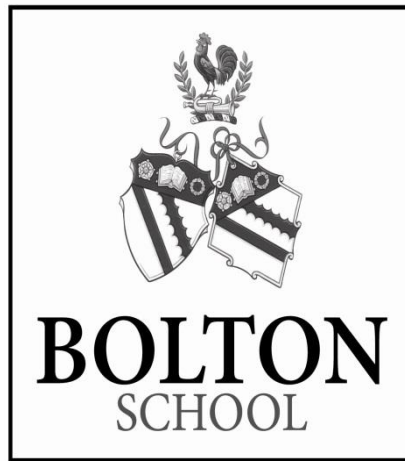


# BOLTON SCHOOL



## SAFER RECRUITMENT AND APPOINTMENT POLICY AND PROCEDURE

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# **BOLTON SCHOOL SAFER RECRUITMENT AND APPOINTMENT POLICY, PROCEDURE AND GUIDELINES**

## **1. PURPOSE AND PRINCIPLES**

The purpose of this document is to outline the procedure to be followed, to ensure consistent and fair treatment of individuals in relation to the recruitment and selection of those (individuals) who apply for employment with Bolton School. It also applies to the selection of internal candidates who apply for alternative roles within the school (although certain aspects of the procedure differ slightly). It is vital that the processes the school adopts enable those recruiting to select the most suitable applicant for the position, but also to deter, reject or identify individuals who may abuse children, or are otherwise unsuited to work with children. This procedure and related guidelines have been produced with reference to the DfE publication 'Keeping Children Safe in Education' (KCSIE 2018) the statutory guidance issued by DfE in July 2018 on the application of the Childcare (Disqualification) Regulations 2009, related obligations under the Childcare Act 2006, and current employment legislation. Where possible, taking into account the above, this procedure complies with the Equality Act 2010.

The following principles apply:

- The measures described in this guidance in relation to the safety of the children will be applied to everyone, including workers not on the payroll, e.g. staff employed by contractors, and unpaid volunteers who work in the school. Separate procedures exist for engaging self-employed contractors for projects such as maintenance work.
- Those responsible for recruitment will consider issues relating to child protection and the safeguarding and promotion of the welfare of children at every stage of the process.
- Those responsible for recruitment and selection will ensure uniformity in the treatment of all applicants, and adhere to best practice guidelines, particularly in relation to equality issues.
- Individuals who provide false information will be considered to be committing an offence. This could result in the application being rejected, or summary dismissal (if the applicant has been selected), and possible referral to the police and/or the Disclosure and Barring Service (DBS) and the Teaching Regulation Agency (TRA) as appropriate.

## **2. SCOPE**

This procedure applies to the recruitment and induction of all full and part time employees of the school, including those working in EYFS settings. It covers all employees irrespective of whether they are employed on permanent, temporary or fixed term contracts. This procedure will be regularly reviewed and may be amended from time to time. It should be read alongside the School's Equality and Diversity Policy, the Dignity at Work Policy and the Policy and Procedure for criminal records checks and the recruitment of Ex-Offenders.

Where a member of staff who is currently employed by the school applies for another role within the school some of the pre-employment checks detailed in this procedure will already have been carried out; there may, however, be additional checks needed, for example prohibition from leadership and management if the member of staff is moving into a leadership/management role. When dealing with an internal candidate those responsible for recruiting will use discretion to determine which parts of the procedure are applicable, and in which circumstances.

