



**ORWELL PARK SCHOOL**  
**Nacton, Ipswich IP10 0ER**

**RECRUITMENT POLICY**

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## **INTRODUCTION**

This policy applies to all sections of the School including the EYFS. Orwell Park School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This Recruitment Policy draws on and supports the School's Safeguarding Policy. The School's recruitment policy and process derive from, and comply with, 3 complementary sets of legislation and guidance:

- Keeping Children Safe in Education September 2016
- Boarding Schools National Minimum Standards NMS 14, April 2015
- The Education (Independent Schools Standard) Regulations, (in force from January 2015)

The requirements of NMS 14 must be adhered to when recruiting all staff who work with boarders after the normal daily curriculum programme finishes. Satisfactory DBS disclosures must be received for all new staff who fall into this category before they are allowed to begin work. For all others, the Headmaster may authorise a new member of staff to start work prior to receipt of a satisfactory DBS disclosure providing that a satisfactory Barred check has been completed, and a risk assessment has been conducted with satisfactory measures put in place to supervise the new member of staff.

## **AIMS AND OBJECTIVES**

The aim of the Safer Recruitment policy is to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The School has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the School based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation. If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

## **ROLES AND RESPONSIBILITIES**

It is the responsibility of the governing body to:

- Ensure the School has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.
- Monitor the School's compliance with them.

It is the responsibility of the Headmaster, Bursar and other managers involved in recruitment to:

- Ensure that the School operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the School.
- To monitor contractors' and agencies' compliance with this document.
- Promote welfare of children and young people at every stage of the procedure.

The governing body has delegated responsibility to the Headmaster (teaching staff) and Bursar (support staff) to lead in all appointments. School governors may be involved in staff appointments but the final decision will rest with the Headmaster / Bursar.

## **RECRUITMENT AND SELECTION PROCEDURE**

### **Advertising**

To ensure equality of opportunity, the School will advertise all vacant posts to encourage as wide a field of applicant as possible; normally this entails an external advertisement.

Any advertisement will make clear the School's commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA).

### **Application Forms**

Orwell Park School uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

The application form will include the applicant's declaration regarding convictions and working with children. CVs will not be accepted.

All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies (eg. National College for Teaching and Leadership; Disclosure and Barring Service).

### **Job Descriptions and Person Specifications**

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job.

### **References**

References for short listed applicants will be requested in advance of an interview.

The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any formal offer of employment being made. Two professional/character references must be provided. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

The referees are contacted (by phone) to provide further clarification as appropriate. Any discrepancies or anomalies will be followed up with the candidate.

The School does not accept open references, testimonials or references from relatives.

### **Interviews**

There will be a face-to-face interview wherever possible, and the same panel will see all the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps that have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria. Interviews will always contain questions that relate to safeguarding.

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process.

At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

### **Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status**

All applicants invited to attend an interview at the School will be required to bring at least 3 identification documents as proof of address/ identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations. Valid ID documents include:

- Valid Passport
- Current Valid Driving Licence
- Marriage Certificate
- Birth Certificate
- Utility Bill/Landline Phone Bill (issued within the last 3 months)
- Bank/Building Society Statement (issued within the last 3 months)
- Credit Card Statement (issued within the last 3 months)

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

Original documents will only be accepted and photocopies will be taken.

## **OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS**

The appointment of all new employees is subject to the receipt of all checks returned back satisfactory such as DBS Certificate, Barred List (and all other required checks specific to the role). A personal file checklist will be used to track and audit paperwork obtained in accordance with the Safer Recruitment Training. The checklist will be retained on personal files.

### **The Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 does not apply to positions, which involve working with, or having access to pupils. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at Orwell Park School.

### **DBS (Disclosure and Barring Service) Certificate**

All staff at Orwell Park School require an enhanced DBS Certificate and therefore a DBS Certificate must be obtained before the commencement of employment of any new employee.

Members of staff at Orwell Park School are aware of their obligation to inform the Bursar of any cautions or convictions that arise between these checks taking place.

### **Portability of DBS Certificate Checks**

The DBS code of Practice, the Independent Boarding School Association and OFSTED does not facilitate portability of DBS Certificate checks unless the applicant has registered to the DBS Update Service. For clarity portability refers to the re-use of a DBS Certificate obtained for a position in one organisation and later used for another position in another organisation. Orwell Park School is committed to adhering to these Codes of Practice and does not accept DBS Certificates carried out by another organisation unless they are registered with the DBS Update Service.

### **Barred List (formerly known as List 99)**

Before starting work all new staff will be checked against the barred list, a list maintained by the Disclosure and Barring Service (formerly the Independent Safeguarding Authority) of individuals who are barred from working with children. The children's barred list replaces:

- List 99 (individuals barred from working in education under section 142 of the Education Act 2002)
- Protection of Children Act list (PoCA)
- Disqualification orders operated by the criminal justice system.

It is illegal for schools to employ anyone who is on the list.

### **Prohibition Orders**

All teachers will be checked via the Teacher Services' System for the following:

- those that are subject to a prohibition order issued by the Secretary of State
- those that have failed to successfully complete their induction or probation period
- those that may be the subject of a suspension or conditional order imposed by the General Teaching Council for England (prior to abolition) that is still current

## Section 128 direction

The School checks, via the Teacher Services' System, that a person taking up a management position, including a member of the governing body, is not subject to a section 128 direction made by the Secretary of State.

