



## SEDBERGH SCHOOL & CASTERTON, SEDBERGH PREP SCHOOL

<b>Recruitment &amp; Selection Policy</b>	
Version	2018.1
Effective from	September 2018
Extent of Policy	Sedbergh Senior School Sedbergh Prep School The Mulberry Bush Nursery
Policy Owner	HR Manager
Governor	Safeguarding Governors
Review by	September 2019
Frequency of Audit	Annual
Circulation	Website & S-Drive

### **Introduction**

Sedbergh School (The 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 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 ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, 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) (formerly the Department for Children, Schools and Families (DCSF)), Safeguarding children and safer recruitment in education (Guidance), Keeping Children Safe in Education (KCSIE) 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.**

### **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, contractors, volunteers and agency workers in accordance with legal requirements and ISI guidance.
- Monitor the School's compliance with them.

It is the responsibility of the Principal, Headmasters, Chief Operating Officer, Deputy Bursar (Operations), HR Manager and other Managers involved in recruitment to:

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

All line managers should be aware that:

- Satisfactory Enhanced DBS disclosures must be received for all new staff.
- The Principal, Headmasters, Chief Operating Officer, Deputy Bursar (Operations) or HR Manager may authorise a new member of staff to start work prior to receipt of a satisfactory DBS disclosure providing that:
  - the Enhanced DBS disclosure has been applied for before the start date;
  - a satisfactory separate Barred List check has been completed;
  - all other checks (including references) have been completed;
  - and a written risk assessment has been conducted, with satisfactory measures put in place to supervise the new member of staff. This risk assessment must be reviewed fortnightly until the satisfactory DBS disclosure is received.

The following procedures and practices are in place to ensure the safe recruitment of staff:

### **Advertising**

To ensure equality of opportunity, the School will generally advertise vacant posts to encourage as wide a field of applicants as possible. Normally this entails internal and external

advertisement in relevant publications or websites, including the School's own website. Any advertisement will include a clear statement of the School's commitment to safeguarding and promoting the welfare of children at Sedbergh School & Casterton Sedbergh Prep School. If appropriate, teaching vacancies may be advertised directly with an agreed list of ITT providers or university departments.

### **Job Description & Person Specification**

A detailed job description and person specification must be produced each post. The job description should accurately reflect the elements of the post including a statement of the purpose of the role, key responsibilities, main tasks, departmental structure and any relevant terms and conditions.

The person specification should state both the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience for the job, all of which should be directly related to the job and applied equally to all applicants. Care should be taken when writing the person specification to ensure that criteria used do not indirectly discriminate against certain groups of applicants

### **Applications**

Sedbergh uses its own School Application Form. All applicants for employment are required to complete this form before their application can be considered. This form contains questions about their academic achievements and full employment history. The application form should be accompanied by a covering letter, when requested, outlining the applicant's suitability for the role.

All applicants are required to account for any gaps or discrepancies in employment history and provide reasons for moving between posts. CVs without an application form will not be accepted.

The application form includes the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

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).

All applications are initially scrutinised by a member of staff who has completed safer recruitment training. Any applicant who has not completed the School's application form **in full** will be asked to do so if they wish to have their application considered further.

It is not the School's usual policy to allow **individual visits from prospective applicants** prior to short-listing or interview. In some instances, all candidates may be offered the opportunity to visit as part of the short-listing process.

### **Scrutinising the applications**

All those involved in the short-listing process have a responsibility to scrutinise the application forms and letters of application carefully. In addition to judging the application against the criteria for the post, anyone noticing an anomaly should make a written note to that effect. The HR department will be responsible for collating a list of all applications as they arrive.

The HR department will have specific responsibility for ensuring that a thorough scrutiny of the application has taken place as safer recruitment guidelines, using the checklist for scrutinizing application forms, prior to the interview. This should include a month-by-month record of employment since leaving School to the present date. Any gaps should be noted and followed up either immediately before or at interview. This scrutiny will form part of the specific questions regarding safeguarding during the formal interview process.

