

Rokeby School Staff Recruitment Policy

Recruitment

Member of Staff Responsible	Headmaster : J R Peck
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The school aims to recruit high quality staff in order to fulfil its aims as an excellent preparatory school, in all departments. It is understood that recruitment is fundamental to this and therefore this policy outlines a rigorous process which is also intended to be beneficial both to the school and to candidates. We work towards attracting, recruiting and retaining staff of the highest calibre.

The aim of the School is to recruit high quality staff who will work according to its ethos. The school provides plenty of opportunity for continuing professional development and remunerates staff accordingly.

The school is committed to providing the best possible care and education to its pupils (the boys) and to safeguarding and promoting the welfare of children and young people.

This policy takes into account guidance and requirements of the Independent School Inspectorate and the statutory guidance Keeping Children Safe in Education 2016. Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to completion of Safeguarding and Prevent duty training.

We aim to ensure:

1. Staff are recruited on the basis of their merits, abilities and suitability for the position.
2. All applicants are considered equally.
3. No applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex, sexual orientation, marital status, civil partnership, gender reassignment disability or age.
4. Compliance with guidance issued by the DfE Keeping Children Safe In Education as updated from time to time and the Code of Practice published by the Disclosure and Barring Service (DBS).
5. All the required pre-employment checks are carried out efficiently.
6. Those who recruit and select staff understand and comply with this policy.
7. A member of the interview panel will be trained in safer recruitment.
8. The required details concerning all staff are entered on the central register of staff.

9. All staff, volunteers, students working for the school and the members of its Governing Body will be required to have enhanced DBS checks prior to appointment, in accordance with statutory guidance.
10. 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, Senior Management Team and teaching heads of department; and
11. For a candidate that has lived or worked outside the UK, an EEA check using the NCTL Teacher Services system for information about any teacher sanction or restriction.
12. It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, layout of the School.
13. The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

Recruitment & Selection Procedure

Recommended procedure

It is vital that, where possible:

- plenty of time is given for the recruitment procedure for a vacancy or new position;
- the process is well-planned at the earliest stages to ensure the right candidates are attracted, the right procedures followed and the interview process is tailored to the needs of the position and the resources of the school, especially the availability of interview personnel;
- the process is consistent for each vacancy, across the school;
- the process is transparent, professional and legally sound; and
- the process is successful.

When a position arises, it is not usual to tell the parents of the school until the position is filled, to avoid unnecessary speculation. However, parents may ask questions if they discover from others or via the website that a position is being advertised. In such cases it is advised that parents are simply informed that the school is planning its future recruitment and that an announcement to *all* parents will be made at an appropriate time. Announcement of appointments are made via the school newsletters.

The member of staff responsible for recruitment will be as follows:

Teachers and senior roles:

Headmaster

Teaching Assistants, Graduate Sports Assistants, Gap-Year Assistants and Coaches:

Deputy Head

Support staff:

Bursar

The Governing Body are responsible for recruiting the Headteacher and Bursar and will support the Headteacher in the appointment of the Deputy Head and some members of the SLT.

The overall responsibility for checking all documentation, arranging **DBS checks** and maintaining a **Single Central Register** for all staff is that of the Bursar although the Bursar may delegate the input of information to the school office.

The school's **Safeguarding Team** comprises the Designated Safeguarding Governor, an additional governor with safeguarding responsibility, The Headmaster, the Deputy Head, the Bursar, the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead.

Advertisement

All vacancies for permanent posts will be advertised externally and internally unless there is a very good reason not to do so, in the view of the Headmaster and his senior team. The school will advertise positions in journals or on the internet, using known and successful media, depending on positions. For teaching staff this is usually the Times Educational Supplement, ETeach and the IAPS website. The advertisement will be posted on the school's website under the vacancy section. The advertisement will contain the title of the position, the start date(s), a description of the position and an address for applications (including contact details of the school), a closing date and perhaps an interview date. The advertisement must also state the school's registered charity number and child protection statement as follows:

“Rokeby School is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share its commitment. The successful applicant will be subject to a satisfactory enhanced Disclosure and Barring Service criminal records bureau disclosure.”

