



# Elmfield Rudolf Steiner School

## Staff Recruitment Policy

September 2018

<b>Policy Tracker – Responsibility for monitoring this policy:</b> <b>Lesley Taberer (Bursar)</b> (Reviewed annually or in response to changes in legislation)			
<b>Date</b>	<b>Reviewed and Updated By:</b>	<b>Role</b>	<b>Date Approved by the Council of Management</b>
08/17	Lesley Taberer	Bursar	
02/18	Lesley Taberer Minor amendment	Bursar	
21/09/18	Lesley Taberer Update to be in line with changes to KCSIE	Bursar	

## **Introduction**

Elmfield Rudolf Steiner 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 members of staff. If the school is to achieve these aims, an excellent recruitment policy and process must be in place to attract, select and retain high calibre staff. The School will follow the Safer Recruitment processes for all appointments as detailed in Keeping Children Safe in Education (2018) and Working Together to Safeguard Children (2015).

## **Aims**

The aims of the School's recruitment policy are as follows:

- to ensure that the safeguarding and welfare of children and young people occurs at each stage of the process;
- 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 equitably, regardless of personal characteristics such as race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation, marital status, disability or age.
- to ensure compliance with all relevant recommendations, legislation and guidance

## **Scope**

This policy applies to all employees and trustees responsible for and involved in the recruitment and selection of all school-based staff.

## **Pre-recruitment Process**

All applicants for employment will be required to complete an Application Form containing questions about their academic and employment history and their suitability for the role. The application form will include an applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Incomplete Application Forms may be returned to the applicant where the deadline for completed Application Forms has not passed.

The school will carry out a social media check to exclude any person with unsuitable profiles such as racist, misogynistic, homophobic or extremist views. Adherence to fundamental British values is paramount. Social media checks will also verify that an applicant is suitable for the post to which they have applied. We reserve the right to reject an applicant if they are found to behave abusively or offensively online or in other relevant domains.

**References** will be sought and obtained prior to any candidate beginning work with the school. The school reserves the right to seek additional references in order to carry out comprehensive background checks. All offers of employment will be subject to the receipt of three satisfactory references, one of which must be from the applicant's current or most recent employer.

All referees will be asked whether they believe the applicant is suitable to work in a school, and whether they have any reason to believe that the applicant is unsuitable to work with children. Employment references will request a) the applicant's dates of employment, job title/duties, reason for leaving, performance and disciplinary record; b) whether the applicant has ever been the subject of disciplinary procedures including any in which the disciplinary sanction has expired; c) 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.

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials sent by the applicant themselves. References should usually be in writing or via email, unless there are exceptional circumstances when a telephone reference will be acceptable.

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 before any appointment is confirmed.

### **Short-listing**

Shortlisting will entail the comparing of applicants' qualifications, skills and experience with the requirements of the role. An objective scoring system will normally be used and retained electronically in the relevant vacancy folder.

### **Interview**

Short-listed applicants will be invited to attend an interview and/or assessment. This will assess the merits of each candidate against the job requirements, and explore their suitability to work with children. The selection process for people who are seeking employment for posts working with children will always include a face-to-face interview even if there is only one candidate. Interview questions should include at least one question relating to child protection. At least one member of the interview panel will have undertaken Safer Recruitment training.

All successful applicants will be required to bring the following to confirm their identity, eligibility to work in the UK and qualifications:

- passport or current photo driving licence
- documents confirming the most relevant and recent educational or professional qualifications.

Original documents only will be accepted. The School will take a copy of original documents.

### **Offer of appointment**

If it is decided to make an **Offer of Employment** following the formal interview/assessment, any such offer will be conditional on the following:

- the receipt of three satisfactory references
- verification of the candidate's identity, qualifications and professional status
- the receipt of a relevant Disclosure (DBS) with which the School is satisfied
- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment.
- If the candidate has not previously lived in the UK, the School will obtain confirmation of the right to work in the UK, confirmation of their qualifications and, where possible, a certificate of good conduct from the candidate's home police force. Should the latter not be possible to obtain, the school will seek other relevant checks to ensure the prospective employee's background has been thoroughly checked. This may include additional references and/or seeking information from foreign embassies. Nearly all European Economic Area and Swiss nationals are free to live and work in the UK without restriction.

All checks should be documented and retained on the personnel file (subject to certain restrictions under the General Data Protection Regulations and DBS regulations) and followed up where they are unsatisfactory or contain discrepancies.

The School will notify the Independent Safeguarding Authority where:

- the candidate is found to be on the ISA's Barred Lists, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or an applicant has provided false information in, or in support of, his/her application; or there are serious concerns that an applicant poses a risk of harm to children.

### **ISA Barred Lists and DBS check**

In accordance with the Vetting and Barring Scheme, the School applies for a check of the ISA Barred Lists and a disclosure certificate from the DBS in respect of all prospective staff members, governors and volunteers who meet the requirements for these checks. For those roles where staff will be supervised with children, the school is not obliged to request a DBS check, unless the role involves a regulated activity such as counselling or physiotherapy.

The school will also check whether any prospective teachers have a prohibition order.

Any applicants for school leadership positions will have an additional check to ensure they are not prohibited under Section 128 Provisions.

Applicants with recent periods of overseas residence and those with little or no previous UK residence, may also be asked to apply for the equivalent of a Disclosure, if one is available in the relevant jurisdiction(s). The School expects supply/temporary worker agencies/contractors that are used by the School to register with the DBS on their own account and to follow their policy or their own comparable policy. Whilst it is rare for the school to use an employment agency, the school will ask the agency for evidence of satisfactory DBS checks before the relevant person begins work.

For prospective staff who will be working in childcare provision or who are directly concerned with the management of such provision, appropriate checks will be carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009.

### **Induction**

All staff newly appointed in the School will be offered and expected to undergo an induction, regardless of previous experience, covering health and safety and child protection.

### **Retention and Security of Disclosure Information**

The School will:

- store Disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the School's admin and management team;
- not retain Disclosure information or any associated correspondence for longer than is necessary. In most cases, the School will not retain such information for longer than 6 months although 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 any issues;
- ensure that any Disclosure information is destroyed by suitably secure means such as shredding.

### **Retention of Records**

If an applicant is appointed, the school will retain any relevant information provided on their application form (together with any attachments) on their personnel file, in accordance with the requirements of the Data Protection Act 1998. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after 6 months unless the applicant specifically requests the school to keep their details on file.