



ABINGDON

Safer Recruitment and Selection Policy

This policy applies to Abingdon Senior School, Abingdon Preparatory School and Tilsley Park.

The measures described below may apply to the appointment of any individual working in any capacity at, or visiting, the Abingdon Foundation. Individual appointments are not limited to direct employees and include workers not on the payroll e.g. staff employed by contractors and unpaid volunteers.

1. Preparing to Recruit

It is very important to plan the whole recruitment process from the outset so that sufficient time is left between each stage to enable a professional and thorough approach to be adopted.

1.1 Recruitment Requisition

The “Appointing Manager” is the member of staff within the Foundation responsible for overseeing the appointment (typically this will be a Head of Department or Head of Abingdon Preparatory School).

With the exception of ‘Atypical’ appointments (section 3.2), prior to undertaking any recruitment activity the Appointing Manager must complete a Recruitment Requisition Form (**Appendix 1**). The purpose of this form is to ensure that the appropriate departments and individuals are consulted prior to undertaking any recruitment activity. No other notification will be accepted, nor will any action be taken unless this form is properly completed and authorised. Once completed it should be returned to the HR Department along with the appropriate supporting documentation.

1.2 Drawing up Job Packs – Job Description and Person Specification

An outline job description and person specification for the post should give a clear description of the main purpose or function of the job and the skills and experience required. This should be prepared by the Appointing Manager and forwarded to the HR Department. The HR Department will then set the text into the Foundation’s standard “job pack” format. All job packs detail the individual’s responsibility for promoting and safeguarding the welfare of children and include the following statement:

“All adults working at Abingdon should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working at Abingdon should be aware of and, when necessary, follow the school’s Safeguarding Guidelines, which are in line with [Keeping Children Safe in Education 2018](#), [Prevent 2015](#), [Working Together to](#)

[Safeguard Children 2018](#) and the Department of Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures (these are available online at <http://www.oscb.org.uk> and also refer to <http://schools.oxfordshire.gov.uk/cms/content/safeguarding>).

2. Recruiting

2.1 Advertising

It is important that candidates receive clear messages about safeguarding right from the outset. The following statement is incorporated into all job adverts:

“Abingdon is committed to safeguarding the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.”

2.2 Application Forms

All applicants must complete an application form. It is **not** acceptable practice to rely on a curriculum vitae produced by a potential applicant.

Word of mouth recruitment or unsolicited applicants should, generally, be avoided as a means of filling a vacancy. Applicants making speculative contact will be redirected to the School's online recruitment portal where they can register their interest and, if applicable, apply for any suitable vacancies.

Using a standardised application form ensures a common set of core data from all applicants and will make certain that all necessary recommended information is collected.

2.3 Shortlisting

The HR Department will provide access to the online recruitment portal to anyone involved in shortlisting. The shortlisting panel is only able to view candidate applications for their relevant vacancy. Shortlisting of candidates should always be against the person specification for the post and against any relevant elements of the job description. The criteria must be applied consistently to all candidates' applications and should ensure that this includes the specific criteria in relation to suitability to work with children. Notes relating to shortlisting and shortlisting decisions will be documented on a shared google spreadsheet (access to which is limited to the shortlisting panel and the HR Department).

3. Selecting

3.1 Pre-appointment Checks

Pre-appointment checks may apply to all categories of appointment, including recently appointed persons, well established, part time, peripatetic, sports coaches, artists, overseas, non-teaching, supply and volunteers.

By undertaking the appropriate checks on all new appointments, the Abingdon Foundation can be certain that it has taken the necessary steps to make an effective, lawful and safe appointment, which maintains the integrity of the appointment and ensures that safeguarding is a key consideration throughout. The checks required are described in detail below.

3.1.1 A check of the Barred List

The Disclosure and Barring Service (DBS) maintains 'barred lists' of individuals who are unsuitable for working with children and adults. It is an offence to knowingly appoint someone to a post from which they have been barred.

A check of the barred list will be undertaken for all paid workers and all individuals expected to be engaged in regulated activity (see definition at 3.1.2 below) before they begin work. The Abingdon Foundation will not request a barred list check on volunteers who, because they are supervised, are not involved in regulated activity.

A check of the barred list is carried out by the HR Department. In order to carry out the check the HR Department must first identify the applicant face to face. Checks are carried out against the applicant's full name and date of birth and also against any previous surnames and aliases. When appropriate, a check of the barred list is carried out automatically as part of the DBS Enhanced Disclosure process but is also done separately as an online check as soon as identity is verified. A satisfactory check of the barred list check **may** enable a person to start before the enhanced DBS disclosure is completed under certain conditions.