### **3. PROCEDURE**

#### **3.1 PLANNING**

- When an individual decides to leave the school or, in the event of a promotion, Divisional Heads or Managers will consider whether recruitment into the position is necessary, or whether alternative arrangements may be made.
- Those responsible for recruiting will consider carefully the skills, knowledge and experience the successful candidate will need to demonstrate, and whether there are any particular matters that need to be included in the advertisement for the post in order to attract suitable applicants, but also to prevent unwanted applications.
- Where possible, the recruitment exercise will be planned to identify who will be involved, to assign responsibilities, and to allow sufficient time for the work needed at each stage to be completed. This will ensure that procedures and safeguards are not rushed through or overlooked e.g. it is important to organise the selection process to allow references to be obtained (and considered) before interview, for those candidates who have been shortlisted.
- The person responsible for the recruitment, in consultation with a member of the Personnel Department will need to review and revise the Job Description as appropriate. The Person Specification will need careful thought to include essential and desirable criteria. The Job Description will make reference to the responsibility for safeguarding and promoting the welfare of children and the Person Specification will include specific reference to suitability to work with children. For those roles which will involve working in early years provision, providing out of school care for children who have not attained the age of 8, and those which will involve the management of such provision, potential applicants will be informed at this stage, (in the document named "Application Form – Guidance Notes for Applicants), about the Childcare (Disqualification) Regulations 2009, and they will be notified that these checks will form part of the pre-employment checks for the position. Similarly for those roles of a "leadership nature", details of the regulations relating to Prohibition of Participation in Management will be provided at this stage.
- All the other material, e.g. the Application Form, information and guidance that will be online for prospective applicants will be checked by a member of the Personnel Department and the person responsible for recruiting to ensure that it is up-to-date.

The information for applicants will set out the extent of the relationships/contact with children, and the degree of responsibility for children that the appointed person will have.

### **3.2 ADVERTISING THE POST**

- Normally posts will be advertised internally, on the website and on the appropriate recruitment notice boards. In most cases they will be advertised externally, including on the internet, depending on the type and category of the position.
- Those responsible for recruiting may discuss the role with a member of the Personnel Department, and agree the best method for recruitment along with the selection methods to be used. The methods used may vary depending on the role and the circumstances at the time. If psychometric tests are to be used, appropriate tests will be suggested by a member of the Personnel Department.
- Recruitment advertisements will be prepared, in the house style, using the agreed proforma, by a member of the Personnel Department, the Head or the Line Manager, as appropriate. These will be advertised online via various recruitment websites appropriate for the role, on the school website or other appropriate place by a member of the Personnel Department. Adverts may also be placed in the relevant local and national press or trade journal. All roles that are advertised externally will also be posted on Twitter, LinkedIn and Facebook.
- All applicants will be able to access job details for the vacancy from the school's website and apply online. Guidance notes for applicants, guidelines on the school's policy and procedure for completing criminal records checks through the Disclosure and Barring Service, and guidelines about the recruitment of ex-offenders, a Job Description and Person Specification will also be available online. The terms and conditions for the post will be provided too. In some cases more detailed information about the department and the school will be available.
- The school will ask all applicants to provide details of their criminal record at an early stage in the application process. Statements to this effect will be included on the Application Form. The school will request that this information is sent under separate, confidential cover, to the Head of Personnel within Bolton School (in the first instance) and will guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

### **3.3 APPLICATION FORM**

- Where formal recruitment takes place, applications for both internally and externally advertised posts will only be accepted from candidates who complete the online Bolton School Application Form in full. CV's will only be accepted in exceptional circumstances and by prior agreement.

- Applicants will be asked to consider and give information about qualifications, work experience and situations from their past or present to demonstrate their abilities in each area listed on the Job Description and Person Specification. The panel responsible for preparing the shortlist will use this information to select candidates for interview. Personal information including the Equality Monitoring Form and applicant declaration will not be sent to those involved in preparing the shortlist. This will stay with the Personnel Department, or in the case of Teaching staff, the Head's PA, who will check that the details are completed in full.
- References may be sought for those candidates who provide an application which is of interest, and will be sought for those who are to be invited for interview. Contact will be made with the school at which the applicant last worked, if he/she is not currently working in a school; this is in order to confirm employment details and reason for leaving. A standard proforma will be used to seek references; where referees prefer to write a letter however, this will be acceptable if the details given in the letter provide the information requested in the proforma. Approaches will be made to previous employers for information to verify the details the applicant has made about particular qualities and experience, including following up references with telephone calls where this is considered desirable. For all applicants, their referees 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 the applicant has been the subject of any child protection allegations or concerns, and if so the outcome of any enquiry or disciplinary procedure. Details of allegations that have not been substantiated, are false or malicious will not be sought. Where neither the applicant's current or previous employment has involved working with children, their referees will still be asked about their suitability to work with children. In this instance though, they may, where appropriate, answer 'not applicable' if the candidate's duties had not brought them into contact with children or young persons.
- On occasions the individual's nominated referee will be telephoned to seek a reference, and/or to provide further clarification, if for example the answers are vague. Detailed notes will be kept of the information provided.

