



WESTMINSTER
SCHOOL

SAFER RECRUITMENT POLICY

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Shared Policy across Westminster Great School and
Westminster Under School

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WESTMINSTER SCHOOL

SAFER RECRUITMENT POLICY

INTRODUCTION

Westminster School ("the School") 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.

The School aims to recruit staff that share and understand our shared commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the School's Application Form and recruitment process should be directed to the Director of Human Resources.

An entry will be made on the School's Single Central Register (SCR) for all current members of staff at the School, members of the governing body, volunteers, supply staff, contractors and those employed as third-party parties.

All offers of employment are conditional based on receipt of satisfactory completed pre-employment checks, including references. All checks will be made in advance of appointment.

OVERVIEW

See Appendix A for an overview of the recruitment process.

SCOPE

Classifications of staff and visitors

See Appendix B.

Employees and workers

This policy refers and applies to all individuals working for the School, whether they are employees or workers.

Agency and contract workers

In the case of agency or contract workers, the School will set out their safeguarding requirements in the contract between the organisation and the School. Written confirmation will be obtained from the agency or company that it has carried out the appropriate checks, including as appropriate:

- Identity checks
- Enhanced Disclosure and Barring Service (DBS) (which must be on the DBS update service)
- Right to work in the UK
- Barred list
- Prohibition from management
- Qualifications
- Overseas checks
- Those checks set out in KCSIE as “pre-employment” checks.

The Single Central Register will show these checks have been made. Additionally, the School conducts identity checks on agency and contract workers on arrival at the School and, in all cases, (including agency supply staff), the School must be provided with a copy of the appropriate level of DBS check, which must be on the DBS update service.

In respect of contractors, unchecked contractors will under no circumstances be allowed to work unsupervised in School. The School will determine the appropriate level of supervision depending on the circumstances.

Senior managers

Certain individuals are automatically disqualified from acting in senior management positions within a charity. Whether an individual falls into the category of a senior management position is judged using the following criteria:

- A person who is accountable only to the governing body, and who carries overall responsibility for the day-to-day management and control of the charity. At Westminster School this would be the Head Master for the Great School (WGS), and the Master for the Under School (WUS).
- A person who is accountable only to the Head or the governing body, and who is responsible for the overall management and control of the charity’s finances. At Westminster School this would be the Bursar & Chief Operating Officer.
- All staff on the senior leadership team (including non teaching)
- Teaching positions with departmental headship
- Trustees
- Governors
- Administration and Support staff who are Directors / Heads of a function or have significant budget and resource management responsibilities

Being disqualified means that a person cannot take on, or stay in, a senior manager position – even on an interim basis, unless the Charity Commission has removed (or “waived”) the disqualification.

Transfer of Undertakings (Protection of Employment) Regulations (TUPE) staff

Any staff who TUPE transfer into the School's staff will be required to undertake the statutory requirements with regard to safer recruitment checks.

If staff are transferred under TUPE their information will be passed to the new employer and a note made on the Single Central Register that details have been accepted under TUPE.

ADVERTISEMENTS

All vacancies will be advertised on the School’s website, job boards and via recruitment agencies as appropriate.

All advertisements will contain an appropriate safeguarding statement:

Westminster School is committed to safeguarding and to the protection of the welfare of children: all applicants must be willing to undergo Child Protection screening appropriate to the post applied for including with past employers and the Disclosure and Barring Service.

APPLICATION FORMS AND CHECKS

Pro forma applications

The School will only accept applications from candidates completing the relevant application form in full and this will be supplemented by the candidate's CV and covering letter. CVs, submitted solely, will not be accepted in substitution for completed application forms.

All applicants are required to declare whether they have the right to work in the UK.

All applicants will be required to provide sufficient reference details and a complete employment history from their time of their secondary education (or equivalent).

All candidates are required to sign a declaration that the information they have provided in their application form is accurate.

All internal applicants for externally advertised posts will need to follow the same process as that followed by external applicants including the submission of complete application forms. For posts that are exclusively internally advertised a covering letter and CV will be required.

Safeguarding responsibilities for candidates and the School

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 will receive a job description and person specification for the role for which they are applying.