### **References**

References will be taken up on short listed candidates for teaching posts prior to interview. Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made. For support staff posts references will only be taken up once an offer is 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 should 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, sickness (questions about health or sickness records will only be included in reference requests sent out after the offer of employment has been made) 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, unfounded 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, unfounded or malicious.

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. 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.

### **Short-Listing**

Following the closing date a panel will independently scrutinise applications cross-referencing candidates against the criteria in the Job Description and the Person Specification).

In addition to judging the **Letter of application and Application Form** against the criteria for the post, anyone noticing an anomaly in the information provided will make a written note to that effect to be followed up at interview if applicable.

The final short-list will be drawn up by the panel at a short-listing meeting. In the case of a teaching vacancy this meeting will normally be chaired by the Headmaster or Director of Studies. In the case of support staff it will be the Head of the Department and the HR Manager. The short-listing meeting normally takes place within five days of the closing deadline. All those involved in the interview process should attend this meeting. Those unable to do so should send written recommendations to this meeting on the Selection Matrix.

### **Interview Arrangements**

All short-listed candidates are contacted by telephone or email to invite them to attend an interview and to ensure their availability. This will be completed by the HR Department. If the position is for a Teacher the interview schedule will be arranged by the Headmaster's PA and the information will then be forwarded to applicants by the HR Department.

The Information Pack to contain:

- The Interview Programme, including lesson background information sheet for Academic and a test maybe required related to role for any support staff;
- School map;
- Interview email or letter, detailing identification paperwork required, qualification certificates that should be provided on the day of interview.

Teaching candidates are very often invited to arrive the evening before. (This gives the opportunity to visit the School/department, see the room in which they will teach and to visit a boarding house to gain an impression of evening routine and what house tutoring duties involved).

Teaching candidates are offered overnight accommodation and asked to contact the Headmaster's PA regarding all arrangements, including any special dietary requests or assistance with travel arrangements. They will make bookings and arrange collection from the railways stations as appropriate.

If tour guides are required they will be arranged via the Headmaster's PA. Guides are usually senior pupils who study the relevant subject or may be a member of staff.

Teaching a lesson is an essential aspect of the process for making a teaching appointment. Information will be supplied to the Teacher ahead of the interview day providing the context and content of the lesson to be taught. It is completed by the Head of Department. They will also make direct contact with candidates to enable them to ask any further questions about this aspect of the interview process.

### **Interview Programme**

The interview process will explore the applicant's ability to carry out the job description and meet the person specification.

The programme normally includes:

- Tour of the Department that the individual is going to work within;
- Lesson (for teaching posts) (usually observed by a Head of Department) as appropriate);
- A test relevant to the post for admin staff;
- Coffee and/or lunch with staff members of the department/associated departments.

Each interview process must include **at least one person** who has successfully undergone **Safer Recruitment training** Department. Core questions to be asked of all candidates will be agreed by all interviewers prior to interview, as well as any specific questions relating to an individual's application.

### **During the interview**

During the interview, in addition to demonstrating their ability to fill the roles and responsibilities of the post, candidates will always be required to:

- Explain satisfactorily any gaps in employment or significant periods of time working or living abroad;
- Explain satisfactorily any anomalies or discrepancies in the information available to the interviewers;
- Declare any information that is likely to appear on an Enhanced Disclosure;
- Demonstrate their capacity to safeguard and protect the welfare of children and young people.

Notes are taken of responses and of any questions asked by the interviewee. During the interview process relevant qualifications, etc will be scrutinised and checked by the Head of Department or HR team. Copies taken will be dated & initialled to show that originals have been seen.

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

### **Interview Expenses**

Where relevant reasonable **travel expenses** for travel by car or by second class train journey are paid to applicants. Candidates provided with expense claim forms to complete should return them, with receipts to the Bursary for payment. All candidates are asked to detail the position that they had applied for accounting purposes.

