



DANES HILL SCHOOL
STRONG & SAGACIOUS

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AUTHOR: DEPUTY HEAD

STAFF RECRUITMENT POLICY



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1. Rationale

This policy is needed to ensure that the school appoints well qualified people to posts in the school and that safe recruitment practices are rigorously enforced. It is the school's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees, including promotion and training. The school will not discriminate against any person because of their race, colour, nationality or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age. All new posts within the school are subject to a probationary period.

2. Purposes

- 2.1 To ensure all those employed at Danes Hill School are individuals suitable to work with children and young people
- 2.2 To ensure all those employed at Danes Hill School are suitably qualified and experienced to work with children and young people
- 2.3 To ensure all those employed at Danes Hill School share the school's ethos, values, ways of working and aspirations for its pupils and the community it serves
- 2.4 To meet the requirements of the safeguarding agenda and protect both pupils and employers within the establishment
- 2.5 To meet government recommendations for appropriate training especially for safe staff recruitment

3. Guidelines for implementation

3.1 Identification of the need for an appointment

The need for certain posts will be assessed as appropriate by the Head and the Assistant Head (Academic) e.g. when a member of staff leaves; when the budget is under review.

3.2 Advertisements & post details

Once the need for an appointment has been identified the Head will contact the Head of Recruitment and the school will proceed to advertise internally (on the school website), as well as locally and/or nationally as appropriate. Advertisements will carry information about the school, a brief description of the post, the closing date, and the short-list interview date. Potential candidates will be directed to the school website where they will find a job description.

- Candidates are invited to download the school's official application form from the website. This is completed and submitted by email to the Head's Secretary (or relevant senior member of staff) by the closing date.
- Information about the school can be viewed on the school website.

All advertisements pertaining to posts will contain the following statement of commitment to safeguarding children and young people. "Danes Hill is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate is required for this post prior to commencement."

1. No member of staff or proprietor will work at Danes Hill School in contravention of a prohibition order issued by the Secretary of State, or occupy a management position when subject to a direction barring that person from such a post.
2. The school will not allow people to work or be concerned in its management if they are 'disqualified'. The grounds for disqualification are not only that a person is barred from working but also include that:
 - They have been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad
 - Other orders have been made against them relating to their care of children
 - They have had their registration cancelled in relation to childcare or children's homes or have been disqualified from private fostering

Disqualification occurs as soon as the above criteria are met, for example, as soon as a caution or conviction occurs, even before the person is formally included on the children's barred list.

The Senior Management Team, Head of Recruitment, Financial Controller, Payroll Manager, Head's Secretary and a designated governor have all undertaken extensive training in staff recruitment as part of the Surrey Safeguarding Children Board's strategy programme and the Safe Recruitment in Education DFES guidelines.

3.3 Applications and short-listing

An appointment team will be established, at least one of the team will have been trained in safe recruitment:

- The Head
- The Assistant Head (Academic)
- The appropriate line manager or Head of Department
- A governor where practical or appropriate (ie appointment of the Head or Deputy Head)
- Relative or friends of any candidate applying for a position in the school are not able to take part in the selection process.

Once the closing date has passed, the appointment team will shortlist the candidates and invite them for interview by email, explaining what they need to do in preparation. ***(This will include bringing appropriate documentation so that a disclosure and barring service check can be***

initiated for the successful candidate and the statement of commitment to safeguarding children and young people.)

Emails are also sent to the unsuccessful candidates by the Head's secretary.

3.4 Selection procedures

Interviews will normally take place over the course of a day (longer if it is for a senior post). The day will normally start with a welcome and introduction by the Assistant Head (Academic), Head's Secretary or a senior member of staff and – at some stage – a tour of the school. A variety of selection procedures will be used, for example:

- **Teaching a lesson.** This provides very important information especially about how well the candidates plan lessons, how they interact with pupils and how well they teach. This does need careful planning and candidates need to be told in advance what they are doing and why.
- **In-tray exercises.** These show how effectively candidates can organise their work and communicate in writing. Time needs to be set aside later in the day for their work to be scrutinised. A proof reading and report writing exercise to assess literacy levels will also be included.

Questions need to have been worked out in advance. All candidates must be given similar questions and tasks to do although it is entirely appropriate to ask candidates about issues arising from their initial application and from other selection methods used on the day. The Deputy Head also asks questions on Child Protection. Written notes will be taken at interview. Notes From successful candidates will be put on to Cascade.

