

Recruitment Policy and Procedure

Policy Statement

St Clare's, Oxford is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share that commitment. Therefore, this recruitment policy seeks to comply with 'Keeping children safe in education: Statutory guidance for schools and colleges' (DfE, September 2020 and any subsequent amendments).

The School aims to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

1 Vacancy/new position approved

Vacancies will be approved by the relevant SMG member and the Bursar. In the case of new positions, if agreed by SMG, the request will then be presented to the Board of Governors for approval.

2 Job description and candidate specification

The recruiting manager will liaise with Human Resources (HR) to agree the job description and candidate specification. The standard format for a job description must be used. This is available from HR and outlines the responsibilities and expectations of the role, together with the required skills and experience, a commitment to safeguarding and reference to pre-employment checks. The job description and candidate specification must be approved by the SMG member to whom the Recruiting Manager reports prior to the commencement of recruitment.

3 Grade or salary range

The salary range for new positions must be agreed by the Principal and Bursar in consultation with the SMG member and HR, prior to advertising the vacancy. In the case of replacements, the Principal and Bursar must approve significant changes in the salary range.

4 Recruitment method(s) and safeguarding

The recruitment method, e.g. advertising (including the publications or websites to be used), or agency, will be decided by the relevant SMG member in conjunction with the recruiting manager and HR. Vacancies advertised externally will normally be advertised internally. When the vacancy is advertised, a standard format is to be used and HR will normally place the advertisement. The salary and an outline of the benefits will be included in the advertisement, unless an SMG member decides otherwise, as well as a statement that pre-employment checks, including that an enhanced DBS check will be undertaken. Advertisements (or accompanying job details) must require application form completion and at least two referees (three are generally required for Pre-IB and IB teaching staff) including a reference from the current place of employment). For candidates who are not currently employed, a reference from their last place of employment should be supplied. Candidates who have lived/worked abroad for a period of three months or more in the last five years are required to seek good

conduct references, or the equivalent from the countries in which they worked, as a pre-requisite of employment.

5 Interview/selection process

A shortlist of candidates is prepared based on relevant criteria & candidate specifications, as provided in the job description. The SMG member (or his/her delegate) will decide who carries out first and second interviews, which colleagues will meet the candidates, if appropriate, and any tests or exercises to be undertaken. The interview panel should preferably include a minimum of two people and must include at least one person with up-to-date training in safer recruitment. HR will normally arrange interviews. Interviews will include job specific questions based on skills and experience, questions relating to safeguarding and gaps in employment.

Candidates must bring documentary evidence of their identity (passport or driving licence) to their interview and must be able to provide evidence of the right to work in the UK.

During the selection process it must be made clear to candidates that St. Clare's reserves the right to contact any past or current employer and that sensitivity to the timing of the latter will be observed as far as possible in accordance with the candidate's wishes.

Interviews must be recorded in writing and the notes placed on the personnel file for the successful candidate. Interviewers must ensure that any gaps in employment history are satisfactorily accounted for so that each month is covered and the candidate's answers are recorded.

6 Conduct pre-employment formal checks

For the successful candidate:

a) Verification of qualifications

Original certificates of qualifications that are relevant to the appointment and its grading must be seen. This applies to teachers and to other staff for whom their qualifications are relevant to the activity being undertaken, e.g. activities staff or a chef. Copies of the certificates must be given to HR for the personnel file. That copy must be annotated 'original seen', initialled and dated.

b) References

Written references must be taken for all staff using a standard reference request format. References must be obtained directly from the referee and preferably from a senior person with appropriate authority. Open references (e.g. 'to whom it may concern' testimonials) must not be relied upon.

For all staff, there must be a minimum of two satisfactory written references, one of which must be from the candidate's current or last employer. For teaching posts this must include the last educational establishment where the candidate was employed. The reference request letter must specifically ask all referees to state any known reason why the person should not be employed to work with children, must confirm details of employment and reasons for leaving. Direct contact must be made with the referee to verify the reference and to provide further clarification if appropriate.

c) Disclosure and Barring Service, identity checks and candidates who have worked abroad

Enhanced and barred list DBS checks must be made for all categories of staff working in regulated activity with children. This will include agency workers, volunteers and contractors where appropriate. In practice, regulated activity will cover the vast majority of roles within College. The barred list check will not be undertaken for those working in non-regulated activity, but an enhanced check will still be made.

An online DBS Disclosure application must be completed. HR, or an appropriate person to whom the task has been delegated, will check the information on the DBS Application against appropriate identity documents. The Counter Signatory has to ensure that all the information required is present and the information has been verified.

Where a candidate has already subscribed to the DBS online update service, the applicant must give consent to the school to check there have not been any changes since the issue of a disclosure certificate. Checks will be made online and verified against the original Disclosure certificate to ensure the right level of DBS check has been made. A new barred list check will still be required.

