



# DEAN CLOSE FOUNDATION

## **Recruitment Policy (W041)**

Registered Charity No: 1086829

Date of Issue: September 2023  
Review Date: September 2024  
Owner: HR Director

## **Recruitment Policy**

This policy has been authorised by the Trustees of The Dean Close Foundation (the “**Foundation**”).

This policy will be reviewed annually by the HR Director and will be given to the Board of Trustees for oversight and sign off.

The Dean Close Foundation is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

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

An entry will be made on the Single Central Register for all employees at the Foundation, the proprietorial body and all individuals who work in regular contact with children, including volunteers. Separate records are kept for Non-Employees on site (NEON) including Trustees, supply staff and those employed by third parties.

The Dean Close Foundation has a legal duty to ensure all employees, volunteers, contractors, supply staff and Trustees are appropriately vetted before their role in the Foundation commences. All requests for employees, volunteers and supply staff must be processed by the Recruitment Team. An advised minimum of 8 weeks’ notice must be provided to the Recruitment Team in order to process the checks properly and thoroughly. If there is an urgent need to recruit, please speak directly to a member of the Recruitment Team for assistance. This policy should be read together with the KCSIE 2023, ISI Commentary on KCSIE 2023 and any other statutory regulations from time to time in force.

### **Recruitment Process overview (Appendix 2A and 2B)**

The Recruitment process is supported by an Applicant Tracking System, called Recruitment+ which is available through Cascade, the Foundation’s HR system and is accessible by all Hiring Managers.

Successful recruitment requires the collaboration of Hiring Managers, Finance and the Recruitment Team, and the cooperation of the candidate. The Hiring Manager is the expert in the job role, the Finance Team are experts in pay and controlling budgets and the Recruitment Team are the experts in safer recruitment, statutory requirements, candidate experience and in the smooth and efficient process to get candidates into employment at the earliest opportunity.

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The chart below provides an outline of the process and guidelines on the timelines involved:

| Week   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|--|---|---|---|---|---|---|---|---|---|----|----|----|----|
| <b>Pre recruitment Planning</b>                |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Prep Job Description                           |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Identify shortlisting criteria                 |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Request vacancy R+                             |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Vacancy authorisation R+ by Finance            |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Select & check availability of interview panel |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Confirm advertising requirements               |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Advertise role R+                              |   |   |   |   |   |   |   |   |   |    |    |    |    |
| <b>Pre-interview planning and interview</b>    |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Shortlist R+                                   |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Send invitations for interview R+              |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Interview Round 1                              |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Wash up/decisions R+                           |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Interview Feedback and ID R+                   |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Feedback to candidates                         |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Interview Round 2 optional                     |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Wash up/decisions optional                     |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Offer R+                                       |   |   |   |   |   |   |   |   |   |    |    |    |    |
| <b>Pre-employment checks</b>                   |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Onboarding checks (DBS up to 6 wks)            |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Start date                                     |   |   |   |   |   |   |   |   |   |    |    |    |    |

Key:

|                |  |                 |  |
|----------------|--|-----------------|--|
| Hiring Manager |  | Recruiting Team |  |
|----------------|--|-----------------|--|

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Nominated Person (responsibilities) – See Appendix 1

**Key**

- ATS = Applicant Tracking System
- CFOO = Chief Financial and Operating Officer
- FC = Finance Controller
- HM = Hiring Manager
- JD = Job Description
- NEON = Non-Employee on site
- NP = Nominated Person
- PRF = Payroll Request Form
- RM = Recruitment Manager
- RT = Recruitment Team
- SRT = Safer Recruitment Trained

**Failure to follow the process or allowing an individual on to the premises without the approval of Recruitment Team may result in disciplinary action.**

**Pre-recruitment planning**

| Step   | Action  | Who  | Note  |
|--|---|--|---|
| <p><b>1. Establishment for Employees</b><br/>The Foundation has an agreed establishment (number of people/budget available for each area). The Nominated Person (NP) is required to request contract</p> | <p>Only the NP (see Appendix 1 for current list) can request the creation of a vacancy using Recruitment+. When the request is submitted it is authorised in the two-stage process by the Finance Controller and then the CFOO.<br/>A vacancy cannot be created without the required authorisation.</p> | <p>NP to FC to CFOO/CEO to RT to Payroll</p> | <p>A vacancy request cannot be submitted to FC unless a word version of the job description in the correct format has been attached within the ATS.<br/><br/><b>All roles must be advertised, and no candidate can be directly offered without following the process.</b></p> |

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| changes and funding from the Budget Holder.   |   |   |   |
| <b>1.1 Establishment for Non – Employees</b> (No direct employment contract with DCF) | <p>NP must submit details on a NEON Form (<a href="#">Microsoft Form</a>) which will be processed for financial authorisation before being processed by the RT who will conduct necessary Safer Recruitment checks. This process is supported by the NEON Tracker Microsoft Forms.</p> <p>A NEON will not be actioned unless it is authorised by the FC Appendix 3.</p>   | NP<br>to FC<br>to CFOO<br>to RT<br>to Payroll | <p>This Policy applies to Volunteers and those who are paid by other businesses.</p> <p>Please refer to the Visitors policy WO34, which highlights if a NEON is required.</p>   |
| <b>2. Preparing the Vacancy</b>   | <p>All vacancies require:</p> <ul style="list-style-type: none"> <li>• Job Description (including Person Specification) in Word Format</li> <li>• Panel members (at least one must be Safer Recruitment Trained)</li> <li>• Shortlisting Criteria selected for application and interview stages.</li> <li>• Interview dates</li> </ul> <p>Recruitment+ holds:</p> <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Equality and Diversity Form</li> <li>• Safeguarding Statement</li> </ul> <p>These are reviewed annually by the RT.</p> | HM & RT                                       | Please note the lead time to commencement date for all recruitment is an advised minimum of 8 weeks   |
| <b>2.1 The Job Description</b>  | <p><b>Job Descriptions are submitted on a template which includes:</b></p> <ul style="list-style-type: none"> <li>• Job Title</li> <li>• Line Manager</li> <li>• Hours of work, including days and weeks</li> </ul>   | HM  | <b>The Person Specification</b> - Describes the ideal candidate to fulfil the role, what combination of skills, qualifications, qualities, and experience. Along with how you intend to evaluate how the candidates have met the criteria |

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|  | <ul style="list-style-type: none"> <li>• The salary range or salary grade</li> <li>• Location</li> <li>• The purpose of the job</li> <li>• The main duties and responsibilities</li> <li>• Person specification</li> <li>• Terms and conditions</li> <li>• Safeguarding responsibilities statement</li> </ul>  |         |   |
| <b>2.2 Application Form</b>                      | All applicants must submit an application form via Recruitment+.   | HM & RT | There are application form templates for teachers and support staff. CVs are not accepted.  |
| <b>2.3 Equality, diversity and inclusion EDI</b> | The best practice for selection of the most suitable candidate for the job is based on ability, competency, and aptitude alone and free from bias from gender, race, age, sex, pregnancy, disability, marital status, religion and beliefs, sexual orientation <sup>1</sup> . Equality, Diversity, and Inclusion, (EDI) information is gathered for MI purposes but not shared with HM unless reasonable adjustments are needed. | HM & RT |   |
| <b>2.4 Safeguarding statement</b>                | The safer recruitment statement and safeguarding policy sets out our commitment to recruiting employees and volunteers who are suitable to work with children. This statement is on all Job descriptions, adverts, and other communication with candidates.  | HM & RT | Statement “The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service” |

<sup>1</sup> Equality Act 2010 protected characteristics.

