

BRUERN ABBEY
SAFER RECRUITMENT POLICY AND PROCEDURES

Legal Status:

- Part 4 of the Education (Independent School Standards) (England) (Amendment) Regulations, currently in force with reference to the appointment of Trustees (Proprietors) all staff, external providers and volunteers inclusive of completion of the Single Central Record (otherwise referred to as the Centralised Register);
- The Equality Act 2010 along with further implementation and amendments as they occur.
- The school complies with Section 3(2) of the Safeguarding Vulnerable Groups Act 2006 and any direction made under section 142 of the 2002 Act (d).
- Disqualification under the Childcare Act 2006 (DUCA) (February 2015)
- What to do if you're worried a pupil is being abused (HM Government: March 2015)
- Working Together to Safeguard Children (WTSC) (HM Government: 2015) which also refers to non-statutory advice, Information sharing (HM Government: March 2015) along with the Disclosure and Barring Service (DBS) Code of Conduct
- Prevent' Counter-Terrorism and Security Act 2015 (HM Government: 2015) inclusive of the Prevent Duty Guidance: for England and Wales (March 2015) (Prevent). Prevent is supplemented by The Prevent duty: Departmental advice for schools and child care providers (DfE: June 2015) and The use of social media for on-line radicalisation (July 2015)
- The Children Act 1989 guidance and regulations DfE: Volume 2, June 2015
- This policy is consistent with Keeping Children Safe in Education (KCSIE) Information for all school and colleges (DfE: September 2016) incorporates the additional statutory guidance,) along with the Disclosure and Barring Service (DBS) Code of Conduct

Applies to:

- the whole school including extra curricula activities and all other activities provided by the school, inclusive of those outside of the normal school hours; all staff (teaching and support staff), the proprietors and volunteers working in the school.

Availability: This policy is made available to staff via the School Office.

Monitoring and Review:

This policy will be subject to continuous monitoring, refinement and audit by the Headteacher, Head of Boarding and the Proprietor's Nominated Person for Safeguarding – Charles Banbury. The Proprietor undertakes a formal review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. This policy will be reviewed no later than September 2016, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay.

Signed:
November 2016

Date:

John Floyd Sterling Stover
Headmaster The Proprietor

This policy will be reviewed no later than July 2017, or earlier if changes in legislation or regulatory requirements so require.

Introduction

Bruern Abbey is committed to ensuring the best possible environment for the students in its care and to safeguard and promote the welfare of children and young people is our highest priority. The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy. Our school fully recognises its responsibilities with regard to safer recruitment. We therefore comply with the detailed provisions concerning the safeguarding of children and safer recruitment in education. This includes the necessity for our Proprietor to ensure that our school operates a safe recruitment procedure that is compliant with the current *Independent School Standards Regulations*. The health, safety and welfare of all our children are of paramount importance to all the adults who work in our school. Our school will apply this recruitment and selection procedure and the measures described herein will be applied to everyone who has sole care or comes into contact with children for any length of time. We recognise that a school in which child protection measures are not visible is likely to be perceived as a softer target by those likely to harm young people. Our school employs adequate quantity and quality of ancillary and childcare staff in our residential setting. We create a culture of safe recruitment that includes the adoption of recruitment procedures that help deter, reject or identify people who might abuse children and learners. We act reasonably in making decisions about the suitability of prospective employees. Our school also ensures that safe recruitment checks are carried out in line with statutory requirements, using the DfE guidance. The principles set out in this Policy apply to the recruitment of all employees and workers (including part-time, temporary, contract and supply staff) and to volunteers.

The aims of the School's Safer Recruitment Policy are as follows:

- to ensure that the School fulfils its obligations to safeguard and promote the welfare of children by preventing as far as possible the recruitment of individuals who are unsuitable to work with children and by recruiting and training individuals who are suitable to work with children and who have positive safeguarding attitudes.
- to ensure that the best possible applicants are recruited on the basis of their merits, abilities and suitability for the position;
- to help deter, reject and identify people whether they are paid staff, volunteers or contractors, who might be unsuitable to work with children by having thorough recruitment procedures and pre-employment vetting for appointing all staff;
- to ensure that all job applicants are considered equally and consistently and that no applicant is treated unfairly on any grounds including disability, age, race, ethnic or national origin, religion or religious belief, gender or sexual orientation, or marital or civil partner status;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DFE), Keeping Children Safe in Education (DfE: September 2016) (KCSIE), Disqualification Under the Childcare Act 2006 (DUCA), the Rehabilitation of Offenders Act 1974 (ROOA) and any guidance or code of practice published by the Disclosure and Barring Service (DBS).
- to provide participants with an understanding of good practice in selection and interviewing in a school context;

Bruern Abbey is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

- to help deter, reject and identify people whether they are paid staff, volunteers or contractors, who might be unsuitable to work with children by having thorough recruitment procedures and pre-employment vetting for appointing all staff;
- to operate such procedures consistently and thoroughly whilst obtaining, collating, analysing and evaluating information from and about applicants
- to ensure that the school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks in order to deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them.

All employees who are involved in the recruitment and selection of workers are responsible for familiarising themselves with and complying with the provisions of this policy. All queries on recruitment process must be directed to the Headmaster or Fiona Walton, our domestic Bursar.

Roles and Responsibilities

It is the responsibility of The Proprietor to:

- ensure that the School has effective policies and procedures in place for recruitment of all staff and volunteers, in accordance with DfE guidance and legal requirements;
- monitor our compliance with them;

It is the responsibility of the Headmaster and other Managers involved in recruitment to:

- ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers;
- to monitor contractors' and agencies' compliance with this document;
- promote the welfare of children and young people at every stage of the procedure.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with, and complying with, the provisions of this policy.

Employment and Safer Recruitment

Our school therefore follows the Government's recommendations for the safer recruitment and employment of staff that work with children. All members of the teaching and non-teaching staff at our school, including part-time staff, temporary and supply staff, volunteers and visiting staff, such as musicians and sports coaches, are checked in accordance with the full requirements of the *Disclosure and Barring Service (DBS)* and the *Centralised record (Single Central Register)* before starting work. Contractors working regularly during term-time, such as contract catering staff are also vetted. We require the Chair of the interview panel to have completed and remained up to date with a safer recruitment training and assessment in the last 3 years. Our safer recruitment practice includes those persons who may not have direct contact with young people but because of their presence will still be seen as safe and trustworthy e.g. volunteers, support staff. We understand that it is an offence under the Disclosure and Barring Service legislation to knowingly employ (or take on as a volunteer), in a DBS regulated activity, someone who is barred from such activity. We will do all we can to ensure that all those working with children in our school are suitable people.

This involves scrutinising applicants, verifying their identity, checking their employment history and qualifications and obtaining independent professional and character references that answer specific questions to help assess their suitability to working with children. To ensure a consistent and thorough process of safe recruitment in order to ensure that those recruited are suitable we follow the DfE guidance concerning safeguarding children and safer recruitment in education. It is our policy in employing staff or volunteers to work with children to adopt a consistent and thorough process of safer recruitment, in order to ensure that those recruited

are suitable. We comply with the criteria set by the Local Safeguarding Children's Board (LSCB), which includes complying with relevant government guidance, examples of good practice guidance, and model policies and procedures where needed. Our safer recruitment practice also includes those persons who may not have direct contact with children, but because of their presence will still be seen as safe and trustworthy. The principles of safer recruitment are included in the terms of any contract drawn up between ourselves and the contractors or agencies that provide services for us. Compliance is monitored and sub-contracting by the provider is not permitted.

The Equality Act 2010

People have the legal right not to be discriminated against, either directly or indirectly, when applying for a job, when they are being considered for a particular post or once they are appointed. In addition to this, many organisations, have introduced policies which extend beyond what is required by law and reflect their approach to recruiting and managing people according to their ability alone. In recruitment and selection, all applicants (and potential applicants) are protected from discrimination. Employment legislation applies to all aspects of the recruitment process (including the advertisement, person specification, job description, application form, shortlisting procedure, pre-employment checks, interviews and decision to appoint). The Equality Act 2010 is a comprehensive piece of legislation which protects people against discrimination on the grounds of age, disability, gender, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity. These are called '**protected characteristics**'. It is unlawful to discriminate against a person because of a protected characteristic, because they associate with another person who possesses a protected characteristic or because others think they possess a particular protected characteristic.

Employers also have a statutory obligation not to discriminate against a person on grounds of their trade union membership or non-membership. It is, therefore, unlawful to specify union membership when advertising a vacancy, limit recruitment to trade union membership or to deny a person employment because they do or do not belong to a trade union. It is now unlawful for schools to enquire about the health of an applicant for a job until a job offer has been made, unless the questions are specifically related to an intrinsic function of the work -for example ensuring that applicants for a PE teaching post have the physical capability to carry out the duties. Information sought through references is affected by this as well as questions in interview.

