



CAMERON HOUSE SCHOOL

4 THE VALE, LONDON SW3 6AH

POLICY FOR STAFF RECRUITMENT AND SELECTION

1. Introduction

The Headmistress and Principal (Proprietor) of Cameron House School are aware of their responsibilities for safer recruitment as outlined in Keeping Children Safe in Education (2018). They aim to appoint appropriate teaching and support staff, ensuring that all staff have the health and qualifications for the post and are proper and fit persons to be in charge of children and young people.

Cameron House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff and adheres to the statutory guidance outlined in Keeping Children Safe in Education KCSIE September 2018, the Equality Act 2010, and the school's Safeguarding Policy. Subject to statutory provisions, no applicant will be treated less favourably than another because of his or her sex, parental status, race, ethnic or national origin, colour, disability, sexual orientation, religion, or age. Ability to perform the job will be the primary consideration.

2. Training

The Headmistress, Deputy Heads and Proprietor have completed Safer Recruitment Training (see Training Log) and follow the procedures with due regard and care. The state sector requirement that one person on every recruitment panel should have received "Safer recruitment" training, is not a legal requirement for independent schools. However, to maintain highest of standards Cameron House ensures that sufficient relevant staff are trained in safer recruitment processes. Assurance is obtained that appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school's pupils on another site (for example, in a separate institution).

3. Responsibilities

All teaching and support staff and are appointed by the Headmistress in consultation with Principal and senior staff. It is their responsibility that these guidelines are followed and to identify any training needs for senior staff in recruitment/selection procedures. All paperwork is managed by the recruitment team and is supported by the School Secretary and where necessary/appropriate, the Finance Coordinator.

4. Determining the Requirements for the Post

In consultation with senior staff, the Head will decide upon the timetable of the selection process, draw up a job description, person specification and other documents to be provided to applicants before the job advert is prepared.

5. Advertising

All temporary and permanent vacancies will be advertised both internally and/or in the local or national press (often using the TES online service) and elsewhere (i.e. Job Centres, agencies etc.) as appropriate. All vacancy advertisements will include an appropriate statement on equal opportunities and child protection. In some circumstances, advertising will be restricted to internal applicants in the first instance. This may include the following situations:

- *A reorganisation of work in a department is being carried out*
- *An existing temporary position is to become permanent.*

6. Contents of the Applicant's Pack

All candidates are to receive:

- an application form and any explanatory notes about its completion,
- the job description/person specification, outlining the duties and responsibilities of the post and stating that applicant's motivation and ability to create and maintain appropriate relationships and personal boundaries with children are essential qualities for the post. It should identify the qualities required in the ideal candidate for the post, specify the essential and the desirable criteria in relation to experience, qualification and training, skills and abilities, special knowledge and any relevant additional requirements for the post.
- Further particulars on the conditions of service, information on the school and department, timetable for selection process and other relevant information as required.

7. Confidentiality

All staff involved in the recruitment and selection process should treat all information related to applicants in the recruitment and selection process as confidential.

8. Relationships with applicants

In order to avoid possible conflict of interest, employees must not be involved in the recruitment and selection process where they are related to an applicant or have a personal relationship with them. If such a situation arises, the member of staff should declare the relationship to the Head who will make alternative arrangements for another colleague to undertake the selection process.

9. Applicants with disability

The needs of applicants with disability will be taken into account during the recruitment and selection process. Such applicants who meet the essential criteria in the person specification will be guaranteed an interview and considered on their abilities. A pre-interview questionnaire is completed by candidates to enquire if they require any reasonable adjustments or assistance in order for them to attend the interview.

10. Initial Contact

The Headmistress or School Secretary will deal with all formal enquiries from applicants. The initial contact that an applicant makes with a school is important in deterring applications from unsuitable people. A clear message should be sent out that appointments are conditional on DBS, other relevant clearance checks and satisfactory references; that referees will be asked to comment on the suitability of the candidate to work with young people; that the completed application form must describe the employment record in months as well as years (to reveal any gaps); and that referees should include a referee who is able to comment on the candidate's suitability to work with children.

11. Requirements for applications

Applications are to be by letter, accompanied by a CV and a completed application form. The application form will include a declaration that the post is exempt from the Rehabilitation of Offenders Act 1974 and that all convictions must be declared. It will state that giving false information is an offence and may result in summary dismissal.

12. Number of referees required

References are sought directly from at least two referees on all short listed candidates prior to interview, including internal ones, one of which should be from the current or most recent employer.

13. Information to be requested in references

References requested are to include specific questions regarding the suitability of the candidate for a post which involves extensive contact with children. Referees will be asked to declare that they believe the applicant to be entirely suitable to work with children and to give factual information on any allegations, disciplinary action or expressed concerns about the candidate's behaviour towards children. Incomplete references should be followed up by telephone enquiry. All references obtained should be treated as confidential. No open references (often headed 'To whom it may concern') or testimonials will be accepted.

