



**The Study Prep**  
WIMBLEDON

Name of Policy	Recruitment Policy
Reviewed by	Human Resources
HMT Member	Bursar/Head
Date of review	March 2023
Date of next review	March 2024



## The Study Prep WIMBLEDON

### RECRUITMENT POLICY

The Recruitment Policy refers and applies to staff directly recruited and employed by the School. In the Education (Independent Schools Standards) (England) Regulations 2019 staff are defined as:

***Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer.***

In the case of agency or contract workers, the School shall obtain written confirmation from the agency or company that it has carried out the required checks. The School conducts identity checks on agency and contract workers on arrival in School and, in the case of agency workers which includes supply staff, the School must be provided with a copy of the DBS check for such staff. See below for further details.

This Policy should be read in conjunction with the School's Safeguarding Policy and applies to the whole School including Early Years. This Policy has been compiled with reference to Keeping Children Safe in Education (KSCIE 2022), the Prevent Duty Guidance for England and Wales 2015, Merton Local Authority inter-agency procedures and all current Department of Education regulations.

#### **Recruitment Process**

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 and that all job applicants are treated fairly and consistently in accordance with Equality legislation and best practise.
- To ensure that the School meets its commitment to the safeguarding and welfare of its pupils, both during the interview process and by carrying out all necessary pre-employment checks.
- To ensure that the School's recruitment process and procedures are robust and deters and prevents individuals who are unsuitable to work with children from applying for or securing employment , or volunteering opportunities in the School .

#### **Authorisation for Recruitment**

The job description, qualification requirements (if appropriate), job advert and placing thereof, as well as the timeline of the recruitment process are agreed and signed off by the Head/Deputy Head and/or Bursar.

## **Advertising**

The vacancy will be advertised for the agreed timeframe in suitable places. The advert will always include a commitment by the School to safeguarding and promoting the welfare of its pupils and the requirement for the successful applicant to undergo safeguarding checks. It will also include the safeguarding responsibilities of the post as per the job description and personal specification.

An online job application pack will be sent to interested candidates. This will include a cover letter, full job description, a pro-forma application form, the Safeguarding Policy and information about the School. Two references are requested, one of which should be from the applicant's current or most recent employer. In line with KCSIE Regulations, where appropriate, a Staff Suitability Declaration will also be enclosed. See 'Checking for Suitability' below.

## **Compiling a shortlist**

Once the deadline has been passed, all applications will be reviewed by one or more of the following: the Head /Deputy Heads and Bursar. Any discrepancies, anomalies or gaps will be noted to explore further with shortlisted candidates. Based on the requirements of the job description, the panel will agree the essential and desirable criteria against which they will judge the merits of each applicant. A table of shortlisted candidates detailing their qualifications and experience is then drafted to enable an objective comparison. Shortlisted candidates are asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

## **Seeking references**

The School's reference pro-forma includes clear questions relating to the candidate's suitability for working with children. Checks of previous employment history are made by the School to ensure that there are satisfactory reasons for any gaps in employment, as well as resolving any concerns which may arise from scrutinising the references. Where a candidate is currently employed, references will not be sought from the current employer until the candidate authorises this – see References and Employment History below.

## **Interview Process:**

At least two interviewers will interview the candidate (of these, at least one will have received 'Safer Recruitment' training). In advance of the interview, the interviewers will have met and agreed issues (if any) to explore further, as well as any particular questions. The interview will explore the candidate's suitability for working with children, as well as for the post itself (this criteria will apply equally to teaching and non-teaching staff). Any gaps in the candidate's CV or employment history will be explored during the interview to gain satisfactory reasons/justification for these gaps. For senior staff appointments, governors will also be involved in the interview process. The interview will also include a tour of the school, lesson observation for teaching staff and a task or presentation for senior staff appointments.

Interviewers use a standard questionnaire template as a guide to conducting the interview.

### Conditional offer of appointment:

An offer of appointment is made to the successful candidate, conditional on satisfactory completion of the mandatory pre-appointment checks (detailed below) and receipt of two satisfactory references. In line with KCSIE regulations, relevant applicants will be required to complete a staff suitability self-declaration form which will be included with their offer letter.

