



Highclare School

STAFF RECRUITMENT POLICY AND PROCEDURES

This policy applies to all sections of the school including EYFS and TOPS and is available on the website and the VLE.

Highclare School is committed to safeguarding the welfare of all children and young people as outlined in Safeguarding Children in Education (in Safer Recruitment and Selection in Education Settings) and expects all staff and volunteers to share this commitment. Highclare School is also committed to ensuring that robust recruitment and vetting arrangements are in place to prevent unsuitable people from working with children in the school in accordance with Section 11 of the 2004 Children Act and current regulatory requirements.

Recruitment of staff and volunteers in relation to the Disclosure and Barring Service

The recruitment of all full time and part time staff (teachers peripatetic teachers, sports coaches, administrators, technicians, caterers, caretakers, cleaners, maintenance staff, gap students, including those from overseas and on a contractual basis) and regular volunteers who work with the school includes relevant checks through the Disclosure and Barring Service (DBS) system in accordance with the current ISI Regulatory Requirements for Independent Schools.

Recruitment Procedures

Before the interview, the school will:

- Advertise the post making reference to the school's commitment to safeguarding and promoting the welfare of children and young people and its expectation for all staff to share this commitment
- Provide job descriptions that state the main duties and responsibilities of the post and refer to the candidate's shared responsibility for safeguarding and promoting the welfare of children and young people in the school.
- Ensure the person specification includes reference to the candidate's shared responsibility for safeguarding and promoting the welfare of children and young people in the school.
- Use an application form to obtain a common set of data from all applicants, including verification of professional status such as DfE reference number, QTS, GTC registration, NPQH (where applicable).
- Ensure that the application form states that any previous employer may be approached for information/references.
- Ensure that the application form states that the current or most recent employer will be contacted.
- Ensure that the application form asks for declarations with regard to medical fitness, any convictions received and a statement that providing false information will lead to rejection or dismissal, with possible referral to the police. It should state that posts in the school are exempt from the Rehabilitation of Offenders Act 1974.
- Check previous employment history for gaps and reasons for leaving in addition to any discrepancies or inconsistencies which need to be explored.
- Obtain, before interview if possible, at least two independent, professional references that answer specific questions to help assess the candidate's suitability for the post and to work with children.

One referee will be the current or most recent employer. The school will not accept references from friends or relatives of the candidate. Referees will be sent a copy of the job description and person specification. Confirmation of the authenticity of referee will be checked by telephone.

- Carry out additional checks on those candidates who have lived overseas (for three months or more in last ten years)
- Make reasonable adjustments to the recruitment process if an applicant divulges a disability.

Highclare School is committed to providing equality of opportunity for all and ensuring that all stages of the recruitment procedure and selection are fair.

Interview Procedure:

The school will:

- Require, on arrival, all original documents relating to qualifications claimed on the application form for checking purposes. Photocopies will be stored in the successful candidate's personnel file. Others will be shredded following the confirmation of the appointment.
- Check, on arrival, each applicant's identity (passport, driving licence, birth certificate) together with evidence of current address (utility bill, financial statement) and verification of right to work in the UK. Photocopies will be kept in the successful candidate's personnel file. Others will be shredded after confirmation of the appointment.
- Ensure that at least one member of the interview panel has undertaken Safer Recruitment in Education on-line training.
- Ensure face-to-face interviews take place, the interview process will include lesson observations, in tray exercises etc, as appropriate. Keep a written record of the interviews and outcomes and question any gaps in employment history and any discrepancies noted. Written records will be kept.
- Short listed candidates will be informed during interview that online searches will be carried out as part of the pre-recruitment checks.

After interview and provisional appointment:

The school will:

- Ensure that any offer made is subject to a satisfactory enhanced DBS check (including barred list check), a satisfactory online search and verification of the successful candidate's health, and physical capacity for the post, by satisfactory completion of a medical report form and declaration. The school reserves the right to ask the successful candidate to undertake a medical examination at the school's expense.
- Apply to the DBS for enhanced disclosure as soon as possible and keep record of this. Alternatively, if the successful candidate is registered to the DBS update service a status check is carried out to confirm there have been no changes to the certificate since its issue.
- Teaching staff will be checked for prohibitions against the DFE's Teacher Regulation Agency. In addition to this, management staff will also be checked to establish if they are subject to a Section 128 barring direction.
- Make suitable arrangements should receipt of the enhanced DBS disclosure be delayed, before the appointee is due to start work. In such a case, the Head may allow her/him to start work and appropriate safeguards will be put in place – a check against the barred list will be carried out by the Head and regular supervision will be put in place and a written risk assessment prepared and approved by the Head.