3.1.2 Disclosure and Barring Service Check

Due to the nature of the work, the Abingdon Foundation applies for an enhanced disclosure from the DBS in respect of any new appointment deemed to be working in regulated* activity.

A person will be considered to be engaging in regulated activity if, as a result of their work, they:

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

In practice, this definition covers nearly all posts. *It is important to note that the majority of people directly employed by the School (on the payroll) will be considered to be in regulated activity.

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 that a chief police officer considered relevant to the role applied for at the School. As of 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.

In order to undertake an enhanced DBS check, the applicant must present evidence of their identity and current address to the HR Department in person.

If an applicant has changed their name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) they will be required to bring documentary evidence of the change.

The DBS now issues a DBS disclosure certificate to the subject of the check only, rather than to the School. In order to satisfy the requirement for a DBS disclosure the original certificate must be provided. Applicants are therefore advised that, once they have received their certificate, they should make an appointment with the HR Department at their earliest opportunity. Applicants who are unable to produce their certificate in person are required to send in a certified copy by post or email. Where a certified copy is sent, the original disclosure certificate must still be provided on the first working day.

On very rare occasions, such as unexpected long-term staff illness, it may be necessary for the school to bring in staff at very short notice. Where this is the case the school will follow the guidelines set down in *KCSIE 2018*.

The DBS check will be obtained as soon as practicable after the individual's appointment and the request for a DBS check will have been submitted in advance of the individual starting work. The Head does have discretion to allow an individual to begin work within the school pending receipt of the DBS check but should ensure that the individual is appropriately supervised and that all other checks have been completed, including the DBS Children's Barred List (formerly the ISA Children's Barred List and before that List 99.)

Appropriate supervision for individuals who start work prior to the result of a DBS check being known needs to reflect what is known about the person concerned, their experience, the nature of their duties and the level of responsibility they will carry. For those with limited experience and where references have provided limited information the level of supervision required may be high. For those with more experience and where the references are detailed and provide strong evidence of good conduct in previous relevant work a lower level of supervision may be appropriate. For all staff without completed DBS Disclosures it should be made clear that they are subject to this additional supervision. The nature of the supervision should be specified and the roles of staff in undertaking the supervision spelt out. The arrangements should be reviewed regularly, at least every two weeks until the DBS check is received.

In these circumstances, the appropriate appointing manager (typically this will be a Head of Department or Head of Abingdon Preparatory School) is required to complete a Risk Assessment Form (**Appendix 2**) and submit it via the HR Department who will in turn forward it to the Head. In these circumstances the HR Department will note the measures taken on the SCR and evidence of measures taken and will keep this under review every two weeks. Only the Head or their nominated deputy during a period of absence may authorise that any individual commences employment having had regard to the information supplied on the Risk Assessment Form.

It is not necessary to obtain an enhanced DBS check for visitors who will only have contact with children on an ad hoc or irregular basis for short periods of time. However, such visitors must be required to sign in and out, and must be escorted whilst on the premises at all times by a member of staff or appropriately vetted volunteer.

3.1.2.i The Three Month Rule

The Independent Schools Inspectorate (ISI) state the following in their commentary on the regulatory requirements for schools:

Members of staff in schools must be subject to an enhanced criminal record check on entry to the school's workforce and, thereafter, may move between schools without requirement on subsequent employer schools to carry out further Disclosure and Barring Service (DBS) checks unless they leave the school's workforce for a period of three months or more.

The above is referred to as the 'three-month rule'.

We are therefore required to monitor and identify those staff who, because the work undertaken happens primarily in one of the three school terms or because they only undertake work on an intermittent basis, are likely to fall subject to this rule.

This policy sets out how the School manages those staff for whom the 'three-month rule' applies.

Appointing Manager's Responsibility:

It is the responsibility of the Appointing Manager to actively monitor their staff so as to determine whether the three-month rule applies. Where the three-month rule may apply the Appointing Manager should notify

the HR Department at the earliest opportunity. This is especially important when an individual's availability for work changes over time.

Process:

Where the School has identified that the three-month rule may apply we are obliged to carry out checks to ensure the member of staff's continued suitability to work with children. Staff in this category will be required to sign up to the DBS Update Service and regular checks (four times per year) will automatically be administered.

Where there has already been a break in service of three months or more, the School will carry out a new DBS check at an enhanced level before the individual will be permitted to work for the School again.

