



**ST NEOT'S**  
PREPARATORY SCHOOL

<b>Policy Name:</b>	<b>Recruitment and Selection Policy</b>
<b>Policy Number:</b>	<b>A30</b>

<b>Staff member responsible</b>	<b>Revision Date</b>	<b>Approved By</b>	<b>Approval Date</b>	<b>Reason</b>
Jonathan Slot (Head), Bronwyn Kidd (Deputy Head)	September 2022	Full board	December 2022	Annual Update
Jonathan Slot (Head), Bronwyn Kidd (Deputy Head)	September 2023	Due for review at the Education committee	Education Committee - 8th November.	Annual update

A St Neot's education is full of fun and good humour. We want every child to enjoy their time at school, to feel part of a community that holds family values at the core. We are determined that our children not only learn outdoors but learn about the outdoors. We want to create well-rounded, independent thinkers that are not only confident in their academic ability but hold the soft skills necessary for Senior School and the world ahead.

The St Neot's Way is:

- Where we promote a true sense of community, family values, a love of the outdoors and a commitment to having fun.
- Where every child comes into school feeling safe, valued and with a broad smile on their face; and who returns home with uplifting stories to tell.
- Where a first class, personalised, rigorous academic journey is matched by an enriching, broad and challenging co-curricular programme.
- Where the children's character, contribution and service is as valued as their academic success.
- Where the children's physical wellbeing is surpassed by their mental wellbeing.
- Where highly skilled, passionate and dedicated teachers, working in first class facilities, are full of ambition for themselves and the children in their care.

**This policy ensures that the school recruits the best possible candidates who will in turn be able to deliver the schools aims in the best possible manner, ensuring the best possible outcomes for the pupils.**

## Introduction

St Neot's Preparatory School is committed to ensuring the best possible environment for the children in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

Our recruitment process is an important part of our culture. We care about building a more representative and inclusive workplace, and that begins with hiring. In fact, recruitment and equality, diversity and inclusion are an integral part of our people strategy.

The recruitment and selection policy supports this aim by seeking to appoint new team members with appropriate skills and experience to identified vacancies to be able to deliver an inclusive workforce.

We want to ensure that we employ and promote the most talented people in a fair and consistent manner free from discrimination. This policy covers all internal and external recruitment and remains available to all staff and applicants including those for a temporary, fixed term, secondment, or permanent position.

Everyone is welcome to apply, and all will be treated fairly during the recruitment process, however, we are aware that we are underrepresented by the following groups, and it is important that all areas of our work reflect the communities that we live and serve in. Therefore, we are particularly interested in hearing from certain groups of candidates such as ethnic minorities and people with experience of health or disability-related challenges.

We are committed to ensuring that there is no discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation at any stage of recruitment. We will review our processes and aim to remove bias from the advertising, application, selection, and final appointment/ selection process or in the terms and conditions offered to new staff or promoted members of staff.

We will monitor and reflect on the composition of our workforce in order to identify areas that may need positive action measures to promote equal opportunity and diversity.

An entry will be made on the Single Central Register for all current members of staff at the School, the proprietorial body and all individuals who work in regular contact with children including volunteers, supply staff and those employed as third parties.

## Scope of this Policy

The Recruitment and Selection Policy applies to Staff and Volunteers directly recruited and/or employed by the School, staff are defined as:

- Any person working at the School, whether under a **contract of employment** or under a contract of services
- **Agency or contract workers**, including **supply staff**
- **Contractors** or contract for services
- **Volunteers**

## **Safer Recruitment**

Safer Recruitment is one strand of Safeguarding and promoting the welfare of children and keeping them safe in education.

Statutory guidance Working Together to Safeguard Children (2018) states that independent schools should have a number of arrangements in place as part of their duty, one of which is safe recruitment practices, these include:

- At least one member of the panel is ideally recruitment trained
- Safer recruitment questions are asked to each applicant
- Disclosures and Reference checking in place, including online checks

## **Advertising**

Advertising of all positions will be carried out either internally and/or externally on the St Neot's Preparatory School website and appropriate job boards. The cost of advertising or the agency fee, if required, will come out of the Department budget, and will be approved in advance by your People team.

Advertisements will make clear that the positions are open to all suitably qualified candidates, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

All advertisements will carry the statement that St Neot's Preparatory School is committed to ensuring our values and practices showcase how we operate as an equal opportunities employer.

## **Application**

St Neot's Preparatory School will make candidates aware that all posts involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.

The School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the School immediately. This will include notification of any convictions, cautions, court orders, reprimands, or warnings he/she may receive.