### Checking identity and qualifications documentation:

Where possible, this should be done at interview or earlier, and copies made of documents retained by the school. Identity checks are made against official documents such as a passport, driving licence and/or birth certificate. Photographic proof of identity should be included, together with evidence of current address (bank statements or recent utility bills). Qualification documents must be checked where a candidate has claimed these as part of his/her application for the position.

### Checking for suitability:

In accordance with the KCSIE regulations, the School carries out the following checks on all prospective school staff:

- **Identify** check
- Verify **professional qualifications**(where appropriate and relevant)
- **Barred List/List 99 check**. The School is registered with Atlantic Data in order to carry out a barred list check.
- **Enhanced disclosure**. The School carries out its enhanced disclosure checks using Atlantic Data. Atlantic Data liaise with the Disclosure and Barring Service (DBS). The prospective employee is required to bring the physical hard copy of the original enhanced disclosure certificate from the candidate, which the school verifies.
- Where the successful candidate has lived outside the UK for more than 6 months in the last 5 years, they will be required to provide **a police check** dated within the previous 3 months from that country they have lived in, to cover that period. The School will also carry out additional appropriate overseas checks (having regard to Home Office updated guidelines).
- **Right to work in the UK**. The School is mindful of its obligations with regard to employing someone who is subject to immigration control and will apply the procedures detailed by the UK Border Agency
- **Prohibition orders**. In accordance with the KCSIE Regulations, the School will check that anyone employed as a teacher is not subject to a prohibition order issued by the Secretary of State through the DfE Employer Access service.
- **Online search**
- **Disqualification from childcare**
- **S 128 check** where relevant (see below)
- **Satisfactory medical fitness**. It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, and layout of the School. The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.
- **Previous employment history**  
The School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the School immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she

may receive. Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Successful applicants are made aware that they are required to notify the School immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration; please see a list of the relevant offences set out here:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/384712/DBS\\_referrals\\_guide\\_-\\_relevant\\_offences\\_v2.4.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/384712/DBS_referrals_guide_-_relevant_offences_v2.4.pdf)).

At the School, we require candidates teaching children of 8 years old and under as well as candidates for managerial roles to complete a form confirming that they are not disqualified to work with children. The School will notify Ofsted if satisfied that a staff member working in Early Years falls within one of the disqualification criteria.

The School works hard to create a culture where staff feel comfortable to discuss matters outside of work which may have implications for the safeguarding of children and support staff as appropriate.

### **References and Employment History**

As stated above, all offers of employment will be subject to the receipt of two satisfactory references, one of which must be from the applicant's most recent employer. If this employment did not involve working with children, then the second reference should be from the employer with whom the applicant most recently worked with children. The School uses a standard reference form which explores the candidate's suitability for working with children. The School will not rely on open references or references provided by the candidate. Where references are received by email, the referee may be contacted by phone to ensure that he/she is a genuine referee.

### **DBS Checks**

The School's pro forma application form makes it clear that positions within the School are exempt from the Rehabilitation of Offenders Act 1974 and that therefore all convictions, cautions and impending prosecutions must be declared, together with details of all 'spent' convictions before the candidate's job interview. The nature of any declared offence will be assessed having regard to the seriousness of the offence, circumstances and timeframe. The welfare and well-being of children and staff will always take priority in any such consideration.

DBS checks are not required to be updated unless an individual's role has increased in significant responsibility or where their contact with pupils is significantly increased.

If an 'enhanced disclosure' is delayed, the Head may allow the member of staff to commence work:

- Without confirming the appointment;
- After a satisfactory check of the barred list if the individual will be working in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily;
- Provided that the DBS application has been made in advance;
- With a risk assessment undertaken and appropriate safeguards put in place (for example organised supervision);
- Safeguards reviewed at least every two weeks by the Head/Bursar and member of staff;
- The individual in question is informed what these safeguards are; and
- A note is added to the single central register and evidence kept of the measures put in place.

## **S 128 checks:**

All managerial appointments made from August 2015 onwards are checked for the existence of a s128 direction barring such persons from taking part in the management of an independent school. From September 2018, this check is extended to internal applicants promoted to management roles. 'Managerial' roles include governors, Heads and all staff holding positions on the senior leadership team.

## **Contract of employment:**

The employment contract will be conditional on completion of outstanding required checks.

