

# Staff safer recruitment and selection policy

Action	Policy to be reviewed as required and at least annually		
	Owner	Date	Completed
Review	K Kerr	September 2018	✓
Approved	Board of Governors	25 June 2019	X

To next be reviewed/approved by governors on 25 June 2019

To be published on the following:	
Staff Portal	✓

## **Principles**

St Paul's Girls' 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 equally and consistently
- to ensure that no job applicant is treated unfairly on any grounds including:
  - age
  - being or becoming a transsexual person
  - being married or in a civil partnership
  - being pregnant or having a child
  - disability
  - race including colour, nationality, ethnic or national origin
  - religion, belief or lack of religion/belief
  - sex
  - sexual orientation
- to ensure compliance with all relevant legislation and statutory guidance including the statutory guidance published by the Department for Education (DfE) Keeping Children Safe in Education (the **Guidance**), the Prevent Duty guidance for schools published by the DfE and any codes 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
- to ensure compliance with all relevant legislation and guidance issued by the Home Office in relation to the employment of staff with the right to work in the UK.

The general principles of this policy apply to all school employees, Governors, agency workers, contract workers and volunteers (see also the Volunteer Management policy). Specific arrangements apply for each category as appropriate. Separate policies apply to building contractors which relate to the specific project. Provisions for visitors, including visiting speakers, are addressed in the Visitors policy.

## **Policy**

Recruitment and selection decisions are based on objective, pre-determined job related criteria as defined by the job description and person specification, in line with the School's equal opportunities policy and current legislation.

- All vacancies must be advertised other than for short-term or casual positions where it may be more appropriate to use agency staff or other means to identify a suitable worker.
- All externally advertised vacancies will be placed on the School's website and other external recruitment methods may also be used eg recruitment agencies or advertisements placed in appropriate publications, journals and websites.
- All external advertisements must comply with the School's house-style, be approved by either the High Mistress or Director of Resources, or representative, and be placed through the Human Resources (HR) team.

- Advertisements will conform with all current legislation and the School's equal opportunities policy. Advertisements will include a prominent reference to safeguarding.
- Most advertised posts will be open both to internal and external candidates. Where this is not the case it will be made clear. Internal only vacancies should be brought to the attention of staff by an appropriate means. Vacancies may be ring-fenced to a particular group of staff – eg in a re-deployment situation.
- Details relating to safeguarding and the requirement for DBS checks will be included with the details of the post.
- Sufficient information will be obtained from the applicant's original application to enable short listing against objective criteria.
- Although other staff may be involved in meeting candidates informally or observing teaching, only staff trained in the School's recruitment and policy procedures will be involved in the selection process and any decision making. Staff involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.
- All applications will be treated confidentially and circulated or discussed only with those involved in the recruitment process.
- The School aims to provide a positive and valuable experience for all candidates who attend for interview, which gives worthwhile professional development experience, whether or not they are eventually offered employment.
- All teachers will meet with the High Mistress or her nominated representative before being offered a position.
- The final decision on any offer of employment rests with the High Mistress Director of Resources or Director of Operations. They may delegate this authority for a specific post if necessary.
- Only the High Mistress or the Director of Resources can make a formal written offer of employment. The normal delegations for signature apply.

### **Data protection**

The School is legally required to carry out the pre-appointment checks detailed in this procedure. Staff and prospective staff will be required to provide certain information to the School to enable the School to carry out the checks that are applicable to their role. The School will also be required to provide certain information to third parties, such as the Disclosure and Barring Service and the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership (NCTL)). Failure to provide requested information may result in the School not being able to meet its employment, safeguarding or legal obligations. The School will process personal information in accordance with its Staff Privacy Notice.

### **Recruitment Procedure**

Effective recruitment is part of the process of ensuring that we have the right person, in the right place, at the right time. Final responsibility for recruitment rests with the senior management team. However, the involvement of line managers is crucial. By ensuring that all positions are filled by the candidate with the best skills, experience and knowledge, the School will continue to grow and succeed. A recruitment check list is attached as appendix 3 (*page 16*). The HR department will support the recruitment process; providing advice and guidance to managers as required and facilitating the recruitment experience for all candidates to

uphold the School as a preferred employer.