Retirement

Default retirement age (formerly 65) has been phased out – most people can work for as long as they want to. Retirement age is when an employee chooses to retire. Most businesses don't set a compulsory retirement age for their employees. If an employee chooses to work longer they can't be discriminated against. However, some employers can set a compulsory retirement age if they can clearly justify it. It's an employee's responsibility to discuss when and how to retire with their employer. This could include phasing retirement by working flexibly.

Occupational Requirement (OR)

In certain circumstances, it is lawful to discriminate in recruitment when an occupational requirement (OR) applies. An OR exists when the essential nature or particular or particular duties required of a job can only reasonably or practically be undertaken by a member of one particular group and not simply because it is preferable. If an employer wishes to claim an OR he/she must consider what the duties are for which an exemption is to be claimed. It must also

be shown that those duties must be carried out to achieve the objectives of the job. An OR cannot be applied in order to establish or maintain an ethnic or gender balance within an organisation. They apply in very specific circumstances and are always open to challenge. Only an employment tribunal or higher court can make an authoritative ruling as to the validity of an OR. When an OR does apply, this should be stated clearly in the advertisement for the post.

Positive Discrimination

Positive discrimination occurs when somebody is given employment, training or access to services on the basis that they belong to a particular group. Positive discrimination is unlawful and cannot be used to address under-representation of a particular group within an organisation or profession.

Positive Action

In certain circumstances, action can be taken to encourage people from particular groups which are underrepresented in a profession or organisation to take advantage of training or recruitment opportunities. This is known as **Positive action**. Positive action encourages people to apply to for a post but their application cannot be treated more favourably than another's and must not unfairly advantage a particular group.

What Constitutes Unfair Treatment?

The law prohibits:

++Direct Discrimination (including associative and perceived discrimination):

Treating somebody less favourably, on grounds outlined in the Equality Act, than others would be treated in the same or similar circumstances. The Act makes it clear that discrimination occurs if an employer discriminates against an employee because of a protected characteristic, whether or not the employee possesses that protected characteristic. The Act also makes it unlawful to discriminate against someone because they are perceived to possess a particular protected characteristic, even if the employer is mistaken.

Indirect Discrimination: Applying practices or provisions to everybody but which may favour one particular group of people over another or which only a small percentage of a certain group of people can comply with.

Harassment: Where a person engages in unwanted conduct which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.

Victimisation: A particular type of discrimination which arises as a result of somebody making a complaint, taking action or giving evidence in relation to the Equality Act.

Two Ticks Scheme

The Two Ticks scheme is used by more than 3,500 organisations throughout the UK and is designed to help organisation take a fresh look at their approach to the employment of disabled people. Use of the Two Tick symbol makes it clear to disabled job applicants that the organisation welcomes them for their abilities.

Retention and Security of Disclosure Information

Disclosure information and other confidential documents issued by the DBS are securely stored, with access only permitted to persons designated by the proprietor for this purpose. The

school will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken. Such information is destroyed by suitably secure means such as shredding and photocopying or scanning of any disclosure information is not allowed.

Advertising

Our adverts feature a safeguarding statement. Additionally we stress that the identity of the candidate, if successful, will need to be checked thoroughly.

The information our school provides to candidates explains that the post is exempt from the Rehabilitation of Offenders Act 1974. Plus, in line with the Disclosure and Barring Service (DBS) code of practice, it also explains the employer's policy on the employment of ex-offenders. When reviewing applications we know it is important to record objective evidence about the extent to which each candidate meets the criteria. Our school has at least two people involved in the process of scrutinising applications and shortlisting candidates. On all Advertising regarding employment, it will carry the following wording: **'Our school is totally committed to safeguarding the welfare of children and young people and expects the same from its employees.'** Candidates are also informed that all new staff will be subject to enhanced DBS clearance, identity checks, qualification checks employment checks to include an exploration of any gaps within employment, two satisfactory references and registration with the Disclosure and Barring Service (DBS).' Our school will make an assessment of each post (and potential vacancies) that include details of the post's responsibilities, the degree of (un)supervised access to the children and the key skills required.

A shortlisting pro-forma is used to assist in extracting the relevant information about prospective candidates. If the candidate makes a self-disclosure on the Application Form. Our school will compare the information to the DBS records if the candidate is appointed.

Application Pack

- All job advertisements will include a prominent reference to the School's commitment to safeguarding as follows: "The School is fully committed to safeguarding the welfare of children and young people and expects the same from its employees"
- The School will only accept applications from candidates who have completed the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms though candidates may submit their CV in addition to, or prior to, the completed Application Form.
- The School will make candidates aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Candidates for employed posts will receive a Job Description and Person Specification for the role applied for. The job description will expressly include reference to the safeguarding responsibilities which the role entails. The person specification will refer to the safeguarding skills and experience which are required.
- Candidates will also be sent a copy of the School's Safeguarding policy and a copy of this policy.

Recruitment Procedures

Our school follows the process as outlined below which minimises the possibility of anything vital to the recruitment process being overlooked. At each stage of our recruitment process we are mindful of the need to protect and safeguard children and to ensure that their welfare is promoted at all times. There is a thorough and consistent process of obtaining, collating,

analysing and evaluating information about applicants and in order to ensure safe recruitment, our school will ensure that through safer recruitment advertising and pre-interview information, it will be made clear the school's commitment to safeguarding and promoting the welfare of children.

Identifying the Need: We identify whether a new appointment needs to be made or whether the post can be accommodated within existing staffing arrangements.

Preparation. Our school:

- Determines which selection methods will be used (interviews, occupational personality questionnaires, skills tests, practical exercises, presentations etc).
- Decides who will be responsible for shortlisting and interviewing. At least two people are involved in any interview where the post holder will have contact with children and they are suitably trained.
- Agrees the support required (Local Authority, Recruitment Team etc).
- Defines the timeline.
- Considers accommodation and domestic arrangements.

Attracting Suitable Candidates. Our school:

- Reviews Job description/Role profile and writes a person specification which includes the individual's responsibility for promoting and safeguarding the welfare of children.
- Considers the potential job hazards and ensures they are outlined for the post.
- Compiles advertisement for appropriate media which includes a statement about our school's policy on safeguarding children and employment checks.
- Prepares an information pack which makes clear the school's commitment to safeguarding children. It also contains the relevant standard application form specific to the category of staff being employed and makes it clear that CV's will not be accepted without a completed application form.

Our school makes available electronically, a recruitment pack to all applicants including:

- safeguarding Children Child Protection Policy;
- school prospectus; **(or refer applicants to the school website, which contains the same information)**
- job description;
- person Specification;
- recruitment Process;
- job hazard section which highlights hazards related to the role that could pose a risk to the post holder;
- application Form (revised in light of changes to the DBS) indicating that Our school is a 'Safer Recruitment' employer and
- a covering letter that stresses the need to complete an Application Form and stating that CVs will not be accepted as a **final** application but may be sent in addition.

If a candidate's application is considered to be fraudulent or contains false information, our school will report the matter without delay to the Secretary of State via the DfE and also the police as appropriate.

Disclosures upon Application

The application form will ask candidates to inform the School if they are disqualified from working with children and to disclose details of any previous criminal convictions, cautions, reprimands or final warnings which are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

As all positions in the School involve substantial opportunity for access to children, it is particularly important that applicants provide the School with legally accurate answers. Upfront disclosure of a criminal record may not debar a candidate from appointment as the School shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. For further information please see the School's recruitment of ex-offenders policy at **APPENDIX 1**. Information should be submitted in confidence enclosing details in a separate sealed envelope which will be seen by the HR Manager. If candidates would like to discuss this beforehand, they are asked to telephone in confidence to the Domestic Bursar for advice.

Job Description

In every recruitment situation, our school agrees a job description (or role profile) and person specification for the vacancy. The job description outlines the duties of the post and the person specification outlines the particular skills, attributes and characteristics that are required of the new staff member. The job description and person specification are used throughout the selection process as a definition of the criteria against which candidates will be assessed. It will serve as the basis on which a final decision will be made and will subsequently inform the planning of the induction and development programme of the successful candidate. The job description reflects the roles, responsibilities and accountabilities associated with the post. A job description includes:

- Job title.
- Location of the post
- Purpose of the role.
- Key objectives.
- Responsible for.
- Responsible to.
- Key accountabilities
- Resource management responsibilities (if any)
- Staff management responsibilities (if any)
- Any potential hazards

Person Specification

The person specification details the knowledge, skills and attributes necessary to fulfil the requirements outlined in the job description, indicating clearly which of these are essential to the post and which are desirable to the Our school. When writing a person specification, careful attention is paid to maintaining a sensible balance between essential and desirable criteria and consideration is given to which of the requirements may be achieved through training. The person specification usually includes details of the following requirements which will either be essential or desirable to the post:

- Skills
- Knowledge
- Education/Qualifications
- Experience
- Attitudes

Shortlisting

All candidates are assessed equally against the criteria in the person specification or role profile without exception. The selection panel will select candidates for interview on the basis that they meet all of the essential criteria as defined in the person specification. If more people meet the essential criteria than can be sensibly interviewed, the desirable criteria can then be used to decide who should be invited to the next stage. The use of a reserve list is not recommended as it increases the potential for challenge about the selection procedures. All those involved in the recruitment process are aware that anti-discrimination legislation applies equally to all parts of it and, as such, **shortlisting decision needs to be accurately recorded so that they can be justified if challenged**. A shortlisting pro-forma will help the selection panel to decide objectively and methodically how applicants compare to the criterion and provides a valuable written record of the selection process.

