



THE GRAMMAR SCHOOL
AT LEEDS

Be Inspired

STAFF: RECRUITMENT, SELECTION AND DISCLOSURES POLICY AND PROCEDURE

ISI Reference:	18a
Rationale for the Policy: Policy aim:	The recruitment, selection and disclosures policy and procedures sets out the school's obligations and commitment to effective recruitment practices, safer recruitment and disclosure compliance, in line with both legal and regulatory requirements and recommended best practice.
Author: Agreed and Authorised by: Date agreed: To be reviewed:	Head of Human Resources WSLT December 2022 September 2024
Date of review: Dates of interim amendments/updates:	March 2019, August 2020, July 2021, May 2022 September 2023
Category: Circulation and publication:	Internal All staff

**The School runs on FREDIE principles:
Fairness, Respect, Equality, Diversity, Inclusion and Engagement**

1. Introduction

The Grammar School at Leeds is committed to safeguarding and promoting the welfare of children and young people, including preventing radicalisation and extremism, and expects all staff and volunteers to share this commitment.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

This policy refers and applies to staff directly recruited and employed by the school, those on a contract for services, a casual contract, supply staff and volunteers.

This policy is intended to ensure compliance with all relevant legislation, guidance and best practice including The Education (Independent School Standards) (England) Regulations 2014, the statutory guidance published by the Department for Education (DfE) Keeping Children Safe In Education (the Guidance), Disqualification Under the Childcare Act 2006 (DUCA) (updated 2018) and the Code of Practice published by the Disclosure & Barring Service (DBS) (2015).

This policy should be reviewed annually following the annual review of Keeping Children Safe in education and other statutory guidance updates.

All queries regarding the School's recruitment or selection process must be directed to the HR Department.

2. Vacancies

2.1 Authority to recruit

When a vacancy arises, the relevant senior manager will discuss with the line manager and explore options including whether any changes are required to the role. This will include a review of the responsibilities required, the level of the post and the hours needed. This may require discussion with HR.

New posts are an increase to the staffing establishment and a written justification must be submitted to the Principal and discussed with the Head of HR and the Director of Finance and Operations. This submission may be discussed at SLT to allow for discussion and consideration of the post and how it aligns with the School's operational and strategic plans.

2.2 Job descriptions and person specifications

It is the responsibility of the appropriate Head of Department/manager to produce a job description and person specification for the vacant post. The Human Resources department can provide copies of previous versions for existing posts.

Where a vacancy is for a 'generic post' that exists across a number of departments, a generic job description for that role may already exist and should be used, being tailored only to the specific subject or requirements of that department.

Job descriptions and person specifications must be drafted in the School's standard branded format.

The job description and person specification for all staff positions must be provided to HR for approval before they can be finalised. HR may intervene and give advice on, or update, the document where the information provided does not meet satisfactory standards, or where it breaches equal opportunities practice.

3. Recruitment process

3.1 Recruitment schedule

The key stages and dates for the recruitment and selection process, including advertising, closing date, shortlisting and interview dates must be agreed in advance of advertising the position between the lead recruiting manager and HR using a vacancy requisition form which can be found in the Forms section of HR on GSAL World. Vacancies will usually be advertised for a minimum of one week but ideally for two weeks. Best practice is to allow for at least one week between the closing date for applications and the date for interview, to allow for shortlisting to take place and to give sufficient time for candidates to make arrangements for the interview day and for assessors to be prepared.

All adverts/job details should provide details of the interview date wherever possible.

3.2 Recruitment advertising

The HR department will select the most appropriate method of recruitment, including the use of social media, following consultation where required, with the recruiting manager. All internal and external advertisements will use appropriate corporate formats and will be placed by the HR department. All vacancies will always be advertised internally and external vacancies will be advertised on the school website and through other appropriate sites.

The school is committed to equal opportunities. All advertisements will endeavour to appeal to all sections of the community. In addition, the school is committed to increasing the number of ethnic minority staff to better reflect the student population and that of the city of Leeds.

