

# **Recruitment, Selection and Disclosure and Procedures**

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**PART A –RECRUITMENT SELECTION AND DISCLOSURE POLICY & PROCEDURE**

**1 Recruitment & selection procedure**

All applicants will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant. ~~093792.718 T36295.1947(450148( )f)1.0881(c)3.2176d( )Tjc~~



- **One document showing name and home address; this can be one of the following:** - Bank or Building Society/ Credit Card Statement (issued in the last 3 months)
  - Utility bill (issued in the last 3 months)
  - Council Tax bill (issued in the last 12 months)
  - Mortgage Statement (issued in the last 12 months)
  - Financial Statement i.e. pensions (issued within the last 12 months)
  - P45/P60 statement (issued within the last 12 months)
  - Benefit Statement (issued in the last 3 months)
  - EEA National ID Card/Irish Passport Card/Pass accreditation logo card (Must be valid)
  - Letter from Head or college Principal – to be used in exceptional circumstances for 16 – 19-year-olds (Must be valid)
- **Where no driving licence or birth certificate can be provided, we may require another additional proof of address**
- **Confirmation of any educational and professional qualifications referred to in their application form and where relevant to the post**

**Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.**

**If not seen at interview, any offer of employment is conditional, subject to the above and any other outstanding vetting checks.**

**The School asks for the date of birth of all applicants. Proof of date of birth is necessary so that the School may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate on the grounds of age.**

**Original copies of all qualification certificates relevant to the role are checked.**



## **Caterham School Recruitment Policy**

**PART B –VOLUNTEERS, AGENCY, CONTRACT, UNCHECKED STAFF & TRUSTEES**

Contractors engaged by the School who have regular or unsupervised contact with pupils must complete the same checks for their employees that the School is required to complete for its staff. The School requires written confirmation that these checks have been completed before employees of the Contractor can commence work at the School.

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 written 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 the contractor or agency.



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- 4. The speaker will clearly outline in advance the aims and outlines of their session with methods, content and approaches and the supervising member of staff should ensure that these are consistent with the Schools Philosophy and Aims.**
  
- 5. The speaker should be made aware of any relevant school policies and procedures.**

**DBS vetting checks will not be required for speakers whose visits do n**

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**Policy Statement on the Recruitment of Ex-offenders**

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

**2. Policy Statement: Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information**

It is a requirement of the DBS Code of Practice that all Registered Bodies must have a written policy



### **Disposal**

Once the retention period has elapsed, we ensure that any Disclosure information is immediately destroyed by secure means, i.e. shredding, pulping or burning. While awaiting destruction, Disclosure information is not kept in any insecure receptacle (e.g. waste bin or confidential waste sack). Other than as described above, we do not keep any photocopy or other image of the body of Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we do keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken. This information may include retention of the top 'slip' which described the types of check, unique number and for whom it was issued as advised by the Independent Schools Inspectorate.

### **Safeguarding**

The School will make candidates aware that all posts in the School invo

### **Appendix 1 VETTING CHECKS SUMMARY**

1. Proof of identity (and confirmation of the right to work in the UK)
2. Completed form with full career/personal history i.e. no unexplained gaps
3. An interview will always include a person trained in Safer Recruitment, interviewers notes will be required
4. Completion of a self-declaration form in relation to their criminal record or information that would make them unsuitable to work with children
5. Confirmation of qualifications relevant to the post
6. Enhanced DBS disclosure with Children's Barred List check and additional checks where an employee has lived outside the UK (not required for supervised volunteers)
7. At least two satisfactory references
8. Medical fitness (not a requirement for volunteers)
9. Prohibition (from teaching and/or management and/or trusteeship) and child care disqualification checks as appropriate. Certificate of professional standing if applying from the EEA.

#### **By When**

The above checks must be completed before the individual can start with the exception of the receipt of a DBS certificate providing it has been applied for, a written risk assessment has taken place, all other checks above have been completed and the DfE's barred list has been checked.

Evidence is kept of the above that is subject to inspection by ISI who will scrutinise the relevant dates.

#### **Boarding Pupils and Early Years**

**Appendix 2**

**Risk Assessment**

**Staff Not in Receipt of a DBS Disclosure Certificate**

**Purpose:**

To assess whether it is acceptable for the individual named below to commence employment before receipt of DBS certificate.

**Name:**

**Job Title:**

Under normal circumstances, an enhanced DBS check would be received before a member of staff commences employment. However, for operational reasons, consideration has been given in this particular case for an earlier commencement date for the following rea





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**Virtual visiting speakers and/or events may require their own risk assessment as an alternative to the checklist. Please contact the HR Department or Designated Safeguarding Lead should you have any queries.**

### **Guidelines for Visiting Speakers**

Caterham School values visits from speakers who enrich and broaden our pupils' experience and knowledge. They provide them with information that helps them make decisions at different phases of their education, widens their understanding of world and global issues, and provides motivational inspiration through the sharing of a speaker's experience. Our responsibility to our pupils is to ensure that they can critically assess the information they receive as to its value to themselves, and that the information is in sympathy with the ethos and values of the School and the tenets of the School, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs (referred to as "British Values").

The 'Prevent' statutory guidance (The Prevent Duty: Departmental advice for schools and childcare providers'. DfE, June 2015) (<https://www.gov.uk/government/publications/preventduty-guidance>) requires schools to have clear protocols for ensuring that any visiting speakers whether invited by staff or pupils, are suitable and apprials f.5945( )11043(c)14.912( D1.88636(o)1639(/)9i671 -13n959(a)3.11u)0.703268(