



ALLEYN'S SCHOOL RECRUITMENT POLICY

Name of Policy	Recruitment Policy
ISI Regulation	Part 4: Suitability of Staff; 18a
Reviewed by	SMT
Author/SMT	Mr DJM Wicksteed, Head of Human Resources
Date of school review	September 2021
Date of next school review	September 2022

This policy applies to all staff.

INTRODUCTION

Alleyne's School places great value on appointing individuals who will embrace the vision and values of the School in a manner which is fully consistent with our safeguarding responsibilities. Staff appointed to the School should be prepared to contribute fully to School life.

AIM

The aim of this policy is to outline the process by which staff are appointed and to support those involved in recruitment and selection by highlighting best practice. The policy is to be read in conjunction with the Safeguarding Policy & Child Protection and the Equal Opportunities Policy.

In following the guidance in this policy colleagues should also be aware of the Diversity & Inclusion Roadmap which we are currently working with. This provides additional guidance on role design, advertising and shortlisting/interviewing.

SCOPE

This policy applies to all appointments made at Alleyne's School including Alleyne's Junior School (both teaching staff and support staff).

This policy does not necessarily apply in full to the appointment of agency staff or contract staff (i.e. staff who are not employed directly by the School). However, agency and contract staff will still be required to meet safeguarding requirements and undertake appropriate safeguarding training.

RECRUITMENT & SELECTION

a. Identifying the need for a new staff member

This will normally be the responsibility of the Head, Junior School Head or the Bursar. The circumstances which give rise to the need for a new staff member will vary (e.g. resignation, new role, etc.) and it is important to ensure the job-design (duties, working-hours, salary etc.) is appropriate, including when considering a like-for-like replacement.

The successful completion of this role will result in the production of an appropriate job description (including person specification) and advert.

At this stage it will be crucial to consider the safeguarding implications of the appointment. Will the role-holder be working closely with children and/or does the role include pastoral responsibilities? If so, how will potential candidates be made aware of these and how will their attributes and sympathies be appropriately measured/tested? By considering these questions at the earliest opportunity we can ensure that they receive the appropriate thought.

b. Advertising

All posts (with the exception of roles advertised only internally) are advertised on the School website. It will be the responsibility of the Head, Junior School Head and the Bursar to decide where additional advertisements should be placed, if appropriate.

Generally speaking roles will be advertised for around two weeks and candidates will be encouraged to contact the School if they have any questions.

Adverts and job descriptions will clearly set out the School's safeguarding responsibilities and the requirement for the successful candidate to undergo an enhanced DBS check and other enquiries.

Alley's welcomes applications from all applicants who meet the requirements for the position, however we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.

Applications are made using the School's standard application forms (as required by KCSiE). CV's sent without the application form will not be considered.

c. Shortlisting

Shortlisting will always be carried out by at least two individuals. The shortlisting panel will work through each application in order to identify evidence of the skills, qualifications, knowledge, characteristics, experience etc. which match the job description. Shortlisted candidates are contacted by telephone and invited to interview.

The shortlisting panel will also look for any areas of concern (from a safeguarding point of view). This might include gaps in employment, an erratic career history, a failure to provide expected/appropriate referees, a failure to complete the safeguarding declaration etc.

References are normally requested in advance of interview so that areas of concern from the referee may be explored at interview. (Where the selection process involves two rounds of interviews, references will normally be sought after the first round.) Where references are collected after interview then these are reviewed on receipt and the successful applicant will be requested to return to the School if any areas of concern are found. References will request the referee to state whether or not the candidate should be employed to work with children and whether or not the candidate is involved in extremist activity. They should also be answered by the referee fully and areas of concern or ambiguity followed up. ~~The references of the successful applicant will be verified by telephone (please see the References Policy for more details).~~

(Verbal references will not normally be accepted. However, if these are provided then detailed notes will be kept, dated and signed. A full written reference should be expected in due course.)

All applicants not shortlisted are contacted by e-mail or post to acknowledge and thank them for their application.

d. Interviews

Applicants invited to interview are treated as (supervised) visitors during the interview process.

The interview process is designed to be proportionate to the role being appointed to. Teaching staff will normally have an interview with the Head and at least 2 of the Deputy Heads. They will also meet with the Head of Department and departmental colleagues and will normally be required to teach a lesson. In the case of senior appointments, the interview process will normally also include one or more written exercises.

The process for support staff will be more flexible but will usually consist of an interview with the Head of Department and the Bursar/Head of HR as a minimum. Work-related tests will be used where appropriate. Where possible interview panels should reflect the diversity of the School community.

All interview processes will include an interview with a staff member who has undertaken Safer Recruitment in Education training. It will be their responsibility to test the candidates' understanding of and sympathy towards working within the School's safeguarding policy. The Senior Deputy Head/Deputy Head (Personnel & Administration), Junior School Head or Bursar/Head of HR (as appropriate) have responsibility for checking the interviewee's career history ensuring any gaps are accounted for and explained.

