



# SPRATTON HALL

## **Recruitment and Selection Policy**

September 2023

## RECRUITMENT AND SELECTION OF STAFF POLICY

Title: Recruitment and Selection Policy	Responsible: SJSC / Bursar
Date implemented: October 2009	Last review: September 2023
	Next review: September 2024

**This policy relates to the suitability of persons appointed as members of staff at the school. The school takes very seriously its duty in ensuring that members of staff are suitable to work with children and are checked and vetted before employment begins.**

**All people employed at Spratton Hall and in regulated activity undergo vetting by the school. This includes a check by the Disclosure and Barring Service, providing application forms and references and taking part in interviews. Additionally, a check is also carried out using the 'NCTL Teacher Service Employer Check' that anyone employed as a teacher is not subject to a prohibition order issued by the Secretary of State, as outlined in *Keeping Children Safe in Education (KCSIE) 2023*. A record of these checks is kept by the Bursar on a Single Central Register (SCR).**

**The school will ensure that all adults know any relevant procedures or codes of conduct. Appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school's pupils on another site (for example, in a separate institution).**

### 1. Summary

This Recruitment and Selection of Staff Policy has been produced in line with the statutory guidance: 'Keeping Children Safe in Education 2023', the Equality Act 2010, the 'Children Act 2004' and the 'GDPR and Data Protection Act 2018'. This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for them.

### 2. Recruitment and selection policy statement

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. Our Safeguarding and Child Protection procedures are explained in full in our Safeguarding Policy.

The School is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high quality service. Our recruitment procedure is explained in full below.

### **3. Purpose**

To ensure the recruitment of both permanent and fixed-term (temporary) staff is conducted in a fair, effective and economic manner.

To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

### **4. Scope**

This policy applies to all the school employees and governors responsible for and involved in recruitment and selection of all staff.

The Head Master is responsible for the recruitment and selection of all staff and for informing the Governors (specifically the Governor for Compliance) of all new appointments. Governors are more directly involved in the selection of all Senior Staff.

### **5. Aims and Objectives**

- To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process.
- To ensure a consistent and equitable approach to the appointment of all school staff.
- To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation.
- To ensure that the most cost effective use is made of resources in the recruitment and selection process.

### **6. Short-listing and References**

6.1. A short list of candidates (or in some cases a long-list first) will be made against the person specification for the post by means of the written applications received with the completed Spratton Hall application form.

6.2. References will be sought directly from the referees. Where necessary referees will be contacted by telephone or email. A written record will be kept of such exchanges. One reference should be from the candidate's current employer. If there is no current employer, verification of the most recent period of employment and reasons for leaving will be obtained. References will be taken from a senior person with 'appropriate authority'. For a teaching position, the candidate's current Head will be approached.

6.3. Any previous employer may be approached if considered necessary.

6.4. For all posts, staff files will contain sufficient interview and other notes that demonstrate that any deficiencies or discrepancies in references or applications forms are identified and challenged at interview by all interviewers.

- 6.5. Information provided directly by the candidate will be verified.
- 6.6. Verification that electronic references originate from a legitimate source will be undertaken by a phone call.

## **7. The Selection Process**

- 7.1. For all teaching jobs, a selection and interview panel will be convened by the Head Master. The panel will be responsible for short-listing, interviews, lesson observation and final selection through a meeting at the end of the interview process.
- 7.2. Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- 7.3. Interviews will always be face-to-face whenever possible. Telephone / Skype interviews may be used at the short-listing stage. A written record of the interview will be kept.
- 7.4. Any gaps in employment history will be raised and discussed.
- 7.5. Shortlisted candidates for teaching jobs will be expected to teach a lesson to a class or set. Relevant information will be supplied to the candidates in good time to allow them to plan the lesson.
- 7.6. The Head Master will seek the views of the pupils in the lesson before the final meeting.
- 7.7. Each candidate will be advised of the outcome of the interview at the earliest opportunity.

