

# MORE HOUSE SCHOOL

## POLICY

### SAFER RECRUITMENT & SELECTION POLICY

#### 1. Rationale

- 1.1 Good, competent staff, committed to the mission, vision and values of the school, are More House School's greatest asset. We believe that great care must be taken in recruiting staff so that the best possible educational service may be offered. More House School is committed to the provision of a safe and secure environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.
- 1.2 Planning is vital to successful recruitment, and the school's procedures reflect the Government's recommendations for the safer recruitment and employment of staff who work with children. It is the policy of the school, therefore, that all members of the teaching and non-teaching staff at More House School, including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches, are checked with the Disclosure and Barring Service (DBS), and go through our rigorous recruitment and selection process before starting employment.
- 1.3 All Governors, volunteer helpers, contractors working regularly during term-time, such as contract catering staff (and adult members of the families of members of staff who live on site) are also vetted and subject to our safer recruitment procedures, which are appropriately applied.
- 1.4 The School aims to recruit staff that share and understand our commitment, and are aligned with the School's values of Kindness, Spirit and Responsibility, whilst ensuring that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010 and associated revisions.
- 1.5 The School's Recruitment of Ex-Offenders Policy further explains how disclosures of convictions, cautions and bind-overs, including those that would otherwise be regarded as 'spent' are dealt with during the recruitment and selection process.

#### 2. Purpose

- 2.1 The purpose of this policy is to document how More House School ensures that its staff recruitment process meets with the highest standards of safeguarding, and the requirements of Keeping Children Safe in Education (KCSiE) (2023). In the Education (Independent Schools Standards) (England) Regulations 2014, staff are defined as '*Any person working at the School, whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer*'.
- 2.2 In the case of agency or supply staff, the School is required to obtain written confirmation from the agency or company that the appropriate checks have been carried out. On commencement of their work, photographic ID is needed to verify the agency or supply staff's identity. For volunteers, a more succinct process will be applied, although still achieving the required safeguarding outcome.
- 2.3 The main objectives of this policy are to:

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- Prevent unsuitable people working with children and young people;
  - Appoint the best person for the vacant position;
  - Maintain the school's ethos and mission;
  - Create equal opportunities for all of our staff;
  - Provide evidence to ensure those undertaking a leadership role are not prohibited from participating in the management of an independent school.
  - Reflect the recommendations of best practice with regards to safer recruitment as initially detailed in 'Every Child Matters' and as amended to ensure compliance with the requirements of employment law and Keeping Children Safe in Education (2023).
  - The 'Every Child Matters' policy, launched in 2003, applied to the wellbeing of children and young people from birth up until they reached the age of 19. It was based on the idea that every child, regardless of their individual circumstances or background, should have plenty of support throughout their life. There were five key principles to the policy which the government believed children should have support with. These were:
    - a) to be healthy,
    - b) to stay safe,
    - c) to enjoy and achieve,
    - d) to make a positive contribution, and
    - e) to achieve economic wellbeing;
- 2.4 The Education Act (2011) places duties on organisations and individuals to ensure that their functions are discharged with regard to the need to safeguard and promote the welfare of children. This is reinforced through The Childcare Act 2016 and the Childcare (Disqualification) Regulations 2009.
- 2.5 Under the framework of 'Keeping Children Safe in Education' (2023) alongside the 'Working Together to Safeguard Children' (July 2018), the Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions, and prevent unsuitable people from working with vulnerable groups, including children.
- 2.6 The School has a legal duty under section 26 of the Counterterrorism and Security Act 2015 to take all reasonable measures to prevent people from being drawn into terrorism. This duty will be borne in mind throughout the recruitment process.
- 2.7 All of the School's publicity materials, recruitment websites, advertisements, information packs, job descriptions, competency frameworks and induction training will contain reference to the School's commitment to safeguarding and promoting the welfare of children and young people.