## **1. Defining the role**

### **1.1 Job analysis**

Before recruiting for a new or existing role, it is important to review information about the nature of the role, for instance:

- The content of the role (e.g. tasks)
- The outputs required by the role holder
- How the role fits with the departmental and School structure
- The skills and attributes needed to perform the role effectively
- Any safeguarding or child protection issues or risks specific to the role.

The information from this analysis should then be used to form the basis of the job description and person specification.

New and replacement appointments are also an opportunity to consider whether roles are still necessary or structured in the best way:

- Is a direct replacement needed?
- Can the work (or part of it) be re-allocated?
- Could the role be done on a part-time or term-time only basis?
- Could this role be a development opportunity for internal applicants?
- Do future changes or uncertainty mean that a fixed term appointment should be considered?

### **1.2 Job description**

A job description is an outline of the role that is to be performed. It explains the job to the candidates and helps the recruitment process by providing a clear guide to all involved about the requirements of the job.

The job description should be a straightforward description of the key duties and responsibilities associated with the role. It should state the reporting lines for the role holder and detail his or her direct reports. The job description should be unambiguous but not defined so tightly there is no space for flexibility. For more senior roles it is often more useful to think about the required outputs rather than the tasks that the person will need to undertake.

Templates and previous examples of job descriptions are available from the HR office.

The job description should also be used to communicate expectations about performance to employees and managers to ensure effective performance in the job.

Any specific safeguarding responsibilities should be included in the job description.

### **1.3 Person specification**

A person specification or job profile states the necessary and desirable skills, experience and qualifications for an individual to carry out the role effectively. The use of a fair and objective person specification helps to reduce the risk of subjective judgements in the decision making process and therefore the potential for discrimination. It is a useful tool in ensuring that the decision can be justified if challenged.

The criteria should be:

- Genuinely relevant and necessary for the performance of the role.
- Possible to test or measure
- Classified as either 'essential' or 'desirable'. Essential criteria are those elements that are indispensable if the role is to be carried out to the required standard and include an appropriate approach to safeguarding. They specify the minimum standard required and should be used as a basis for the rejection of unsuitable applicants.

Desirable criteria are those that would enhance the applicant's ability to carry out the role but a lack of one or more of them would not mean that the person was unappointable. Desirable criterion will form the basis of the final decision. The appointment panel should think about which of the desirable criteria are the most important and avoid developing a person specification which over emphasises things which are of relatively minor importance.

- Justifiable and avoid having a disproportionate adverse impact on a particular group unless the particular criteria can be justified. For example, particular care should be taken over requirements such as working outside of the core hours, lifting heavy objects or undertaking lots of travel. All of these will be justifiable for some roles but not for others and may be seen as discriminatory.
- A person specification template is available from the HR office. For teaching and some management and administrative roles the job description and person specification are amalgamated into a single document.

#### **1.4 Authority to recruit**

An Authority to Recruit Form (Appendix 2, *page 13*) must be completed prior to advertisement for all appointments and prior to any offer of employment for casual workers. The form must be signed by the High Mistress or Director of Resources as appropriate and then sent to the HR department along with the job description, person specification and any other supporting documents.

No appointments will be progressed until the Authority to Recruit Form is completed.

#### **1.5 Attracting applications**

All advertisements should be placed through the HR office. The HR team will discuss the most appropriate methods of attracting applicants and take any actions required to put these in place. Alongside advertising, using networks and contacts to draw a vacancy to the attention of potential applicants can be very effective. Care should be taken not to mislead possible applicants into thinking that an informal contact guarantees an interview.

### **2. Managing the application process**

All applicants will receive appropriate guidance through the School website as to how to apply for a vacancy. This will normally include the following:

- Information on how to apply for the advertised post
- An application form and explanatory notes about completing the form and the recruitment process (for both teaching and non-teaching staff)
- A job description and person specification, usually within the further particulars for the post
- The School's Safeguarding (child protection) policy
- The School's Policy Statement on the recruitment of ex-offenders (Appendix 1, *page 12*)
- The School's Policy Statement on the Secure Storage of Data
- Information on the Enhanced Disclosure and Barring Service Certificate (DBS)
- The School's Equality Monitoring Form
- St Paul's Girls' School Salary Scale (teaching staff only)

If applicants require further assistance they can e-mail the HR Department on [hr@spgs.org](mailto:hr@spgs.org) or call the dedicated recruitment telephone line 0207 605 4875.

