



The Duke of York's  
Royal Military School

## Recruitment, Selection & Disclosure Policy

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**Approved By**

Alex Foreman

**Role**

Principal

**Signed**

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## **1. INTRODUCTION**

This policy aims to provide a framework for the efficient and effective recruitment of all categories of staff for The Duke of York's Royal Military School (DOYRMS).

The Duke of York's Royal Military School ("the School") is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. It is an opportunity for the School to strengthen the skill set of its workforce, ensuring that the School is well placed to meet the requirements of its development plan and raise standards. The Board of Trustees is committed to ensuring that the recruitment process is well managed to allow all candidates to give of their best.

At the same time, the Board of Trustees is also committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The Trustees are committed to ensuring that all recruitment is compliant with best practice. As such, this policy complies with the current DfE guidance and legislations referred to in section 2.

## **2. AIMS OF POLICY**

The aims of the School's recruitment policy are as follows: -

- To ensure that the best possible staff are recruited on the basis of their merits, abilities, and suitability for the position.
- To ensure that all job applicants are considered equitably and consistently.
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability, or age.
- To ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Safeguarding Children and Safer Recruitment in Education (SCSRE), Keeping Children Safe in Education – Sept 2020 (KCSIE), Disqualification under the Childcare Act 2006 (DUCA), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.
- To fully comply with the requirements of Standard 14 of the National Minimum Boarding Standards.
- To ensure the most cost-effective use is made of resources in the recruitment and selection process.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

## **3. RESPONSIBILITIES**

The Board of Trustees (with advice from the Principal) is responsible for determining the staffing complement of the School and for all appointments to the School staff.

The Principal will have delegated responsibility for the appointment of teachers and other staff. Once it is agreed to recruit, the HR Department will be responsible for drawing up the relevant documentation, advertising, planning, and timetabling the process.

The selection panel for any position will have responsibility for ensuring that equal opportunities for all candidates are maintained throughout the recruitment and selection process.

#### **4. SAFER RECRUITMENT**

Issues to do with child protection, safeguarding and the promotion of the welfare of children will be central to the recruitment process, starting with the planning of recruitment needs through to the recruitment exercise itself. Particular measures to ensure safe recruitment practice, compliant with DfE guidance, are identified in this policy. The selection panel have responsibility for ensuring the implementation of these measures. *[Please note that the safeguarding measures noted in this policy are not exhaustive and checks for compliance and further detail should be sought from the most recent DfE guidance].*

#### **5. PLANNING RECRUITMENT NEEDS**

##### **5.1. Planning**

The Board of Trustees, in conjunction with the Principal will review the staffing requirements of the School annually, and assess the short and long-term recruitment needs, so that as far as possible, a planned approach to resourcing the School can be taken.

Before the start of the recruitment process, there will be a review of the needs of the specific role. Where a job description or person specification does not exist (i.e. for new posts) then these will be drawn up by the Line Manager in consultation with the HR Department. Job descriptions/person specifications for existing posts will also be reviewed to determine whether the roles and responsibilities of the post need to be revised and to update the necessary qualifications, knowledge, experience, skills, or abilities required by the post holder.

The person specification will also be reviewed to ensure that it does not directly or indirectly discriminate on the grounds of race, gender, religion or belief, age, disability, marital status, sexual orientation.

Where the Board of Trustees, in conjunction with the Principal, determine that posts are of a short-term nature, this will need to be clearly specified in the job description and any advertising literature. Posts will only be advertised on a temporary or fixed term basis for genuine temporary reasons. Most temporary or fixed term contracts will come to a natural end. However, where a fixed period contract expires and the need for the post remains for a further definite period, then the post holder will usually be given an extension to their fixed period contract.

Where the need for a temporary or fixed term post becomes a permanent one, there will be no automatic entitlement for the temporary post holder to be offered the permanent contract. It will be for the Board of Trustees to consider the most appropriate recruitment process in the circumstances. This could include consideration of the original reason for the post initially being temporary, any subsequent changes in the needs of the School, the original recruitment process that was undertaken and how the post was advertised, etc.

##### **5.2 Safeguarding Measures - Planning**

- A statement of the commitment of the School to safeguarding and the promotion of the welfare of children will be included in both the job description and the person specification.
- The job description will clearly set out the extent of relationships and contact with children and the degree of responsibility for children that the post holder will have.
- All person specifications will refer to the need for the job holder to be suitable for work with children. Qualifications, experience, competencies, and qualities needed for the role will be identified, along with an explanation of how they will be assessed during the selection process.