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| <p><b>3. Advert</b></p> | <p>Adverts require a short, attention-grabbing overview of no more than 250 words to be provided by the Hiring Manager. The advert is created by the RT and published via our website and appropriate recruitment channels. The RT will confirm to the HM within 48 hours that the advert(s) have gone live.</p> <p>Senior roles an Information Pack produced by Marketing Team is recommended with information provided by the Hiring Manager. Adverts in other nonstandard publications need further authorisation from the HR Director and will only be considered for Senior and specialist roles.</p> <p>The recruitment budget is not sufficient to place adverts in paid for publications for all roles. HMs can use other advertising channels if they pay from their own budgets.</p> <p>Social media is a very effective tool for promoting adverts. HMs are encouraged to share adverts with their networks. HMs may need to rewrite adverts to be more suitable for social media. RT can support with this.</p> | <p>RT agree with HM the advertising strategy.</p> |  |
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### Pre-interview planning and interview process

| Step  | Action  | Who     | Note  |
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| <b>4. Receipt of Applications</b>   | We reserve the right to interview and select before the closing date. Late applications are not normally accepted unless the applicant field is limited, or initial shortlisting identifies no suitable candidates  | HM & RT | All applications are made via Recruitment+ and are visible to HM, no applications can be made directly.   |
| <b>4.1 Shortlisting Candidates</b>  | HM is to select shortlisting criteria with the support of the RT to be input into the ATS. They are to support: <ul style="list-style-type: none"> <li>• Responsibility for safeguarding</li> <li>• DCF Foundation stones of Love, Courage, Contribution in order to help people Flourish.</li> <li>• Role specific competencies</li> </ul> Panel members use the shortlisting criteria within Recruitment+ to score candidates. Applicants are scored by panel members using the shortlisting criteria to determine if the candidate should be shortlisted for interview or rejected after shortlisting. | HM      | Note: If a candidate is scored against criteria 'not met' they cannot be selected to progress to interview  |
| <b>4.2 Review Shortlisted Applications Employment history, Online check, Overseas check, Referees</b> | RT review each application: <ul style="list-style-type: none"> <li>• Employment history, written notes of any gaps in employment to explore with applicant at interview.</li> <li>• Overseas check, establish if an overseas check is required.</li> <li>• Referees, checking suitability of referees and their contact details.</li> <li>• Online search, noting any incidents or issues that have happened, and are</li> </ul>  | RT      | Shortlisted candidates will be sent a Criminal Record Declaration form to complete and submit prior to interview. An upfront disclosure of a criminal record may not prohibit a candidate from appointment.<br>Factors that will be considered: <ul style="list-style-type: none"> <li>• Length of time elapsed since offence.</li> <li>• Nature of the offence.</li> </ul> Information regarding the criminal record should be submitted to HR Director in a sealed separate |



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|  | publicly available online to explore with applicant at interview <sup>2</sup><br>Inconsistencies or gaps will be communicated to HM and to be explored at interview by HM. The template for Employment History Review is uploaded into Recruitment+ candidate profile and a reminder sent to the HM to complete at interview. |         | envelope for review maintaining strict confidentiality. If candidates would like to discuss this beforehand, they are asked to call the Recruitment Manager in confidence for advice. Online searches – guidance – ‘quick and simple search conducted via an internet browser. It should not place any unnecessary burdens on schools and colleges, nor encourage them to breach any individual’s private life. Care must also be taken to avoid unconscious bias and risk of discrimination, and or confusion with somebody else of a similar name’ <sup>3</sup> |
| <b>4.3 Arrangement for Internal Candidates</b> | Internal candidates should submit a personal statement detailing their suitability for the role, covering: <ul style="list-style-type: none"> <li>• Qualification</li> <li>• Experience relevant to role</li> <li>• Skills</li> </ul>   | HM & RT | References will be requested for internal candidates.   |
| <b>5. Interview and ID Checks</b>              | Interview booking process will depend on type of role.<br><br>For senior roles and most teaching roles, interview dates are planned at the outset of the process, contained within the advert and shortlisted candidates will be invited by the RT using Recruitment+.  | HM      | Interviews will be conducted face-to-face where possible.<br>A minimum of two people involved in the interview process, one to be the Safer Recruitment Trained.<br><br>HM needs to make arrangements for either Department Admin/PA or RT to check ID and  |

<sup>2</sup> KCSIE Sep 2022 Para 220,

<sup>3</sup> HMC ‘Generic online search’ 30/08/2022

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|  | <p>For other roles the HM coordinates suitable interview dates and times with their Panel and contacts the candidates by telephone to agree the date, time, and venue. The HM informs the RT of the details including the interview panel and the RT sends a confirmatory email via Recruitment+ to the candidate with Criminal Declaration Form and ID requirements, ideally a minimum of 4 days' notice given to the applicant to enable them to prepare for the interview.</p> <p>Shorter notice is occasionally possible if the interview date has been published previously.</p> <p>Shortlisted candidates are asked to bring to the interview;<br/>Proof of Right to Work in the UK:<br/>- British passport or,<br/>- British birth certificate and proof of NI number on P60 or P45 or,<br/>-Share code</p> <p>Birth certificate, driving licence, proof of change of name and proof of home address.</p> <p>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, qualifications, diplomas etc.).</p> | <p>qualifications, copy and verify all documentation and sign 'Original seen [date and 3 initials]<sup>4</sup>, this is a statutory requirement.</p> <p>RT will compare the evidence and home address with the</p> <ol style="list-style-type: none"> <li>1. details on their application form,</li> <li>2. documentation that proves they are eligible to work in the UK and</li> <li>3. qualification certificates that also show awarding bodies</li> </ol> <p>Structure of the interview to be agreed in advance.</p> <p>Use the core competency questions template adapted where appropriate (RT can assist if required). Make a note of any additional questions asked.</p> <p>Prepare competency-based questions:</p> <ul style="list-style-type: none"> <li>• Include questions on the Foundation Stones/values.</li> <li>• Avoid hypothetical questions.</li> <li>• Focus on the person's actual experiences.</li> <li>• Ask them for concrete examples of their competency and explore their attitudes and behaviours, as well as their motivations for working with children and young people (if a SRT person is not available a separate Safeguarding</li> </ul> |
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<sup>4</sup> [www.gov.uk/government/publications/dbs-identify-checking-guidelines](http://www.gov.uk/government/publications/dbs-identify-checking-guidelines)