Checks will be made of previous employment history to ascertain satisfactory reasons for any gaps in employment. These checks will then be checked against references and any discrepancies discussed with the candidate.

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 their suitability to work with children must notify the Head Master (WGS) / Master (WUS) and Director of People immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings they may receive.

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, Children's Services and / or other external agencies, such as DBS and the Teacher Regulation Agency.

INVITATION TO INTERVIEW

Shortlisting

The School will shortlist applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. At least two people will carry out the shortlisting exercise (usually independent of each other at the initial stage); consider any inconsistencies; look for gaps in employment and reasons given for them; and explore all potential concerns.

Shortlisted applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

References

The School may obtain references prior to interview for any post. This allows any concerns raised to be explored further with the referee and to be taken up with the shortlisted candidate at interview.

Interview panels

All formal interviews will have a panel of at least two but preferably three people chaired by a senior member of staff; there may be more than one panel interview. At least one person on any panel will have undertaken safer recruitment training.

The Chair of Governors will chair the panel for the Clerk's, Bursar & Chief Operating Officer's, Head Master's and Master's appointment. Other governors may assist with interviews for those applying for senior management roles.

For all interviews, 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, the Chair of the Nominations Committee should decide whether the Chair should withdraw from the panel.

The interview will be conducted in person (except where the prevailing conditions do not allow this to happen) and the areas which it will explore will include suitability to work with children including where appropriate, any discussion of information shared by a candidate in their self-declaration form. Typically, this section of the interview will be conducted by the Designated Safeguarding Lead (DSL) for members of the teaching staff or a senior manager for administrative and supportive staff; the discussion will explore safeguarding awareness and will typically also include a response to a safeguarding scenario.

Two-stage interview process

Where it is planned that there are to be two stages in the interview process (i.e.: a first-round interview and a second-round interview) with a reduced number of candidates at the second stage, then at least one calendar week should elapse between the first and second round interviews. This gap between the two stages will allow the HR Team to contact those candidates who have been successful in reaching the second round, give the interview panel time to reflect on the first-round interviews and all parties the opportunity to prepare for the second-round interviews.

Documents to be brought to interview

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g.: the original or certified copy of 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 and 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.
- Where applicable, proof of entitlement to work and reside in the UK.

Originals of the above are necessary. Photocopies or certified copies are not sufficient.

Reasonable adjustments

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

PRE-EMPLOYMENT CHECKS AND CONDITIONAL OFFER OF EMPLOYMENT

DBS checks

A successful applicant will be required to complete a disclosure form from the DBS for the position and, where appropriate, a check of the Barred List will be undertaken. Any offer of employment will be conditional on obtaining such satisfactory checks. Additionally, successful applicants should be aware that they are required to notify the School immediately if they are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration with the Teaching Regulation Agency.

Disqualification

The statutory guidance "Disqualification under the Childcare Act 2006" applies 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.

Staff and / or successful candidates who are disqualified from childcare or registration with the Teaching Regulation Agency 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 a waiver is confirmed. The Head Master (WGS) / Master (WUS) and Director of People should be consulted in such circumstances.

Early Years Recruitment

Westminster School has full regard to the statutory guidance *Disqualification under the Childcare Act 2006* and ensures compliance with all associated requirements.

The school will not knowingly employ or engage any individual in the management of, or to work within, its childcare provision who is disqualified under this legislation. This includes all staff and volunteers working in the EYFS and in the School's Later Years Provision for children under the age of eight.

All prospective staff members will be informed of the disqualification requirements prior to employment, and the school will maintain records of all disqualification checks on the Single Central Register (SCR).

The school will obtain a reference for any member of staff working in the Early Years Foundation Stage (including students and volunteers) before they are recruited. The school will not accept open references (to whom it may concern).

A reference will always be sought from the most recent employer where the applicant worked with children. If the applicant is not currently working with children, the school will seek a reference from the last employer where such work took place. If the applicant has never worked with children, a reference will be obtained from their current employer, training provider, or educational institution. The school will establish and document the reason for leaving the applicant's current or most recent post and will ensure that any safeguarding or conduct concerns are fully explored and satisfactorily resolved prior to confirming an appointment.

