



THE ALDENHAM FOUNDATION RECRUITMENT POLICY

This policy reflects the recommendations and guidance as outlined by the Department for Education (DfE), *'Keeping Children Safe in Education'* (September 2016), 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).

Aim

The prime aim of Aldenham Foundation under this Policy is to ensure that the best and most appropriately skilled person is recruited to the right job on terms and conditions of employment which are satisfactory to both parties.

The Foundation has an Equal Opportunities and Dignity at Work Policy (which can be found on the HR Portal or 'T' drive). The requirements of this Policy must be followed in all recruitment of staff.

The Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Vacancy

A vacancy may occur through an existing member of staff moving to another position within the Foundation, changing their working hours or leaving the Foundation's employment. It may also occur through the creation of a new post. No recruitment to fill a vacancy, however that vacancy may occur, may take place without the prior agreement of a member of the FLG.

All vacancies for permanent positions (whether full or part time) will be advertised. The means and scope of such advertising will be at the discretion of a member of the FLG, having regard to the requirements of the vacancy and the Foundation's legal obligations.

As a minimum, all permanent internal vacancies must be advertised internally either via internal announcements, email or, the Common Room Notice Board. Existing employees must feel able to apply especially if supported by their Line Manager.

When there is a need to employ a member of staff for an internal position which holds additional responsibility, the Head, Heads of Prep Schools, Principal of the Senior School or Bursar will ask for parties interested to email him/her with their interest and then an internal interview procedure will take place, consisting of a 2 or 3 member panel. The appointment will then be announced by email. Unsuccessful candidates will be informed via email or in person by the Head, Heads of Prep School, Principal of the Senior School or Bursar.

All vacancies advertised externally should also appear on The Foundation's websites. Unless agreed otherwise, the Heads' PAs for Teaching roles and the HR Manager for Support roles, will be responsible for placing the advertisement. Advertisements must conform to The Foundations Equal Opportunities and Dignity at Work Policy and care should be taken with regard to Age Discrimination legislation.

Before a vacancy is advertised a Job Description and Person Specification will be drawn up setting out the elements of the job, likely required qualifications, skills and other attributes, principal terms and conditions of employment (hours, salary range, other benefits) and any other relevant facts. Application will be by Application Form only (unless the position advertised is for an internal post). Reference will also be made to their suitability to work with children and our commitment to safeguarding and promoting the welfare of children. The requirement for 2 references and a Disclosure and Barring Service check at Enhanced level must be stated. One referee should be the current or most recent employer, family and friends are excluded as referees. It is also necessary to contact the providers of the references to verify verbally the written reference given.

A copy of the Foundation's Application for Employment Form can be obtained from the HR Manager or the websites.

Advertising

With prior agreement of a member of the FLG an advertisement in an approved format will be published in appropriate locations and publications. Advertisements should contain a statement regarding the need for the successful candidate to undertake a Disclosure and Barring check (DBS). e.g. Applicants for this post must be willing to undergo Safeguarding screening, including reference checks with previous employers, Prohibition checks and a criminal record check via the Disclosure and Barring Service.

Unless otherwise agreed, advertisements will follow a standard format. Consideration should be given to the advertisement containing a short description of the post, any qualifications and person specifications required, details of how to apply, closing date and whom to contact. Where practicable the advertisement should also contain dates for interviews.

The phrasing of the advertisement will not be in any way discriminatory and will provide sufficient details about the vacancy to be likely to attract the interest of all suitable applicants. It will specify how further details may be obtained and a closing date for receipt of applications.

An Applicant Pack must be sent out promptly to all interested parties in a manner requested by each applicant and a record kept. The application pack will contain the following information:-

- Application Form
- Job Description/Person Specification
- Equal Opportunities Form
- Equal Opportunities and Dignity at Work Policy
- Safeguarding Children Policy
- Recruitment of Ex-Offenders Policy
- Useful Information about the relevant School within the Foundation

The Selection Process

The interview and selection panel will, wherever practical, consist of at least 2 persons and include the relevant Line Manager (one person should have been on the Safeguarding Children and Safer Recruitment in Education training). The panel will draw up a matrix of the desired skills, qualifications and other qualities with minimum acceptable scores identified.

All applications received by the published closing date will be scored by the interview panel against these parameters. This process must be non discriminatory. Candidates whose scores exceed the minimum acceptable benchmark will be considered for interview. If there are any facts affecting an applicant's eligibility which require clarification (ie immigration

status, qualifications, gaps in employment, and other anomalies) these must be checked at this stage and satisfactorily resolved before the invitations for interviews are sent.

The decision as to the length of the selected interview list will be taken by the relevant Line Manager in consultation with the relevant member of the FLG or the Human Resources Manager and having regard to the relative strength of the field of applicants. Subject to there being a sufficient number of suitably qualified candidates, the interview list will not be less than 3 in the first instance.