If the candidate has lived or worked abroad during the previous 5 years, further checks will be made as appropriate. These could include: an overseas criminal records check and, for teaching positions, a letter of professional standing from the professional regulating authority in the country in which the candidate has worked. The candidate will be asked to provide these from those overseas locations where they stayed. Details of how to obtain overseas' criminal records checks for different countries can be found on the gov.uk website. Where there has been a gap in employment of more than 3 months, e.g. summer course teachers re-employed from the previous year, then the check must be undertaken again. Original certificates for DBS and overseas checks must be verified by the school.

Identity checks must be made for all categories of staff with original documents verified.

d) Right to Work

HR must establish whether the potential employee has a right to work in the UK for the duration of their employment and for the hours required by the job. Evidence of nationality and eligibility must be obtained with original documents verified and photocopied for the personnel file. This must be done systematically for all successful candidates, regardless of their stated or assumed nationality.

e) Prohibition Order checks

Prohibition order checks are carried out for all teaching positions and for those in management positions. Management in this context includes Governors, the Senior Management Team and teaching heads of department..

f) Medical fitness

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire and demonstrate satisfactory medical fitness. The information contained in the questionnaire will be held by the School in strictest confidence and processed in accordance with the Privacy Notice for Job Applicants and the Retention of Records Policy. This information will be reviewed against the physical and mental requirements of the role.

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.

7 Determine grade/salary

The actual grade and salary to be offered to the preferred candidate must be agreed by the SMG member with the Principal and Bursar.

8 Make oral offer

Oral offers must make clear that they are conditional upon satisfactory completion of all recruitment checks. An oral offer is as binding as a written one.

9 Letter of conditional appointment

All letters of appointment and contracts must be prepared by HR, on the basis of information provided by the SMG member (or his/her delegate). The letter must state that the appointment is conditional upon satisfactory completion of all recruitment checks. These include: receipt of the relevant number of satisfactory references; identity verification and right to work in the UK for the duration of the engagement and for the hours required by the position; satisfactory enhanced DBS disclosure with barred list check; police checks or certificates of good conduct and any other checks that are deemed appropriate for candidates who have lived or worked overseas; satisfactory prohibition order checks where appropriate; verification of qualifications and professional status; satisfactory completion of the probationary period; and satisfactory disclosures on the health declaration. For Short Courses staff, the Short Courses Assistant will prepare the letters and contracts.

A contract detailing terms and conditions of employment will be signed by the Bursar, and given to all new employees. In the case of residential jobs, the service occupancy agreement will be sent out prior to taking up the position.

The standard medical declaration must be sent to candidates with their letter of conditional appointment (and not before, in order to ensure that there is no inadvertent discrimination). This is to verify the individual's mental and physical fitness to carry out their work responsibilities.

10 Single Central Register updated

HR will enter all the details required. A checklist will be maintained of all the fields that need to be entered. Each month HR will advise the Bursary of starters/ leavers/ other changes to pay. The Bursary will only pay new staff as advised by HR. No other instruction to pay new staff will be accepted by the Bursary. Existing staff subject to variable hours, e.g. catering hourly paid, short courses staff, English course temporary and one to one staff, can have their hours advised by a separate system direct to the Bursary within the terms of their existing contract.

11 Standard documents

Policy documents will be provided to new starters who will be asked to sign to confirm that they have read and understood them.

12 Commencing work if all checks are not completed

Wherever possible, an enhanced DBS disclosure should be obtained prior to the individual starting work, and must in any event be obtained as soon as possible after the appointment. However, the Principal may allow an individual to begin work pending receipt of the enhanced DBS disclosure. In such a case, the following must be in place:

- a. The Enhanced DBS application has been submitted in advance;
- b. A Barred List check has been undertaken;
- c. All other relevant checks have been completed satisfactorily; and
- d. Arrangements are made for appropriate supervision (see below).

In such circumstances a note should be added to the Central Register and evidence kept of the measures put in place.

Appropriate supervision whilst awaiting DBS clearance:

St. Clare's will take a risk based practical approach depending on the circumstances of the particular individual (taking into account factors such as their experience, the nature of their duties, references, the level of responsibility/contact with pupils they will have and the age of the pupils concerned). The arrangements must be reviewed approximately every two weeks until the DBS disclosure is received. A risk assessment should be kept on the individual's file of the factors considered, and the arrangements made, together with any evidence. This record should be updated at each review until the DBS disclosure is received. A note should also be added to the Central Register of appointments. The individual in question must be informed of the safeguards put in place in their case.

