



## 5.1 RECRUITMENT, SELECTION AND DISCLOSURES POLICY AND PROCEDURE

Person(s) responsible:	DFO/HR
Last updated:	October 2024
Review period:	12 months
Next review:	October 2025

### 1. General

Farleigh 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 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 must be directed to the HR Advisor.

An entry will be made on the Single Central Register for all current members of staff at the School, the governing body and all individuals who work in regular contact with children including volunteers, supply staff and those employed as third parties (Contractor Assurances or Individuals).

All checks will be made in advance of appointment or as soon as practicable after appointment where permitted within the relevant ISI and KCSIE regulations.

### 2. Scope of this Policy

This Recruitment, Selection and Disclosures Policy and Procedure herewith refers and applies to staff directly recruited and employed by the School. In the Education (Independent Schools Standards) (England) Regulations 2014, staff are defined as:

*Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer.*

In the case of agency or contract workers, the School will normally set out their safeguarding requirements in the contract between the organisation, and the School and will obtain written confirmation from the agency or company that it has carried out the appropriate checks. The School conduct’s identity checks on agency and contract workers on arrival in School and, in the case of agency workers which includes supply staff, the School must be provided with a copy of the appropriate level of DBS check for such staff.

The School will check with the relevant supply agency that the required checks have been carried out (identity, enhanced disclosure, right to work in the UK, barred list, prohibition from teaching and management (Section 128) checks, qualifications, overseas checks plus, those checks set out in KCSIE as ‘pre-employment’ checks).

The Single Central Register shows these checks have been made and the School carries out its own identity check and has seen a copy of the disclosure (whether or not it discloses any information).

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 governors, and who carries overall responsibility for the day-to-day management and control of the charity. At Farleigh this is the Head.
- A person who is accountable only to the Head or the governors, and who is responsible for the overall management and control of the charity's finances. At Farleigh this is the Director of Finance and Operations (DFO).
- Being disqualified means that a person can't take on, or stay in, a senior manager position – even on an interim basis, unless the Charity Commission has removed (or 'waived') the disqualification.

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.

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

### **3. Application Form**

The School will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms, but they can accompany them. 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 for employed posts will receive a Job Description, including the Person Specification for the role applied for.

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 successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("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. 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.

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 his/her suitability to work with children must notify their line manager and the HR Advisor immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.

Staff and/or successful candidates who are disqualified from childcare or registration 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 waiver is confirmed. Please speak to the DFO for more details.

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 considering application forms and references, an assessment will be made, in relation to the Prevent duty, of the risk of employing that applicant.

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 and/or DBS.

#### **4. Invitation to Interview**

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, 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 his/her relevant skills and experience will be discussed in more detail.

Shortlisted candidates should 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.

The school will consider whether the post is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' unless they are subject to DBS filtering must be declared.

In the event a declaration is made the Director of Finance & Operations will discuss this confidentially with the applicant.

The School will request and where possible obtain references prior to interview. This allows any concerns raised to be explored further with the referee and can be taken up with the shortlisted candidate at interview.

The School will also conduct conducting online and social media searches as part of the shortlisting process in assessing the candidate's suitability for the position to which they have applied.

All formal interviews will have a panel of at least two, and normally three people. It is recommended best practice that at least one person on the appointment panel will have undertaken safer recruitment training. The Chair of Governors should chair the panel for the Director of Finance & Operation's appointment.

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 Vice Chair shall decide whether the Chair should withdraw from the panel.

The interview will normally be conducted in person (although online face-to-face interviews are acceptable if that is not feasible) and the areas which it will explore will include suitability to work with children including where appropriate.

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.

For the purposes of confirming identity and right to work in the UK, the School requires that all candidates invited to interview also bring with them:

1. A current valid driving licence including a photograph or a passport and a full birth certificate;
2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
3. Where appropriate any documentation evidencing a change of name;
4. 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.**

Candidates with a disability who are invited to interview will be asked to notify the School in advance, so that any necessary reasonable adjustments or arrangements to assist them in attending the interview can be made.

## **5. Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK (if not already received);
3. A satisfactory enhanced DBS check and, if appropriate, a check of the Barred List maintained by the DBS;
4. 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. 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; and
  - Reporting on the development, progress and attainment of pupils;
5. Verification of professional qualifications, including Qualified Teacher Status, where appropriate;
  6. Verification of successful completion of statutory induction period (for teaching posts this applies to those who obtained QTS after 7 May 1999);
  7. Where the successful candidate has worked or been resident overseas in the past 5 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.
  8. This may include the candidate providing the School with proof of his/her past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which s/he has worked;
  9. For candidates working with, or managing, children under 8 years old, 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";
  10. For a candidate to be employed into a senior management position as set out above under "Scope of this Policy", 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.
  11. 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 Management Team, Teaching Heads of Department and the School Accountant; and
  12. Evidence of satisfactory medical fitness. It is the School's practice that a successful candidate must complete a pre-employment health questionnaire or sign a declaration confirming medically fit for the role they have been appointed. The information contained in the questionnaire will then be held by the School in strictest confidence and processed in accordance with the Recruitment 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.

