



# Recruitment Policy

Whole school	WEBSITE
Statutory?	Yes
Reviewed	September 2019 & January 2021
Next review	September 2021

## King's Ely Recruitment Policy

### INTRODUCTION

King's Ely is committed to providing the best possible care and education for its pupils and to safeguarding and promoting the welfare of children and young people. The school aims to recruit staff that share and understand this commitment and to ensure that no applicant is treated unfairly.

To this end, the aims of the School's recruitment policy are as follows:

- To prevent unsuitable people working with children;
- To ensure the best possible personnel are recruited on the basis of merit, abilities and suitability for the post;
- To ensure compliance with all relevant legislations, recommendations, guidance and requirements, including those of the Department for Education (DfE), the Independent Schools Inspectorate (ISI), the National Minimum Standards for Boarding (NMS), the Disclosure & Barring Service (DBS), the Cambridge and Peterborough Safeguarding Children Partnership Board (CPSCPB) and the Immigration (Restrictions on Employment) Order 2007;
- To ensure that all applicants are considered equitably and consistently;
- To ensure that no applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.
- To ensure that King's Ely meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves, and complying, with the provisions of this policy and the associated recruitment process. Those employees who have undertaken Safer Recruitment Training are listed in Appendix Two.

Further detailed information regarding the King's Ely recruitment process is set out in the Recruitment Procedure and any queries concerning recruitment documentation or procedures should be directed to the King's Ely Business Manager.

### SCOPE OF POLICY

This policy applies to the whole school (including the EYFS) and applies to the recruitment of all staff (paid and unpaid). The definition of staff for the purposes of this policy can be applied as follows:

Any person working at the school whether:

- Under a contract of employment (this covers every employee, no matter what sort of work they do)
- Under a contract for services (this covers self-employed people arranged and/or paid direct by the school. It does not include those in a contract for services with others, subject to the exception immediately below);

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- Or otherwise under a contract (this covers self-employed people who are arranged by the school for the purposes of the school but, for example, paid direct by parents, such as some peripatetic teachers and therapists. It does not include workers arranged privately by parents).
- But does not include Agency provided Supply Staff or a volunteer.

Included within the term staff are: teachers, peripatetic teachers and coaches, trainee teachers, teaching assistants, part-time staff, gap students, administrative staff, caretakers and other ancillary staff, staff appointed from overseas, pupils paid to work at school (for example after-school carers or Lifeguards).

The School has an ongoing legal duty to refer to the DBS any employee who has harmed, or poses a risk of harm, to a child where:

- the harm test is satisfied in respect of that individual;
- the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence; and
- the individual has been removed from working (paid or unpaid) in regulated activity or would have been removed had they not left.

The legal duty to refer applies equally in circumstances where an individual is deployed to another area of work that is not regulated activity, or they are suspended.

Such referrals will be made as soon as possible after the resignation, removal or redeployment of an individual.

The DBS will consider whether to bar the individual.

## **PLANNING AND ADVERTISING**

In order to promote and preserve the reputation of the school, and to ensure full compliance with statutory and other regulations, as inspected by ISI and other regulatory bodies, forward planning and well organised recruitment is vital. To attract and secure the best candidates it is important to be clear about the qualities, qualifications and experience a successful candidate should demonstrate, and to decide whether there are any particular matters that need to be mentioned in the advertisement for the post to preclude unwanted applications.

All applicants will be advised that the School is committed to safeguarding and promoting the welfare of children and young people and that any previous employer of an applicant may be contacted by the School concerning their application.

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

All posts in the school have responsibility to safeguard and promote the welfare of the pupils at the school. All staff have a responsibility to provide a safe environment in which children can learn and are part of the wider safeguarding system for children.

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- The person specification will include the personal qualities, attitude and personal attributes needed to perform the role and describe the competence the successful candidate should be able to demonstrate.
- The job description will clearly state the main duties and responsibilities of the post, the experience and qualifications required to perform the job, the line management arrangements and the level of responsibility that the post holder will have for promoting and safeguarding the welfare of children and young people.
- All candidates will be assessed equally against the job description and person specification without exception or variation.