When shortlisting, the selection panel should consider the following:

- **Application form** - is the application form well-presented and legible? Has care been taken to ensure that it is completed in full with no grammatical or spelling mistakes?
- **Employment history** - What positions have they held and for how long? What are their reasons for leaving?
- **Gaps in employment** - Are there any unexplained gaps in employment records? If there are gaps, a note should be made to question this at interview.
- **Skills and experience** - What breadth of experience does the candidate have? What skills have they gained?
- **Training** - What training has the applicant undertaken? When was this? How relevant is it?
- **Candidate's opinion** - Are the candidates statements purely factual with no personal influence or can you detect any particular educational philosophy?
- **Attention to detail** - If you asked for applicants to address any particular points, has this been done or have you been sent a standard response?
- **Relevance** - Has the candidate attempted to relate their skills and experience to the requirements of the post? Does the candidate demonstrate that they have read and understood the job description, person specification and supporting materials?
- **No evidence** - There may be aspects of the selection criteria which are not measurable from the application form but that could be explored at interview. If this is the case, indicate that there is no supporting evidence and make a note to investigate further.

DBS checks

The School also applies for an enhanced disclosure from the DBS, a List 99 check, an EEA check and a check of the Children's Barred List in respect of all prospective employees, Self Employed workers and Volunteers deemed to be working in regulated activity as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out these checks is to identify whether an applicant is barred from working with children and to obtain other relevant suitability information. It is a criminal offence for an organisation to employ someone who they know has been barred from working with children.

There are limited circumstances where the School will accept a check from another educational institution which are as below. In these circumstances the School may apply for a disclosure but is not required to do so. A new, separate barred list check will be obtained. This may apply where the new worker has worked in one of the following organisations during a period which ended not more than three months before their appointment:

- a school or a maintained school in England in a position which brought the person regularly into contact with children or young persons;
- a maintained school in England in a position to which the person was appointed on or after May 2006 and which did not bring them regularly into contact with children or young persons; or

- an institution within the further education sector in England or in a 16 to 19 Academy in a position which involved the provision of education or which brought the person regularly into contact with children or young persons.

DBS Update Service

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.

Overseas Police Background Checks

Where an applicant has lived or worked abroad, the School will require the applicant to provide a police check or Certificate of Good Character from each and every country in which they have lived or worked in for more than 3 months during the last five years.

For further information about the risk assessment which is carried out by the School in cases where DBS and other background checks reveal criminal activity, please see the policy at Appendix 1.

If disclosure is delayed

All criminal records checks shall be applied for as soon as possible following a conditional offer being accepted or within 3 months of the applicant's anticipated employment date and shall wherever possible be obtained before the applicant starts work. In cases where this is not possible a risk assessment will be carried out and the Head of School may allow the worker to commence work:

- 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 and overseas applications have been made in advance;
- With appropriate safeguards taken (including loose supervision, restriction from one-to-one sessions and residential trips);
- Safeguards are reviewed at least every two weeks;
- The person in question is informed what these safeguards are and it is communicated to the individual's managers and any day trips leaders;
- A note is added to the single central register and evidence kept of the measures put in place.

Disqualification from Childcare (including by Association) – Early and Later Years Employees and Managers

The Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009 state that it is an offence for the School to employ anyone in connection with early years provision (EYP) or later years provision (LYP) who is disqualified, or for a disqualified person to be directly involved in the management of the EYP or LYP.

Any worker who provides or manage childcare for children under the age of 8 are within the scope of the Disqualification by Association (**currently no pupils fall into this age category**) regulations and all candidates applying for a post which is caught by these regulations will be required to sign a declaration confirming that they are not disqualified from working with children or from providing childcare, including by association. The school will require all workers to whom this regulation applies to re-affirm their declaration annually, usually in September.

Employees, workers and/or successful candidates who are disqualified from childcare or registration, including 'by association' may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed.

On-going vigilance

Bruern Abbey is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

The school takes its responsibility to safeguard children very seriously and any employee and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the school immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive. All employees and workers to whom the Disqualification by Association regulations apply must also notify the School immediately if he/she moves into a household where anyone who has been disqualified from working with children or from registration for the provision of childcare either lives or works.

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.

References

References will be sought and obtained on all short listed candidates prior to interview wherever possible, including for non-teaching roles. Any safeguarding concerns which these raise will then be tested at interview.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School. One of the references must be from the applicant's current or most recent employer. 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. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they are completely satisfied that the Applicant is suitable to work with children. All referees will be sent a copy of the job description and person specification for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm details about the applicant's employment, disciplinary procedures, concerns and/or allegations as these may indicate that the individual is unsuitable to work with children.

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.

The School's Domestic Bursar will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information (e.g. delays in receipt, specific questions not answered satisfactorily, any expression of concern about the suitability of the candidate, any doubt about the validity of the reference) will be followed up appropriately by the School's Domestic Bursar. The School may at its discretion make telephone contact with any reference-giver to verify the details for the written reference provided.

Where the candidate has no previous employment history, the School may request academic and/or character references which may include references from the candidate's school or university.

Appointment of boarding staff, staff who will reside on campus and those who will have unsupervised access to the boarding environment or children under 5

In addition to the above, the following steps will be taken when making appointments:

- Referees will be contacted directly to verify references and to check the reasons for previous termination of employment.
- Where feasible, previous employers, relating to posts where there was work with children, will be contacted to check the reason for that employment terminating.

Appendix 1 – Application Form

Application Form

We require all adults employed in school to complete the school application form which requests comprehensive dates of an applicant's training and employment history to enable our school to identify any gaps in training and employment to alert the interview panel. Any gaps will be recorded by the panel giving a satisfactory explanation for those gaps. The application form will ask candidates if they wish to declare anything in light of the requirement for a DBS disclosure. The application form will also ask for details of attendance in previous employment. With reference to the application process, our school has the following procedures in place:

- We ensure that the job description makes reference to the responsibility for safeguarding and promoting the welfare of children and young people.
- We obtain and scrutinise comprehensive information from applicants taking up and satisfactorily resolving any discrepancies or anomalies that are identified.
- We obtain two independent professional and character written references pre interview, including 'Safer Recruitment' questions that ask specific questions to help assess an applicant's suitability to work with children. Information from references should be compared with information on the application form to ensure that the information provided is consistent and any concerns identified will be followed up. **Telephone verification will be sought that the referee has actually completed the reference.**

All job advertisements will include a prominent reference to the School's commitment to safeguarding. The School will only accept applications from candidates who have completed the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms. The School will make candidates aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.

Queries

If an applicant has any queries on how to complete the application form or any other matter contact should be made with the Head.

Appendix 2 – Interviews

Invitation to Interview

Essential criteria are only those things which are essential to the post and without which a candidate cannot be considered. Desirable criteria are aspects that would be beneficial and strengthen a candidate's application and allow a distinction between candidates who meet all the essential criteria.

The School will short list applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail. Prior to appointment, applicants will be interviewed by at least two interviewers, one of whom will have undertaken safer recruitment training and one of whom will be the Headmaster.

The Proprietor will chair the panel for the 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 or not an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, a quorum of the Board will decide whether the Chair should withdraw from the panel. The interview will be conducted in person (or where this is not possible them via Skype) and the areas which it will explore will include suitability to work with children.

Professional Qualifications

All candidates must provide documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. university certificates, diplomas 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. The School requests that all candidates invited to interview also bring with them:

- A current driving licence including a photograph or a passport or a full birth certificate;
- A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
- Where appropriate any documentation evidencing a change of name; and
- Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

Please note that originals of the above are necessary, photocopies or certified copies are not sufficient.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Interviews

We conduct a face to face panel interview to explore the candidate's suitability to work with children as well as his/her suitability for the position being recruited. A consensus about the required standards for the post will be reached and issues considered and explored in interview in line with the agreed assessment criteria. The panel will assess the candidate's attitude towards children and young people and his/her ability to support the safeguarding policies of our school. Questions relating to child protection and safeguarding children will be asked in

every interview for paid staff and volunteers prior to an offer of appointment. We will not ask questions regarding health at the interview. A successful candidate is then required to complete a health questionnaire.