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#### 3. Broad Guidelines

- 3.1 When a position becomes vacant, the opportunity will be taken to look at the role against the whole staffing picture and with reference to the School Development Plan. The job description and person specification should be carefully analysed before the position is advertised.
- 3.2 If the job has changed significantly in terms of additional / different duties and responsibilities, or if there is a need to review or redesign the role, the recruiting manager, after discussion with Headmaster / Bursar, should benchmark against comparable roles both within and outside the School.
- 3.3 The person specification sets out the essential and desirable criteria required for the post, and will enable the School to attract people with the right qualifications, skills, knowledge, values and experience. Essential criteria must be used with care to ensure that potential applicants are not unnecessarily prevented from applying. The criteria included in the person specification must not exclude without good reason, or disadvantage those with protected characteristics, as identified in the Equality Act 2010.
- 3.4 Advertisements and other material will make it clear that we safeguard children from possible abuse. Job and person profiles will also refer to the responsibility for safeguarding and promoting the welfare of children, and suitability to work with children.
- 3.5 We will ensure that all prospective employees are treated in a fair, efficient and professional manner throughout the recruitment and selection process, regardless of outcome.
- 3.6 We will provide appropriate training, development and support to those involved in recruitment, selection and induction, to ensure they have the right knowledge and skills to enable them to appoint the best candidates.
- 3.7 Further details are included in the **Safer Recruitment Process at More House School (Appendix 1)**.

#### 4. Advertisements

- 4.1 Not all vacancies will necessitate advertisement beyond the school's current workforce. The process for internal advertisement and appointment is detailed below in Section 19.
- 4.2 When a vacancy arises, the HR Department will provide the recruiting manager (i.e. the Headmaster / Bursar / Deputy Head / Head of Department) with a copy of the most recent job description (if available), or a template job description for updating and completion.
- 4.3 The recruiting manager is responsible for preparing the job description, which must be authorised by the Bursar and Headmaster. The completed job description and person specification must be submitted to the HR Department. Recruiting managers must ensure that all information has been checked and is accurate and up-to-date. The **Job Description Template (Appendix 2)** should be used.

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4.4 Where external advertisement is deemed appropriate, vacancies will be advertised where best coverage amongst those potentially qualified and interested in the role is identified. Vacancies are advertised on online jobs boards such as Indeed, TES and the BSA, as well as the school's website and social media platforms. Where appropriate, sector-specific publications and local / national newspapers, may also be used. All advertisements will have the following statement included in addition to the vacancy requirements:

***'This post is subject to an Enhanced DBS clearance and the receipt of satisfactory references before a formal job offer is confirmed. More House School is committed to safeguarding and promoting the welfare of children and young people.'***

4.5 The advertisement wording should be designed to attract as wide a group of suitably-qualified applicants as possible and promote a culturally-diverse workforce. Advertisements should be expressed in clear language and convey the nature of the role or roles accurately, and in a non-discriminatory manner.

## 5. Pre-Application Stage

5.1 Potential applicants who enquire through Indeed, TES or the BSA, etc, will be sent the link for the More House School vacancy page, and asked to complete the School's online application form. This also applies where recruitment agencies are engaged to source candidates. Word versions of the application form may also be sent to candidates, along with:

- Job Description and Person Specification for the role;
- Safeguarding and Child Protection Policy;
- Recruitment of Ex-Offenders Policy
- Recruitment Privacy Notice including GDPR requirements;
- Self-Disclosure Form;
- Explanatory Notes

5.2 CVs will not be accepted in substitution for completed application forms. The School uses standard application forms to ensure that all candidates are considered for shortlisting against the same information and selection criteria.

5.3 Use of the online application form ensures that all candidates answer detailed questions about their education and employment history, as well as being made aware of the School's Safeguarding and Rehabilitation of Offenders policies, and the requirement to undertake an Enhanced DBS.

## 6. Shortlisting

6.1 As soon as possible after the vacancy closing date the recruiting manager and shortlisting panel will shortlist the candidates using the **Shortlisting Assessment form (Appendix 3)**.

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At least two members of the interview panel should also be involved in the shortlisting process. At least one member of the shortlisting panel must have up-to-date Safer Recruitment training.

