



DR CHALLONER'S GRAMMAR SCHOOL

RECRUITMENT POLICY AND PROCEDURES (INCORPORATING SAFER RECRUITMENT)

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Recruitment Policy

Dr Challoner's Grammar School (the School) is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of the School's 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 position.
- to create a culture of safe recruitment, by consistently using recruitment procedures that help to deter, reject or identify people who might abuse children;
- to ensure that all job applicants are considered fairly and consistently.
- to ensure that no job applicant is treated unfairly on any grounds including race, nationality, ethnic or national origin, religion or religious belief, sexual orientation, gender or gender reassignment, 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 (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.
- 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 is committed to fair recruitment and selection, and to appointing on merit, in accordance with the following procedures which take best practice into account.

1. Equity, diversity and inclusion

The School is committed to ensuring equity, diversity and inclusion in employment. The School's Equal Opportunities Policy aims to ensure that all employees are recruited, trained and promoted on the basis of ability, the requirements of the job and relevant and objective criteria. No employee or job applicant should be treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010 in any matters to do with employment. (See also Equal Opportunities Policy)

2. Safeguarding Children

The School is committed to the safeguarding of children and child protection screening will apply to all posts including volunteers and supply staff. (See also our Safeguarding Statement.)

3. Appointment to Leadership Roles

The appointment of the Headteacher will be made by the Governing Body, following public advertisement. Appointments to other posts on the Senior Leadership Team will be made by the Headteacher, with the involvement of the Chair or Vice-Chair of Governors and at least one other governor. Appointments to middle leadership roles will be made by the Headteacher with the involvement of other senior leaders and, sometimes, but not always, a governor.

4. Single Central Record

All recruitment and vetting checks, including DBS checks, carried out on employed staff, supply staff, volunteers and others working at the school will be recorded in the single central record. This record will show whether the checks have been completed, the dates when each item was completed and who evidenced or carried out the check.

Recruitment Procedures

1. Advertising and Information for Applicants

Substantive posts will normally be advertised externally. In accordance with the school's policy for handling redundancies, and in some other special circumstances, there may be occasions when posts will be advertised internally only.

All advertisements (internal and external) will be managed through the HR department, who will also be responsible for receiving completed applications.

Recruitment information available to applicants on our website will include:

- a. A recruitment pack containing:
 - general information about the school and the job
 - role profile, including any safeguarding responsibilities
 - person specification, including safeguarding requirements
 - information about salary, benefits and other conditions of service
 - a statement confirming the school's commitment to safeguarding
 - Links to our Child Protection Policy, Safeguarding Statement and Recruitment of Ex-Offenders Policy
 - A statement confirming whether the role is exempt from the Rehabilitation of Offenders Act and the amendments to the Exceptions Order 1975, 2013 and 2020
 - details of how to apply and the closing date for applications
 - details of the selection process
- b. Application form, which includes a statement specifying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children
- c. Recruitment monitoring form. The information provided on this form is held by HR and not shared with the shortlisting panel (see Section 17 for how this information is used).

2. 'Refer a friend' scheme

2.1 DCGS has a 'refer a friend' scheme, to incentivise colleagues to encourage good people, not already employed by DCGS, to join our workforce. If a member of staff encourages a friend who is not already employed by DCGS to apply for an eligible vacancy, and that person is then appointed, the member of staff will receive a payment on successful completion of probation by the new colleague, provided that the referring colleague is still employed by DCGS at the time. Full details of this scheme can be found in our Pay Policy.