Interview notes will be made and copies retained on the Personnel files. For teaching positions, the candidate will be observed in taught lessons wherever possible and notes kept of the outcome of the observation. Verification of the successful candidate's identity from all scrutiny previously undertaken will occur and details entered on the Single Central Register (Centralised Register) and our staff employment checklist related to:

- character/professional references;
- original copies of qualifications seen and photocopied to confirm that the successful candidate has all the academic or vocational qualifications claimed;
- the place of residence and identity of successful candidate including name, address and date of birth by checking passport together with two utility bills less than 3 months old (Refer to Valid Identity Documents referred to in 'An applicant's guide to completing the DBS Application Form)
- the successful candidate having the right to work in the UK along with a clearly traceable employment history and experience

Our form also requests more detailed information regarding teaching experience, details of special areas of teaching interest, details of relevant training undertaken recently (e.g. First Aid course), details of referees, declaration of full criminal record, declaration of any family of close relationship to existing employees or employers and a declaration that all information is true and accurate. For unsuccessful candidates, **copies should be retained along with their interview notes for one year.**

Before the Interview, our school:

- Arranges suitable accommodation. Pays careful attention to seating arrangements, environment and any potential distractions. Ensures that a clock is visible.
- Arranges for interviewers to have access to all of the paperwork they review for the interview (application forms, shortlisting criteria and interview questions).
- Agrees realistic and achievable timescales.
- Decides who will lead the interview. This person takes responsibility for greeting the candidates as they arrive and introducing them to the rest of the panel.
- Confirms who will ask each question and in which order. Agrees whether panel members are happy for others to probe around their questions if this is deemed necessary.

Golden Rules for Effective Interviewing

There are five basic rules that help people interview effectively, avoid bias or prevent candidates from perceiving bias when they are interviewing candidates for a post.

The Interview Should Be Properly Conducted

A badly conducted interview can create the impression that the interviewer is not interested in the candidate. This may lead to an interviewee believing they are performing badly or being discriminated against when, in actual fact, the interviewer will treat everybody the same way. A structured interview with clearly defined criteria is one of the best ways of ensuring that an interview is perceived as having been well conducted.

Interviewers Should Be Trained

The right training can make interviewers more confident, consistent, their assessments more reliable and reduce the chance of their judgement being affected by anything other than the evidence relating to a person's ability to do the job concerned. If the training is focussed on developing the skills needed to explore a candidate's ability to meet the requirements of the post, there will be much less chance of evidence being affected by perceptions, assumptions, bias or stereotypes.

The Interview Should Focus On Obtaining Evidence

Poor interviewers rely on instinct and 'gut-feeling' and can be unduly influenced by factors that have nothing to do with a person's ability to undertake the duties and responsibilities of the post that they are being interviewed for. Evidence is also essential in supporting the decisions made in the selections process and protecting the interviewer from being accused of any form of discrimination.

The Interviewer Should Always Take Notes

Failure to take accurate and relatively comprehensive notes during an interview often limits an interviewer's ability to recall exact information and vital pieces of evidence. Our school uses an interview pro-forma which is an invaluable tool for rating candidates against the essential and desirable aspects of the post. All notes relating to a selection process are retained for six months after the process ends, the period of time in which a candidate can make an accusation of unlawful discrimination, as any evidence must be submitted to a tribunal on request should this happen.

Utilise all of the Evidence

Interviews are only one part of the recruitment process and do not always provide all of the information needed to make the best decision. The evidence gained through an interview can be supported by various selection tools and techniques. Psychometric testing, presentations, written exercises, and practical assessments can all add to the quality of information and evidence that a selector **has about a candidate's suitability for a post.**

During The Interview. The selection panel must:

- Switch off mobile phones, fax machines and divert telephones.
- Have a glass of water available for candidates.
- Put candidate at ease. Introduce them and allow each panel member to introduce themselves and their role.
- Focus on the question areas that have been agreed prior to the interview. Avoid asking questions unrelated to the role or personal questions that could be misinterpreted.
- Try not to make assumptions and stay open-minded and objective.
- Adhere carefully to the agreed timescales.
- Take notes.
- Allow candidates to answer questions fully and listen carefully to their answers. It is important, however, to ensure that the panel retain control of the interview.

After the Interview. Our school:

- Reserves judgement until all candidates have been through the selection process.
- Discusses thoughts and findings with other panel members, ensuring that these relate to the selection criteria.
- Ensures less experienced panel members have the opportunity to offer their feedback first as they will not be influenced by others' opinions and will not feel reluctant to offer their true thoughts and feelings.

- Agrees and formalises reasons for the decision to appoint the successful candidate and reject the others or to reject all candidates if appropriate.

Appointing the Right Candidate

Immediately after the interviews have taken place, or as soon after as possible, the selection panel discuss the interviews and agree how well each candidate met the requirements of the post. We try to do this at a time that will give the panel the opportunity to meet with candidates again should any areas of concern or confusion have been raised which may be answered easily with further questioning (i.e. over lunchtime or while candidates are touring the school). If this time is allocated from the outset, it is straightforward to cancel should a unanimous decision be reached and a follow up discussion not be required. No applicant is rejected for any reason other than their assessed ability or willingness, in relation to the other candidates, to undertake the duties as defined in the job description and meet the requirements in the person specification. So far as the law is concerned, the selection panel acts as 'the employer' and its actions and decisions can commit the school contractually and be challenged through complaints to tribunals.

Contractually, the verbal offer of a job and its acceptance by the successful candidate constitute a binding contract of employment. Subsequent documentation merely confirms this contract. Too casual a verbal agreement with the successful candidate about terms (e.g. salary, starting point etc) can cause major problems if decisions are altered retrospectively. Our school will never make a verbal offer of employment (which the candidate accepts) and then retract the offer. In such cases, the candidate would be able to pursue a claim for breach of contract. Applicants for Head and Deputy Head posts are therefore not offered the job until the Proprietor has ratified the panel's decision. Our school accepts that a wrong decision can have a negative impact on the school for a long time. If in doubt, we do not appoint.

Appendix 3 – Questioning

Questioning

The purpose of questions is to explore the knowledge, skills, abilities and attributes of candidates in order to ascertain whether or not they meet the requirements of a particular vacancy. Interviews are also an opportunity for candidates to demonstrate how well they meet the criteria set out in the person specification and in which ways they can fulfil the requirements of the job description. In order to get the best quality of answers from interviewees, we ask clear, unambiguous and open questions. These begin with phrases such as “tell us about...”, “what do you think...” and “what are your thoughts on...” Closed questions that invite a “yes” or “no” answer give the candidate little or no opportunity to express their thoughts fully or show their true character. Closed questions are, however, often valuable in gaining a decisive answer when a response has been ambiguous or vague.

Types of Questions

There are various types of questions which we use appropriately in various circumstances. Some types of questions are best avoided in most situations but can be very useful in others. The different question types are as follows:

Question	What does it achieve?	Example
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Open	Encourages candidates to give an expansive answer and does not invite the answers “yes” and “no”. Allows the candidate to elaborate and give a true reflection of themselves.	Can you tell me about your experience of curriculum management?
Probing	Used to question further and expand on answers given to open questions. Excellent for uncovering information that may not have been initially offered.	What exactly were your responsibilities?
Clarifying	Allow the interviewer to recap and clarify the answer that has been given.	So you contacted the parent first then?

Hypothetical	Asks for an answer to a hypothetical situation. Answers will seldom be based on experience and may not reflect what would happen in reality. Can be used if no real life experience exists around which to question but evidence of past behaviour is often the best indicator of future performance so hypothetical questions are best avoided.	How would you deal with a difficult parent?
Multiple	More than one question at once. Can invite several answers and potentially confuse both interviewer and interviewee.	How did you choose which method to use, did it work and what was the outcome?
Leading	Suggest the answer that the interviewer wants to hear. Can lead an interviewee to give an answer which does not necessarily reflect their true opinion.	Do you agree that it’s good practice to involve parents in classrooms?
Closed	Can be answered with “yes” or “no”. Good for establishing simple facts but doesn’t allow an opportunity to expand on or explain an answer.	Have you completed the NPQH?

Systematic Questioning

In order to ensure that the question remains focused on the specific area of the person specification that the question relates to, the selection panel is systematic when questioning. A useful acronym to remember when interviewing is the **SOAR** method as follows:

S = Establish a relevant situation - “Give me an example of a time when...”
 - “Tell me about...”
 - “Describe a situation when...”

O = Clarify the objective - “What were the reasons for...?”
 - “What was the anticipated outcome of...?”
 - “What were you hoping to achieve...?”

of employment is made must complete a health questionnaire and sign to confirm that they know of no reasons, on grounds of mental or physical health, why they should not be able to discharge with due care and skill the responsibilities required by the post in question. The School may arrange for the information contained in the health questionnaire to be reviewed by the School's Doctor. This information will be reviewed against the Job Description and the Person Specification for the particular role.

If the School's Doctor has any doubts about an applicant's fitness the School will consider reasonable adjustments in consultation with the applicant. The School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, layout of the School. If an applicant prefers to discuss this with the School instead, or to attend an occupational health assessment to consider their fitness for the role, they should contact the School so that appropriate arrangements can be made. The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

Fitness to Teach Criteria (from DoH publication 'Fitness to Teach')

To be able to undertake teaching duties safely and effectively, it is essential that individual teachers and support staff:

- Have the ability to deal with the specific job role for which they are engaged;
- Have the health and wellbeing necessary to deal with the specific types of teaching and associated duties (adjusted, as appropriate) in which they are engaged;
- Are able to communicate effectively with children, parents and colleagues;
- Possess sound judgement and insight;
- Remain alert at all times;
- Can respond to pupils' needs rapidly and effectively;
- Are able to manage classes;
- Do not constitute any risk to health, safety or wellbeing of children;
- Can, where disabilities exists, be enable by reasonable adjustments to meet these criteria.