- All short-listed applicants will be notified that any relevant issues arising from references will be taken up at interview.
- Reference will also be made to the requirement for the successful applicant to undertake an enhanced Disclosure via the Disclosure & Barring Service (DBS).

## **6. ADVERTISING**

### **6.1 All Posts**

All teaching and support staff posts will be advertised on the School website, together with other appropriate publications and external websites. All adverts will be placed by the HR Department.

In certain circumstances a post or promotion opportunity will be ring fenced for current staff in the first instance. Any such ring fencing will be done in a consistent and transparent manner. The School values, and where possible seeks to retain the skills and contributions of all staff within the school community. As such the School will support as far as possible the continued professional development of all staff as they seek promotion to new opportunities both within the School and elsewhere. All staff are therefore encouraged to consider their suitability for any vacancy within the School. Where a member of staff applies for a vacant post, they will be given equal consideration as external candidates, based on the essential criteria for the post.

Occasionally the decision may be taken not to advertise a post, either because a similar post has recently been advertised or an appointment can be made from the subsequent interviews, or because a temporary appointment needs to be made as soon as possible to ensure continuity within a post. (For example, to cover a long-term sickness absence or to cover a vacancy pending the completion of the recruitment process to appoint a permanent post holder).

All adverts will also contain the following statement:

*We are committed to safeguarding and promoting the welfare of all our students. You are advised that this post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 and therefore this post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service (DBS).*

### **6.2 TEACHING STAFF**

Teaching vacancies will typically be promoted through national/local publications, relevant websites, and our School's website.

### **6.3 SUPPORT STAFF**

Support staff vacancies will typically be promoted through national/local publications, relevant websites, and our School's website.

## **7. POST INFORMATION**

For all posts, information is available on the School's website to download under *Staff Vacancies*. The website information will consist of:

- a candidate brief inclusive of job description/person specification
- an application form, including an equality monitoring form
- a statement of terms and conditions relating to the post
- any other relevant information regarding the post and the School
- access in policy section to statutory policies including Child Protection & Recruitment Selection and Disclosure

## **8. RECRUITMENT AND SELECTION PROCEDURE**

### **8.1 Applications**

All applicants for employment, including support staff, seasonal staff, peripatetic staff, and volunteers who have regular/frequent contact with students will be required to complete an **Application Form** containing questions about their academic and employment history, and their suitability for the role.

Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. Should there be any gaps in academic or employment history; a satisfactory explanation must be provided. A Curriculum Vitae (CV) or any other form of application made will not normally be accepted in place of the completed application form. Applications received after the closing date will not be considered unless the applicant has given prior notice of a late application to the HR Department, and this has been agreed.

## **8.2 Short Listing**

Prior to short-listing the equalities section of the application form will be removed and not copied for the short-listing panel. If an applicant has declared a disability, then this will be notified to the chair of the selection panel.

The short-listing process for interview will determine those applicants who best meet the criteria for the post as outlined in the person specification. Decision making will be based solely on the information available on the application forms.

If at the stage of short-listing applicants disclose a criminal record and/or sanctions imposed by regulatory bodies, there may be instances where it becomes essential to engage in a discussion with the applicant before proceeding to the interview stage.

If a disabled applicant meets the minimum criteria of the person specification, then they should be short-listed. Advice should also be sought about what reasonable adjustments may be required to enable the disabled applicant to take up post.

Completed proforma and copied application forms should be returned to the HR Department.

## **8.3 Safeguarding Measures – Application & Short Listing**

- Incomplete applications will be rejected.
- All applications must be made using the School's application form for the position to ensure receipt of relevant personal data, (including, for teachers, DfE reference number, and QTS status; for medical staff Nurse Pin No if appropriate), educational and employment history, declarations of relationships to existing employees, and Trustees, details of referees and a statement of personal qualities and experience.
- Notes will be made of any anomalies, discrepancies, or gaps in employment so that these can be considered as part of the interview process. Reasons for gaps in employment, repeated career changes, moves from permanent to temporary or supply teaching will also be noted subject to exploration and verification.
- The application form also includes an explanation of posts exempt from the Rehabilitation of Offenders Act 1995 and the need to declare all convictions, cautions and bindovers. The applicant will also have declared that they are not disqualified from teaching or if they are subject to sanctions imposed by a regulatory body.
- Details of any convictions, cautions or bindovers should be declared on the Self-Disclosure Form candidates who are shortlisted for interviews are required to complete.
- All short-listed applicants will be subject to a consistent, soft online check to meet the duties outlined in Keeping Children Safe in Education (KCSIE) guidance.