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|  | <p>Candidates are offered the opportunity when invited to interview to request any necessary reasonable adjustments or arrangements to assist them in attending the interview.</p>                                 |                        | <p>interview must be conducted by a SRT person before an offer is made.)</p> <p>Document all responses given for future reference.</p> <p>It is important that competencies required from the candidate are assessed during the selection process. The RT can advise on methods of assessment.</p> <p>All interview notes and any further paperwork for each candidate must be scanned and uploaded into Recruitment+ after interview by the HM.</p>  |
| <p><b>6. Addressing selection concerns</b></p> | <p>If, during the interview or other selection activities you have chosen, you hear candidates say anything that give you cause for concern these areas need to be explored in more detail with the candidate.</p> | <p>Interview panel</p> | <p>Examples of areas of concern, a candidate may:</p> <ul style="list-style-type: none"> <li>- demonstrate a lack of understanding of children’s or young people’s needs or capabilities</li> <li>- have little or no knowledge about children’s developmental stages</li> <li>- fail to satisfy you about any gaps or inconsistencies on their application form</li> <li>- use inappropriate language when talking about or to children or young people</li> <li>- be unclear or ambiguous when talking about their past experience</li> <li>- want the role to meet their own needs rather than the needs of children and young people</li> <li>- show a lack of understanding about the role itself.</li> <li>- imply that safeguarding is a procedural necessity (a tick box exercise) rather than demonstrate a personal commitment to the safety of children and young people.</li> </ul> |

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| <b>7. Selection decision</b> | <b>Assessment</b><br>The final decision should be based on how the person's qualifications, skills and competencies compare with those detailed in the job description, plus how their experience, personal qualities and attributes compare to the ideal candidate detailed in the person specification. This, together with interview notes and the notes from any other selection criteria used, should inform the appointment decision. | HM    | All signed and verified documentation and interview notes must be scanned and uploaded into Recruitment+ by the HM/Admin support to HM.  |
| <b>8. Verbal Offer</b>       | HM to use Recruitment+ to confirm all aspects of the offer and submit to FC for authorisation. HM to contact the successful candidate and make verbal offer, including hours, salary, and any other essential information. HM to confirm acceptance on Recruitment+<br>After verbal acceptance of the role unsuccessful candidates will be declined by the RT within Recruitment+.  | HM/RT | It is important the HM speaks openly to the candidate about the financial offer being made, contractual benefits including pension and the hours of work. For teachers the pension choice APTIS/TPS must be explained. The candidate should not be surprised by anything detailed in the contractual paperwork issued by HR. |
| <b>9. Formal Offer</b>       | The offer of employment letter will be sent to the candidate within 3 days of acceptance of a verbal offer.   | RT    | <b>All offers, verbal and formal are subject to the successful completion of the pre-employment checks as outlined in KCSIE and ISI Commentary on the Regulatory Requirements</b>  |

**Pre – employment checks - See Appendix 2.B**

| <b>Step</b>           | <b>Action</b>  | <b>Who</b> | <b>Note</b>  |
|-----------------------|--|------------|--|
| <b>10. References</b> | If the hiring manager asks the RT, references can be requested for all shortlisted candidates using Recruitment+ where consent has also been given by the candidate. If this is not requested by the hiring manager, | RT         | <b>Verification of references</b><br>Open references or testimonials will not be accepted.<br><br>All references must contain the referee's name, job title or relationship to the candidate and |

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|  | <p>references will be requested once the verbal offer has been accepted. Where a candidate is not currently employed, verification of their most recent employer and the reasons for leaving should be obtained. Once a reference has been supplied RT will confirm the validity of the reference and record this in Recruitment+. Referees will be provided with a standard template along with a copy of the job description to provide their opinion about the candidates' suitability for the post itself and asked about the <b>candidate's suitability to work with children and young people.</b></p> <p><b>If the first two references do not offer an opinion on the suitability to work with children, then further references need to be sought.</b></p> |  | <p>contact details.</p> <p>RT should ensure that references originate from a legitimate source. The Foundation will need to satisfy themselves that both the referee and the organisation are bona fide.</p> <p>Minimum of two suitable references must have been received and verified by RT.</p> |
| <b>10.1 Verification of references</b>   | RT to verify that the two references received for the applicant come from legitimate sources and check that reference includes an answer about the Suitability to Work with Children question.  | RT   | If the references received do not adequately address the Suitability to Work with Children question the further references must be obtained.   |
| <b>11. Request for Enhanced DBS check (includes Barred List Check, which covers list 99 and section 142)</b> | RT to process all pre-employment checks.  | All employees and volunteers are considered to be in regulated activity and so an enhanced | <p>Enhanced checks can take approximately eight weeks to complete.</p> <p>The DBS Update Service, If an individual has subscribed to the service, an employer can go online, with the individual's permission, and carry out a free, instant check to find any updates since</p>                   |

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|  |  | DBS check with barred list information will be sought in all cases. | <p>the certificate was issued. DBS Update Service checks can only be accepted if the original DBS certificate has been seen and verified by the Foundation.</p> <p>A Barred List check must be conducted for anyone who is on the update service or moving into a new role (unless the original certificate makes reference to including a Barred List check)</p> <p>There is no requirement to carry out an enhanced DBS check or carry out overseas checks if the applicant has worked in a school in England during a period which ended not more than three months before the person's appointment.<sup>5</sup></p> |
| <b>11.1 Prohibition and disqualification from Teaching</b> | Teacher Prohibition Order checks will be conducted by the RT.  | RT  | <p>List maintained by DFE.</p> <p>Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:</p> <ul style="list-style-type: none"> <li>• Planning and preparing lessons and courses for pupils</li> <li>• Delivering and preparing lessons to pupils</li> <li>• Assessing the development, progress and attainment of pupils</li> <li>• Reporting on the development and attainment of pupils</li> </ul>  |
| <b>11.2 Prohibition from Management</b>                    | A section 138 order prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. | RT  | <p>The following employees are considered to be in management positions for the purpose of this check:</p> <ul style="list-style-type: none"> <li>• Members of the Executive</li> </ul>   |