All applicants are asked to complete an application form (and where appropriate to include a CV) which asks for two referees. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. A CV will not be accepted in place of the application form unless stated in the further particulars or advertisement. This would usually only apply to internal vacancies.

### **3. Selecting candidates**

The selection of candidates is undertaken by an appointments committee, which will normally consist of the High Mistress or Director of Resources or their delegate, other senior members of staff, the line manager for the post and where appropriate, external experts in the relevant field. At least one member of staff involved in the recruitment interviewing must have completed Safer Recruitment training.

Selecting candidates involves two main processes:

1. shortlisting
2. assessing applicants by interview and other tests as necessary to decide who should be offered a job.

The HR team will provide a list of the candidates for shortlisting.

Interviews will normally be conducted by more than one person. Safeguarding questions will be addressed to all applicants and any concerns put before the appointments committee. The selection process itself should involve a variety of assessment techniques.

All applicants for teaching roles will be asked to teach a lesson, observed by at least one other person, usually the Head of Department and/or the Senior Deputy, Director of Studies.

Selection decisions should be made after using a range of tools (such as teaching lesson observation; competency interviews; ability tests) appropriate to the time and resources available. Care should be taken to use techniques which are relevant to the job and the business objectives of the School. All tools used should be validated and constantly reviewed to ensure their fairness and reliability.

### **4. References**

HR will normally take up references on all staff before interview and always before a job offer is finalised.

All offers of employment will be subject to the receipt of a minimum of two references, which are considered satisfactory by the School. One of the references 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 reference should be from the employer with whom the applicant most recently worked with children if applicable. 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. Referees will be sent a copy of the job description and person specification for the role for which the applicant has applied. If the referee is a current or previous employer, they will also be asked to confirm:

- the applicant's dates of employment, salary, job title / duties, reason for leaving, performance, 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 there have been any concerns in relation to the Prevent Duty.

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.

Should there be any discrepancies or inconsistencies in the information or issues that raise concern the relevant referee will be contacted by telephone and a note (including the date of the conversation) will be made on the file. The issues will also be taken up with the applicant at interview.

References will be signed by the Chair of the interview panel, the High Mistress or Director of Resources on acceptance that they are satisfactory. Once an offer of employment has been made references provided for the successful candidate will be verified by telephone either by the High Mistress or the HR department.

## **5. Making the appointment**

In accordance with the requirements set out in the Statutory Guidance, and the requirements of the Independent Schools Standards, the School carries out a number of pre-employment checks in respect of all prospective employees, whether permanent, fixed term or casual, and visiting music teachers. (See also 6, 7 and 8 below for arrangements relating to Contractors and agency staff, Governors and Self-employed workers).

### **5.1 Verification of identity and qualifications**

All applicants who are invited to an interview will be required to bring the following evidence of identity, right to work in the UK and qualifications:

- Passport (with visa if required), European ID card or birth certificate and other photo ID
- Original documents confirming any educational and professional qualifications referred to in their application form.

The School asks for the date of birth of all applicants (and proof of this) in accordance with the Guidance. Proof of date of birth is necessary so that the School may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate on the grounds of age.

### **5.2 Disclosure and Barring Service Check**

Due to the nature of the work, the School applies for an enhanced disclosure from the Disclosure and Barring Service (DBS) in respect of all prospective staff members, governors and volunteers (with the exception of those volunteering for a supervised, one-off event). The engagement of volunteers is covered in more detail in the volunteer management policy. Enhanced disclosures are completed by the DBS in line with the prevailing legislation. Further details about DBS checks are available at <https://www.gov.uk/disclosure-barring-service-check/overview>

In addition to the documents required above, documents confirming address details will be requested before the DBS certificate application can be made.

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

DBS certificates should be received no more than three months in advance of the person starting work and the applications will be made at an appropriate time following appointment.