## **9. SELECTION PANEL AND INTERVIEWS**

Applicants will then be invited to attend a **formal interview** at which relevant skills and experience will be discussed in more detail. A written record will be kept of the interview for each applicant and an overall summary sheet. At least one member of staff with safer recruitment training is required on all interview panels. As such, wherever possible, all panel members will have been trained in and/or have relevant experience of recruitment and selection interviewing.

Where a candidate is known personally to a member of the selection panel it should be declared before short-listing takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to. At least one Trustee plus a senior member of staff should form the selection panel for any recruitment to the Senior Leadership Team (SLT).

Prior to the interview and selection process candidates will be given any relevant information, e.g. details of any selection methods that will be used. Candidates who have a disability or any other special needs will be given a chance to highlight this prior to the process.

Whilst an interview is always likely to be used as the primary feature of the selection process the selection panel will need to consider whether any additional selection methods will be required to supplement the interview. This may include tour of the site/workplace, presentations, teaching observation, interaction with students, in-tray exercises, psychometric/verbal/numerical tests, etc., according to the requirements of the role. Whatever methods are chosen the panel will use these to assess the merits of each candidate against the person specification and explore their suitability to work with children.

The selection panel will ensure that all candidates are asked the same main questions at interview based on the list of essential criteria for the post, although supplementary questions may differ according to candidate's answers and backgrounds. Particular care needs to be taken to ensure that no questions or selection methods could be viewed as discriminatory.

All assessment sheets and copies of application forms are to be returned to the HR Department at the end of the process.

### **9.1 Safeguarding Measure – Selection Panel and Interview**

- Invitations for interview will stress that the successful candidate will be subject to thorough identity checks and an enhanced DBS disclosure. Candidates should be requested to bring with them one item to verify their ID, i.e. photographic such as passport or driving licence.
- The panel will inform candidates that they are required to declare ANY convictions, cautions and bind-overs they may have, regardless of how long ago they occurred, including those regarded as 'spent'. They should be informed that having a criminal record will not necessarily prevent them from taking up appointment. It will depend on the nature of the offences and their relevance to the post they are applying for. However, should they NOT declare an offence that is subsequently revealed, e.g., through the DBS check, then this may place their appointment in jeopardy. They will need to complete a self-disclosure form prior or on the day of interview.
- Following the interview, the successful candidate will need to provide confirmation of relevant educational and professional qualifications. Copies of all documents will be kept on the individual's personnel file.
- In addition to assessing the candidate's suitability for the post, the panel will also need to assess the candidate's attitude toward children and young people, their ability to support the school's safeguarding agenda and promote the welfare of children. Gaps in their employment history and concerns or discrepancies in the application form and reference will also be explored.

## 10. JOB OFFER

Successful candidates will normally be offered the post verbally, followed by an offer letter as soon as possible afterwards. Any offer of employment following the **formal interview**, is conditional on the following:

- The agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
- Two more documents are required to verify the applicant's identity
- The receipt of at least two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory
- For teaching positions, checking whether the applicant has ever been referred to, or is the subject of a sanction, restriction or a prohibition order issued by Secretary of State.
- Where the position amounts to 'regulated activity' (see section 12.3 below) the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory.
- When the position amounts to 'regulated activity' (see section 12.3 below) confirmation that the applicant is not named on the Children's Barred List
- Confirmation that the applicant is not subject to a direction under section 142 of the Education Act 2002 which renders them unable or unsuitable to work at the School
- For management positions, information about whether the applicant has ever been referred to the Department for Education, or is subject to a direction under section 128 of the Education and Skills Act 2008 which renders them unable or unsuitable to at the School
- Verification of the applicant's medical fitness for the role (see section 11 below)
- Verification of the applicant's right to work in the UK
- Any further checks which are necessary as a result of the applicant having lived or worked outside of the UK
- Verification of professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application
- For volunteers, no concerns are raised by others in the School community.

