



# MILTON ABBEY

## RECRUITMENT POLICY

### 1 Introduction

Milton Abbey School (the School) is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment to all its members of staff and volunteers. The Senior Deputy Head in his HR Manager role is responsible for ensuring that this policy is properly applied across the School.

The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who are aware of and share this commitment.

This policy and procedures aim to provide clear guidance in relation to both the selection and appointment of staff to achieve the following:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DofE), *Safeguarding children and safer recruitment in education* (Guidance), Keeping Children Safe in Education (KCSIE – September 2019) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

## **2 Recruitment and selection procedure**

### **2.1 Pre-recruitment**

#### **Review**

The Departmental Head/Line Manager should, in conjunction with the Senior Deputy Head, evaluate the position identifying any necessary or desirable changes, i.e. duties, responsibility levels, candidate skills etc. that may be required. The Job Description, Person Specification and existing Terms and Conditions should also be reviewed and updated as necessary.

#### **Authorisation**

A Request to Recruit an Employee form should be completed by the Senior Deputy Head/Deputy Heads or Estates and Operations Manager and forwarded with the updated Job Description, Person Specification and Terms and Conditions to the HR Administrator. Authorisation is required by the Senior Deputy Head and the Head.

#### **Timescales and appointment of Interview Panel**

The Departmental Head/Line Manager will consult with the HR Administrator to determine timescales for advertising, closing dates, potential interview dates and appropriate interview panel, which should consist of a minimum of two people.

#### **Interview Panel**

At least one member of the interview panel will be appropriately trained and experienced in the selection process and at least one member will be aware of the statutory guidance on safer recruitment and safeguarding requirements included in Section 1 above.

To ensure impartiality, if a member of the panel is known to the candidate, this should be disclosed at the time. All panel members should be able to attend all interviews for the duration of the recruitment process, to maintain consistency and fair treatment of all candidates.

### **2.2 Job Description/Person Specification**

Job Descriptions should clearly state:

- the main duties and responsibilities of the post

Person Specifications should include:

- the qualifications, skills, experience, and any other requirements necessary to perform the role with regard to working with children and young people
- the competences and qualities that the successful candidate should be able to demonstrate

### **2.3 Information for Candidates**

Candidates will receive an Information Pack which will normally include:

- Application form and guidance notes on the recruitment process
- Equal Opportunities Monitoring form
- Job Description
- Person Specification

- Terms and Conditions of Employment
- other documents (appropriate to the position)

## **2.4 Advertising the Vacancy**

- It is normal practice that all vacancies are advertised, both internally and externally. However, where it is considered that existing staff have the prerequisite skills, consideration may be given to advertising posts internally only.
- The HR Administrator will liaise with the appropriate member of staff to draw up the content of the advertisement ensuring that the wording is appropriate and non-discriminatory.
- All advertisements will include details of the position, together with contact details and closing date.
- The vacancy will be advertised in the most appropriate media i.e. local/national press, specialist journals, agencies, job centres and the School's website.

## **3 Applications**

All applicants for employment will be required to complete either an online application or a paper application form containing questions about their academic and employment history and their suitability for the role. A Curriculum Vitae will not be accepted in place of the completed application form.

### **3.1 Processing Applications**

- On receipt of the Application Form, the Equal Opportunities Monitoring form will be kept separate, as it does not form part of the selection process.
- After the closing date, all application forms and any attachments will be photocopied, together with the Request to Recruit an Employee Form and distributed to the interview panel, with the original documentation retained by the HR Administrator.
- To comply with The Employment Practices Data Protection Code, the interview panel must ensure that all applications are kept in a secure location and remain confidential.

### **3.2 Scrutinising**

Each member of the interview panel should individually review and scrutinise all applications to ensure:

- they are fully and properly completed
- the information provided is consistent and does not contain any discrepancies
- any anomalies, discrepancies or gaps in employment identified are noted.