- 6.2 In certain circumstances, the school may interview appropriate candidates in advance of the closing date, and make a decision to appoint. Late applications (received after the closing date) will not normally be considered until after all other applications have been considered.
- 6.3 When shortlisting, the following process will be followed:
- A shortlist of candidates will be made using the requirements of the job description and person specification;
  - Application Forms will be carefully scrutinised for any gaps in employment and any discrepancies or anomalies will be resolved by obtaining comprehensive information about any such matter during the interview process;
  - Incomplete applications will not normally be accepted;
  - The School's policies for the Recruitment of Ex-Offenders and Equal Opportunities will be applied;
  - In order to avoid conflicts of interest, no one connected by close friendship, marriage or partnership, or related to the applicant should be involved in the shortlisting process;
  - Candidates on the short list will be invited for interview; and
  - Those candidates who are invited to interview and have a disability or any other special needs or requirements will be asked to inform the School of any reasonable adjustments or arrangements to assist them in attending the interview, or participating in selection and assessment activities.

## 7. References

- 7.1 References will be sought before the interview stage, to obtain objective and factual information to support appointment decisions. This also applies where recruitment agencies are engaged to source candidates. Such references are sought and obtained directly from the referee(s). At least one reference must be received before the interview can proceed. Where references are received electronically, the School will ensure they originate from a legitimate source.
- 'To Whom it may Concern' or open references or testimonials will not be accepted, and all referees will be asked to complete reference questionnaires which ask specific safeguarding questions regarding the applicant's suitability to work with children. Referees will be sent a copy of the job description along with the questionnaire.
  - References are to be confirmed in writing and will be documented and, if the candidate is appointed, will be retained on the personnel file.

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- Following appointment, a follow up telephone call is to be made to the person who has supplied the reference to ensure it is authentic.
- References should be followed up where they are unsatisfactory or there are discrepancies in the information provided. If the applicant has provided false information or there are serious concerns about an applicant's suitability to work with children these facts will be reported to the police and / or the Disclosure and Barring Service.
- Previous employment history and references should be carefully checked. Any gaps in employment histories must be explained in detail and further checks made as necessary.
- If the applicant has worked with a vulnerable group, for example in a regulated activity, this check should include asking the most recent such employer or employers if they made a referral of any misconduct for possible barring.
- Independent professional and character references that answer specific questions should be obtained in order to help assess an applicant's suitability to work with children and following up any concerns.
- For a candidate to be employed into a senior management position, the School will require receipt of a signed "*Senior charity manager positions: automatic disqualification declaration*" confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities.
- Where the successful candidate will be taking part in the management of the school, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Core Leadership Group and members of the Senior Management Team.

#### **8. Invitation to Interview**

- 8.1 Candidates will be given as much notice as reasonably possible, and provided with information about any selection exercise to enable them to prepare.
- 8.2 Candidates who are invited for interview are asked to bring with them proof of their right to work in the UK, and original documents to facilitate an Enhanced Disclosure and Barring Service check (see Section 11 below on DBS checks).
- 8.3 All candidates invited to interview must produce appropriate documents confirming any educational and professional qualifications that are necessary or relevant for the post, as detailed in the person specification (e.g. the original or certified copy of degree certificates, diplomas, teaching qualifications, and / or membership of professional societies or technical bodies (where applicable), etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.
- 8.4 The candidate will be advised that it is their responsibility to ensure their references are received back into the School at least one day before the day of interview. The

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interviewing process will be rigorous so as to explore the applicant's suitability for the position and also their suitability to work with children. The 'by association' requirement was changed by law on 1<sup>st</sup> September 2018.

- 8.5 This change in the law means that Disqualification by Association will only apply on domestic premises. However, Disqualification under the Childcare Act 2006 still applies to staff themselves. 'Keeping Children Safe in Education' (2023) also refers to disqualification: "For staff who work in childcare provision or who are directly concerned with the management of such provision, the school needs to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2018".
- 8.7 Candidates will be met by a member of the HR Department or the School Office, who will verify their identity and right to work in the UK, and qualifications, as described above and take photocopies of these documents. Where a candidate is unable to produce the required items at interview, the recruiting manager will be informed, and HR Department will ensure the information is in place before any offers of employment are confirmed.