14. Short-listing Procedure

All applications are considered by appropriate senior members of staff. Any anomalies, discrepancies or gaps in employment history are to be noted and are to be thoroughly investigated at interview. Incomplete application forms will be returned for completion. All candidates will be assessed equally against the criteria contained in the person specification without exception or variation, using a standard

assessment form. A shortlist of candidates for interview will then be drawn up. Confidentiality must be maintained throughout the process.

15. Invitation to Interview

All candidates invited to interview for a post are entitled to full professional information. In addition to the arrangements for interviews - time and place, directions to the venue etc. the invitation should remind candidates about how the interview will be conducted and the areas it will explore including suitability to work with children.

Information about the interview schedule, who will undertake the interview and the timescale for decisions about the post and for communicating them, should be given. Before the interview any gaps in employment history should be identified and checked. During the interview they should be explored. When the interview process is to include observed teaching by the candidate, it is good practice that full and clear details of the teaching task(s) and the evaluation process to be given to the candidate as far in advance as possible.

All candidates should be instructed to bring with them documentary evidence of their identity that will satisfy DBS requirements, i.e. either a current driving licence or passport including a photograph, or a full birth certificate, plus a document such as a utility bill or financial statement dated within the last 3 months, that shows the candidate's current name and address, and where appropriate change of name documentation.

Candidates will be asked to bring documents confirming any educational and professional qualifications that are necessary or relevant for the post. If the successful candidate cannot produce original documents or certified copies, written confirmation of his/her relevant qualifications must be obtained from the awarding body. Applicants should be asked to specify any particular support that they may need in order to attend and participate without disadvantage – this is included in the pre-interview questionnaire. A copy of the documents used to verify the successful candidate's identity and qualifications must be kept by Headmistress and Finance Coordinator for the confidential staff files.

16. Composition of the Appointments Panel

The selection process for people who will work with children will always include a face-to-face interview. Interview will assess the merits of each candidate against the job requirements and explore their suitability to work with children. A set of questions and issues to be explored with each candidate is decided prior to interview and the structure of the interview is agreed in advance. Follow up questions will be asked at interview and these are likely to be different for each candidate.

Applicants for all posts are formally interviewed by no less than two people (either separately or as a panel). Interview and visit procedures will vary according to the post, but will include a tour of the school, introduction to relevant members of staff and, in the case of teachers, will usually include teaching a lesson. Candidate assessment forms are to be completed by all interviewers and a meeting held post interview to discuss the candidates.

17. Interview Questions

It is important that the interview is structured and at least these questions are asked and answered satisfactorily:

- What is their motivation for applying for this job?
- What is the explanation for any gaps in employment?
- What experience has the candidate had in relation to the post?
- Have they had any problems with their relationship with children and young people?
- Have they had any involvement with the police?
- What is an appropriate pupil / adult relationship?
- What is their understanding of British Values?
- What would the candidate do if they had any concerns about a child?

18. Interview Records

All interview records, including interview notes, are securely filed for six months after which those for unsuccessful applicants are destroyed. No offer of employment should be made during the interview. However, applicants must be given an indication of when and how they will be advised the result of the interview/selection process.

The successful candidate will usually be contacted by telephone as soon as is practical once a decision has been reached.

19. Conditional offer of appointment

A formal job offer is made in writing, but is subject to verification of identity and the satisfactory completion of **all** the pre-employment checks outlined below in section 20. No-one will be allowed to commence employment unless all checks have been completed.

A contract will then be drawn up and issued once all checks have been satisfactorily completed and qualifications and references checked. All appointments are conditional on a satisfactory probationary period.

20. Pre-Employment Checks

To comply with the requirements of The Education (Independent School Standards) Regulations 2014 for all staff appointed the following checks are carried out and recorded in the Single Central Register (SCR) prior to the member of staff starting work.

- Verification of identity
- References
- Verification of employment history
- Evidence of the right to work in the UK
- A satisfactory enhanced DBS disclosure
- A Barred List check for those engaged in regulated activity
- A prohibition from teaching check for all staff engaged in teaching activities
- Verification of professional qualifications, where applicable
- For management positions, a section 128 check
- For those who have been resident in an EU country, a check of the European Economic Area (EEA) teacher sanctions and restrictions
- Medical fitness declaration
- A declaration by the candidate that he/she is not disqualified under the Childcare Act 2006
- Verification of successful completion of statutory induction period for teaching posts: this applies to those who obtained qualified teacher status after 7 May 1999
- Where the candidate has been resident overseas such criminal record checks and confirmations as the school may consider appropriate will be made so that any relevant events that occurred outside the UK can be considered. Following NSPCC guidelines, the school will usually require checks to be made from any country where a person has been resident for three months or more in the five years prior to applying to the school.