As well as reasons for obvious gaps in employment, a history of repeated changes of employment without any clear career or salary progression, or a mid-career move from a permanent post to perhaps supply teaching or temporary work, will need to be noted for further verification if the applicant is shortlisted for interview.

All candidates should be assessed equally against the criteria contained in the person specification without exception or variation. The interview panel should record and retain their notes on individual applications as part of the selection process.

### **3.4 Shortlisting**

When the panel have completed their individual review, they should agree on a shortlist of candidates, which will be notified to the HR Administrator and interview date(s) confirmed with the selected candidates.

For teaching positions, references will be obtained for shortlisted candidates prior to interview.

### **3.5 Notification to Candidates**

All applicants will receive written notification of the outcome of their application from the HR Administrator as soon as possible after the closing date i.e. an invitation to interview or notification that their application has not been successful.

### **3.6 Invitation to Interview**

The HR Administrator will invite candidates to attend the interview, which will be confirmed by email, outlining date, time and place, membership of the interview panel, format of the interview and other information as necessary.

### **3.7 Identity and Qualifications check**

The invitation to interview will also state that the identity of the candidate will be checked at the interview and consequently all candidates will be required to bring with them documentary evidence of their identity i.e. a current driving licence, passport or a full birth certificate. Candidates will also be required to bring proof (originals) of relevant qualifications (if applicable).

### **3.8 Interview Process**

The interview panel should meet prior to the interview to:

- reach a consensus about the required standard for the position to which they are appointing
- consider the issues to be explored with each candidate and who on the panel will cover them
- formulate a set of questions to ask all candidates relating to the requirements of the position
- agree their assessment criteria in accordance with the person specification

Best practice recommends that competence based questions should be used to relate how the candidate has responded to or dealt with actual situations, or questions that test the candidate's attitude and understanding of issues.

All members of the interview panel should complete an Interview Record Form for each candidate, which will be retained by the HR Administrator at the conclusion of the selection process.

### **3.9 Areas to be covered during the Interview**

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel should also explore:

- the candidate's attitude toward children and young people and suitability for working in a School environment
- his/her ability to support the School's commitment for safeguarding and promoting the welfare of children and young people
- gaps or any issues relating to the candidate's employment history
- concerns or discrepancies arising from the information provided by the candidate and/or a referee
- if the candidate wishes to declare any issues in light of the requirement for an Enhanced DBS check or any issues relating to references
- confirm the candidate's mental and physical fitness to carry out their work responsibilities (KCSE – 2019). ('A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role.')

### **3.10 Pre-employment checks**

In accordance with the recommendations set out in the Guidance, KCSIE - 2019 and the requirements of the Education (Independent School Standards) (England) Regulations 2014 and the Boarding Schools: National Minimum Standards (2015), the School carries out a number of pre-employment checks in respect of all prospective employees.

### **3.11 Verification of identity, address and Qualifications**

All applicants who are invited to an interview will be required to bring with them evidence of identity, including date of birth, right to work in the UK, address and qualifications.

The School does not discriminate on the grounds of age.

### **3.12 Post Interview**

The interview panel will meet to discuss the outcome of the selection process and make recommendations regarding the candidate selection.

It will decide which member of the panel will contact the successful candidate. The HR Administrator will be informed following this contact so that a conditional offer of employment can be prepared and other candidates notified accordingly.

## **4 Conditional Offer of Employment**

A conditional offer of employment will outline the details of the position, i.e. job title, commencement date (to be confirmed when satisfactory DBS and references have been received and verified).

### **4.1 Documentation included in the offer:**

- Offer letter
- Contract of Employment
- Job Description/Person Specification
- Emergency Contact Details/Bank Details/Next of Kin
- Staff Handbook (for Teaching staff only)

- Employment Manual
- Medical Questionnaire (and Declaration)
- DBS information, including Rehabilitation of Offenders Act 1974
- Payroll Statement
- Pension opt-out
- Service Licence Agreement (accommodation)
- IT Agreement (AUP)
- Acknowledgement Form

#### **4.2 The Offer of Employment will be conditional upon the following:**

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
- verification of the applicant's identity (where this has not previously been verified);
- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory;
- for teaching positions, confirmation from the National College for Teaching and Leadership that the applicant is not subject to a prohibition order;
- the receipt of an Enhanced disclosure from the DBS which the School considers to be satisfactory;
- where the position amounts to "regulated activity" (see section 4.3 below) confirmation that the applicant is not named on the Children's Barred List administered by the DBS;
- verification of the applicant's medical fitness for the role (see section 5 below);
- verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and
- verification of professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified).