## **6. References**

The School will seek the references referred to in section 5 above for shortlisted candidates (including internal applicants) and will approach previous employers for information to verify particular experience or qualifications, before interview. One of the references must be from the applicant's current or most recent employer.

References will be received by the HR Department and reviewed by a senior person with appropriate authority. If the candidate does not wish the School to take up references in advance of the interview, they should notify the School on the school application form.

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 verbally verify all references. Where references are received electronically, the School will ensure they originate from a legitimate source. The School will not accept references provided by family members or current employees of the School.

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.

## **7. Criminal Records Policy**

The School will refer to the Department for Education (“DfE”) document, ‘Keeping Children Safe in Education’ and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice.

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

- (a) A school or a maintained school in England in a position which brought M regularly into contact with children or young persons;
- (b) 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; or
- (c) 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,

during a period which ended not more than three months before M’s appointment. In this case the School will ask to see the original DBS certificate from the previous school. Alternatively, in these circumstances the school may apply for a new disclosure but is not required to do so. Where a previous DBS is accepted a new, the original certificate must be seen and a separate barred list check will be obtained.

### **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 and provide the School with the original certificate. A separate barred list check will be required.

An existing DBS which is for a free of charge volunteer position cannot be accepted for a paid position. If a volunteer later applies for paid work a new DBS will be obtained.

If DBS disclosure is delayed, a short period of work is allowed under controlled conditions, at the Head’s or DFO’s discretion. However, if an ‘enhanced disclosure’ is delayed, the Head or DFO may allow the member of staff to commence work under a written risk assessment:

- 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, loose supervision);
- Safeguards reviewed at least every two weeks by the Head/DFO and the member of staff;
- The person in question is informed what these safeguards are; and
- That a note is added to the single central register and evidence kept of the measures put in place.

## **8. 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 its Data Protection Policy. The original DBS certificate will be checked by a member of the HR Department who will copy the top section which shows the name, address, date of issue and the certificate number only. They will sign and date it to confirm the original has been seen and the date entered on the SCR.

The School will comply with its data protection obligations in respect of the processing of criminal records information. More information on this is included in the Recruitment Privacy Notice and the Data Protection Policy.

Appendices:

- A. Policy on the Recruitment of Ex-Offenders
- B. Recruitment Referral Bonus Scheme

## **Appendix A – Policy on the 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 him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out 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 and/or DBS.

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 and/or the DBS if:

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

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 an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.



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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.

## **Appendix B – Recruitment Referral Bonus Scheme**

This document sets out the School's policy in relation to the Recruitment Referral Bonus Scheme in which a current employee refers someone who becomes satisfactorily employed by the school.

**A referral bonus of £300 (£100 for casual workers) will become payable subject to the terms and conditions outlined below:**

- the referral is made for an advertised vacancy in line with the School's Recruitment policy;
- a referral email (template below) is emailed to [hr@farleighschool.com](mailto:hr@farleighschool.com) prior to an application being received;
- the applicant must complete and submit the relevant School application form to HR by the stated closing date and confirm the name of the employee who is referring them on their application form;
- if the same applicant is referred by more than one employee the person stated on the application form will be considered the referring employee, where multiple names are stated, the bonus will be split equally.

**Referrals cannot be made regarding:**

- a former employee, either permanent or agency worker, who has left the school in the previous 12 months;
- a person who has previously applied for a role but declined an offer from the School;
- by a member of the HR Department, Management Committee, Senior Management team or any other person involved in the recruitment or appointment process;
- where the person does not successfully complete their probationary period;
- where an applicant is already known to the School and has been shortlisted for interview.

The referral bonus of £300/£100 will be payable in two equal instalments, the first payment will be made in the month the successful referee starts their employment and the second payment will be made following successful completion of the probationary period or for Casual Worker appointments following the completion of 50 hours service to the School.

Once the referral bonus is due, it will be paid to the referring employee in their next salary payment, subject to normal tax and national insurance deductions. There is no limit on the number of referrals employees can make.

Any disputes about the payment of referrals should be made in writing to the HR Advisor who will review the matter with the DFO and decide whether, and to whom, a referral bonus is payable. That decision will be final.

An employee who refers a person and knowingly misleads the School in doing so, or refers someone who is not lawfully permitted to take up the role, will be subject to disciplinary action. This will be seen as Fraud, equating to gross misconduct and could result in summary dismissal.

This scheme is non-contractual and as such, the School reserves the right to amend or withdraw it at any time without notice.

**Referral Template Email – Copy and Paste and send to [hr@farleighschool.com](mailto:hr@farleighschool.com)**

**Subject:** Referral of **INSERT NAME** for the position of **INSERT Position name**

Dear HR,

I am writing to the make a referral in line with the School's Recruitment Referral Bonus Scheme.

Name: **Insert applicant name**

Position: **Insert position**

I confirm the applicant is aware of this referral and I that I read, understand and agree to the terms outlined in the Recruitment Referral Bonus Scheme.

Kind regards,