<sup>5</sup> KCSIE Para 233

|  |  |           |  |
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|  | <p>A person who is prohibited is unable to participate in any management of an independent school, academy or free school.</p>   |           | <ul style="list-style-type: none"> <li>• Headteachers</li> <li>• All employees on any senior leadership team (including non-teaching employees);</li> <li>• Teaching positions with departmental headship</li> <li>• Directors of DCNL and DCSL;</li> <li>• Trustees;</li> <li>• Proprietors<sup>6</sup></li> </ul> <p>This check is to be completed for: Academic SLT and Administrative Managers with 'Manager' included in their title and/or manages 1 or more. If in doubt complete the check.</p> <p><b>NOTE:</b> Includes internal role changes.</p>  |
| <p><b>11.3 Overseas applicants</b></p> | <p>Follow the NSPCC rule, periods of 3 months abroad or more in the last 5 years will need verification.</p> <p>Proof of settled status for non-UK residents is required</p> | <p>RT</p> | <p>Individuals who have lived or worked outside of the UK in the last 5 years for 3 consecutive months or more must provide an overseas criminal record check or certificate of good conduct. Schools must make any further checks they think appropriate so that relevant events that occurred outside of the UK can be considered. KCSIE states that these further checks "could" include, where available, criminal records checks for overseas applicants having regard to the <a href="#">Home Office guidance</a>, including the guides on what checks are available from different countries and foreign embassies.</p> <p>Where available, this evidence can be considered together with information obtained through other pre-appointment checks to help assess suitability.</p> |

<sup>6</sup> ISI Commentary on the Regulatory Requirements September 2022

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|  |   |           | Where it is not possible to obtain this evidence, KCSIE notes that schools should seek alternative methods of checking suitability and/or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment. |
| <b>11.4 Medical check</b>  | RT to issue, receive and check a self-declaration of medical fitness for the role from the applicant  | RT        | The Medical Fitness certificate is a declaration from the applicant that they are fit to work and does not ask them to declare illnesses or conditions that do not impact their work.  |
| <b>11.5 ID and Right to Work Check</b>   | RT using the documentation provided at interview and for the DBS check will confirm ID and the right to work. RT to request further documentation at this stage if necessary.   | RT        | For British citizens; passport or a birth certificate and proof of NI from official HMRC document. Share code for other nationalities.   |
| <b>11.6 Qualifications</b>   | Using the documents gathered at the interview stage the RT will confirm the validity of the qualifications provided by the candidate  | RT        | Qualifications will be checked against qualification requirements in the Job Description Eg Teaching or other professional qualifications, Lifeguard qualification   |
| <b>11.7 Disqualification from Childcare (under Children’s Act 2006), July 2018</b> | Only for roles involved in the provision to Under 8s i.e., Nurseries, Pre-Prep and Prep. RT to issue, receive and check a self-declaration from the candidate from the applicant that they are not disqualified from childcare roles. | RT        | This self-declaration form is the responsibility of RT during the recruitment process. After the candidate is onboarded, it becomes the responsibility of the DSL to ensure it is completed annually and recorded on the Safeguarding page in CASCADE.   |
| <b>11.8 Former or current pupil</b>  | If an applicant is a former pupil or a current pupil under the age 21 then a risk assessment is required. Both RT and hiring manager need to be involved in the risk assessment.  | RT and HM | Points to consider: <ul style="list-style-type: none"> <li>• Safeguarding - relationships with current pupils.</li> <li>• Data - having access to current pupil data.</li> <li>• Professional distance</li> </ul>  |

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| <p><b>12. Single Central Record</b></p>   | <p>All Safer Recruitment Checks are recorded by RT in Recruitment+. Enter data to SCR as per style guide. (See Appendix 4A &amp; 4B)</p>  | <p>RT responsible for inspection readiness of Single Central Record.</p> | <p>Personnel file - Hard copies of the mandatory recruitment checks to be printed, verified, and filed with an SCR checklist in a red plastic wallet at the front of all files for inspection readiness</p>   |
| <p><b>13. Volunteers</b></p>  | <p>All safer recruitment checks to be conducted as per the NEON process where a volunteer is working in regulated activity and unsupervised. See Appendix 5.B.</p>  | <p>RT</p>  | <p>In England and Wales, a volunteer is defined as: 'A person who performs an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative.</p>       |
| <p><b>14. Contractors, Agency and Supply staff.</b></p> <p><b>The Foundation must have an agreement (Letter of Assurance) in place with any 3<sup>rd</sup> party employer outlining the checks that must have been completed as part of an appropriate recruitment process.</b></p> | <p>3<sup>rd</sup> Party employers must provide an individual Letter of Assurance for each employee supplied confirming that they have carried out the required checks and send this to RT to verify. For estates and IT roles this is done by Estates Appendix 5.A.</p> | <p>RT</p>  | <p>Estates Office conducts and maintains records of identity checks on agency and contract workers on arrival in the Foundation and, in the case of agency workers (Including supply staff), the Foundation must be presented with the DBS certificate for such staff on arrival.</p> |

|   |  |                               |   |
|---|--|-------------------------------|---|
| <p><b>15. Point 15</b></p>                  | <p>Recruitment process is complete when:</p> <ul style="list-style-type: none"> <li>• Contract has been issued, is signed, and returned.</li> <li>• Cascade record has been created.</li> <li>• All SCR checks are completed.</li> <li>• New starter documentation is completed and returned by the candidate and uploaded into Cascade.</li> </ul> <p>RT to hand the file to Recruitment Manager/HR Manager/HR Director for final authorisation.</p> <p>Once signed off the RT send the CLEARED TO START email to NP and HM that employment can commence.</p> | <p>CFOO/RM/HR Manager/HRD</p> | <p><b>Candidates are not allowed to come on site to work until the CLEARED TO START email is issued from RT to HM</b></p>   |
| <p><b>Point 16. Access requirements</b></p> | <p><b>IT controls</b> - IT will require 5 days' notice to set up the new starters. IT are notified of new starters via the HR issued 'Starters and Leavers' checklist issued weekly. HM to notify IT through Recruitment+ about new starter requirements to trigger; phone if required, laptop, software, email address.</p> <p><b>Payroll</b> – Create payroll number.</p> <p><b>iSAMS</b> – Currently obtained through new starter and leaver report.</p>  |                               | <p><u>Lanyard colours</u><br/> <b>Navy blue</b> – anyone who has had full recruitment checks do not require supervision (may be employee, NEON, or contractor, including Trustees)<br/> <b>Orange</b> – contractors who require supervision i.e., not had full recruitment checks.<br/> <b>Red</b> – visitors require supervision.<br/> <b>Green</b> - DCNL</p> |

|  |   |  |  |
|--|---|--|--|
|  | <p><b>ID &amp; Lanyard</b> – Headshot to be obtained from new starter. Lanyard Issued by HR before commencing work.</p> <p><b>Training and Development Manager</b> to set up new starter on Educare to complete Safeguarding training and other - preferable prior to commencing work or during their first 3 days of employment and load the new starter onto the next available Induction Training.</p> |  |  |
|--|---|--|--|

**Failure to follow the process or to bring an individual onto the premises without the approval of the Recruiting Team may result in disciplinary action.**

#### **Disclosure Barring Service - DBS Update Service**

Where an applicant subscribes to the DBS Update Service the applicant must give consent to the Foundation to check there have not been changes since the issue of a disclosure certificate. An Update Service check will only be accepted in conjunction with a verified DBS certificate seen in person. The DBS certificate must be an Enhanced DBS check for children, as this includes the Children’s Barred List check.