Failure to declare any convictions may disqualify a candidate for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

If the candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the

outcome of any enquiry or disciplinary procedure.

If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the School will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the School may request character references which may include references from the candidate's school or university.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS.

### **Disclosure and Barring Service ("DBS")**

St Neot's Preparatory School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request or accessed here: [DBS code of practice - GOV.UK](#).

The School will refer to the Department for Education ("DfE") document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary DBS checks.

The successful applicant will be required to complete a Disclosure Form from the DBS for the position. Additionally, successful applicants should be aware that they are required to notify the School immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration.

The statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)" applies to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 and to those who are directly concerned in the management of that childcare.

Certain individuals are automatically disqualified from acting in senior management positions within a charity. Whether an individual falls into the category of a senior management position is judged using the following criteria:

- o the person who is accountable only to the Governors, and who carries overall responsibility for the day-to-day management and control of the charity, i.e., the legal dutymaster.
- o being disqualified means that a person can't take on, or stay in, a senior manager position – even on an interim basis, unless the Charity Commission has removed (or 'waived') the disqualification.

Staff and/or successful candidates who are disqualified from childcare or registration, may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the St Neot's Preparatory School People team for more details.

There are limited circumstances where the School will accept a check from another educational institution which are as follows:

This is where the new member of staff ("M") has worked in:

- (a) A school or a maintained College in England in a position which brought M regularly into

- contact with children or young persons.
- (b) A maintained school in England in a position to which M was appointed on or after May 2006 and which did not bring M regularly into contact with children or young persons; or
  - (c) An institution within the further education sector in England or in a 16 to 19 Academy in a position which involved the provision of education, or which brought M regularly into contact with children or young persons during a period, which ended not more than three months before M's appointment.

In these circumstances the School may apply for a disclosure but is not required to do so. A new, separate barred list check will be obtained.

Where an applicant subscribes to the DBS Update Service the applicant must give consent to the School to check there have not been changes since the issue of a disclosure certificate. A barred list check will still be required.

If disclosure is delayed, a short period of work is allowed under controlled conditions, at the headmaster's discretion. However, if an 'enhanced disclosure' is delayed, the Head may allow the member of staff to commence work:

- Without confirming the appointment.
- After a satisfactory check of the barred list if the person will be working in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily.
- Provided that the DBS application has been made in advance.
- With appropriate risk-based safeguards taken (for example, loose supervision).
- Safeguards reviewed at least every two weeks by the Headmaster/COO and member of staff.
- The person in question is informed what these safeguards are; and
- It is recommended, but not a requirement, that a note is added to the SCR and evidence kept of the measures put in place.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS 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 also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the Disqualification under the Childcare Act 2006 (June 2018).

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 report the matter to the Police and/or the DBS 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.

Where a DBS certificate contains information suggesting that it is low risk to employ that person, a risk assessment may be carried out or a statement prepared explaining the decision to employ that person. The risk assessment / statement which is signed by the Headmaster/COO and possibly by the employee. A copy is placed on the employee's personnel file.

### **Vetting Checks - Pre-Appointment Checks**

All external candidates will be required to provide two satisfactory references prior to interview. References and Vetting checks will be taken up by the People team.

Checks will be made of previous employment history to ascertain satisfactory reasons for any gaps in employment. These checks will then be checked against references and any discrepancies discussed with the candidate.

The School will ask all referees if the candidate is suitable to work with children.

St Neot's Preparatory School will only employ workers who are legally entitled to work in the United Kingdom. All applicants will be required to provide St Neot's with appropriate documentation or an online right to work check share code, wherever possible, to prove their eligibility to work in the UK.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments. It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence.

Regarding Agency or contract workers, the School shall obtain written confirmation from the agency or company that it has carried out the appropriate checks. The School conducts identity checks on agency and contract workers on arrival in School and, in the case of agency workers which includes supply staff, the School must be provided with a copy of the DBS check for such staff. The School will check with the relevant supply agency that the required checks have been carried out (identity, enhanced disclosure, right to work in the UK, barred list, prohibition, qualifications, overseas checks plus in line with KCSIE two references, declaration of medical fitness, check of previous employment history). The Single Central Register shows these checks have been made and the School carries out its own identity check and views a copy of the disclosure (whether or not it discloses any information).

For a candidate to be employed as a teacher, a check that the candidate is not subject to a prohibition order issued by the Secretary of State.

Verification of professional qualifications, where appropriate. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

Verification of successful completion of statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999), where appropriate.

Where the successful candidate has worked or been resident overseas such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered.

