

# Recruitment and Selection Policy

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*A copy of this policy is published in the following areas:  
The school's website*

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## A. Introduction

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Truro School is committed to providing the best possible care and education to its pupils and a supportive and balanced working environment to its staff. The School recognises the importance of attracting, recruiting and retaining excellent staff who share our vision to be a beacon of inclusive excellence, producing confident, tolerant and enthusiastic young people who enjoy working with others and are ready to influence the world.

This policy is designed to ensure that people who are unsuitable to work with children, young people and their families, are deterred and prevented from working within the school environment. This policy directly endorses and supports the mandatory guidance in Keeping Children Safe in Education (as published by the Department for Education). The recruitment and selection processes in Truro School will focus on safeguarding children by reducing the risk of harm through the employment of suitable, appropriately screened, vetted and checked individuals. This policy provides a consistent approach to recruitment and selection of all staff (permanent, temporary, casual and voluntary) in the School (and including our Boarding community). The School's Child Protection and Safeguarding Policy is available on the School's website.

## B. Aims

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Our recruitment strategy aims to

- Ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the role;
- Ensure safeguarding and promoting the welfare of children and young people is an integral factor at each stage of the recruitment and selection process;
- Adopt a safer recruitment process, which helps to promote a safe culture
- Attract and recruit suitable skilled and motivated staff to help raise standards and reduce the risk to children and young people;
- Ensure that those that are responsible for each stage of the recruitment process demonstrate a professional approach by dealing honestly, efficiently and fairly with all applicants;
- Ensure that no job applicant is treated unfairly on any grounds including sex, sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, race, religion or belief, disability or age;
- Ensure compliance with all relevant recommendations and guidance including the recommendations of the DfE in the "Keeping Children Safe in Education" guidance, the Code of Practice published by the Disclosure and Barring Service and the latest Prevent Duty Guidance (a separate policy exists for External Visiting Speakers);
- Ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary preemployment checks

This policy does not form part of any employee's terms and conditions of employment and is not intended to have contractual effect and may be amended at any time.

## **C. Equality**

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Truro School is an Equal Opportunities employer. There will be no discrimination in appointments on grounds of race, gender, age or sexual orientation. Truro School believes in equality of opportunity for promotion, regardless of race, gender, age or sexual orientation.

Fairness in how we recruit and select our employees plays a significant part in creating an equal opportunities environment. Our aim is that every internal and external applicant who applies for a position within Truro School is considered against criteria, which relates only to the requirements of the job. Applications are anonymised by HR prior to being submitted to the selection panel for review.

## **D. Recruitment and Selection Panel**

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Prior to the selection process beginning, a selection panel of at least two people and ideally three will be identified. The same people should conduct the whole recruitment and selection process.

At least one of the members of the selection panel will have successfully completed Safer Recruitment training within the last three years.

Where the interview is for a teaching post, usually the Head, Deputy Head Academic (or Director of Teaching and Learning) and Deputy Head Pastoral (or Director of Cocurricular) will form part of the interview panel. Where the interview is for a non-teaching post, the line manager and a member of the HR team will form part of the selection panel.

## **E. Analysis of Post Requirement**

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When a post becomes vacant, analysis will be undertaken to establish whether the vacancy needs to be filled and if so, the requirements of the post will be reviewed. The Line Manager will complete and submit a Recruitment Authorisation Form. This document will include the working hours of the post, aspects of the role and how they relate to the overall objectives of the School. The Head and Business Director will consider the financial implications of creating a new post, or increasing the working hours of an existing post.

## **F. Advertising the vacancy**

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Consideration will be given to the most appropriate place to advertise the vacant post which may include online recruitment websites, professional journals and newspapers. Vacancies will also be advertised on the School website.

Adverts for vacancies will demonstrate Truro School's commitment to safeguarding in recruitment and vetting procedures, protecting every potential applicant from unfair practice and ultimately safeguarding children as much as possible. Promoting commitment to safeguarding and child protection can act as a

deterrent to would-be abusers. Thought will be given to wording, pictures and images used to ensure that they could not be considered discriminatory.