#### 9. The Interview process

- 9.1 An appropriate panel will be appointed to interview the candidates. The panel will consist of at least two members, of which at least one must have undergone safer recruitment training.
- 9.2 Candidates will be given a tour of the School, be given the opportunity to meet and talk to staff and boys, and in the case of teaching and LDC staff, be asked to prepare and deliver a lesson or therapy session in a classroom under the supervision of a subject teacher or LDC therapist, and a member of the SMT.
- 9.3 All interviews will be conducted on a structured basis, and a number of key questions should be prepared in advance to explore the suitability of each candidate. All candidates should be asked these key questions to allow their responses to be compared, both against each other, and against the requirements of the job. Further questions may be asked to probe or clarify, and these will not necessarily be exactly the same for every candidate.
- 9.4 This discussion should include:
- A discussion about the candidate's education and employment history, in chronological order, with explanations for any gaps in employment.
  - The nature of the School and the position should be made very clear to all candidates.
  - A question about the candidate's motivation for applying for the job.
  - A set of competence-based questions linked to the job description and person specification.
  - A question or questions about the candidate's understanding of the School's values of Kindness, Spirit and Responsibility.

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- A question or questions about the candidate's understanding of Safeguarding in a school setting.
  - The interview panel should also ask the candidate if they wish to declare anything in the light of the requirement for a DBS Certificate. Candidates should be made aware that the provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and / or DBS.
- 9.5 An **Employment Interview Form (Appendix 4)** must be completed and signed by each panel member for each candidate, including unsuccessful candidates. The forms will provide a record of the questions asked, and the candidates' responses. It is important that this record is as accurate, full and objective as possible, as interviewees may ask to see the records of interview, and it will form the basis of feedback, if requested. All recruitment interview paperwork must be returned to the HR Department as soon as possible after the interview has taken place.
- 9.6 Where there is only one candidate, an offer of employment is not necessarily guaranteed. Offers, conditional on the satisfactory completion of all safer-recruitment checks, will only be made where the selection panel identifies a strong match between the candidate and the demands of the role, as advertised.
- 9.7 Where no suitable candidate is identified, the recruiting manager will decide whether to re-visit the job description and person specification, and whether to re-advertise the position.
- 9.8 The Chair of Governors will chair the panel for the Bursar's and Head's appointments. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.

#### 10. The Successful Candidate

- 10.1 The recruiting manager (usually the Headmaster or Bursar) is responsible for contacting the preferred candidate with a verbal offer of employment, indicating that a conditional written offer of employment will be made subject to an Enhanced Disclosure and Barring Service Check, documentary evidence of qualifications (if not obtained at interview stage) and satisfactory references. The starting salary should be confirmed and a provisional start date discussed.
- 10.2 The successful applicant will receive a conditional offer of employment in the form of a letter of engagement, subject to:
- The receipt of three satisfactory references which have been verified by telephone;
  - Verification of the candidate's identity and right to work in the UK;
  - A satisfactory 'Enhanced' Disclosure and Barring Service (DBS) Certificate, including Barred List check;



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- Where the successful candidate has worked or been resident overseas, such checks and confirmations as the School may consider appropriate and following 'Keeping Children Safe in Education' (2023) and NSPCC guidance so that any relevant events that occurred outside the UK can be considered;
  - Verification of professional status and a check to ensure the person is not barred or prohibited from working with children or is unqualified to teach (if applicable). This check will cover all employees and volunteers;
  - For senior management posts, confirmation that the individual is not disqualified from participating in the management of a school (Section 128 checks).
  - Signed declaration by the candidate confirming their medical fitness and suitability to work with children;
  - Internet checks and checks of social media will be carried out;
  - Verification of qualifications; and
  - Verification of successful completion of statutory induction / probationary period.
- 10.3 In addition to the offer letter, the successful candidate will be sent the following documents for completion and return:
- Medical and Next of Kin form
  - Bank account details form
  - HMRC New Starter checklist
  - Data Protection declaration
  - Code of Conduct
  - Safe Use of Technology Policy
  - Data Protection letter
- 10.4 When an offer letter has been drafted and sent, and the successful candidate has accepted the position in writing, and returned the relevant documents a personnel file will be created with a 'recruitment process sheet' attached to the front of the file. This file will be used to store all of the applicant's personal information.
- 10.5 The DBS check will then be carried out. The safer recruitment and selection process applied at More House also addresses that:
- Where staff are recruited from countries outside of the UK, the school will make enquiries of the authorities in that country, seeking confirmation as to whether the records they hold have content that would make them unsuitable to work with children and young people;
  - The identity of candidates and the qualifications they state they possess are checked at appropriate stages of the recruitment process. Original certificates evidencing qualifications are copied and retained until the appointment has been made. Copies of

