

# HALL SCHOOL WIMBLEDON

## RECRUITMENT POLICY

### 1. General

Hall School Wimbledon, including the EYFS, is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority, and the recruitment process is conducted in accordance with the statutory guidance documents 'Keeping Children Safe in Education' September 2018, Childcare (Disqualification) Regulations 2009, Disqualification under the Childcare Act 2006 guidance dated June 2016 and any additional directions issued by the Department for Education or the Office for Standards in Education, Children's Services and Skills (Ofsted).

This Recruitment, Selection and Disclosures Policy and Procedure ensures that the School meets its aim to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010. Included within it is the School's Policy on the Recruitment of Ex-Offenders (Appendix 1). The policy should be read alongside the Equal Opportunities Policy for Staff.

Applicants are made aware that we are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. Employment at the school is subject to rigorous pre-employment checks. We aim to discourage, reject, and prevent unsuitable applicants from working at our school, and will observe and supervise new employees to ensure that they act appropriately.

### 2. Scope of this Policy

The Recruitment, Selection and Disclosures Policy and Procedure herewith refers and applies to staff directly recruited and employed by the School. In the Education (Independent Schools Standards) (England) Regulations 2014, staff are defined as:

Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer.

In the case of agency or contract workers, the School shall obtain written confirmation from the agency or company that it has carried out the appropriate checks. The school conducts identity checks on agency and contract workers on arrival in school and, in the case of agency workers, the school must be provided with a copy of the DBS check for such staff.

### 3. Overview

Throughout the overall recruitment process, the four key stages are:

1. Discourage
2. Reject
3. Prevent
4. Observe and supervise

## **Discourage**

Hall School Wimbledon's commitment to safeguarding children and young people is strongly promoted in as many areas as possible, on our website, in our advertising and promotional materials, and in our recruitment literature, including in the application form. Our child protection policy and procedures are available on our website, as well as to pupils, students and parents on request.

## **Reject**

Hall School Wimbledon put robust safeguards in place throughout the recruitment process that will flag up candidates who may be unsuitable to work with children and reject them.

## **Prevent**

For shortlisted candidates, all references are taken up, and all relevant pre-employment checks are completed.

## **Observe and supervise**

Once a new recruit has started work, induction periods are used to observe their behaviours and attitudes and, following induction, this is continued through ongoing supervision. All staff and volunteers understand the whistle-blowing policy, and have been trained in safeguarding and on our organisation's own Child Protection Safeguarding Policy. The school encourages a general ethos where safeguarding is prioritised and regularly discussed.

## **4. Planning**

The advertisement will clearly state the school's commitment to safeguarding, to deter unsuitable applicants from applying.

### **Application Form**

The School will require candidates to complete the relevant GDPR compliant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

As the position for which candidates are applying involves substantial opportunity for access to children, it is 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. Information should be submitted in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head. If candidates would like to discuss this beforehand, they are asked to telephone the Personnel Secretary for confidential advice.

Any unspent convictions, cautions, reprimands or warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) must be disclosed to the School. The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service (DBS) for the position.

In the interests of openness and transparency, applicants are notified that standard checks will be carried out before employment commences including accessing lists of 'Teacher and Others' prohibited from the profession; GTC sanctions; Induction and Probations failures; and sanctions imposed by EEA authorities. 'prohibition from teaching' checks; and, for management positions, checks as required under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014.

The Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009, place separate and additional safeguarding requirements on schools. In accordance with the statutory guidance from the Department for Education ('Disqualification under the Childcare Act 2006'), Hall School Wimbledon will take steps to gather and retain sufficient and accurate information.

Staff disqualified from childcare include those who have unspent cautions or convictions for a relevant offence. The Childcare (Disqualification) Regulations 2009 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 and to those who are directly concerned in the management of that childcare.

The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate must notify the Head immediately of anything that may affect his/her suitability to work with children. Where relevant, the appropriate form must be completed (Appendix 2). Reminders to this effect, as recommended by the Department for Education, are sent to staff within the scope of the legislation.

Staff and/or successful candidates who are disqualified from childcare or registration 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.

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.

If the candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the School will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the School may request character references which may include references from the candidate's school or university.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS.

## **5. References**

The School will seek the references for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. If the candidate does not wish the School to take up references in advance of the interview, they should notify the School at the time of applying.

The School will ask all referees if the candidate is suitable to work with children. The School will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate. Any questions arising from the references will be asked at the interview.

## **6. Invitation to Interview**

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.

