



Wakefield Grammar School Foundation

RECRUITMENT, SELECTION & DISCLOSURE POLICY AND PROCEDURE

1. Introduction

Wakefield Grammar School Foundation is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The Foundation is also committed to providing a supportive and flexible working environment to all its members of staff. The Foundation 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.

The aims of the Foundation's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equitably and consistently;
- to ensure that no job applicant is treated unfairly or discriminated against on the basis of their gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, pregnancy or trade union membership.
- to ensure compliance with all relevant statutory guidance including Keeping Children Safe in Education (April 2014, updated July 2015), the Childcare Act 2006 including related obligations under the Childcare (Disqualification) Regulations 2009;
- and the Code of Practice published by the Disclosure and Barring Service (DBS);
- to ensure that the Foundation meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

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

2. Recruitment & Selection Procedure

All applicants for employment will be required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. A Curriculum Vitae (CV) will not be accepted in place of the completed application form.

Applicants will receive a job description and person specification for the role applied for. The applicant may then be invited to attend a **formal interview** at which his/her relevant skills and experience will be discussed in more detail. For teaching posts this will normally include teaching a lesson which will be observed and dependent on the level of the post may include other selection exercises. For support staff posts (e.g. Secretarial/Admin) the interview may also include a relevant skills test.

Volunteers will be required to complete a Volunteer Application Form, attend an informal interview, if requested and references will also be obtained, if the application is successful.

3. Pre-employment Checks

In accordance with the relevant statutory guidance the Foundation carries out a number of pre-employment checks in respect of all prospective employees and where applicable Governors, volunteers and third party staff.

If following a formal interview an **offer of employment** is made this will be conditional upon the following for the post:

- an Identity Check;
- a Barred List check for working with children;
- a Prohibition from Teaching check where applicable;
- a Prohibition from Management check (“section 128 directions”), where applicable;
- a Disqualification check where applicable;
- the receipt of an enhanced disclosure from the Disclosure and Barring Service (DBS) which the Foundation considers satisfactory;
- evidence of qualifications and professional status relevant to the post;
- the receipt of two references which the Foundation considers satisfactory. One reference must be from the applicant's current or most recent employer. Where an applicant is currently working with children or has done so in the past, one reference should be obtained from this employer;
- evidence of eligibility to work in the UK before employment commences;
- a satisfactory medical screening process relevant to the post;
- overseas check (where appropriate)

All of the above necessary recruitment checks must be completed before a start date is given. In certain circumstances it may be possible to commence employment pending receipt of the DBS subject to working under supervision.

If the offer is accepted and the above conditions are satisfied, the applicant will be issued with a **contract of employment**, incorporating the Foundation's standard terms and conditions of employment. A signed copy will be kept on the personnel file and the other retained by the applicant.

3.1 Verification of Identity and Address

All applicants who are invited to interview will normally be required to bring original documents (not photocopies) as evidence of their identity as follows:

- a passport including photograph or;
- a current driving licence (a photo card licence must also have the paper counterpart) or;
- a full birth certificate and;
- a document such as a utility bill or financial statement showing their current name and address no more than 3 months old;
- Where appropriate any documentation evidencing a change of name

The documents will also be requested as part of any pre-employment checks and retained where appropriate on the personnel file of the successful candidate.

3.2 Verification of Relevant Qualifications

All applicants who are invited to interview will normally be required to bring original documents (not photocopies) which confirm any educational and professional qualifications relevant to the post. If an original document(s) is not available a letter of confirmation from the awarding body will suffice.

The documents will also be requested as part of any pre-employment checks and copies retained on the personnel file of the successful candidate.

3.3 References

References will normally be taken up on short listed candidates using the Foundation Reference template and we may approach previous employers for information to verify particular experience or qualifications before interview.

All referees will be sent a copy of the job description for the role which the applicant has applied for and asked about the candidate's suitability for the post.

If an applicant is currently working with children, on either a paid or voluntary basis, the current employer will be asked about disciplinary offences related to children or young persons (whether the disciplinary sanction is current or time expired), and whether the employer has or is aware of any specific concerns regarding the candidate's suitability to work with children.

If an applicant is not working with children, the current employer will still be asked about the applicant's suitability to work with children, although they may answer "not applicable" if the duties of the applicant have not brought him/her into contact with children or young persons.

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.

The Foundation will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant.

The Foundation will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

The Foundation may check the validity of references by telephoning each referee.

3.4 Disclosure & Barring Service (DBS) Check

Due to the nature of the work which allows the potential for substantial and unsupervised access to children, the Foundation applies for an enhanced disclosure certificate from the Disclosure and Barring Service (DBS) in respect of all prospective members of staff including Governors, Volunteers and self-employed Coaches/Instructors.