Where an applicant has subscribed to the DBS Update Service they will be required to produce the DBS certificate linked to that subscription. The School will check the certificate matches the applicant's identity and, with the applicant's consent, undertake an online Update Service check in place of making a new DBS application. Should the Update Service check reveal any change to the original DBS certificate, then a new DBS will be applied for. The School may choose not to obtain a new DBS check if the applicant has been working in a School in England in a post which brought them into regular contact with children in the three months prior to beginning work at St Paul's. This will be at the discretion of the School's designated person for child protection, the Director of Resources or the High Mistress.

### **5.3 Barred List Check**

The School will commit an offence if it permits an individual to work in regulated activity where it knows or has reason to suspect that a person is barred. As the School is a 'specified place' under the Safeguarding Vulnerable Groups Act 2006 all of its employees are deemed to be in regulated activity where the work is done regularly ie on more than three occasions in a 30 day period or once a week or more.

The majority of staff in the School are engaged in regulated activity and therefore require a barred list check in addition to the enhanced DBS certificate. The application will be made as part of the DBS check, or separately, before the person starts working in the School, see below. Governors and volunteers will not necessarily require barred list checks. It is unlawful for the School to obtain a barred list check where the person is not working in regulated activity.

### **5.4 Starting Work Without an Enhanced DBS Certificate**

If there is a delay in receiving a DBS certificate, the High Mistress has discretion to allow an individual to begin work pending receipt of the disclosure. The HR department is responsible for completing the Risk Assessment form if this is then deemed necessary. This will only be allowed if all other checks, including a check of the Children's Barred List (if engaged in regulated activity) where appropriate, have been completed, and once appropriate supervision has been put in place. The Risk Assessment form must also be completed for any one off volunteers or visiting professionals who are **not** engaged in regulated activity.

### **5.5 Checks on People who have Worked or been Resident Overseas**

Criminal records checks will be requested for applicants with periods of overseas residence exceeding three months since the age of 16. Overseas checks will be made in accordance with the guidance provided for each country on the Home Office Gov.UK website. Applications for overseas checks must be made before somebody starts work. Where a check is not received before the start date the applicant will be required to delay starting work unless the school is able to undertake additional checks in advance of the start date. The applicant may then be permitted to work, under supervision, until the necessary clearance documentation can be obtained.

### **5.6 Prohibition of Teaching Check and EEA Teaching Restriction Check**

All teaching staff will be checked for prohibition orders using the Employer Access Online Service before starting work. This service is provided by the Teaching Regulation Agency. Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership (NCTL)). EEA restrictions are also checked on this site. These do not prohibit a teacher from working in England and require the School to investigate further before making a decision about the appointment.

### **5.7 Prohibition from Management of an Independent School (Section 128 Education and Skills Act 2008)**

All governors, senior managers and academic heads of departments appointed since 12 August 2015 will be checked against the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership (NCTL) list or through the Disclosure and Barring Service to identify any section 128 directions made by the Secretary of State. The School will carry out checks for such directions when appointing applicants into management positions from both outside the School and by internal promotion. The School will assess on a case by case basis whether the check should be carried out when appointments are made to teaching and support roles which carry additional responsibilities.

As directed by the Department for Education. Managers who are teachers must be checked by the DBS and against the Teaching Regulation Agency list. Non-teaching SMT must be checked by the DBS and governors not in regulated activity must be checked against the Teaching Regulation Agency list.

### **5.8 Verification of Right to Work in the UK**

All staff will have their right to work in the UK verified in accordance with the Home Office requirements BEFORE starting work. Details of the verification checks are included in Appendix 4 (page 17).

These checks apply to short-term casual staff and those who may consider themselves to be self-employed, regardless of whether they are being supervised for safeguarding purposes. Any manager engaging a temporary staff member must ensure the checks are completed. In some cases it may be possible for the School to obtain the necessary right to work for a prospective member of staff who does not currently have the right to work in the UK but there are strict processes to be followed. Any such applications must be made through the HR department.

### **5.9 Disqualification from acting as a charity trustee or senior manager**

#### **Background**

Under the Charities Act 2011 it is a criminal offence for a person to act as a trustee or senior manager of a charity when disqualified from doing so. The Charities Act 2011 sets out the grounds on which a person can be disqualified from acting as a trustee or senior manager. These include various spent and unspent criminal offences and other sanctions.