Where an internal candidate may be appointed, nevertheless it is usual to advertise the position externally, unless there are very good grounds not to do so (e.g. the need for the school to act swiftly to make an appointment). Internal candidates are encouraged to apply, or to discuss with the person responsible for recruitment of the post in question whether they should apply given their present skill sets.

All applicants will be assessed as to whether their appointment will create a conflict of interest, in line with the school's probity policy and whether any particular arrangements need to apply in relation to the recruitment process.

Also:

- (a) Advertisements will not be confined unjustifiably to those geographical areas or publications that would exclude or disproportionately reduce the numbers of applicants from a particular racial group.
- (b) Advertisements shall not differentiate between qualifications obtained in the UK and those that are fully comparable, but have been obtained outside the UK.

- (c) Where an advertisement contains an informal contact point, this shall be for the purpose of expanding on the job details and requirements and not as an informal selection procedure.

Applications

All applicants will complete a **Rokeby Application Form** (teaching/ support staff) containing questions about their academic and employment history and their suitability for the role.

Curriculum Vitae will not be accepted in place of the completed Application Form but may accompany it or be used as an introduction by someone seeking a future position, as stated on the school website.

Application forms must be completed in full. If there are areas which are not completed, the application may be discounted. If an applicant does not wish their present employer to know of their application and therefore avoids fully completing the *referee section*, *the application will be accepted but on the basis that* their application will not proceed to a second interview if their employer is not informed and a reference obtained. Offers of employment are made subject to the receipt of two satisfactory references.

All applicants may view a copy of Rokeby School's Equal Opportunities Policy on its website.

All applicants will be notified by email that their application has been received by the school after the closing date, with the decision as to whether or not they will be called to interview.

Additional procedures

1. A checklist will be held by the school office on each process.
2. Interview notes will be kept, by the office, for one year.
3. Any gap in employment will be checked at interview, with reference to the application form, and if necessary by requesting further information from nominated referees.
4. Applicants will be expected to consider a job specification for the role (which will be made available on the website or on application to the School) and to demonstrate in their application or at interview how their skills, experience and qualifications fit them for the role in question.
5. The appointments team/panel will consider all applications received by the closing date against the job specification. Applicants who appear to best fit the requirements for the position will be invited to attend an interview process including *at least* one face to face interview at which his/her relevant skills and experience will be discussed in more detail.
6. Selection will be carried out by a panel with at least two members. At least one panel member will have received appropriate training on safer recruitment.
7. Any concerns or discrepancies arising from the information provided by the candidate and/or a referee will be explored.
8. In accordance with the recommendations of the DfE applicants will be required to supply the following for the verification of identity, address and qualifications:
 - (i) Current UK driving licence card or current valid passport or full birth certificate (UK and Channel Islands) issued at time of birth.
 - (ii) One current (not more than 3 months' old) utility bills or bank statements showing their name and home address.
 - (iii) Documentation confirming National Insurance number (P45, P60 or National Insurance card).

- (iv) Documents confirming any educational and professional qualifications.
- (v) If an applicant has changed their name in any way he/she will be required to provide documentary evidence of the change.

Overseas applications*

Applicants with periods of overseas residence and those with little or no prior UK residence may also be asked to apply for the equivalent of a Disclosure if one is available in the relevant jurisdiction(s). They may also be requested to provide a statement of good character from a person of good standing in the legal profession or senior police officer in the area in which they have lived previously.

*Please be aware the school does not hold a Tier 2 or 5L licence.

Disability

The Equality Act makes it a requirement to make reasonable adjustments to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment and includes the arrangements for interview and practical assessments. A disabled person should indicate in the application form whether any adjustments are required to enable them to take part in the recruitment process.

Equal Opportunities

Rokeby School is committed to providing equality of opportunity for all, and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, sex, religion or religious belief, age, disability, marital status, civil partnership, sexual orientation or gender reassignment. Rokeby School will be alive to the possibility of unlawful discrimination and so will ensure that the equal opportunities policy is the foundation for all its activities.

The Process

The school will arrange an interview process with as much notice as possible being given to selected candidates. Unsuccessful applicants will be informed. The school will endeavour to be reasonably flexible about these arrangements, with respect to candidates' circumstances and locations consistent with the School's need to make an appointment in an appropriate timescale. If a candidate is at a long distance from the School, the school may use telephone or internet interviewing but no appointment will be made without the candidate visiting the School and attending a face to face interview. In any event, regardless of a candidate's location during the recruitment process, all pre-employment checks will be made.