## **8. Shortlisted Candidates – Online checks**

As part of our pre-appointment checks, all candidates shortlisted for an interview for all roles in the school will undergo an online search, including social media. This will be undertaken by the Head Master for all teaching positions, by the Head of Pre-Prep for all teaching assistant positions, by the Bursar for all support staff positions and by the Senior Master for Gap Year students.

The school will ensure that any online search and social media background check is carried out in line with the guidelines set out in GDPR, while being thorough enough to identify any adverse social media content that might indicate a candidate would be unsuitable for the position. GDPR is primarily about consent to view and use personal data, so the school will ensure that candidates are notified of the online search in their invitation to attend interview letter.

The online checks for the shortlisted candidates will include a general internet search, as well as a search on social media sites such as Facebook, Instagram, LinkedIn, Twitter and Snapchat. This is not an exhaustive list and other social media sites may be checked too. Those who are conducting the internet searches will provide the recruitment team with any relevant information at the post-interview discussion meeting.

The 'Single Central Register' will include a column to record the date of the online checks (effective from September 2022).

Points to note:

1. Any relevant information discovered will not be stored on our system once the appointment has been made.
2. Any more minor issues that come to light that do not necessarily prejudice the candidate in being offered the position may be raised with the candidate at interview.
3. Any significant issues that might bring the school into disrepute may mean that the candidate's application is not taken any further forward.

## **9. Conditional Offer of Appointment: Pre-Appointment Checks**

9.1. The below checks are completed before a person's appointment:

- receipt of at least two satisfactory references (if these have not already been received)
- verification of identity
- a check at DBS barred list and the Protection of Children Act List as appropriate
- a satisfactory DBS Disclosure (if a DBS check has not been completed in time and if the member of staff has no DBS certificate, then a risk assessment for suitability of the new member of staff will be carried out). Where the successful candidate has worked or been resident overseas obtaining an enhanced criminal record certificate is not sufficient to establish the person's suitability to work in a school, such further checks are made as the Governing Body considers appropriate, having regard to any guidance issued by the Secretary of State.
- verification of professional status and qualifications
- the person's right to work in the United Kingdom
- for teaching posts, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7<sup>th</sup> May 1999)
- a check is also carried out, using the 'NCTL Teacher Service Employer Check' that anyone employed as a teacher is not subject to a prohibition order issued by the Secretary of State, as outlined in *Keeping Children Safe in Education 2023*.
- a Prohibition from Management check is carried out for new staff involved in the management of the school or where their role changes once employed.
- A self-declaration will be requested from all new teaching, teaching assistant staff members and those involved in wrap-around care to ask whether they are disqualified from childcare. This self-declaration will then be undertaken on an annual basis during the autumn inset programme.
- verification of medical fitness

**WARNING:** Where a candidate is:

- found to be on DBS barred list or the prohibited from teaching list or the Protection of Children Act List, or the DBS disclosure shows s/he has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his application; or
- the subject of serious expressions of concern as to his/her suitability to work with children:

the facts will be reported to the Police and/or the DfE's Children's Safeguarding Operation Unit.

## **10. Monitoring by Head Master and Governors**

- 10.1. The Bursar prepares a check-list for each new appointee, which she will sign and present to the Head Master for checking. The Head Master will sign-off each appointment, confirming that each relevant check has been made.
- 10.2. Governor for Compliance will be notified by the Bursar each time a new member of staff is appointed.
- 10.3. On a termly basis the Governor for Compliance will review the SCR and ensure that the relevant checks have been made.

## **11. Induction**

- 11.1. All staff who are new to the school will receive the below documentation and induction training, details of which can be found in the Staff Handbook and will include the school's Safeguarding Policy, KCSIE Part 1 2023, Staff Code of Conduct and Behaviour Policy and guidance on safe working practices. In addition to Part One of KCSIE, school leaders and staff who work directly with children must read Annex A of KCSIE 2023.
- 11.2. Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).
- 11.3. All new members of teaching staff will have a mentor for their first year in the post.