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the successful candidate's ID and certificates will be held within their personnel file and copies from unsuccessful candidates must be shredded;

- No successful candidate will be allowed to start employment at More House in regulated activity, until the recruitment process has been fully completed and signed off by the Headmaster. Each required document within the personnel file will be signed by the Headmaster as being valid and in place;
  - Where a candidate is due to start employment prior to the completion of all required recruitment checks, the Headmaster may make an exception and permit the candidate to begin, but subject to the restrictions imposed as part of a risk-assessment completed by the Headmaster (please refer to paragraph 11.12 below). The candidate will be prevented from participation in regulated activity and be treated as a visitor to the site in that they must sign in and out, be badged as a visitor whilst on site, and be subject to the same supervision requirements restricting unsupervised interaction with children;
  - The successful candidate will be given a comprehensive induction on beginning employment and their progress regularly monitored, with necessary support and advice being given;
  - The 'Code of Conduct' explains the School's expectations and requirements is part of the induction process and the new employee is required to sign to say that it has been read and understood; and
  - If the appointment is unsatisfactory, it should be terminated as soon as possible, following all requirements of employment law.
- 10.6 If the preferred candidate declines the offer it is up to the recruiting manager to decide whether to offer the post to the second preference candidate (if any), or to re-advertise the position.
- 10.7 Unsuccessful candidates will be sent an email by the HR department offering feedback from the recruiting manager.
- 10.8 Where an internal candidate is unsuccessful, the recruiting manager must inform the candidate personally as soon as possible and they should be provided with feedback to help them for the future. Please refer to section 19 below for full details of the process for Internal Recruitment.

## 11. Disclosure and Barring Service (DBS) Checks

- 11.1 To comply with the mandatory requirement for schools such as More House School, Enhanced DBS checks are carried out on all new appointments (see Section 12 on re-employment below), including those who have lived or worked overseas, and to seek additional information about an applicant's conduct. For overseas checks, to ensure up-to-date information, the school will refer to Gov.uk website to obtain specific guidance on the relevant country. The successful candidate will need to be checked thoroughly to ensure the person is who they claims to be and will be required to provide originals to be sighted by the school of their:

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- Passport;
  - driving licence;
  - full birth certificate;
  - plus a document such as a utility bill or financial statement (not older than 3 months) that shows the candidate's current name and address and, where appropriate, change of name documentation, or
  - other documents as listed on the Gov.uk DBS ID documents list. [DBS ID checking guidelines - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db-checking-guidelines)
- 11.2 Where an Applicant subscribes to the DBS Update Service the applicant must give consent to the School to check there have not been changes since the issue of a disclosure certificate. A barred list check will still be required. The school will still need to see the original DBS certificate upon which subscription to the update service is based.
- 11.3 An 'Enhanced' disclosure check will be obtained for all teachers, other staff and volunteers whose job involves regularly caring for, training, supervising or being in sole charge of children under 18 years of age. Barred List, DBS Disclosures, Prohibition checks must be undertaken on overseas staff. In addition, criminal records information should be sought from countries where individuals have worked or lived in accordance with NSPCC advice.
- 11.4 KCSiE (2023) states that there is no requirement to carry out overseas checks for events that may have occurred outside the UK if, during a period which ended not more than three months before the person's appointment, the applicant has worked, in a school in England, in a post which brought the person regularly into contact with children.
- 11.5 In addition to an enhanced DBS check, additional checks such as obtaining certificates of good conduct from relevant embassies or police forces are necessary for persons from abroad. The Disclosure information must be kept in secure conditions and must be destroyed by secure means as soon as it is no longer needed. General Data Protection Regulations determine that such information may be held for a period not exceeding 3 months, unless there is genuine reason to retain the information for a greater length of time.
- 11.6 Although not mandatory, the School's policy is to carry out DBS renewals on a rolling 3-yearly basis, in line with Ofsted best practice, or to carry out further checks if any kind of concerns arise.
- 11.7 KCSiE (2023) advises schools to complete thorough checks during initial recruitment, or on appointment to regulated activity, or where a concern arises. For ease of being able to check in any of the above three situations, the school recognises that the Update service can affect a swifter process for checking, and therefore encourages all newly appointed staff to sign up to the update service.
- 11.8 It is our policy to ensure the school can evidence a DBS check on every adult working in the school, either as an employee, as a regular volunteer, or anyone working in regulated activity, within the past ten years.