### **Final Selection Meeting**

This is held as soon as possible after the interview candidates have departed. This meeting involves all those involved in the selection/interview process. A record of decision making to appoint an individual ahead of others must be noted, to ensure that there is a record to provide clear honest feedback to the unsuccessful candidate if required.

Interviewers bring any notes they have made with them (including lesson observations if applicable); these are collected and put with the application file at the end of the process. All notes are stored for a minimum of six months. Notes regarding the successful candidate are transferred to their personnel file.

### **Contacting Referees by Telephone**

If there are any queries around information provided on a reference verbal contact will be made with referee, ensuring that the conversation is direct with the referee. The areas on the reference that require further clarification will be questioned and the response evaluated.

Accurate notes of the telephone call should be made (the written references should be annotated, dated and initialled).

### **Communicating the Outcome**

The senior recruiting manager will telephone the successful candidate as soon as possible following a decision. If verbal acceptance is received, the letter of appointment together with the contract of employment is drafted by the HR department. The Headmaster of senior or prep school (as appropriate) or Deputy Bursar approves and signs the letter, unless a senior leadership role in which case the Principal or Chief Operating Officer will sign the letter.

The verbal and written email offers must state that it is a provisional offer, subject to the receipt of two satisfactory references (if both references not received prior to interview), and checks including a DBS Enhanced Disclosure, verification of identity, proof of right to work in the UK, original copies of any qualifications having been seen and confirmation of medical fitness for the post and prohibition form teaching (if teaching, coaching or instructing post) or Prohibition form management or leadership (if Headmaster, member of SLT or Head of Department). When the written acceptance letter is received, letters of regret to non-shortlisted applicants will be sent by the HR department.

If the successful candidate declines the offer of the post, the selection committee reconvenes.

Unsuccessful short-listed candidates are contacted by telephone or in writing by the Headmaster, HR Manager or a senior member of staff as appropriate.

### **Vetting Checks**

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
- verification of the applicant's identity (where that has not previously been verified);
- the receipt of two references (one of which should be from the applicant's most recent employer) which the School considers to be satisfactory;

- for all teaching and management positions, confirmation from the National School for Teaching and Leadership for the following relevant checks that the applicant is not
  - *prohibited from teaching, including (if applicable) EEA checks*
  - *failed to successfully complete their induction or probation period*
  - *the subject of a suspension or conditional order imposed by the General Teaching Council for England (prior to abolition) that is still current*
  - *prohibited from management*
- the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;
- where the position amounts to "regulated activity" (see below) confirmation that the applicant is not named on the Children's Barred List administered by the DBS\*;
- verification of the applicant's medical fitness for the role; and
- verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and
- verification of professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified).

Any position undertaken at, or on behalf of, the School (whether paid or unpaid), will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30 day period; and ☐ provides the opportunity for contact with children.

\*A check of the Children's Barred List is not permitted if an individual will not be undertaking "regulated activity". Whether a position amounts to "regulated activity" must therefore be considered by the School in order to decide which DBS checks are appropriate. It is however likely that in nearly all cases a Children's Barred List check will be carried out.

### **Induction**

All staff new to Sedbergh will be required to undertake induction training. This will include:

- Induction meeting and briefing with their Line Manager and/or HR Department;
- Safeguarding training;
- Provision of key safeguarding policies: KCSIE (September 2018); the Safeguarding Policy; the Staff Code of Conduct; Equal Opportunities Policy; and the Whistleblowing Policy;
- Health & Safety Training;
- Completion of a written induction checklist(s) for each role they take at School.

**Other:**

**Record Retention/Data Protection**

Sedbergh School will retain all interview notes on all applicants for a period of six months after which time the notes will be destroyed (ie shredded). The six month retention period is in accordance with the General Data Protection Regulations, May 2018 and our Privacy Notices published on the School's website. This will also allow the School to deal with any data subject access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal.

