



RECRUITMENT POLICY

Date Policy Reviewed	1 September 2018
Date of Next Review	1 September 2020
Person(s) responsible for review	Head and HR Officer

The Manor Preparatory School is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

This policy is written with reference to The Independent Schools Standards Regulations 2014, the Statutory Framework for the Early Years Foundation Stage 2014, the requirement for disability access plans and the Department for Education's publication 'Keeping Children Safe in Education' September 2019 and will be updated to reflect changes in these publications or additional future requirements. This policy must be considered in the context of the school's Safeguarding, Whistle-blowing and Staff Behaviour Policies.

Scope of this Policy

The Recruitment Policy refers and applies to staff directly recruited and employed by the School. In the Independent Schools Standards Regulations, 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 workers contracted for services, the School will obtain written confirmation from the agency or company that it has carried out the appropriate checks (see example at Appendix Four). The school conducts identity checks on agency and workers contracted for services on arrival in school and, in the case of agency workers, the school must be provided with a copy of the DBS check for such staff.

No member of staff or volunteer who has unsupervised contact with children will be allowed to commence work in the school before all vetting checks have been satisfactorily completed.

Introduction

All members of the teaching and non-teaching staff at the school, including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches, are checked with the Disclosure and Barring Service before starting work. All Governors, volunteer helpers and contractors working regularly during term-time and with contact with children, such as contract catering staff, are required to undergo appropriate checks. Formal confirmation is obtained from contractors who supply staff to work in the school they have completed all necessary checks and that there is full understanding that the school's safeguarding procedures apply to those people when on the school site.

Rigorous checks of identity, qualifications, the right to work in the UK, references, curriculum vitae, employment history including explanation of any gaps and medical fitness and where appropriate, overseas checks and prohibition checks (from teaching or leadership/management), including EEA checks and declarations regarding declaration of Medical Fitness are also undertaken by the school before an offer is confirmed and the person actually starts work.

The recruitment and selection processes at The Manor are outlined in the flowcharts at Appendix Three.

Application Form

The School only accepts applications from candidates completing the relevant Application Form in full. CVs are not accepted in substitution for completed Application Forms although they may be provided in addition to the Application Form.

The School makes candidates aware that all posts in the School involve responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Candidates for employed posts will receive a Job Description for the role applied for.

Candidates are reminded that any attempt to disguise relevant information about previous work history will lead to a refusal to accept an application for employment or in the case of appointed staff can lead to disciplinary action including dismissal. They must provide the school with legally accurate answers.

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

Disclosure of Disciplinary Proceedings

If the candidate is currently employed to work with children, on either a paid or voluntary basis, the School will always ask their current employer about any disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If the candidate is not currently employed to work with children but has done so in the past, the School asks the previous employer about those issues of suitability. Where the candidate in their current or previous employment has not been involved in work with children, the School will always ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the School may request character references which may include references from the candidate's school or university.

References

The School will always seek at least two written references for shortlisted candidates and will approach previous employers for information to verify particular experience or qualifications, before interview. All job offers will be conditional until references are received.

The School asks all referees if the candidate is suitable to work with children.

The School will contact all referees via telephone upon receipt of each reference to confirm that the reference has been provided by a legitimate source.

The School will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate.

Internal candidates will be required to provide references ahead of interview (in line with external candidates). Any such reference should be from a senior person with appropriate authority.

Criminal Records Policy

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 are required to notify the school immediately. This includes notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.

Upfront disclosure of a criminal record may not debar a candidate from appointment as the School will consider the nature of the offence, how long ago it took place and at what age it was committed and any other relevant factors. However, any factors relating to offences against children will automatically lead to an application being rejected.

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.

Unspent convictions, cautions, reprimands or warnings must be disclosed to the School. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

Enhanced DBS Check

Successful applicants who will be employed to work in regulated activity will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the position.

The School complies with the requirements of to the Department for Education 'Keeping Children Safe in Education' September 2019 and any amended version in carrying out the necessary required DBS checks at the appropriate level according to role and the definition of regulated activity.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained from www.gov.uk/government/publications/dbs-code-of-practice.