All adverts will include a statement confirming the school's commitment to safeguarding and equal opportunities. The job details and application form will state that a satisfactory DBS certificate will be required.

The Head of HR has an annual budget for recruitment advertising and is responsible for managing this in the most cost effective manner.

3.3 Ring-fencing posts

Occasionally, vacancies may only be available to existing employees in a certain department, e.g. in a departmental restructure. Unless otherwise stated, staff working on a casual or temporary contract of employment will not be eligible for these in the first instance.

3.4 Applications

In line with safer recruitment practices, the School will only accept applications from candidates completing the GSAL application form in full. CVs will not be accepted as a substitution for application forms.

Information on the vacancy, including the online application form, job description, person specification and information about the position and school, will be available on the school's external website. In the exceptional circumstances that a hard copy is required this can be sent out from the HR department and scanned into the online recruitment system once completed.

The online application form requires that an applicant supplies a full employment history and confirms that any previous employer may be approached by the School at the appropriate point. Any gaps in the application form must be investigated by the lead recruiting manager. Shortlisted candidates will be sent a self-declaration form allowing candidates to disclose any information about cautions and convictions that are not filtered, confidentially, and asked to return it 24 hours before the interview.

All applications will be treated confidentially and accessed only by those individuals involved in the recruitment process, which are HR and panel members. The information which the school deems sensitive, including the declaration of criminal history and Equal Opportunities monitoring information, is only accessible to the HR department. Any such disclosures are clearly flagged to HR through the online recruitment system. All candidates who are invited to interview are asked to inform the HR department of any reasonable adjustments or arrangements that are required to assist them in attending the interview.

Incomplete application forms are not accepted through the online system.

4. The selection process

4.1 Shortlisting

The shortlisting panel will usually consist of a minimum of two individuals. At least one person will be a manager who has received training on Safer Recruitment Practices and will take on the role as panel lead.

Each applicant will have had access to the job description and the full person specification. The panel lead will agree the key criteria for shortlisting ahead of the vacancy being advertised. Panel members will be notified when they have online applications ready for shortlisting. Each applicant will be shortlisted against the agreed key criteria by the panel members reviewing their online application form in terms of their experience, knowledge, qualifications and skills for the position. This criteria must be applied consistently to all applicants, whether internal or external.

There is no obligation to shortlist internal applicants, although it will be important to treat them courteously and confidentially, and should they not be successful, give them constructive feedback on the reasons for non-selection.

All members of the shortlisting panel should carry out their online shortlisting individually, discuss their selections with the panel lead and then come to a mutual agreement for the final list of

candidates to be selected for interview. The panel lead will notify HR of shortlisted candidates.

As part of the shortlisting process, online searches on shortlisted candidates will be carried out as part of its due diligence. This will help to identify any incidents or issues that have happened, and are publicly available online, which the panel may want to explore with an applicant at interview. Shortlisted candidates are informed at the shortlisting stage that these checks are undertaken. This forms part of the School's wider safeguarding due diligence which aims to prevent and/or deter individuals who may be unsuitable to work with children from working in a school environment.

The HR department are responsible for notifying candidates at the appropriate time, whether or not they have been selected for interview. Candidates not shortlisted should be notified prior to the advertised interview date.

4.2 Planning the selection process

The selection process should be carefully considered and planned from the earliest opportunity and may contain several components, each designed to assess the candidates against the requirements laid out in the person specification.

In addition to a formal interview, consideration may be given to the use of selection methods including presentations, lesson observations, practical assessments, group exercises, in-tray exercises or psychometric testing. All vacancies for teaching posts should include taking a lesson.

Candidates will always be advised in advance of what other assessments will be taking place alongside the formal interview.

Where a candidate has requested reasonable adjustments to be made to the recruitment process, the hiring manager will be informed and will ensure that no applicant is disadvantaged because of their disability.

All candidates invited to interview must bring with them the documents confirming any educational and professional qualifications that they have declared on their application form and that are relevant for the post. Where original certificates are not available, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

All candidates must also bring identification documents to the interview, in line with the documents requested from the HR department, which are required in order to undertake an appropriate DBS check and prove their right to work in the UK. The original documents must be seen by the HR department during the interview day, copies will be taken, signed and dated for verification purposes.