Prevent duty

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". This is 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. Accordingly, as part of the recruitment process, when an offer is made the offer may be subject to a Prevent duty risk assessment.

Self-declaration

All candidates will be asked to complete a self-declaration form in relation to their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records. Applicants will be asked to sign a declaration confirming that the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at the point of interview.

Conditional offer of employment requirements

Any offer to a successful candidate will be conditional upon:

- Receipt of at least three satisfactory references (if not already received) for teaching staff or two satisfactory references for administrative staff.
- Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK (if not already received).
- 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 that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012 and its successor body, the Teacher Regulation Agency. Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:
 - Planning and preparing lessons and courses for pupils.
 - Delivering and preparing lessons to pupils.
 - Assessing the development, progress and attainment of pupils.
 - Reporting on the development, progress and attainment of pupils.
- Verification of professional qualifications, including Qualified Teacher Status, where appropriate.
- For teaching posts, verification of successful completion of the statutory induction period (applies to those who obtained QTS after 7 May 1999).
- Where the successful candidate has worked overseas or been resident overseas for three consecutive months within the last 10 years, such further checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered. This shall include the candidate providing the School with proof of their past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which they have worked.
- Evidence of satisfactory medical fitness.
- Confirmation that the candidate is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006", or receipt of a signed self-declaration form showing that the candidate is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006".
- For a candidate to be employed into a senior management position as set out above under "Scope", receipt of a signed "senior charity manager positions: automatic disqualification declaration" confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities.
- 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 governors, senior managers, such as teaching Heads of Department, Housemasters and Heads of Year.

Health checks

It is the School's practice that a successful candidate must provide a completed pre-employment health declaration. The information contained in the declaration will then be held by the School in strictest confidence and processed in accordance with the Privacy Notice and Data Protection Policy. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, and/or layout of the School.

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.

REFERENCES

The School will seek references for shortlisted teaching candidates from at least three referees and will approach previous employers for information to verify particular experience or qualifications, before interview. Two references are required for administrative staff and internal applicants.

One of the references must be from the applicant's current or most recent employer. References must be received by the Director of People or their delegated nominee. 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 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 verify all references. Where references are received electronically, the School will ensure they originate from a legitimate source.

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.

DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

Type of disclosures

There are three levels of Disclosure: Enhanced, Standard and Basic. The Enhanced level is for posts involving a high degree of contact with children. In general, the type of work will involve regular caring for, supervising, training, or being in sole charge of children. This check involves an additional level of checking than the Standard Disclosure, in that it includes a check of Police records.

The School will only undertake checks on staff at the Enhanced level.

Processing application forms

The Director of People is the lead and counter-signatory. In their absence, the Bursar & Chief Operating Officer assumes this responsibility. The list of documents required by the Director of People from the applicant for completion of the application forms is at Appendix C.

DBS checks

The School will refer to “Keeping Children Safe in Education” in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request, or accessed here:

<https://www.gov.uk/government/publications/db-s-code-of-practice>.

There are limited circumstances where the school will accept a check from another educational institution and this can apply where the new member of staff (“M”) has worked in:

- A school or a maintained school in England in a position which brought M regularly into contact with children or young persons.
- 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.
- 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.

This will have taken place 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. A new, separate barred list check will be obtained.

DBS certificates

DBS certificates are issued to employees and not to the School; therefore such certificates are the property of the employee. Copies of certificates should not be requested or kept on employee files. The School will, however, require all new employees to show their certificate to a member of the HR team who will make a note on the personnel file and in the Single Central Register of the certificate number and date of issue.

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. A barred list check will still be required.

Recruitment of ex-offenders

The DBS Code of Practice states that employers should: “treat all applicants for positions who have a criminal record fairly and not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed. It also obliges them to have a written policy on the recruitment of such individuals, which can be given to all applicants for positions where a Disclosure is requested and to ensure that a body or individual at whose request applications are countersigned has such a written policy.” The School’s position statement is at Appendix D.

If disclosure is delayed

A short period of work is allowed under controlled conditions, at the Head Master’s (WGS), Master’s (WUS), Bursar & Chief Operating Officer’s or Director of People’s discretion; however, if an “enhanced disclosure” is delayed, they 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 application has been made in advance.

