



CROYDON HIGH SCHOOL

RECRUITMENT, SELECTION AND DISCLOSURE POLICY

Responsibility for Review: Director of Finance and Operations

Reviewed: November 2017 (by the PA to the Headmistress, in the absence of a DFO)

Next Review: November 2018

(Senior and Junior)

Introduction

Croydon High School is committed to providing the best possible care and education to its pupils 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 members of staff of the highest calibre who share this commitment.

The aims of the School's recruitment, selection and disclosure policy are as follows:

- To ensure the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- To ensure that all job applicants are considered equitably and consistently;
- To ensure job applicants are treated in line with current legislation;
- To ensure compliance with all relevant recommendations and guidance including the recommendations of the DfE in "Working Together to Safeguard Children" DfE Feb 2017, and "Safeguarding Children and Safer Recruitment in Education April 2012"
- 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.

The School will not discriminate against applicants for employment on the grounds of race, nationality, colour, ethnic or national origin, age, sex, marital status, sexual orientation, religion or belief, gender reassignment, creed or disability in any matters to do with employment.

All posts at the School are exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore required to declare at the time they submit their application whether they are disqualified from working with children or (if a teacher) whether they are subject to sanctions imposed by a regulatory body e.g. the General Teaching Council, and whether they have any convictions, cautions or bind-overs. All applicants who are offered employment are subject to a check from the Disclosure and Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions and “spent” convictions.

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

Recruitment and selection procedure

The School follows the recruitment and selection procedure laid down by the Council of the GDST in the Human Resources section of the GDST Intranet. The terms of the GDST’s Safeguarding Children and Child Protection Policy, September 2011, also apply.

Pre-Employment Checks

In accordance with the recommendation of the DfE “Safeguarding Children: Safer Recruitment and Selection in Education Settings” the School carries out a number of pre-employment checks in respect of all prospective employees. This information is taken into account in determining whether an appointment is made:

a) Verification of identity and address in line with the requirements of The Immigration, Asylum and Nationality Act 2006; all applicants who are invited to an interview are required to bring the following evidence of identity, address and qualifications:

- current driving licence (including photograph) or passport or full birth certificate;
- two recent utility bills or bank statements (from different sources) showing their name and home address;
- documents confirming any educational and professional qualifications referred to in their application form, including (for teachers) proof of successful completion of their induction period (for those who obtained QTS after 7 May 1999)

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she is required to provide documentary evidence of the change. After verifying the details, the School retains copies of all documentation.

b) Medical questionnaire (GDST form S4) sent with the letter of appointment to seek assurance that staff do not suffer any illness to the best of their knowledge that might harm the health or welfare of children in the School.

c) Previous employment history: all applicants for employment are required to complete a GDST application form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms are returned to the applicant where the deadline for completed application forms has not passed. CVs which are not accompanied by a completed GDST application form cannot be accepted.

d) References: all offers of employment are subject to the receipt of two satisfactory references, one of which must be from the applicant's current or most recent employer or, if they have not been employed before, their school head teacher or college tutor. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. References will not be accepted from relatives of those writing solely in the capacity of friends. All references are 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 are 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 employee, they are also asked to confirm the following:

- the applicant's dates of employment, salary, job titles/duties, reason for leaving, performance and disciplinary record;
- whether the applicant has ever been the subject of disciplinary procedures involving issues relating to the safety and welfare of children or young people (including any of which the disciplinary sanction has expired) and the outcome of these disciplinary procedures
- 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 toward children or young people and the outcome of these allegations or concerns.

The School only accepts references obtained directly from the referee. It will not rely on references or testimonials provided by the applicant or an open reference or testimonials. The School compares all references with information given on the application form. Any discrepancies or inconsistencies in the information are taken up with the applicant before any appointment is confirmed. The disclosure of allegations of past disciplinary action or a criminal record will not debar the applicant from appointment unless the School considers that the record renders the application unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, its relevance to the nature of the applicant's employment, how long ago it was committed, what age the applicant was at the time and any other factors that may be relevant.

e) Eligibility to work in the UK: all applicants who are invited to an interview are required to bring proof of their eligibility to work in the UK in line with The Immigration, Asylum and Nationality Act 2006. The School checks certain Home Office prescribed original documents, then certifies and retains copies of the documents accepted as evidence of eligibility to work in the UK.