Organising the process

The person responsible for organising the process will ensure that a clear process is devised and plenty of notice given to staff to be involved, along with an outline of their role in the process. They should liaise directly with the office as to the process and creation of an interview schedule.

Consideration needs to be given to:

- The scope of the role and needs for selection and interviewing

- Selection criteria and who will select (more than one person)
- Who will constitute the panel(s)
- Any practical or written tasks
- Involvement with other staff or boys (supervision required)
- Whether there is likely to be a second round
- Interview questions, to be agreed

A pre-interview briefing should be held for all staff involved where roles, questions, scenarios and practicalities are discussed in good time for any adjustments to be made. At this point it should be agreed who will give any unsuccessful candidates feedback and how this will be agreed internally.

A feedback session must be created as part of each interview round for the selection of successful candidate or to agree next steps, if no candidate is found to be suitable.

NOTE: There must be *at least one* interview. If there is only one interview it must consist of a panel of at least two staff, with one able to take notes as required. One panel member must be trained in safer recruitment and be enabled to ask appropriate child protection questions.

Candidates will be invited to visit the school for an interview process consisting of:

- (a) A tour of the school (on the day of interview, not before). Applicants and candidates may ask to view the school beforehand but this should be declined owing to practical constraints.
- (b) At least one interview.

Teaching staff will be expected to carry out a taught lesson, observed by a member of the selection team.

Interview Notes

Notes taken at interview must follow an agreed set of questions and should avoid personal commentary which is irrelevant and non-factual. With a panel of two or more, one member of the panel should be assigned to take notes. Once the process is complete, the notes should be combined into an **interview file** by the person responsible for the process. This will be held, along with other applicant documentation, by the school for a year before being destroyed.

Selection teams

The selection team will involve at least one member of the SLT, usually including the Headmaster and/or Deputy Head, Bursar or both. All members of the SLT are trained in *safer recruitment*.

Where the role replaces an outgoing member of staff, this member of staff may be involved in the process but only *informally*, for instance by meeting the candidates to show them around the school. Interviews must be carried out by staff who are senior to the position in question as should all lesson observations. All members of the selection team should declare a conflict of interest if they have one, such as that they are related to or know the candidate personally. In this case the Headmaster or Bursar may replace them or reassign their role in the team to avoid unnecessary complications during recruitment, depending on the circumstances and the scope of their involvement in the process.

Notification

The school office will notify candidates of the proposed date and time for their interview by phone call or email and letter (if required) under the direction of the member of staff responsible for the process. A candidate should then inform the school as to whether they will be able to attend.

At this point, referees should be contacted, at the very least to complete the *safeguarding section* of the reference form.

A further, more detailed notification may then be sent regarding the process and any preparation they may need to make. The office will then make all necessary arrangements for practicalities and checks on the interview day(s).

Candidates may request items such as IT equipment, or lesson equipment, prior to the day of interview *but not on the day of interview*. This should be stated in their letter confirming the arrangements for the interview. Candidates may not expect to visit the school before the interview or to meet any of the staff in any formal way, prior to interview. If this does happen, the member of staff concerned must make this known to the person responsible (Headmaster, Deputy Head or Bursar).

Offers of position

The Headmaster will contact successful teaching staff candidates to offer them a position, including teaching assistants, coaches, GSAs and GYAs. The Bursar will contact non-teaching (support) staff. Contact will be made within a reasonable time after interview and usually not longer than two or three days.

Applicants will be informed that any offer of employment will be conditional on the following:

1. Written acceptance of the offer of employment.
2. A completed medical questionnaire which shows that in the reasonable opinion of the School the applicant is mentally and physically fit to fulfil the requirements of the post
3. Verification of eligibility to work in the UK.
4. Verification of qualifications – photocopies are not acceptable.
5. Verification of professional status, where required.
6. Satisfactory completion of the probationary period.
7. Satisfactory enhanced DBS check.
8. Satisfactory prohibition checks from DfE (teaching staff only).
9. Where necessary a Disqualification by Association declaration has been satisfactorily completed.