## **12. The Suitability of Supply Staff, Peripatetic Music Teachers, Staff Supplied by External Agencies, Volunteers and Visitors**

- 12.1. The school will ensure that all peripatetic music teachers and persons offered for supply by an employment business (including Northamptonshire School of Dance, Northampton Tennis Coaching or Northampton Saints Rugby Club) to the school will only begin to work at the school if the school has received written notification from the employment business that the following checks have been made:
  - a) a person offered for supply by an employment business to the school only begins to work at the school if the Head Master has received—

- i. written notification from the employment business in relation to that person—
        - that the checks have been made to the extent relevant to that person;
        - that, where relevant to that person, an enhanced DBS check has been made and that it or another employment business has obtained an enhanced DBS certificate in response to such a check; and
        - if the employment business has obtained such a certificate before the person is due to begin work at the school, whether it disclosed any matter or information; and
      - ii. a copy of any enhanced DBS certificate obtained by an employment business before the person is due to begin work at the school;
    - b) a person offered for supply by an employment business only begins work at the school if the Head Master considers that the person is suitable for the work for which the person is supplied;
    - c) before a person offered for supply by an employment business begins work at the school the person's identity is checked by the Head Master (irrespective of any such check carried out by the employment business before the person was offered for supply);
    - d) the Head Master, in the contract or other arrangements which the Head Master makes with any employment business, requires the employment business to provide—
      - i. the notification referred to in paragraph (a)(i); and
      - ii. a copy of any enhanced criminal record certificate which the employment business obtains,  
  
in respect of any person whom the employment business supplies to the school; and
- 12.2. Except in the case of a person to whom sub-paragraph 12.3 applies, the certificate referred to in sub-paragraph (12.1)(a)(i) must have been obtained not more than 3 months before the date on which the person is due to begin work at the school.
- 12.3. This sub-paragraph applies to a person ("P") who has worked in—
- a) a school or a maintained school in England in a position which brought P regularly into contact with children or young persons;
  - b) a maintained school in England in a position to which P was appointed on or after 12th May 2006 and which did not bring P 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 P regularly into contact with children or young persons,

during a period which ended not more than three months before P is due to begin work at the school.

12.4. All volunteers and visitors who come to the school (such as to assist on a school trip, a visiting Educational Psychologist or a visiting speaker) will be accompanied by members of staff at all times. They will be asked to wear a red visitor's lanyard and to provide proof of identity on arrival. A risk assessment will be undertaken before the volunteer/visitor arrives at the school. This risk assessment will be recorded by the Bursar.

12.5. All volunteers (such as hearing readers in Pre-Prep) who are visiting the school on a regular basis will undergo a DBS check. They will be asked to wear a 'Visitor's Badge' and to provide proof of identity on arrival.

### **13. Appointment of Members of the Governing Body**

13.1. This section relates to the suitability of the Governors. A person appointed to the Governing Body will usually have some previous association with the school, perhaps as an ex-parent, or they will have some specific skill-set required for the position.

13.2. The Chairman of Governors will check that any individual ("MB"), not being the Chair of the school, who is joining the Governing Body -

a) MB—

- i. is not barred from regulated activity relating to children in accordance with section 3(2) of the 2006 Act where that individual is or will be engaging in activity which is regulated activity within the meaning of Part 1 of Schedule 4 to that Act; and
- ii. does not carry out work, or intend to carry out work, at the school in contravention of a prohibition order, an interim prohibition order, or any direction made under section 128 of the 2008 Act or section 142 of the 2002 Act or any disqualification, prohibition or restriction which takes effect as if contained in either such direction;

b) the Chair of the school makes the following checks relating to MB—

- i. where relevant to the individual, an enhanced criminal record check;
- ii. checks confirming MB's identity and MB's right to work in the United Kingdom; and



- iii. where, by reason of MB's living or having lived outside the United Kingdom, obtaining an enhanced criminal record certificate is not sufficient to establish MB's suitability to work in a school, such further checks as the Chair of the school considers appropriate, having regard to any guidance issued by the Secretary of State; and
  - iv. where an enhanced criminal record check is made, the Chair obtains an enhanced criminal record certificate relating to the individual; and
- c) subject to sub-paragraph (8), where the Secretary of State makes a request for an enhanced criminal record check relating to MB countersigned by the Secretary of State to be made, such a check is made.

