



TRURO
HIGH SCHOOL
Girls First

POLICY 23

STAFF RECRUITMENT POLICY

Policy reviewed by	Bursar
Governors' Committee	Finance & School
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TRURO HIGH SCHOOL

STAFF RECRUITMENT

1. Introduction

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Truro High School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the School expects all staff and volunteers to share this commitment.

In line with recent legislation and guidance (see below), the School takes very seriously its duty of care for all pupils.

This policy applies to the Senior, Prep and EYFS sections of Truro High School.

This policy should be read in conjunction with the following documents:

- Child Protection and Safeguarding Policy
- Equal Opportunities Policy
- Visitors Policy
- Staff Development and Induction Policy.

The policy takes into account the requirements of the following:

- Keeping children safe in education (DfE, September 2020)
- Revised Prevent Duty Guidance: for England and Wales (HM Government)
- Revised Code of Practice for Disclosure and Barring Service Registered Persons (Home Office, November 2015)
- Independent School Standards Regulations 2014 (April 2019)
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Immigration, Asylum and Nationality Act 2006
- Childcare (Disqualification) Regulations 2009, revised 2018
- Rehabilitation of Offenders Act 1974 (exceptions order 1975) (as amended 2013)
- General Data Protection Regulations 2018.

In this policy, the Headmistress is the person to whom the Governors have delegated this responsibility.

The occurrence of a vacancy provides the opportunity for a reappraisal of roles and responsibilities and the needs of the School. The original job description may well be modified and careful thought needs to be given to the requirements of any new post. It is the decision of the Headmistress to determine the needs of the School and the detail of the new job description.

The Headmistress will decide the nature of the advertising for the role. This will be based on a business decision and the current situation within the School.

2. Aims and Objectives

The aims and objectives of this policy are:

- To help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff;
- To ensure that all staff appointments are made fairly and transparently, with the intention of securing staff of the highest possible quality, and safeguarding and promoting the welfare of pupils;
- To reinforce the principle of open competition in its approach to recruitment and to seek to recruit the best applicant for the job based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

3. Important General Principles

All staff, whether teaching or support, contribute to the ethos of the School, and the right appointments at all levels will help to enhance the reputation of the School and ensure job satisfaction for all staff. The School will therefore try to make the best appointments it can.

Candidates are entitled to be judged fairly. Criteria should be as transparent as possible and applied evenly.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation. If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process. See also Appendix 1 below.

Safeguarding children must be uppermost in the School's mind throughout the process of appointing both teaching and support staff. The appointment process is designed to deter potential offenders from applying.

The policy objectives are to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at Truro High School.

It is the responsibility of the Headmistress, and other managers involved in recruitment:

- To promote welfare of children and young people at every stage of the procedure;
- To ensure that the School operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the School;
- To monitor contractors' and agencies' compliance with this document.

4. Appointment of Staff

For all posts, the final decision on appointments is made by the Headmistress. No appointment may be made without the involvement of the Headmistress, with the following exceptions:

- Visiting music teachers, who are appointed by the Director of Music (these are in fact self-employed teachers, who are engaged by the School to provide a service to parents);
- Support and administrative staff, who are appointed by the Bursar;
- Catering and cleaning staff, who are appointed by Sodexo and KGB Contract Services respectively.

N.B. such staff are still required to be vetted and to undergo various children's employment checks, including an enhanced DBS certificate, and those responsible for their appointment must ensure these checks are carried out before the successful candidate takes up his/her post.

Members of the Senior Leadership Team are appointed by the Headmistress in conjunction with one or more of the Governors. The Headmistress and Bursar are appointed by the Board of Governors.

5. Advertisements and Job Descriptions

To ensure equality of opportunity, the School will advertise all vacant posts for permanent roles to encourage as wide a field of applicants as possible. Normally, this entails an external advertisement. Any advertisement will make clear the School's commitment to safeguarding and promoting the welfare of children. All documentation relating to applicants will be treated confidentially in accordance with the General Data Protection Regulations.