#### **Steps taken if a DBS result is delayed:**

Very rarely a short period of work is allowed under controlled conditions whilst waiting for confirmation of a result from the Disqualification Barring Service and at the discretion of the HR Director/CEO/CFOO. If an enhanced disclosure is delayed, the HR Director/CEO/CFOO may authorise the employee to commence work:

- Whilst safer recruitment checks are in progress and pending confirmation of employment
- After a satisfactory check of the barred list if the person will be working in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily;
- Provided that the DBS application has been made in advance;
- With appropriate safeguards taken (for example, supervision)

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Review Date: September 2024  
Owner: HR Director

- Safeguards (including risk assessment) must be reviewed at least every two weeks by HRD/CEO/CFOO and HM;
- The person in question is informed what these safeguards are; and
- An up-to-date note is added to the Single Central Register and evidence kept of the measures put in place.

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

The Foundation 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. Copies of DBS certificates will not be retained.

The Foundation will comply with its data protection obligations in respect of the processing of criminal records information.

### **Training**

Employees who are involved in the recruitment process for the Foundation are required to keep up to date with their recruitment practice and complete on-line safer recruitment training at least every 5 years.

### **Policy on the Recruitment of Ex-Offenders**

The Foundation will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The Foundation makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar them from employment within the Foundation. 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 DBS.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS 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 also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006".

**Appendices:**

1. Approved Nominated Persons
2. A. Safer Recruitment process overview  
B. Safer Recruitment and Onboarding process
3. NEON process and request form
4. A. Single Central Record Compliance  
B. SCR Data Entry Conventions
5. A. Supplier Letter of Assurance - Estates  
B. Letter of Assurance - Recruitment Team

**Appendix 1 - Approved Nominated Persons to submit request for new employees and non-employees on site (NEON)**

Recruitment+ the Applicant Tracking System (ATS) is used to request a vacancy where advertising is required. PRF is used for making changes to the contract of an existing employee exceptional circumstances where advertising is not required (seek advice from Recruitment Team).

Requests will only be accepted from nominated staff listed below.

Requests for NON-EMPLOYEES are to be requested via the electronic NEON form Appendix 3.

| School     | Employee or Non-Employee | Nominated Person  |
|------------|--------------------------|---|
| DCPS       | Employees                | Head<br>Director of Choral Music <sup>7</sup>   |
| DCPS       | Non-Employees            | Deputy Head – Ops   |
| DCS        | Employees                | Deputy Head - Academic<br>Deputy Head – Ops <sup>8</sup><br>Deputy Head - Pastoral <sup>9</sup> |
| DCS        | Non-Employees            | Deputy Head – Ops   |
| DCSJS      | Employees                | Head  |
| DCSJS      | Non-Employees            | Deputy Head   |
| DCPPS      | Employees                | Head  |
| DCPPS      | Non-Employees            | Head  |
| DCAS       | Employees                | Head  |
| DCAS       | Non-Employees            | Head  |
| Foundation | Employees                | CEO <sup>10</sup> CFOO <sup>11</sup><br>Ops Bursar <sup>12</sup> HR Director <sup>13</sup>      |
| Foundation | Non-Employees            | Finance Controller  |
| DCSL       | Employees                | Business Development Manager  |
| DCSL       | Non-Employees            | Business Development Manager  |
| DCNL       | Employees                | Group Operations Manager – if FTE growth to CFOO  |
| DCNL       | Non-Employees            | Finance Controller  |

<sup>7</sup> Choral Music roles

<sup>8</sup> Co-curricular and sports coach roles

<sup>9</sup> Pastoral roles only

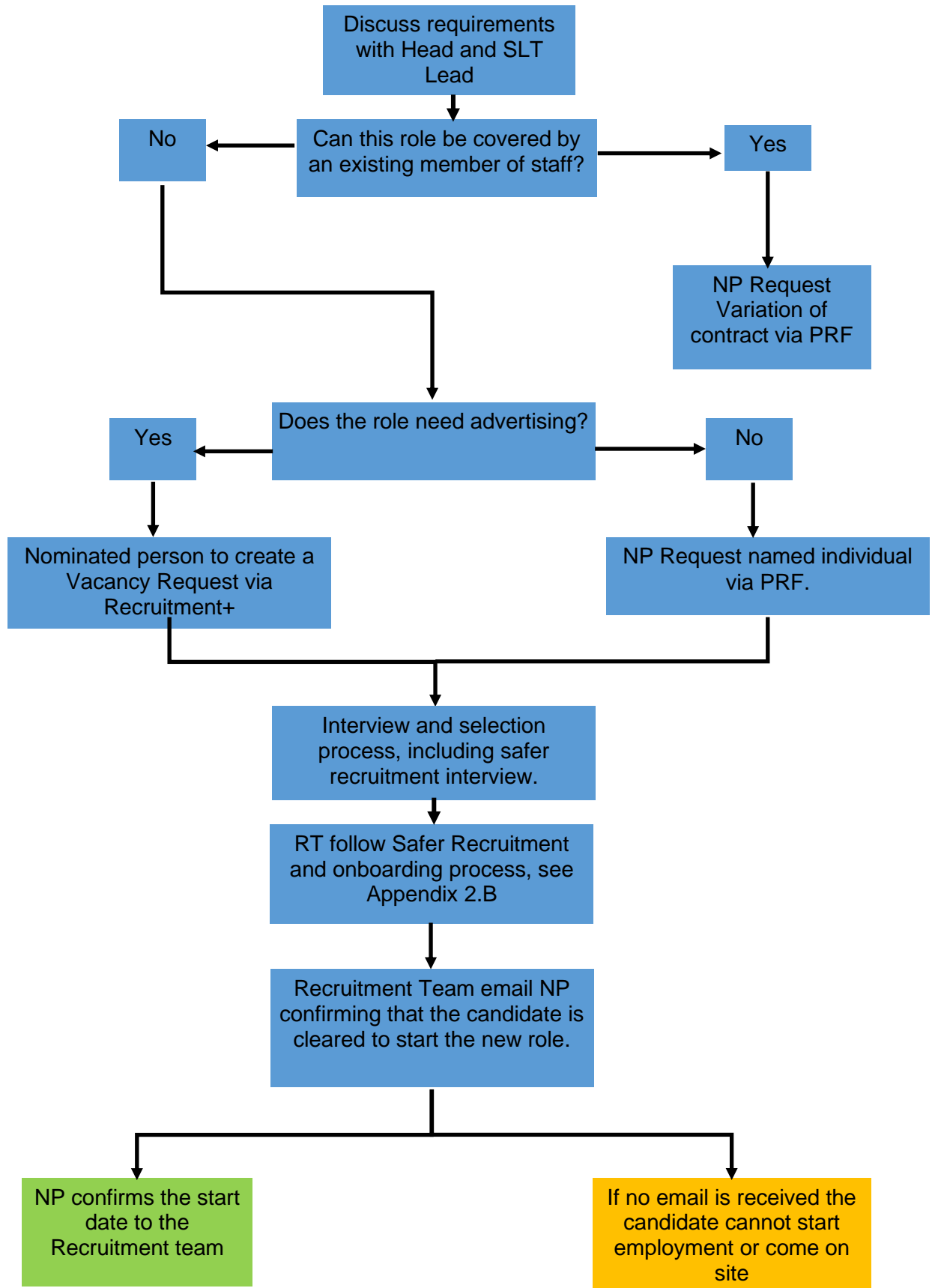
<sup>10</sup> Admissions, Chaplaincy, Development and Marketing roles