- Allow staff to start work with an enhanced disclosure from another school, providing there has been no break in service of more than three months. In these instances, the HR department will check against the barred list and conduct checks on identity, qualifications and medical fitness.
- Keep the appointee informed of all arrangements and confirm the appointment verbally and in writing when all checks have been satisfactorily completed.
- It is an expectation for all new employees to complete an online safeguarding course prior to their first day and also attend a safeguarding training session with the DSL (Designated Safeguarding Lead) during their first week of employment.
- Ensure that all checks are completed before the appointee starts to work at the school. References must be obtained before the employee commences work at Highclare School. If references are not received or are unsatisfactory the offer of employment may be withdrawn.
- Allegations of abuse made against teachers, including supply teachers, other staff, volunteers and contractors will be dealt with in accordance with the guidance outlined in the School's safeguarding policy.

Supply Staff:

The school will:

- Ensure it has received written, dated notification from supply agencies that the required checks have been carried out for the supply teacher/support staff involved – identity, enhanced DBS disclosure (including barred list check), checks to establish if a direction made under section 128 of 2008 Act or 142 of the 2002 Act or any disqualification, prohibition or restriction which takes effect as if contained in such a direction and whether the certificate included any disclosed information which may/would prevent appointment, right to work in the UK, qualifications and overseas check where appropriate. Additionally, references should have been received, a declaration of medical fitness verified and previous employment history checked. All these requirements should be in the contract arranged between the agency and the school, a copy of which should be available in school.
- Ensure that it has received a copy of the DBS certificate before the person starts work in the school.
- Ensure that the individual's DBS certificate and identity is checked on arrival and that it matches the agency's intended supply staff identity (passport and photograph check – to be recorded, with name of checker and date on the Single Central Register (SCR).
- Comply with the latest version of Keeping Children Safe in Education (KCSIE)

Break in Service – disclosures should be renewed if the supply staff has had a break in service of three months or more.

The Single Central Register of appointments (including supply staff)

It is a regulatory requirement for schools to keep and maintain a single central register of all appointments to include the following checks:

- a) Name
- b) Identity check (passport and one other official document with photograph, birth certificate)
- c) Address check (utility bill and financial statement)
- d) Post and date of appointment
- e) Qualifications (educational and professional - original certificates, documentation)
- f) DBS – enhanced/standard and date of certificate
- g) Barred List
- h) Right to work in UK

- i) References received
- j) Application Form
- k) Previous Employment checks
- l) Prohibition from Teaching and/or Management (where applicable)
- m) Medical fitness/declaration
- n) Overseas check (where applicable).
- o) EEA checks (where applicable)

All this information is entered and checked by the school – a, b, c, e, f, g, h, i, j, k, l, n, o, the name of the checker and the date of the check is also recorded

- Supply Staff are entered on the register – identity check done by the school and written confirmation of all checks received from agency to be kept – Identity, barred list, qualifications, right to work in UK, overseas check (where applicable). There must be written notification that the school or the agency has received an enhanced disclosure and the date of the disclosure. In having regard to *Safeguarding Children – Safe Recruitment in Education* – the agency should take up references, obtain a declaration of medical fitness and check employment history.

The guidance in KCSIE (Part Four) will be followed where it is alleged that anyone working in the School, including supply teachers and volunteers has:

- Behaved in a way that has harmed a child, or may have harmed a child;
 - Possibly committed a criminal offence against or related to a child;
 - Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
 - Behaved or may have behaved in a way that indicates they may not be suitable to work with children.
- Where there is a break in service for three months or more, a fresh disclosure must be obtained by the agency- unless the DBS certificate is registered to the update service.
 - Volunteers who will be unsupervised or carrying out personal care with children will be subject to the above checks

The school will supply information to the DBS where it has stopped using the services of a person because they consider her/him unsuitable to work with children, whether they have resigned or been dismissed or false information has been given to the school. The school will also consider making a referral to the Teaching Regulation Agency (formerly known as the National College for Teaching and Leadership (NCTL) where a teacher has been dismissed (or would have been dismissed had he/she not resigned)

The school will ensure that no person is employed who has been barred by the DBS, recognising that it is a criminal offence to do so.

Governors:

Whenever appointed, all Governors must be recorded on the SCR with the following checks:

DBS enhanced disclosure, identity check, prohibition from management (section 128) check, right to work in the UK, overseas check (if applicable) with the name of the checker and the date recorded.

An enhanced DBS countersigned by the Secretary of State is required for the Chair of Governors, plus checks on identity, right to work in the UK. If the Chairman has lived outside the UK, additional checks as deemed appropriate by the Secretary of State will be required.

Contractors' Staff:

The school will:

- Ensure that, where contractors' staff will have access to areas where unsupervised contact is possible, the contract with the company provides for the required checks on staff to be completed by the company – enhanced DBS disclosure (including barred list where appropriate), overseas criminal record check where appropriate, right to work in the UK, medical fitness, qualifications, identity and references. Before a new individual starts work, the school should receive written confirmation that a copy of any information supplied by the company in accordance with section 113B(6) of the Police Act 1997 relating to the individual should be supplied to the school in advance of starting at the school.
- Check photographic identity on all individuals as they arrive in the school.
- Ensure that records of all confirmations of checks received from the company are stored safely and available for checks on school's inspection.