From September 2015, where the successful candidate will be taking part in the management of the School, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Leadership Team, and teaching heads of department. In September 2018 the DfE reversed its previous advice: this check now applies to staff promoted internally and ISI will inspect on this basis from September 2018. ISI have confirmed that retrospective check of internal promotions will not be required; and

For a candidate that has lived or worked outside the UK, an EEA check using the Teaching Regulation Agency employer access system for information about any teacher sanction or restriction.

All checks will be made in advance of appointment or as soon as practicable after appointment.

## **Interviews**

The interviewing process will be carried out in the following way:

- no assumptions will be made on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation
- questions will relate to the requirements of the job as set out in the job description and person specification
- interviews will be carried out by more than one person and the interview panel will preferably comprise of individuals of both genders, wherever possible and kept to a minimum of two interviewers
- applicants will be assessed at the end of interviewing against predefined criteria
- interviewers will complete an interview assessment form for each candidate
- records of the interview process will be retained for a period of six months by the People team, including questions asked, answers given, any interview notes and interview assessment forms for all candidates
- direct reports can be part of the interview process with a separate stage of the process using a non-scoring approach i.e., a coffee chat, a conversation around a topic of choice. Refer to your People team for details of this stage.

If it is necessary to use selection tests or tasks for a role, they will only relate to non-biased, genuine requirements of the job. Records of any testing undertaken will be retained for a period of six months by the People team.

The School will short list applicants according to the relevance and applicability of their professional attributes only. Short-listed applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

All formal interviews will have a panel of two people, it is recommended best practice that at least one person on the appointment panel will have undertaken safer recruitment training.

The Chair of Governors should chair the panel for the COO's/Head's appointment. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.

The School requests that all candidates invited to interview also bring with them:

1. A current driving licence including a photograph or a passport or a full birth certificate.
2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.



Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

### **Promotion**

We value the retention and development of our staff. All staff will be aware of the promotional and career opportunities available to them.

Unsuccessful internal candidates will be given feedback to facilitate improvement. Training in giving feedback will be provided to Hiring Managers charged with this task.

No staff member will be overlooked in relation to a promotion or an experience-broadening opportunity because of their reluctance to apply or accept on a previous occasion. The process surrounding promotion will be free from discrimination.

### **Fixed Term Contracts**

As a member of staff, there may be times when you decide to apply for another internal role at St Neot's. If the role does not exceed 12 months, then you will return to your substantive role as planned.

However, if you apply for an internal role which exceeds 12 months, this will usually be treated as a fixed term contract role rather than a secondment and you will be required to relinquish your substantive role. If the role is not extended or made permanent by the end of the fixed term contract, we will endeavour to find a suitable alternative role for you. If this is not possible, you may be at risk of redundancy.

### **Good to Know**

We truly value our team members here at St Neot's Preparatory School and so in the rare situation that staff are found to be at a risk of redundancy, and assimilation to a role has not been possible, a suitable alternative role will be considered from any current vacancies. Staff will only be required to complete an interview if there is a suitable alternative role available and there are other staff at risk.

As legally required by the Equality Act 2010, additional support will be provided to disabled staff to ensure they are not subject to unlawful or less favourable treatment during the recruitment and selection process. Reasonable adjustments must be made to remove any barriers the staff faces during the process.

Contractors: unchecked contractors will under no circumstances be allowed to work unsupervised in School. The School will determine the appropriate level of supervision depending on the circumstances.

Any staff who TUPE transfer into the School's staff, will be required to undertake the statutory requirements regarding safer recruitment checks. 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 TUPE.

Any unspent convictions, cautions, reprimands, or warnings must be disclosed to the School. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The School has a legal duty under section 26 of the Counterterrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment [more guidance for Schools from the DfE on this can be found at: [PREVENT Duty Advice](#)]

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions based on merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria

### **Additional Support**

Our policies are written with you in mind. If you would like some support during any stage of the recruitment process, please contact the People team who can offer advice and guidance.

We will monitor and assess the effects of this policy on all protected characteristics somewhere explicit.

### **Related Policies**

Safeguarding and Child Protection Policy

Data Protection Policy

Induction Policy

<b>Staff Member responsible</b>	<b>Revision Date</b>	<b>Approved By</b>	<b>Approval Date</b>	<b>Reason</b>
JS/BK	January 2022	Governors	January 2022	Updated in line with employment legislation
JS/BK	September 2022	Jonathan Slot/People Team	September 2022	Annual review
JS/BK	September '23	Jonathan Slot	September 2023	Annual review