Appendix 6 – Offer of Employment and Appropriate Checks

Conditional offer of employment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received);
- Evaluation of the interviewee against the selection criteria;
- Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
- A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
- For a candidate to be employed as a teacher, a check that the candidate is not subject to a prohibition order issued by the Secretary of State. Teaching work is defined in the Teachers' Disciplinary (England) Regulations 2012 to encompass:
 - Planning and preparing lessons and courses for students
 - Delivering and preparing lessons to students
 - Assessing the development, progress and attainment of students
 - Reporting on the development, progress and attainment of students;
- Verification of professional qualifications, where appropriate;

- Where the successful candidate has worked or been resident overseas such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered;
- Satisfactory medical fitness;
- 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 Directors, Senior Management Team and teaching heads of department; and
- The agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment.

On Successful Appointment

Once a decision has been reached, our school will:

- Offer the successful candidate the post, subject to satisfactory pre-employment checks. If absolutely necessary, a post can be offered subject to receipt of satisfactory references but this is best avoided. Ideally, a job offer should not be made until references have been received.
- Inform unsuccessful candidates in writing (once the successful candidate has accepted the post) thanking them for attending the interviews and their interest in the school.
- Arrange for pre-employment checks to be completed for successful candidate.
- Authorise any relevant interview expenses.
- Confirm the appointment and arrange for a letter of offer and a contract of employment to be sent to the successful candidate.
- Arrange for the safe and confidential storage of all of the paperwork relating to the interview.
- Make arrangements for the successful candidate's induction.

Pre-employment Vetting checks

In accordance with the recommendations set out in the Guidance, KCSIE (DfE: September 2016) and the requirements of the (Independent School Standards Regulations currently in force the School carries out a number of pre-employment checks in respect of all prospective employees. An offer of appointment to the successful candidate is conditional upon satisfactory completion of pre-employment checks. We always carry out the following:

- identity verification using current photographic ID and proof of current address;
- verify their right to work in the UK;
- sight of an original certificate for an enhanced disclosure and barring check including barred list information, where the person will be engaged in regulated activity;
- obtain a separate barred list check if an individual will start work (exceptionally) in regulated activity before the DBS certificate is available and ensure that a written risk assessment is in place to be reviewed weekly;
- check that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online Service;
- verify the candidate's mental and physical fitness to carry out their responsibilities (this is the only reason we can ask about health and disability);
- minimum of two suitable employment references, and a third reference from a further next recent overseas employer/certificate of good conduct;
- verify overseas criminal records checks for anyone who has lived and worked outside the UK, details listed on the DBS website for each country (Gov.uk/dbsoverseas checks);
- carry out a check using the [NCTL Teacher Services system](#), which is a restriction applied in another country which is not legally binding in England. However we will make our own

- employment decisions with the knowledge of the existence of such sanctions, if any.
- Verify appropriate qualifications for the post applied for, with sight of original certification

In addition to other, current recruitment checks for candidates from overseas, we will check whether individuals from countries in the [European Economic Area \(EEA\)](#) who will be carrying out “teaching work” are subject to a sanction or restriction imposed by another EEA professional regulating authority for teachers (para. 114).

Previous Employment History

Complete information about previous employment must be provided, along with satisfactory explanations for any gaps in employment. Any gaps in employment history are investigated at interview and reasons are recorded in the interview notes. Gaps may be investigated further through contact with previous employers, etc. until the person making the appointment is satisfied with the explanation. Applicants are informed that previous employers may be approached for information.

Identity checking

We confirm the individual’s identity before we use Teacher Services to check any information about a prospective employee. Our methods to check identity follow the robust identity checking guidelines produced by the Disclosure and Barring Service ID.

Viewing an individual teachers record

If we know the teacher reference number (TRN) and date of birth, we may use the teacher search facility to view the individual record of any teacher that we employ or are considering employing, including any trainee, newly qualified, or fully qualified teacher. We are able to:

- view a teacher’s personal details
- view initial teacher training qualifications
- confirm they’ve been awarded QTS
- check whether they’ve successfully completed their teacher induction period
- view any additional qualifications, including relevant mandatory qualifications and national professional qualifications
- identify any prohibition, sanction or restriction that may/will affect their ability to carry out certain activities, or work in particular roles, for example, Secretary of State’s teacher prohibition order
- see details of any Secretary of State decision not to impose a prohibition order following a professional conduct panel’s determination of unacceptable professional conduct, conduct that may bring the profession into disrepute or conviction of a relevant offence
- identify potential restrictions imposed by the [Disclosure and Barring Service \(DBS\)](#)

If we don’t know their TRN, we are able to access alphabetical [lists of those teachers and others with current prohibitions, restrictions, sanctions, or who have failed induction/probation](#). If we identify any sanction, prohibition or restriction, we will consider how this might affect our decision to employ or engage them. Further information about the effect of the various sanctions, prohibitions, restrictions or failure to successfully complete induction or probation is set out in the [Teacher Services restrictions’ lists](#) and in [keeping children safe in education](#) statutory guidance. If we want to confirm an individual is eligible to be employed in a role that requires QTS as a result of having been awarded Qualified Teacher Learning and Skills (QTLS) status, we will contact the [Society for Education and Training](#).

Teacher Services restrictions lists

If we are unable to search for an individual's teacher record, we will use Teacher Services to find out if they've any current prohibitions, restrictions or sanctions. This information is accessed using the following lists:

- teachers who have failed to successfully complete their induction or probation period
- teachers who are the subject of a suspension or conditional order imposed by the General Teaching Council for England (prior to its abolition)
- teachers and others who are prohibited from teaching in England
- individuals who have been barred from taking part in the management of an independent school (including academies and free schools)
- teachers sanctioned (since 18 January 2016) in other EEA member states by an EEA member state regulator of the teaching profession

Each list describes how the sanction, prohibition or failure to successfully complete their induction or probation affects the type of work the individual can be employed to do. Should we find a match to our prospective employee we will be able to access their individual account and view further information. We will consider how this might affect our decision to employ or engage the person.

Children in Workplace Roles

Secondary school aged children on work experience are not required to have a DBS check. In these cases the school placing the pupil should ensure that he/she is suitable for the placement.

Senior Managers Section 128 Direction

From 12th August 2015, schools must check whether staff appointed to management positions after that date are subject to a s. 128 direction. For staff in regulated activity, the check is done via the DBS; a s. 128 direction would show on a DBS barred list check. Our school must include on the DBS application form, within box 61, Position Applied for, "Child Workforce Independent School". This allows the DBS to confirm if a s. 128 direction has been made. The following staff are considered to be in management positions for the purpose of this check: Heads, all staff on the senior leadership team (including non-teaching staff) and teaching positions with departmental headship.

Verification of identity

All applicants who are invited to an interview will be required to bring with them evidence of identity, right to work in the UK, address and qualifications as set out below and in the list of valid identity documents at Appendix 1 (these requirements comply with DBS identity checking guidelines):

- one document from Group 1;
- two further documents from either of Group 1, Group 2a or Group 2b, one of which must verify the applicant's current address; and original documents confirming any educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed his/her name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change. The School asks for the date of birth of all applicants (and proof of this) in accordance with the Guidance and KCSIE (DfE: September 2016). Proof of date of birth is necessary so that the School may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate on the grounds of age.

The above process, once completed must be signed off and dated as legally required.

Once all has been verified, we verbally offer the position to the successful candidate subject to all final clearances required and confirmed in writing. **A contract is produced and issued pending** the successful completion of DBS 'Enhanced' Check, Barred list checks and medical clearance in which we verify that he/she has the health and physical capacity for the job. Both an enhanced DBS Check and a Barred lists check is required prior to the commencement of employment along with a range of more than one piece of documentary evidence of their identity. Details and dates of the DBS will be recorded and kept on the person's file and recorded on the **SINGLE CENTRAL RECORD**.

All prospective employees and volunteers will be subject to the requirements of the Central Register (Single Central Record). Subject to satisfactory receipt of the Barred List Check, allow an employee to commence work whilst awaiting the result of the enhanced DBS Certificate, providing that they are closely supervised and the situation reviewed **regularly at least every two weeks** and a risk assessment undertaken. The person will be informed about these safeguards. **Please refer to Commencing Employment Prior to Obtaining Enhanced DBS Clearance that is detailed below.**

We ensure all new staff at our school receive and understand our safeguarding policies inclusive of the child protection policy. All our staff, whether volunteers or paid professionals, will be subject to a one year probationary period. Documentation for the successful candidate is retained by our school, and all documentation for unsuccessful candidates will be held confidentially and then destroyed after six months. We ensure that, upon a post being offered, we bring together the equalities monitoring form, the revised application form and the revised consent form, ensuring that candidates do not have to provide evidence twice.