### **APPLICATION FORM**

The school's application form must be completed in full, without exception, in order to obtain core data from all applicants in a consistent format. A curriculum vitae will not be accepted in place of information within their application form but may be submitted by the candidate along with their application.

All application forms will be scrutinised to ensure that they are fully and properly completed, that the information provided is consistent, that it does not contain any discrepancies and to identify any gaps in employment. Incomplete applications will not be accepted and will be returned for completion, or if there is a suitable field of candidates, the application may be disregarded. Any anomalies or discrepancies or gaps in employment identified by the scrutiny will be noted and taken up as part of the consideration as to whether to short-list the applicant. In addition to gaps in employment, the reasons for a history of repeated changes of employment without any clear career or salary progression, or a mid-career move from a permanent to a temporary post will be explored and verified.

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 already been appointed, and a possible referral to the police and/or Disclosure and Barring Service (DBS).

Each applicant will be invited to complete an on-line survey on a voluntary basis so the school can capture and record the necessary equal opportunities and diversity data.

### **REFERENCES**

References will be requested directly from referees on all short listed candidates (including internal ones) to obtain standardised, objective and factual information to support appointment decisions. All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. Where an applicant is not currently employed a reference will be required from the most recent employer and the reason for leaving that employment will be sought. Where an applicant who is not currently working with children has done so in the past, a reference will also be obtained from the employer by whom the person was

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most recently employed in work with children. References or testimonials provided by the candidate, or an open reference or testimonial (i.e. To Whom It May Concern) are not accepted.

All references will be checked to ensure that all specific questions have been answered satisfactorily. If the answers are either unclear or insufficient information is provided, the referee will be contacted and asked to provide written answers or amplifications as appropriate. Irrespective of completeness, every written reference will be verified by a telephone call to the referee by HR. The information received will be checked against the application form and any discrepancy will be taken up with the applicant before appointment is confirmed.

If a reference should be taken over the telephone, then detailed notes will be taken, dated and signed.

For recently retired/recent former staff being re-employed, references are still required but the focus should be more on seeking assurances there is no Safeguarding related concerns about the candidate working with children rather than whether they can do the job in question (the interview panel, as the present/most recent employer will know the job specific capabilities of the candidate).

A referee who is a current or previous employee will be asked also whether the applicant has ever been the subject of a disciplinary procedure involving issues relating to the safety or welfare of a child (including those where the disciplinary sanction has expired); or whether allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people, or behaviour, including radicalisation, towards children and young people, not including any allegation or concern found to have been malicious or not substantiated or unfounded.

## **INTERVIEWS**

### **Invitation to Interview**

The school will short list applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. The interview will assess the merits of each candidate against the job and person specifications and explore suitability to work with children and young people. The selection process will always include a face-to-face interview, even if only one candidate.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post. Candidates must also bring with them necessary documents to confirm identification.

Candidates with a disability who are invited to interview are asked to inform the school of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

In consideration of the Coronavirus pandemic, the School may offer a face-to-face online

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interview via an appropriate platform such as Zoom; and in compliance with the revised DBS guidance accept electronic copies of educational and professional qualifications. The original educational and professional qualifications to be provided to the School at the first opportunity that the candidate has when visiting the school.

### **Interview Panel**

The interview will be conducted in person by a panel consisting of a minimum of two interviewers. The panel members will:

- have the necessary authority to recommend appointment;
- be appropriately trained<sup>1</sup>;
- have agreed the nature of questions to be asked of all candidates relating to the requirements of the post. Issues will be explored based on information received in the candidate's application form and references and will include suitability to work with children.

As part of the interview process, all interviewees will be expected to answer a series of safeguarding questions designed to ensure suitability to work with children. For academic staff, this will be done as part of the Pastoral Interview and for support staff the questions will be included in the main interview. In both cases, the answers given will be recorded.