DBS Update Service:

The DBS Update Service allows the School to check instantly on-line that there have not been any changes since the date of issue of the last DBS certificate. The DBS Update Service updates all the information which was included in the initial certificate. This means that the DBS certificate essentially becomes portable and it can be used for more than one organisation.

When a new DBS certificate is issued, the individual has 30 days from the date of issue of the certificate in which to sign up to the Update Service.

The process for signing up to the DBS Update Service is explained via the following link:

<https://www.gov.uk/dbs-update-service>

Registration currently costs £13 per year (payable by debit or credit card only). There is no charge for volunteers. The cost of the initial DBS check will be met by the School but the registration charge thereafter will be at the individual's expense.

Ensuring Compliance:

In order to comply with the three-month rule we will carry out an on-line check of the relevant records on a quarterly basis. This check will usually be made on 1 January, 1 April, 1 July and 1 October each year or on the nearest working day thereafter. A record of the on-line check will be retained on file for inspection purposes.

3.1.3 A prohibition from teaching check

The Teaching Regulation Agency (TRA) maintains a database of all teachers eligible to teach in the maintained sector in England (those who have Qualified Teacher Status). The database is referred to as the "Secure Access Portal".

The HR Department uses the Secure Access Portal to check that any candidate employed to carry out teaching work is not prohibited from teaching.

Teaching work is defined in the Teachers' Disciplinary (England) Regulations 2012 to encompass:

- Planning and preparing lessons and courses for pupils
- Delivering and preparing lessons to pupils
- Assessing the development, progress and attainment of pupils
- Reporting on the development, progress and attainment of pupils

Persons involved in teaching work which is carried out under direction and supervision are unlikely to need prohibition checks. Therefore the School will determine on a case by case basis whether or not a prohibition check is required.

3.1.4 Prohibition from management

The School recognises its duty to check whether staff appointed to management positions after 12th August 2015 are prohibited from management of an independent school (also known as “section 128 directions”). This check is done via the DBS and/or the TRA’s Secure Access Portal.

The following staff are considered to be in management positions for the purpose of this check:

- Headteachers
- Governors
- All staff on the senior leadership team (including non-teaching staff)
- Teaching positions with departmental headship

With effect from May 2018 this check also applies to staff internally promoted to management positions.

3.1.5 Teacher restrictions imposed by European Economic Area (EEA) authorities

In addition to the prohibition checks as detailed at 3.1.3 and 3.1.4 the School recognises its duty to check whether any candidate employed to carry out teaching work after 18 January 2016 is subject to any EEA authority restrictions. This check is carried out by the HR Department using the Secure Access Portal.

Restrictions imposed by another EEA authority do not necessarily prevent an individual from taking up teaching positions in England. In the event that a candidate is subject to a prohibition or sanction with another EEA teacher regulator, consideration will be given to the circumstances leading to the restriction when determining a candidate’s suitability.

3.1.6 Receipt of at least two satisfactory references

The purpose of collecting references is to obtain factual information to support the appointment decision. The use of a pro forma helps to achieve this. Open testimonials are not a substitute for reference requests and are not acceptable, if received they are not to be considered as part of the recruitment process. Job descriptions and person specification/selection criteria will always be provided so that referees can comment on the individual’s suitability for the specific post.

The School has regard to its obligations to prevent pupils from being drawn into extremism or terrorism and, as such, our pro-forma asks referees to disclose any concern with regard to the applicant holding extreme views about British Values, democracy, the Rule of Law or certain religious or faith groups.

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of the references must be from an individual’s current or most recent employer. If the current/most recent employment does not/did not involve working with children, then the second referee should be from the employer with whom the individual most recently worked with children. If an applicant is, or had been, a teacher, then one reference must be from the Head of their current school, or the last school at which they worked. Neither referee should be a relative or someone known solely as a friend. Any reference provided must be from a senior person with appropriate authority.

Shortlisted applicants (including internal ones) for teaching posts are advised that references will be taken up prior to interview.

Shortlisted applicants for support posts are advised that references may be taken up prior to interview.

The HR Department will request references at the earliest possible opportunity once a shortlist has been confirmed.

All electronic references must be checked to ensure that they are from a legitimate source.

3.1.7 Disqualification rules for childcare workers

As a school with early years provision and which provides out-of-hours school care for pupils under the age of 8, we have a duty to ensure that staff working in the School's early years setting (or involved with the management of the School's early years setting) are not disqualified from doing so.