There are limited circumstances where the school will accept a check from another educational institution which are as follows:

Where the new member of staff has worked in: -

- (a) A school or a maintained school in England in a position which brought them regularly into contact with children or young persons;
- (b) A maintained school in England in a position to which they were appointed on or after May 2006 and which did not bring them regularly into contact with children or young persons; or
- (c) An institution within the further education sector in England or in a 16 to 19 Academy in a position which involved the provision of education or which brought them regularly into contact with children or young persons, during a period which ended not more than three months before their appointment.

In these circumstances the school retains the right to seek an up to date disclosure. A new, separate barred list check will always be obtained before a new member of staff is allowed to work in the school. This also applies when a DBS has been sought but not yet received and where a member of staff has been allowed to start work under supervision.

DBS Update Service

Where an applicant subscribes to the DBS Update Service the applicant is asked to give consent to the school to check there have not been changes since the issue of a disclosure certificate.

If disclosure is delayed

Our practice is that no-one starts work at The Manor until all the checks are complete. However, in exceptional circumstances, a short period of work may be allowed under controlled conditions, at the Head's discretion. This would involve a risk assessment being completed and signed by the Teacher who will be providing supervision to the individual. It will also be signed and understood by the employee

and the Head. A Barred List check would also be sought as part of the risk assessment. However, 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 person 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 appropriate safeguards taken (for example, supervision);
- Safeguards reviewed at least every two weeks;
- The person in question is informed what these safeguards are;
- A note is added to the Single Central Register and evidence kept of the measures put in place.

Invitation to Interview

The School makes a short-list of applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants are then invited to attend a formal interview at which his/her relevant skills and experience are discussed in more detail.

All formal interviews have a panel of at least two people chaired by the Head or another designated member of staff. At least one person on the appointment panel will have undertaken safer recruitment training. The Chair of Governors or a Governor selected by the Chair will normally chair the panel for the Bursar's or Head's appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should withdraw from the panel.

The interview will be conducted in person and the areas which it will explore will include suitability to work with children.

Qualifications

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

Other Documentation to be Provided at Interview

The school requests that all candidates invited to interview bring with them:

1. The Eligibility to work in the UK Documents:

British Citizen;

- Passport showing that the holder is a British citizen.

OR

- A Full UK Birth Certificate or birth certificate issued in the Channel Islands, Isle of Man or Ireland along with either a P45 or P60 or a wage slip that is printed

Citizens from the EU/EEA;

Do not require work permits or Sponsorship and have complete freedom to live and work in the UK - see countries below:

1. Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Malta, Netherlands, Portugal, Spain, Sweden, UK and also Switzerland, Norway, Liechtenstein and Iceland
2. Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia, Slovenia

The following A2 Countries do require Accession Worker Card

Bulgarian or Romanian Nationals (Blue, Purple or Yellow)

All non EU/EEA Citizen require one of the following documents:

- Ancestral Visa
- Family Reunion Visa
- Shortage Occupations (Tier) 2
- Spousal Visa
- Married to a UK Citizen
- Partner/married to holder of Sponsorship
- Student Visa – Tier 4
- Tier 5
- Youth Mobility
- Indefinite leave to Remain in the UK (Permanent Residence)
- Settlement
- Refugee

2. DBS Documents:

Unless able to provide details of a portable DBS Certificate for checking by the school then the candidate will be required to undergo a DBS check at The Manor.

The appropriate documents must be presented at interview and they will be photocopied and verified at this stage. N.B. (Photocopies are not acceptable). A list of suitable documents is contained as Appendix 1

Documents belonging to unsuccessful candidate will be securely destroyed.

1 document from Group 1 and

2 further documents from Group 1 , 2a or 2b; one of which must verify the current address.

Group 1 – Primary Trusted Identity Credentials

- Current valid Passport.
- Biometric Residence Permit (UK).
- Current Driving Licence (UK) (Full or provisional) Isle of Man /Channel Islands;
- Photo card only (a photo card is only valid if the individual presents it with the associated counterpart licence; except Jersey).
- Birth Certificate (UK and Channel Islands) - issued at the time of birth;
- Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.

Group 2a – Trusted Government/State Issued Documents

- Current UK (inc Isle of Man and Channel Islands) Driving licence photocard (full or provisional).
- Current UK ((inc Isle of Man and Channel Islands) driving licence (full or provisional) paper version (if issued before 1998)
- Birth Certificate (UK, Isle of Man and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable).
- Marriage/Civil Partnership Certificate (UK and Channel Islands).
- Adoption Certificate (UK and Channel Islands).
- HM Forces ID Card (UK).
- Fire Arms Licence (UK and Channel Islands).