Dates and times for interview will be identified and the candidates contacted and interview arranged. If references are to be taken up at this stage, applicants must be advised. Reasonable effort must be made to accommodate any timing difficulties that particular candidates may have and all candidates must be sent the same information by the Foundation relating to the vacancy. Unsuccessful candidates should be advised in writing that their application has not been successful in this instance.

The Interview Process

The interview process must follow the requirements laid down in the Equal Opportunities and Dignity at Work Policy and must be fair for all candidates. Interviewers must be careful not to ask questions of any individuals which could be considered discriminatory. If an applicant suffers from a disability which would require the Foundation to change the envisaged working routine of the job or to make alterations to means of access to its buildings or facilities, these should be fully discussed with the candidate and an assessment carried out under the requirements of the Equality Act 2010. If such changes are reasonably practicable they must be made if that applicant is, in all other respects, the best candidate for the vacancy.

At least one member of the interview panel should have completed the Safer Recruitment training as recommended by current legislation.

For Teachers - References should be sought on all short-listed candidates before interview (including internal applicants, including Non-Teaching applicant), so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview. Where references have not been returned prior to interview a follow up interview will be arranged with the applicant to discuss any issues arising.

In addition to references, wherever possible, appropriate Prohibition checks will also be undertaken at this time. Where this is not possible, such checks will be undertaken before an offer of employment has been made. Furthermore, as part of the pre-employment checks, The Foundation reserves the right to obtain such formal or informal background information about an application as is reasonable in the circumstances to determine whether the candidate is suitable to work at The Foundation. This may include internet and social media searches.

Written records of interviews must be made, signed and dated by the interviewer and retained. Interviewers must be aware that these may be referred to at a later date and could even be required as evidence. If the application has been by CV the interviewers must ensure that all the questions which appear on the Application Form are covered in the process. Evidence of identity and qualifications should be seen and recorded. Applicants should also be made aware of the timescale involved.

Dependent on the decision taken during the selection process a single favoured candidate may be identified from a single round of interviews or a shortlist for a second interview may be drawn up. If a second round of interviews is required the unsuccessful candidates must again be notified in writing.

When a favoured candidate is identified a job offer will be made subject to satisfactory references, DBS check and proof of immigration status (applies to all new employees including those who are British Citizens). With the agreement of the relevant member of the FLG or Human Resources Manager, a verbal offer may be made by the Line Manager. This must be followed up by a written offer which may only be made by the Head, Heads of Prep Schools or Bursar.

Contact with unsuccessful candidates should, at this stage, be delayed until the appointee has confirmed acceptance in writing.

The Appointment

The Head, Heads of Prep Schools or Bursar will issue a written conditional job offer stating the principal terms of the offer (job title, salary, working hours, probationary period, notice, holiday and other entitlements). This will be sent in duplicate and the appointee will formally accept the offer by signing and returning the copy letter to the Bursar with a confirmation of starting date. The letter will be accompanied by instructions on how to complete a DBS application online and (where appropriate) the Foundation's ICT Code of Conduct Form for completion and return. The Human Resources Manager will, (if not already established) apply for a health check, disqualification by association and/or Prohibition check for employees carrying out teaching work since April 2012, references and request proof of qualifications (if not already on file).

The appointee will complete the DBS application at Enhanced level online with the Human Resources Manager together with the appropriate backup proofs of identity. In the event that the disclosure contains criminal record information this will be considered by the Foundation in accordance with its policy on Recruitment of Ex-Offenders (which can be found on the HR Portal or 'T' drive) and a decision taken as to whether the conditional offer of employment can be upheld or should be withdrawn. This decision will be notified in writing to the appointee by the Head, Heads of Prep Schools or Bursar. It is The Foundation's decision that the DBS Disclosure will be renewed every ten years.

Should the DBS not cover offences committed abroad, the Foundation will obtain evidence (ie Police Disclosure) from the member of staff's country of origin, or any other countries in which they may have lived, prior to appointment. The Foundation also takes account of the rules for employing migrant workers. The Human Resources Manager will also check against the EEA Prohibition List.

Copies of proof of identity to satisfy immigration regulations will be retained securely in the individual's personal file kept in the Human Resources Manager's office. A copy of the letter of appointment will be passed to the Payroll Department. Notice of the appointment will be circulated to all relevant staff.

The DBS will issue a Disclosure Certificate directly to the new member of staff. It is a condition of employment with the School that the **original** disclosure certificate is made available to the School within two weeks of it being received by the applicant. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the Foundation.

If staff are transferred under TUPE (gap of three months or less and information complete) information will be passed to the new employer and a note made on the Single Central Register that details have been accepted under the TUPE regulations.

Commencement

In normal circumstances all references and the DBS Certificate will be received before the appointee commences employment. There may however be occasional exceptional circumstances where it is desirable for an applicant to take up post before this process is completed. In such circumstances, if written references have not been received, interim verbal references must be obtained before the appointee starts work at the School. If obtaining a verbal reference over the telephone, you must ensure that relevant questions are asked (including safeguarding) and detailed notes made of their reply. These notes should be marked '**This is a true reflection of our conversation**', and then signed and dated. There are provisions where it is possible to obtain a clearance from the Barred List pending the full check and this check must be obtained from the HR Department before the member of staff is permitted to start work. The Line Manager must then complete a DBS risk assessment (available from the Human Resources Manager) and the appointee must be accompanied by a fully checked member of staff in all situations involving potential contact with children.