Under the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009, the grounds for disqualification are:

- i. That a person is barred from working with children
- ii. That a person has been cautioned for, convicted or charged with certain relevant¹ violent and sexual criminal offences against a child or adult at home or abroad. Relevant offences include murder, rape, manslaughter, kidnapping, false imprisonment, grievous bodily harm (GBH), actual bodily harm (ABH), indecent assault and a number of sexual and violent offences against children.
- iii. That a person has an order made against them relating to their care of children
- iv. That person has had their registration cancelled or refused in relation to childcare or children's homes or have been disqualified from private fostering

Staff covered by the disqualification requirements are:

- those employed and/or providing early years childcare during and outside school hours for children up to and including reception age **and**
- those staff employed and/or providing later years childcare *outside of school hours* for those children above reception age who have not attained 8 years old **and**
- those staff directly concerned with the management of early years and later years childcare.

The School is prohibited from employing a disqualified person in the early years and later years settings. As such as part of the School's safer recruitment procedures, all such staff are required to provide relevant information about themselves (see Appendix 5) to ensure they are not disqualified. The information requested will be used by the School to ensure the School is not acting unlawfully by employing a disqualified person. If an offer of employment is made, it will be conditional upon an individual not being a disqualified person.

Staff such as caretakers, cleaners, catering and office staff who are not employed to directly provide childcare are not required to provide the information at Appendix 5.

In line with changes to DfE guidance the School recognises that with effect from September 2018 staff cannot (and must not) be asked about cautions or convictions for someone living or working in their household.

Agency Staff and Contractors

The School will require written confirmation from an agency that they have informed their agency staff that (i) they have an obligation to inform the School if they consider themselves to be

¹ See the tables included in the Department for Education's statutory guidance 'Disqualification under the Childcare Act 2006' for further information of relevant offences

disqualified, and (ii) they will be committing an offence if they are deployed to work in the School (or be directly concerned in the management of such provision) if they are disqualified working within the School's early years provision. The School will send details of its written requirements in this regard to the agency and will require written confirmation from the Agency that it has understood and complied with its obligations in relation to this provision.

Self-employed contractors deployed to work in the School's early years provision will also be required to confirm that they are not disqualified.

3.1.8 Verification of identity

It is important to be sure that the person is who he or she claims to be. The HR Department will ask to see proof of identity such as a birth certificate, driving licence, or passport combined with evidence of address, before an appointment is made. Some form of photographic identification (e.g. driving licence with photograph) must also be seen except where for exceptional reasons none is available.

If a teacher or worker is provided by a third party, such as an employment business or agency, the School will check that the person who comes to them is the person referred by the employment business or agency by seeing proof of identity and that all relevant checks have been carried out prior to the individual commencing work. The School will also see the disclosure certificate whether or not it discloses any information.

3.1.9 Verification of qualifications and professional status

The HR Department will always verify that the candidate has actually obtained any academic and professional qualifications that are identified as essential for the job and claimed in their application by asking to see the relevant certificate or diploma, or a letter of confirmation from the awarding institution. If original documents are not available a properly certified copy must be provided.

3.1.10 Where the person has worked or been resident overseas such checks and confirmations as the School may consider to be appropriate

Individuals who have lived or worked outside the UK must undergo the same checks as all other appointments to the Abingdon Foundation. Since DBS checks will not generally show offences committed by individuals whilst living abroad, it may be considered necessary to request additional checks such as obtaining certificates of good conduct from relevant embassies or police forces. The level of information contained in these certificates varies from country to country: some are complete extracts from the criminal record; others are partial.

The School is aware that the Home Office has published updated guides on what checks are available from different countries and will refer to these when necessary. A link to the guides is given:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Where an applicant is from, or has lived in, a country where criminal record checks cannot be made for child protection purposes, or is a refugee with leave to remain in the UK, and has no means of obtaining relevant information, additional references will be sought, which may be followed up by phone as well as letter.

3.1.11 The right to work in the UK

The HR Department checks that all potential appointments have the right to work in the UK. The measures taken are as follows:

- ask for and take copies of original, acceptable documents showing that the holder is allowed to work in the UK, before employing them;
- be satisfied that the documents presented are genuine and that the person presenting them is both the rightful holder and allowed to do the type of work on offer; and
- carry out repeat checks if a person is employed who has a time limit on their stay.

The offence of knowingly employing an illegal worker, set out in section 21 of the 2006 Act, was amended by section 35 of the 2016 Act. An employer can now be prosecuted for employing an illegal worker if they know, or have reasonable cause to believe, that the person has no right to do the work in question. This means that it is no longer necessary for Immigration Enforcement to prove that the employer knew that the employee had no permission to work. The amended offence enables employers to be prosecuted where they had reason to believe the employment was illegal, but, for example, deliberately ignored information or circumstances that would have given the employer reasonable cause to believe that the employee lacked permission to work. The maximum prison sentence for this offence has been increased from two to five years.