4.3 The interview process

The senior leadership of the school, the HR department and several middle leaders all undergo regular safer recruitment training.

The interview panel will consist of at least two individuals, at least one of whom will be a manager and will have been trained in safer recruitment.

In order to ensure fairness and consistency, interview questions relating to the role will have been agreed in advance by the panel and the same questions will be asked to all candidates. However individual follow-up questions may be asked to allow for further exploration of a candidate's answer or exploration of information provided in their application.

All candidates will be given the opportunity to ask questions of the interviewing panel.

In addition to assessing and evaluating the candidate's suitability for the particular role, the interview panel must also explore the candidate's attitude towards children and young people, their ability to support the school's commitment to safeguarding and promoting the welfare of children, including preventing radicalisation and extremism, gaps in employment history and concerns or discrepancies arising from the information provided by the candidate and/or referee.

The performance of each candidate will be assessed and scored against the pre agreed selection criteria, to determine whether they meet the requirements of the post. Each candidate should be scored separately by each individual panel member and discussions should only take place after the last candidate has been seen.

Where the first choice is unanimous, an appointment may be recommended to HR. Where there are differences in ranking, each panel member must discuss their scores and the merits and shortcomings of each candidate against the person specification until a consensus is reached.

If, after careful consideration, there are clear shortcomings in all candidates it may be better not to appoint at that stage. HR should be informed immediately and will discuss options with the recruiting manager to consider whether to look back at other applicants not shortlisted, or whether to commence the recruitment process again.

The Panel Lead is responsible for notifying the successful candidate that they have been successful. HR will then send a formal written offer of employment. The successful candidate should be advised that the employment offer is conditional upon a number of checks, in line with the school's recruitment policy.

The recruiting manager is responsible for notifying all unsuccessful candidates and providing them with constructive feedback, should they request it, in accordance with the collective views of all interview panel members.

Discussions about candidates during the shortlisting, interview and selection stages are confidential. All interview paperwork must be returned immediately to the HR department where it will be stored securely or shredded in line with the school's data retention policy.

5. Pre-employment checks.

All employment with the school is conditional upon the following pre-employment checks in respect of all prospective employees (staff, workers and volunteers) as necessary:

- The agreement of a mutually acceptable start date and the candidate entering into a

- contract incorporating the School's standard terms and conditions of employment;
- Receipt of at least two satisfactory references;
- Verification of identity (signed and dated), including where appropriate, evidence of the right to work in the UK;
- A satisfactory enhanced DBS check and where the position relates to working in regulated activity, a clear check of the child Barred List maintained by the DBS;
- Satisfactory medical fitness;
- Verification of professional/educational qualifications as cited on employee's application form;
- A check that a candidate to be employed in teaching work is not subject to a Prohibition Order issued by the Secretary of State (for teachers employed since April 2012), or included on the GTCE list;
- A check that a candidate to be employed as a senior leader, Governor or a Teaching Head of Department is not prohibited, restricted or disqualified from being involved in the management of a school (s.128 of the Independent Educational provision in England (Prohibition on Participation in Management) Regulations 2014. (from August 2015);
- Confirmation that the applicant is not disqualified from working in connection with early or later years provisions (Childcare (Disqualification) Regulations 2006, (2018)), for relevant posts only.
- Where the successful candidate has worked or been resident overseas such checks and confirmation as the school may consider appropriate so that any relevant events that occurred outside the UK can be considered.

5.1 References

The school will contact the applicant's current and previous employers to ask about any disciplinary offences, including disciplinary offences relating to children and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry of disciplinary procedure.

All offers of employment are subject to a minimum of two references which are considered satisfactory by the school. One of the references must be from the applicant's current or most recent employer. If the candidate is not currently working with children, but has done in the past, the school should ask that previous employer for a reference covering the applicant's suitability to work with children.