All formal interviews will have a panel of at least two people chaired by a designated senior member of staff. The School follows recommended best practice that at least one person on the appointment panel will have undertaken safer recruitment training (See Appendix 3 - Training Record). The interview will be conducted in person and the areas which it will explore will include suitability to work with children. Questions which are asked are attached in Appendix 4.

The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism', known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. All staff are required to support School's expectations and subscribe to its values. Accordingly, as part of the Prevent Duty risk assessment, attitudes are probed during candidates' interviews.

Complying with the Prevent duty includes promoting and exemplifying British values: i.e. democracy, rule of law, individual liberty, tolerance and mutual respect and different faiths and beliefs. The Equality Act 2010 prohibits discrimination against those groups with protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.

All candidates invited to interview must bring documents confirming identity and any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.).

A full list of acceptable identity documents is provided with the application form. The School requests that all candidates invited to interview also bring with them the following original valid documents:

- one document from the DBS Group 1 Primary identity documents list, preferably a current passport, UK current photo driving licence and a full birth certificate;
- two further documents from either Group 1, or Group 2a or 2b, e.g., bank statement and utility bill
- At least one of the documents must show the applicant's current address.
- Where appropriate any documentation evidencing a change of name will also be required;
- 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.

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.

## **7. Conditional Offer of Appointment: Pre-Appointment Checks**

All staff, not just teaching staff, are subject to the checks below, as a member of staff may initially be appointed to a non-teaching role, and then may move to a teaching role. Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references, one of which should be the current employer. Ideally, the second reference will be from the applicant's previous position;
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a Barred List check;
4. A check that the candidate, whether for a teaching or non-teaching position, is not subject to a prohibition order issued by the Secretary of State; GTC sanctions; or is recorded on the Induction and Prohibition failures list.
5. Verification of professional qualifications, where appropriate;
6. 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;
7. Satisfactory medical fitness;
8. No disqualification from providing childcare under the Childcare (Disqualification) Regulations 2009;
9. 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 Senior Management Team members and teaching heads of department;
10. For a candidate that has lived or worked outside the UK, an EEA check using the appropriate Teacher Services system for information about any teacher sanction or restriction

It is the School's practice that a successful candidate must complete a pre-employment health declaration after an employment offer has been made. The information contained in the declaration will then be held by the School in strictest confidence. This information will be reviewed against the demands of the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, and school layout. The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and reasonable adjustments.

As a condition of their employment, it is HSW policy that all staff are asked to join the DBS Update Service and give their permission for annual checks to be undertaken.

## **8. Criminal Records Policy**

The School will refer to the Department for Education ('DfE') document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks. The School also complies with the provisions of the current DBS Code of Practice, a copy of which has been obtained from: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

There are limited circumstances where the school can accept a check from another educational institution which are as follows:

Where the new member of staff ("M") has worked in: -

- (a) A school or a maintained school in England in a position which brought M regularly into contact with children or young persons;
- (b) A maintained school in England in a position to which M was appointed on or after May 2006 and which did not bring M regularly into contact with children or young persons; or

- (c) 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 M regularly into contact with children or young persons,

during a period which ended not more than three months before M's appointment.

In these circumstances the school may apply for a disclosure but is not required to do so if satisfied that any risks have been assessed. A new, separate barred list check will be obtained.

## **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. Peripatetic staff are required to subscribe to the Update Service, giving consent for an annual check to be made. HSW does not reimburse the cost of the annual DBS subscription fee for self-employed peripatetic staff.

### **If disclosure is delayed**

Provision is made for a short period of work to be allowed under controlled conditions, at the Head's discretion after assessing the risk. If an 'enhanced disclosure' is delayed, 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;
- Other relevant checks (including any appropriate prohibition checks) have been completed satisfactorily;
- Provided that the DBS application has been made in advance;
- With appropriate safeguards taken (for example, supervision);
- Safeguards reviewed at least every two weeks;
- The person in question is informed what these safeguards are;

A very detailed risk assessment will be carried out before the member of staff commences work at the school and will be repeated at fortnightly intervals until the DBS arrives (see file example). It is recommended that a note is added to the single central register and evidence kept of the measures put in place.

## **9. Induction**

All new staff undertake Child Protection training at induction. Other training includes Online Safety, Health and Safety and the Prevent Duty.

Newly-appointed staff are advised of national and local guidance, and receive an induction to the school which covers, in particular:

- Part One of 'Keeping Children Safe in Education' Department for Education Guidance July 2016 and Annex A
- The school's Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Health and Safety policies and associated First Aid and Fire procedures, including evacuation procedures
- Equal Opportunities Policy and associated Recruitment of Ex-Offenders Policy

## **10. Records**

The Single Central Record will be maintained accordingly throughout the recruitment process. 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 not be retained for longer than 6 months.

