

SAFER RECRUITMENT AND SELECTION POLICY

THIS POLICY HAS BEEN WRITTEN WITH DUE REGARD TO THE DfE STATUTORY GUIDANCE 'KEEPING CHILDREN SAFE IN EDUCATION UPDATED SEP 2021' and the requirements of the Education (Independent School Standards) Regulations 2014.

THIS POLICY APPLIES TO ALL APPOINTMENTS AND WILL BE SENT TO CANDIDATES BEFORE THE COMPLETION AND SUBMISSION OF AN APPLICATION FORM TO THE SCHOOL. IT IS THE RESPONSIBILITY OF THE APPLICANT TO COMPLY WITH THE INFORMATION BELOW BOTH WHEN SUBMITTING AN APPLICATION, IF INVITED TO INTERVIEW AND IF APPOINTED.

This school is committed to safeguarding and promoting the welfare of its children and expects all staff and volunteers to share this commitment.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. All positions at the School are exempt from the Rehabilitation of Offenders Act 1974, therefore **ALL** convictions, cautions and bind-overs, including those regarded as 'spent' **MUST** be declared unless they are "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

All information given will be treated as confidential and each case will be taken on its merits.

Applicants must be aware that the provision of false information is an offence and could result in an application being rejected, the offer of employment being withdrawn or the termination of employment. It may also be necessary to refer the matter to the police and/or the DBS and Teaching Regulation Agency.

Application Stage

1. All applicants are made aware of the above policy statement in our advertisements, on our website, in our job descriptions and in our application packs.
2. Applicants **MUST** apply using the School's application form when applying for positions at the School: applicants are welcome, however, to include a covering letter and CV when submitting their application.
3. The application form must show by month and year the occupation of the candidate's time from leaving school to the point of application without any periods of time being omitted.
4. All sections of the application form **MUST** be completed or marked with n/a where appropriate. Incomplete application forms will not be accepted. CV's will not be accepted in substitution for application forms.

References

Candidates must provide the names and full contact details of at least two referees who will be contacted by the school to provide references.

Referees must not be friends or family members.

Open testimonials or references (often headed "To whom it may concern") are not accepted and are not regarded as references.

Referees must be a senior person with "appropriate authority". For teaching staff one referee must be the Head of the school where the candidate is employed or has most recently been employed.

All references will be obtained before interview whenever possible.

Referees will be asked to verify information provided by the candidate.

Checks will be made to verify that any electronic references are bona fide.

The school will ask all referees whether the candidate is suitable to work with children and whether the referee has any hesitation in recommending the person for the job described.

Any offer to a successful candidate will be conditional upon the receipt of at least two satisfactory references.

Under no circumstances will a member of staff be allowed to begin work until two satisfactory references have been obtained.

Interview Stage

- I. The identity of all candidates and their right to work in the UK will be checked at interview. Each candidate is asked to bring to the interview:
 - A current passport or current driving licence or a full birth certificate
 - Two utility bills or financial statements issued within the previous three months showing the candidate's current name and full postal address
 - Where appropriate, any documentation evidencing a change of name
 - Where the candidate is not a UK citizen, proof of entitlement to work and reside in the UK.
 - Original certificates evidencing any qualifications appropriate to the post.

Please note that originals of the above documents are necessary: photocopies or certified copies are not sufficient. Where this information cannot be provided candidates must call 01865 242561 for advice **before** the interview date.