The school will seek to take up references for shortlisted applicants ahead of the interview date, wherever possible. If the candidate does not wish the school to take up references in advance of the interview, they must notify the school at the time of applying.

Neither reference should be from a relative or someone known to the applicant solely as a friend.

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 and the relevant referee before any appointment is confirmed. The school will verify all references via telephone, where this is not possible despite best endeavours a media search for the referee will be conducted to ensure the reference is from a legitimate source.

In the case of having difficulties obtaining a reference, the HR department may, as a last resort, take a verbal reference over the phone, making notes of the conversation, dating and signing these. Occasionally an alternative referee may be requested from the applicant.

5.2 Right to work in the UK

GSAL is aware of its responsibilities in ensuring that all employees have the right to work in the UK and put adequate checks in place to confirm this. The school is aware that there are significant penalties in place for engaging illegal workers. If there is any doubt about the validity of any employee's identification, the HR department will discuss this with the Home Office and take appropriate advice.

5.3 DBS Disclosure

The School will refer to the Department for Education (DfE) document "Keeping Children Safe in Education" and any amended versions, in carrying out the necessary DBS checks. The School complies with the provisions of the DBS code of practice.

Regulated activity

Any position undertaken at, or on behalf of the school, will amount to 'regulated activity' with children if it is carried out:

- a) Frequently, meaning once or twice a week; or
- b) Overnight, meaning between 2am and 6am; or
- c) Satisfying the 'period condition', meaning four times or more in any 30 day period; and
- d) Provides the opportunity for contact with children.

Roles which are carried out on a voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

It is for the school to decide whether a role amounts to regulated activity taking into account all of the relevant circumstances. However nearly all posts at the school amount to regulated activity. Limited exceptions could include a finance post undertaken on a temporary basis outside of term time.

Where a position amounts to regulated activity, an enhanced DBS disclosure with barred list check should be received before commencement of work. An enhanced DBS disclosure will contain details of all convictions on record relevant to the role (including those which are not filtered), together with details of any cautions, reprimands or warnings held on the police national computer which are relevant to the role. An enhanced DBS disclosure with children's barred list check will also reveal whether an applicant is barred from working with children by virtue of his/her inclusion on the lists of those considered unsuitable to work with children maintained by the DBS. An enhanced DBS disclosure may also contain non-conviction information from local police records which a chief police officer reasonably believes to be relevant in connection with the matter in question.

DBS risk assessment

An individual may be able to commence work before their DBS Certificate has been received, on the

separate approval of the Principal, following a completed DBS risk assessment outlining what supervision arrangements have been put in place. The DBS certificate must have been applied for, a barred list check by the HR department must have been completed and all relevant pre-employment checks must have been received. . The supervision arrangements should be reviewed every two weeks until satisfactory DBS clearance is received.

DBS certificate

The school agrees to pay for the cost of the enhanced DBS check for all new staff. The DBS certificate is issued directly to the individual. It is a condition of employment with the school that the original disclosure certificate is provided to the HR department as soon as possible after it is received and before the individual commences work. However, the Protection of Freedoms act 2012 states that the DBS certificate must be provided within 28 days of it being received by the applicant to allow time for any challenges to the DBS to be reviewed. In this case the school may have to review the employment start date or consider whether a DBS risk assessment is appropriate.

DBS update service

Where an applicant subscribes to the DBS update service (such as for casual work), the applicant must give their consent to the school to check there have not been changes since the issue of a disclosure certificate. They must bring their original DBS certificate and photo ID to the HR department. If a barred list check has not been completed, HR will carry out that check for anyone working in regulated activity. The annual registration fee for the DBS update service should be renewed annually by the individual. Where an individual hasn't worked for the school for a period of three months full vetting checks will be undertaken again before they can commence work.

5.4 Prohibition checks (TRA)

Teacher prohibition and interim prohibition orders, prevent a person from carrying out teaching work in schools. A person who is prohibited must not be appointed to a role that involves teaching work. The HR department is responsible for carrying out the necessary checks using the DfE sign-in portal. As well as Teachers, the school has made the decision to carry out checks for all Teaching Assistants, Individual Needs Assistants, Sports Graduates, Visiting Music Teachers, Modern Foreign Language Assistants and external coaches.