3. Handling Applications

3.1. CVs which are not accompanied by an application form will not be accepted.

- 3.2. On receipt of an application, the HR department will check that the essential items are present and follow up any missing information or inconsistencies with applicants as necessary.
- 3.3. The recruitment monitoring form will be retained by the HR department. It will not be made available to the shortlisting or interview panel. However, if an applicant has notified a disability or another requirement to enable them to participate in the interview, the HR department will ensure that appropriate arrangements are put in place where possible if the applicant is short-listed.
- 3.4. Selection for interview will be done on the basis of matching the skills, qualifications and experience of each applicant against the person specification for the post. A minimum of two people will usually shortlist, and interview panels will consist of at least two people.
- 3.5. Candidates are advised that if they do not hear from the school within 3 weeks of the closing date, they should assume their application has not been successful.
- 3.6. All candidates invited to interview will be:
 - Asked to complete a Criminal Self-Disclosure Form and return this to the HR department prior to or on the day of the interview.
 - asked if they have any special requirements for the day of the interview e.g. if they have a disability
 - asked to bring to interview relevant original documents (e.g. a passport) which will be checked to satisfy the requirements of the Immigration, Asylum and Nationality Act 2006, as well as documents to enable a DBS check to be carried out, if successful
 - asked to bring original proof of qualifications if relevant
 - (for teaching staff only) given details of any lesson they are to teach as part of the selection process
 - notified of any test or assessment activity (e.g. a presentation to the interview panel or a written test) they will be required to undertake on the day.
- 3.7. In accordance with Keeping Children Safe in Education, online searches will be carried out on shortlisted candidates. This is not part of the shortlisting process, and if there are any findings of concern candidates will be given the opportunity to address them at interview.
 - 3.7.1 The purpose of such checks is to ascertain suitability to work with children and keep them safe. They will be carried out fairly, consistently and equitably for all candidates, and in accordance with GDPR data processing principles. Checks will be limited to historical information of no more than 1 year, unless something of concern beyond that time frame is immediately evident.
 - 3.7.2 Checks will usually be carried out by the HR Manager or Administrator. The person carrying out the searches will have no involvement in the interview process or decision making. The only information shared with the interviewers will be anything which suggests the candidate is unqualified for the role, poses a substantial safeguarding risk, or risks damaging the reputation of the school.
- 3.8. References will be requested for all shortlisted candidates prior to interview (see Section 9 References).
- 3.9. No substantive post will be offered without formal interview.

4. Preparing for interview and assessment

- 4.1. Interview questions will be prepared in advance with reference to the selection criteria set out in the person specification, including questions to ascertain candidates' suitability to work with children.
- 4.2. For teaching appointments, the school's current lesson observation form will be used as a basis for assessing teaching performance.
- 4.3. If a candidate has notified a disability or the need for other reasonable adjustments in order to participate in the selection process, appropriate arrangements will be made wherever possible. ,
- 4.4. Every interview panel will be chaired by someone who is Safer Recruitment trained.

5. Interview

- 5.1. Wherever practicable, candidates will have the opportunity to:
 - tour the school, preferably when it is in session, involving pupils in the process where relevant
 - meet the Team/Subject Leader and other members of the team.
 - meet relevant members of the Senior Leadership Team
 - discuss fully the post, job description, salary, and other conditions of service
- 5.2. A 'right to work in the UK' check will be carried out on the day of the interview, for which applicants will be asked to bring their passport or any other relevant documentation relating to their entitlement to work in the UK (see Section 7 below). This will be recorded by the HR department.
- 5.3. Proof of qualifications relevant to the post (including driving licence if the appointee is required to drive a minibus) will also be checked on the day of the interview and recorded by the HR department. Photocopies of certificates, diplomas etc will not be accepted unless properly certified by the awarding body.
- 5.4. The HR department will check at interview appropriate documents for the purposes of a DBS application (including, if required, an overseas police check), as well as exploring any gaps in employment history or unusual career moves, and will discuss any requirements for additional references, if needed.
- 5.5. All panel members should take notes of the candidates' responses during the interview, which will be retained on the successful candidate's HR file, along with any other assessment paperwork. Paperwork for unsuccessful candidates will be retained for 6 months.
- 5.6. Candidates will have the opportunity to ask any questions as appropriate at interview.

6. Offering the post

- 6.1. The successful candidate will be selected in accordance with how closely they match the person specification.

Any offer to a successful candidate will be conditional upon:

- 6.1.1. Receipt of at least two references which are deemed satisfactory by the school (if these have not already been received); see Section 9 below.

- 6.1.2. Verification of identity and qualifications including evidence of the right to work in the UK
- 6.1.3. A satisfactory Enhanced DBS check and if working in 'regulated activity', a check of the Childrens Barred List maintained by the DBS (see Section 7).
- 6.1.4. An overseas criminal record check (obtained by the candidate), where the successful candidate has worked or been resident overseas for three months or more in the last 5 years. If a Skilled Worker visa is being applied for, a criminal record certificate must be provided for any country where the candidate has lived for 12 months or more (continuous or total) in the 10 years before the application (while aged 18 or over). (See section 8.1)
- 6.1.5. For a candidate to be employed as a teacher, a check that the candidate is not subject to a prohibition order issued by the Secretary of State. Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:
 - i. Planning and preparing lessons and courses for pupils
 - ii. Delivering and preparing lessons to pupils
 - iii. Assessing the development, progress and attainment of pupils
 - iv. Reporting on the development, progress and attainment of pupils;