# **Appendix 1**

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

The School will not unfairly discriminate against any candidate 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 individual has a criminal record this will not automatically bar him or 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 candidates should be aware that the provision of false information is an offence and could result in the application being rejected, or summary dismissal if they have been appointed, and a possible referral to the Police and/or Disclosure and Barring Service (DBS).

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if the School:

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

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 behavior or other relevant matters
- whether the applicant's circumstances have changed since the offending behavior 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 of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, 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 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 high risk to employ anyone who has been convicted of drink driving.

## Appendix 2

### Staff Disqualification Declaration Form

STAFF DECLARATION		
Have you been barred from working with children (i.e. does your name appear on the DBS Barred List)?	Yes	No
Have you been cautioned for, convicted of or charged with certain violent and/or sexual crimes against children and adults, either in the UK or abroad?	Yes	No
Have your own children been taken into care?	Yes	No
Has a child of your own been the subject of a child protection order?	Yes	No
Have you had your registration cancelled in relation to childcare or children's homes or have you been disqualified from private fostering?	Yes	No
Are you 'Disqualified from Caring for Children'?	Yes	No

If you have answered 'yes' to any of the above, please provide further information below. This information will be used to determine whether or not you are disqualified from working with children. Please note that when providing further details, you do not need to provide details about any protected cautions or protected convictions.

.....  
.....  
.....  
.....

Please note: Staff who are disqualified from childcare or registration, may apply to Ofsted for a waiver of disqualification. A factsheet explaining the process can be found on this link : <https://www.gov.uk/government/publications/applying-to-waive-disqualification-early-years-and-childcare-providers>

Such staff 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. Please speak to the Head for more details.

I understand my responsibility to safeguard children, and I am aware that I must notify the Head immediately of anything that may affect my suitability to work with children. I will ensure that I notify my employer immediately of any convictions, cautions, court orders, reprimands or warnings I may receive. I give permission for you to contact any previous employer, local authority staff, the police, the DBS, or any medical professionals to share information about my suitability to care for children.

Name ..... Signature ..... Date .....  
(Please print)

I have reviewed the above and the following action has been taken:

.....  
.....  
.....  
.....  
.....

Signed ..... Date action taken

Head

## **Appendix 3**

### **Safer Recruitment Training Record**

**Bruce Rickards Designated Safeguarding Lead:**

Safer Recruitment in Education – NSPCC

**Jackie England Designated Safeguarding Lead:**

Safer Recruitment in Education – NSPCC

**Susan Harding, Junior School Deputy Head / Deputy Designated Safeguarding Lead:**

Safer Recruitment in Education - NSPCC

**Sheila O'Sullivan, Personnel Secretary/ Safeguarding Administrator:**

Safer Recruitment in Education - NSPCC

## Appendix 4

### Competency Interview Questions to Address Suitable Behaviours for Teaching (Safeguarding and Anti-Radicalisation) questions

#### Competency Interview Questions to Address Suitable Behaviours for Teaching, including Child Protection Safeguarding Children and Anti-Radicalisation (the Prevent Duty) questions