Group 2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA)**
- Bank/Building Society Statement (UK or EEA)*
- Bank/Building Society Account Opening Confirmation Letter (UK).
- Credit Card Statement (UK or EEA)*
- Financial Statement ** - e.g. pension, endowment, ISA (UK).
- P45/P60 Statement **(UK & Channel Islands).
- Council Tax Statement (UK & Channel Islands). **
- Work Permit/Visa (UK) (UK Residence Permit). **
- Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application).
- Utility Bill (UK)* – Not Mobile Telephone.
- Benefit Statement* - e.g. Child Allowance, Pension.
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service , Customs & Revenue, Job Centre, Job Centre Plus, Social Security.
- EU National ID Card.
- Cards carrying the PASS accreditation logo (UK and Channel Islands).
- Letter from Head Teacher or College Principal (16/17 year olds in full time education – (only used in exceptional circumstances when all other documents have been exhausted).

If a document in the List of Valid Identity Documents is:
Denoted with * - it should be less than three months old.
Denoted with ** - it should be issued within the past 12 months.

3. Professional Qualification and Membership

If the position requires a mandatory professional qualification the candidate will be required to produce the qualification and proof of professional membership at interview.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references;
2. Verification of identity and qualifications including evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
4. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State. Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:
 - Planning and preparing lessons and courses for pupils
 - Delivering and preparing lessons to pupils
 - Assessing the development, progress and attainment of pupils
 - Reporting on the development, progress and attainment of pupils;
5. Verification of professional qualifications, where appropriate;
6. For teaching posts, verification of successful completion of statutory induction period - applies to those who obtained QTS after 7 May 1999;
7. Where applicable checks will include:
 1. Teachers who have failed induction or probation
 2. General Teaching Council for England sanctions
 3. Teachers and Others prohibited from the profession
 4. Teachers sanctioned in other EEA member states
 5. Section 128 barring directions
8. Where the successful candidate has worked or been resident overseas such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered;
9. Satisfactory medical fitness;
10. Confirmation from the candidate via the declaration on the Application Form that they are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009;

11. Where the successful candidate will be taking part in the management of the school, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching heads of department.
12. A medical declaration of fitness to perform the particular role.

Retention and Security of Records

The School complies with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. DBS certificates will not be copied or retained. The DBS number and issue date will be recorded on the Single Central Register along with the date it was seen and the initial of the person who viewed the document.

Safer Recruitment Procedures

The Manor follows the guidance of KCSIE (September 2019) – Part Three – Safer Recruitment (See Appendix One).

Fundamental British Values and Prevent

It is essential that all adults at The Manor actively promote Fundamental British Values in all respects; this involves embracing all aspects of Prevent/Channel guidance to ensure that pupils are protected from radicalisation and extremist ideology. All staff complete the Channel online Prevent training before starting at The Manor.

Questions are asked at the interview stage and from referees in the above areas.

The Manor's 'Visitors and Visiting Speakers Policy'

Please refer to the Safeguarding Policy at Appendix 9.

Disciplinary issues and reporting to DBS

The school has a clear policy with regard to the management of disciplinary processes relating to the inappropriate conduct of staff towards children. This includes reporting to the DBS where dismissal has taken place or would have taken place had the person resigned. For further details, please see the school's Disciplinary Policy.

List of Appendices

		Page
Appendix One (Link)	Keeping Children Safe In Education (September 2019) Part Three	10
Appendix Two	Declarations page from school Application Form	32
Appendix Three	Recruitment and Selection Flowcharts	33
Appendix Four	Checks Form completed for Workers Contracted for Services	35
Appendix Five	Policy on Recruitment of Ex-Offenders	36