The School is not permitted to check the Children's Barred List unless an individual will be engaging in 'regulated activity'. The School is required to carry out an enhanced DBS check for all staff, supply staff and Trustees who will be engaging in regulated activity. However, the School can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently. Whether a position amounts to 'regulated activity' must therefore be considered by the School in order to decide which checks are appropriate. It is however likely that in nearly all cases the School will be able to carry out an enhanced DBS check which includes a Children's Barred List check. DBS checks can sometimes take a number of weeks to be completed.

If the offer is accepted and the above conditions are satisfied, the applicant will be issued with a **Contract of Employment** as confirmation of employment. For those whose offer of employment predates their commencement date by more than 3 months the DBS check will be carried out, and the Contract of Employment issued, within 3 months prior to the date of commencement.

The Contract of Employment must be agreed and signed off before the applicant commences employment with the School.



## **11. 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. Successful applicants will be required to complete a health questionnaire confirming that there are no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the role. If an applicant prefers to discuss this with the School instead, or to attend an occupational health assessment to consider their fitness for the role, they should contact the HR Department so that appropriate arrangements can be made.

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

## **12. PRE-EMPLOYMENT CHECKS**

In accordance with the recommendations from DfE, Safer Recruitment Regulations and the Boarding Schools National Minimum Standards the School carries out a number of pre-employment checks in respect of all prospective employees.

### **12.1 Verification of Identity and Address**

All applicants who are invited to interview will be required to bring one document to verify their identity. The successful candidate will need to provide two additional forms of identity in for their DBS check to be undertaken. The following evidence of identity, right to work in the UK, address, and qualifications: as set out below and in the list of valid identity documents at Appendix 1 (these requirements comply with DBS identity checking guidelines): -

- One document from Group 1; and
- Two further documents from either Group 1, Group 2a or Group 2b, one of which must verify the applicants current address: and
- Original documents confirming any educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed his/her name by deed poll or any other means (e.g., marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

The School asks for the date of birth of all applicants (and proof of this). Proof of date of birth is necessary so that the School may verify the identity of and check for any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate on the grounds of age. The HR Department verifies all ID with the individual.

### **12.2 References**

Where possible, references will be undertaken for short-listed candidates prior to interview. Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made.

All offers of employment will be subject to the receipt of two satisfactory written references, one of which must be applicant's current or most recent employer. If the applicant has never worked with children, then the School will ensure a reference is undertaken from their current employer. Neither referee should be a relative or someone known to the applicant solely as a friend.

~~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.~~

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. Referees will also be asked to confirm that the applicant has not been radicalised so that they do not support terrorism or any form of "extremism" (see the definition of "extremism" at Section 16 below). All referees will be sent a copy of the job description and specification for which the applicant has applied. If the referee is a current or previous employer, they will also be asked to confirm the following: -

- the applicant's dates of employment, job title/duties, reason for leaving, performance and disciplinary record
- 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), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated, or malicious
- whether the applicant could be considered to be involved in "extremism" (see the definition of extremism" at section 8 below).
- 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), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated, or malicious.

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 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.

Once a conditional offer of employment has been made the current employer can be contacted to ascertain details of the applicant's sickness record, should any concerns have been raised on the health declaration form. The School may at its discretion make telephone contact with any referee to verify the details of the written reference provided.

### **12.3 Criminal Records Check**

Prior to 29 May 2013, an enhanced disclosure contained details of all convictions on record (including those which are defined as 'spent' under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It could also contain non-conviction information from local police records which a chief police officer considered relevant to the role applied for at the School.

Since 29 May 2013, the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures. The filtering rules developed by the DBS and the Home Office designate certain spent convictions and cautions as "protected". "Protected" convictions and cautions are not included in a DBS certificate and job applicants are not required to disclose a conviction or caution that should not have been disclosed. If a protected conviction or caution is inadvertently disclosed to the School during the recruitment process must be disregarded when making a recruitment decision.

A conviction will always be disclosed if it was imposed for a "specific offence" committed at any age. A caution issued for a "specified offence" committed over age of 18 will always be disclosable. However, a caution issued for a "specified offence" committed under the age of 18 is never disclosable. "Specified offences" are usually of a serious violent or sexual nature or are relevant for safeguarding children and vulnerable adults. The list can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

### **For those aged 18 or over at the time of the offence**

A spent criminal conviction for an offence committed in the United Kingdom will not be disclosed in a DBS certificate (and does not have to be disclosed by the job applicant if:

- Eleven years have elapsed since the date of conviction;
- It was not imposed for a “specified offence”
- It did not result in a custodial sentence.

