

**Egerton Rothesay School  
Staff Recruitment Policy  
March 2017**

**1. Important Note to Applicants**

Applicants must read this document before completing and submitting an application form to the school. It is the responsibility of the applicant to comply fully with this policy when submitting an application and if invited to interview.

Egerton Rothesay School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

All positions at the School are exempt from the Rehabilitation of Offenders Act 1974, therefore ALL convictions, cautions and bind-overs, including those regarded as 'spent' MUST be declared. All information given will be treated as confidential and each case will be taken on its merits. Failure to disclose this information will result in the offer of employment being withdrawn or the immediate termination of employment.

Any member of staff who is dismissed due to a safeguarding matter will be reported to the DBS and The National College for Teaching and Leadership as soon as is possible following dismissal and within one month at the latest.

**2. Introduction**

When a vacancy arises, the school will implement this policy in order to:

- Safeguard the welfare of children within the school
- attract the best possible applicants
- deter prospective applicants who are unsuitable for work with children or young people
- identify and reject applicants who are unsuitable for work with children and young people.

In implementing this policy, the school aims to comply with the requirements of the document 'Keeping Children Safe in Education' (KCSIE) (DfE September 16)

**3. Inviting Applications**

When suitable, external advertisements will be placed in newspapers, journals and/ or on-line. Internal adverts will be placed in the staff room and on the school's staff website StaffWeb.

Prospective applicants will be supplied, as a minimum, with the following:

- job description
- person specification
- the school's recruitment policy (this document)
- an application form

All applicants must complete, in full, an application form.

#### **4. Shortlisting and References**

Candidates will be shortlisted against the criteria within the person specification for the post.

Where possible, references will be taken up before the selection stage so that any discrepancies can be probed during the selection stage. At least two independent references will be sought directly from the referee by the school. Information contained in references or testimonials provided by the candidate will be considered, but these documents will not be counted as formal references unless their authenticity can be verified directly with the provider.

Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for this post.

#### **5. The Selection Process**

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of shortlisted candidates.

Interviews will always be face-to-face. Telephone interviews may be used at the shortlisting stage but will not be a substitute for a face-to-face interview.

Candidates will be required to explain satisfactorily any gaps in employment and to explain satisfactorily any anomalies or discrepancies in the information available to recruiters.

In accordance with the Disability Discrimination Act 2005, all reasonable attempts will be made to accommodate the particular needs of any person suffering from a disability at all stages of the selection process.

#### **6. Employment Checks**

Before confirmation of appointment, the successful applicant will be required to:

- provide proof of identity. Candidates are requested to bring to interview their passport, birth certificate, marriage certificate (if it has resulted in a change of name) and driving licence along with two recently dated documents confirming their current address.
- provide certificates of qualifications
- complete an enhanced DBS disclosure application and receive satisfactory clearance
- provide proof of eligibility to live and work in the UK
- If the applicant has worked outside the UK full checks will be done abroad including NCTL (EEA 5-Point Check) as far as possible.

All documents shown must be originals (copies cannot be accepted). A record of employment checks made is kept by the school on a form which is contained in Appendix 1. The only documents that will be held on the staff file after employment are:

- Copy of Identity document

- Copy of right to work in the UK (if applicable)
- Copy of qualifications
- Copy of the DBS disclosure, which can be kept for 6 months in the staff file and then destroyed. Unless the school has good reason to keep the disclosure for longer.

## **7. Staff Register**

In order to ensure the safeguarding of pupils, the school will keep and maintain a staff register which records that the following procedures have been undertaken for each member of staff appointed to the school:

- Their registered address has been confirmed and by whom
- Their date of birth
- Their position within the school
- Their starting date
- That they have provided evidence of obtaining the appropriate qualifications and the person making this check
- The date that a satisfactory Enhanced DBS check has been received
- The enhanced DBS number
- The date that a satisfactory Barred List check has been made and the person making the check. (This check is undertaken at the same time as the enhanced DBS check and will be returned almost immediately. If a staff member commences employment prior to receiving back the applied for enhanced DBS disclosure. The date of the Barred list check must be prior to the date he or she commences employment.
- The number of references received
- Checking Prohibition from Teaching – for teaching roles and noting if NQT
- Checking Prohibition from Management if applicable.
- Medical (Mental and physical declaration) check

These checks are made so that the school can be as certain as possible of the identity of the person, that they are suitably qualified and that there is no known reason why they should not work with children. The appropriate line in the staff register will be completed before confirmation of employment is made.

Should the start of work date for a successful candidate fall before a satisfactory enhanced DBS check has been received, the school will ensure that a satisfactory Barred List check has taken place. If confirmation of this has not been received, the candidate will not be permitted to start work, unless it has been possible for the school to put in place procedures to ensure that the person will not have unsupervised access to children.

## **8. The Use of Supply Staff**

From time to time the school employs staff from an external supply agency. Before appointing a member of staff from an agency, regardless of the length of time of employment, the following arrangements will be met:

- The school will ensure that the supply agency has carried out all appropriate checks, including identity, qualification and references.
- The Member of staff employed through the agency has been subject to a satisfactory enhanced DBS check within the last three years and that the school has seen a copy of this if the disclosure contains information.

## **9. The use of staff employed by other Businesses**

In order to transport children to and from school and for some activities, the School uses the services of a private bus company. Before this company uses a driver to transport children, the following arrangements will be met:

- The school will ensure that the bus company has carried out all appropriate checks, including identity and driving qualification.

- The Member of staff employed through the company has been subject to a satisfactory enhanced DBS check by the school.

The school may, on occasion, use the services of other businesses. Before doing so, it will ensure that all appropriate checks will be made.

#### **10. Induction**

All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices. All staff will be reminded it is their duty to contribute to the School's obligations to fulfil the Prevent duty, and remain alert to identifying and reporting children who may be vulnerable to radicalisation.

#### **11. Review**

This policy will be reviewed at least every three years.

Policy approved by: David Vesey  
(on behalf of Governing Body)  
Date: 4<sup>th</sup> March 2017

Next Review (latest): March 2020