Commencing Employment Prior to Obtaining Enhanced DBS Clearance

Because our procedures will be followed in a professional and timely manner, the vast majority of new employees will be in possession of the DBS Certificate before their contract start date. There will, however, be rare occasions when contracts start before the Enhanced DBS Certificate has been received. In this instance, the Head will use his discretion as to whether an employee can start work pending the receipt of the certificate. The Head must ensure that any employee where clearances are pending is appropriately supervised and informed that they are under scrutiny and the reasons for it. In all cases an extra Barred List Check **MUST** be carried out prior to the new employee commencing in post. The Proprietor will also consider the following factors whilst determining the level of supervision required regarding:

- previous experience;
- whether the individual is already in possession of a current or recent Enhanced Disclosure Certificate from another body;
- the nature of the individual's duties and responsibilities within the school and
- information contained within references and the detail of such information.

Criminal records check

Due to the nature of the work, the School applies for an enhanced disclosure from the DBS in respect of all prospective staff members, the proprietor and volunteers. Prior to 29 May 2013 an enhanced disclosure contained details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It could also contain non-conviction information from local police records which a chief police officer

considered relevant to the role applied for at the School. As of 29 May 2013 the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures.

All criminal records checks shall be applied for as soon as possible following a conditional offer being accepted and shall wherever possible be obtained before the applicant starts work. In cases where this is not possible a risk assessment will be carried out and the Head may allow the member of staff to commence work:

- 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 and overseas applications have been made in advance;
- With appropriate safeguards taken (including loose supervision, restriction from one-to-one sessions and residential trips);
- Safeguards are reviewed at least every two weeks;
- The person in question is informed what these safeguards are and it is communicated to the individual's managers and any day trips leaders);
- A note is added to the single central register and evidence kept of the measures put in place.

The DBS and the Home Office have developed a set of filtering rules relating to spent convictions which work as follows:

Disqualification by Association - early years (currently not applicable) and later year's provision:

The Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009 state that it is an offence for the School to employ anyone in connection with early years provision (EYP) or later years provision (LYP) who is disqualified, or for a disqualified person to be directly involved in the management of the EYP or LYP. Any members of staff who provide or manage childcare for children under the age of 8 are within the scope of the Disqualification by Association regulations and all candidates applying for a post which is caught by these regulations will be required to sign a declaration confirming that they are not disqualified from working with children or from providing childcare, including by association. Staff and/or successful candidates who are disqualified from childcare or registration, including 'by association' may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed.

On-going vigilance

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 his/her suitability to work with children must notify the school immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive. All staff caught by the Disqualification by Association regulations must also notify the School immediately if he/she moves into a household where anyone who has been disqualified from working with children or from registration for the provision of childcare either lives or works. 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.

Disqualification criteria

The criteria for disqualification (including 'by association') under the 2006 Act and 2009 Regulations include those set out in the list below:

- inclusion on the Disclosure and Barring Service (DBS) Children's Barred List,
- being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2009 Regulations (note that regulation 4 also refers to offences that are listed in other pieces of legislation);
- certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2009 Regulations;
- refusal or cancellation of registration relating to childcare,³ or children's homes, or being prohibited from private fostering⁴, as specified in Schedule 1 of the 2009 Regulations;
- living in the same household where another person who is disqualified lives or is employed (disqualification 'by association') as specified in regulation 9 of the 2009 Regulations;
- being found to have committed an offence overseas which would constitute an offence regarding disqualification under the 2009 Regulations if it had been done in any part of the United Kingdom.

For those aged 18 or over at the time of an offence

An adult conviction will be removed from a DBS disclosure if:

- eleven years have elapsed since the date of conviction;
- it is the person's only offence; and
- it did not result in a custodial sentence.

It will not be removed under any circumstances if it appears on a list of "**specified offences**" which must always be disclosed. If a person has more than one offence on their criminal record, then details of all their convictions will always be included. A caution received when a person was aged 18 or over will not be disclosed if six years have elapsed since the date it was issued, and if it does not appear on the list of "specified offences".

For those aged under 18 at the time of an offence

A conviction will removed from a DBS disclosure if:

- five and a half years have elapsed since the date of conviction; and
- it is the person's only offence; and
- it did not result in a custodial sentence.

Again, the conviction will not be removed under any circumstances if it appears on the list of "specified offences", or if a person has more than one offence on their criminal record. A caution received when a person was aged under 18 will not be disclosed if two years have elapsed since the date it was issued, and if it does not appear on the list of "specified offences".

The list of "specified offences" which must always be disclosed

This contains a large number of offences, which includes certain sexual, violent and other offences that are considered so serious they will always be disclosed, regardless of when they took place or of the person's previous or subsequent criminal record. The list of "specified offences" can be found at:

The School applies for an enhanced disclosure from the Disclosure and Barring Service (DBS) and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the School which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List maintained by the DBS. Any unsupervised position undertaken at, or on behalf of, the School (whether paid or unpaid), will amount to "regulated activity" if it is carried out:

- "frequently", meaning once a week or more; or
- "overnight", meaning between 2.00 am and 6.00 am; or
- "intensively", meaning four times or more in a 30 day period; and
- provides the opportunity for contact with children.

This definition will cover nearly all posts at the School, including teaching and non-teaching posts, part-time staff, temporary and supply staff, volunteers and visiting staff, such as musicians and sports coaches. Limited exceptions could include an administrative post undertaken on a temporary basis in the School Office outside term time. It is for the School to decide whether a role amounts to "regulated activity" taking into account all the relevant circumstances. The DBS now issues a DBS disclosure certificate to the subject of the check only, rather than to the School. It is a condition of employment with the School that the **original** disclosure certificate is provided to the School within two weeks of it being received by the applicant. Original certificates should not be sent by post. A convenient time and date for doing so should be arranged with HR Administrator as soon as the certificate has been received.

Applicants who are unable to attend at the School to provide the certificate are required to send in a certified copy by post or email within two weeks of the original disclosure certificate being received. Certified copies must be sent to the Domestic Bursar. Where a certified copy is sent, the original disclosure certificate must still be provided on the first working day. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the School. If there is a delay in receiving a DBS disclosure the HEAD has discretion to allow an individual to begin work pending receipt of the disclosure. This will only be allowed if all other checks, including a clear check of the Children's Barred List (where the position amounts to regulated activity), have been completed and once appropriate supervision has been put in place.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including a criminal records check from the relevant jurisdiction(s). Once the above pre-employment checks have been carried out, we will produce a contract and issue this to the successful candidate. Details and dates of the DBS will be recorded and kept on the person's file and recorded on the Single Central Register. We ensure all new staff at the School receive and understand our safeguarding policies inclusive of the child protection and prudence policies. All our staff, whether volunteers or paid professionals, will be subject to a one year probationary period. The successful candidate's documentation is retained by the School for the duration of their employment. All documentation for unsuccessful candidates will be held confidentially and then destroyed after six months.

Prohibited from Teaching List Check

In addition, anyone who is appointed to carry out teaching work always requires an additional check to ensure they are not prohibited from teaching. Prohibition orders prevent a person from carrying out teaching work in schools. A person who has been prohibited from teaching will never be appointed to work as a teacher in our school. We use the Employer Access Online Service to check any prohibitions. Teacher misconduct: the prohibition of teachers DfE. A prohibition order is made by the Secretary of State following consideration by a professional conduct panel convened by the National College of Teaching and Leadership (NCTL). Preceding such consideration, the secretary of state may issue an interim order if it is in the public interest to do so.

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 Data Protection Policy. Copies of DBS certificates will normally be destroyed after six months but a record of the DBS number will be recorded and retained on the School's Single Central Register at the time of the candidate's appointment.

Retention and security of disclosure information

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 Data Protection Policy. If an applicant is successful in their application, the School will retain on his/her personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the School to discharge its obligations as an employer e.g. so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue. Copies of DBS certificates will normally be destroyed after six months but a record of the DBS number will be recorded and retained on the School's Single Central Register at the time of the candidate's appointment. The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information, but is under no obligation to do so.

In particular, the School will:

- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the School's senior management team;
- not retain disclosure information or any associated correspondence for longer than is necessary, and for a maximum of six months. The School will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken;
- ensure that any disclosure information is destroyed by suitably secure means such as shredding and
- prohibit the photocopying or scanning of any disclosure information without the express permission of the individual to whom the disclosure relates.

Assessment criteria

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 disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in

- question;
- the seriousness of any offence or other matter revealed;
 - the length of time since the offence or other matter occurred;
 - whether the applicant has a pattern of offending behaviour or other relevant matters;
 - 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.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences:

- murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence; or
- serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud. If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

The assessment form must be signed by the Bursar and the Head of the School before a position is offered or confirmed. 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, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Referrals to the DBS and National College for Teaching and Leadership (NCTL)

This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks the School also has a legal duty to make a referral to the DBS in circumstances where an individual:-

- has applied for a position at the School despite being barred from working with children; and
- has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child. *If the individual referred to the DBS is a teacher, the School may also decide to make a referral to the NCTL.*

The School is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". The School is required to carry out an enhanced DBS check for all staff, supply staff and School Board members who will be engaging in regulated activity. However, the School can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.