### **3.4 INVITATION TO INTERVIEW**

- Using the Person Specification, Job Description and Application Form, the person responsible for recruiting will make a shortlist of the applicants they wish to invite for interview, keeping records of the reasons for the selection. Dates, times, venue and process will be agreed and a member of the relevant department, the Personnel Department, or in the case of Teaching roles, the Head's PA, will telephone or email the applicants to invite them to the interview. Other applicants will be notified that their application has not been successful.
- If a tour, test or psychometric test is to take place this will be arranged as part of the schedule by a member of the relevant department, the Personnel Department, or the Head's PA.

- All interviews will be conducted in person and the areas explored will include the applicant's suitability to work with children alongside conventional interview questions and techniques. Any gaps in employment will be explored with the candidates. Questions will be determined before the interview date and may be discussed with a member of the Personnel Department. A record of the interviewer's assessment of the applicant's response will be recorded on an agreed proforma.
- All candidates invited to interview will be asked to bring original documents confirming any educational and professional qualifications that they have specified on the Application Form, and that are necessary or relevant for the post. Where originals are not available for the successful candidate, written confirmation of the relevant qualifications will be required from the awarding body. Candidates will also be asked to bring their passport or photo driving licence, birth certificate, marriage certificate, (if applicable), recent pay slip and a utility bill/bank statement, or other document with their name and address on it. Candidates will need to provide evidence of their right to work in the UK. These documents will be inspected by the Line Manager, or a member of the Personnel Department or in the case of Teaching staff, the Head's PA, and a copy, (certified as a true copy of the original), will be taken.
- Where appropriate reasonable adjustments will be made to enable disabled people to attend the interview. If overnight accommodation is required it will be arranged by a member of the Personnel Department or the Head's PA. Expenses for accommodation, travel and other reasonable expenditure will be reimbursed on receipt of a relevant claim.

### **3.5 CONDITIONAL OFFER OF APPOINTMENT: PRE-APPOINTMENT CHECKS**

Once the decision is made about who to appoint, the person responsible for recruitment will telephone the successful candidate to make a verbal offer of employment. This offer will be conditional upon receipt of at least two satisfactory references, confirmation of the applicants identity, qualifications, right to work in the UK, current pay, medical fitness, original of enhanced DBS check certificate, including the barred list check, overseas checks (if appropriate), receipt of a declaration to confirm they are not disqualified from working with children (if appropriate), receipt of a declaration in respect of whether the applicant is prohibited from teaching in the UK (if appropriate), confirmation of whether any teacher restrictions have been imposed by any EEA authority (if appropriate) and whether the applicant is prohibited from taking part in the management of an independent school (if appropriate).

Once verbal acceptance has been received from the successful applicant the Head/Manager responsible for recruiting will telephone or write/send an email to those candidates who have attended interview and who have not been successful. Feedback from the interview panel will normally be offered.

The Personnel Department will be informed of the name of the person to be appointed, and a standard offer letter, prepared by the Head's PA or provided by the Personnel Department,

will be used to make the formal written conditional offer of employment. This will include all relevant and legal details and outline the conditions upon which the offer is made, making it clear that pre-appointment checks must be completed before an appointment can be confirmed. The signatory, if they wish to do so, will modify or add certain sentences, for example any reasonable adjustments that have been agreed for disabled people, any pre-booked holidays the successful candidate has, and which the recruiter has agreed to honour, and once this is done, they will arrange for the offer letter to be sent to the successful applicant, and forward a signed copy to the Personnel Department. The offer letter will include a request for the candidate to confirm their acceptance of the offer.