Evidence of qualifications relied upon as part of the application process should be brought to interview to be checked.

Notes will be kept of each interview and a debrief (involving all staff involved in the process) will normally take place as soon as possible after the departure of the final candidate.

e. Appointment

Appointments will normally be made by the Head, the Junior School Head or the Bursar (or the Head of HR under the instruction of the Bursar). This will involve an initial telephone conversation but will be followed up by letter. In both instances the successful candidate is reminded that the offer is subject to all outstanding safeguarding checks.

Unsuccessful interviewed candidates are normally informed by telephone in the first instance.

f. Safeguarding & Communication

Safeguarding training is provided to new staff on the first or second day, and always before contact with children is allowed. Senior School Teaching Staff receive this from the Designated Person, Junior School Staff are trained by the Junior School Deputy Head, and Senior School Support Staff are trained by the HR Department. It is the responsibility of the person administering the DBS certificate to ensure that a safeguarding induction takes place including provision of KCSiE part 1.

It is the responsibility of the Personnel Administrator, the HR Administrator and the Junior School Head's PA to ensure the relevant reassurances/documents are collected regarding safeguarding. Once these are all available the file will be passed to the Head of HR who will provide a second check that these are in order. Once this check is completed the staff member may be added to the Single Central Record by the HR Department and a start date agreed. Ideally there will be a gap of at least one week between the individual being added to the Register and the person starting work.

The HR Department will also communicate with the School Community (IT, Timetabling, Security etc.) about the new staff member's arrival.

In cases where a potential staff member's DBS certificate is delayed and there is an operational need for the staff member to begin work the following will apply:

- The Head of HR will ensure all other documentation is present and that all other checks are completed. In particular it will be necessary to ensure a separate barred list check is complete.

- The Head of HR will (in partnership with the staff member's line manager/HoD) prepare a risk assessment. This risk assessment will include a suitable level of supervision and may place restrictions on the individual's movement or activities. This risk assessment will be signed off by the Head (Senior School teaching staff), the Junior School Head (Junior School staff) or the Bursar (Senior School support staff). A further risk assessment will be assessed/signed off every 2 weeks until the DBS is returned.
- The individual to whom the risk assessment relates will be informed of the assessment and the reasons for putting it in place.
- A note of this arrangement is recorded on the Single Central Register and evidence of the risk assessments will be retained on the individual's personnel record.

The Single Central Record is reviewed at the beginning of each new term by the Head, the Senior Deputy Head, the Deputy Head (Personnel & Administration), the Junior School Head and the Bursar. All new entries are carefully scrutinized at this meeting.

Probationary periods are reviewed at the appropriate point by the Head, Junior School Head or the Bursar/Line Manager.

g. Accessing ICT in advance of starting employment

Where it is helpful and appropriate for a teacher to have access to School ICT then he/she will be given access to the Hub (not read only), School e-mail, and school folders in advance of starting employment provided that all safeguarding checks (necessary before commencing employment) are completed, and the appropriate ICT AUP signed.

h. Employing Individuals with a Disability

The School welcomes applications from individuals who identify themselves as having a disability (as described under the Equality Act 2010). Individuals will be provided with appropriate assistance in the selection/interview process and the School will make reasonable adjustments to ensure this and to allow candidates with a disability to work at the School. The Head of HR will liaise with external agencies where appropriate.

i. Overseas Police Checks

Where a successful applicant has spent a significant period of time overseas, the School will carry out an overseas police check in addition to the DBS or request confirmation from the previous employer that an overseas check has been made. In determining what constitutes *a significant period of time* the School will refer to the guidance offered by the NSPCC, KCSiE as well as other relevant factors. The overseas police check will be recorded on the single central register.

j. Right to work in the UK

The successful applicant must verify his/her right to work in the UK regardless of nationality/place of birth as set out in the guidance from the Home Office/UKVI.

k. Governors, SMT & HoD's

Governors, SMT and HoD's are subject to a section 128 check. This will be carried out through the DBS check and is relevant for those appointed since September 2015.

l. TUPE

In the event of a TUPE transfer – all relevant information (regarding safeguarding) will move from the transferor to the transferee and a note made on the single central register to this effect. It will be the transferee's responsibility (as the new employer) to ensure all the information is present, accurate and valid.

m. Supply Staff

In general, the School does not use supply/agency staff. However, where these are used it will seek confirmation that all the relevant checks (as per staff employed directly by the School) are complete. Moreover a copy the DBS must be provided to the School and a separate identity check carried out. All of this will be recorded on the single central register.

n. Governors

Governors are subject to the same checks as employed staff members since they may need to access the site and carry out unsupervised work. Checks are carried out by the Clerk to the Governing Body and reported back to the Head of HR. Checks are carried out before appointment or as soon as possible thereafter.

o. Contractors

Contractors who have not been subject to a DBS check may not work unsupervised during term time.