## **Checking for suitability volunteers, supply staff, employees of third parties:**

### **Supply and Agency Staff**

The School requires written confirmation from the relevant supply agency, that all required checks have been carried out to the extent relevant to that individual. (i.e. identity, enhanced disclosure, right to work in the UK, Barred list/List 99, prohibition from teaching, qualifications and overseas checks). The supply agency is also required to take up references, obtain a medical declaration of fitness, check previous employment history, check for prohibition orders and ensure that teachers working for it have a fresh disclosure every three years. Supply staff check lists are kept in a separate file. Supply staff details are recorded in the SCR.

Written confirmation that all relevant checks have been carried out on catering supply staff are also required from the catering agency in advance of them working at the School.

On arrival of all supply/agency staff at the School, separate identity checks are carried out and the DBS Certificate is checked. A supply teacher is also provided with a copy of the Code of Conduct.

### **Volunteers**

All volunteers who are involved in 'regulated activity' will be checked for enhanced disclosure and barred list. If they are supervised at all times they will not be in 'regulated activity' and will not need a DBS check. References will be sought if the volunteer is not known to the School. One off volunteers do not require checks but must not be unsupervised or involved in any sort of personal care. The need for additional, discretionary checks will be made on the basis of a risk assessment in relation to that person, the work, and the vulnerability of the children, other information known and the specific situation. Guidelines are issued to volunteers before school trips etc.

### **Catering Staff**

Written confirmation that all necessary checks are carried out are provided by the catering contractor. On their first visit to the School, catering staff are required to bring valid identification.

### **Visiting Speakers**

Speakers are carefully selected and often come from personal recommendation. All potential speakers must be approved by the Head or Deputy Head. Formal vetting checks and/or background checks will be carried out as deemed appropriate. Speakers are appropriately supervised whilst in the School. An assessment is undertaken regarding the educational value and age appropriateness of the content to be delivered.

## Temporary Contractors

All temporary contractors are required to show their identity, sign in at Reception and will be supervised for the duration of their visit for times when contact with pupils is likely to occur.

### Staff Induction:

Training in child protection is an important part of the induction process. Every new member of staff, including part-timers, temporary, visiting and contract staff working in the School, receives appropriate training on their responsibilities in being alert to the signs of abuse and bullying and on the procedures for recording and referring any concerns to one of the DSLs. Staff are made aware of their rights under the Whistleblowing Policy which enables staff members to raise concerns confidentially and, if necessary, for concerns to be raised outside of the organisation. A copy of the staff Code of Conduct is also provided at the induction session and new staff are required to read and sign acceptance of this. These sessions are organised by the Lead DSL and every effort will be made to hold them within the first week of the arrival of a new member of staff at the School.

All employees of Harrisons, the School's catering contractor, are also required to be given training in child protection.

The only adults who work or visit the School who are exempted from this requirement are:

- Occasional visitors, including occasional lecturers and contractors, who sign in and are given a security badge by our receptionist and who are escorted throughout their visit.
- Contractors working on a designated site that is physically separated from the rest of the School who are required to sign in and out at their site office and to wear security badges at all times.
- Contractors working during the school holidays.

All new staff (including teaching and non-teaching staff, peripatetic and contract staff working within the School will be provided with induction training that includes:

- the School Safeguarding Policy
- the role and identity of the DSL(s)
- the School Behaviour Policy
- the School Anti-Bullying Policy
- the School's Staff Code of Conduct
- the School's Whistleblowing Policy
- the School's Attendance Policy
- the safeguarding response to children who go missing from education
- a copy of Part one of *KCSIE*
- School leaders and staff who work directly with children will also be required to read Annex A of *KCSIE (and Part five of KCSIE)*.

## **Recording and registering documents**

In accordance with the KCSIE Regulations, the Study has a Single Central Register (SCR) for all current members of staff, volunteers and School club providers. A record of supply staff (with all checks and id) is kept in a separate file. The SCR contains the following information:-

- Identity
- Barred list/List 99
- Qualifications
- Enhanced disclosure
- Overseas checks
- Right to work in UK
- Checks of CV/application forms
- References
- Prohibition Orders
- S128 check
- Medical fitness declaration
- Details of staff self-declaration relating to disqualification from working with children

## **Retention of Records**

All relevant information for a successful applicant will be kept on their staff files. The SCR will retain a note of the DBS certificate and issue date.

**Policy reviewed: March 2023**