### **Disqualification by Association**

The School will not employ people if they or others in their households are 'disqualified'. The grounds for disqualification are not only that a person is barred from working with children (included on the children's barred list) but also include, in summary, that:

- They have been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad
- Other orders have been made against them relating to their care of children
- They have had their registration cancelled in relation to childcare or children's homes or have been disqualified from private fostering
- They are living in the same household where another person who is disqualified lives.

Disqualification occurs as soon as the above criteria are met, for example, as soon as a caution or conviction occurs, even before the person is formally included on the children's barred list. All teaching staff should fill in a self-declaration form stating that they are not barred from working with children and that they do not meet any of the above criteria.

Staff who fall within the 'by association' rule may apply to Ofsted for a waiver of disqualification but such staff may not be used unless and until such waiver is confirmed. Although old but relevant convictions are not considered "spent" for the purposes of these regulations, the age of the conviction and a person's subsequent record will be part of the consideration when Ofsted looks at all the circumstances to determine whether to grant a waiver.

### **Dealing with convictions**

The school operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances;
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Bursar. A decision will be made following this meeting.

### **Medical Fitness**

There are certain questions the School may ask at an interview stage to determine whether applicants can undertake a function which is intrinsic to the job. Anyone

appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All successful applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required.

### **Overseas checks**

All new employees where persons have lived outside the UK are subject to additional checks in accordance with the Immigration, Asylum and Nationality Act 2006. The School, in accordance with the UK Border Agency Code of Practice, will sponsor all new foreign members of staff.

### **Trainee/Student teachers**

DBS checks are carried out on all applicants for initial teacher training that are salaried by the school. Where trainee teachers are fee-funded, the school obtains written confirmation from the training provider that the necessary checks have been carried out.

### **Volunteers**

The school obtains an enhanced DBS certificate (including barred list information) for all volunteers who are working in regulated activity. Regarding volunteers who are not engaging in regulated activity but have the opportunity to come into contact with children on a regular basis (eg supervised volunteers), the school carries out a risk assessment before deciding whether to seek an enhanced DBS check.

### **Contractors**

Any contractor, or any employee of the contractor, who is to work at the school, is subject to the appropriate level of DBS check. Contractors engaged in regulated activity require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaged in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.

### **Children staying with host families**

There may not be similar checks such as are made by DBS in the UK in European countries or other countries outside Europe. Child protection systems, policies and procedures and the culture of safeguarding young people, therefore, may be very different. The organiser of any overseas residential trip where host families are being used is responsible for ensuring that suitable checks have been made.

From the outset the trip leader should establish what control he or she will have over decisions made in the foreign country, prior and during the visit; then confirm with the host school whether there is an equivalent DBS system in the host country. If there is, the host school should confirm in writing the checking process and that they have carried out checks for the host families.

Assurance will be obtained and a record kept that appropriate child protection checks and procedures apply to any staff employed by another organisation and working with or supervising the school's pupils during the trip.

### **Induction Programme**

All new employees will be given an induction programme, which will clearly identify the School policies and procedures, including the Safeguarding Policy, and make clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities.

### **Single Central Record (SCR)**

In addition to the various staff records kept in School and on individual personnel files, a single central record of recruitment and vetting checks is kept in accordance with the DfE requirements. This is kept up-to-date and retained by the Bursar. The register will contain details of the following:

- All employees who are employed to work at the School;
- All employees who are employed as supply staff to the School whether employed directly or through an agency;
- All others who have been chosen by the School to work in regular contact with children. This will cover volunteers, governors, peripatetic staff and people brought into the School to provide additional teaching or instruction for pupils but who are not staff members, eg sports coaches etc.

The register contains the following checks and the date on which each check was completed/certificate obtained:

- an identity check;
- a barred list check;
- an enhanced DBS certificate;
- a prohibition from teaching check;
- a section 128 check (for management positions)
- further checks for people who have lived or worked outside the UK (including checks for European Economic Area teacher sanctions and restrictions using the Teacher Services' System);
- a check of professional qualifications
- a check to establish the person's right to work in the United Kingdom.

For supply staff, the register also includes whether written confirmation has been received that the business supplying the member of staff has carried out the appropriate checks and obtained the appropriate certificates, the date that confirmation was received and whether any enhanced DBS check certificate has been provided.

### **Record Retention / Data Protection**

Orwell Park School will retain all interview notes on all applicants for a period of 6 months, after which time the notes will be destroyed (ie shredded). The 6 month retention period is in accordance with the Data Protection Act 1998 and will also allow the School to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal.

All information retained on employees is kept centrally in the Bursary in a locked and secure cabinet.



### **Ongoing Employment**

The School recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The School will therefore provide ongoing training and support for all staff, as identified through the appraisal procedure.

### **Leaving Employment at Orwell Park School**

Despite the best efforts to recruit safely there may be occasions when allegations of abuse against children and young people are raised. The Headmaster will refer all cases of suspected abuse to Suffolk's Safeguarding Children Board or the police **immediately**. The school **will not** attempt to conduct any form of investigation without the full knowledge of the relevant external agencies.

In cases of dismissal (or resignation) due to the above behaviour, the School will inform the DBS, NCTL and Suffolk's Safeguarding Children Board of the circumstances why the employee is leaving the School's employment.

### **Monitoring and Evaluation**

The Bursar will be responsible for ensuring that this policy is monitored and evaluated throughout the School. This will be undertaken through formal audits of job vacancies and a yearly Safer Recruitment Evaluation audit which will be presented to the Governing Body.