2. All interviews will be conducted in person and will include some questions regarding the candidate's suitability to work with children.
3. The school ensures that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010 and all reasonable adjustments will be made to accommodate the particular needs of any person with a disability at all stages of the recruitment process. Candidates should inform the school in advance of the interview if adjustments are required to be made.
4. All applicants for the same post will be assessed fairly and equally. A structured, consistent process, using clearly defined criteria, will be used at all times.
5. The Headmaster and Bursar have received safer recruitment training and are the only people allowed to make appointments

Offer of Employment

1. In the case of newly-appointed staff, an Enhanced DBS disclosure will be applied for as soon as an offer of employment is made.
2. Successful applicants are required to complete a medical questionnaire, which includes questions about whether their health will affect their ability to do the job. The school is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.
3. All offers of employment are made subject to all checks having been made to the school's satisfaction including the receipt of at least two satisfactory references and the receipt of a satisfactory enhanced DBS clearance including Barred List check.
4. Where the successful candidate has been working overseas in the previous ten years, the School will make additional checks in accordance with statutory guidance.
[DB COMMENT: Although KCSIE is not definitive on this, and states that the school should make checks it deems necessary, good practice now dictates that any time spent overseas of three months or more in the last ten years should be checked.]
5. Gap-year volunteers ("gappers") are identified with the help of a specialist agency with expertise in this field. All checks appropriate to volunteers involved in regulated activity are also completed for each gapper.

The following checks are made and procedures followed when engaging any staff working in regulated activity:

- employees are checked to determine that they are who they say they are by the use of identity documents (as specified above)
- each application is supported by two professional referees
- referees are verified to ensure they are who they say they are
- each interviewed candidate has a full, written employment history with no unexplained gaps in employment
- each successful applicant is appropriately and verifiably qualified
- all interviews include probing questions to establish that an individual is likely to be an appropriate individual to work with children
- each member of staff is required to obtain an enhanced DBS disclosure (which includes a Barred List check)
- each member of staff with teaching duties is checked to ensure they do not have a Prohibition (from teaching) Order against them either from the TRA or from any other regulatory body in the UK or overseas
- for staff on the senior leadership team and in leadership positions a Section 128 check to ensure they are not barred from being involved in the management of an independent school.
- each member of staff [DB COMMENT: This also applies to staff who are not teachers] is asked to sign a self-declaration form stating that he/she is not disqualified under the Childcare Disqualification Regulations. (Further information can be found in *Disqualification under the Childcare Act 2006* statutory guidance (August 2018).
- terms and conditions of employment have been understood and accepted by the employee
- all staff working in school have been properly inducted in H & S, Safeguarding, including the staff Code of Conduct and other procedures appropriate to the welfare of the pupils and the running of the School
- each member of staff has been sent an electronic copy of the Staff Handbook. There is also a hard copy in both the staff room and the school office
- each employee has an appropriate contract of employment

Delayed DBS

If a DBS is delayed the newly recruited member of staff may begin work as long as the conditions below are met.

- The application for the DBS (and, if applicable, overseas clearance) has been made
- a separate Barred List check has been undertaken
- all other pre-employment checks are satisfactory
- a written risk assessment has been undertaken (which will be reviewed every two weeks until a satisfactory DBS certificate is seen)
- the employee must not work unsupervised in the presence of pupils
- the employee is supervised at all times, meaning that in the presence of children he/she will be continuously within sight and hearing of a colleague for whom the school holds an enhanced DBS disclosure
- the employee will not undertake any personal care activities, overnight care or residential visits
- other staff are aware that there should be no unsupervised contact
- The completed risk assessment must be placed on the employee's personnel file so it is available for any safeguarding audit and/or ISI inspection.

[DB COMMENT: your approach to other types of staff (self employed, agency etc should be made clear in the policy. Therefore, I have included the sections below.]

Appointment of self employed staff

- Staff who are self employed are unable to complete employment checks on themselves.
- Therefore, when the school engages a self employed person it will ensure that it completes the same pre-appointment checks as those outlined above for persons the school employs directly. All checks will be recorded in the SCR.

Appointment of supply staff or staff employed by a third party

- Recruits who are supplied by an employment agency or are employed by a third party business must have undergone all the recruitment checks the school would have undertaken if it had employed the person directly.
- Prior to the recruit starting work in the school, the agency or business will be required to provide written confirmation that all the necessary checks have been made. The school will facilitate any checks which the business may be unable to complete. E.g. Prohibition from teaching.
- Recruits from employment agencies and third parties will be required to present their original DBS certificate and original documentation showing proof of identity to the school before they begin work.
- The SCR records the date the school receives written verification from the agency that all the appropriate checks have been satisfactorily completed and the date the DBS and identity documents are seen by the school.