Unsuccessful Candidates

The person responsible for the interview process will contact, directly or through the office, all unsuccessful candidates to inform them. Either this person or a member of the selection team will offer feedback but generally only to candidates invited to the final interview. Feedback will be with reference to the interview process notes but should be simple and clear. The school is aware that candidates may apply to see the notes taken at interview (see **interview notes** above).

References

The receipt of at least two satisfactory **references** (one of which must be from the applicant's most recent employer). References are taken up on short-listed candidates prior to interview.

If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Where applicable, the school will automatically make contact with the last school where the applicant was employed. Neither referee should be a relative or someone known to the applicant solely as a friend. Referees will be sent a copy of the job description, asked whether they believe the applicant is suitable for the post and whether they have any reason to believe that the applicant is unsuitable to work with children.

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

- (a) the applicant's dates of employment, job title/duties, whether the applicant was the subject of disciplinary proceedings, reason for leaving, performance; and
- (b) whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.

The school will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. Upon offer of employment written references may be followed up with phone calls. Applicants will be informed that any previous employer may be contacted, including contacting the school at which the applicant last worked, in order to confirm employment details and reasons for leaving, making clear that checks must be completed before the applicant can be verified.

The school will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed but may lead to withdrawal of the offer of employment.

DBS check

The School will refer to the Department of Education (DfE) document 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS code of practice, a copy of which may be obtained on request or found at <https://www.gov.uk/government/publications/dbs-code-of-practice>.

In addition, all appointments will be subject to the receipt of a satisfactory enhanced with barred lists check from the Disclosure and Barring Service (DBS)*. The school applies for an enhanced with barred lists check and the DBS in respect of all prospective staff, governors and volunteers in a regulated activity prior to them taking up appointment. The Enhanced with barred lists check will reveal whether a person is barred from working with children or vulnerable adults by virtue of his/her inclusion on the DBS lists. An Enhanced check may contain information held by local police forces which is reasonably considered relevant to the workforce applied for.

Candidates that have subscribed to the DBS update service will not be required to undertake a full check, permission will be sought to check the current certificate via the update service.

*DBS checks cannot be undertaken any more than three months before appointment starts.

The Headmaster will follow relevant DBS guidance if the disclosure reveals information that a candidate has not disclosed in the course of the selection process.

Retention and Security of Records

The School 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 GDPR. Please refer to the School's Privacy Notice on the school website: www.rokebyschool.co.uk. Copies of DBS certificates will not be retained for longer than 6 months.

Post-Appointment Induction

There will be an induction programme for all staff and volunteers newly appointed to Rokeby School regardless of previous experience. This is organised by the Deputy Head with regard to all teaching staff and the Bursar with regard to non-teaching (support) staff. Areas to be covered include: Safeguarding (including Prevent), Health and Safety Arrangements, Teaching and Learning policies, Behaviour Management and Handling Parental Complaints.

Temporary Supply Agencies/Temporary Workers

The school requires supply staff and temporary workers, whether they are individuals or from agencies/contractors, to register with the DBS on their own account. Proof of such registration and identity will be required before the school will allow any such person/s to work in the school in any capacity. Agencies and contractors such as catering contractors will be required to provide written confirmation of the following before a person is allowed to begin work:

- (i) The person's identity was checked and the date of the check
- (ii) Any relevant checks for persons from overseas were made including their right to work in the UK and were satisfactory plus the date of such checks
- (iii) An enhanced DBS check was obtained and the date and number of the DBS sent to the school for entry on the single central register. If the results of such a check have not arrived and a barred list check was made the necessary risk assessment for supervision will need to be put in place until the clearance is received.
- (iv) Information, should it apply, of any convictions or other disclosures on the DBS check. In this instance a copy of the certificate will be required by the school prior to the person starting work.
- (vi) If applicable qualifications checked and the date of the check. When a staff member is sent from an agency, even if the above details have been forwarded they will be requested to show proof of identify upon arrival before entering the school.

