupils must acknowledge that they have ‘read, understood and will follow’ the latest version of KCSiE – Part 1, Annex A. This is part of the Safeguarding Induction for employees and volunteers.
- All recruitment must be planned to ensure that there is adequate time available to recruit safely.
- Any person who becomes aware that this policy is not being followed during recruitment must inform the Headteacher immediately.
- All of Safer Recruitment checks and all Disclosure and Barring Service (DBS) checks must be carried out and have been determined as satisfactory before an applicant can start their employment in the School.

Advertising

- Any vacant position will be advertised via the appropriate channels for the individual job role to ensure the most appropriate field of applicants is sourced. This can be externally through the school’s website, job boards and recruitment agencies and/or internally via employee emails.
- All advertisements will have the following statement about safeguarding children and young people:
 - All applicants will require the appropriate qualifications and training for this role as well as the Right to Work in the UK.
 - Conifers House School is committed to safeguarding and promoting the welfare of children. We undertake safeguarding checks on all workers in accordance with DfE statutory guidance ‘Keeping Children Safe in Education’.
 - All candidates must undertake or have undertaken a valid enhanced Disclosure and Barring Service (DBS) check.

Job Description

- A job description will be required for all posts.
- The job description describes the duties and responsibilities of the post. It must be up to date, accurate and specific to the role.

- The job description must also include a person specification which outlines all of the necessary skills, experience, qualifications and knowledge required for the post.

All job descriptions and person specifications must make reference to the responsibility for safeguarding and promoting the welfare of children as noted above.

Application form

- All applicants are required to fill out our standard application form. CVs will be accepted but will not replace the requirement to fill out an application form.
- When completing the application form the applicant must specify and explain all gaps in employment and these will be discussed at interview.

References

- All offers of employment will be conditional upon receipt of at least two satisfactory written references. References will:
 - be requested for all shortlisted applicants;
 - include the applicant's current or most recent employer and where an applicant for a teaching post is not currently employed as a teacher, will include the applicant's most recent employer as a teacher;
 - ask the current employer for details of any capability history in the previous two years, and the reasons for this;
 - be directly from the referee;
 - not be accepted if they are 'to whom it may concern' letters;
 - request information on the applicant's suitability to work with children and young people;
 - be explored further with the referee and with the applicant if necessary.
- Where it has not been possible to obtain references before the interview any concerns that are subsequently raised will need to be resolved before the appointment is confirmed.



Short-listing

- Applicants will be short-listed against the requirements of the person specification. The same people should carry out the short-listing and the interviews. The outcome of the short-listing process will be recorded and retained by the HR Manager.
- Any equal opportunities monitoring forms will be removed by the HR manager before the shortlisting process is started.

All shortlisted candidates will have letters of invite to interview which will include the following information:

- According to KCSiE guidance, Conifers House School carries out online checks for all applicants invited for an interview. Please note that if the school identifies any information which might raise a concern, applicants will be asked for further detail at the interview.
 - The online checks will be carried out only on the two major search engines (i.e. Google and Bing) and checks will be made over a period of 10 years from the present date. Our approach to online search focus on it being fair and consistent for all shortlisted applicants. We will, therefore, not search social media presence as it is possible that not all applicants will have social media profiles.
- The short listing panel are responsible for scrutinising the application forms and identifying any gaps in employment or other areas that may affect an applicant's suitability to work with children and young people. A satisfactory explanation for any concerns must be obtained from the applicant during the interview process.

Interviews

- A face-to-face interview is the preferred mode of interviewing. If this is not possible due to exceptional circumstances (e.g. restrictions due to COVID 19; the applicant not being able to attend the interview face-to-face) the use of video conferencing, Skype, Facetime or other similar technologies will be considered for this purpose.
- All those involved in interviewing must be properly trained. At least one person on the interview panel must have passed the appropriate safer recruitment training.
- The purpose of the interview is to assess the merits of each applicant against the job description and person specification to establish their suitability for the post and their suitability to work with children and young people.
- Interviews will be conducted with a minimum of two interviewers on the panel to enable a fair process, and lead to better judgement through multiple views



and aspects. Each member of the panel will ask questions which enables written notes to be taken throughout the process.

- Before the interview commences the interview panel should:
 - check if any reasonable adjustments are required;
 - prepare appropriate questions to test the applicant's suitability to work at the post applied for, this might include working with children and young people;
 - decide a structure to the interview and establish which member of the panel will ask which question;
 - identify any areas for further probing (e.g. if a criminal record has been declared or explain all gaps in employment etc);
 - agree assessment criteria which reflects the person specification.

A set of common questions relating to the requirements of the post will be asked of each applicant. Their response will determine whether that is followed up through further questioning.

- Any gaps in employment history or declaration of a criminal record or caution must be explored further during the interview process and annotated on the interview sheet.