New staff must, immediately on starting work at the School, receive basic Induction training which will include necessary Health & Safety, Fire Safety, whistleblowing and Safeguarding information. Formal Safeguarding training from the School's Designated Safeguarding Lead in charge of Safeguarding Children will be arranged as soon as possible thereafter.

All staff must receive a Contract of Employment within 8 weeks of their starting date. This will be issued by the Bursar and will set down the full terms and conditions of employment including Grievance and Disciplinary procedure. At the end of the probationary period a review meeting must be held between the Line Manager and the appointee and successful completion of this confirmed. If for any reason the probationary period is not proceeding satisfactorily this should be addressed at an earlier stage after consultation with the Head, Heads of Prep Schools, Bursar or HR Manager.

Record Retention

The application and interview records for the appointee will be retained in a file kept in the Human Resources Manager's Office. To comply with Data Protection regulations, it is essential that storage is secure and access restricted. All relevant documents relating to the employment must be stored in this one location and supplementary files or personal information should not be kept in other locations.

DBS Disclosure information is retained in accordance with the Foundation's Security Policy for Handling Disclosure Information (which can be found on the HR Portal or 'T' drive).

Application and interview records for unsuccessful applicants will be retained for 6 months from the date of notification of unsuccessful application and then destroyed (unless the School has specifically requested the applicant's agreement to retain the record beyond this time).

PREVENT DUTY

All staff/volunteers/Peripatetics will be required to undertake the online general awareness training module and provide a certificate on completion.

Staff working with children under 8 years old, will be required to complete a Disqualification by Association form, before commencement, and every year thereafter.

Recruitment of Supply Teachers

When employing Supply Teachers from Employment Agencies the following must be adhered to:-

1) Written confirmation is received from the Agency confirming the following:-

- The teacher's identity;
- Qualifications;
- Medical Fitness;
- Previous employment history checked;
- Barred List/Prohibition List check;
- Two references have been taken;
- If the teacher has lived outside the UK for any period of time, further checks have been undertaken;
- Confirmation that the teacher has a right to work in the UK;
- They have obtained an Enhanced DBS disclosure within the last 3 months or a DBS disclosure has been obtained within the last 3 months by a school or FE Institution;
- Any matter or information which has been disclosed in the DBS disclosure in accordance with section 113B(6) of the Police Act 1997.

2) The School should carry out their own checks as follows:-

- the teacher's identity;
- the Enhanced DBS disclosure has been seen and a copy taken for the School's records;
- a risk assessment has been completed in the event of any disclosed information on the Enhanced DBS disclosure;
- A current Safeguarding Certificate or evidence of recent Safeguarding training;
- Prohibition/Barred List check;
- If relevant, a Disqualification by Association form completed.

On receiving notification of a vacancy, the Agencies are contacted with details of the post and with a list of our requirements as above. A member of staff trained in 'Safer Recruitment' should assess all candidates CVs and explore their suitability to work with children. Any anomalies/discrepancies/omissions should be followed up with the candidates before confirming appointment with the Agency.

On agreeing to a suitable candidate, the written notification required above, is provided by the agency along with details of the candidate's date of birth, surname, maiden name if applicable or any other surnames used. This will enable a Barred List check be completed by the Human Resources Manager.

On the first day of teaching the candidate must produce an original copy of his enhance DBS disclosure, proof of identity and a Safeguarding Certificate to the Human Resources Manager before commencement of duties. The candidate will be required to read and sign the Foundation's Safeguarding Children Policy, Keeping Children Safe in Education - Part 1 guidelines and Code of Conduct.

The Supply Teacher will not be permitted to reside in school accommodation or travel on any school transport without authority gained from the Principal of the Senior School or Assistant Head (Pastoral).

All records should be forwarded to the Human Resources Manager for secure storage.

Contractors

Contractors engaged to work during term time by the School must complete the same checks for their employees that the School is required to complete for its staff. If the Contractor is working in an area which is segregated from pupil access then checks may not be required, subject to appropriate supervision. The School requires confirmation that these checks have been completed before employees of the Contractor can commence work at the School.

Governors

The Chair of Governors will complete a DBS with the DfE and will not be able to commence office until the DBS has been received. The Chair will also be responsible for ensuring that the Governing Body of the Foundation are all suitably checked.

Volunteers

The Foundation 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 Foundation.

Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact the pupils.

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. These 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):

- character references from the volunteer's place of work or any other relevant source;
- a completed Disqualification by Association form (if applicable) and signed confirmation that they have read the Safeguarding and Keeping Children Safe in Education documents;
- an informal safer recruitment interview.

Single Central Register

An entry will be made for all current members of staff, Governors, Volunteers, supply staff and those employed by third parties.