A prohibition check will also be carried out for a candidate to be employed as a teaching assistant or cover supervisor, who may have previous teaching experience.
- 6.1.6. For candidates who have taught outside the UK, information about whether the candidate has ever been referred to, or is the subject of a sanction, restriction or prohibition issued by a regulator of the teaching profession in any other country which renders them unable or unsuitable to work at the school.
- 6.1.7. Where the successful candidate will be in a management role, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014, to check they have not previously been banned from the management or leadership of schools. This applies to all Governors, Senior Management Team and teaching Team Leaders and Heads of Department, A section 128 check will also be carried out when an existing member of staff moves into a management role.
- 6.1.8. Verification of professional qualifications, where appropriate.
- 6.1.9. Verification of successful completion of statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999).
- 6.1.10. Satisfactory medical fitness, to be applied for in compliance with the Equality Act 2010, through an independent occupational health provider. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment (see Section 10).
- 6.2. The successful candidate will normally be offered the post initially in person or by telephone, subject to formal confirmation in writing, satisfactory references (if not already received), satisfactory Disclosure from the DBS and occupational health checks as relevant.
- 6.3. The offer letter will be accompanied by:

- payroll information form
- HMRC New Starter Checklist
- a second copy of the offer letter to be signed and returned as written confirmation of the acceptance of the offer.
- Staff Code of Conduct
- Form requesting Emergency Contact details.

6.4. To verify candidates' mental and physical fitness to carry out the role, successful candidates will be sent an online confidential medical questionnaire via our independent Occupational Health provider. The school will not see any confidential medical information. See Section 10 below.

6.5. Unsuccessful candidates who attended an interview will be notified either in writing or by telephone as soon as possible after the interview.

7. DBS Checks

A DBS check will be carried out for all new appointments. The only exception to this will be if the candidate already has a DBS certificate relevant for the role eg Enhanced, inclusive of a Childrens Barred check (if in regulated activity), and which is registered with the DBS update service.

The applicant should complete an online DBS form and submit to the school the original documents required for evidence of identity.

If the Disclosure is satisfactory, the offer of employment can be confirmed. If, however, the contents of the Disclosure give cause for concern, the applicant will be invited for a further discussion before taking any decisions about future employment as outlined in our Recruitment of Ex-Offenders Policy.

If the DBS has been applied for but there is a delay in receiving it the Headteacher has discretion to allow an individual to begin work pending receipt of the disclosure certificate and a completed risk assessment. This will only be allowed if all other checks, including a clear check of the Children's Barred List (where the employee is working in regulated activity), have been completed and once appropriate supervision has been put in place.

The School will require to see the employee's original DBS certificate and will retain a copy of this on their record for no longer than 6 months. Once this is destroyed, a record that the vetting took place, the result of the check and recruitment decision taken will be retained.

On an annual basis, all employees will be asked to verify that they have not been involved in any criminal matter or personal matter involving the welfare of children that may have a bearing on their employment since their last DBS check was conducted.

8. Right to Work check

DCGS will follow the Home Office's Right to Work Checklist linked [here](#), when establishing a candidate's right to work in the UK. Relevant original documents will need to be seen (either in document form or online, as appropriate) and a copy retained.

8.1 Applicants with periods of overseas residence

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. The School will take into account the "DBS unusual addresses guide" in such circumstances.

For applicants who are living overseas, or who have lived overseas previously, obtaining a DBS certificate may be insufficient to establish their suitability to work at the School. In such cases the applicant will be required to provide additional information about their suitability from the country (or countries) in which they have lived, in the form of an overseas criminal record certificate. The School's policy is to ask applicants to provide such information from each overseas country in which they have lived for a period of three months or more in the previous five years. If a Skilled Worker visa is being applied for, a criminal record certificate must be provided for any country where the candidate has lived for 12 months or more (continuous or total) in the 10 years before the application (while aged 18 or over).

The School recognises that formal checks are not available from some countries, that they can be significantly delayed or that a response may not be provided. In such circumstances the School will seek to obtain further information from the country in question, such as a reference from any employment undertaken in that country. If a satisfactory reference is obtained the School may allow the applicant to commence work pending receipt of the formal check if the applicant is considered suitable on the basis of the information the School has obtained. All suitability assessments must be documented and retained on file.

Continued employment will remain conditional upon the School being provided with the outcome of the formal check and it being considered satisfactory by the School.

If the formal check is delayed and references are not available the applicant's proposed start date may be delayed until the formal check is received.

If no information is available from a particular country the School will carry out an assessment of whether the applicant is suitable to work at the School on the basis of all other suitability information that has been obtained. The School will take proportionate risk based decisions on a person's suitability in such circumstances.

8.2 Certificates of Sponsorship (CoS)

If an appointed applicant does not currently have eligibility to work in the UK, a CoS may be required, in order for the applicant to apply for a visa.

The School currently holds a sponsorship licence, and therefore a CoS may be issued if the job meets the Government guidance regarding eligible skilled occupations and meets the skilled worker salary requirements, and if the applicant meets the eligibility requirements for a Skilled Worker. The HR department will manage the process for obtaining a CoS for the applicant, and advise them on the visa application process. The applicant must also meet all requirements for obtaining entry clearance/leave to remain through UK Visas and Immigration (UKVI).