### **CRIMINAL RECORDS POLICY**

As the majority of staff will be engaging in regulated activity an enhanced DBS certificate including barred list information will be required. King's Ely will refer to the guidance issued by the Department for Education (DfE), '*Keeping Children Safe in Education*', and any amended versions in carrying out the requisite DBS checks.

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.

### **APPOINTMENT**

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

Offers of appointment will be dependent upon the satisfactory completion of all recruitment checks, including the following:

- receipt of at least two satisfactory references (if not already received);
- verification of the candidate's identity (including evidence of right to work in the UK);
- satisfactory Enhanced DBS Disclosure (with barred list check if required);
- for a candidate to be employed to undertake any form of teaching work/instruction

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<sup>1</sup> All candidates will be interviewed, at some point during the selection process, by at least one member of staff who has received Safer Recruitment Training from Cambridgeshire County Council

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(including for example sports coaches, club and activity staff and peripatetic music teachers) a check that the candidate is not subject to a Prohibition Order issued by the Secretary of State is required. Additionally, for candidates who have carried out teaching work outside the UK, the School will ask the applicant to provide proof of their past conduct as a teacher by obtaining a letter of professional standing from the professional regulating authority of the teaching profession in each country in which they have worked as a teacher. The School will also require the applicant (and their referees) to disclose information about whether the applicant has ever been referred to, or is the subject of a sanction issued by a regulator of the teaching profession in any other country which renders them unable or unsuitable to work at the School; and

- for a candidate to be employed in early years childcare (up to the age of 5) or later years childcare (up to the age of 8) or the management of such settings, a self-declaration is required to confirm that the candidate has not committed certain specified offences which would disqualify them from working in childcare;
- for a candidate to be employed in a management role (for example, Heads, members of the Senior Leadership Team, Heads of Department), a check will be carried out (via the DBS) for a 'prohibition from management of independent schools direction';
- has the appropriate level of mental and physical fitness to carry out their responsibilities and receipt of a Declaration of Medical Fitness<sup>2</sup>;
- verification of qualifications and/or professional status (where required for the post);
- verification of successful completion of statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999);
- In the case of re-employing staff with a break in service of less than three months, statutory checks will be carried out as applicable and non-statutory checks (for example a safeguarding interview) will be carried out as decided on a case by case basis. In effect, a re-employed candidate will go through all the checks a new employee would go through, save their DBS if the gap in employment is less than three months;
- where the successful candidate has worked or been resident outside of the UK during the past five years, it is the policy of King's Ely to undertake additional recruitment checks (unless the person has already worked in regulated activity in a school in the UK since returning from overseas):
  - Those who have travelled overseas for holidays up to three months in duration or as a GAP year student for up to six months overseas will not be subject to this check provided their normal place of residence prior to and since has been in UK and they provide a written self-declaration that whilst overseas they have not been involved in, cautioned or prosecuted for any criminal activity overseas save speeding offences;
  - Anyone who has previously lived or worked outside of the UK within the past five years but has lived in the UK for at least 12 months prior to application for the position will be asked to provide contact details for two overseas suitable referees. Satisfactory character references will need to be obtained from overseas referees prior to any appointment being confirmed;
  - Those who are applying for a position from overseas, save exempt categories above, or are within 12 months of returning from living/working overseas will

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<sup>2</sup> 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

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need to provide a Police Certificate of Good Conduct (or national equivalent) from their overseas country of residence prior to any offer of employment being confirmed. The cost of obtaining this certificate will be borne by the applicant. Applicants and line managers will also need to consider the time such a certificate might take to obtain in terms of the starting date of the position. For some countries it should be noted that a Certificate of Good Conduct can only be applied for whilst still resident in that country (e.g. UAE).