Volunteers and contractors

Safer recruitment procedures also apply to volunteers and contractors. The level of checks required will be determined by the role and whether the person is engaged in regulated activity. Guidance in KCSIE will be followed.

For those volunteers in regulated activity, references will be asked for, alongside the DBS check and the proof of identity

Appointment of governors

The required checks for governors are:

- verification of identity
- right to work in the UK
- Enhanced DBS (with Barred List information if in regulated activity)
- Prohibition from Leadership & Management check
- Overseas checks (where applicable)
- Disqualification from childcare declaration
- Prohibition from teaching (if engaged in teaching activities)

Checks on governors are also recorded in the SCR.

Disqualification from Childcare

On appointment, each member of staff is asked to sign a self-declaration form stating that he/she is not disqualified under the Childcare Disqualification Regulations.

Annually, the school will send an email to all staff to remind them of their responsibility to inform the school immediately if their circumstances change.

(Further information can be found in *Disqualification under the Childcare Act 2006* statutory guidance (August 2018).

Visiting Speakers

Staff must obtain permission from the head for any visiting speakers.

Visitors will be supervised at all times and should not be left alone with pupils. If the presentation of a visiting speaker is thought to be unsuitable for any reason, staff should have no hesitation in asking the visitor to stop.

Statutory guidance requires the school to ensure that any visiting speakers who might fall within the scope of the Prevent duty, whether invited by staff or pupils, are vetted and are suitable.

Referral to the DBS and the Teaching Regulation Agency (TRA)

The school has a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had that person not left the school's employ.

If the individual is engaged in teaching duties, a referral will also be made to the TRA.

Referrals may also be made to the TRA (irrespective of whether the DBS criteria for referral have been met) for unacceptable professional conduct, conduct that may bring the profession into disrepute or a conviction, any time, for a relevant offence.

Advice about whether an allegation against a teacher is sufficiently serious to warrant referral to the TRA can be found in Teacher misconduct: the prohibition of teachers (April 2018). Further guidance is also published on the TRA website.

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 data protection legislation. Copies of DBS disclosures will not be retained for longer than six months.

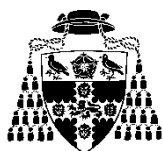
Recording Pre-employment Checks

To comply with the requirements of the Education (Independent School Standards) Regulations 2014 (the ISSR) and KCSIE, a record of all pre-employment checks completed on personnel working within the school, whether directly employed or otherwise, is maintained in the school's Single Central Record.

Our approach is also to use the following checklist for all staff appointments to ensure that all the necessary checks are complete before a candidate starts work:

		Initial and date
IDENTITY	Check by means of Passport/Driving Licence/Birth Certificate	
REFERENCES	Two written references	
CV	Full Gaps – coherent explanation?	
QUALIFICATIONS	Original certificates seen	
HM'S INTERVIEW	Notes in file [to be kept for 6 months only]	
Barred List		
DBS applied for (including Barred List)	Enhanced – check of Barred List must be selected during the application process for DBS.	
DBS certificate seen by the school		

PROHIBITION ORDER	Date	
PROHIBITION FROM MANAGEMENT	Date	
MEDICAL FITNESS	Date	
RIGHT TO WORK	Date	
DISQUALIFICATION FROM CHILDCARE	Date	
OVERSEAS CHECKS (if lived abroad in previous ten years before appointment)	Date	
OFFER LETTER	Date	
ACCEPTANCE LETTER	Date	
INDUCTION	Date	
HANDBOOK ISSUED	Date	
CONTRACT ISSUED	Date	



CONFIDENTIAL

CHRIST CHURCH CATHEDRAL SCHOOL

Application Form

Position applied for:

Section I – Personal details

Title: Dr/Mr/Mrs/Miss/Ms	Forename(s):	Surname:
Date of birth:	Former name:	Preferred name:
Address:	National Insurance number:	

	<p>Are you currently eligible for employment in the UK?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you have answered no, please provide details:</p>
<p>Telephone number(s)</p> <p>Home:</p> <p>Work:</p> <p>Mobile:</p> <p>email address:</p>	<p>Do you have Qualified Teacher status?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Teacher's Reference Number (if applicable):</p> <p>RP:</p>
<p>Are you related to or do you maintain a close relationship with an existing employee, volunteer, Governor or Lay Governor of Christ Church Cathedral School? If so, please provide details.</p>	

<p>Section 2 – Education & Professional Qualifications</p> <p>Please start with the most recent and continue on a separate sheet if necessary.</p>						
<p>Name of school/college/university</p>	<p>Dates of attendance</p> <p>From: To:</p>		<p>Examinations</p>			
		<p>Subject</p>	<p>Result</p>	<p>Date</p>	<p>Awarding body</p>	

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Section 3 – Current Employment

Current/most recent employer:	Current/most recent employer's address:
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Current/most recent job title:	Date started:
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Brief description of responsibilities:	Date employment ended (if applicable):
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Current salary/salary on leaving:	Reason for seeking other employment:
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Please state when you would be available to take up employment if offered:

Section 4 – Previous employment since leaving secondary education

Please continue on a separate sheet if necessary

Dates From: - To:	Name and address of employer	Position held and/or duties	Reason for leaving

Section 5 – Professional Development

Please provide details of any professional development or training that you have received which you consider to be relevant to the role for which you have applied.

Section 6 – Interests/Extra Curricular Activities

Please provide details of any interests/extra curricular activities in which you have been involved.

Section 7 – References

Please supply the names and contact details of two people who we may contact for references. One of these must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from the employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all short-listed candidates before interview.

Name:

Position:

Address:

Postcode:

Tel No:

Email:

Name:

Position:

Address:

Postcode:

Tel No:

Email:

Section 8 – Criminal records

An offer of employment is conditional upon the School receiving a satisfactory Disclosure from the DBS. If you are successful in your application you will be required to complete a Disclosure and Barring Service Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the DBS (a copy of which is available from the School on request).

The Position applied for is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and binding-over orders, other than those protected under the 2013 Exceptions Order to that Act, must be declared. If you have unprotected convictions, cautions, reprimands or final warnings, you should attach details of any of these in a sealed envelope marked “confidential – not to be opened until the short-list stage if applicable. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be taken on its merits.

If you answer ‘yes’ to any of the following:

Have you been convicted by the courts of any criminal offence?

Is there any relevant court action pending against you?

Have you ever received a caution, reprimand or final warning from the police?

please provide details on a separate sheet in a sealed envelope marked “confidential” and forward to the Headmaster/Bursar[non-teaching].

Section 9 – Recruitment

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital status, religion or religious belief, disability or age.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

A copy of the School's Recruitment Policy is enclosed with this Application Form. Please take the time to read it.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personnel file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after 6 months. However, please indicate below if you would like the School to retain your details on file so that you can be notified of future vacancies which may be of interest to you.

Would you like the School to retain your details if your application is unsuccessful? Yes No

Section 10 – Declaration

I confirm that the information I have given on this Application Form is true and correct to the best of my knowledge.

I have not been disqualified from working with children, am not named on the Children's Barred List, am not subject to a Section 128 direction, am not subject to any sanctions imposed by a regulatory body either in the UK or overseas (e.g. the Teacher Regulatory Agency)

I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.

I consent to the School processing the information given on this form, including any 'sensitive' information, as may be necessary during the recruitment and selection process.

Signature Date

Please return this form to:

The Headmaster

Or [in the case of non-teaching staff]

The Bursar

Christ Church Cathedral School
3 Brewer Street
Oxford
OX1 1QW

Reviewed by SMT 19th April 2021