#### **Who is covered**

A person is considered to be a charity trustee if they are one of the people who have general control and management of the administration of the charity. In an independent school the trustees will typically be the governors of the school.

Senior managers include those employees who report directly to the charity trustees or have responsibility for the overall management and control of the charity's finances. At the School the disqualification rules will be applicable to all governors, the Head / Principal, Bursar and potentially other senior staff who report directly to the governors.

#### **Self-declaration**

All those who are covered by the disqualification rules are required to complete a self-declaration form to confirm whether, to the best of their knowledge, they are subject to any of the disqualification criteria.

A failure to disclose relevant information, or the provision of false information, which subsequently comes to the School's attention may result in the termination of an appointment as a governor or senior manager or the withdrawal of an offer of employment and may also amount to a criminal offence.

All those who are required to complete a self-declaration form are also under an ongoing duty to inform the School if there is a change in their circumstances that results or may result in them becoming disqualified from acting as a governor or senior manager.

#### **Waiver**

A person who discloses that one or more of the disqualification criteria is applicable to them may apply to the Charity Commission for a waiver of the disqualification.

The School may at its absolute discretion withdraw an offer of employment for a senior manager or cease or terminate an appointment to the governing body if a waiver application becomes necessary or is rejected by the Charity Commission. The School is under no obligation to await the outcome of a Charity Commission waiver application before taking such action.

## **6. Agency staff and contractors**

Agencies and contractors who supply staff to the School must complete the same pre-employment checks which the School would otherwise complete for its staff. The School will require written confirmation that these checks have been completed by the agency before an individual can commence work, and the School will independently verify the identity of staff supplied. The fact that written confirmation has been completed by the agency must be recorded on the Single Central Register.

For staff supplied by agencies, the DBS certificate must be under three months old when the assignment commences, unless the worker has been engaged in a school during the previous three months. An older certificate will be accepted if the worker is subscribed to the Update Service, and the certificate can be verified and confirmed as still accurate by the School.

Where the third-party employer does not undertake enhanced DBS checking (eg agencies supplying temporary office staff), the School will obtain an enhanced DBS disclosure as soon as reasonably practical and ensure that individuals are checked against the Barred List (if working in regulated activity) and supervised at all times. The line manager is responsible for completing the Risk Assessment Form.

For health and safety reasons, the majority of building works are carried out when pupils are not on site. Emergency repair contractors are appropriately supervised by a member of staff. In the event that building contractors have access to areas where unsupervised contact with children is possible, the School undertakes DBS checks on the contractor or requires the company to confirm that checks have been undertaken. Photographic identification is checked on arrival at the School. More detailed documentation relating to checks required for building contractors is issued on a contract by contract basis.

## **7. Governors**

The Chair and members of the School's governing body will be subject to checks including DBS with barred list check, overseas convictions check, where relevant, identity and right to work checks, Charity Commission register of removed trustees checks, Companies House register of disqualified directors checks and Insolvency register checks. The School will also seek confirmation that governors are not prohibited from leadership and management or prohibited from teaching.

Governors are also required to complete an HMRC fit and proper person declaration required under the Finance Act 2010 and a self-declaration form to confirm whether, to the best of their knowledge, they are subject to any of the disqualification criteria in the Charities Act 2011 (see para 5.9).

## **8. Self-employed workers**

The School will expect a self-employed worker to undergo the same pre-employment checks as it would complete for its staff before work can commence at the School. The worker will be required to provide valid proof of identity, right to work and qualifications and to supply references and confirmation of their medical fitness. Where the worker cannot obtain an enhanced DBS certificate the school will apply for this, with barred list check if appropriate.

Workers claiming to have self-employed status must provide supporting evidence and must also satisfy the criteria of HMRC to enable the School to pay them. The government's employment status checker <https://www.gov.uk/guidance/check-employment-status-for-tax> will be used by the School to determine how individuals can be paid.