#### **4.3 Regulated Activity**

The School must consider whether a position amounts to "regulated activity". It is however likely that in nearly all cases an Enhanced DBS check, which includes a Children's Barred List check, will be carried out because employment within a School environment provides the opportunity for contact with children.

A check of the Children's Barred List is not permitted if an individual will not be undertaking "regulated activity". The following definition of "regulated activity" is reproduced from KCSIE – July 2019:

*'For all appointments, an enhanced DBS certificate, which includes barred list information, will be required as the majority of staff will be engaging in regulated activity. In summary, a person will be considered to be engaging in regulated activity if as a result of their work they:*

- *will be responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or*

- *will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or*
- *engage in intimate or personal care or overnight activity, even if this happens only once.'*

#### **4.4 Criminal Records Check**

All staff in 'regulated activity' are required to obtain an Enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the School which amount to 'regulated activity' as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended) and in KCSIE 2019.

The purpose of carrying out an Enhanced check for 'regulated activity' is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List maintained by the DBS.

This definition will cover nearly all posts at the School. Limited exceptions could include temporary positions outside of term time.

- It is for the School to decide whether a role amounts to "regulated activity" taking into account all the relevant circumstances.
- The DBS issues a DBS disclosure certificate to the subject of the check only, rather than to the School.
- It is a condition of employment with the School that the **original** disclosure certificate is provided to the School within two weeks of it being received by the applicant.
- Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the School.
- If there is a delay in receiving a DBS disclosure the Senior Deputy Head/Estates and Operations Manager has discretion to allow an individual to begin work pending receipt of the disclosure. This will only be allowed if all other checks, including a separate check of the Children's Barred List (where the position amounts to regulated activity), have been completed and once appropriate supervision has been put in place.
- A risk assessment will be completed and reviewed on a fortnightly basis until receipt of the DBS.
- DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including a criminal records check (police check) from the relevant jurisdiction(s).

#### **5 Medical Fitness**

The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made but before the appointment can be confirmed.

It is the School's practice that all applicants to whom an offer of employment is made must complete the Medical Questionnaire. This information will be reviewed against the Job Description and the

Person Specification for the role. If the School has any doubts about an applicant's fitness, the School will consider reasonable adjustments in consultation with the applicant.

The School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

In accordance with the Equality Act 2010 the School will not withdraw a job offer without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

## **6 References**

- For teaching positions, references will be taken up and verified prior to interview.
- For support positions references will only be taken up after an offer is made.
- All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School.
- One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children.
- Neither referee should be a relative or someone known to the applicant solely as a friend.
- All referees will be asked whether they believe the applicant to be suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.
- All referees will be sent a copy of the job description and person specification for the role for which the applicant has applied. If the referee is a current or previous employer, they will also be asked to confirm the following:
  - The applicant's dates of employment, salary, job title/duties, reason for leaving, performance.
  - Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be false, unsubstantiated, unfounded or malicious.
- 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.
- References will be validated by the HR Administrator by direct contact with the referee.
- The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

## **7 Contractors and agency staff**

Contractors engaged by the School must complete the same checks that the School is required to complete for its staff.



If contractors are supervised by someone who has received DBS clearance DBS checks are not required. If the Managers/Supervisors, surveyors, etc. need to spend a lot of time outside their compound then they must receive DBS clearance. Management of contractors working in the Abbey is the responsibility of the Milton Abbey Heritage Trust.