For all posts, a person specification and a job description will be drawn up and supplied to anyone interested in the post, together with an application form.

A job description is a key document in the recruitment process and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

6. Application Forms

The application form is designed to allow the School to spot gaps in employment, frequent changes of jobs and movement around the country, which will be followed up at interview. All candidates making an electronic application will be asked to sign their application at interview. All applicants will be made aware that providing false information is an offence and could result in the application being rejected or in summary dismissal if the applicant has been selected, and in possible referral to the police and other professional regulatory bodies (e.g. National College of Teaching and Leadership).

For shortlisted candidates the applicant will be required to make a declaration regarding convictions and that they are not barred from working with children. It makes it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 as amended in 2013. CVs will not be accepted in place of an application form. Applications can be made in hard copy or electronically.

7. References

References for short listed applicants for both teaching and support staff posts will be sent for immediately after short listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted. In such cases, the reference will be taken up immediately after interview and prior to any formal offer of employment being made. Two references must be provided and one of these must be from the current or last employer. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up. Direct contact by phone or face-to-face will be undertaken with each referee of successful applicants to verify the reference. The School does not accept open references, testimonials or references from relatives.

8. Interviews

There will be a face-to-face interview for all appointments and the same interviewer(s) will see all the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. All interviews will also include a Safer Recruitment Interview with an interviewer trained in Safer Recruitment, which explores the candidate's suitability to work with children. It includes questions related to child protection, safeguarding and the Prevent Duty. This interview will also enable the School to explore any anomalies or gaps that have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding requirements of the role. All teaching applicants will be observed teaching a lesson.

9. Offer of Appointment and New Employee Process

The appointment of all new employees is subject to the receipt of a satisfactory DBS certificate (and Barred List Check, if appropriate), references, medical checks, copies of qualification, right to work checks, prohibition checks (for teachers and managers) and proof of identity.

10. The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with or having access to pupils. However, the legislation was amended in 2013 to allow the filtering of old or minor offences, which do not need to be disclosed to prospective employers. There is more information about what must not be declared here ([click here](#)). Therefore, any convictions and cautions that are unspent or would not be filtered must be declared when applying for any position at Truro High School.

11. DBS Checks

All staff require an enhanced DBS certificate and therefore the certificate must be obtained before the commencement of employment of any new employee.

In addition, all staff involved in regulated activity must be checked against the Children's Barred List. It is illegal to permit someone to commence employment before the Barred List check has been completed.

The DBS Code of Practice, the Independent Boarding School Association and OFSTED do not facilitate portability of DBS Certificate checks unless the applicant has registered to the DBS Update Service in the category of 'Children's Workforce'. For clarity portability refers to the re-use of a DBS certificate obtained for a position in one organisation and later used for another position in another organisation. Truro High School is committed to adhering to this Code of Practice and does not accept DBS certificates carried out by another organisation unless they are registered with the DBS Update Service.

For applicants who have lived or worked overseas, the School will determine whether a DBS check is sufficient. Where it is not considered sufficient, the School will obtain whatever evidence of checking is available from the person's country of origin (or any countries in which he/she has lived before confirmation of appointment). This may include a police certificate or certificate of good conduct, overseas' references and/or (for teachers) a check of the EEA section lists. In doing so, the School will always at least meet threshold set by NSPCC advice in relation to overseas' checks and will require a police certificate or certificate of good conduct where an appointed member of staff has lived overseas for a continuous period of three months or more in the last five years.

Where an applicant is recruited from overseas and requires a work visa (candidates recruited from outside the EU), the Home Office requires an overseas police check if the applicant has lived or worked overseas for a period of 12 months in the last 10 years.

12. Children's Barred List Check

The School will undertake a separate Children's Barred List check in the event that an enhanced DBS certificate (which will include a Children's Barred List check) is not received in advance of a member of staff starting work in a regulated activity. In such circumstances the School will complete a risk assessment and ensure the member of staff is supervised.