#### **14. Appointment of Chair of Governors**

14.1. A new Chair of Governors will usually have served on the Governing body for a time and will, therefore, have a prior knowledge and experience of Spratton Hall.

14.2. The Governing Body will check if, for an incoming Chair of Governors—

- a) the individual—
  - i. is not barred from regulated activity relating to children in accordance with section 3(2) of the 2006 Act where that individual is or will be engaging in activity which is regulated activity within the meaning of Part 1 of Schedule 4 to that Act; and
  - ii. does not carry out work, or intend to carry out work, at the school in contravention of a prohibition order, an interim prohibition order, or any direction made under section 128 of the 2008 Act or section 142 of the 2002 Act or any disqualification, prohibition or restriction which takes effect as if contained in either such direction; and
- b) the Secretary of State makes the following checks relating to the individual—
  - i. where relevant to the individual, an enhanced criminal record check, countersigned by the Secretary of State where an application for such a check is made under section 113B(1) of the 1997 Act;
  - ii. checks confirming the individual's identity and their right to work in the United Kingdom; and
  - iii. in the case of an individual for whom, by reason of the individual living or having lived outside the United Kingdom, obtaining an enhanced criminal record certificate is not sufficient to establish the individual's suitability to work in a

school, such further checks as the Secretary of State considers appropriate; and

where an enhanced criminal record check is made, the Secretary of State obtains an enhanced criminal record certificate relating to the individual.

## **15. The Single Central Register of Appointments**

- 15.1. A Single Central Register of Appointments is kept by the Bursar.
- 15.2. The information referred to in Section 9 is in the SCR which is kept in electronic form, but is capable of being reproduced in legible form.
- 15.3. The information referred to in this sub-paragraph is, in relation to each member of staff in post on 1st August 2007 who was appointed at any time before 1st May 2007, whether each check referred to in sub-paragraph (3) was made and whether an enhanced criminal record certificate was obtained, together with the date on which any check was completed or certificate obtained.
- 15.4. The information referred to in this sub-paragraph is, in relation to supply staff—
- a) whether written notification has been received from the employment business that—
    - i. checks corresponding to those referred to in sub-paragraph (3)(a)(i) to (iv), (vi) and (vii) have been made to the extent relevant to any such person; and
    - ii. an enhanced DBS check has been made and that it or another employment business has obtained an enhanced DBS certificate in response to such a check,

together with the date the written notification that each such check was made, or certificate obtained, was received;
  - b) whether a check has been made in accordance with paragraph 19(2)(e) together with the date the check was completed; and
  - c) where written notification has been received from the employment business in accordance with a contract or other arrangements referred to in paragraph 19(2)(d) that it has obtained an enhanced criminal record certificate, whether the employment business supplied a copy of the certificate to the school.
- 15.5. The information referred to in this sub-paragraph is, in relation each member (“MB”) of a body of persons named as the proprietor (Governors) appointed on or after 1st May 2007, whether the checks referred to in paragraph 20(6)(b) were made, the date they were made and the date on which the resulting certificate was obtained.

- 15.6. The information referred to in this sub-paragraph is, in relation to each member of a body of persons named as the proprietor (Governors) in post on 1st August 2007 who was appointed at any time before 1st May 2007—
- a) whether each check referred to in sub-paragraph (6) was made; and
  - b) whether an enhanced criminal record certificate was obtained, together with the date on which any check was completed or certificate obtained.