3.5 References

References will be requested from both of the referees nominated by the candidate, one of which should be a current employer referee, i.e. current or most recent employer. The school will request a written reference which unreservedly recommends the candidate for the post. Such references will be followed up by telephone to verify the person who wrote it. This oral confirmation is at the end of the form and is by the Head's secretary. In the case of applicants not currently working in a school, the applicant's previous school will be contacted.

The Referee form contains information about:

- The candidate's suitability for the post
- Attendance and health
- Whether there are any outstanding disciplinary issues
- Whether there are any reasons why the candidate should not work with children and young people
- Whether the referee recommends them for the post
- In the case of applicants who have worked abroad, evidence of police checks provided by another country.

References should be read before the interview so that any issues arising can be investigated during the interview. Where this is not possible/practical, any job offer will be conditional upon the receipt of satisfactory references.

3.6 The appointment

Taking all the evidence gathered the selection panel, including the Head, makes its choice. The successful candidate is made a verbal offer of the post. If they accept then they are sent a formal offer which states that their appointment is subject to satisfactory references and satisfactory medical and DBS disclosure checks.

The unsuccessful candidates are informed.

3.7 Safeguarding procedures

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following checks for the successful candidate will be made:

- Proof of identity (to be handed in on arrival at reception)
- Academic qualifications are handed in to the Head's secretary who will pass them on to the Assistant Head (Academic) and the Payroll Manager.
- Evidence of permission to work in the case of applicants who are not a national of an EEA country.
- A Disclosure and Barring Service check (DBS) will be initiated for the successful candidate – all candidates will be asked to bring appropriate documentation for this
- An enhanced DBS check will be initiated for the recruitment of members of the Governing Body.
- The candidate will also be asked in the interview to explain any gaps or anomalies in time on the application form.
- Checks must be completed satisfactorily before an appointment can be confirmed.
- Declaration of medical fitness, including mental and physical fitness.
- An EEA check will be completed for the successful candidate.
- Evidence that the school have checked that the written references have been completed by the referees.

3.8 After the appointment

The successful candidate is sent a formal offer of the post to which they must respond in writing. A contract will be issued in due course.

Successful candidates will be given a copy of the Child Protection Policy, Staff Behaviour Policy and Part One of the KCSIE 2018 and Annex A & B which should be read and signed and returned before the first day of employment. Successful candidates will also complete training in 'Prevent' before the first day of employment.

An induction programme is compiled by the Head of Staff Development which will include ensuring the appointee understands the school's safeguarding procedures. Training will be provided where gaps have been identified.

Danes Hill School is also under a duty to consider making a referral to the National College for Teaching and Leadership (NCTL) / Teaching Regulation Agency (TRA) where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a prohibition order may be appropriate. The reasons such an order would be considered are: "unacceptable professional conduct", "conduct that may bring the profession into disrepute" or a "conviction, at any time, for a relevant offence". Advice about whether an allegation against a teacher is sufficiently serious to refer to the NCTL/TRA can be found in *Teacher misconduct: the prohibition of teachers* (July 2014). Further guidance is published on the NCTL website.

4 Responsibilities

- The Assistant Head (Academic) oversees the policy and its implementation
- Payroll Manager
 - to collect documentation for the DBS check
 - to collect documentation and forward to Bursar for DBS
 - to ensure Declaration of Medical Fitness is signed
 - to ensure that letter requesting written references also contains a request for the information listed in paragraph 3.5.
 - To ensure that an EEA check has been completed.
- Professional Tutor
 - to ensure that the successful candidate receives the Staff Handbook containing all relevant documentation.
- The Assistant Head (Academic)/Head of Bevendean
 - to check qualifications and proof of identity and sign on the centralised register
- Head/Assistant Head (Academic)/Head of Bevendean/ Deputy Head
 - to obtain verbal references (followed by written copies) when appropriate and sign on the centralised register.

5 Prohibition from Management of Independent Schools

- Staff appointed to management positions and members of the governing body are subject to a check with regard to S128 direction which would show on a DBS barred list.

6 Visiting Speakers

- Visiting speakers must be signed in, wear a badge, be accompanied at all times and the member of staff inviting in the speaker should do a background check via an internet search.
- A form confirming that a background check has been completed must be handed in to the Payroll Manager in the Cottage. This is also recorded in the Centralised Register.