Whether a position amounts to "regulated activity" must therefore be considered by the School in order to decide which DBS checks are appropriate. It is, however, likely that in nearly all cases a Children's Barred List check will be carried out, as most posts in a boarding environment give access to young people.

Any position undertaken at, or on behalf of, the School (whether paid or unpaid), will amount to "regulated activity" if it provides the opportunity for contact with children and it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30 day period.

All new teaching staff will be checked against both DBS and NCTL lists, to ensure that they are not prohibited from teaching, since a teacher who may not be considered by the DBS to be of sufficient risk to warrant being barred from working with children or vulnerable adults may still satisfy the criteria for a professional conduct panel to recommend prohibition from teaching.

The DBS now issues a DBS disclosure certificate to the subject of the check only, rather than to the School. It is a condition of employment with the School that the original disclosure certificate is provided to the School within two weeks of it being received by the applicant, or as soon as is practicable. Original certificates should not be sent by post. Applicants must instead bring the original certificate to the School. A convenient time and date for doing so should be arranged with the PA to the Principal, as soon as the certificate has been received. Applicants who are unable to attend the School to provide the certificate are required to send in a certified copy by post or email within two weeks of the original disclosure certificate being received. Where a certified copy is sent, the original disclosure certificate must still be provided prior to or on the first day of work. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the School.

It is the School's policy to re-check employees' DBS Certificates every 5-7 years and, in addition, any employee that takes leave for more than three months (ie: maternity leave, career break etc.) must be re-checked before they return to work. Members of staff are aware of their obligation to inform the Principal of any cautions or convictions that arise between these checks taking place.

From 18th January 2016, checks will include EEA (European Economic Area) sanctions.

Policy on recruitment of ex-offenders

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar him / her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below. All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except for those to which the DBS filtering rules apply. A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary 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 barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. The School will make a report to the Police and / or the DBS if:

- it receives an application from a barred person;
- it is provided with false information in, or in support of an applicant's application; or
- it has serious concerns about an applicant's suitability to work with children.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Bruern Abbey School complies fully with the code of practice and undertakes to treat all applicants for positions fairly. Bruern Abbey School can only ask an individual to provide details of convictions and cautions that Bruern Abbey School are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended). Bruern Abbey School can only ask an individual about convictions and cautions that are not protected.

Bruern Abbey School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background. Bruern Abbey School has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process. Bruern Abbey School actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

Bruern Abbey School select all candidates for interview based on their skills, qualifications and experience. An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position. Bruern Abbey School ensures that all those in Bruern Abbey School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Bruern Abbey School also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, Bruern Abbey School ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. Bruern Abbey School makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request. Bruern Abbey School undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Appendix 7 – Contractors, Agency Staff and Volunteers

Contractors

Bruern Abbey is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

We have arrangements in place with **contractors (including agency/supply staff)** to make sure that any contracted staff who work regularly in our school, with an opportunity for contact with children, are deemed suitable. We will **not** carry out the required checks for any contractor. Instead, for any third party or agency staff we require written confirmation that the contractor has obtained a barred list check, and an enhanced DBS check, before they work in our school; under pre-existing contractual arrangements where the role involves frequent and intensive contact with children unsupervised (see definition of regulated activity). This ensures that their organisation has carried out the checks on an individual which we would otherwise have performed ourselves. Contractors engaged by the School must complete the same checks for their workers that the School is required to complete for its employees. The School requires confirmation that these checks have been completed before employees of the Contractor can commence work at the School. Where contractor's staff do not work regularly in our school but may have limited contact, we will determine suitability by ensuring they are supervised. However, where a contractor is self-employed, we can obtain the DBS check on their behalf because self-employed people are not able to make an application directly to the DBS on their own account.

We expect all contractors and third parties to have photographic ID on site so that their identity can be checked before they work in our school and so that we can make sure the checks carried out have been made on the person completing the work. They must always sign in before entering the school when children are present. We will not undertake barred list checks or DBS checks on occasional **visitors**, but we will ensure that they are supervised or escorted on our premises.

Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School. Where a member of staff is provided by an agency then the DBS certificate must be seen by the School (whether or not it discloses any information). The School will independently verify the identity of staff supplied by contractors or an agency.

Self Employed Workers who contract directly with the School

The school will apply the same checks for these workers as it would otherwise complete for its employees. Workers falling into this category might include self-employed sports coaches, peripatetic music teachers, tutors and regular visiting speakers.

Volunteers

The school will apply the same checks for Volunteers as it would otherwise complete for its employees. Volunteers in this category include members of the public or parents who assist the school without pay on more than one occasion and/or who, when on school premises, are not and would not expect to be accompanied at all times by an employee. The school will undertake fresh DBS checks on all volunteers who do not undertake any work at or for the School for a period of 3 consecutive months or more before they can return to volunteering duties.

The School will apply the above policy to all parents who choose to volunteer to support the School. Teachers will be provided with lists of volunteers who have undergone the required checks so that they can ensure they are using appropriately cleared individual. The details of volunteers and the checks carried out on them will be entered on to the School's Single Central Register.

Occasional Visiting Speakers/ Volunteers with irregular pupil contact

Bruern Abbey is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

Occasionally the school invites in members of the public, parents or employees of other organisations for a one-off event or a speaking opportunity. Such people will be treated as visitors to the school and will be accompanied at all times when on school premises. The *Prevent* statutory guidance requires schools to set out clear protocols for ensuring that any visiting speakers, who might fall within the scope of the *Prevent* duty, whether invited by staff or by the pupils themselves, are suitable and appropriately supervised. They will be required to provide two forms of identification (one to include a photograph) and the school will carry out a Barred List check and an internet search. The interaction between the *Prevent* requirement to check speakers and the KCSIE (*DfE: September 2016*) is likely to mean in practice that checks on visiting speakers will be recordable on the SCR either as checks on staff or un-prescribed checks on volunteers.

Gap Students

Where we recruit Gap Students from overseas we follow the full vetting process.

Overseas Staff

If employing or using overseas personnel, a Barred List check and DBS Disclosure will always be completed. In addition, criminal records information will be sought from the police authorities in the relevant country and/or certificates of good conduct obtained from the relevant embassy. Where applicable, 'right to work' will be routinely checked. We take extra care when taking up additional written references and search overseas checks, locating the country required and advising the candidate how to assess any local criminal record checks pertaining to each relevant country. We do this because we must take into account any relevant events that occurred outside the UK as part of our recruitment process. All such information will be recorded on the central record of vetting and barring checks.

The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the School. In doing so the School will always have regard to the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states:

"Extremism" is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."

In fulfilling its Prevent Duty obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

Enhanced DBS checks would be carried out for all volunteer workers and only well-established volunteers would be used to assist on a regular basis with a school activity. Our school will apply safer recruitment checks to all parents who choose to volunteer to support the school. These will include an enhanced DBS check, an extra Barred List check, and a risk assessment two references and an interview. Teachers will be provided with lists of parents who have undergone checks so that they can ensure they are using appropriately cleared individuals as volunteers as needed. Volunteers in accordance with regulation are to be entered on to the single centralised register.

Appendix 8 – Training and Induction

Supervision and Training

We provide appropriate supervision and support for staff, including safeguarding training and induction which covers familiarisation with our local child protection procedures annually. All our staff receives formal refresher training at (level 1 or basic) annually and certificated training at least every three years. Our Designated Lead professional attends refresher training every two years as well as attending multi-agency training (advanced level). Where our local safeguarding board requires a higher standard of training we will always comply. All temporary staff including supply staff and volunteers have a child protection briefing at induction. Wherever possible, they will also be asked to complete level 1 e-learning package or to attend our whole school basic level training in child protection and safeguarding. Our school also has arrangements in place for governance.

Safer Recruitment Training

The Senior Leadership Team (SLT) as appropriate: has completed a Safer Recruitment in Education course and will receive further regular training to raise their awareness and to improve their knowledge of safer recruitment as required by legislation and also agreed locally.

Appendix 9 – Allegations of Abuse against Staff

Dealing with Allegations of Abuse against Staff:

We adhere to our local authority procedures for reporting any referral which is in keeping with our separate written policy. We consult the Local Authority Designated Officer (LADO) where there is an allegation against a member of staff or other adult in school. We report any concerns about the HEAD to the LADO and the Proprietor. Where we have reason to believe that a criminal offence may have been committed, we will inform the police. Furthermore, where we believe that a person may have harmed a child, or cause a child to be harmed, put a child at risk of harm, attempted to harm a child or incited another to harm a child, (physical, emotional, sexual or neglect) we will refer the matter, in consultation with our LADO, to the DBS. Where professional conduct of teachers is concerned, we will also refer to the National College of Teaching and Leadership. Malicious allegations by pupils will be dealt with in accordance with our behaviour and discipline policy. Details about the outcome of any concerns or allegations will be investigated. Our school has, in accordance with best practice, a reference request pro forma.