21. Action in the case of a late DBS disclosure

Usually, no member of staff is allowed to begin work without a satisfactory enhanced DBS disclosure. However, if a DBS disclosure is late, he/she may begin work as long as the following conditions are met.

- The application for the DBS has been made.
- A separate barred list check has been made
- All other recruitment checks listed above have been completed and are satisfactory
- A senior member of staff has conducted a risk assessment
- the member of staff is supervised
- he/she will not undertake one-to-one work, personal care activities or residential visits

- other staff are aware that there should be no unsupervised contact
- the risk assessment is reviewed every two weeks until the DBS is received

22. Action when porting a DBS

A previous DBS may be accepted by the school subject to the three-month rule. This states that members of staff in schools must be subject to an enhanced criminal record check on entry to the school's workforce and, thereafter, may move between schools without requirement on subsequent employer schools to carry out further DBS checks unless they leave the school's workforce for three months or more. If Cameron House accepts a pre-existing check under this rule, they carry out a separate barred list check and check the original certificate of the DBS enclosure before the person starts work.

23. Overseas Candidates – Right to work in the UK

Where an applicant who does not have permission to work in the UK has been appointed, the offer will also be subject to obtaining a work permit. The Finance Coordinator will arrange the paperwork for the work permit.

24. Expenses claims

Reasonable travelling expenses may be paid on request.

25. Unsuccessful candidates

In the interests of open professionalism, all unsuccessful candidates for posts should be entitled for feedback on the reasons why they were not selected for the post and on their performance during the interview process.

26. Post Appointment Induction

There is an induction programme for all newly appointed staff and volunteers, including teaching staff, regardless of previous experience. A mentor is appointed for the first year of employment.

27. Documentation

All documentation relating to the recruitment and selection process should be returned to the Headmistress at the end of the process. For unsuccessful candidates, records will be kept for a period of 6 months after the appointment has been made, this should include all the notes made.

28. Visiting Speakers

Cameron House takes due regard for Prevent which requires schools to set out clear protocols for ensuring that any visiting speakers, whether invited by staff or by the pupils themselves, are suitable and appropriately supervised. Visitors wear identification in the form of a visitor lanyard and will be accompanied by a member of school staff at all times. An online search will be done prior to their visit also.

29. Volunteers

There is specific guidance for schools relating to the recruitment of volunteers in KCSIE (2018). This advice is followed at all times for volunteers according to individual circumstances and specifically with regards to regulated activity. For volunteers who are in regulated activity, a volunteer questionnaire and a DBS disclosure will always be obtained and details recorded in the SCR.

30. Reporting to the Disclosure & Barring Service (DBS) and/or Teaching Regulation Agency (TRA)

Any person (whether employed, contracted, a volunteer or student) whose services are no longer used for regulated activity and the DBS referral criteria are met, that is, they have caused harm or posed a risk of harm to a child, will be promptly reported to the DBS. (*DBS customer services, PO Box 3961, Royal Wootton Bassett, SN4 4HF, Email customerservices@dbs.gsi.gov, DBS helpline 03000 200 190*).

Ceasing to use a person's services includes: dismissal; non-renewal of a fixed-term contract; no longer engaging/refusing to engage a supply teacher provided by an employment agency; terminating the placement of a student teacher or other trainee; no longer using staff employed by contractors; no longer using volunteers; resignation; and voluntary withdrawal from supply teaching, contract working, a course of initial teacher training, or volunteering. It is important that reports include as much evidence about the circumstances of the case as possible. Failure to make a report constitutes an offence. 'Compromise agreements' cannot be used to prevent a referral being made to the DBS when it is legally required nor can an individual's refusal to cooperate with an investigation. Proprietors of independent schools have a legal duty to respond to requests from the DBS for information they hold already, but they do not have to find it from other sources. Cameron House will be asked, as part of routine inspection, to confirm that they have disclosed to inspectors all instances of action in relation to safeguarding concerns.

Cameron House will make a referral to the Teacher Regulation Agency (TRA) where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a prohibition order may be appropriate. The reasons such an order would be considered are: "unacceptable professional conduct", "conduct that may bring the profession into disrepute" or a "conviction, at any time, for a relevant offence". Advice about whether an allegation against a teacher is sufficiently serious to refer to the TRA can be found in *Teacher Misconduct: disciplinary procedures for the teaching profession*, (April 2018). Further guidance is also published on the TRA website.

Policy Reviewed: Dina Mallett September 2018

Next Review: September 2019

Approved by: Josie Cameron Ashcroft September 2018

Next Review: September 2019