SAFEGUARDING CHECKS (carried out and detailed on the Single Central Record)

Check:	Applies to:	When:
ID (e.g. passport, driving licence etc.)*	Must be checked by the School, in respect of all staff including those appointed through an agency.	Before the person starts work.
Address*	All staff appointed directly by the School – a record is kept of the address of agency staff, which must have been checked by the employing agency and confirmed in writing.	Before the person starts work.
Date of Birth*	All staff appointed directly by the School – a record is kept of the date of birth of agency staff, which must have been checked by the employing agency and confirmed in writing.	Before the person starts work.
Qualifications	All staff working in a role which requires the qualification as a prerequisite and all teaching staff. For agency staff this is checked by the agency and confirmed in writing.	Before the person starts work.
Enhanced DBS Check including a check under section 142.	All staff appointed directly by the School in regulated activity – a record is kept of the DBS certificate number and print date for agency staff, which must have been checked by the employing agency and seen by the School.	Before the person starts work, except in extenuating circumstances where one or more temporary risk assessments may be used subject to the agreement of the Head, The Junior School Head or the Bursar.
Barred List (previously List 99)	All staff including agency staff. This will always be carried out by the School. Please note – the School carries out a separate Barred List check on all staff carrying out regulated activity in order to mitigate the risk of a potential staff member submitting a forged DBS certificate.	Before the person starts work.
Application Form	All staff. Agency staff will normally present a CV in the first instance and be required to complete an application form prior to appointment.	Before the person starts work.
References (at least 2)	All staff appointed directly by the School – a record is kept of this check for agency staff, which must have been carried out by the employing agency and confirmed in writing.	Before the person starts work.
Right to work in the UK	All staff appointed directly by the School – a record is kept of this check for agency staff, which must have been carried out by the employing agency and confirmed in writing.	Before the person starts work.

Medical Suitability	All staff appointed directly by the School – a record is kept of this check for agency staff, which must have been carried out by the employing agency and confirmed in writing.	Before the person starts work.
Prohibition Orders	All teaching staff. Agency (teaching) staff will also be checked by the School.	Before the person starts work.
Check under Section 128	Governors, SMT and HoD's. Checked via the DBS where "Child workforce Independent School" is entered in box 61 of the DBS form, or via the NCTL website.	Before the person starts work.

*Please note these checks are normally required in order to undertake a DBS and therefore will normally have been carried out immediately/soon after an offer of employment is made.

The Single Central Register contains records for all current staff, and volunteers, supply staff and those employed by third parties who have regular contact with children.

This policy is reviewed termly by the Designated Safeguarding Deputy Head and Governor.

New Junior School Coach	Removed	J.Mines 01.03.2018	Removed	J.Mines 01.03.2018	27.04.2018	Removed	BA	J.Mines 01.03.2018	ENH DBS 00161 00957 27	J.Mines 12.04.2018	Yes	None Recorded	Barr ed List 12.04.2018	D.Wicksteed 12.04.2018	Yes	J.Mines 01.03.2018	Removed	J.Mines 09.03.2018	On file	D.Wicksteed 12.04.2018	On file	D.Wicksteed 12.04.2018	Checked against prohibited Lists	D.Wicksteed 12.04.2018	n/a	n/a	n/a	n/a	E.Olley 27.04.2018	Junior	
New Temporary Teaching Staff Member	Removed	O.Gavin 22.02.2018	Removed	O.Gavin 22.02.2018	16.04.2018	Removed	MA PGCE	O.Gavin 22.02.2018	ENH DBS requested on 23.03.2018 00161 38059 65 01.05.2018	O.Gavin 15.05.2018	Yes	None Recorded	Barr ed List 11.04.2018	D.Wicksteed 12.04.2018	Yes	O.Gavin 22.02.2018	Removed	O.Gavin 09.04.2018	On file	G.Savage 22.02.2018	On file	O.Gavin 09.04.2018	On file	D.Wicksteed 11.04.2018	n/a	n/a	n/a	n/a	A.Skinard 16.04.2018	Risk Assessment on file due to delay in receiving DBS.	Senior
New Teaching Staff Member	Removed	O.Gavin 25.09.2017	Removed	O.Gavin 25.09.2017	16.04.2018	Removed	BA PGCE	O.Gavin 25.09.2017	ENH DBS 00160 54272 00 16.02.2018	O.Gavin 05.03.2018	Yes	None Recorded	Barr ed List 05.03.2018	D.Wicksteed 06.03.2018	Yes	O.Gavin 25.09.2017	Removed	G.Savage 25.09.2017	On file	G.Savage 25.09.2017	On file	O.Gavin 12.03.2018	On file 05.03.2018	D.Wicksteed 05.03.2018	n/a	n/a	n/a	n/a	D.Wicksteed 05.03.2018	Senior	