



## Recruitment Policy

**Bancroft's**  
Independent Co-educational Day School 7–18

# 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 2022' (KCSIE).

In order to ensure that we appoint the most suitable staff, the following procedure is used.

## 1 Recruitment Request Form

When a vacancy becomes available, a Recruitment Request Form is completed by the recruiting manager, detailing the position, salary, and reason to fill the position. This is then sent to both the Bursar and Head for authorisation.

## 2 Role Profile and Adverts

The Senior Deputy Head is responsible for all roles that are advertised at the School.

A draft role profile and advert is sent to the recruiting manager for verification. The role profile must clearly define the tasks and include a person specification, which sets down the boundaries and expectations, skills, attitudes, and behaviors required for the role. The role profile must be completed prior to advertising.

Adverts should include the following:

- The wording 'Bancroft's is committed to safeguarding and promoting the welfare of children and young people and expects all staff, Governors, and volunteers to share this commitment';
- Applicants advised that they will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS);
- Confirmation that the post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children;
- Details about the School and the position;
- Qualifications required for the position (e.g. graduate if a teaching post).

A statement of responsibility and requirements for safeguarding, and that it is an offence to apply for the role if they are barred from engaging in regulated activity relevant to children, is available to candidates in the application pack cover letter.

Adverts will be placed in the appropriate medium for the role. The role profile and application pack are available to candidates via a link on the vacancy page of Bancroft's website.

## 3 Application Forms

These must be fully completed by the candidates, including full details of employment history and reasons for leaving previous roles. CVs cannot be accepted without an Application Form.

## 4 Shortlisting

Application Forms are carefully scrutinised by at least two people on the basis of suitability against the role profile. The same criteria should be applied to each applicant, and a shortlist drawn up. A Shortlisting Assessment Form should be completed for each applicant and should be consistent. Any areas of concern identified on the application form should be noted and explored at interview.

## 5 References

References should be obtained prior to interview, to allow any concerns raised to be explored further with the referee and taken up with the candidate at interview. At least two references are sought for the short listed candidates prior to interview. Where possible, one reference must be from an organisation where the candidate has worked with children either as an employee or in a voluntary capacity. One reference must be a professional reference (ideally from the candidate's manager/senior person with the appropriate authority at current / last place of employment) and this must request:

- The candidate's dates of employment and job title/duties;
- Whether the candidate 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);
- Whether any allegations or concerns have been raised about the candidate 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 verified by telephoning the referee, including discrepancies, and any vague information provided in the reference. References can be taken over the telephone but the key details need to be noted, dated, timed and signed. Any concerns should be resolved satisfactorily before appointment is confirmed.

Referees should confirm whether they are satisfied with the applicant's suitability to work with children and provide the facts (not opinions) of any substantiated safeguarding allegations, excluding allegations which are unsubstantiated, unfounded, false, or malicious.

Open references ie 'to whom it may concern', are not accepted.

References should be provided in a timely manner and not hold up proceedings.

## 6 Interview and Selection

The interview panel includes at least one person who has completed Safer Recruitment Training.

A range of selection techniques should be used to identify the most suitable person for the post. Those interviewing should agree structured questions, which should include the following:

- asking what attracted the candidate to the post and their motivation for working with children;
- asking specific Safeguarding questions and a statement, signed by the interviewer;
- exploring their skills and asking for examples of experience of working with children which are relevant to the role;
- exploring any areas of concern highlighted at the short listing stage of the process, including gaps in employment or where the candidate has changed employment or location frequently. Reasons should be recorded on the individuals interview notes.
- exploring the candidate's suitability for working with children as well as for the position. All candidates asked a set of standard questions and their answers are recorded.

Pupils/students should be involved in the recruitment process in a meaningful way. Observing short listed candidates and appropriately supervised interaction with pupils/students is common and recognised as good practice.

Candidates are required to provide documents at interview so that checks can be made of identity and the right to work in the UK (passport / driving license / birth certificate, and evidence of their address. If documents have been mislaid, other appropriate documentation can be sought. One document must provide photographic identity. Candidates who submitted their application form via email will be asked to sign the document.

All information considered in decision making should be clearly recorded along with decisions made.

The interview panel meet and decide on the successful candidate. All information considered in decision making should be clearly recorded along with decisions made.

Any documentation for unsuccessful candidates, including interview notes, will be passed to HR for retention and to inform the candidates of the decision.

## 7 Conditional Offer

A conditional offer of employment is made for a probationary period until satisfactory completion of the following pre-appointment checks:

- Identity and right to work;
- References (if not already obtained previously);
- Professional qualifications if relevant and not provided on the day of interview. The Teaching Regulation Agency's Employer Access Service is used to verify QTS certificates;
- An Enhanced DBS check with a children's barred list check ;
- Completion of a medical health check questionnaire, including the provision of the name and address of the candidate's medical practitioner;
- Overseas checks - additional checks are carried out if the candidate has lived or worked outside the UK for three months or more within the past five years or being recruited from overseas, including EU nationals, and UK nationals returning to work in the UK. The equivalent police checks (of criminal records) in the country concerned and / or certificates of good conduct from the appropriate authority will be sought. Teachers will be asked to obtain a letter of professional standing where available. Additional checks eg additional references, will be requested where information cannot be obtained;
- Prohibition Checks for Teaching and leadership/management (s.128 direction). All management positions (Heads of department and above in both teaching and non-teaching, including Governors) include a check to see if the candidate is subject to a s.128 direction.

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

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.

## 8 Volunteers

All volunteers could have regular contact with children and are considered to be in regulated activity. Volunteers, including those accompanying a school party overnight, undergo the same checks as mentioned above, including an Enhanced DBS check with a List 99 check. An informal interview takes place and there should not be any contrary indications from anyone within the school. These volunteers are included in the Central Register.

## 9 School Governors

The recruitment of new governors requires the following checks to be carried out:

- an Enhanced DBS check with a barred list check;
- a prohibition from teaching and a prohibition from management check;
- a check of identity and right to work in the UK;
- an overseas check where necessary.

The DBS check is carried out for the Chair of Governors and countersigned by the Secretary of State.

All checks are carried out prior to appointment.

## 10 Record of Checks

All relevant documentation relevant to the candidate will be placed in the individual's personnel file, and all checks recorded on the Single Central Register.

## 11 Safeguarding

On taking up their post all newly appointed staff as part of their formal induction, will be given a safeguarding briefing by the Designated Safeguarding Lead.