## **9. Medical fitness**

The School verifies the medical fitness of anyone to be appointed to a post at the School, **after** an offer of employment has been made but **before** the appointment is confirmed. It is the School's practice that all applicants to whom an offer of employment is made

complete a Declaration of Fitness form. Where any concerns are identified, completion of a Health Questionnaire may also be required for review by the School's medical officer. The information from both the Declaration of Fitness form and Health Questionnaire will be considered against the Job Description and the Person Specification for the particular role where necessary, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extra-curricular activities, layout of the School etc. If the School's medical officer has any doubts about an applicant's fitness the School will consider reasonable adjustments in consultation with the applicant. The School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

### **10. Employment offer**

Offers of employment will be made in writing once the final details have been cleared by the High Mistress or Director of Resources. All offers are made conditional to the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment
- proof of qualifications where appropriate
- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory
- the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory
- confirmation that the applicant is not named on the Children's Barred List where appropriate
- overseas police checks or other overseas checks where required
- verification of the applicant's medical fitness for the role from the School's medical officer
- verification of the applicant's right to work in the UK
- confirmation that there is no prohibition order issued by the Secretary of State (for teaching staff)
- confirmation that there is no EEA authority restriction on teaching (for teaching staff)
- confirmation that there is no prohibition from management of an independent school order issued by the Secretary of State (for governors, SMT and academic heads of departments.)

All offers of employment are agreed either by the High Mistress or the Director of Resources.

### **11. Retention of records**

The School has currently suspended any destruction of historic staff files in light of the guidance issued by the Independent Inquiry into Child Sexual Abuse (IICSA).

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

### **12. Queries**

If an applicant has any queries on how to complete the application form or any other matter he / she should contact the HR Manager at [hr.spgs.org](mailto:hr.spgs.org).

### **Policy statement on the recruitment of ex - offenders**

We make this policy statement available to all applicants at the outset of the recruitment process.

As a registered body that uses the Disclosure and Barring Service to assess applicants' suitability for positions of trust, St Paul's Girls' School (the School) complies fully with the DBS guidance and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any applicant for employment on the basis of conviction or other details received. The School makes appointment decisions on the basis of merit and ability and if an applicant has a criminal record this will not automatically bar him/her from employment with the School.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) including those which would normally be considered "spent", when applying for a position at the School. A failure to disclose a previous conviction may lead to an application being rejected or, if the failure to disclose 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. All application forms and job descriptions contain a statement that we will request an enhanced DBS disclosure in the event of the individual being offered the position.

It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. The School will make a report to the Police and / or the DBS if:

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

In the event that information in relation to a previous conviction or otherwise is revealed, the School will evaluate each case based on objective assessment criteria to include, amongst other things, the nature of the offence, the length of time since the offence, the circumstances surrounding the offence and whether the conviction or matter revealed is of relevance to the position applied for.

At interview, or in a separate conversation, we ensure that an open and measured discussion takes place on the subject of any offences or other information revealed by the applicant that might be relevant to the position. We also undertake to discuss any matter revealed in a disclosure with the person seeking the position before we withdraw a conditional offer of employment. 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 practical, defer a final decision about the appointment until the applicant had had a reasonable opportunity to challenge the disclosure information.

Further information about DBS checks can be found at <https://www.gov.uk/disclosure-barring-service-check/overview>

The School complies with the guidance provided by the DBS which is available on their website. The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

Please use this form to assist us with the planning of your recruitment campaign. We are unable to place adverts without this authorisation. Please ensure that you have allowed sufficient time for the process so that your vacancy is as successful as possible.

Details of vacancy	
Job title	
Department	
Head of department/Line manager	
FTE	
If part-time no of periods	
Allowances	
Contract <i>(If Temporary, please specify the expected end date of contract and reason for cover)</i>	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary
Recruit reason	<input type="checkbox"/> Replace a leaver (specify leaving date) <input type="checkbox"/> New post <input type="checkbox"/> Additional resources

Budget	
I confirm that I have checked that funding is available for this post with the Finance department	<input type="checkbox"/> Yes <input type="checkbox"/> No

Additional Information
I confirm that the job description and person specification are attached and that I have discussed this requirement with the HR Team.

Form completed by: (Head of department)..... Date.....

..

Authorised by: .....

.....