### **3.6 BEFORE COMMENCING EMPLOYMENT**

The suitability of persons appointed as members of staff at the school, will be checked thoroughly before they commence. The details of the checks to be undertaken are outlined in the document “Guidance about Pre-employment Checks and Vetting”.

Following acceptance of the offer, a letter will be sent to the successful candidate from the Personnel Department. In some instances, it will need to confirm the start date, in all others, relevant forms for completion will be enclosed. The Statement of Employment Particulars and Job Description will be sent to the employee once all the pre-employment checks have successfully been completed. The appointee will be asked to sign to confirm acceptance of the Terms and Conditions of Employment and once this document is signed by the Head or the Clerk and Treasurer a copy of it will be sent to the member of staff, and a further copy will be held on file in the Personnel Department.

On the rare occasion that a member of staff is required to start work in regulated activity before the school has received the enhanced disclosure, (or overseas criminal records check where appropriate) the Head or the Central Services Senior Manager may authorise a start, without confirming the appointment. This will only be done after a satisfactory barred list check has been carried out and the DBS application has been made. During the period of work appropriate safeguards will be in place, which the individual will be informed about. These safeguards will include, as a minimum, supervision, which will be reviewed every two weeks to ensure the situation is satisfactory. The relevant form “Checklist for use when an individual is allowed to undertake work BEFORE the DBS certificate or Overseas Criminal Records check is received by Bolton School” will be completed, signed by the Head/Senior Manager and returned to the Personnel Department. A note to this effect will be made on the Single Central Register.

All checks undertaken for staff at the School will be recorded on the Single Central Register which is held in the Personnel Department.

### **3.7 POST-APPOINTMENT PROCESS**

An induction programme will be undertaken by all new staff. Certain elements of the induction will also be applicable to those who are changing roles in the school.



The content and nature of the induction process will vary according to the role and previous experience of the new member of staff. As far as Child Protection and Safeguarding are concerned, the systems within the School which support Safeguarding will be explained and the following documents will be issued:

- The Safeguarding and Child Protection Policy, which includes details of who the Designated Safeguarding Leads and Deputy Designated Safeguarding Leads are for each area of the Foundation and specifically what their role is,
- The Behaviour Policy and Procedure, (Code of Conduct) for Staff, Volunteers, Contractors and Other Adults, and
- Part 1 and Annex A of Keeping Children Safe in Education, (KCSIE). NB: Although KCSIE advises that just School Leaders and staff who work directly with children receive and be required to read and understand Annex A of KCSIE it is considered appropriate that all new starters receive this.
- Whistleblowing Policy and Procedure

Bolton School's Induction Policy and Procedure provides further information. This can be found at:

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[\\consus\bs-shared\\$\Central Services Shared Documents\CS Personnel\Staff Induction](\\consus\bs-shared$\Central Services Shared Documents\CS Personnel\Staff Induction)

All new staff will be expected to complete a probationary period, normally 6 months, and for teaching staff 12 months.

NB: If at any stage the School has concerns about an existing staff member's suitability to work with children, the school will carry out all relevant checks as if the individual were a new member of staff. Similarly, if an individual working at the school moves from a post that was not regulated activity, into work which is regulated activity, the relevant checks for the regulated activity will be carried out.