A Barred Service Check (previously known as List 99) will also be undertaken, where applicable.

Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a disclosure, if one is available in the relevant jurisdiction(s).

A copy of the enhanced disclosure is sent directly to the person to whom the disclosure applies. Therefore, an individual is required to provide sight of the original certificate to HR at Governors' Office within 7 days of receipt in order for HR to verify the check is satisfactory and log the unique reference number on the Central Register of Appointments.

If a person wishes to challenge any of the information disclosed as part of the DBS certificate this must be taken up with the DBS.

The Foundation expects Agencies who provide supply or temporary workers or contractors that are used by the Foundation to register with the DBS on their own account and to follow their own policy. Proof of a relevant disclosure will be required before the Foundation use the services of an individual or services from such an organisation.

3.5 Prohibition from Teaching Check

A Prohibition from Teaching Check will apply to new employees including self-employed Coaches/Instructors, commencing teaching positions or that of an equivalent nature with the Foundation.

3.6 Prohibition from Management Check

A Prohibition from Management Check ("section 128 directions") will apply to staff appointed to management positions, including Governors (from 12th August 2015). The following are considered to be in management positions – Headteachers, all staff on the leadership team (including support staff) and teaching positions with a department headship. This check will also apply to Governors.

3.7 Disqualification Check

The Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009 sets out that schools may not allow people to work in certain settings or to be directly concerned in their management, if they or others in their households are "disqualified". New employees including self-employed Coaches/Instructors or Volunteers working in a relevant setting or directly concerned in their management will be required to complete a Declaration of Disqualification (including By Association). Such an individual is also under an obligation to inform the Foundation immediately if their circumstances or that of anyone in their household changes at any point in the future.

3.8 Evidence of Eligibility to Work in the UK

In accordance with the requirement of the Immigration, Asylum and Nationality Act 2006, a successful candidate will be required to produce evidence of their eligibility to work in the UK before they commence employment.

3.9 A Satisfactory Medical Screening Process Relevant to the Post

In accordance with the Education (Independent Schools Standards) (England) Regulations 2003, all teachers are required to satisfy their employer of their medical fitness on entry to the teaching profession and also during their subsequent employment. This is done by the individual completing a health questionnaire for consideration by Occupational Health. Support staff will be required to complete a health questionnaire or a health declaration.

The Foundation will fully comply with its duties under the Equality Act 2010.

4. Policy on Recruitment of Ex-Offenders

4.1 Background

All positions within the Foundation will amount to "regulated activity" due to the potential for substantial and unsupervised access to children. Appointment decisions are made on the basis of merit and ability and suitability for the role for which they have applied.

The Foundation will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed and up-front disclosure of a criminal record will not automatically debar an applicant from appointment as the Foundation.

Applicants must normally disclose any spent or unspent convictions, bind-overs, cautions, reprimands or final warnings. The law was changed in 2013 so that certain **spent** convictions and cautions are 'protected' and are **not** subject to disclosure to employers, and cannot be taken into account.

Further guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service (DBS) website (search for filtering guidance) or as outlined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2014).

Failure to declare any convictions and cautions which would not be filtered under current DBS filtering may disqualify an applicant for appointment or result in summary dismissal if the discrepancy comes to light subsequently, as will a failure to provide truthful information.

It is a criminal offence for a barred individual to seek or undertake either paid or unpaid work (e.g. as a volunteer) in a regulated activity and for employers to knowingly take on a barred person into such roles.

Applicants who wish to discuss the matter further may contact the HR Manager for advice (Tel: 01924 231625).

4.2 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 DBS check, the Foundation 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 person.

In cases where the applicant would otherwise be offered a position were it not for the disputed information, the Foundation will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

5. Retention and Security of Disclosure Information

The Foundation's policy is to observe the guidance issued by the DBS on the use of disclosure information.

In particular, the Foundation will:-

- store disclosure information and other confidential documents issued by the DBS at Governors' Office in locked, non-portable storage containers, access to which will be restricted to the relevant Head/ Bursar and Clerk to the Governors and HR.
- not retain disclosure information or any associated correspondence for longer than is necessary. In most cases, the Foundation will not retain such information for longer than 6 months although the Foundation 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 on the Centralised Register.
- ensure that any disclosure information is destroyed by suitably secure means such as shredding;
- prohibit the photocopying or scanning of any disclosure information.

The Foundation complies with the provisions of the DBS Code of Practice, a copy of which is available on request.

6. Retention of Records

If an applicant is appointed, the Foundation will retain any relevant information provided on their application form (together with any attachments) on their personnel file.

If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.

7. Queries

If an applicant has any queries on how to complete the application form or any other matter they should contact the relevant Head or the HR Manager (Tel: 01924 231625) depending upon the post being applied for.