



Park School for Girls

Recruitment and Selection Policy Statement

Park School follows the Government's recommendations for the safer recruitment and employment of staff who work with children, set out in "Keeping Children Safe in Education". All members of the teaching and non-teaching staff at the school, including part-time staff, temporary and supply staff are checked with the Disclosure and Barring Service (DBS) before starting work. Volunteers engaging in regulated activity, are also vetted. Visiting staff, such as musicians and sports coaches provide the school with their DBS details prior to arrival at the School and additional checks are carried out if they are engaging in regulated activity.

The School under takes all the necessary checks to ensure safe recruitment, including enhanced DBS checks for all staff including the DBS certificates of all adults not employed by the school who work with, or supervise our pupils off site, for example on residential trips. In addition to the DBS checks, a check on prohibition from teaching and or management of independent schools; previous employment history /CV and Overseas checks where appropriate, including checking for EEA professional sanctions are carried out on anyone who is appointed to carry out teaching work. These additional checks ensure they have not been prohibited from teaching by the Secretary of State. [A detailed breakdown of all checks can be found in Appendices A]

Staff working in early years and later years settings (children under the age of 8) are asked to declare that neither they nor anyone who lives in the same household is a disqualified person under the Childcare Act 2006.

Staff who are employed by another organisation and not directly by Park School (e.g. supply teachers and maintenance contractors) are required to provide evidence of identity and, if applicable, DBS status on arrival and prior to commencing their work here. They are required to sign in at the front office and wear a visitor's badge at all times.

Park School does not use such agencies unless we are satisfied that they have carried out all necessary checks. The school keeps a single centralised register of all employees, volunteers and Governors and this is checked for compliance against relevant regulations once a year by the Bursar who has specific responsibility for this and reports to both the Head Teacher and Chair of Governors.

The Board of Governors is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

The Board of Governors recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or belief.

We implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.

We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.

The following pre-employment checks will be required:

- receipt of satisfactory references*
- verification of the candidate's identity
- a satisfactory DBS disclosure if undertaking Regulated Activity
- verification that they are not on the DBS Children's barred list and therefore not barred from working with Children (where applicable)
- verification that they are not prohibited from teaching (where applicable)
- verification of the candidate's medical fitness
- verification of qualifications
- verification of professional status where required e.g. QTS status
- the production of evidence of the right to work in the UK
- verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- (for applicable school settings and for roles covered by the Regulations only) a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2009 or that you have provided a disqualification waiver from Ofsted.

- * In exceptional circumstances, where an applicant has good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. Where it is agreed to defer, referees will be contacted immediately after interview before an offer of employment is made.

We keep and maintain a single central record of recruitment and vetting checks, in line with the DfE requirements.

All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police).

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service

The Board of Governors is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2009 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be managed on a case by case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information e.g. was it a caution or a conviction.
- How long ago did the incident(s) occur?
- Whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed on the SD2 form or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

When making a recruitment decision The Governing Body will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate checks have been satisfactory.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This Governing Body is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

NB It is illegal for anyone who is barred from working with children to apply for, or undertake Regulated Activity.

Revised by the Head Teacher Mrs A Nicholas September 2017

Approved by Chair of Governors Mr Smith September 2017

Date for review September 2018

Appendices A

PARK SCHOOL FOR GIRLS - EMPLOYMENT CHECKLIST

Name:Position:.....

Date of joining: Address:

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	Document	Seen By	Date
ID and Address check Note document seen			
Date of birth verified			
Qualifications seen			
DBS check			
List 99/Barred list			
Right to work in UK check			

Prohibition from teaching			
Prohibition from Management			
Reference 1			
Reference 2			
Employment history/CV			
Medical declaration			
Childcare disqualification decln.			
Overseas Check			
EEA Check			
Copy Passport held			

Revised by Mrs Nicholas

September 2018

Approved by Chair of Governors

September 2018

Date of next review

September 2019