A spent caution for an offence committed when a person was over the age of 18 will not be disclosed in a DBS certificate (and does not have to be disclosed by a job applicant) if:

- six years have elapsed since the date it was issued, and
- It was not issued for a “specified offence”

### **For those aged under 18 at the time of an offence**

A conviction for an offence committed in the United Kingdom will not be disclosed in a DBS certificate (and does not have to be disclosed by a job applicant) if:

- five and a half years have elapsed since the date of conviction;
- It was not imposed for a “specified offence” is the person’s only offence; and
- It did not result in a custodial sentence.

A caution issued when a person was aged under 18 for an offence committed will never be disclosed in a DBS certificate (and does not have to be disclosed by a job applicant).

The School applies online for an enhanced disclosure from the DBS and a check of the Children’s Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the School which amount to ‘regulated activity’ as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children’s barred List and to obtain other relevant suitability information. Any position undertaken at, or on behalf of the School (whether paid or unpaid), will amount to ‘regulated activity’ if it is carried out.

- On an unsupervised basis:
- Frequently, meaning once a week or more; or
- Overnight, meaning between 2.00am and 6.00am; or
- Satisfies the ‘period condition’, meaning four times or more in a 30-day period; and
- Provides the opportunity for contact with children.

It is for the School to decide whether a role amounts to ‘regulated activity’ taking into account all the relevant circumstances. However, all posts at the School amount to regulated activity. It is the School’s policy to carry out both an enhanced DBS check and a check of the Children’s Barred List on all applicants who are appointed to work in regulated activity. Limited exceptions could include an administrative post undertaken on a temporary basis in the school office outside of term time.

The DBS now issues a DBS disclosure certificate to the subject of the check only, rather than to the School. The School receives email confirmation of the disclosure from its provider SPS. It is this information that is retained on the individual’s file. In an issue is highlighted by SPS it may be necessary for the **original** disclosure certificate to be provided to the School within 5 days by the applicant. Original certificates should not be sent by post, applicants must bring the original certificate into the School. If there is a delay in receiving a DBS disclosure the Principal has discretion to allow an individual to begin work pending receipt of disclosure. This will only be allowed if all other checks, including a clear check of the Children’s Barred List (where the

position amounts to regulated activity), have been completed and once appropriate supervision has been put in place.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including a criminal record check from the relevant jurisdiction(s).

#### **12.4 Right to Work in the UK and Details if Lived Overseas**

All successful applicants are required to provide evidence of a right to work in UK i.e., passport, birth certificates, visas, NI. Copies of relevant documents are retained on file as proof.

In addition, applicants are required to complete a declaration form giving details if they have lived overseas. Under safeguarding children, if an individual has lived overseas longer than six months in the past 5 years, the School will be required to obtain a certificate of good character or criminal record for each country of residence during this period. A copy of the original document is retained on the individual's file.

### **13. CONTRACTORS AND AGENCY STAFF**

Contractors engaged by the School including Caterers, Security and Summer Schools must complete the same checks for their employees that the School is required to complete for its staff. The School requires confirmation that these checks have been completed before employees of the Contractor can commence work at the School.

Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School.

The School will independently verify the identity of the agency staff in accordance with section 12.1 above and will require the provision of the original DBS disclosure certificate before the agency staff can commence work at the School.

All bus and taxi companies will be requested to ensure that all drivers wear photo ID cards while on duty with the School and confirmation that staff hold current DBS checks.

All agencies working under contract to the School will be made aware of their responsibilities to keep the School informed of any staff changes at the start of the contract and annually thereafter. The School will carry out regular checks on agency personnel to ensure that information is up to date and compliant.

Builders and tradesmen employed to work at the School will be signed in at Facilities Management and will be accompanied throughout their visit. The employers of staff, who visit the School on a regular basis, will be encouraged to obtain DBS checks for their staff and the School will provide assistance and guidance where necessary. The sites of large building projects will be fenced with individual access and totally separated from the School campus. The employing contractor/site supervisor will be given a safeguarding brief at the start of the contract, during which they will be made aware of the School Safeguarding Policy and their responsibilities towards the students. The School will check regularly that such safeguards are being observed – for example self-certification of regular site staff, monitoring of visitors to site and no trespass out of the site compound.

### **14. VOLUNTEERS**

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 12.3 above will apply 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 students.

