



Person Responsible	Vina Khan
Date Written	Sep 2021
Review Date	Sep 2022

Recruitment, Selection & Disclosure Policy & Procedure

1. Introduction

Westbourne School ("the School") 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 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.

The aims of the School'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 on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age;
- to ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education (DfE) in "Keeping Children Safe in Education" and the code of practice published by the Disclosure and Barring Service (DBS);
- 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.



- at least one interviewer on the interview panel will be 'Safer Recruitment' trained.

Employees 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

2.1 All applicants for employment will be required to complete

- An application form containing questions about their identity, academic qualifications and employment history and their suitability for the role. A handwritten or typed covering letter.
- A Curriculum Vitae.

Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. A curriculum vitae will not be accepted in place of the completed application form.

Applicants will receive a job description/person specification for the role applied for:

- The school will resolve any concerns with applicant or previous employer regarding suitability of application before face to face interview.
- The application should verify identity, qualifications and employment history prior to employment (including supply staff and trainee teachers). The application form should assist to identify gaps in a candidate's employment history and to understand the reasons for this.
- The application process will verify the candidates' mental and physical fitness to carry out the specific job role.
- a person's right to work in the UK will be verified by any of the documents as shown in section 3.1.

The applicant may then be invited to attend a **formal interview** at which his/her relevant skills, experience and suitability to work with children will be discussed in more detail.

If it is decided to make an **offer of employment** following the formal interview, any such offer will be conditional on the following:

Westbourne School

Educating girls and boys for life



- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
- the receipt of two satisfactory references (one of which must be from the applicant's most recent employer) which the School considers satisfactory; and
- the receipt of a disclosure from the DBS with which the School is satisfied with;
- a completed health declaration form.
- If candidates have undertaken a DBS check within 3 months of their new role, this is transferred to their new role.

If the offer is accepted and the above conditions are satisfied, the applicant will be issued with a **contract of employment** as confirmation of employment.

2.2 Staff should assess suitability of applicants to work with Children by adhering to the following:

- job descriptions & person specifications should be written to include responsibility for safeguarding and promoting the welfare of children and suitability to work with children;
- obtain enhanced DBS certificates with barred list information where appropriate, for all staff and volunteers (including governors) engaging in regulated activity;
- Staff to be aware and obtain a separate barred list check for staff or volunteers who start work in regulated activity before the DBS certificate is available, and do so where applicable has ensured that anyone prohibited from teaching is not appointed to carry out teaching work where relevant. If there are any delays in a satisfactory DBS certificate being available, before the commencement of works, as part of the risk assessment, a list 99 check must be undertaken or the candidate must be supervised at all times whilst in the workplace ;
- has ensured that no-one subject to a section 128 direction takes up or continues to hold office as the governor of a maintained school;
- obtains written confirmation from employment agencies and teacher training providers (for fee-funded trainee teachers) that they have carried out appropriate checks for anyone who will be working at our setting;

Westbourne School

Educating girls and boys for life



- the school checks whether potential candidates are disqualified from childcare through the enhanced DBS check which checks children's barred list;
- undertake appropriate checks for volunteers not in regulated activity;
- Recruiting staff are asked to keep abreast of changes in the legislation and regulations covered by the Disqualification under the Child Care Act 2006;
- Concerns about existing staff should be followed through and re-checked as new members of staff.
- Understand the school's legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm to a child or vulnerable adult; and have ensured that this is complied with where necessary.
- DBS checks for visitors are not always required and the school staff will apply their professional judgment whether or not they need to be escorted / supervised in school.

3. Pre-employment checks

In accordance with the recommendations of the DfE document "Keeping Children safe in Education" the School carries out a number of pre-employment checks in respect of all prospective employees. In addition to the DBS certificate, anyone who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching.

3.1 Verification of identity and address

All applicants who are appointed will be required to bring the following evidence of identity, address and qualifications:-

- current driving licence (including photograph) or passport and full birth certificate; and
- two utility bills or statements (from different sources) showing their name and home address; and less than 3 months old.
- documentation confirming their National Insurance Number (P45, P60 or National Insurance Card); and



- documents confirming any educational and professional qualifications referred to in their application form including QTS and DfE registration numbers

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

3.2 References

References will be taken up on short listed candidates prior to interview.

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which 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 have any reason to believe that the applicant is unsuitable 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 the following:-

- the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, sickness and disciplinary record;
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired);
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.

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

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



3.3 Criminal records check

Due to the nature of the work, the School applies for enhanced criminal record certificates from the Disclosure and Barring Service (DBS) in respect of all prospective staff members, governors and volunteers.

The enhanced check that may be requested from the DBS is described as follows:

Enhanced disclosure - for posts involving greater contact with children or vulnerable adults, including regularly caring for, training, teaching, supervising or being in sole charge of such people.

An enhanced disclosure will contain the same details as a standard disclosure. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.

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).

The School expects supply/temporary worker agencies/contractors that are used by the School to register with the DBS on their own account and to follow their policy or their own comparable policy. Proof of registration will be required before the School will commission services from any such organisation.

3.4 Retention and Security of Record

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.

4. Policy on recruitment of ex-offenders

4.1 Background

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 debar 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 in paragraph 4.2 below.

Westbourne School

Educating girls and boys for life



In view of the fact that all positions within the School will amount to "regulated positions" within the meaning of the Protection of Children Act 1999 (as amended by the Criminal Justice and Courts Services Act 2000), all applicants for employment must declare all previous convictions (including those which would normally be considered "spent" under the Rehabilitation of Offenders Act 1974). A failure to disclose a previous conviction may lead to an application being rejected or, if the failure is discovered after employment has started, 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.

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 an applicant's application; or
- the School has serious concerns about an applicant's suitability to work with children,

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 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;

Westbourne School

Educating girls and boys for life



- 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, 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.

4.3 Assessment procedure

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 carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Bursar of the School before a position is offered.

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, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

4.4 Retention and security of disclosure information

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

Westbourne School

Educating girls and boys for life



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. In most cases, the School will not retain such information for longer than 6 months although 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;
- prohibit the photocopying or scanning of any disclosure information.

The School complies with the provisions of the DBS code of practice, a copy of which is available on request.

5. Retention of records

If an applicant is appointed, the School 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 unless the applicant specifically requests the School to keep their details on file.

6. Queries

If an applicant has any queries on how to complete the application form or any other matter they should contact the Headmaster or his PA.

List of Staff with Safe Recruitment Training:

Mr John Hicks

Mrs Vina Khan

Mr Paddy Birbeck

~~Ms Ashlie Morton~~ (Ms Laura Brittle)