



## DORMSTON SCHOOL

### Recruitment, Selection and Disclosure Policy

#### 1. Introduction

Dormston School (“the School”) is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive working environment to all its members of staff.

The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of the School’s recruitment policy are as follows:-

- ✓ to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- ✓ to ensure that all job applicants are considered equitably and consistently;
- ✓ to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age
- ✓ to ensure compliance with all relevant recommendations and guidance including the recommendations of the DfE in • “Keeping Children Safe in Education” (DfE) September 2016 and the Code of Practice published by the Disclosure and Barring Service
- ✓ to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

#### 2. Recruitment and Selection Procedure

All applicants for employment will be required to complete an application form containing questions about their educational and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. A CV will not be accepted in place of the

completed application form. The applicant may then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

Every interview will explore the candidate's attitude to working with young people, as well as any gaps or discrepancies in the application form. Notes from the interview will be kept in the successful candidate's personnel file. It will also include a standard question as follows:

"In the light of the requirement for a DBS disclosure, is there anything you wish to declare?"

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- ✓ the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
- ✓ the receipt of at least two satisfactory references (one of which must be from the applicant's most recent employer) which the School considers satisfactory; and
- ✓ the receipt of a Disclosure from the Disclosure and Barring Service with which the School is satisfied.

### **3. Pre-employment checks**

In accordance with the recommendations of the DfE in "Keeping Children Safe in Education" September 2016 the School carries out a number of pre-employment checks in respect of all prospective employees.

#### **3.1 Verification of Identity and Address**

All applicants who are invited to an interview will be required to bring the following evidence of identity, address and qualifications:

- ✓ current driving licence (including photograph) and passport or full birth certificate; and
- ✓ documents confirming any educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

#### **3.2 References**

References will be taken up on short listed candidates prior to interview, unless there are exceptional circumstances such as a delay on the part of a referee or because a candidate has expressed a strong objection.

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe the applicant is unsuitable to work with children.

If the referee is a current or previous employer, they will also be asked to confirm the following:

- ✓ the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, sickness and disciplinary record;
- ✓ whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired);
- ✓ whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.

The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

### **3.3 Disclosure and Barring Service**

Due to the nature of the work, the School applies for criminal record certificates from the Disclosure and Barring Service ("DBS") in respect of all prospective staff members, governors and volunteers.

There is one type of check that is requested from the DBS:

- ✓ Enhanced Disclosure with lists check - This checks for spent and unspent convictions, cautions, reprimands and final warnings, plus any additional information held by local police that's reasonably considered relevant for working with children. It also includes checking of the barred lists of individuals unsuitable of working with children.

An Enhanced Disclosure will contain details of all convictions on record including current and spent convictions (including those which are as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer.

The Enhanced Disclosure will also reveal whether he/she is barred from working with children or vulnerable adults by virtue his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the Department for Education and the Department of Health.

Applicants with recent periods of overseas residence and those with little or no previous UK residence will be asked to apply for the equivalent of a Disclosure, if one is available in the relevant jurisdiction(s).

The School expects supply/temporary worker agencies/contractors that are used by the School to register with the DBS on their own account and to follow their policy or their own comparable policy. Proof of registration will be required before the School will commission services from any such organisation.

#### **4. Policy on recruitment of ex-offenders**

##### **4.1 Background**

The School will not unfairly discriminate against any applicant 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 applicant has a criminal record this will not automatically debar 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 in paragraph 4.2 below.

In view of the fact that all positions within the School will amount to “regulated positions” within the meaning of the Protection of Children Act 1999 (as amended by the Criminal Justice and Courts Services Act 2000), all applicants for employment must declare all previous convictions (including those which would normally be considered “spent” under the Rehabilitation of Offenders Act 1974). A failure to disclose a previous conviction may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the Department for Education and the Department of Health of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School.

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, it will report the matter to the Police, DBS and/or the DfE Children’s Safeguarding Operations Unit (formerly the Teacher’s Misconduct Team).

##### **4.2 Assessment Criteria**

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:

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- ✓ 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:

- ✓ against adults: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence;
- ✓ against children or adults: 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 within the last 10 years.

#### **4.3 Risk Assessment procedure**

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 carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Headteacher before a position is offered.

If an applicant wishes to dispute any information contained in a Disclosure, he/she can do so by contacting the DBS direct. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge to Disclosure information.

#### **4.4 Retention and Security of Disclosure Information**

The School's policy is to observe the guidance issued or supported by the DBS and DfE on the use of Disclosure information.

In particular, the School will:

- ✓ store Disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the School's senior management team;
- ✓ not retain Disclosure information or any associated correspondence for longer than is necessary. In most cases, the School will not retain such information for longer than 6 months although the School will keep a record of the date of a Disclosure, the name of

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the subject, the type of Disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken.

- ✓ ensure that any Disclosure information is destroyed by suitably secure means such as shredding;
- ✓ prohibit photocopying or scanning of any Disclosure information.

## 5. Retention of Records

The School complies with the provisions of the DBS Code of Practice, a copy of which is available on request. If an applicant is appointed, the School will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.

When this policy was reviewed, an equality impact assessment was conducted to ensure any changes did not have an adverse effect under the terms of the Equality Act 2010. Should you have any comments regarding this policy, please contact the school.

## Prevent Strategy

Dormston School is actively involved in the Prevent Strategy. The school has a part to play in fostering shared values and promoting cohesion. Extremist ideology runs counter to the school and British values. Therefore, our community aims to successfully promote respect and tolerance for others, the rights of all to live and study free from persecution of any kind, freedom of speech, democracy, the rule of law and equality of opportunity and treatment.

Our school strategy for preventing extremism has five key objectives:

1. To promote and reinforce school and British values; to create space for free and open debate; listen and support the learner voice and enable pupils to develop their self-knowledge, self-esteem and self-confidence.
2. To promote social cohesion by supporting inter-faith and inter-cultural dialogue and understanding, and to engage all students in playing a full and active role in wider engagement in society.
3. To ensure pupil safety and that the school is free from bullying, harassment and discrimination.
4. To provide support for pupils who may be at risk and offer appropriate sources of advice and guidance.
5. To ensure that pupils and staff are aware of their roles and responsibilities in preventing terrorism and radicalisation.

All staff recruited to the school are made fully aware of the school's commitment to the Prevent Strategy and are expected to play a full and active part in the promotion of British values.