The following information will usually be included within the text of the advert:

- Post title
- Hours of work
- Salary (including actual salary for part time roles)
- Permanent or Fixed term (stating duration if fixed term)
- Brief details about what the job entails and type of skills and experience required, including responsibility for safeguarding children
- Confirmation that an Enhanced DBS Disclosure will be required
- Closing date
- Contact details

The advert will normally include the following: Application Form, Job Description (including Person Specification) and for teaching roles, further information about the department.

Job descriptions will define the purpose, duties and responsibilities of the post, as well as the qualifications and experience needed to perform the job, with particular attention to working with vulnerable groups where relevant. The Job Description will include the Person Specification and will make reference to the School's commitment to the safeguarding of students. All posts at the School will require an Enhanced DBS Disclosure where an individual is likely to come into direct contact with pupils.

## **G. Assessment and selection**

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To be considered for the vacancy, all applicants are required to fully complete a Truro School application form - CVs will not be accepted. Names will be removed from application forms by the HR team, prior to the selection panel short-listing candidates for interview.

Any anomalies or gaps in employment will be noted and taken up at interview. Where possible, references will be obtained prior to interview. The interview will assess the merits of each candidate against the job requirements and will explore their suitability to work with children. At least one face-to-face interview will always be carried out as part of the recruitment process.

Appropriate and effective selection tools and processes will be used. A range of selection methods will be considered in order to test candidates' suitability for the role. For example, teachers will be observed teaching as well as attending at least one panel interview. All candidates will be notified in advance of the nature of the activities they will be asked to undertake. During interview, all candidates' suitability to work with children as well as their suitability for the post will be explored. Any discrepancies or anomalies in the information provided by candidates will be queried and satisfactorily resolved.

Appointments will be based on merit and the suitability of each candidate for the job, as evidenced against the job description (including person specification), and demonstrated by the selection methods.

## H. Offer of Employment

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All candidates will be notified of the outcome of the interview as soon as possible. The initial job offer to the successful candidate will normally be made verbally and followed up in writing stipulating that appointment is subject to satisfactory employment checks of:

- A satisfactory enhanced DBS Disclosure and Barring application - and where the appointee has lived outside the United Kingdom for a period of three months or more, within the past five years, a certificate of good conduct or equivalent (overseas check/EEA check). Where a member of staff has worked in a school in the UK since moving from overseas, without going back overseas, it is not necessary to repeat the overseas checks for subsequent appointments
- Proof of identity and eligibility to work in the UK
- Medical fitness for the role
- Verification of Qualifications, by providing original certificates
- Verification that the candidate has not been prohibited from teaching or carrying out teaching work by the Teaching Regulation Agency where relevant;
- Verification that the candidate has not been prohibited from carrying out management work where relevant.
- A minimum of two satisfactory references

Original documents should be produced and a record will be kept to show that the above checks have been carried out, and kept on the successful candidate's personnel file.

## I. Pre-employment checks

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### Disclosure and Barring Certificates

A new member of staff (permanent, temporary or casual), self-employed peripatetic music teacher or volunteer (including members of the Governing Body) will be required to undertake an Enhanced Disclosures and Barring check if they are to be engaged in regulated activity. A person will be considered to be engaging in regulated activity if as a result of their work they:

- will be responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children.
- will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children.
- engage in intimate or personal care or overnight activity, even if this happens only once.

The purpose of the DBS application process is to ensure the making of safer recruitment decisions by checking the background of applicants to ensure they do not have a history that would make them unsuitable for the position for which they have applied. All DBS applications are made through the umbrella body Atlantic Data. All Children's Barred List checks are completed via the Teachers' Pension Service website.

Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the School.

The type of check that may be requested from the DBS depends on the nature of the position. If the individual is applying for a position that may provide them with an opportunity to have contact with children, an Enhanced Check with Barred List will be required. This check will contain details of all convictions, cautions,

reprimands or warnings (except those which are “protected” as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013) held on the Police National Computer. The Enhanced Check with Barred List will also show whether the individual is barred from working with children by virtue of their inclusion on the lists of those considered unsuitable to work with children.

An Enhanced Check may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question. Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a Disclosure, if one is available in the relevant jurisdiction(s).