It is the School's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the School for three consecutive months or more. Those volunteers who are likely to be involved in activities with the School on a regular basis may be required to sign up to the DBS update service as this permits the School to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates.

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; - application form completed
- Character references from the volunteer's place of work or any other relevant source; and
- An informal safer recruitment interview

## **15. VISITORS**

The School have clear protocols for ensuring that any visitor are suitable and appropriately supervised. The School is not permitted to obtain a DBS disclosure or Children's barred List information on any visitor who does not engage in regulated activity at the School or perform any other regular duties for or on behalf of the School. They will be subject to the School's usual visitor's protocol. This will include signing in and out on entry to the site with the Security Guard and at Reception, the wearing of a visitor's badge at all times and being escorted by a fully vetted member of staff between appointments.

## **16. VISITING SPEAKERS AND PREVENT DUTY**

The Prevent Duty Guidance requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.

The School is not permitted to obtain a DBS disclosure or Children's barred List information on any visiting speaker who does not engage in regulated activity at the School or perform any other regular duties for or on behalf of the School.

All visiting speakers will be subject to the School's usual visitor's protocol. This will include signing in and out at Reception, the wearing of a visitor's badge at all times and being escorted by a fully vetted member of staff between appointments.

The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the School, in doing so the School will always have regard to the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states:

“Extremism” is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations.”

In fulfilling its Prevent Duty obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex, or sexual orientation, marital or civil partner status, disability, or age.

## **17. POLICY ON RECRUITMENT OF EX-OFFENDERS**

### **17.1 Background**

The 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 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 12.3 below.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered ‘spent’ except those received for an offence committed in the United Kingdom if it has been filtered in accordance with DBS filtering rules (see section 12.3 above).

A failure to disclose a previous conviction (which should be declared) 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.

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 disqualified from working with children to attempt to apply for a position within the School. The School will make a report to the Police and/or the DBS if;

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

### **17.2 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.

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: -

- murder, manslaughter, rape, other serious sexual offences, grievous bodily harm, or other serious acts of violence, or
- serious class A drug related offences, robbery, burglary, theft, deception, or fraud.

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 10 years.

### **17.3 Assessment Procedure**

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 carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by Principal or, in absence, a member of the SLT before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, he/she can do so by contacting the DBS direct. 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.

### **17.4 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, but it is under no obligation to do so.

In particular, the School will: -

- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the School's SLT and HR Department.
- not retain disclosure information or any associated correspondence for longer than is necessary. The School will keep the SPS email which records the date of a disclosure, the name of the subject, 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.
- prohibit the photocopying or scanning of any disclosure information without the express permission of the individual to whom the disclosure relates.

## **18. RETENTION OF RECORDS**

The School is legally required to undertake the above pre-appointment checks. Therefore, if an applicant is successful in their application, the School will retain on his/her personal file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness, and qualifications. Medical information may be used to help the School to discharge its obligations as an employer e.g., so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue. This documentation will be retained by the School for the duration of the successful applicant's employment and after employment terminates in a sealed envelope on the individual's personal file. If an application is unsuccessful,

all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant specifically requests the School to keep their details on file.

The same policy applies to any suitability information obtained about volunteers involved with School activities.

## **19. REFERRALS TO THE DISCLOSURE AND BARRING SERVICE (DBS) AND TEACHING REGULATORY AGENCY (TRA)**

This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks the School also has a legal duty to make a referral to the DBS in circumstances where an individual: -

- Has applied for a position at the School despite being barred from working with children; or
- Has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm, to a child.

If the individual referred to the DBS is a teacher, the School will make a referral to the Teaching Regulation Agency (TRA). The School also checks via the TRA website a teacher is not prohibited from teaching as part of the recruitment pre-employment checks.

## **20. QUERIES**

If an applicant has any queries on how to complete the application form or any other matter related to recruitment, selection, or disclosure they should contact the HR Department.

## **21. SHARED RESPONSIBILITY**

All staff have a responsibility to ensure that those who come to DOYRMS as employees or volunteers are recruited according to the above policy. Staff and volunteers are recruited in many aspects of school life and make initial contact through many members of staff. Therefore, all staff, both teaching and non-teaching, will be reminded, at the start of each term in staff meetings, of their shared responsibility, of the need to ensure that if they wish to bring anyone onto site for employment or as a volunteer, they must first contact the HR Department to gain advice and to set the recruitment process properly in motion. It will also be made clear that failure to follow this procedure represents a serious offence which is likely to have major disciplinary consequences for the member of staff who breached these conditions.