- With appropriate safeguards taken (for example, a written risk assessment is in place, signed by the line manager and Director of People, with the member of staff under direct supervision at all times).
- Safeguards reviewed at least every two weeks by the Director of People and the relevant line manager.
- The person in question is informed what these safeguards are.
- A note is to be added to the Single Central Register and evidence kept of the measures put in place.

Ensuring checks are complete before allowing a member of staff to work

It is vital that members of staff do not start in School until all of the relevant checks have been completed. There are very limited circumstances where a member of staff can begin work without all of the pre-employment checks being completed and only then when a risk assessment is in place and that the individual is supervised.

Line managers must never allow a potential new member of staff to begin work, even in a supervised capacity, without clearing this with the Director of People in advance. Pre-employment checks can take some time to complete and the recruitment of a new member of staff must be planned as far in advance as possible.

Retention, security of records and data protection obligations

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 the School's Data Protection and Records Management Policies. Copies of DBS certificates will not be taken or retained on file.

The School will comply with its data protection obligations in respect of the processing of criminal records information.

APPENDIX A

RECRUITMENT PROTOCOL

STAGES IN THE RECRUITMENT PROCESS	NOTES
Formal request to appoint on an authority to Recruit form, signed off by the Senior Management Committee (SMC) at the Great School or the Senior Management Team (SMT) at the Under School	
HR sets up a file in the MS Teams Recruitment site,	
<p>Hiring manager proposes the following:</p> <ul style="list-style-type: none"> • Job description. • Person specification. • Draft job advert. <p>To be agreed and signed off by a member of SMC / SMT and HR.</p>	Template documents are available from HR.
<p>Identification of the recruitment cycle:</p> <ul style="list-style-type: none"> • Timetable for the selection process <ul style="list-style-type: none"> ○ Closing date (advert has a closing date of at least eight working days from its first appearance in external media). ○ Shortlisting date ○ Date for interviews. • Membership of interview panels. • Washup arrangements. <p>For <u>academic posts</u>: the PA to the Under Master (WGS) / PA to the Master (WUS) proposes all dates and times. For <u>senior admin and support posts</u>: the Bursar & Chief Operating Officer's PA proposes all dates and times. For all <u>other admin and support posts</u>: the hiring manager proposes the dates and times.</p> <p>The timetable for the selection process should include the closing date; shortlisting date, the date candidates will be invited for interview, and the date and arrangements for interview. A wash up meeting with all panel members should be organised shortly after the interviews have concluded.</p> <p>For the Great School academic posts, once agreed with the Deputy Head (Academic); Head of Department, Human Resources, the Head Master's PA and the SMC secretaries, the dates are put into the calendar. For the Under School academic posts, once agreed with the Deputy Master, Head of Department, Human Resources and the Master's PA, the dates are put into the calendar.</p>	For some posts, a long list of up to 10 candidates may be interviewed online with at least two interviewers involved.
<p>For <u>academic posts</u>, the interview day should consist of the following elements:</p> <ul style="list-style-type: none"> • Interview panels (diversity should be represented across these panels in line with best practice): <ul style="list-style-type: none"> ○ Panel 1: Head Master (WGS) / Master (WUS), Deputy Head (Academic) / Deputy 	<p>There will be a bank of standard questions to cover:</p> <ul style="list-style-type: none"> • Safeguarding