13. Dealing with Convictions

The School operates a formal procedure if a DBS certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 as amended in 2013 and also to:

- The nature, seriousness and relevance of the offence;
- How long ago the offence occurred;
- Whether it was a one-off offence or there is a history of offences;

- Changes in circumstances,
- Decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Bursar. A decision will be made following the meeting.

14. Other Checks

All applicants invited to attend an interview at the School will be required to bring their identification documentation such as passport, birth certificate and driving licence with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice. In addition, applicants must be able to demonstrate that they have obtained any academic or vocational qualification legally required for the position and claimed in their application form. Original documents will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed following the end of the recruitment programme.

15. Medical Fitness

Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness. All applicants are requested to complete a medical questionnaire, and where appropriate a doctor's medical report may be required.

16. Overseas Checks

Where a newly-appointed member of staff has lived outside the UK, he/she is subject to additional checks in accordance with Immigration, Asylum and Nationality Act 2006. See Section 11 above.

17. Prohibition Orders

Qualified Teacher Status is not a requirement for teachers in the independent sector, but Truro High School is required to check that anyone employed as a teacher is not subject to a prohibition order issued by the Secretary of State.

This will include checking the EEA sanction list. Restrictions imposed by another EEA authority do not prevent an individual from taking up teaching positions in England. However, the School will consider carefully the circumstances leading to the restriction when considering a candidate's suitability.

18. Disqualification from Early and Later Years Childcare

Certain employees will be required to complete a declaration stating that they have not been disqualified under the Childcare (Disqualification) Regulations 2009. Anyone disqualified from childcare will not be permitted to commence employment unless he/she applies for and is granted a waiver by OFSTED.

Existing staff employed in early and later years childcare are required to inform the Headmistress immediately if their circumstances change in such a way that they may be disqualified from childcare.

19. Section 128 Directions

New staff and volunteers appointed to management positions (including SLT, Governors and Heads of Department/Faculty) will be checked to see if they are subject to a Section 128 Direction. Those subject to such a direction are prohibited from management of independent schools.

20. Induction Programme

All new employees will be given an induction programme which will clearly identify school policies and procedures, including child protection, whistleblowing and make clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities. See the Staff Development and Induction Policy for details.

21. Centralised Register of Members of Staff

In addition to the various staff records kept in School and on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with the DfE requirements. This is kept up-to-date and retained securely by the Bursar.

22. Record Retention and Data Protection

Truro High School will retain all interview notes on all applicants for a period of six months, after which time the notes will be destroyed. The six-month retention period is in accordance with the Data Protection Act 2018 and will allow the School to deal with any data access requests or recruitment complaints or to respond to any complaints made to an Employment Tribunal. All information retained on employees is kept securely in the Bursar's Office. Copies of identity documents for unsuccessful candidates will be destroyed immediately after the recruitment process has been completed.

23. Ongoing Employment

Truro High School recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The School will therefore provide on-going training and support for all staff on a regular basis.

24. Leaving Employment

Despite the best efforts to recruit safely there will be occasions when allegations of abuse against children and young people are raised. In cases relating to the behaviour of an employee the School's Child Protection and Safeguarding Policy, Staff Code of Conduct and disciplinary procedures, as outlined in staff handbooks, will apply.

In such cases, the School may need to make a referral to the Disclosure and Barring Service and/or the National College of Teachers and Leaders or other relevant regulatory body (e.g. HCPC, NMC). See the School's Child Protection and Safeguarding Policy, Sections 3.12-3.16 for details.

25. Equal Opportunities

In accordance with the School's Equal Opportunities Policy, all advertisements and job specifications will carry a statement that this School is an Equal Opportunities employer and welcomes applications for all posts from appropriately qualified persons regardless of gender, sexual orientation, gender reassignment, race, religious belief, cultural background, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.

26. Internal Appointments

Where a current member of staff has applied for another post within the School which has been advertised externally (for example, promotion to Head of Department/Faculty), the application should be considered on the same basis as external candidates. Lesson observation may be included in the process and interviews should be conducted as normal.