### **3.8. APPOINTMENT OF SUPPLY STAFF**

Before a member of staff from a supply agency commences work at Bolton School, the School will check with the relevant supply agency that the required checks have been carried out. The agency will be required to complete and return the Supply Agency Checklist and send it to the Personnel Department with a copy of the enhanced criminal records certificate, before the member of staff commences work. The checklist requires entries in relation to the following:

Proof of identification and eligibility to work in the UK,

Relevant qualifications,

Criminal records check through the Disclosure and Barring Service, (renewed every three years),

Overseas criminal records check if appropriate,

Check of the Children's Barred List,

Employment references,  
Medical fitness,  
Employment history,  
Prohibition/interim prohibition order for teaching positions,  
Teacher restrictions EEA authorities check for teaching positions,  
Prohibition on participation in management for Leadership/Management positions, and  
Disqualification from childcare for individuals who are to work in early years provision and those providing childcare for children under 8 outside of school hours.

When the member of staff reports for duty on the first day, a member of Bolton School staff will carry out an identity check. This check will be made against an official document such as a passport, a driving licence or birth certificate. Photographic identity will be included, together with evidence of date of birth and address e.g. utility bill, bank statement or similar. The enhanced criminal record disclosure certificate will also be seen by a member of Bolton School staff. Confirmation that this has been done will be held in the Personnel Department, and the checks will be recorded on the Single Central Register with a note added to confirm that ID and the enhanced criminal record disclosure certificate has been seen.

### **3.9 APPOINTMENT OF PROPRIETORS**

The Chairman of Governors, is registered with the DfE as the proprietor responsible for the management of the school. When a new Governor is to be appointed the Clerk and Treasurer determines whether the Governor will be in regulated activity. In most cases at Bolton School Governors are in regulated activity as they are encouraged to visit school regularly and mix with pupils and staff. The Clerk and Treasurer uses the document "Checklist for use to determine when a volunteer (incl. Governor) is in regulated activity at Bolton School". Once this has been determined the Clerk and Treasurer's P.A. works with members of staff in the Personnel Department to ensure all relevant checks are undertaken in advance of appointment or as soon as practicable after appointment. The checks are recorded on a checklist entitled "Governors File Checklist" and these are recorded on the Single Central Register.

### **3.10 VOLUNTEERS**

Volunteers who, on an unsupervised basis, regularly teach or look after children, or provide personal care on a one-off basis in the Schools or Nursery, or work regularly in the School without being supervised and who have the opportunity to come into contact with children will be deemed to be in regulated activity. The school will obtain an enhanced DBS certificate (which will include barred list information) for all such volunteers. In addition the School will check the volunteer's identity, seek two references, carry out an informal interview, and ensure that there are no concerns raised by others in the school community.

The school will also obtain an enhanced DBS certificate (not including barred list information), for volunteers who are not engaging in regulated activity, but have the opportunity to come into contact with children on a regular basis, e.g. supervised volunteers.

The school will undertake a written risk assessment and use their professional judgement and experience when deciding whether to seek an enhanced DBS check for any volunteer not engaging in regulated activity. In doing so they will consider:

- the nature of the work with children;
- what the School knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers;
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability; and
- whether the role is eligible for an enhanced DBS check.

If the volunteer is to be supervised while undertaking an activity, which would be regulated activity if it was unsupervised:

- there will be supervision by a person who is in regulated activity;
- the supervision will be regular and day to day; and
- the supervision will be “reasonable in all the circumstances to ensure the protection of children”.

### **3.11 CONTRACTORS**

Contractors who are in regulated activity will be subject to the same checks as school staff as appropriate. Written confirmation that this has happened will be provided by the employing organisation prior to the individual starting work. Identity will be checked on arrival by the member of staff who has engaged the contractor and all the documentation forwarded to the Personnel Department.

There are a number of circumstances where contractors working for the school will not be in regulated activity. Examples include contractors (who are not involved in teaching/training or personal care) who work onsite during school hours on an “occasional or temporary” basis and contractors who are only onsite out of school hours.

To fall into the category of “occasional or temporary”, the contractor will not work at the school during school hours;

- frequently (once a week or more often); or
- on 4 or more days in a 30-day period; or
- overnight (between 2am and 6am) when children are present i.e. a residential course.

