



# Recruitment Policy

Last revised: February 2022

## **Recruitment, Selection and Disclosures Policy and Procedure**

Lyndhurst School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. At our school we respect and value all children and are committed to providing a caring, friendly and safe environment for our pupils so that they can learn in a relaxed and secure atmosphere. We believe that every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Lyndhurst School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

### **General**

Lyndhurst School (subsequently referred to as 'the School') is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promotion the welfare of children and young people is our highest priority.

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

All queries on the School's Application Form and recruitment process must be directed to the Headmaster, Mr Andrew Rudkin.

### **Scope of this Policy**

The Recruitment, Selection and Disclosures Policy and Procedure herewith refers and applies to staff directly recruited and employed by the School. In the Education (Independent Schools Standards) (England) Regulations 2010, staff are defined as: *Any person working at the School whether under a contract of employment, under a contract for services or supply staff/volunteer.*

In the case of agency or contract workers, the School shall obtain written confirmation from the agency or company that it has carried out the appropriate checks.

### **Procedures**

#### **Vacancy arises:**

- School Business Manager (SBM) and



- Member of SLT, and/or
- Head of Governors and/or
- Director

Meet to discuss vacancy and a date is set for SLT to hold an Exit Interview, if relevant for staff member leaving. (*template attached*)

The following templates (*attached*) are discussed and agreed:

- Job Description
- Person Specification
- Advert

If AR decides that an advertisement is necessary then AR/SBM and Head of Department to meet and discuss the method of advertising vacancy i.e. Internal Advert, Agency and/or School Website and/or Publication – SBM to place advert.

Timescales are set for the interviewing process as follows:

- Notice period (*List of Employees and notice period attached*)
- Date vacancy to be advertised (if applicable)
- Length of time for advert
- Interviewing date
- Induction and Checks
- Start date
- Training

Once applications have been received:

Interviewees to be decided

Unsuccessful applicants advised via email

Applicants advised of process and requirements as follows:

Lyndhurst School requests that all candidates invited to interview must bring with them:

- a) A current driving licence including a photograph or a passport or a full birth certificate;
- b) A utility bill or financial statement issued within the last three (3) months showing the candidate's current name and address;
- c) Where appropriate any documentation evidencing a change of name;
- d) Where the candidate is not a citizen of a country within the EU or Switzerland, proof of entitlement to work and reside in the UK.
- e) 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.

Non-academic applicants can be advised at this stage the financial package.



### Interviewing Panel:

- **SLT vacancy** – Director and/or Governor level
- **Head of Early Years vacancy** -Headmaster, Deputy Head and School Business Manager
- **Teaching post** – Headmaster, Deputy Head and Director of Studies.
- **Classroom Assistants** - Deputy Head, Director of Studies and relevant personnel.
- **Administration role** – Headmaster, Deputy Head and School Business Manager.
- **Maintenance role** – Headmaster, School Business Manager and Administrator.
- **Snug** – Headmaster, Deputy Head and Director of Studies

*As per recruitment Policy “All formal interviews will have a panel of at least three people chaired by the Headmaster or Member of the Senior Management Team. At least one person on the appointment panel will have undertaken safer recruitment training. The Chair of Governors’ will chair the panel for the School Business Manager’s or Headmaster’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. Should the Chair have a conflict of interest, the remaining Governors shall decide whether the Chair should withdraw from the panel.”*

If applicants are coming through an Agency SBM to obtain clarification as to which of the following checks have been undertaken on those chosen for an interview:

- References x 2
- Overseas reference (if applicable)
- Overseas EEA check

### Interview Questions:

All questions asked at the interview must be identical for each applicant and records kept on file: *(template for academic and non-academic attached )AR to produce academic, LMC to produce non-academic)*

Panel can at this point advise financial package (if academic) but must also ascertain present salary and hours of work.

### Offer:

Any offer is conditional upon:

- Receipt of at least two satisfactory references *(template attached)* (if these have not already been received);
- Verification of identity and qualifications including, evidence of the right to work in the UK (Passport or N.I. Number);
- A satisfactory enhanced DBS check;



- For a candidate to be employed as a teacher, a check that the candidate is not subject to a prohibition order issued by the Secretary of State;
- Verification of professional qualifications, where appropriate;
- Verification of successful completion of statutory induction period (for teaching posts – applies to those who obtained QTSD after 7 May 1999);
- Where the successful candidate has worked or been resident overseas such checks and confirmations as the School may consider appropriate so that any relevant event that occurred outside the UK can be considered; and
- Satisfactory medical fitness:

It is the School's practice that a successful candidate must complete declaration of fitness to work form. The information contained in the form 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, layout of the School.