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- 11.9 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. Furthermore, 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. The School will report the matter to the Police and / or DBS if:
- the School receives an application from a disqualified person; and
  - 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.
- 11.10 Applicants will be reminded that any unspent convictions, cautions, reprimands, or warnings must be disclosed to the School and guided to the Disclosure and Barring Service website which details exceptions that entitle them to be 'protected'.
- 11.11 The school takes its responsibility to safeguard children very seriously and any staff member and / or successful candidate who is aware of anything that may affect their suitability to work with children must notify the School immediately. Failure to do so may be considered a disciplinary offence.
- 11.12 If a disclosure is delayed, a short period of work is allowed under controlled conditions, at the Head's discretion:
- Without confirming the appointment;
  - 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;
  - A Risk Assessment is made which includes appropriate safeguards and supervision;
  - Safeguards will be reviewed at least weekly by the Head / Bursar, the Head of Safeguarding, and the line manager;
  - The person in question is informed what these safeguards are; and
  - A note is added to the Single Central Record (SCR) and evidence kept of the measures put in place.

## 12. Re-employment

- 12.1 Where a member of staff resigns their role and is then re-employed (subject to reason and circumstances evaluated by the Headmaster) Part 3 (Safer Recruitment) as detailed in 'Keeping Children Safe in Education' (2023) will be applied. This means that if a person is re-employed within 3 months of resignation, they will not be required to provide new references or undergo a new enhanced DBS check. If the member of staff is a teacher a Prohibition check will be made to ensure they continue to be fit to work with children.

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12.2 The Headmaster's judgement will be exercised in these rare situations and if there is any concern a new enhanced DBS check must be obtained. The re-employment procedure for situations in excess of three months will follow our usual recruitment procedure.

### 13. Single Central Record

13.1 To comply with the regulations, the School is required to keep a single, central record collating when checks on staff have been made and by whom. This register holds information regarding:

- first name
- surname
- nationality
- date of birth
- house number / name
- post code
- position
- prohibition / Barred List check
- Section 128 check
- date of check
- identity documents checked
- Initials of checker
- qualifications (if applicable to the role)
- dates checks completed
- permit right to work in UK (evidence)
- Overseas checks
- DBS check type
- Disclosure number including List 99
- Disclosure received
- Employment start date
- National insurance number
- Teacher reference number (TRN)

13.2 The School is aware of its responsibility to receive in advance full details of safer-recruitment checks completed by an agency carried out on staff supplied by that agency,

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the information contained therein and to be able to verify that these checks have been made and recorded in a central record.

#### 14. Contracts of Employment

14.1 The successful candidate will receive a Contract of Employment at the commencement of their employment. The contract will confirm

- The position, salary, hours to be worked and holiday entitlement;
- Details of other Terms and Conditions of Employment;
- An agreed Job Description which indicates the duties and responsibilities.

#### 15. Post-Employment

15.1 A Post Appointment Induction will be provided for all staff and volunteers newly appointed to the school, including teaching staff, regardless of previous experience. This will include:

- Training and information about the School's policies and procedures, including Safeguarding, Health and Safety and Fire Safety induction;
- Helping to support individuals in a way that is appropriate for the role for which they have been engaged and monitoring their progress;
- Confirming the conduct expected of staff within the School. Staff will be referred to the Code of Conduct which gives details of the Governors' expectations and requirements;
- Providing opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities;
- Enabling the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately;
- The induction programme will also include information that will aid new staff to carry out their duties and responsibilities and enable them to learn from their colleagues about best practice within the school;
- The induction programme will include Safeguarding training appropriate to the person's role, along with explanations of our e-Safety policy and safer working practices;
- The new employee will learn about how and with whom any concerns about those issues should be raised and other relevant personnel procedures, e.g., disciplinary, capability and whistleblowing should be addressed; and
- All staff will receive at least an annual update / training on Safeguarding matters and awareness.