<sup>11</sup> IT roles may be delegated to IT Manager, Finance roles may be delegated to Finance Controller

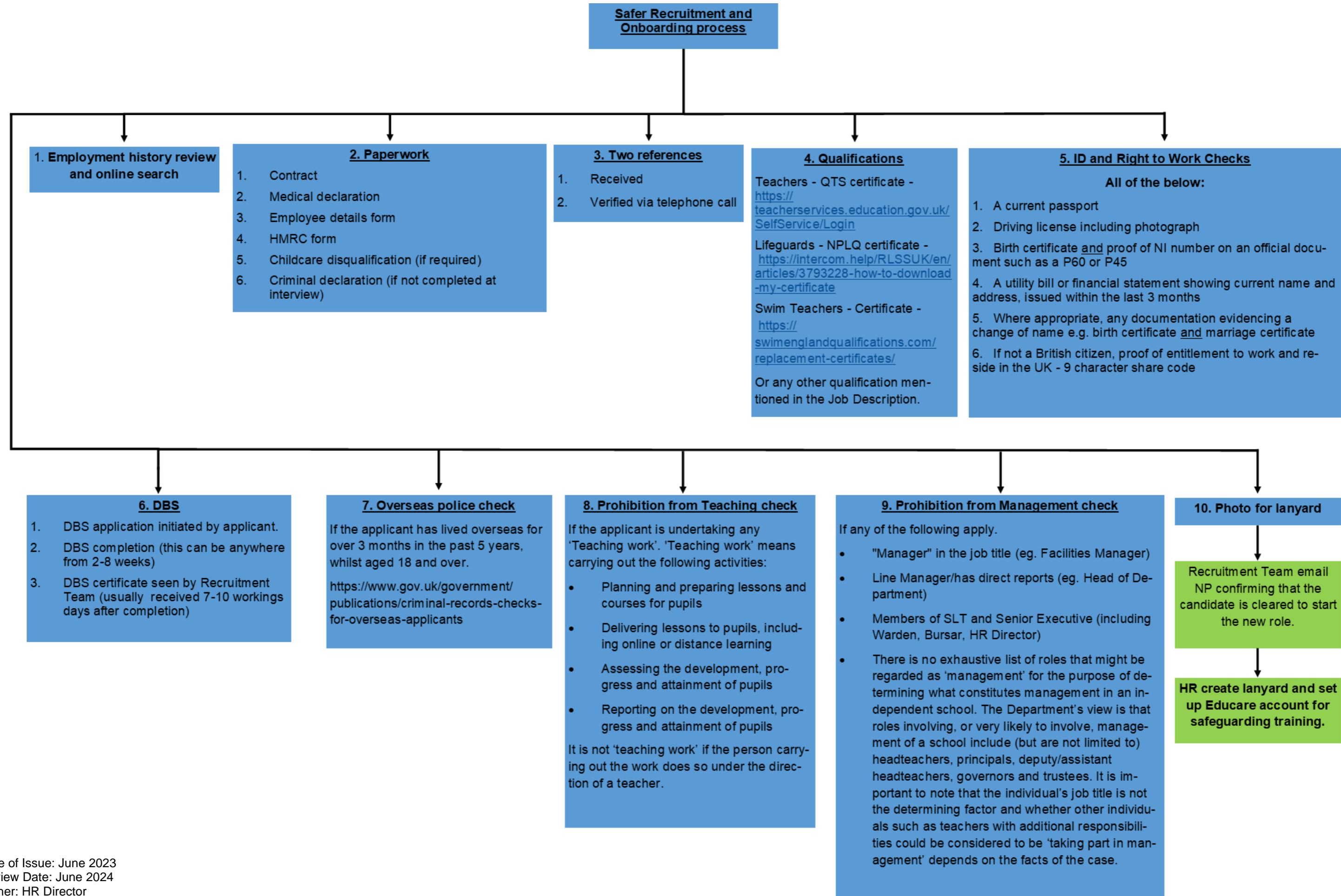
<sup>12</sup> Estates roles (Domestic Services may be delegated to Domestic Services Manager)