The Teachers' disciplinary (England) regulations 2012 define teaching work as: planning and preparing lessons and courses for pupils; delivering lessons to pupils; assessing the development, progress and attainment of pupils; and reporting on the development, progress and attainment of pupils. These activities are not teaching work for the purposes of the Regulations if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the head teacher to provide such direction and supervision.

5.5 Prohibited from management check s128

A section 128 directive prohibits or restricts a person from taking part in the management or governance of an independent school.

The HR department are responsible for checking whether staff appointed to management positions are subject to a section 128 directive. This also applies to staff promoted internally and includes, headteachers; all staff on SLT including support managers; teaching positions with departmental headship; proprietors. The check can be carried out using DfE sign-in, and/or by completing a new DBS check with box 61 station position applied for 'child workforce independent school'.

5.6 Disqualification under the Childcare Act 2006/2018

This regulation applies for staff who work in childcare provision or who are directly concerned with the management of such provision. Disqualification under The Childcare Act (2006 / 2018) states that it is an offence for the School to employ anyone in connection with our early years provision (EYP) or later years provision (LYP) in before and after school settings, who is disqualified, or for a disqualified person to be directly involved in the management of EYP and LYP up to the age of 8.

a) EYP includes usual school activities and any other supervised activity for a child up to 1 September after the child's 5th birthday, which takes place on the school premises during or outside of the normal school day

b) LYP includes childcare provision (not teaching) for children not in EYP and under the age of 8 which takes place on school premises **outside** of the normal school day, including, for example breakfast clubs, after school clubs and holiday clubs run by employed staff. It does not include externally run after school provision or extended school hours for co-curricular activities such as sports activities.

The regulations only apply to a limited number of roles within the School. Roles at GSAL which will be covered by the Regulations are Teaching and Teaching Assistant positions in nursery and reception classes, and those employed for the supervision of under 8s in LYP wrap around care. Those who are directly involved in the management of EYP and LYP include the Head of Primary, and may also include other members of the primary leadership team involved in the day to day management of EYP or LYP at the School.

The criteria for which a person will be disqualified from working in connection with EYP or LYP are set out in the Regulations.

All applicants to whom an offer of employment is made to carry out a relevant role (as above) will be required to complete a self-declaration form confirming whether they meet any of the criteria for disqualification under the Regulations. The School reserves the right at its absolute discretion to withdraw an offer of employment if, in the opinion of the School, any information disclosed in the self-declaration form renders that person unsuitable to work at the School.

A person who discloses information which appears to disqualify them from working in a relevant role may apply to Ofsted for a waiver of the disqualification. The School may withdraw an offer of employment at its absolute discretion and is under no obligation to await the outcome of an Ofsted

waiver application. If a waiver application is rejected the School will withdraw the conditional offer of employment.

After making this declaration, staff in a relevant role are under an on-going duty to inform the School if their circumstances change in a way which would mean they subsequently meet any of the criteria for disqualification. The self-declaration is repeated annually. Any failure to disclose relevant information now, or of a future change in circumstances, will be treated as a serious disciplinary matter and may lead to the withdrawal of a job offer or dismissal for gross misconduct. Current staff are advised in the staff code of conduct on what action they must take on informing the school should their circumstances change.

5.7 Staff recruited from overseas

All overseas members of staff are required to have an enhanced DBS check including barred list information for those engaging in regulated activity. Where available, staff are encouraged to provide a local police check certificate from the country they are leaving to bring with them to the UK. For teaching posts, staff will also be asked to obtain a letter from the professional regulating authority in the country in which they worked confirming that they have not imposed any sanctions or restrictions, and/or they are aware of any reason why they may be unsuitable to teach. Where neither of the above are an option two extra references will be requested from the country(ies) in question. Overseas checks are also applicable to UK nationals who have been working overseas.