Additional Interviews Methods

- In addition to a face-to-face interview with the interview panel a variety of other selection methods may be used, such as:
 - observation of teaching practice;
 - one or more additional panel interviews (for example, a panel made up of pupils from our school);
 - a presentation on a given topic specified by the interview panel in advance; ○ in tray exercises; ○ psychometric testing.
- Those responsible for deciding the arrangements for recruitment to a specific post will determine the selection method(s). They will be relevant and appropriate to the role and will be based on the requirements for the particular post as set out in the job description and person specification.
- Applicants will be informed in advance if any selection methods are to be used in addition to a face-to-face interview and what these will be.

Safer Recruitment checks

- An offer of appointment to the successful applicant will be conditional upon the following:

□

- receipt of two satisfactory written references (one of which must be their current or most recent employer);
- verification of the applicant's identity, preferably from current photographic ID and proof of address;
- verification of the applicant's medical fitness;
- verification of qualifications where relevant; ○ satisfactory enhanced DBS check;
- a clear children's barred list check (except supervised volunteers); ○ verification of professional status where applicable. For teachers, this will include checking that the individual has the required teaching qualification

- and has successfully completed any statutory induction, if required, through the NCTL's Employer Access Online System;
- for teachers, verification that they are not subject to a prohibition order by checking the NCTL's Employer Access Online System;
 - for teachers, satisfactory check of the 'Teachers sanctioned in other EEA member states' list to determine any restrictions/sanctions that have been imposed in other EEA member states, through the NCTL's Employer Access Online System¹
 - verification of right to work in the United Kingdom;
 - any further checks where the applicant has lived or work outside of the UK including receipt of criminal record information from overseas;
 - confirmation that the applicant is not disqualified or disqualified by association from providing childcare
- All checks must be confirmed in writing, and will be retained on the personnel file and recorded in the single central record (SCR) in line with the GDPR guidelines.

Disclosure and Barring Service (DBS) checks

Disclosure and Barring Service (DBS) checks – new employees and volunteers

The School will carry out DBS checks as follows for new appointments, before the employee or volunteer starts work

¹ EEA regulator restrictions do not prevent an individual from taking up teaching positions in England, however, employers should consider the circumstances leading to the restriction when assessing a candidate's suitability to be employed. Please note, only EEA restrictions that are determined after 18 January 2016 will be displayed on the Employer Access Online Service

Who?	Definition	Type of check
Employees who will be engaging in regulated activity	As an educational institution which is exclusively or mainly for the provision of full-time education to children, Highgate Hill House School is an establishment specified in the relevant legislation. Activity carried out in this establishment will therefore be regulated activity relating to children if it meets the definition in the relevant legislation, including that it is carried out: (a) Frequently (for example once a week or more); or (b) On more than three days in any period of 30 days. Note – personal care of a child because of age, illness or disability including physical help with eating, toileting, washing, bathing or dressing is always regulated activity regardless of how frequently it is carried out.	An enhanced DBS check with children's barred list check will always be obtained
Unsupervised Volunteers	As above	An enhanced DBS check with children's barred list check will always be obtained
Supervised Volunteers	Where an individual is a volunteer (e.g. carrying out activity that is unpaid) they will not be engaging in regulated activity if: They are being supervised by someone that is in regulated activity; and The supervision is regular and day to day (e.g. it is ongoing); and The supervision is reasonable in all the circumstances to ensure the protection of children (this may take into account for example, the age, number and vulnerability of children the individual is working with and whether other individuals are helping to look after them)	We are unable by law to obtain a barred list check on a supervised volunteer. We will however obtain an enhanced DBS check (with no barred list check) for supervised volunteers.

- DBS certificates will only be issued to the applicant. All applicants must produce the disclosure when requested to do so. The disclosure will be scrutinised to ensure it is authentic and to detect any fraud. The DBS

disclosure number and date of the check must be recorded in the Single Central Record (SCR).

- We ask for all employees to join the update service on receipt of their DBS certificate. The HR manager will do an annual check through the Update Service on the Government website.
- Applicants can have their DBS certificate kept up to date and take it with them from role to role where the same type and level of check is required. Applicants or volunteers should be asked if they have subscribed to this service. The cost of this service is £13 per year. The expectation is that individuals personally fund with the exception of volunteers. Where the applicant or volunteer has subscribed, they should provide the School with the original disclosure document to be verified and the School will check the online update for any changes.
- Any applicant who refuses to produce their DBS disclosure will not be able to start work at the School and the conditional offer will be withdrawn as satisfactory checks are not in place.
- Any volunteer who refuses to produce their disclosure will not be able to volunteer in the School.
- Information relating to an individual's criminal record will only be shared with the relevant people to enable the School to make a decision about their suitability to work with children and young people. It will be held for no longer than is necessary and will be processed in line with the Data Protection Act 1998.