9. References

References will be requested for short listed applicants prior to interview. No questions will be asked about health or medical fitness prior to any offer of employment being made.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School. One of the references must be from the applicant's current or most recent employer. If the current / most recent employment does / did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.

All referees will be sent a copy of the job description and person specification for the role for which the applicant has applied. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title / duties, reason for leaving, performance, and disciplinary record;
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated or malicious; and
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be false, unsubstantiated or malicious;

The School will only accept references obtained directly from the referee. References will be requested via email, and employment references will only be accepted from an employment email account. If returned by email, the covering email will be retained with the reference as verification of the identity of the referee.

The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

Where a reference is not received prior to interview it will be reviewed upon receipt. Any discrepancies identified between the reference and the application form and/or the interview assessment form will be considered by the School. The applicant may be asked to provide further information or clarification before an appointment can be confirmed.

If factual references are received i.e. those which contain limited information such as job title and dates of employment, this will not necessarily disadvantage an applicant although additional references may be sought before an appointment can be confirmed.

The School may at its discretion make telephone contact with any referee to verify the details of the written reference provided.

10. Occupational health check

To verify candidates' mental and physical fitness to carry out the role, successful candidates will be sent an online confidential medical questionnaire via our independent Occupational Health provider. The school will not see any confidential medical information. Occupational Health will either:

- Confirm to HR that the appointee is fit to undertake the job, with or without a need for any reasonable adjustments
- ask for a medical report from the appointee's own doctor, with the consent of the appointee
- ask for a medical examination, in which case the school will be advised before seeking the consent of the employee

11. Safeguarding and data protection

All appointees will be required, prior to appointment, to complete some or all of the following, where applicable to their employment:

- Online Level 1 Safeguarding training
- Online Preventing Radicalisation training
- Confirmation of having viewed and understood the DCGS GDPR online training (this is a requirement before a DCGS email account can be issued)

12. Contract of employment

Once all the above checks have been satisfactorily completed, a contract of employment will be issued. Appointees are required to sign and return one copy, indicating their acceptance of the terms offered and that they have read and understood relevant Keeping Children Safe in Education documents and DCGS Child Protection and Privacy policies.

13. Payroll documentation

A completed payroll information form, plus any accompanying documents, will be sent to the payroll department by the HR department. All new employees must provide bank details and an HMRC New Starter Checklist or P45. **No salary will be paid until the form and all the accompanying documentation has been received and processed.**

14. Removal and relocation expenses

Reasonable removal and relocation expenses incurred by employees who need to relocate to take up a new post may be reimbursed at the discretion of the Headteacher.

15. Data Protection

The School is legally required to carry out the pre-appointment 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.

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 Staff Privacy Notice.

16. Retention of records

Application forms from unsuccessful applicants, interview notes and reasons for rejection will be kept in line with the school's retention schedule.

17. Recruitment monitoring

The HR department will monitor gender, age, ethnicity, disability, ethnicity, religion or belief, and sexual orientation, of our applicants, those shortlisted and those appointed, to ensure that discrimination does not occur within our recruitment and selection processes, and to gain an accurate picture of the diversity of our candidates, to inform how and where we recruit. We also monitor where candidates saw the post advertised, to ensure we are appropriately marketing our vacancies. On an annual basis, the HR Manager will analyse this data and report to the Pay and Personnel Committee.

18 Safer recruitment for other workers/volunteers

18.1 Agency and third party staff

We will obtain written notification from any agency or third party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

18.2 Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check, by requesting a Letter of Assurance from the employer, This will also require the contractor to have read our Child Protection Policy and Procedures, and relevant sections of Keeping Children Safe in Education.

18.3 Trainee teachers

For fee-funded trainee teachers, we will obtain written confirmation from the training provider that necessary checks, including DBS clearance, have been carried out, and that the trainee has been judged by the provider to be suitable to work with children.

18.4 Volunteers

We will carry out risk assessments for all volunteers to identify the level of DBS check required.

An enhanced DBS check with barred list information will be obtained for all volunteers working in regulated activity.

We will never leave an unchecked volunteer unsupervised/unaccompanied or allow them to work in regulated activity.

18.5 Governors and members

We will obtain an enhanced DBS without barred list information (if working in regulated activity, a barred list check will be included) for all trustees, governors and members. We will also carry out risk assessments for all governors and members.

All governors will be required to complete Safeguarding for Governance training.

The Chair of Governors will have their DBS countersigned by the Secretary of State

A Section 128 check will also be carried out for all trustees, governors and members.