STAGES IN THE RECRUITMENT PROCESS	NOTES
<p>Master and Head of Department with coverage to include:</p> <ul style="list-style-type: none"> ▪ Subject knowledge ▪ Teaching experience ▪ Explanation of any gaps in employment history. <p>○ Panel 2: Under Master (DSL) (WGS) / Deputy Master (DSL) (WUS) and one other member of the SMC / SMT or representative from HR with coverage to include:</p> <ul style="list-style-type: none"> ▪ Safeguarding including a response to a scenario ▪ Pastoral ▪ Co-curriculum. <p>If the appointment does not have tutorial or extra-curricular responsibilities, it may be that the Under Master (DSL) (WGS) / Deputy Master (DSL) (WUS) has a follow-up interview with the preferred candidate to explore safeguarding matters.</p> <ul style="list-style-type: none"> • For sciences and languages (for example where there is more than one Head of Department involved) additional meetings / interviews may be required. • Observed lesson(s) - two lessons may be appropriate if the post covers two subjects (e.g.: French and German). • At the Great School, tour of the School with at least two Upper School pupils who have a free period in the tour slot. The Director of Upper School will collate pupils' comments and feed them back at the washup meeting. • At the Under School, tour of the School with a member of staff. The Master's PA will collate comments and feed them back to the Master for the washup meeting. • Opportunity to meet other members of the department (usually over lunch). <p>For <u>admin and support staff posts</u>, the interview day should consist of the following elements:</p> <ul style="list-style-type: none"> • The hiring manager / Bursar & Chief Operating Officer's PA (depending on the post) should propose an interview schedule both appropriate to the level of post being recruited, and also sufficiently comprehensive to allow candidates to form a clear impression of the School and the challenges / requirements of the role. Any interview panel should consist of at least two, preferably three members of staff. • Tour of the School with another member of the admin and support staff • Opportunity to meet other members of the department (usually over lunch). 	<ul style="list-style-type: none"> • Equity, Diversity and Inclusion (in line with our values) • Health and safety • Prevent.

STAGES IN THE RECRUITMENT PROCESS	NOTES
<p>All posts will be uploaded to the School website.</p> <p>All external academic posts will be advertised in The Times Educational Supplement.</p> <p>Included in the advertisement on the Schools' website will be the following phrasing:</p> <p style="text-align: center;"><i>If you have not heard from the School within three weeks of the closing date, you may consider that your application has been unsuccessful. Please do not let this dissuade you from applying to the School again if you see a post which interests you and you feel that you have the majority of the skills and attributes for the post which are contained in the person specification.</i></p> <p>With the assistance of the hiring manager, HR will review additional places to advertise the job:</p> <ul style="list-style-type: none"> • Use of agencies. • Speciality websites. • Specialist journals. • University departments. 	<p>Only members of the HR team should deal with agencies and rates need to be agreed and approved by the Director of People before an agency is retained.</p>
<p>The job description and link for potential candidates to complete and submit their application via a candidate management system (Tribepad) is posted via the School's website.</p>	<ul style="list-style-type: none"> • Job details which include the job description and person specification. • Application form (included as part of their online submission to the candidate management system). • Safeguarding Policy (which includes information about child protection). • Safer Recruitment Policy (excluding Appendix A – Recruitment Protocol). • Data Protection Policy
<p>Candidates submit their applications via the candidate management system.</p>	<p>The candidate management system is monitored by the Recruitment Officer.</p>
<p>The candidate management system monitors the progress of candidate's applications and notifies candidates if their application is incomplete.</p>	<p>CVs on their own will not be accepted nor will only partially completed application forms.</p>
<p>Should prospective candidates have technical difficulties with the candidate management system and not be able to submit an application via this route, they can submit an application form, CV and covering letter to recruitment@westminster.org.uk.</p>	<p>Candidates notify recruitment, via email, that they are struggling to submit their application via Tribepad. The recruitment officer then sends the candidate an electronic copy of the application form for them to complete and return</p>

STAGES IN THE RECRUITMENT PROCESS	NOTES
HR responds to any applicants who have sent in incomplete applications.	CVs on their own will not be accepted nor will only partially completed application forms.
HR place complete applications in the correct MS Teams folder for review by hiring manager and panel members.	Panel members are advised initially to categorise applications as: A: Definitely shortlist B: Need to discuss C: Do not shortlist
HR informs the hiring manager when the closing date has been reached and that all of the applications are stored in the appropriate shared folder.	
Panel shortlists: ideally, four candidates are shortlisted with two candidates as backup.	
HR updates the relevant MS Teams folder to reflect shortlisting.	
<p>Interview timetable is confirmed following a discussion between HR, PA to the Under Master (WGS) / PA to the Master (WUS) and the hiring manager.</p> <p>For <u>academic posts</u>:</p> <ul style="list-style-type: none"> • The interview plan should provide each candidate with a reasonable programme of activity and with someone to look after them during any (short) gaps. Candidates should be based in the Common Room between activities and chaperoned backwards and forwards from there. • The Recruitment Officer liaises with the Deputy Head (Academic) / Deputy Master to produce the timetable. • Interview panel members will be given access to copies of all application forms, CVs and covering letters. • HR will notify Reception of interviewees. • The Head of Department should contact the candidates at least two calendar days before the interview to inform them about the content of the lesson they will be expected to deliver. • The Recruitment Officer emails through a copy of the candidate's schedule, including details for the lesson observation. • After the interviews, a wash-up is chaired by the Head Master (WGS) / Master (WUS) or Bursar & Chief Operating Officer or the relevant hiring manager. <p>For <u>admin and support posts</u>:</p> <ul style="list-style-type: none"> • It is likely that candidates will not be seen as a group and that arrangements can be made between the hiring manager and their department to host candidates. 	<p>A template form should be used to record lesson observation requirements.</p> <p>A template form should be used by observers to make notes of a teaching observation.</p> <p>All candidates should be given the same length of time to prepare for their observed lesson</p>