Remaining Vigilant Post-Appointment

Any disclosure of sexual, emotional, physical abuse or neglect made by a child will be thoroughly investigated in accordance with our Child Protection procedures. If the alleged abuse is by an employee or volunteer, the individual will be the immediate subject of a disciplinary investigation and is likely to be suspended from duty whilst the investigation occurs.

Appendix 10 – Staff Responsibilities

Head's Responsibilities

The Head will ensure:

- that appropriate policies and procedures are adopted to safeguard children in the school;
- that these policies are implemented and followed by all staff;
- that sufficient resources and time are allocated for staff to carry out their responsibilities effectively;
- that all those working in Our school are suitable people;

Bruern Abbey is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

- that all staff and adult helpers in the school are able to voice their concern if they feel that a child is vulnerable, or that there are any particular practices that are unsafe and
- that staff undergo relevant, regular training and supervision to maintain up to date in issues of safeguarding.

Staff Responsibilities

All staff should know the name of the designated person for child protection and understand their responsibilities to safeguard and protect children. Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them. We explicitly require staff to report to a senior member of staff of the school or the Local Authority any concern or allegation about school practices or the behaviour of colleagues which are likely to put pupils at risk of abuse or other serious harm and provide immunity from retribution or disciplinary action against such staff for “Whistleblowing” in good faith is as far as possible guaranteed by the school. At all levels, including newly appointed and ancillary, staff have been given briefing or training on responding to suspicions or allegations of abuse and know what action they should take in response to such suspicions or allegations. Refresher training is undertaken every three years for staff and two years (or more frequently) for the Designated Safeguarding Lead.

Proprietor

Our school will ensure that the necessary checks are carried out on the Proprietor at our school so that the suitability of people who serve the school in these capacities are verified in accordance with safer recruitment and in line with this Policy. Under the Education Act 2002, the Education and Skills Act 2008 and the Independent School Standards Regulations 2010 *as amended by the Alternative Provision Academies and 16 to 19 Academies (Consequential Amendments to Subordinate Legislation) (England) Order 2012 S.I. 2012/979, in force from 1 May 2012 and by the Education (Independent School Standards) (England) (Amendment) Regulations 2012 S.I. 2012/2962, in force from 1 January 2013*, the ‘proprietor’ is the person or body of persons responsible for the management of the school and includes individual proprietors or formally constituted **trustees**. **The proprietor needs a DBS check through the Department for Education (DfE)**. If there is a change in the School’s proprietor then a telephone call is to be made to the Independent Schools and Boarding Team helpline: Telephone: 01325 735304, who will provide instructions on how to proceed with the application for an enhanced DBS disclosure.

Appendix 11 – Complementary Selection Methods and Assessing

Complementary Selection Methods

Interviews are only one way of gathering evidence about a candidate’s suitability for a particular post. Interviews are ideally supported by other means of assessment which can provide the selection panel with information that they may not be able to ascertain from an interview alone. Complementary selection techniques also provide direct evidence about specific skills/aptitudes which could only be assessed indirectly through interviews. The following complementary selection techniques all provide invaluable information to support an interview.

Occupational Personality Questionnaires (OPQs): Are self-report questionnaires, not tests which can be used to highlight personality traits, preferred thinking styles and certain skills and characteristics possessed by candidates. Employers can use OPQs as part of their selection process to add value to the process and support other evidence obtained. OPQs develop a picture of how a candidate is likely to relate to others, how they deal with their own

and other people's emotions, what motivates them, their working style and their general outlook on life. They are a useful tool to gauge a candidate's personality traits, for example identifying whether a candidate is likely to remain calm under pressure or not, whether they are logical or illogical and whether they are meticulous or lack attention to detail.

Presentations: Allow candidates to perform, use their creativity and express their own beliefs about particular topics with little or no influence from the selections panel. Allowing a candidate time to prepare a presentation often highlights their ability to plan, prepare, research and utilise IT technology while asking a candidate to give a presentation with little or no time for preparation allows an employer to assess their ability to think on their feet, be creative and make maximum use of immediately available resources.

Structured References: Provide consistent information on each candidate against defined criteria allowing like with like comparisons to be made. Care is taken to request the reference in a way that keeps the information objective and specifically related to the requirements of the post.

Aptitude/Ability Tests: Assess skills and abilities in relation to specific tasks such as a financial analysis or verbal reasoning. These can be designed to be relevant to a key accountability of the job description.

Practical Exercises: Allow candidates to demonstrate a specific skill/ability in a real situation such as leading an assembly or teaching a particular lesson.

In-tray Exercises: Assess how potential candidates would prioritise and respond to a range of typical issues. These can also be designed to be relevant to a key accountability of the job description.

Written Tasks: Assess written communication skills, expertise, knowledge and relevance of thought. These can be incorporated as part of the application procedure, in conjunction with a supporting statement, or as a separate exercise.

Managed Tours: Provide candidates with information about the school and the post upon which they can match and demonstrate their skills during the selection process. It is essential, however, that all candidates have access to exactly the same amount and quality of information.

WHAT AFFECTS OUR ABILITY TO ASSESS ACCURATELY?

Assessment is all about making judgments and decisions about people. The aims of assessment in selection and interviewing is to make the optimum decision about who is best suited to the vacancy when presented with a great deal of complex and sometimes conflicting data. Our minds can often play tricks on us during assessment which can lead us to make the wrong decisions. Being aware of potential tricks of the mind can help us to overcome this and remain fully objective.

Labels: We all have a natural disposition to assign labels to people. These are often based on limited information and can be inaccurate.

Categories: In order to reduce the amount of information our brain is having to process, we tend to use various “clues” to put people into pre-determined categories.

Stereotypes: Stereotypes are largely related to our own perception or experience of a particular group and will be influenced by how much information we have, where we got it and how long ago it was. Stereotyping, whether in a negative or positive way, very often leads us to reach inaccurate conclusions.

Self-image/similarity: Identifying a similarity between yourself and another person tends to lead us to project other attributes to that person. Research has shown that interviewers weigh information differently depending on how easily they can relate it to themselves or their own experiences and how importantly they view that particular attribute.

First impressions: Research shows that people make decisions about others within the first four minutes of meeting them. People usually spend the rest of the time looking for information to confirm this. It is particularly important for assessors to be aware of this and to hold back from making their mind up about a person within the first few minutes.

Horn effect: The opposite of the halo effect where candidates who come across poorly in one aspect are assumed to be poor in other areas of the requirements.

Sequence effect: Our brains will automatically compare this person with the last person that we assessed. Somebody who is mediocre will shine if we have seen a string of poor candidates. Similarly, a person can appear poor if seen with a string of good people.

Over-influence of negative information: We have a tendency to be over-influenced by negative information. We may have a lot of possible information about a person but one piece of negative information can change our view completely.

BRUERN ABBEY SCHOOL
Reference Request Form
 (updated November 2016)

Candidate: _____

Post: _____

Reference Criteria			Please add comments to support your response
Are there any concerns in relation to the candidate's suitability to work with children?	Yes	No	
Are you aware of any pending or past disciplinary offences relating to this candidate?	Yes	No	
Are you aware of any criminal offences for this candidate?	Yes	No	
I would recommend the candidate for this post without reservation?	Yes	No	
Please provide any information relating, however indirectly to child protection concerns.			
Please confirm current salary and job title.			
How long and in what capacity have you known the candidate?			
Dates of candidate's employment with you (if applicable)			

Please complete the form below as comprehensively and accurately as possible.

Person Specification and JD Criteria	Strongly Agree	Agree	Disagree	Strongly Disagree	Comments

I was impressed by the candidate's professionalism					
The candidate has excellent interpersonal skills					
The candidate performs tasks to a high standard					
The candidate's classroom performance is excellent					
The candidate has excellent professional knowledge.					
The candidate has undertaken a broad range of professional development.					

Person Specification and Job Description Criteria	Strongly Agree	Agree	Disagree	Strongly Disagree	Comments
The candidate has established excellent working relationships with colleagues.					
The candidate has established excellent and appropriate working relationships with pupils.					
The candidate has developed good working relationships with parents.					
The candidate is able to exercise appropriate classroom control and management of pupil behaviour.					
The candidate has taken part in a range of extra curricular activities.					

Please record any additional comments that you would like to make in relation to this candidate: In particular with reference to candidate's performance history and conduct, any specific concerns that are held in regard to the person's suitability for this post, work with

children and details on behaviour management expertise.

Please note that referees have a responsibility to ensure that the reference they provide is accurate and does not contain material misrepresentation or omission. The relevant factual content of this reference may be discussed with the candidate.

With many thanks,

Fiona Walton

Domestic Bursar

Bruern Abbey School

Email: fwalton@bruernabbey.org Tel: 01869 242 448