



Garden House School
Staff Recruitment Policy
(For the whole school including EYFS)
(incorporating safer recruitment)

See also Security and Access, Safeguarding, Managing Contractors and Health and Safety policies

Introduction

Safer recruitment practices are always followed through rigorous recruitment processes and procedures for staff, striking a balance between the school's commitment to safeguarding children and the need to protect staff from false or unfounded allegations. The selection and recruitment of staff includes verification of identity, qualifications and a satisfactory enhanced DBS check for their suitability for work. All staff that regularly come into contact with pupils, including support staff such as cleaners and caterers, will be required to have an enhanced DBS check on appointment and give consent to the School for the DBS to be checked periodically (at present, every 3 years). These checks will also be carried out on existing staff with a break in service of more than three months.

At least two members of Senior Management staff will also complete Safer Recruitment Training, which will be renewed as necessary.

Advertisement

1. Any advertisements will refer to our commitment to safeguarding and will make reference to the requirement to obtain enhanced clearance by DBS.

The Initial Application

1. All applicants for a position at Garden House must have completed the appropriate Application Form before they attend an interview.
 - If the applicant's initial contact with the school is by telephone or in person, they will be sent/given the appropriate Job Description and Application Form and encouraged to return it once completed along with a covering letter, preferably handwritten. If the applicant has already sent in a Curriculum Vitae and covering letter, they will be sent the appropriate Job Description and Application Form and asked to return it once completed.
2. Applicants will be informed via the application form that the position on offer is subject to an enhanced DBS check and that they have the right to work in the UK.

3. Applicants will be asked via the application form to supply the names and contact details of at least two referees who can comment on their suitability for the position they are applying for. The applicant will be notified that the school will be in contact with these referees should they be short-listed for the post to seek a reference, if possible, before second interview. Applicants will also be asked to supply the contact details of employers where they have worked with children. References will not be accepted from relatives or persons who they only know as a friend.
4. Applicants will be given the opportunity to provide any information about a criminal record via a separate sealed envelope marked 'confidential – disclosure' attached to their application form.
5. Completed Application Forms together with any supporting material will be kept by the HR Officer in the Pending Application File.

The Initial Interview

1. As often as is deemed necessary, the Heads will go through the Pending Applications File in order to shortlist applications for interview. The process of selecting applicants will include the scrutiny of their application forms for evidence of employment history gaps, unusual movement between jobs, unclear reasons for leaving previous employment and any significant demotions without explanation. Concern raised in relation to these areas may or may not warrant rejection of applications at this stage, but these elements will be considered as a matter of course and logged for discussion at interview, where appropriate. Confidential envelopes containing possible disclosures relating to criminal records will not be opened until after shortlisting.
2. Applications that are not selected for the shortlist should be dealt with in the following way:
 - a. If the candidate is rejected against the criteria for the job they have applied for, or for concerns relating to safer recruitment, the HR Officer will write and inform them;
 - b. The CVs and Application Forms of candidates who will not be invited for interview will be removed from the Pending Applications File. Those candidates who meet the criteria but are not invited for interview in this particular instance will remain in the file.
3. If the candidate is selected for interview, the HR Officer or one of the Heads will contact the candidate and arrange an interview. Paperwork relating to those candidates being interviewed will be moved to the pending interviews section of the file.
4. Candidates selected for interview will be asked to bring with them proof of identity (passport/driving licence), proof of address, and original documentation evidencing any relevant qualification(s). These will be checked by the HR Officer on the day of the interview.
5. Candidates will also be sent a copy of the school's Safeguarding Policy and Keeping Children Safe in Education, part one (September 2018), and asked to read them.
6. The interview panel will consist of at least two senior members of staff, one of whom will be a Head (or Bursar in the case of domestic staff) at least one of whom will have completed Safer Recruitment Training. The panel will agree a set of core questions in advance and will, where possible, use similar questions for each candidate for the post. As long as these core questions are asked the interview discussion will be allowed to evolve naturally. Any disclosed criminal record should be discussed during this interview.