Safe practice for visitors to the school:

The following categories of people must report to reception and will be asked to wear identification badges when in the school:

- Visiting professionals
- Advisors
- Visitors carrying out repairs/servicing equipment

This policy will be monitored regularly by the Head and Business Manager and reviewed annually in accordance with statutory guidance and regulatory requirements for Independent Schools. It forms an important part of the Highclare School Safeguarding policy and will be presented to Governors annually in September for their consideration and approval.

Adopted by the Board:	Review Cycle	Most Recent Review
November 2009, September 2013	Annually	September 2025

Appendix 1

Policy on the Recruitment of Ex-Offenders

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)".

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of, an applicant's application; or
- the School has serious concerns about an applicant's suitability to work with children.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- whether the conviction or caution is 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes, it will not be taken into account);
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink-driving.

Appendix 2:

WORK EXPERIENCE CANDIDATES

External Work Experience Candidates

External work experience candidates are not part of Highclare School and may include those thinking about undertaking teacher training, TA qualifications or support functions.

Management Team Responsibility

- Assistant Head: Highclare Woodfield / St Paul's to oversee work experience candidates at Highclare Woodfield / Highclare St Paul's
- Deputy Heads of Senior School to oversee work experience students at Highclare Senior School.

Before placement commences

Responsibility of work placement candidates

- Write to Highclare School to formally request a placement, with suggested dates.
- If over age 18 and left school, they must obtain a clean DBS disclosure, preferably registered to the update service (this may take up to four weeks). If the student is unable to make an application via their own educational establishment, we may agree to obtain one for them but the student will have to bear the cost of doing so.
- Students still at school or under 18 and not in full-time education need not have a DBS check because they will not be left alone with Highclare pupils.
- Students must return any copies of Highclare policies to the HR Department after placement.

Responsibility of the Highclare member of staff responsible for organising placement (nominated by a member of the Management Team)

- Inform HR by email no later than three weeks prior to the placement starting details of the placement including agreed times, dates and length of placement and a date and time of a pre-start visit. HR will confirm the placement in writing, including copies of the required policies.
- Complete a date request form to record the placement in the school diary.
- Complete a risk assessment.
- At the pre-start visit,
 - Ensure the student has the required DBS disclosure, if applicable. A photocopy must be taken and signed and dated, confirming that the original certificate has been seen.
 - Photocopies should also be taken of photographic identification (preferably passport) and proof of address, these should also be signed and dated by the checker.
 - Ensure the student has signed the policies letter to demonstrate that they have read and understood the policies.
 - Identify specific training needs of the work placement student e.g. white board, use of lab equipment.
 - Take the student on a tour of the relevant part of the school including fire exits.
 - Return paperwork and photocopies of DBS and identification to the HR Department prior to the placement commencing.

NB: No visitors should be in school without the knowledge of HR. See 'Keeping Children Safe in Education'.

During placement

Responsibility of the Highclare member of staff responsible for organising placement

- As soon as the placement commences, appropriate staff must conduct a suitable induction programme to include all training needs identified at the pre-start visit.
- Ensure student is constantly supervised, and students are never left alone with Highclare pupils.
- Ensure all policies and procedures are strictly followed.

For Internal Work Experience Candidates

Internal work experience candidates are likely to be current Highclare School pupils or members of staff seeking experience in other roles.

Management Team Responsibility (as for External Students)

- Assistant Head: Highclare Woodfield / St Paul's to oversee work experience students at Highclare Woodfield / Highclare St Paul's
- Deputy Heads of Senior School to oversee work experience students at Highclare Senior School.

Before placement commences

Responsibility of Highclare staff wishing to organise work placements for their students

- Contact the relevant staff to request a placement, with suggested dates.

Responsibility of the Highclare member of staff responsible for overseeing placement (nominated by a member of the Management Team)

- Confirm placement including agreed times, dates and length of placement and pre-start visit if appropriate.
- Complete a date request form to record the placement in the school diary.
- Complete a risk assessment.

During placement

Responsibility of the Highclare member of staff responsible for overseeing placement

- As soon as the placement commences, appropriate staff must conduct a suitable induction programme to include any training needs identified at the pre-start visit.
- Ensure student is constantly supervised, and students are never left alone with Highclare pupils.
- Ensure all policies and procedures are strictly followed.

Policies required:

- Behaviour Policies
- Code of Conduct (Staff)
- Dress Code
- E-Safety
- Hot Drinks
- ICT
- KCSIE
- Mobile Device/Camera
- Safeguarding