STAGES IN THE RECRUITMENT PROCESS	NOTES
<ul style="list-style-type: none"> Depending upon the level of the post, it may be appropriate for candidates to undertake a practical exercise related to the skills required of the postholder. 	
<p>HR calls shortlisted candidates for interview:</p> <ul style="list-style-type: none"> Emails shortlisted candidates informing them of interview times and arrangements. Informs candidates of the documents they must bring to interview. HR needs to prepare to photocopy documents in line with the interview timetable. <p>For <u>academic posts</u>, in accordance with KCSIE, references are required in advance of interviews. HR encourages shortlisted candidates to engage with their referees to ensure that referees respond quickly.</p>	<p>Advertisement to state that if a candidate has had no contact within three weeks, they should presume that their application has been unsuccessful.</p>
<p>Any candidate who indicates that they are unable to attend for interview on the designated date, may be offered an alternative interview date at the discretion of the recruiting manager and also accounting for the school year (e.g.: during term-time).</p>	
<p>HR produce salary assessments and forward to Head Master (WGS) / Master (WUS) or senior manager.</p>	<p>Salary assessment form is required.</p> <p>Teaching staff on salary scales. Admin and support staff on spot salaries, as per the job description.</p> <p>Senior managers (SMC / SMT members) are either on the teaching salary scale or on spot salaries depending on the post.</p>
<p>At the washup, feedback is received from all parties.</p> <p>The hiring manager (or where relevant their PA or administrative support) will collate each interviewer's notes of the interview and send them to HR for retention.</p>	
<p>After the washup, the Head Master (WGS) / Master (WUS), Bursar & Chief Operating Officer or hiring manager informs the successful candidate by telephone.</p> <p>The School does only gives feedback to applicants who have been shortlisted and interviewed.</p> <p>Ideally, unsuccessful interviewees should be informed that they have been unsuccessful in their application by a member of the interview panel.</p> <p>Feedback to unsuccessful interviewees should ideally be given by a member of the interview panel about a week after the interviewee has been informed that they have been unsuccessful at interview.</p>	
<p>Conditional offer letters will be prepared by HR and sent by Head Master (WGS) / Master (WUS) for teaching staff; by HR for admin and support staff.</p>	<p>Documents to include:</p> <ul style="list-style-type: none"> DBS disclosure form

STAGES IN THE RECRUITMENT PROCESS	NOTES
	<ul style="list-style-type: none"> • Template contract of Employment • Health declaration and questionnaire
<p>For <u>admin and support posts</u>, HR encourages the successful candidate, after they have been conditionally offered the post, to engage with their referees to ensure that referees respond quickly, if they have not already been received.</p>	
<p>For <u>teaching staff</u>: HR immediately begins and engages the successful candidate in the process, and conducts externally sourced online searches of the applicant, and conducts online searches of the applicant. For <u>admin and support staff</u>: HR immediately requests references, begins checks and engages the successful candidate in the process, and conducts externally sourced online searches of the applicant.</p>	

APPENDIX B

STAFF AND VISITORS TO THE SCHOOL

All non-pupils over the age of 18 that come onto the School grounds fall into one of two groups.
Group 1: School Community or Group 2: Visitors.