APPENDIX TWO

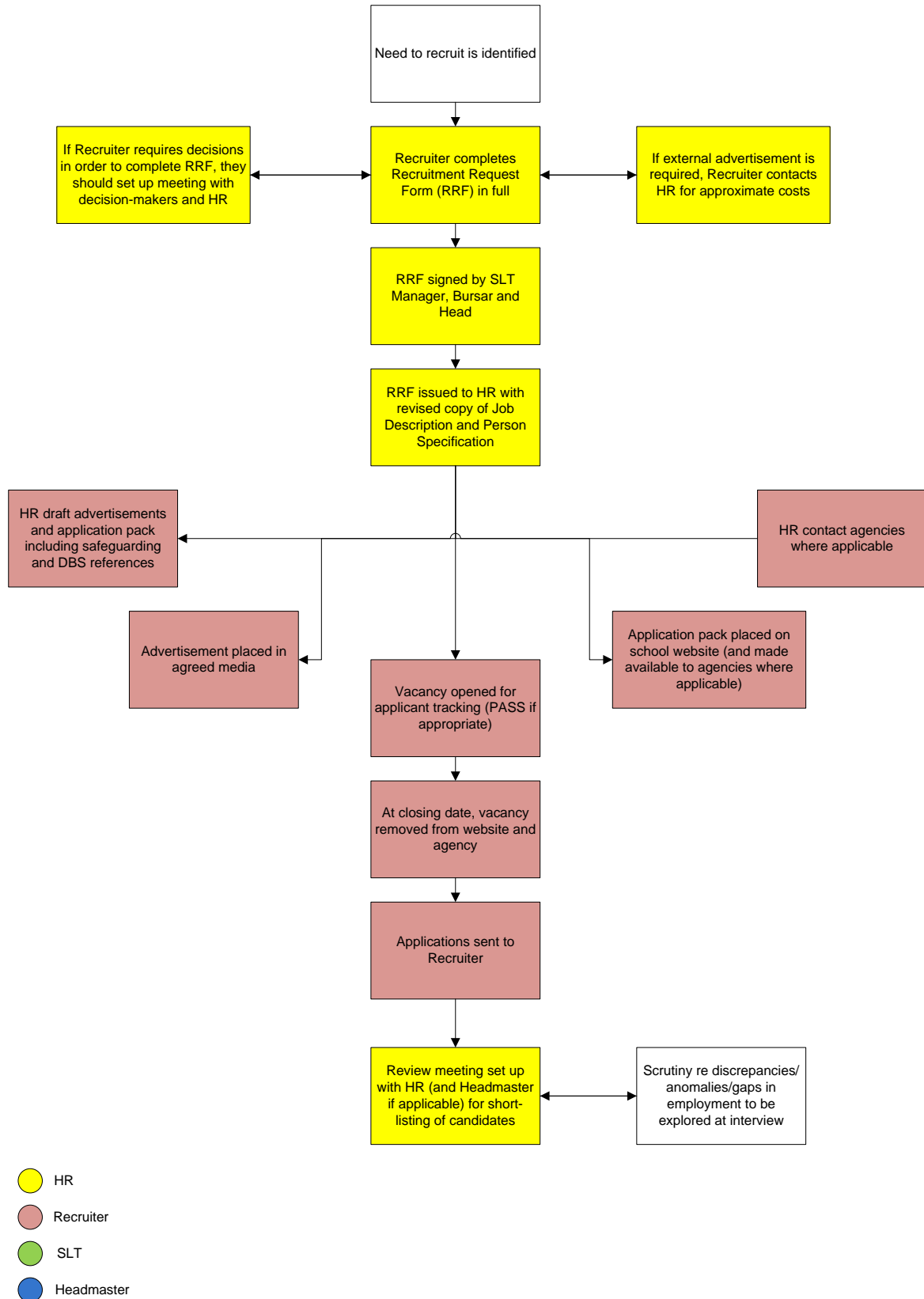
DECLARATIONS AND SIGNATURE	
Have you been convicted by the courts of any criminal offence?	YES/NO
Is there any relevant court action pending against you?	YES/NO
Have you ever received a caution, reprimand or final warning from the police?	YES/NO

If answering 'Yes' to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked 'Confidential' with your application form.

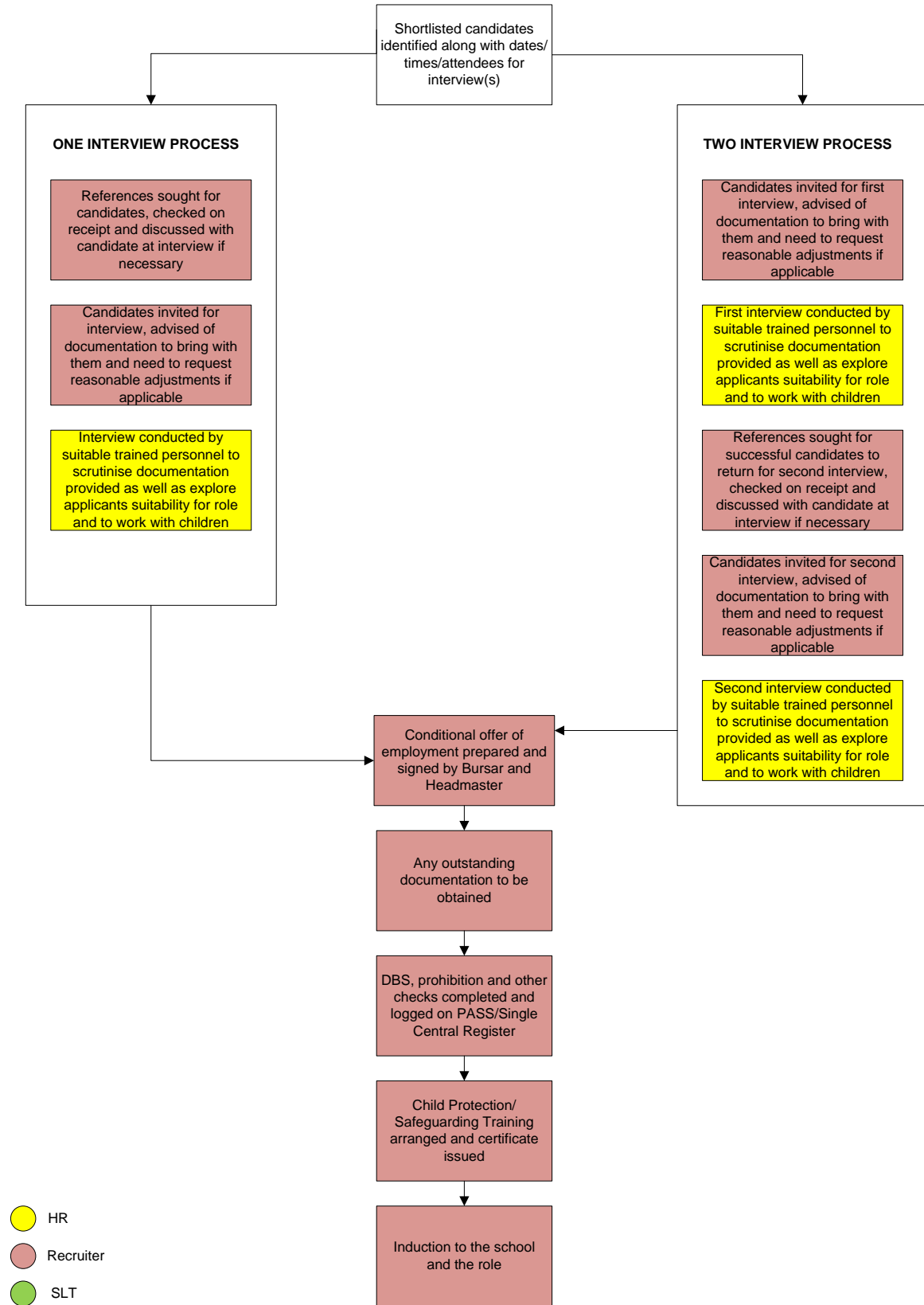
DECLARATIONS AND SIGNATURE	
I confirm that the information given on this application form is true and correct to the best of my knowledge.	YES/NO
I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body. If false information is provided it will be reported to the regulatory body	YES/NO
I understand that providing false information is an offence which could result in my application being rejected or (if false information comes to light after my appointment) summary dismissal, and may amount to a criminal offence.	YES/NO
I consent to the School processing the information given on this form, including any "sensitive" information, as may be necessary during the recruitment and selection process.	YES/NO
I consent to the School making direct contact with the people specified as my referees to verify the reference.	YES/NO
I understand that, if my application is successful, the information provided in this form (together with any attachments) will be retained on my personal file; if my application is unsuccessful, all documentation relating to my application will be destroyed by confidential shredding within 12 months.	YES/NO

Signed: Date:

Recruitment Process



Selection Process



APPENDIX FOUR

[illegible]

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 Childcare (Disqualification) Regulations 2009, whether by association, or otherwise.

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;
- 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 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.