Where occasional or temporary contractors are required to work onsite during school hours and they have access to areas where unsupervised contact with children is possible, the contractor will be supervised.

Supervision will be by either a member of Bolton School staff or another person/employee of a contractor who has had all the same checks as school staff as appropriate.

Supervision of contractors will be “regular and day to day” and “reasonable in all the circumstances to ensure the protection of children”. The following factors will be considered when determining the specific level of supervision required:

- the number of children and ages of the children, including whether their ages differ widely, that the contractor could have access to;
- whether or not other workers are helping to look after the children;
- the nature of the individual’s work (the individual’s opportunity for contact with children);
- how vulnerable the children are (the more they are, the more likely the school might opt for the contractor to be in regulated activity);
- how many contractors will be supervised by each supervising worker.

All contractors, regardless of whether they are in regulated activity or not, will sign in and out where instructed to do so and their identity will be checked on arrival by a member of staff.

If a contractor working at a school is self-employed, the school will consider obtaining the DBS check, as the self-employed person will not be able to make an application directly to the DBS on their own account.

### **3.12 VISITORS**

The School will not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example childrens’ relatives or other visitors attending a sports day). The member of staff receiving the visitor will use their professional judgement about the need to escort or supervise visitors. All visitors will sign in at the relevant reception.

If a visitor comes in to School for a meeting or an appointment, including for interview, s/he will be met at Reception by a member of staff and will be supervised throughout his/her visit. At times when s/he is not able to be supervised, s/he may be asked to wait in a room in Reception, under the supervision of the Receptionists. The visitor will sign in at Reception and, during his/her time in School, the visitor will be clearly marked with a visitor's badge.

When a large-scale event occurs, such as a theatrical/ musical performance or a sporting occasion, visitors will naturally come in to School as audience members or spectators. On such occasions, all staff members will be alert and will intervene if they believe that a visitor has no legitimate reason for being present, e.g. is not a family member of a child taking part in the event and/or has no association with the School. In particular, where younger children are concerned, vigilance is required to ensure that children are kept apart from visiting adults, unless specifically authorised to meet (for example, children going to see their parents). The risk assessment for the occasion will reflect any protocols put in place to ensure the children's safety at such times.

### **3.13 TRAINEE TEACHERS**

Where applicants for initial teacher training are salaried by the school, the school will ensure that all necessary checks are carried out. As these trainee teachers are likely to be engaging

in regulated activity, an enhanced DBS certificate (including and barred list information) will be obtained.

Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks. The Schools will obtain written confirmation from the training provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

The Schools do not record details of fee-funded trainees on the Single Central Register.

### **3.14 RELATED DOCUMENTS AND PROCEDURES**

This policy should be read alongside the following documents:

- Guidance about pre-appointment checks and vetting, and
- Application and recruitment process explanatory note which includes brief details about the recruitment of ex-offenders which is taken from the recruitment of ex-offenders policy.
- Job Applicant Guidance on Bolton School Foundation's Privacy Notice

All the following documents are available from the Personnel Department. Many are on the Central Services shared area or held as part of the online recruitment system and should be read alongside this Policy and Procedure:

- Bolton School Policy, Procedure and Guidelines on the Recruitment of Ex-Offenders.
- Bolton School Policy, Procedure and Guidelines on the Secure Storage, Handling, Use, Retention, and Disposal of Disclosure Information.
- Bolton School Equality and Diversity Policy and Procedure.
- Bolton School Dignity at Work Policy and Procedure.
- Bolton School Application Form (online only).
- Guidance about Pre-employment Checks and Vetting.
- Guidance notes for Applicants.
- Guidance notes for those involved in recruitment.
- Bolton School Job Details template.
- Bolton School Short listing proforma.
- Bolton School Interview Questions and Assessment chart.
- Bolton School Reference Request forms.
- Bolton School Offer of Employment Letter.
- Bolton School Job Advert/Vacancy template.

### **4. 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.