The following documents will need to be sent out by email as soon as the applicant has accepted the position:

- Offer Letter
- New Starter Details
- With the following documentation being posted first class:
- Contract Letter
- Contract of Employment (2 copies)
- Medical Declaration
- Confirmation of Job Specification
- Confirmation of Person Specification

### Management Posts:

The following management positions are subject to a Section 128 direction:

- Director
- Governor
- Headmaster
- School Business Manager
- Deputy Head
- Director of Studies
- Head of Early Years Department
- Head of Games
- Head of Music
- SENCO
- Head of French
- Head of Science
- Head of R.E.
- Head of Drama and Art
- Head of Maths
- Head of English



Sign-Off:

The DSL will check the Single Central Record (SCR) and the Headmaster will sign off each entry of the SRC before commencement date. The Governor responsible for Safeguarding will audit all required documents in relation to the SRC.

Information for staff:

A notification should then go out via email to all staff informing them as to the successful applicants name, their post, their commencement date and responsibilities, if relevant.

**Application form**

The School will only accept applications from candidates completing the relevant Applicant Form in full. CVs will not be accepted in substitution for completed Application Forms.

The School will make candidates 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. Candidates for employed posts will receive a Job Description and Person Specification for the role applied for.

As the position for which candidates are applying involves substantial opportunity for access to children, it is important that applicants provide the School with legally accurate answers. Upfront disclosure of a criminal record may not debar a candidate 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. Information should be submitted in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Headmaster. If candidates would like to discuss this beforehand, they are asked to please telephone in confidence to the Head for advice.

Any 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.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service (DBS) for the position.

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.



If the candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or 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 working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current or previous employment has involved working with children, the School will still 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.

All candidates should be 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.

### **Invitation to Interview**

The School will short list applicants according to the relevance and applicability of their professional attributes and personal qualities for 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.

All formal interviews will have a panel of at least three people chaired by the Headmaster or Member of the Senior Management Team. At least one person on the appointment panel will have undertaken safer recruitment training. The Chair of Governors' will chair the panel for the School Business Manager's or Headmaster'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. Should the Chair have a conflict of interest, the remaining Governors' shall decide whether the Chair 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.

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.

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

- i. A current driving licence including a photograph or a passport or a full birth certificate;
- ii. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
- iii. Where appropriate any documentation evidencing a change of name;
- iv. Where the candidate is not a citizen of a country within the EU or Switzerland, proof of entitlement to work and reside in the UK.





Originals of the above documents must be provided. 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 to assist them in attending the interview.

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

Any offer to a successful candidate will be conditional upon:

- i. Receipt of at least two satisfactory references (if these have not already been received);
- ii. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
- iii. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
- iv. For a candidate to be employed as a teacher, a check that the candidate is not subject to a prohibition order issued by the Secretary of State;
- v. Verification of professional qualifications, where appropriate;
- vi. Verification of successful completion of statutory induction period (for teaching posts – applies to those who obtained QTSD after 7 May 1999);
- vii. Where the successful candidate has worked or been resident overseas such checks and confirmations as the School may consider appropriate so that any relevant event that occurred outside the UK can be considered; and
- viii. Satisfactory medical fitness.

It is the School's practice that a successful candidate must complete declaration of fitness to work form. The information contained in the form 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, layout of the School.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

### **References**

The School will seek the references referred to in section 5 above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. If the candidate does not wish the School to take up references in advance of the interview, they should notify the School at the time of applying.

The School will ask all referees 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.

### **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 may be obtained on request or accessed here:

<https://www.gov.uk/government/publications/dbs-code-of-practice>

### **Retention and Security of Records**

The School will comply 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.

### **Prohibition from Management**

As from 12<sup>th</sup> August 2015, Lyndhurst check that staff appointed to the following management positions are subject to a Section 128 direction:

- Director
- Governor
- Headmaster
- School Business Manager
- Deputy Head
- Head of Early Years Department
- Senior Leadership Team (SLT) Teachers
- Head of Games
- Head of Music
- SENCO

### **Appendix**

#### **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 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; 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 of 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.