Interviews

Appointment panels which undertake recruitment interviews will include at least one member who has successfully completed suitable safer recruitment training. Recruitment interviews will include a question relating to safeguarding children.

The School will retain all interview notes on all applicants for a six month period. While notes relating to applicants appointed to the staff will then remain on file, those covering unsuccessful applicants will be destroyed after six months. The six month retention period will allow the School to deal with any data access requests, recruitment complaints or to respond to any complaints laid before an Employment Tribunal.

Criminal Records checks

Due to the nature of the work, the School applies for disclosures from the Disclosure and Barring Service (DBS) in respect of all staff and volunteers. Enhanced disclosures are requested from the DBS for all positions. Where an application for a DBS check has been posted but the disclosure certificate has not yet been received, a member of staff or volunteer may commence their duties as long as a check has been carried out to ensure the applicant does not feature on the barred list, all possible other checks have been completed and appropriate supervision is in place. The School will take a risk based practical approach to supervision depending on the circumstances of the particular individual.

Applicants who have lived or worked abroad for three months or over since 2002, and those with little or no previous UK residence, are subject to whatever evidence of checking is deemed appropriate and available from the countries in which they have lived or worked. Before taking supply staff provided through an agency, the School requires written confirmation from the supply agency that it will satisfactorily complete the checks described above. The School asks to see the DBS although it does not need to carry out checks itself except where there is information contained within the DBS disclosure. However, identity checks must be carried out by the School to check the person arriving is the person the agency intended to refer to them.

The Council of the GDST as proprietors of the Trust and therefore the School, are all DBS checked. Under the 2007 Amendment to the Independent Schools Standards Regulations, the local governing body are also subject to a DBS check.

Record Keeping

Evidence of checks on individuals who are appointed to the staff are summarised in a single, central register of all recruitment and vetting checks under the following headings:

- Evidence of identity, including name, address and date of birth
- Date of employment
- Qualifications for the job
- Barred list check (if undertaken separately to the DBS)
- Number and date of enhanced DBS disclosure
- Evidence of right to work in the UK
- Overseas check (where applicable)
- References
- Application form/curriculum vitae
- Medical fitness questionnaire
- Prohibition from teaching check
- Children disqualification disclosure (when a member of staff works with pupils aged 8 years or less)
- Prohibition from management check

The register shows the date on which each check was completed or the relevant certificate obtained and who carried out the check.

After carrying out the checks, copies of identity documents, qualification certificates, references and application form are kept, together with confirmation that the other checks have been completed. Medical forms are stored separately and are only accessible by the Headmistress. The register records all staff who are employed at the School, including supply staff whether employed directly or through an agency, volunteers, governors and those who provide additional teaching or instruction for pupils but who are not staff members, e.g. specialist sports coaches.

Evidence of identity and qualifications relating to unsuccessful applications will be normally destroyed after six months.

Probation Periods

All staff appointed from 1 January 2011 will be subject to an initial period of probation as set out in the GDST's Probationary Period Policy.

All staff and volunteers at the School are given, on or prior to appointment, copies of the School's Safeguarding and Child Protection Policy and are required to sign a declaration that they have read and understood the documents and agree to work in accordance and with them.

LSCB

The School will follow the GDST's policy for handling allegations made against staff and/or volunteers, which complies with the government guidance in Safeguarding Children and Safer Recruitment in Education April 2012 and works closely with the Croydon Local Safeguarding Children's Board (LSCB). The School will refer cases of suspected abuse or allegations to the local social services department as appropriate and in accordance with LSCB procedures.

Agency Staff

In accordance with the Agency Workers Regulations October 2011, agency staff have some rights from day one of working at the School and other rights after 12 weeks in an assignment as listed in the Human Resources section of the GDST's Intranet.