<sup>13</sup> HR roles

**Appendix 2.A - Safer Recruitment process overview for all employees**



**Appendix 2.B - Safer Recruitment and Onboarding process**



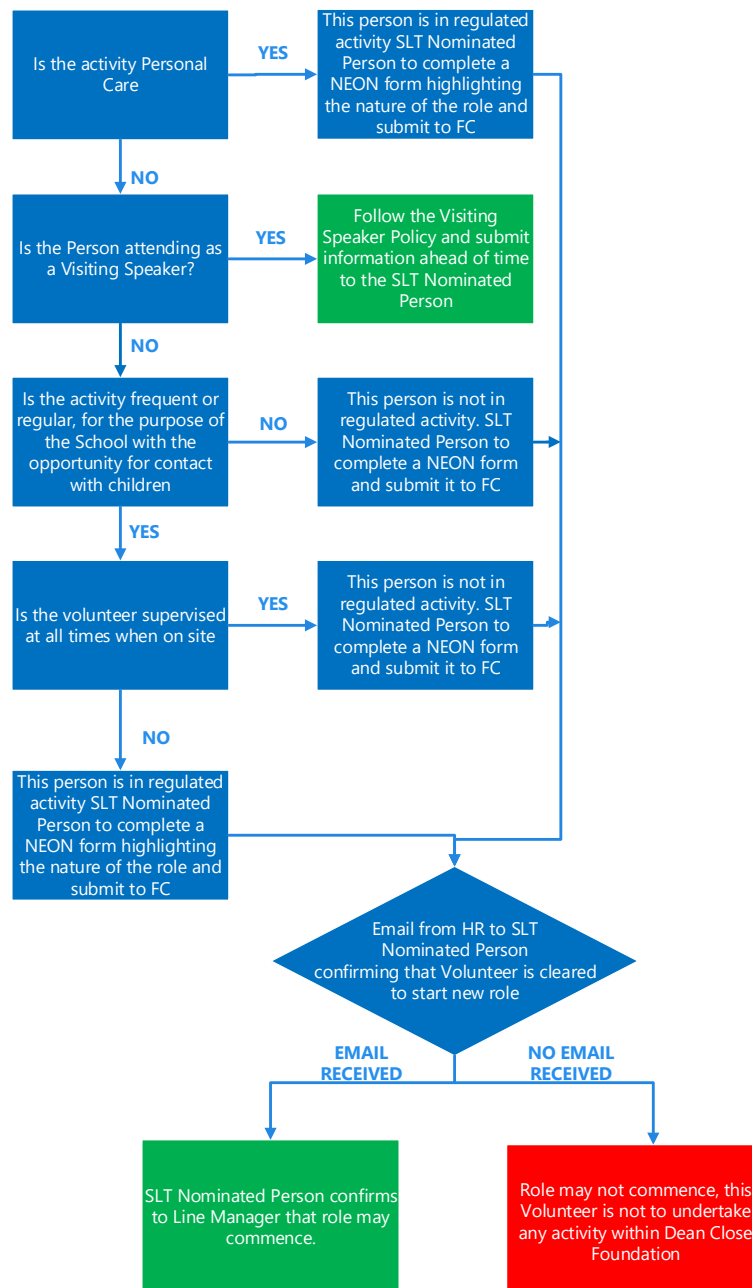


### Appendix 3 - Non-Employees on Site (NEON) Process and Request Form

**NON-EMPLOYEES** are anyone who comes on site on a regular basis who are not employed by the Foundation. This includes, but is not restricted to, volunteers, readers, chaperones, people on temporary contract, suppliers, work experience, work placement. A NEON FORM is required for all **NON-EMPLOYEES**. Submissions will only be accepted when approved by the nominated person for the school Appendix 1.

## NEON

(Any volunteer not active in the last 3 months must be treated as a new volunteer)



### **Submitting a request for a NEON**

A request for anyone who is not an employee to come onto the Foundation site must be submitted for financial authority and safer recruitment checks via a Microsoft Form using the [link](#). The form will require you to provide the following information about the Visit Details:

1. First Date on site
2. End Date on site (if known)
3. Regularity of visit
  - One-off
  - Daily
  - Weekly
  - Monthly
  - Other
4. NEON Full Name
5. Full Postal Address
6. Mobile Telephone Number
7. Email address
8. Business/Company Name
9. Business/ Company Website Address
10. Business/Company Telephone number
11. Main Contact at Dean Close
12. Reason for Visit
  - Taking lessons or activities with Children
  - Services directly for teachers
  - Services directly for operational staff
  - Other
13. Role Funding
  - Voluntary
  - Invoice Paid by DCF – NOT recharged to Parents
  - Invoice Paid by DCF – Recharge to Parents
  - Invoice Paid by another party (not DCF)
14. Activity Type
  - Regulated
  - Unregulated
15. Confirm which supervision statement applied
  - Supervised at all times
  - Not always supervised
16. Hiring Manager (main contact at Dean Close)
17. Please select the relevant authorising manager to you:
  - DCS – Deputy Head Ops
  - DCPS - Deputy Head Ops
  - DCPPS – Head
  - DCAS – Head
  - DCSJS – Deputy Head
  - DCNL – Group Operations Manager
  - DCF Estates – Operations Bursar
  - DCF/DCSL - CFOO
18. Any other information for this NEON appointment (optional)

## Appendix 4.A Single Central Record Compliance Checks for Employees

**NAME**  
**ROLE**  
**TEACHING ROLE**

---

Pre employment checks  
School/Nursery (EYFS)  
Payroll Change Request Form Received  
Position  
Application Form Recd  
Appointment Start Date  
Ref 1 Sent  
Ref 1 Recd  
Ref 1 Verified  
Ref 1 Verified by  
Ref 2 Sent  
Ref 2 Recd  
Ref 2 Verified  
Ref 2 Verified by  
Date Emp History Checked  
History checked By  
Type of Quals Checked  
Date Quals Check - N/A  
Date Quals Expires  
Quals Check by  
Type of Photo ID Check  
Passport/Licence Number  
Date ID Checked  
ID Checked By  
Date Barred List Check  
Checked By  
Date of DBS Cert  
DBS (inc Section 142) Number  
DBS Date Seen  
DBS Checked By  
Overseas Check  
Type of Check (or N/A)  
Date oseas check  
Oseas Check By  
Nationality  
RTW doc check (type)  
Date of RtW doc  
RtW checked by  
Date RtW checked  
Interview Notes on File  
Job Description On File  
Medical (quest'naire) date)  
Medical Fitness Declaration (Signed Date)  
Date Medical Checked  
Medical Check By  
Childcare Disqual Declaration checked (date or N/A)  
Disqual chkd by  
Letter of Appointment Sent  
Signed Acceptance Letter Received  
Contract Sent  
Signed Contract Received

Date of Issue: June 2023  
Review Date: June 2024  
Owner: HR Director

Contract Signed by The Foundation  
Notes  
Date Prohibition Order Check (Mgt)  
Prohib Mgt chkd by  
Date Prohibition Order Check (Teaching)  
Prohib Teach chkd by  
Teacher Ref Number

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**APPROVED TO START EMAIL SENT FROM HR?**  
**CONTRACT START DATE**  
**COMPLETED BY**  
**CHECKED BY**

**DATE**  
**DATE**

## **Appendix 4.B - Data Entry Conventions for completion of Single Central Record (SCR) on CASCADE – for use by Recruitment Team**

The SCR is a record of checks at the time of initial recruitment, it is a historic record and dates **must not be changed or updated**. The only circumstance for editing the record would be data entry error. The notes section can and should be edited to record any changes or explanations eg. An employee changes role and requires an additional check eg Management check or Teaching check, this is recorded in the notes section

**First name:** Pulls from employee main page. This needs to be the first name as evidenced on the passport **not** the staff members preferred name.