13 Safeguarding & child protection policy

Each employee will be briefed on safeguarding & child protection by the Designated Safeguarding Lead, currently the Vice Principal, Pastoral, or the Principal, or such other person trained to deliver the briefing, to whom they delegate the task in their absence.

14 Induction

All new members of staff must receive both general and job-specific induction. Records will be kept confirming training in Health and Safety, Safeguarding and Child Protection, Equal Opportunities and Dignity at Work and Prevent training awareness, as appropriate.

15 Agency and contract workers

In the case of agency and contract workers, the School will obtain written confirmation from the agency or company that it has carried out the appropriate checks. The School conducts identity checks on arrival and, in the case of agency workers, which includes supply staff, the School must be provided with a copy of the DBS check.

Supply agencies must complete the Supply Agency Recruitment Checklist, or provide equivalent confirmation of checks before the individual starts work and this must be forwarded to HR. This ensures that all the relevant pre-employment checks take place.

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

16 Volunteers

Volunteers who on an unsupervised basis teach or look after children regularly, or provide personal care on a one-off basis will be in regulated activity. In such cases, an enhanced DBS certificate (including barred list information) will be obtained. If no checks have been made, then the volunteer will not be left unsupervised or allowed to work in regulated activity.

17 Visiting Speakers and Professionals

Please refer to the procedure for the appointment and supervision of Visiting Speakers and Professionals.

18 Record Keeping

All records gathered during the course of recruitment will be treated as confidential and kept in accordance with the General Data Protection Regulation (GDPR) and relevant legislation. Please refer to the GDPR Privacy Notice for Job Applicants and the Retention of Records Policy.

Approved by Governors – December 2020

St Clare's, Oxford – Recruitment Process

Vacancy identified

HR is advised of vacancy by recruiting manager

HR liaises with recruiting manager to agree recruitment and selection details for the role (job description, candidate specification, salary and benefits, selection process, advert - location and timing). Job description to include:

- (i) Responsibilities and expectations of role
- (ii) Statement of responsibility, commitment and requirements for safeguarding in JD and advert
- (iii) Application forms, not CVs
- (iv) Pre-employment checks, including enhanced DBS check (with barred list check as appropriate)



Advertisement

- (i) Advert placed internally on the College's own website and intranet, and externally, as appropriate.
- (ii) Advert includes a link to the job description, an overview of the role, essential criteria, closing date, statement of St Clare's commitment to safeguarding and standard pre-employment checks, including DBS.
- (iii) Includes info on how to apply, who to contact with questions and application form.



Shortlisting

- (i) at least two people involved and one must have Safer Recruitment training
- (ii) shortlisting based on criteria specified in job/candidate specification



Candidates invited to Interview

Shortlisted candidates are invited for interview. Written references are requested as appropriate and followed up with a telephone call to the referee. References include specific safeguarding enquiries.



Selection Process:

Interviews take place:

- (i) Includes member of staff who has completed Safer Recruitment training
- (ii) Suitability with regards to safeguarding via probing questions into motives, attitudes, behaviours and safeguarding issues
- (iii) Job specific questions based on skills and experience
- (iv) Check gaps in employment and reasons for leaving previous roles
- (v) Follow up any concerns/questions from references

Tests/teaching observation:

- (i) Tailored to suit individual role and specifications
- (ii) Case study, teaching, presentation, role play, technical questions, practical test



Offer

Manager or HR makes conditional oral offer to candidate

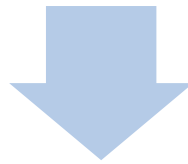
HR sends written conditional offer to candidate plus policy documents, training information and recruitment forms to complete.

Meeting arranged with candidate to verify pre-employment check documents.



Pre-employment checks

- (i) New employee information sheet
- (ii) References and employment history
- (iii) Enhanced and Barred List DBS check; overseas checks where applicable
- (iv) Identity and right to work checks
- (v) Prohibition order checks for teachers and for those prohibited from leadership and management
- (vi) Qualifications
- (vii) Medical declaration form



Pre-employment checks complete

HR confirms start date with individual

Candidate receives terms and conditions of employment (conditional upon satisfactory completion of recruitment checks)

Induction programme organised (specific to individual role)

Pre-employment checks complete, with DBS check outstanding:

Where appropriate, risk assessment put together and signed by appropriate SMG member and candidate



Employee's first day / week

Report to HR

Welcome

Risk assessment in place if DBS check or overseas certificate is outstanding

ID card issued

Induction / Training:

ICT – set up laptop/computer access

Bursary – overview of pay, pensions, tax code etc

Line manager – department/role-specific induction and training

Fire, Health and Safety training

Safeguarding and Child Protection briefing

Prevent Training awareness, as appropriate

Equal Opportunities and Dignity at Work training

Data Protection training