High Mistress

Director of Resources

To be discussed with HR

<b>Advertisement of vacancy</b>			
Please attach the proposed advert to this form if you have one			
Advertising method			
Date (s) to be placed		Closing date	

<b>Details of proposed selection process</b>			
Date for shortlisting <i>(normally 1-2 days after date of closing)</i>		Interview date (s) <i>(allow at least 3-5 after date of shortlisting)</i>	
Panel Member 1			
Panel Member 2			
Location of interview			
Selection method: <i>(Please advise which method (s) of selection you will be using).</i>	<input type="checkbox"/> Academic Interview <input type="checkbox"/> Pastoral Interview <input type="checkbox"/> Lesson <input type="checkbox"/> Report and marking exercise <input type="checkbox"/> Tour of the school <input type="checkbox"/> Lunch		

A similar form is available from the HR Office for the recruitment of other categories of staff.

## **Working at St Paul's Girls School – the options available**

### **Permanent Employees (Full or Part-time)**

The individual is offered a contract of employment. This varies for:-

- Full or part-time
- Teaching or non-teaching
- 52 weeks per year or term-time only

### **Fixed term Employees**

The individual is offered a Contract of Employment for a specified period of time.

### **Sessional / Casual Employees**

The individual is offered a contract of employment and is remunerated by session at a rate set by the School and paid through the payroll on production of a time-sheet. This will include sports coaches, ensembles and other casual employees.

### **Peripatetic Workers**

The individual is self-employed and they invoice parents directly. The individual signs a 'peri' contract with the School. The parents sign a contract confirming this arrangement. Peris who undertake work for the School eg running an ensemble group, must be treated as employees for this work (see under sessional workers below).

### **Other Self-Employed Workers**

It is possible that some other workers may qualify as self-employed. They should complete the online employment status checker with a member of the HR department if they think they may qualify.

### **Ltd Company**

The individual offering services to the School invoices through an Ltd Company. There is no contract with the individual and the Ltd company is engaged as a contractor. All correspondence and payment of invoices will only be made to the Ltd Company and not the individual.

### **Agency Temps**

The individual is recruited through an agency or directly by the School to work on a short-term basis. Temps through agencies are paid by the agency via a time-sheet at a rate agreed by the School. Temps recruited direct are paid at a rate set by the School on production of a time-sheet.

### Appendix 3

Recruitment check-list for Human Resources (HR) in consultation with senior managers/line managers to agree the detailed actions and timeline for the whole process, including:

- The date(s) when advertising will take place
- Content and style of advertisements and where they will be placed
- The deadline for applications
- Date when selection will take place
- Membership of the appointment committee
- When and how applicants will be sorted for selection
- When shortlist will be ready
- Interview schedule to include lesson for teachers and appropriate selection methods for non-teaching staff. Possibly departmental lunch or coffee/tour of the building
- Check and organise interview rooms/refreshments
- Reserve table for lunch in dining room when appropriate
- Provide candidates lesson plans for observed lessons
- Check any requirements for observed lessons (IT/AV/whiteboard etc)
- Advise and brief appropriate colleagues of the schedule and their involvement
- Prepare packs for selection team
- Selection day
- Review of references
- Decide on final choice
- Job offer made verbally and confirmed in writing
- Feedback to unsuccessful candidate
- Checks on successful candidate completed by HR and recorded on Single Central Register

### **Right to Work in the UK**

The School is required to comply with the Immigration, Asylum and Nationality Act 2006 for the employment of all staff. This includes the requirement to obtain and verify the proof of eligibility to work in the UK BEFORE the commencement of employment.

The verification checks will usually be conducted during, or immediately following, the recruitment process by the HR department. Any member of staff being engaged for short-term casual duties e.g coaching or invigilating must undergo the same checks before starting work. Managers must liaise with the HR department prior to the individual's first day at the School.

Details of the checks and documents that are acceptable as proof of right to work are available at <https://www.gov.uk/check-an-employees-right-to-work-documents>

### **Migrant Workers**

The guidance changes frequently and the most up to date information for migrant workers can be found online on the Gov.UK website.

The School is required to undertake regular checks on migrant workers including an annual check of their right to work documents. There are also additional requirements for monitoring attendance at work. Any non-attendance, unauthorised absences, or disappearances of migrant workers must be reported to the HR department immediately so that the necessary reports can be made to the Home Office.

The HR department will liaise with any manager employing a migrant worker and ensure that all parties understand the requirements.