Disclosure and Barring Service (DBS) checks - existing employees and volunteers

- An enhanced DBS check and a children's barred list check will be carried out for all existing staff and unsupervised volunteers where their contact with children or young people has increased from that at their time of appointment.
- An enhanced DBS and children's barred list check may be carried out on any employee or unsupervised volunteer where the School has concerns about an individual's suitability to work with children and young people.
- An enhanced DBS (no barred list check) may be carried out on any supervised volunteer where the School has concerns about their suitability to work with children and young people.
- DBS certificates will only be issued to the applicant. The School expects all applicants to produce the disclosure when requested to do so. Any existing employee who does not produce their DBS disclosure will be managed through the disciplinary procedure. All staff on receipt of their DBS certificate must have it verified by the HR Manager.

- All existing employees are required to inform the School of any change in their criminal record. This includes convictions, cautions, arrests and police investigations. The School may require all employees to sign a declaration on an annual basis that there has been no change in their criminal record.
Action may be taken as a result of any change or any failure to inform the School of any change.
- All employees are encouraged to join the DBS update service where the HR manager can complete an annual check of the DBS status.

Agency staff

- In the case of agency staff, the School must ensure that the arrangement with the agency imposes an obligation on the agency to carry out all recruitment checks as specified in this policy. This must include DBS checks and children's barred list checks, that the school would otherwise complete for its staff. The school must obtain written confirmation from the agency that these checks have been carried out and are satisfactory. This must be recorded in the single central record (SCR).

Breaches of the policy

- Any instances of this policy not being adhered to will be taken very seriously and appropriate disciplinary action will be taken.
- Any complaint in relation to this policy, including its application will be managed through the School's complaints policy or grievance policy (for existing employees).

Record keeping and data protection (GDPR)

- All written records of interviews, application forms and reasons for appointment or non-appointment will be kept by the School for six months, unless a longer period can be justified by the Headteacher. Records will be treated as confidential and kept for no longer than necessary in accordance with the Data Protection Act 1998.
- KCSiE, September 2023, paragraph 276, states: "Schools and colleges **do not have** to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record."

Appendix - KCSiE – DISQUALIFICATION REQUIREMENTS

CONFIDENTIAL

Childcare Disqualification Self-declaration Form

The post for which you have applied involves regularly providing relevant childcare to children under 8 years of age. As part of our pre-employment safeguarding vetting checks you are required to provide the information requested on this form to enable a determination to be made regarding your suitability for employment in this role. This forms part of our overall commitment to safeguarding.

The legislative provisions which allow us to request this information from you are as follows:

- The Childcare Act 2006
- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (“the 2018 Regulations”)
- Rehabilitation of Offenders Act 1974
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)
- Keeping Children Safe in Education

Please note you are only required to declare any cautions issued as below:

Cautions – issued on or after 6 April 2007.

Youth cautions – issued on or after 8 April, 2013

Please return this form in a sealed envelope, to the Human Resources Manager

Note - failure to complete this form or disqualification from employment by virtue of the 2018 Regulations may result in your offer of employment being withdrawn.

Name	
Post title	
School	
Proposed start date	

Please circle one option for every question

Section 1 – Orders or other restrictions	
Have any orders or other determinations related to childcare been made in respect of any child in your care?	YES/NO
Have any orders or other determinations been made which prevent you from being registered in relation to childcare, children's homes or fostering?	YES/NO
Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the 2018 Regulations? Available at the link below: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/719794/Disqualification_under_the_childcare_act_July2018.pdf	YES/NO
Are you banned from working with children by the Disclosure and Barring Service (DBS)?	YES/NO
<i>Teaching staff only</i> Are you prohibited from teaching by the Teaching Regulation Agency (TRA)?	YES/NO
Section 2 – Specified and Statutory Offences	
Have you ever been cautioned, reprimanded, given a warning , given a youth caution or been convicted of:	
Any offence against or involving a child (a child is any person under the age of 18)?	YES/NO
Any violent or sexual offences against an adult?	YES/NO
Any offence under the Sexual Offences Act?	YES/NO
Any other relevant offences as set out in the 2018 Regulations? https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/719794/Disqualification_under_the_childcare_act_July2018.pdf	YES/NO
Any offence resulting in the death of or bodily injury of a child?	YES/NO
Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country	YES/NO

Section 3 – Provision of Information

If you have answered YES to any of the questions above you should provide details below. Give details of the order, caution, reprimand, warning or conviction, including dates and relevant court(s)/body(ies).

You must also provide a copy of the relevant order, caution, conviction etc. In relation to cautions/convictions a DBS certificate may be provided.

Section 4 – Declaration

In signing this form, I confirm that the information provided is true to the best of my knowledge and that:

☐ I understand my responsibilities to safeguard children.

☐ I understand that I must notify my Headteacher immediately of anything now, or in the future, which affects, or might affect, my suitability to work in the school, including any cautions, warnings, convictions, orders or other determinations made that would render me disqualified from working with children under the Childcare Act 2006, replacement or similar legislation. Failure to notify is considered a serious matter and is considered gross misconduct under the Disciplinary processes and could result in summary dismissal.

Signed:

Date:

Print Full Name: