

## Application and Recruitment Process Explanatory Note

### 1. General

Bolton School ("the 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, volunteers and Governors who share and understand our commitment, and to ensure that applicants are not treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries about the School's Application Form and recruitment process must be directed to [recruitment@boltonschool.org.uk](mailto:recruitment@boltonschool.org.uk).

### 2. Application Form

Applications will only be accepted from candidates completing the relevant Application Form in full and online. CVs will not be accepted in substitution for completed Application Forms, except in extreme circumstances where the submission of an application form is not possible e.g. if the online system is not working or where the requirement for the submission of an application form is causing severe recruitment difficulties.

Please note that you do not need to complete your application form in one session as it can be saved for you to return to and complete at a later date. To complete an online application form you will need details of your education, personal and professional development, employment history, hobbies and interests, and details of two referees (including email address, postal address and contact telephone number). You may want to have this information to hand before starting your application.

Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Applicants will be able to access, online, a Job Description and Person Specification for the role they are considering applying for.

As the jobs in School involve substantial opportunity for access to children, it is important that you provide the School with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as the School shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Personnel Manager as appropriate. If you would like to discuss this matter of your criminal record before applying, please telephone in confidence to the Personnel Manager, (as appropriate), for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the 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.

The successful applicant will be required to complete an online Enhanced Disclosure Application Form from the Disclosure and Barring Service ("DBS") for the post. Where the successful applicant is a member of the DBS Update Service, the School will, with their permission, carry out a status check on any current Enhanced Disclosure Certificate. Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare in accordance with the Childcare (Disqualification) Regulations 2018.

The Childcare (Disqualification) Regulations 2018 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of such childcare.

The School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the Personnel Department or their Line Manager immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive. Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to a member of staff in the Personnel Department for more details.

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

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

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

### 3. Invitation to Interview

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

If you are invited to interview you will receive an email outlining who will carry out the interview and the format the interview will take.

The interview will normally be conducted in person by the Line Manager and either another member of the department or a member of the Personnel Department for support staff, or in the case of teaching staff a minimum of the Headmaster/ Headmistress and Head of Subject.

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

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 you from the awarding body.

All candidates invited to interview must also bring with them:

1. A current driving licence including a photograph or a passport or a full birth certificate;

2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
3. Where appropriate any documentation evidencing a change of name;
4. Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements that need to be made in order to assist them to attend the interview.

All candidates who are not successful at interview will receive an email advising them of this, normally also offering feedback.

#### 4. 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 (if these have not already been received);
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
3. A satisfactory enhanced criminal records check, through the Disclosure and Barring Service 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 or an interim prohibition order issued by the Secretary of State or by any EEA authority;
5. Verification of professional qualifications;
6. Verification of successful completion of a statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999) where relevant;
7. Where the successful candidate has worked or been resident overseas, for a period of three months or more in the last five years, such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered;
8. Satisfactory medical fitness;
9. Receipt of a signed Staff Suitability Declaration form, (where relevant) showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2018; and
10. If you are undertaking a leadership role, evidence that you have not been prohibited from participating in the management of independent schools.

It is the School's practice that a successful candidate must complete a pre-employment health declaration. The information, if any, contained in the declaration will then be held by the School in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, and layout of the School.

#### **National Insurance Number**

All employees must have a National Insurance Number.

If the number has been forgotten or lost, a replacement number card can be obtained by contacting the relevant department on 0300 200 3502.

If successful applicants have not been issued with a National Insurance Number, (usually new arrivals to the UK), they should telephone 0845 600 0643 to arrange an interview at Jobcentre Plus.

The School is aware of its duties under the Equality Act 2010. A job offer will not be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

## 5. References

The School will seek the references referred to in section 4 above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. The purpose of seeking references is to obtain objective and factual information to support appointment decisions. If you do not wish the School to take up references in advance of the interview, please indicate this on the application form at the time of submitting your application. This option for teaching staff must only be requested in very exceptional circumstances, and applicants will need to speak to a member of staff in the Personnel Department to make this request.

All referees will be asked if the candidate is suitable to work with children.

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.

## 6. Criminal Records Policy

The School will refer to the Department for Education ("DfE") document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which can be obtained on request or accessed here: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

## 7. Retention and Security of Records

The School will comply with its obligations regarding processing information and the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Privacy Policy. If, in very exceptional circumstances, it is necessary to keep a copy of DBS certificates these will not be retained for longer than 6 months.

## 8. 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 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;
- the School 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 or drug driving.

## 9. Data Protection

The Foundation processes personal data collected during the recruitment process in accordance with its Privacy Notice, Job Applicant Guidance on the Privacy Notice and the Retention Guidelines. In particular, data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job. Inappropriate access or disclosure of job applicant data constitutes a data breach and should be reported in accordance with the Foundation's Privacy Policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the Foundation's disciplinary procedure.

Once an individual is recruited, information about their criminal record gathered, in the course of the vetting process, will not be transferred to their personal file.