5.8 Health declaration

The School is required to verify the medical fitness of anyone to be appointed to a position at the school, and an offer of employment is made subject to satisfactory medical clearance. All appointed candidates will be required to complete a health declaration form and to confirm that they know of no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required for the role.

Depending on the information provided on the Health Form, individuals may be invited for a discussion with the HR to provide further information and/or may be required to attend a medical examination through an Occupational Health service. Where information that is disclosed on the health form requires reasonable adjustments to be made or an awareness of the condition/past condition this will be discussed between HR and the relevant line manager. This information will be handled sensitively.

5.9 Professional and educational qualifications

Where a certain qualification is a requirement for the role and if the qualification was part of the decision making, candidates will be asked to bring their original certificates to the interview to demonstrate their qualifications. HR will request sight of all qualifications listed on an applicant's application form. Copies will be taken by the HR department and retained in the individual's personnel file on appointment. Such evidence will always be required for teaching staff, and for support staff where qualifications are required for their role, e.g. qualified accountant in finance, school nurse. If the certificates are not provided at interview, the candidate must provide these as soon as possible and the offer of employment may remain conditional until these are received. Where original, or certified copies, are not available, the successful candidate will need to gain written confirmation of the qualifications from the appropriate awarding body.

6 Single central register

The School maintains an electronic single central register of all current staff who work in regular contact with children, including all volunteers, casual staff, governors and those employed through third parties. The register reflects the regulatory requirements for independent schools. It shows whether all of the required pre-appointment checks were undertaken and the date on which they were completed or certificate received.

The school has a separate policy for control of contractors and visitors to site. The majority of contractors work at the school outside of term time, therefore having no direct contact with pupils. All contractors to site during term time will be required to sign in at reception, wear a visitors badge and be accompanied at all times, unless they have been subject to an enhanced DBS check and child barred list check.

7 Other staff/workers

7.1 Casual, agency and supply staff

All checks are required as for school staff, inc. application form (employment history) and medical fitness.

The Grammar School at Leeds recruits its own bank of casual staff for short to medium term cover for teaching positions. Before being able to commence casual work with the school, these staff will have agreed to a casual contract, have completed an appropriate DBS check with barred list check, and have registered with the DBS update service. The school will have taken up all necessary employment checks as applicable to permanent member of staff, as per paragraph 5 Pre-Employment Checks. Where casual staff have not worked for the school for a three month period fresh checks will be undertaken.

It is unusual for GSAL to recruit supply staff through external agencies, however this may happen on occasion. In such a case, agencies must confirm to the school in writing that all employment checks have been carried out by them as per paragraph 5 Pre-Employment Checks and provide a copy of the DBS disclosure certificate in advance of the worker commencing the role. The worker must supply the school with proof of their identity on the first day, along with their original DBS disclosure certificate.

All casual, supply and agency staff details will be included on the single central register, confirming details of checks undertaken with relevant dates, inc. the date the ID and the DBS were seen by the school. In the case of supply and agency staff, the date when the agency confirm to the school that the checks have been made will also be recorded.

8 Volunteers

Volunteers will be included on the single central register of appointments for the duration of their involvement with the School.

A DBS check with barred list check, is not required for one-off occasions such as accompanying a day outing or helping at a parents' evening or fundraising event or where volunteers are not working in regulated activity. However, an Enhanced DBS disclosure (with barred list check) which is satisfactory to the School must have been received for all volunteers who will engage in regulated activity i.e. have unsupervised contact with pupils, provide personal / intimate care or accompany a school party overnight.

A volunteer risk assessment must be completed for each volunteer in conjunction with HR prior to the obtaining of checks. The risk assessment will assess the overall risk and identify what checks need to be carried out before the volunteer can start. The following checks are mandatory: completion of a GSAL volunteer application form, a minimum of one reference and an enhanced DBS check (without barred list check). The following may be undertaken dependent on the risk level and role: a second reference, childcare self-declaration form, overseas check and a child barred list check (if the volunteer is in regulated activity).

The risk assessment will be stored in the volunteers' HR file.