- Where the veracity of documentation issued by some countries' law enforcement authorities is in doubt or where a country will not issue a Certificate of Good Conduct as the person concerned has already left that country, additional references should be sought.
- Any Offer Letter to applicants falling into the above category will be time limited such that significant delays in obtaining necessary overseas checks and references may render the Offer null and void.

The School will follow KCSIE guidance and may accept a DBS Disclosure from a successful applicant's previous employer, subject to the written consent of the applicant and where there has been no gap in employment of 3 months or more. A barred list check will be carried out before commencing employment at the school.

### **Volunteers (unpaid staff) and Self-Employed Staff**

Volunteers and self-employed staff (such as Visiting Music Teachers or Coaches) are also seen by children as safe and trustworthy adults. Therefore, the school will adopt recruitment measures as appropriate, which may include an enhanced DBS disclosure<sup>3</sup>.

In all cases, the use of regular volunteers should be reported to an appropriate member of the Senior Leadership Team who will carry out a risk assessment and use professional judgement and experience in deciding upon the formality of the recruitment process to be followed, consulting KCSIE Flowchart of Disclosure & Barring Service criminal records check and barred list checks (see Appendix Three), KCSIE Annex F Statutory Guidance on Regulated Activity (see Appendix Four), King's Ely Recruitment Matrix and ISI Commentary on the Regulatory Requirements as necessary. The Risk Assessments will be retained.

### **Contractors (and employees of third parties including visiting professionals other than supply agencies)**

Children will not be allowed in areas where builders are working, for health and safety reasons, so these workers should not have contact with children. However, arrangements will be put in place with contractors, via the contract where possible, and third party employers, to ensure that any of their staff that are considered likely to come into contact with pupils, undergo appropriate checks and are made fully aware of the school's safeguarding procedures. In accordance with KCSIE and ISSR a proportional risk based approach will be undertaken and, as a minimum, written confirmation will be required from the contractor's employer that the following checks have been undertaken before the contractor starts working at the school:

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<sup>3</sup> It should be noted that a school may not request an enhanced DBS check with barred list check for anyone working in the school or college who is not in regulated activity but may request an enhanced DBS check without a barred list.



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- barred list check for those in regulated activity;
- appropriate level of DBS check;
- identity check on arrival;
- any other role specific checks where applicable

The KCSIE Flowchart of Disclosure & Barring Service criminal records check and barred list checks, KCSIE Annex F Statutory Guidance on Regulated Activity, King's Ely Recruitment Matrix and ISI Commentary on the Regulatory Requirements should be checked as necessary.

### **Supply Staff (including Agency)**

King's Ely does not generally employ agency staff but instead maintains a register of supply staff. The recruitment process for staff on the supply register is the same as that for all other employees; supply staff are interviewed and all pre-employment checks are carried out in accordance with school policy (all staff on the supply register are required to subscribe to and maintain their subscription to the DBS Update Service). If supply staff are engaged through an employment business or a professional "Temp Agency", the school will require written confirmation from the Supply Agency that the required pre-appointment checks have been completed as appropriate to the post and the person, as set out in this policy. The School will see the DBS Disclosure and their identity checks will be undertaken upon arrival at the School and will record this information on the SCR.

### **Trainee/Student Teachers**

A Trainee Teacher or Student Teacher working at King's Ely is likely to engage in regulated activity.

It is the responsibility of the Teacher Training Provider to undertake all the necessary pre-employment checks as appropriate to the post and the person. The school will require written information from the initial Teacher Training provider that the required pre-appointment checks have been completed as set out in this Policy.

A Trainee Teacher or Student Teacher who is employed by the school will be subject to the same recruitment process as for all other employees and the satisfactory completion of all necessary pre-employment checks as set out in this Policy.

### **Governors**

All members of the Governing Body are subject to the following checks: Identity; DBS (enhanced DBS including barred list check, where relevant e.g. for those roles requiring frequent access to children – Safeguarding Governor; Boarding Governor; link Governors); right to work in UK; overseas EEA check (where appropriate); prohibition from management; disqualification under the Childcare Act 2006 (including by association); Prohibition from Teaching (if any teaching work is to be undertaken). The chair of Governors is required to undergo checks via the DfE, including an enhanced DBS check counter-signed by the Secretary of State.