For posts which are advertised only within the School, a letter of application may suffice.

27. Infrequent Visitors, Volunteers and Visiting staff

Infrequent visitors to the School may not be required to undergo the recruitment checks, as long as they are suitably supervised by a member of the School's staff and do not undertake regulated activity. An infrequent visitor is defined as one who comes into the School no more than three times a month. See the School's Visitors Policy.

Volunteers will be required to undergo recruitment checks. Visiting Peripatetic Music Teachers and other self-employed staff who visit the School on a regular basis will be required to undergo recruitment checks.

Staff who are employed by other agencies will be expected to have been properly checked by those agencies. Truro High School will ask for a Letter of Assurance from that agency prior to engaging these visiting staff.

Visiting speakers require checks under the Prevent Duty. The School has a separate Visitors Policy which includes a check list for members of staff inviting speakers into the School.

28. Monitoring and Evaluation

The Headmistress will be responsible for ensuring that this policy is monitored and evaluated throughout the School.

Appendix 1: Conflict of Interest Policy

1. Introduction

The School's Recruitment Policy makes provision for an application to a post of a candidate who has a close personal or familial relationship to a current member of staff. It states:

'If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.'

The School's Recruitment Policy also makes it clear that the decision to advertise a post, except those of Headmistress or Bursar, rests with the Headmistress. This leaves the potential for a conflict of interest were the Headmistress to have a close personal or familial relationship with an individual who could apply for a post. The definition of 'close personal or familial relationship' in this instance would cover a partner or spouse, members of the Headmistress's family (including children, grandchildren, parents, uncles, nieces, etc.), or members of the Headmistress's partner's or spouse's family.

2. Process

Where such a conflict of interest occurs, it is expected that the Headmistress will declare an interest to the Chair of Governors as soon as he/she is aware of a potential for such an individual to apply for a post in School. In all cases this must be prior to a decision being made to advertise the post.

At this point, the Headmistress will produce a report outlining the decision to advertise the post, but all further involvement in the process will cease entirely. The Chair of Governors will either him/herself examine the decision of the Headmistress to advertise the post or appoint another Governor to do so ('the appointed Governor'). If he/she is satisfied with the Headmistress's decision, he/she will inform the Headmistress and instruct the School's Bursar to start the recruitment process.

The appointed Governor will then liaise with the Deputy Head (for a Senior School teaching post), the Head of Prep (for a Prep School teaching or teaching assistant post), or the Bursar (for any other support staff post). The involvement of the appointed Governor in the process will be decided at this stage, but at the very least he/she will be expected to oversee the process and to ensure its fairness. It is not necessarily expected that the appointed Governor will be involved in the interview of the candidates, except in the case of appointments to the SLT. This does not prevent the appointed Governor from being involved in the interview of candidates for other posts.

The final decision on appointment will be made by the Deputy Head, Head of Prep or Bursar (as appropriate) in consultation with the appointed Governor and other staff involved in the process.

3. Headmistress's Relationship with the SLT

The Headmistress needs to be sensitive to the difficulties which members of SLT and other members of staff might encounter in such situations. Discussions must not take place before, during or after the recruitment process between staff involved and the Headmistress, though there is an expectation that the Headmistress will reassure staff of the need to conduct the process entirely fairly and without any thought for her own position.

The Headmistress needs to be aware that members of the SLT play an important part in the decision to recruit a new member of staff. She must be alert to members of the SLT influencing a decision to advertise a post for the gain of an individual with whom they have a close personal or familial relationship.

A member of the SLT must declare as soon as possible if he/she has a close personal or familial relationship with any applicant for any post, whether he/she is involved in the recruitment process or not. The member of the SLT must avoid any involvement in the recruitment and selection process, and must not discuss the matter with the members of staff making the appointment.

4. Review

This appendix will be reviewed regularly, alongside reviews of the Recruitment Policy.