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#### **16. Agency Workers**

- 16.1 In the case of agency or support staff workers, the School shall obtain written confirmation from the agency or company that it has carried out the appropriate checks. These checks must include identity via an Enhanced DBS check which is no older than 3 years, evidence of a right to work in the UK, checked against details on the barred and prohibition list, evidence of qualifications, together with overseas checks plus, in line with Keeping Children Safe in Education (2023), two references.
- 16.2 When arriving on the first morning, the agency worker will be asked to bring with them photographic ID so as the School can verify they are the person for whom the above checks have been carried out. They will attend training on Safeguarding, Health and Safety and Fire training.

#### **17. Peripatetic Music Tutors**

- 17.1 Peripatetic Music Tutors offer tuition of many musical instruments to our pupils.
- 17.2 To address Keeping Children Safe in Education (2023) requirements, all peripatetic tutors are asked to complete an application form, be interviewed by at least two panel members, of which at least one member of the panel must have undergone safer recruitment training. Proof of their identity is required and they must undergo an Enhanced DBS check.
- 17.3 Signed interview notes and all interview paperwork must be returned to the HR department as soon as possible after the interview has taken place.
- 17.4 Like all staff, three references will be sought to seek out their suitability to work in a School and one reference must be obtained prior to interview. Once all checks have been completed, the Headmaster will sign off that all checks have been completed satisfactorily. On arrival they will attend training on Safeguarding, Health and Safety, and Fire training.

#### **18. Recruitment of Governors, Trustees and Volunteers**

- 18.1 Volunteers at our School bring with them a range of skills and experience that can enhance the learning opportunities of pupils. Please refer to the separate 'Recruitment of Governors, Trustees and Volunteers' Policy.
- 18.2 To address Keeping Children Safe in Education (2023) requirements, all volunteers are asked to complete an application form, prove their identity and undergo an Enhanced DBS check.
- 18.3 Signed interview notes and all interview paperwork must be returned to the HR department as soon as possible after the interview has taken place.
- 18.4 Like all staff, three references will be sought for the volunteer so as to seek out their suitability to work in a School. Once all checks have been completed, the Headmaster

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### SAFER RECRUITMENT & SELECTION POLICY

will sign off that all checks have been completed satisfactorily. On arrival they will attend training on Safeguarding, Health and Safety, and Fire training.

#### 19. Internal recruitment

- 19.1 It is important that we recruit the most suitable candidates for all positions. We take the recruitment, development and promotion of our staff seriously and we do this by following a fair and non-discriminatory process.
- 19.2 Any opportunities for promotion will be advised and open to all members of staff, and those who feel they have the skills and experience to bring to the role should complete the **Application for Internal Vacancy Form (Appendix 5)**, stating how they believe they meet the requirements of the role.
- 19.3 Internal applicants are also welcomed for all vacancies which are advertised externally. As above, they will be required to complete the Internal Application Form. Internal candidates who meet the essential criteria for the role, will be considered alongside suitably-qualified external candidates.
- 19.4 Internal candidates will undergo the same selection process, in terms of any skills tests, presentations, teaching observations and panel interviews, as external applicants. They will not be required to undergo the full pre-employment screening process, provided they have a recent DBS check (within the last 3 years).

#### 20. Conclusion

- 20.1 By operating comprehensive and rigorous safer-recruitment processes, we promote a highly effective and safe workforce which offers pupils the best opportunities to realise their potential and furthers the Charity's mission and strategic development.
- 20.2 Monitoring of both the recruitment process and induction arrangements will allow for future recruitment practices to be better informed so as to gain greater understanding regarding staff turnover and reasons for leaving, exit interviews and attendance of new recruits at safeguarding training. This process ties in with our Safeguarding policy and procedures. The appointment and support of good staff is of paramount importance to the maintenance of high standards in all departments within More House School and the fulfilment of its mission.
- 20.3 Members of staff are requested to read the following policies which tie in with the Recruitment and Selection process adopted here at More House School:
- Code of Conduct
  - Safeguarding Policy
  - Promotion of Equal Opportunities and Diversity Policy
  - DBS Handling



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- Induction and Training Policy
- Recruitment of Ex-Offenders Policy
- Recruitment of Governors, Trustees and Volunteers Policy
- Data Protection Policy

All policies listed above can be located [StaffHome - HR POLICIES AND FORMS - All Documents \(sharepoint.com\)](#)