### Visiting Speakers

King's Ely has procedures in place in order to fulfil its obligation under the Prevent duty<sup>4</sup> to ensure the suitability of any visiting speakers who are not subject to vetting checks (as they will not be left alone with pupils). A visiting speaker must only be invited with the permission of the Principal, Head of Section or Vice Principal Academic. When organising visiting speakers, Heads of Section must complete an online risk assessment (which automatically sends the details of the visitor to the Personnel Coordinator for inclusion on the Single Central Register) and must ensure that the visitor is appropriately supervised<sup>5</sup>. This risk assessment will include such formal and informal background information as is reasonable in the circumstances to decide whether to invite and/or permit the speaker to attend the School.

The School will have due regard to this policy, the Prevent Duty Guidance and the definition of 'extremism' set out in KCSIE which states: "extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups'.

All visiting speakers will be required to sign in and sign out, wear a visitors' badge and be accompanied by a fully vetted School employee. In fulfilling its Prevent Duty, the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partnership status, disability or age.

### Post-Appointment Induction

There will be an induction programme for all newly appointed staff; regardless of previous experience<sup>6</sup>. The purpose of the induction programme prior to commencing employment is to:

- provide training and information about the school's policies and procedures, including Health and Safety and Child Protection;
- ensure all staff receive and have read and understood the most up-to-date version of KCSIE Part 1 and Annex A;
- ensure all staff receive the Cambridgeshire County Council Basic Child Protection Training;
- support individuals appropriate to their role;
- confirm the conduct expected of staff within the school;
- provide opportunities for a new member of staff to discuss issues or concerns about their role and responsibilities;
- enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability and address them immediately.

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<sup>4</sup> a duty under S.26 of the Counter-Terrorism and Security Act 2015 "to have due regard to the need to prevent people from being drawn into terrorism".

<sup>5</sup> Please refer to the *King's Ely Supervision of Contractors & Visitors to the site*

<sup>6</sup> As set out in the New Staff Induction Checklists, which are specific to each section of the School (including the EYFS)

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### **Single Central Register**

Schools are required to maintain a single central record of pre-appointment checks for all staff (whether employed full time or part time or volunteer and whether paid or unpaid), which is the Single Central Register (SCR).

The King's Ely SCR is kept in electronic form. The SCR records the minimum information required by KCSIE and ISSR and additional information relevant to safeguarding and safe recruitment at King's Ely.

### **Zero hours contracts**

Fixed term zero hours contracts of 2 years may be offered to staff following retirement from King's Ely. Such contracts are renewable by agreement.

### **RELATED POLICIES**

This policy should be read in conjunction with the following other school policies:

- Safeguarding (including Child Protection) Policy.
- Disability Policy – Accessibility Plan;
- Equal Opportunities and Diversity Policy;
- King's Ely Statements of Child Protection and British Values & Preventing Radicalisation;
- The School Privacy Notice.

## **APPENDIX ONE – 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 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;
- 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; 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 of 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.

## **APPENDIX TWO – SAFER RECRUITMENT TRAINING**

The following members of staff have undertaken Safer Recruitment Training with Cambridgeshire County Council:

Ben Pennington

Richard Whymark

Anthea Kenna

Jane Thomas

Matthew Norbury

Mark Hart

Simon Drew

Laura Roberts

Anthony Lowery

Lucy Taylor-Dixon

Sarah Stevens

Andrew Marshall

Andy Thomas

Roger Axworthy

Katie Driver

Lisa Weller

Rachel Nabavian

David Tyrrell

Karen Tyrrell

Chris Young

Will Temple

Graham Clarke

Vicky Burford

Faye Fenton-Stone

Loveday Perceval-Maxwell