All information retained on employees is securely kept at either the Headmaster's Office or in the Bursary.

The IICSA inquiry into historical abuse has directed that records should be retained for the duration of this inquiry.

**Use of Contractors**

Contractors that are used within the Schools should comply with the School's safeguarding and safer recruitment regulations. The identity of contractors will be checked on arrival by the head of department that they will be working in, they will also require a risk assessment.

Employees of contractors who work at School on a long-term basis or within "regulated activity" will be subject to the relevant checks.

**Supply Staff/Agency Workers**

The School does not in general use the services of supply agencies. Should it do so, the School would request written confirmation from the Supply Agency that it has satisfactorily completed all relevant checks for that post, including an Enhanced DBS disclosure, and confirming whether the DBS discloses any information and that it is not more than three months old (or three years old if they have been in continuous employment with that same agency).

The agency and worker must provide to the School the following documents ahead of commencement:

- Supply agency letter confirming that all relevant recruitment paperwork is in place;
- Copy of the DBS certificate;
- Photographic identification.

A record of the checks for Supply Staff will be included in the Single Central Register. Access to the check is only required where there is information contained in the Enhanced DBS Disclosure. Any such information would be treated as confidential and a documented risk assessment conducted.

Identity checks will be carried out by Sedbergh School to confirm that an individual arriving at the School is the individual whom the agency has referred and that any notes provided on the DBS of previous cautions or convictions noted are acceptable for the individual to be working within the School, this decision will be taken by the Headmaster or Deputy Bursar (Operations).

### **Volunteers**

Volunteers who are working within the School, must do so on firstly gaining the authorisation of the Principal, Headmasters, Chief Operating Officer, Deputy Bursar (Operations) or Director of Studies on the Volunteer Form, available from the HR Office. Volunteers are supervised and assessed to see whether they will be in regulated activity, if they are they will be asked to complete identity checks, a reduced application form, and an enhanced disclosure from the DBS will be applied for. They will also be asked for references and will require an informal interview. Where checks are carried out these will be recorded on the Single Central Register.

One off volunteers for day outings, School concerts, etc do not require vetting checks but must never be left unsupervised or undertake personal care and must be risk assessed.

Regular volunteers receive a letter of agreement confirming that they will not be asked to take sole responsibility for any individual pupils, or groups and that they should always expect to have the support of a member of staff and work under their supervision, support and guidance. This member of staff is identified in this letter. (For further details about supervision see Annex D of KCSIE.)

All volunteers are asked to read the Staff Code of Conduct, the Safeguarding Policy and KCSIE and to acknowledge in writing that they have understood these and have no further questions.

### **Visiting Speakers**

As visiting speakers are not left alone with pupils they are not subject to safe recruitment vetting checks; however, under the scope of the Prevent duty it is the School's responsibility to ensure that visiting speakers are suitable and that they are appropriately supervised. Invitations to guest speakers must be agreed with a member of the Senior Management Team before the invitation is confirmed.

### **Visiting Professionals**

The identity of visiting professionals should be checked on arrival. These include healthcare professionals, CCF instructors, referees, student teachers etc. Appropriate checks should have been carried out by their employing organization and confirmed to the School in letter form.

### **Governors**

Governors will be subject to the following checks: an Enhanced DBS check; Barred List (only if engaging in regulated activity); ID checks; overseas checks (if applicable); Prohibition from Management (for appointments from 12 August 2015); and Right to Work. Disqualification checks would also be undertaken if they volunteer to work in relevant childcare on a regular basis or if they were to be directly involved in the day-to-day management of such provision.

### **Safeguarding Statement**

*Sedbergh School is committed to safeguarding & promoting the welfare of children and young people and expects all Staff and Volunteers to share this commitment by complying with the School's Safeguarding (Child Protection) Policy & Staff Code of Conduct at all times.*