9 Activity/club providers

There are a number of different arrangements regarding extracurricular activities (ECA) across different sections of school. Where an ECA is provided by a 'worker' or someone who is self-employed, the School puts the appropriate casual contract, or contract for services, in place and carries out all the relevant checks, in line with the checks carried out for its own employees.

Where a third party employs someone to provide an ECA at the School, they are responsible for ensuring that adequate checks are in place. However, the School is responsible for ensuring that these checks have been carried out. The School will therefore ensure that they receive from the provider written evidence that all relevant checks required for the role have been carried out. School must see their ID and DBS on their first day.

Where someone running an ECA is working in regulated activity, the School will also carry out a prohibited from teaching check (in line with KCSIE).

10 Students/work experience

Where PGCE/ITT students attend a work placement at the School, the teacher training provider should ensure that an enhanced DBS disclosure is applied for and children's barred list check completed when a place at a teacher training institution has been accepted. Disclosures should therefore have been received by the teacher training institution prior to the student commencing their placement at the School. The student should bring their disclosure document with them when

starting their work placement at the School. In all cases, the PGCE students will be appropriately supervised by a permanent member of staff throughout their placement.

The School will get confirmation from the training institute that the student is suitable to work with children.

It is not necessary to undertake vetting checks on students (PGCE) or pupils aged under 16 on work experience or similar, and students (pupils) aged eighteen or over studying as pupils.

11 Policy on the recruitment of ex-offenders

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record, this will not automatically bar them from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out in paragraph below.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act (1974) (exceptions order 1975) (amended 2013). All applicants must therefore declare all previous convictions, including those which would not be filtered, when applying for a position at the School. A failure to disclose a previous conviction relevant to the post they are applying for, may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a relevant previous conviction may also amount to a criminal offence. Any disclosure at the application stage remains confidential to the HR department.

It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the School. The School will make a report to the police, the LADO and/or the Disclosure and Barring Service if:

- a) it receives an application from a barred person;
- b) it is provided with false information in, or in support of an applicant's application; or
- c) it has serious concerns about an applicant's suitability to work with children.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- a) whether the conviction or other matter revealed is relevant to the position in question and whether it would be filtered;
- b) the seriousness of any offence or other matter revealed;
- c) the length of time since the offence or other matter occurred;
- d) whether the applicant has a pattern of offending behaviour or other relevant matters;
- e) whether the applicant's circumstances have changed since the offending behaviour or other

relevant matters; and

- f) the circumstances surrounding the offence and the explanation(s) offered by the applicant.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences:

- a) murder, manslaughter, rape, other serious sexual offences, grievous bodily harm, or other serious acts of violence, serious offence against a child, terrorism or
- b) serious class A drug related offences, robbery, burglary, theft, deception or fraud.

The DBS website holds an up to date list of common offences that will never be filtered (i.e always disclosed to schools).

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 within the last ten years.

All applicants who have disclosed information about any previous cautions or convictions, or the information has been made available through the DBS check, will need to attend a meeting with the HR to discuss. An assessment against the above criteria will be made and in some cases the Head of HR may discuss with the Principal.

12 Policy on vetting checks for visiting speakers

The School will ensure that all visiting speakers are appropriately accompanied around the site and where appropriate for their role, the relevant qualifications will be confirmed. School will request written confirmation that appropriate employment checks have been completed prior to being on site and where presentations are being shared will request a copy in advance to assess suitability. School may also choose to undertake an internet search to ensure suitability to work with children.

13. Retention of records

The School is legally required to undertake pre-employment checks as detailed throughout this policy. The School will retain, on a successful applicants' personnel file, information provided as part of the recruitment process. This will include copies of interview notes and assessments, copies of documents used to verify identify, right to work in the UK, medical health fitness form and qualifications.

Interview and assessment paperwork for unsuccessful candidates will be retained in the vacancy folder for 12 months then confidentially shredded. Copies of ID for unsuccessful candidates will be confidentially shredded immediately. Online applications and all selection paperwork will be retained for durations in line with those detailed in the school's data retention policy.