Following the Initial Interview

1. Notes will be written up to record the discussion and the performance of the candidate at interview.
2. Consideration will be given to safer recruitment concern areas (if evident) and whether satisfactory explanations are provided at interview when deciding whether to take an application further.
3. If the candidate is not deemed suitable for the post following interview, the Head or HR Officer who was on the panel will write to the candidate and their CV/Application Form will be removed from the Pending Applications File.
4. If the candidate is deemed suitable they will be dealt with in different ways depending on the post they have applied for.
 - a. Prospective teachers will be invited in for a second interview and to teach at least one observed lesson (to be observed by a Head and at least one other senior member of staff) and to meet some of the other members of staff (possibly joining them for lunch). They may also be asked to complete a variety of 'in tray' exercises, such as marking some work, responding to emails, producing a hand-written note etc.
 - b. Prospective assistants will be invited in to work within one or two classes for the day, observed by the relevant class teacher and a senior member of staff.
 - c. In both cases the candidate will be informed that their referees will be contacted, prior to their second interview/trial day. The HR Officer will contact the referees and ask them to complete a reference request form which includes information relating to Safeguarding and confirmation that they have no concerns about the candidate working with children. If verbal references are sought dated notes will be taken.
5. Candidates who are not to be offered a position after this process will be written to by the appropriate Head or HR Officer.

The Successful Candidate

1. Successful candidates will be sent a conditional offer letter enclosing the appropriate contract and information relating to DBS clearance. Offers are conditional upon satisfactory DBS clearance as well as satisfactory prohibition (teaching/management) checks. If, for any reason, references have not already been taken up and/or full identity and qualification checks have not been completed, then the offer will be conditional upon these as well.
2. Candidates will be given a provisional start date on the condition that all the relevant checks have been performed and the appropriate paperwork received. If an urgent start is deemed necessary, a barred list check, and additional measures to protect children (no unsupervised contact) may be permissible by the relevant Head/HR Officer.
3. DBS renewals will be undertaken in plenty of time in order to receive the new documentation prior to the expiry of the previous clearance.
4. A further check for information about any teacher who has taught in the EEA (European Economic Area) will also be carried out.

Other Staff

The above also applies for all peripatetic music staff, part-time staff, administrative staff, caretakers and other ancillary staff.

Contract Staff – (caterers, cleaners, ballet staff)

Employees of contractors who are working at the school on a long time basis are subject to the same checks as school staff. Written confirmation of these checks are sought by the school and supplied by the employing organisation. The school checks the identity of all contract staff on arrival at the school.

Self-employed contractors are also checked by their professional associations and written confirmation is sought by Garden House prior to their start. Where necessary, Garden House will carry out its own checks on contract staff.

Supply Staff

Garden House School very rarely has the need to use a supply agency for staff as part-time cover teaching staff are employed. However, should the need arise the relevant supply agency are required to confirm that teacher checks have been carried out with regard to identity, enhanced disclosure, right to work in the UK, barred list, prohibition, qualifications, overseas checks, disqualification under Childcare Act 2006. In addition the school also carries out its own identity check. The agency also confirms references, medical fitness and previous employment history. Any teachers working for an agency should have a fresh disclosure every three years (or earlier if there are grounds for concern or a break in service of three months or more).

If an ‘enhanced disclosure’ is delayed, the Heads’ may allow the member of staff to commence work under controlled conditions, at the Heads’ discretion but NOT with EYFS pupils.

Induction for New Staff

All new staff should complete a proper induction. Please refer to the Induction Policy for further information.

Personal Data

Any personal data collected as part of the application process will be used only for the purposes of that application. In the case of unsuccessful applicants, personal data will be disposed of as soon as possible after the application process.

Reviewed by Heads and HR Officer January 2019

Next review: January 2020