**Surname:** Pulls from employee main page and should be capital first letter.

**Continuous service date:** Pulls from the employee main page the date should be entered in 01/01/2001 format

**Schools/Nursery/EYFS:** Select from dropdown menu.

**Position:** Capital first letter

**Application received date:** Format DD/MM/YYYY

**Appointment start date:** Always **01/09/2050** (only updated after all safer recruitment checks complete and Point 15 email sent)

**Ref 1 sent:** format DD/MM/YYYY

**Ref 1 received:** format DD/MM/YYYY

**Ref 1 verified:** Initials format XXX of the person undertaking the check (ie 3 initials)

**Ref 2 sent:** as above for Ref 1

**Ref 2 received:** as above for Ref 1

**Ref 2 sent:** verified as above for Ref 1

**Employment History checked:** format DD/MM/YYYY

**Employment History checked by:** Initials format XXX of the person undertaking the check (ie 3 initials)

**Type of Qualification:** eg QTS or PGCE or LIFEGUARD certificate (if teacher does not have teaching qualification a note needs to added to Notes section eg No teaching qualification, selected based on teaching experience – (mush be evidence on P-file)

**Date of Qualification check:** Date the qualifications have been checked. The date format DD/MM/YYYY.

**Qual.Checked by:** Initials format XXX of the person undertaking the check (ie 3 initials).

**Type of ID:** eg PASSPORT

**ID date checked:** The date the ID documents have been checked. The date format DD/MM/YYYY

**ID Checked by:** Initials format XXX of the person undertaking the check (ie 3 initials)

**Date Barred list check:** Pulls from the SCR page and should be the date of the cert recorded for initial recruitment (any further Barred list checks should be recorded only in the notes column) The date format DD/MM/YYYY.

**Barred List checked by:** Initials format XXX of the person undertaking the check (ie 3 initials)

**DBS Cert. Number:** (with section 142 check): Should be the number of the DBS certificate issued for initial recruitment (any further DBS cert for changes in role or updates should be recorded only in the notes column)

**Date of DBS Cert:** The date of the Cert recorded for initial recruitment. For Update Service checks it is the date of the Update check. The date format DD/MM/YYYY

**Date DBS Certificate Seen (since 06/2014):** The date the DBS cert has been seen. The date format DD/MM/YYYY

**DBS checked by:** Initials format XXX of the person undertaking the check (ie 3 initials)

**Date Overseas check: (Apply the NSPCC 3months in the last 5 years guidance)** Either N/A if not applicable or be the date the Overseas check has been received. The date format DD/MM/YYYY.

**Overseas checked by:** Initials format XXX of the person undertaking the check (ie 3 initials)

**Nationality:** Nationality

**RTW doc check type:** eg PASSPORT

**Date of RTW doc:** Issue date format DD/MM/YYYY.

**RTW checked by:** Initials format XXX of the person undertaking the check (ie 3 initials)

**Date RTW checked:** The date the RTW documents have been checked. The date format DD/MM/YYYY.

**Date medical fitness check:** The date the document was signed by the applicant. The date format DD/MM/YYYY.

**Medical Declaration checked by:** Initials format XXX of the person undertaking the check (ie 3 initials)

**Date Childcare Disqualification form: (Only applicable to those who could be in regulated activity with Prep and Pre-Prep age groups)** The date the document was signed by the Line Manager or a member of the Recruitment Team. The date format DD/MM/YYYY.

**Childcare Disqualification form checked by:** Initials format XXX of the person undertaking the check (ie 3 initials)

**Notes:** Important to use notes to provide explanation when required. This is used by ISI for inspections eg date of Prohibition of Management check undertaken on change of role

**Date of Prohib. from Management Check: (Applicable to all SLG and those solely managing a team)** Either N/A if not applicable or be the date the check was undertaken. The date format DD/MM/YYYY.

**Prohib. from Management Checked by:** Either be N/A or Initials format XXX of the person undertaking the check (ie 3 initials)

**Date of Prohib. from Teaching Check:** Either be N/A if not applicable or be the date the check was undertaken. The date format DD/MM/YYYY. This check is to be completed for all Teachers, Sports Coaches, Gap Year Tutors but not for Resident Pastoral Assistants, Teaching Assistants, Chaplain's Assistants, Supply Assistants and Lifeguards.

**Prohib. from Teaching Checked by:** Either N/A or Initials format XXX of the person undertaking the check (ie 3 initials)

**Teacher Reference Number:** if it is presented 68/12345 enter 6812345

**Appendix 5.A - Supplier Letter of Assurance - Estates**

*To be completed on supplier/ letter headed paper*

**Private and Confidential**

HR Department  
The Dean Close Foundation  
Shelburne Road  
Cheltenham  
Gloucestershire  
GL51 6HE

[DATE]

Dear Dean Close Foundation,

**Confirmation of Suitability Checks of Employee from [insert supplier/business name]**

|                       |  |
|-----------------------|--|
| Full name of employee |  |
| Date of birth         |  |

I [name of supplier/department], confirm that the following pre-employment checks have been completed for the above named employee of the [insert supplier/business name].

- Identity Check
- Enhanced Disclosure with barred list check\*
- Right to work in the UK
- A check on relevant qualifications
- Reference checks (x2)
- Medical Fitness declaration
- Check whether there has not been a prohibition on management order (if relevant)
- Overseas checks (if relevant)
- Any disqualification under Childcare Act 2006 (if relevant)

\*Contractors/employees should bring their DBS certificate along with their personal ID for verification when they come on site.

Yours sincerely

[name]  
[position]

**Appendix 5.B - Letter of Assurance - Recruitment Team**

Recruitment Department  
Email: recruitment@deanclose.org.uk



**DEAN CLOSE**  
FOUNDATION

**Private and Confidential**

Recruitment Team  
The Dean Close Foundation  
Dean Close House  
67 Lansdown Road  
Cheltenham  
GL51 6QD

**Letter of Assurance – Confirmation of suitability checks for contractors/volunteers**

Name of Employee: .....

Employee Date of Birth: .....

I, ....., confirm that the following pre-employment checks have been completed for the above-named employee from **[insert supplier/business name]**.

The following checks have been carried out:

- Identity Check (copy of passport or driving licence supplied)
- Enhanced Disclosure with children barred list checks (DBS)

Certificate Number: .....

Date of issue: .....

- Right to work in the UK
- A check on relevant qualifications
- Reference checks
- Medical Fitness Declaration
- Prohibition from childcare (if relevant)
- Prohibition from teaching (if relevant)
- Prohibition from Management Order (if relevant)
- Overseas Checks (if relevant)

By signing below, I confirm that the above checks are accurate and up to date:

Name: .....

Position: .....

Date: .....

Company Limited by Guarantee  
Registered Office: Shelburne Road, Cheltenham GL51 6HE  
Registered in England No. 4193948 Registered Charity No. 1086829

Date of Issue: June 2023  
Review Date: June 2024  
Owner: HR Director