



RECRUITMENT POLICY

*Updated: April 2018 – C.T.
Review: October 2018 (or sooner if necessary) - by Deputy Head*

Recruitment Policy

At Moreton Hall we operate safe recruitment procedures. Disclosure and Barring Service checks are carried out in compliance with the Independent Schools' Standards Regulation (ISSR – Feb '16). Pre-appointment checks are carried out on volunteers and staff and are completed according to the requirements set out in Keeping Children Safe in Education (with effect from September 2016)

A Single Central Register is held for all staff and those who have regular contact with Children. As well as checks, details of Child Protection Training and updates are recorded here.

The Single Central Register is reviewed regularly by the Designated Person for Safeguarding and one of the school governors.

At Moreton Hall we:

- Carry out the relevant checks
- Request at least two references
- Only accept applications on completed application forms
- Request that all staff sign confirming that they are not disqualified by association
- Ensure that at least one member of staff has completed a Safer Recruitment course
- Induct all new staff in line with the Induction Policy

At Moreton Hall every effort is made to protect our pupils when recruiting new members of staff. The following information forms part of the recruitment pack and is sent to all candidates.

APPLICATION FORM

- Candidates must complete the application form. CVs cannot be used instead of a form.
- An electronic copy or a hard copy of an application will be accepted. Applicants will be asked to sign a hard copy if accepted.
- Candidates should be aware that all posts working with children involve a degree of responsibility for safeguarding children.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) and therefore all relevant convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- The amendments to the Exceptions Order 1975 (2013) provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. Please check this information carefully. If your application is successful and you did not disclose any relevant convictions or other sanctions it could result in dismissal or disciplinary action being taken against you.
- Where appropriate the successful applicant will be required to complete an enhanced disclosure from the Disclosure and Barring Service (DBS) at the appropriate level for the post.

INVITATION TO INTERVIEW

If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.

Successful candidates will need to provide documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

Candidates must also provide the required original documentation to confirm identity/current address/right to work etc (document copies will not be acceptable). You may be asked to bring these documents with you to interview or if your application is successful, after you have accepted our offer. In either case, full details of required documents will be detailed in the relevant correspondence.

CONDITIONAL OFFER OF APPOINTMENT: PRE-APPOINTMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references;
- verification of identity and qualifications;
- a satisfactory check against the Children's Barred List as appropriate;
- a satisfactory enhanced Disclosure and Barring Service (DBS) disclosure;
- (for teaching posts) verification that the teacher is not subject to a prohibition order issued by the Secretary of State
- (for teaching posts) verification of professional status such QTS Status, NPQH (where required);
- (for teaching posts) verification of successful completion of the statutory induction period, if applicable (applies to those who obtained QTS after 7 May 1999);
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- (for teaching posts) verification of medical fitness in accordance with DCFS Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training;
- (for support posts) declaration and/or verification of medical fitness;
- satisfactory completion of the probationary period where applicable.

REFERENCING

- 'To whom it may concern' references will not be accepted;
- We will ask for contact details of two referees, one of whom must be your present and/or last employer and the other from a previous employer. Your referees must have knowledge of your work and character;
- We will seek references on selected candidates and may approach any previous employers for information to verify particular experience or qualifications at the time we are ready to make a conditional offer of employment;
- References will not be accepted from relatives or from people writing solely in the capacity of friends;
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure;
- If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may be appropriate for your referee to answer 'not applicable' if your duties have not brought you into contact with children or young persons;
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed.

PLEASE NOTE

Where a candidate is:

- found to be on the Children's Barred List, or the DBS disclosure shows s/he has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children;

the facts will be reported to the Police and/or the appropriate regulatory/statutory body.

We comply fully with the DBS Code of Practice, more information is available at

<http://www.homeoffice.gov.uk/publications/agencies-public-bodies/CRB/about-the-crb/crb-cop?view=Binary> or on request.

DBS BARRING & NCTL REFERRALS

Where a member of staff leaves Moreton Hall because he /she is considered to be unsuitable to work with children, the Headmaster is required by statute to make a referral to the Disclosure and Barring Service within one month of employment being terminated. This referral must be made using the DBS Referral Form and sent to the DBS Barring Referrals address below. If a teacher is dismissed the Headmaster would also review making a referral to the National College for Teaching and Leadership (NCTL) and a prohibition order may be appropriate.

DBS customer services
PO Box 3961
Royal Wootton Bassett
SN4 4HF

VOLUNTEERS

Volunteers are not given unsupervised access to pupils and therefore do not require enhanced DBS checks. However, they are expected to follow the staff code of conduct. Governors, are regarded as volunteers and are subject to DBS checks.

All volunteers are requested to sign in at the school office on their arrival where they are given a visitors badge along with a leaflet detailing safeguarding procedures at Moreton Hall.

CONTRACTORS

Contractors working in the school are not given unsupervised access to the pupils. All contractors are requested to sign in at the school office on their arrival where they are given a visitors badge along with a leaflet detailing safeguarding procedures at Moreton Hall.

VISITORS

All visitors are requested to sign in at the school office on their arrival where they are given a visitors badge along with a leaflet detailing safeguarding procedures at Moreton Hall.