In the circumstances where there is an urgent need to employ an individual prior to the receipt of the DBS disclosure, a risk assessment will be undertaken by the Head or Deputy Head (Pastoral) to ensure appropriate measures are put in place to prevent the individual having unsupervised access to children or young people. The risk assessment will be signed by the individual, their Head of Department (where appropriate) and the Head/Deputy Head (Pastoral) to confirm agreement to the arrangement. All other checks and evidence must be in place. Supervision requirements will be reviewed every two weeks.

### **DBS for Volunteers, Agencies and Agency Staff**

Truro School expects external supply and temporary worker agencies etc. that are used by the School to register with the Enhanced DBS Disclosure on their own account and to follow this policy or their own comparable policy. Proof of registration will be required before the School will commission services from any such organisation. The agency must provide evidence of the checks carried out on their central record.

The agency must also ensure that the supply staff member is aware that they have to bring in their DBS Certificate, proof of qualifications (e.g. QTS Certificate) and identification documents (proving their name, date of birth and address) on the first day of their supply work for the School. The School reserves the right to terminate the contract with the agency and send home an agency staff member without notice should these terms of safe recruitment practice be breached by the agency or the member of agency staff. In this instance the School will not be liable for any charges connected to the booking.

The School will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at or on behalf of the School (the definition of regulated activity set out in section I above will be applied to all volunteers).

The School will request an enhanced DBS disclosure without Children's Barred List information on all volunteers who do not undertake regulated activity. This is likely to be because their volunteering duties are subject to regular, day to day supervision by a fully checked member of staff or by a volunteer who the School has deemed appropriate to supervise and ensure the safety of those pupils in their care.

Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils. No volunteer may assist with personal care of a pupil – for example taking them to the toilet or assisting with dressing unless fully checked. Likewise, no volunteer may assist with overnight trips unless fully checked.

In addition, the School will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- formal or informal information provided by staff, parents and other volunteers;
- character references from the volunteer's place of work or any other relevant source; and
- an informal safer recruitment interview.

## **Positive Disclosures**

Truro School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically debar them from employment, instead, each case will be decided on its merits in accordance with the objective assessment criteria.

In view of the fact that all positions at Truro School will amount to "regulated positions", all applicants for employment must declare all previous convictions, cautions, reprimands or warnings (except those which are "protected" as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013). A failure to disclose a previous conviction, caution, reprimand or warning may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

Candidates should submit any positive disclosures in confidence with their completed application form in a separate sealed envelope. The information will be seen only by the Director of HR then destroyed. If candidates would like to discuss this beforehand, they may speak in confidence with the Director of HR and seek advice.

If a positive disclosure is received, an individual's suitability for the post will be considered by the Head/Deputy Head (Pastoral) who will discuss the positive disclosure with the person seeking the position before any withdrawal of a conditional offer of employment/engagement. Having a criminal record will not necessarily bar an individual from working with the School; the decision will depend on the nature of the position, the nature of the offence, how long ago and at what age it was committed, the circumstances and background of the offences, and any other relevant factors.

Under the relevant legislation, it is unlawful for Truro School to employ anyone who is included on the lists, maintained by the DfE and the Department of Health, of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School, if:

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of an applicant's application; or
- the School has serious concerns about an applicant's suitability to work with children, it will report the matter to the Police, DBS and/or the DfE

## **Assessment Criteria**

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:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;

- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

The assessment form must be signed by the Head (or Deputy Head Pastoral in his absence) before a position is offered.

If an applicant wishes to dispute any information contained in a Disclosure, they can do so by contacting the DBS directly. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the Disclosure information.

### **Verification of identity, address and qualifications**

All applicants who are invited to an interview will be required to bring with them evidence of identity, right to work in the UK, address and qualifications. The exact documents required will be set out on invitation to interview and these requirements comply with DBS identity checking guidelines. All documents must be originals.

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.

### **Medical Fitness**

The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made but before the appointment can be confirmed.