In addition, staff who regularly wish to recruit employees or volunteers in their areas of work (most specifically PE/Games, Activities, Music and Drama) will have their responsibilities specifically written into their job descriptions.

## **22. SUITABILITY OF OTHER ADULTS RESIDENT ON SITE**

The School undertakes DBS checks on all adults resident in onsite accommodation including children over 16 who are not students at the school; this includes those away at university. These checks are recorded on the Single Central Register. All extended family members visiting staff living on site will be treated as visitors, those who are likely to stay regularly, i.e., weekly, must undergo a DBS check. The School will expect such family members who are 16 years or over and resident onsite to sign an appropriate agreement which adheres to the School's expectations of people living on site. These details are retained by the HR Department.

## **23. MONITORING**

Mindful of its commitment to best practice in recruitment and its obligations under the equality duties and safeguarding guidance, the Board of Trustees will ensure regular monitoring of all recruitment activity to allow for future recruitment practices to be better informed with a view



to achieving the aims of this policy as specified in section 2. The analysis of this monitoring and any resulting actions will be reported on an annual basis to the Board of Trustees.

A Single Central Register (SCR) is electronically maintained and updated by the HR Department and holds information on individual who have regular access to the School site and have had an enhanced DBS and other safeguarding recruitment checks carried out on them as described in this policy document. The SCR includes information on employees, volunteer, contractors, agency workers, regular visitors to the School.

## Appendix 1

### List of Valid Identity Documents

To process your check, we will need to see three items of identification from the list below.

**Please note that we cannot accept photocopies of documentation, we must see original documents and where addresses are listed, they must be current (including Driving Licence).**

#### **Required Documentation:**

- **1 Document from Group 1**
- **2 Documents from Group 1, 2a or 2b one of which should verify current address, and this has to be not less than 3 months old.**

#### **Group 1 – Primary Trusted Identity Credentials**

- Current Valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence photocard (Full or Provisional) UK/Isle of Man/Channel Islands and EEA
- Birth Certificate (UK, Isle of Man and Channel Island) – Issued within 12 months of birth; including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.
- Adoption Certificate (UK and Channel Islands)

#### **Group 2a – Trusted Government/State Issued Documents**

- Current Driving Licence (paper version) – must be valid UK/Isle of Man/Channel Island and EEA; full or provisional
- Current Photo Driving Licence full or provisional (all countries outside the EEA excluding Isle of Man/Channel Islands)
- Birth Certificate (UK and Channel Islands) – (Issued after the time of birth by the General Register Office/relevant authority i.e., Registrars – Photocopies are not acceptable)
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- HM Forces ID Card (UK)
- Firearms Licence (UK and Isle of Man/Channel Island)
- Immigration documents – visa or work permits
- 

#### **Group 2b – Financial/Social History Documents**

- Mortgage Statement (UK or EEA) **\*\***(Non-EEA statements must not be accepted)
- Bank/Building Society Statement (UK or EEA) **\***(Non-EEA statements must not be accepted)
- Bank/Building Society Amount Opening Confirmation Letter (UK)
- Credit Card Statement (UK or EEA) **\***(Non-EEA statements must not be accepted)
- Financial Statement **\*\***-e.g., pension, endowment, ISA (UK)
- P45/P60 Statement **\*\*** (UK and Channel Islands)
- Council Tax Statement (UK and Channel Islands)**\*\***
- Work Permit/Visa (UK) (UK Residence Permit)**\*\***
- Letter of Sponsorship for future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application)
- Utility Bill (UK)**\*** - Not Mobile Telephone
- Benefit Statement<sup>\*</sup>- e.g., Child Allowance, Pension

- A document for Central/Local Government/Government Agency/Local Authority giving entitlements (UK and Channel Islands) \*- e.g., for the department for Work and Pensions, the Employment Service, Customs and Revenue, Job Centre, Job Centre Plus, Social Security.
- EU National ID Card
- Cards carrying the PASS accreditation logo (UK and Channel Islands)
- Letter from Head Teacher or College Principal (16/19year olds in full time education – only used in exceptional circumstances when all other documents have been exhausted)

**Please note:** If a document in the List of Valid Identity Documents is: Denoted with \* - It should be less than three months old

- Denoted with \*\* - It should be issued within the last 12 months
- Not denoted – It can be more than 12 months old.