



# Bancroft's School

## Recruitment Policy

Bancroft's School is committed to safeguarding the welfare of children and promoting the welfare of children and young people. All appointments follow the statutory guidance given in 'Keeping Children Safe in Education – September 2018' (KCSIE).

In order to ensure that we appoint the most suitable staff we use the following procedure.

1. A clearly defined post and person specification is defined which sets down the boundaries and expectations of the role including a statement of responsibility and requirements for safeguarding.
2. Any advertisement includes:
  - a) The wording '**Bancroft's is committed to safeguarding and promoting the welfare of children**'
  - b) Details about the School
  - c) Details about the post
  - d) Qualifications required for the post (e.g. graduate if a teaching post)
  - e) Applicant must fully complete the application form
  - f) Closing date.
3. Application forms are carefully scrutinised by at least two people, applying the same criteria from the post and person specification to each applicant, and a shortlist drawn up.
4. References

At least two references are sought for the short listed candidates. Where possible, one must be a reference from an organisation where the applicant has worked with children either as an employee or in a voluntary capacity. One must be a professional reference (ideally from the candidate's ultimate manager at current / last place of employment) and this must request:

- a) The applicant's dates of employment and job title/duties
- b) Whether the applicant has ever been subject of disciplinary procedures involving issues related to the safety and welfare of children (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.

References need to be signed but any references sent by email (if signed and scanned or not) must be confirmed by telephoning the referee. References can be taken over the telephone but the key details need to be noted, dated, timed and signed.

## 5. Interview

- a) The interview panel includes at least one person who has completed Safer Recruitment Training
- b) Candidates are required to provide documents at interview so that checks can be made of identity, address and the right to work in the UK (passport and / or driving licence or if the candidate does not have either or both other appropriate documentation). One document must provide photographic identity
- c) The interview panel explores the applicant's suitability for working with children as well as for the post. All candidates are asked a set of standard questions and their answers are recorded and held centrally by HR
- d) The candidate will be required to answer specific Safeguarding questions and a statement, signed by the interviewer, will be held by HR
- e) The candidate is asked if they wish to declare anything in the light of the requirement for an Enhanced DBS check
- f) Any gaps in employment history are explained
- g) Applicants who submitted their application form via email will be asked to sign the document.

The interview panel meet and decide on the successful candidate.

- 6. An offer of employment is made for a probationary period conditional on satisfactory completion of the following pre-appointment checks:
  - a) Identity (including right to work)
  - b) References (if not already obtained previously)
  - c) Qualifications (if not verified on the day of interview)
  - d) Enhanced DBS check as well as barred list and prohibition from teaching check. This includes for all management positions (Heads of department and above in both teaching and non-teaching, including Governors) a check to see if the applicant is subject to a s.128 direction.
  - e) The completion of a medical health check form, including the provision of the name and address of the candidate's medical practitioner.
  - f) Overseas checks
  - g) Prohibition checks – teaching, leadership/management
  - h) Additional checks on people who have lived or worked outside the UK; this would include recording checks for those European Economic Area (EEA) teacher sanctions and restrictions. This is a

requirement from 5th September 2016 for all new staff to the school who have worked in a teaching capacity in European Economic Areas (see KCSIE 2018).

If all conditions are successfully completed to the satisfaction of the School, an offer will be made.

If there is any delay in receiving the Enhanced DBS certificate the Head will use their discretion to allow any individual to begin pending receipt provided that appropriate supervision is put in place.

The recruitment of non-teaching and teaching staff, peripatetic music teachers and sports coaches (self-employed or not), part-time and full-time, follows the same procedure as described above.

#### 7. Volunteers

The recruitment of volunteers who have regular contact with children, unsupervised or not, or accompanying a school party overnight must include a DBS check, references, an informal interview and there should not be any contrary indications from anyone in the school. These volunteers will also be included in the Central Register.

#### 8. Governors

The recruitment of new governors requires an enhanced DBS check and a check of identity and the right to work in the UK prior to appointment.

#### 9. Overseas Recruitment

For all staff, volunteers and governors being recruited from overseas (including UK nationals returning to work in the UK) the same procedures above are followed but more stringently. The equivalent police checks (of criminal records) in the country concerned and / or certificates of good conduct from the appropriate authority will be sought. Extra references will be requested when the latter cannot be obtained.

10. It is mandatory that hard copy evidence of all checking is placed in the personnel files.

11. On taking up their post all newly appointed staff will be given an induction from the Designated Safeguarding Lead.