All applicants to whom an offer of employment is made must complete a Health Questionnaire which is reviewed by the School's medical advisor. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extra-curricular activities, layout of the School etc. If the School's medical advisor has any doubts about an applicant's fitness the School will consider reasonable adjustments in consultation with the applicant. The School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

### **Prohibition from Teaching**

Checks for teacher prohibition orders will be made when appointments to roles relating to "teaching work" are made, or for teaching staff whose appointments have been made since 1 April 2012. These are issued by the Secretary of State following consideration by a professional conduct panel convened by the Teaching Regulation Agency (TRA). Additionally checks are made for teaching staff against the historic General Teaching Council for England (GTCE) and the EEA regulating authority to ensure no restrictions or sanctions are issued by these bodies. These checks are all completed via the secure access DfE Teacher Services portal.

In doing so the School applies the definition of "teaching work" set out in the Teachers' Disciplinary (England) Regulations 2012 which states that the following activities amount to "teaching work":

- 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.

If in any doubt or if the applicant has taught previously, or may teach in future, the check will be undertaken, including for sports coaches and music peris.

### **Prohibition from Management**

Checks will be made for the existence of directions made by the Secretary of State under section 128 of the Education and Skills Act 2008 barring individuals from taking part in the management of an independent school, this includes SLT members, Head of Departments and Governors. The power to make such directions came into force on 8 September 2014 however it is not necessary for the school to check existing staff or members of the proprietor body for the existence of a section 128 direction (DfE letter dated 11 August 2015 to proprietors of independent schools).

### **References**

The purpose of obtaining a reference is to ensure that the School has objective and factual information to support appointment decisions. Where possible references will be taken up on short listed candidates prior to interview. All offers of employment will be subject to the receipt of two satisfactory references, one of which must be from the applicant's current or most recent employer/line manager. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend. The School may select additional references from historical employers where responsibilities are more closely matched to that of the vacancy.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the Job Description (including Person Specification) for the role that the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment,
- salary
- job title/duties
- reason for leaving
- performance
- sickness and disciplinary record (in particular whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired);
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. 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 before any appointment is confirmed.

### **Overseas Checks**

The application process for criminal records checks or 'Certificates of Good Character' for someone from overseas varies from country to country. Guidance will be sought from [www.gov.uk](http://www.gov.uk) regarding the

appropriate application processes for obtaining overseas criminality information either from the country in question or to the relevant embassy in the UK.

### **Recording of Pre-Employment Checks Information**

The School will maintain a Single Central Record (SCR) of recruitment and vetting checks in accordance with Department for Education Safer Recruitment regulations. The information gathered from the pre-employment checks will be recorded on the SCR. The School will ensure that its obligations under the Data Protection Act are complied with regarding the storage of paper and electronic storage of all pre-employment check information.

## **J. Records of interview processes**

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The School has a responsibility to maintain a central record for the complete recruitment process for a minimum of 6 months. The following should be recorded:

- assessment and selection criteria used (including job description with person specification)
- application of assessment and selection criteria (eg. application form)
- interview and other selection method notes (eg. question proformas, test results)
- reasons for decisions made
- any additional information such as copies of qualifications

All recruitment paperwork relating to the successful candidate will be retained and placed on their personnel file. The recruitment paperwork relating to unsuccessful candidates will be retained for 6 months and then disposed of.

### **Retention and Security of Disclosure Information**

The School's policy is to observe the guidance issued or supported by the DBS on the use of Disclosure information. In particular, the School will:

- store Disclosure information and other confidential documents issued by the DBS securely, access to which will be restricted to the Head and HR
- not retain Disclosure information or any associated correspondence for longer than is necessary, although the School will keep a record of the date of a Disclosure, the name of the subject, the type of Disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken;
- ensure that any Disclosure information is destroyed by suitably secure means such as shredding; and - prohibit the photocopying or scanning of any Disclosure information. Truro School complies with the provisions of the DBS Code of Practice, a copy of which is available on request.

## **Appendix A**

Due to the Covid-19 pandemic, some recruitment checks are being completed online. When an individual comes onto site, original documents must be produced and verified. Currently, due to the pandemic, some of our recruitment and selection processes may include virtual platforms such as Teams and Zoom to complete interviews at certain stages.