The school will commission new DBS checks if there has been a gap in employment of three months or more. *The school will pay for these checks.*

Gap Year and Graduate Sports Assistants (GYAs and GSAs)

- I. The appointment of these staff includes every element of the pre-employment checks referred to in this policy for other staff which are possible to undertake (even if the student concerned is already known to the school or to a trusted school abroad or is

recruited through an agency). This includes the verification of the GYA or GSAs' right to work in the UK

2. Where 'gap' student staff are recruited from abroad, the school obtains a 'certificate of good conduct' or equivalent from the relevant authorities of the student's home country where such facilities are available.

Whilst the interview process may be simpler in terms of actual analysis of skills and suitability to role, it is nevertheless important that the organisation of the process is carefully planned in line with the above process used for all other staff.

Peripatetic Teachers and Activity Coaches

1. The appointment of Peripatetic Teachers and Activity Coaches includes every element of the pre-employment checks referred to in this policy for other staff.
2. Activity Coaches who also employ staff are required to complete declarations confirming checks have been undertaken.
3. The Head of Music/Director of Sport will supply the necessary induction and staff manuals for these Teachers/Coaches.
4. Peripatetic Teachers and Activity Coaches will be required to pay for their own DBS checks.

Policy on recruitment of ex-offenders

The school will not discriminate against any applicant for employment purely on the basis of conviction or other details revealed, but will make decisions on the basis of merit and ability. A criminal record will not necessarily automatically debar him/her from employment; instead each case will be decided individually.

Applicants must declare all previous convictions (including those which would normally be considered "spent" under the Rehabilitation of Offenders Act 1974). A failure to disclose a previous conviction may lead to an application being rejected or, if the failure is discovered after employment has started, to dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for the school to employ anyone who is included on the barred lists held by the DBS or on the prohibition list held by the NCTL: namely individuals who are considered unsuitable to work with children or are the subject of a disqualifying order made for being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, Grievous Bodily Harm or other serious acts of violence.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the school. If the school receives an application from a disqualified person or is given false information or the school has serious concerns about an applicant's suitability to work with children, it will report the matter to the Police, DBS and/or the DfE Children's Safeguarding Operations Unit.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a DBS check, the School will consider the following factors before reaching a decision:

- (i) whether the conviction or other matter revealed is relevant to the position in question;
- (ii) the seriousness of any offence or other matter revealed;
- (iii) the length of time since the offence or other matter occurred;
- (iv) whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

The school considers it a *high risk* to employ anyone with access to boys who has been convicted at any time of any of the following offences:

- (a) against adults: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence;
- (b) against children or adults: serious drug related offences, robbery, burglary, theft, deception or fraud.

The school considers it *high risk* to employ anyone in a financial post who has been convicted at any time of robbery, burglary, theft, deception or fraud.

The school considers it a *high risk* to employ anyone in a post involving driving duties who has been convicted of any drink driving, dangerous driving offences within the last five years.

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

Retention and Security of Information

The school will observe the guidance issued or supported by the DBS on the use of Disclosure information and its obligations under GDPR and its Privacy Notice. For example, the school will store a record in the staff personnel file and the central register of staff of the date of a check, the name of the subject, the type of check, the position of the person in the school, and the unique number issued by the DBS.

If appointed, any relevant information provided on an application form (together with any attachments) will be stored on the member of staff's personnel file. If the application is unsuccessful, all documentation relating to the application will be retained for six months and then shredded.

The appointment letter will ask you to confirm to consent to use your personal data as set out in the schools Privacy Notice to Staff – a copy of this will be sent with the appointment letter.

Please refer to the Retention of Records Policy, Privacy Notice for Staff.

Contracts

Once an appointment has been made and all conditions have been satisfied, the school will arrange for a contract of employment to be given to the new member within two months on commencement of their employment.

Roles during recruitment

Action	Member of Staff responsible (along with their allotted administrative support)		
	Teaching staff	Teaching Assistants, GSAs, GYAs, Coaches	Support staff
Creating Adverts	HM	DH	B
Placing Adverts	KD	KD	KD
Selection and interview process- setting up and managing, final selection	HM	DH	B
Checking of all documentation	KD	KD	KD
Reference checking	HM	DH	B
Offer letter with salary	HM and B	HM and B	B
Induction information	DH	DH	DH/B
Contract preparation	B	B	B
Contract signing	HM	HM	B
DBS and other relevant checks	B	B	B

JRP

Headmaster 13 March 2015

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