GROUP 1

This group includes:

- Teaching staff
- Administrative and support staff
- Governors
- Visiting music teachers
- Visiting drama teachers
- Sports coaches
- Non-staff School residents over the age of 16 who have access to areas used by pupils
- Temporary (will be visiting the School repeatedly over a period of weeks) departmental assistants e.g.: set designers, life models
- Nominated call-out contractors who attend the School regularly during term time
- Volunteers who have unsupervised access to pupils.

Everyone who comes under Group 1 requires an Enhanced DBS check prior to starting work. This group is likely to be engaged in regulated activity. The Safeguarding Vulnerable Groups Act 2006 defines regulated activity as “if the activity is carried out frequently by the same person” or if the “period condition is satisfied”. The period condition refers to the person carrying out the activity does so at any time on more than 3 days in any period of 30 days.

Non-resident members of staff may start work prior to the DBS being completed with the permission of the Bursar & Chief Operating Officer / Director of People on the basis that they are never left unsupervised with children. In these circumstances, a Risk Assessment should be completed by the line manager, countersigned by the Director of People and reviewed every two weeks until satisfactory DBS clearance is received and the certificate has been verified by a member of HR. Supervision of staff on a Risk Assessment may be undertaken by members of staff or contractors who are fully cleared to work in the School.

Staff resident in boarding houses and other buildings that share access with pupils must have completed the DBS process before they start work.

GROUP 2

This Group includes:

- Prospective parents
- Visiting speakers/teachers (for one off events)
- Other contractors not on the School’s main list
- Former pupils (OWW) attending events / meetings / being given a tour of the School
- Volunteers who will not have unsupervised access to pupils.

Visitors to the School (Group 2) will not be DBS checked and should be escorted at all times in accordance with the School’s Health and Safety: Visitors Policy.

APPENDIX C

DBS IDENTITY CHECKS

INTRODUCTION

Original documents must be produced for the identity check. At least one document must verify the applicant's current address and one document should display the applicant's date of birth with picture confirmation of identity.

DOCUMENTS

Route A

The applicant must be able to show:

- One document from Group 1, below
- Two further documents from either Group 1, or Group 2a or 2b, below

At least 1 of the documents must show the applicant's current address.

Route B

If the applicant does not have any of the documents in Group 1, then they must be able to show:

- One document from Group 2a
- Two further documents from either Group 2a or 2b

At least one of the documents must show the applicant's current address.

Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence – photocard with paper counterpart	UK, Isle of Man, Channel Islands and EU (full or provisional)
Birth certificate – issued within 12 months of applicant's birth	UK and Channel Islands – including those issued by UK authorities overseas, e.g.: embassies, high commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2a: trusted government documents

Document	Notes
Current valid driving licence – photocard (if you were issued a paper counterpart but do not give it to your checker)	All countries (full or provisional)
Current valid driving licence – paper version	UK, Isle of Man, Channel Islands and EU (full or provisional)
Birth certificate – issued within 12 months of applicant's birth	UK and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

Group 2b: Financial and social history documents

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, e.g.: pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only – valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK – not mobile telephone bill	Issued in last 3 months
Benefit statement, e.g.: Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, e.g.: from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card	N/A	Must still be valid
Cards carrying the PASS accreditation logo	UK and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK: for 16 to 19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided	Must still be valid

EXTERNAL VALIDATION

The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

ONLINE CHECKS

Individuals required to appear on the School's Single Central Record (SCR) must undergo online checks. The School uses a third party company called socialmediacheck.com which has software that thoroughly checks all online profiles, highlighting any potential issues. The School's main concern and priority is the safeguarding and wellbeing of all pupils and staff and will make judgement calls if anything is raised that may be considered harmful to pupils or the School's reputation.

APPENDIX D

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 them 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 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, Children's Services and / or other external agencies, such as DBS and the Teacher Regulation Agency.

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 also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the statutory guidance "Disqualification under the Childcare Act 2006".

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, Children's Services and / or other external agencies, such as DBS and the Teacher Regulation Agency 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
- 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.
- Whether the conviction or caution is "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes, it will not be taken into account).
- 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.
- In the case of disqualification from providing childcare, whether the applicant has or is able to obtain a waiver from disqualification.
- 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.