Positive Indicators	Personal Competencies	Negative Indicators
<ul style="list-style-type: none"> <li>Convincing responses based on balanced understanding of self &amp; circumstance;</li> <li>Has a realistic knowledge of personal strengths &amp; weaknesses;</li> <li>Examples of having considered / tried other options &amp; alternatives;</li> <li>A realistic appreciation of the challenges involved in working with children;</li> <li>Evidence of others having supported and encouraged based on observation of personal talent.</li> </ul>	<p><b>1. Motivation for working with children</b></p> <p>Self-awareness /knowledge &amp; understanding of self, interconnection between self &amp; professional role.</p> <p><b>Example Questions:</b></p> <ul style="list-style-type: none"> <li>What do you feel are the main drivers, which led you to want to work with children?</li> <li>How do you motivate young people?</li> <li>What has working with young people to date, taught you about yourself?</li> </ul>	<ul style="list-style-type: none"> <li>Unconvincing responses based on whimsical examples;</li> <li>Not self aware, don't see themselves as others do;</li> <li>Driven by personal needs/not needs of others;</li> <li>Not realistic about personal strengths &amp; weaknesses;</li> <li>Unrealistic impression of what working with children is really like;</li> <li>Failure to consider other alternatives;</li> <li>Pushed by others, forced by circumstance to do something they don't appear to have personally thought through;</li> <li>Inappropriate responses when under pressure or when in a position of power;</li> <li>Inconsistent responses;</li> <li>Handles conflict badly;</li> <li>Fails to control temper / emotions with children &amp; / or with adults;</li> <li>Doesn't seek help when needed;</li> <li>Fails to go to others for advice;</li> </ul>
<ul style="list-style-type: none"> <li>Behaves consistently &amp; appropriately under pressure or in a position of authority;</li> <li>Has control over emotions with adults &amp; with children;</li> <li>Understands position power &amp; how to manage boundaries;</li> <li>Knows when &amp; how to seek help in difficult circumstances,</li> </ul>	<p><b>2. Emotional Maturity &amp; Resilience</b></p> <p>Consistency under pressure, ability to use authority &amp; respond appropriately, ability to seek assistance / support where necessary.</p> <p><b>Example Questions:</b></p> <ul style="list-style-type: none"> <li>Tell me about a time when you have been working with children when your authority was seriously challenged. How did you react? What strategies did you employ to bring things back on course? How comfortable were you in this situation?</li> <li>Tell me about a person you have had particular difficulty dealing with. What made it difficult? How did you manage the situation?</li> </ul>	<ul style="list-style-type: none"> <li>Opinions hardened / become dogged;</li> <li>Doesn't show a full or rounded appreciation of Safeguarding issues;</li> <li>Dismissive of, or underplays the risks;</li> <li>Consistently puts the blame &amp; responsibility for child protection elsewhere;</li> <li>Fails to believe in suspicions / reports of abuse.</li> <li>Extreme opinions identified</li> </ul>
<ul style="list-style-type: none"> <li>Demonstrates a balanced understanding of rights and wrongs;</li> <li>Puts the child first;</li> <li>Alive to the realities of abuse;</li> <li>Prepared to believe;</li> </ul>	<p><b>3. Values &amp; Ethics</b></p> <p>Ability to build &amp; sustain professional standards &amp; relationships, ability to understand &amp; respect other people's opinions, a ability to contribute towards creating a safe &amp; protective environment.</p> <p><b>Example Questions:</b></p> <ul style="list-style-type: none"> <li>What are your attitudes to child protection? How have these developed over time?</li> <li>What are your feelings about children who make allegations against teachers or staff?</li> <li>How do you feel when someone holds an opinion which differed to your own? How do you behave in this situation?</li> <li>What are your feelings about democracy, the rule of law, individual liberty, mutual respect for and tolerance of those with different faiths and beliefs and for those without faith?</li> <li>Have you ever had concerns about a colleague? How did you deal with this?</li> </ul>	<ul style="list-style-type: none"> <li>Doesn't show balance in opinion;</li> <li>Doesn't build on new information or understanding;</li> <li>Opinions hardened / become dogged;</li> <li>Doesn't show a full or rounded appreciation of Safeguarding issues;</li> <li>Dismissive of, or underplays the risks;</li> <li>Consistently puts the blame &amp; responsibility for child protection elsewhere;</li> <li>Fails to believe in suspicions / reports of abuse.</li> <li>Extreme opinions identified</li> </ul>

<b>4. Safeguarding and Anti-Radicalisation Knowledge &amp; Understanding</b>	
<ul style="list-style-type: none"> <li>Proactive &amp; has personally taken actions to improve Safeguarding culture;</li> <li>Has personal experience of having appropriately dealt with a challenging Safeguarding issue;</li> <li>Personally committed towards making improvements. Sees it as part of their job;</li> <li>Prepared to challenge others in the workplace to make tangible improvements to Safeguarding;</li> <li>Prepared to tackle difficult issues, confront individuals if necessary in order to promote best practice;</li> <li>Shows a good understanding of the issues, Up to date with events &amp; legislation. Knows about test cases.</li> </ul>	<p><b>Example Questions (pick one or two – NOT ALL):</b></p> <ul style="list-style-type: none"> <li>Tell us about what you have done in the last 12 months to actually improve Anti-radicalisation in the school. How did this action rise? ⇒ <i>Follow up with:</i> Who did you talk to? What were the results?</li> <li>What is the Safeguarding policy in your workplace? ⇒ <i>Follow up with:</i> How is it monitored? What steps have you taken to improve things?</li> <li>Give me an example of when you have had Safeguarding concerns about a child. ⇒ <i>Follow up with:</i> What did you do? Who did you involve? What was the outcome?</li> <li>Tell us about a situation which you fell short of Safeguarding standards. ⇒ <i>Follow up with:</i> How did it arise? Who did you speak to? What actions did you take?</li> <li>Have you ever had to challenge the views of someone more senior than yourself in relation to Safeguarding concerns? ⇒ <i>Follow up with:</i> What were the circumstances? How did you go about it? What was the outcome?</li> </ul>