If the contractors are working more generally within the School then they should all be DBS checked or working with someone who is. For instance, a checked member of staff could buddy them but s/he needs to be with the whole team at all times, so in a team of 12, if 3 or 4 were DBS checked then this situation is acceptable.

How the “security” is expected to work should be included in the formal “scheme of works” agreed prior to the start of the project. Within this document it must state that the onus is on the contractors to assume responsibility for this aspect of Child Protection.

The scheme of works should also include a general clause about behaviour and dress, eg. No smoking or vaping, no swearing, tops of bodies to remain clothed, etc., stipulating that failure to comply would mean removal from the site. Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School. The School will independently verify the identity of staff supplied by contractors or an agency in accordance with section 4.3 above.

## **Other Categories**

Coaches, umpires, speakers, consultants, contractors, etc. Anyone coming to Milton Abbey who has not had a DBS check undertaken by the School must be supervised at all times. It therefore makes sense for regular coaches, umpires, contractors, consultants, etc. to be checked by the School. Please consult the appropriate Deputy Head or Estates and Operations Manager who will arrange that appropriate checks are undertaken.

## **8 Policy on recruitment of ex-offenders (is laid out in a separate policy and can be found on the School Network)**

### **8.1 Assessment criteria (is laid out in a separate policy and can be found on the School Network)**

## **9 Retention and security of disclosure information**

The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information. In particular, the School will:

- store disclosure information and other confidential documents issued by the DBS in locked, storage containers, access to which will be restricted to the Senior Deputy Head and HR Administrator;
- not retain disclosure information or any associated correspondence for longer than is necessary, and only retain it for a maximum of six months. The School will keep a record of

the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken;

- ensure that any disclosure information is destroyed by suitably secure means such as shredding; and
- prohibit the photocopying or scanning of any disclosure information without the express permission of the individual to whom the disclosure relates.

## **10 Retention of records**

The School is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the School will retain on his/her personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications.

Medical information may be used to help the School to discharge its obligations as an employer e.g. so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue. This documentation will be retained by the School for the duration of the successful applicant's employment with the School. After employment ends it will be retained in accordance with the School's document retention guidelines. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.

## **11 Referrals to the DBS and National College for Teaching and Leadership (NCTL)**

The School also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the School despite being barred from working with children; or
- has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.
- If the individual referred to the DBS is a teacher, the School may also decide to make a referral to the NCTL.

## **12 Governors and Volunteers**

An Enhanced DBS clearance will be obtained by HR prior to commencement of duties. All volunteers who are in 'regulated activity' will have an Enhanced DBS and all relevant checks undertaken.

## **13 Adults Living on Site**

A Children's Barred List check (formerly List 99) and an Enhanced DBS clearance will be obtained by the HR Administrator for all adults aged 16 and over living on site but not employed by the School. The same process will be followed for private houses within the School grounds.

**CRIMINAL RECORDS CHECK (Disclosure & Barring Service)**
**RISK ASSESSMENT**

Name:	
Job Title:	
Department:	
Start Date:	
<b>Checks:</b>	
<b>DBS status</b>	Applied for:
	Current DBS No:
	Date:
	Organisation:
Barred List	
Child Protection	
<b>References</b>	Applied for:
	Received:

A DBS check has been requested, but it is anticipated that the results may not be available for up to six weeks or more. Satisfactory/ references have been requested/received. \*\*\*\*\* is required to start work immediately to replace an employee who has already left. The nature of \*\*\*\*\*'s employment is to help at short notice and she is required to start work immediately.

Until a satisfactory DBS disclosure is received the above-named will not work unaccompanied nor go into any accommodation area of the school.

This risk assessment has been raised with full agreement from the School's Designated Safeguarding Lead. The employment agreement will still be subject to a satisfactory DBS check. The School reserves the right to terminate employment with Milton Abbey School if the DBS check proves unsatisfactory.

Ruth Butler .....

**Designated Safeguarding Lead**

**Head** .....

**Senior Deputy Head** .....

**Line Manager**

**Name** .....

**Job Title**

**Date**