3.1.12 Verification of medical fitness, completion of a medical declaration and satisfactory medical examination in certain circumstances

All new appointments are required to complete a pre-employment medical declaration which is sent in confidence to the HR Department. If any concern is raised as to the person's suitability to carry out the duties for which they are to be appointed, then the HR Department will, when appropriate, organise a referral for an Occupational Health assessment.

3.1.13 Previous Employment History

Appointing managers should always ask for information about previous employment and obtain satisfactory explanations for any gaps in employment. If a candidate for a post is not currently employed in a role that involves working with children, it is also advisable to check with the school, Further Education institution, local authority or service at which they were most recently employed, to confirm details of their employment and their reasons for leaving.

3.2 'Atypical' appointments

'Atypical' appointments are considered to be those appointments for which the HR Department is not directly involved in the selection process. Examples of such appointments include, but may not be limited to, sports coaches, peripatetic music teachers, volunteer parent helpers, regular helpers in association with other half activities etc.

It is the appointing manager's responsibility to notify the HR Department of the appointment at the earliest opportunity by completion of the New Appointment Notification Form (**Appendix 3**).

Unless there are exceptional circumstances, 'Atypical' non essential appointments, will not be given authorisation to start work pending an enhanced DBS check.

3.3 Agency and Third Party Staff

The requirement to carry out pre-appointment checks also applies to supply agencies providing individuals to work for the School. In the case of staff provided to the School, the School will obtain written notification from any agency or third party organisation that they have carried out the necessary checks to the extent relevant to that person: identity, enhanced disclosure, right to work in the UK, barred list, prohibition, qualifications, overseas checks, disqualification under the Childcare Act 2006. The School's SCR will be updated to show that the checks have been carried out.

It should be noted that a teacher working for an agency should have a fresh disclosure every three years (or earlier if there are grounds for concern or a break in service of three months or more). Supply agencies must keep disclosures for at least a year and, where an individual remains with an agency for more than 12 months, a disclosure can be kept for up to three years to facilitate portability arrangements.

3.4 Volunteers

Volunteers may require an enhanced DBS check because of the frequency of their volunteering activity and the contact they have with children.

Volunteers and parents who only accompany staff and children on one off outings or trips that do not involve overnight stays, or who only help at specific one off events e.g. sports day, school open day, etc. are not required to have an enhanced DBS check.

Volunteers will always require an enhanced DBS check if they are involved in supervising children overnight.

If a volunteer is not expected to engage in regulated activity then the school will determine whether an enhanced DBS check should be obtained by giving consideration to the following:

- The volunteer's role including the duration, frequency and nature of contact with children, and then
- What the School knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers;
- Whether the volunteer is well known to others in the School Community who are likely to be aware of behaviour that could give cause for concern;
- Whether the volunteer has other employment, or undertakes voluntary activities where referees would advise on suitability; and
- Any other relevant information about the volunteer or the work they are likely to do.

Under no circumstances will a volunteer for whom an enhanced DBS check has not been obtained (perhaps he or she does not require one due to infrequent contact with children) be left unsupervised with children.

Any risk assessed decisions regarding the checks made for volunteers must be appropriately recorded.

3.5 Governors

The Abingdon Foundation's Governing Body is registered with the DfE as being responsible for the management of the School. All necessary checks including an enhanced DBS check are made in advance of appointment or as soon as practicable after appointment.

3.6 Selection and Interview Panel

3.6.1 Interviews

Interviews should assess the merits of each candidate not against each other but against the requirements in the person specification and job description. Interviews must also explore an individual's suitability to work with children.

A standard “invitation to interview” template is sent to all shortlisted applicants by the HR Department. This includes details of the following:

- Interview arrangements such as venue, date and time of interview (including any tests), panel members, estimated length of the selection process, selection activities.
- A reminder to candidates that the interview is assessing their suitability to work with children.
- A request to candidates to bring with them all relevant documents, such as proof of qualifications, membership of professional bodies and proof of identity documentation.

3.6.2 The Interview Panel

It is mandatory that at least one member of every interviewing panel has completed the Safer Recruitment training package.

Although it is possible for interviews to be conducted by a single person it is not recommended. It is better to have a minimum of two interviewers, and in some cases, e.g. for senior or specialist posts, a larger panel might be appropriate. A panel of at least two people allows one member to observe and assess the candidate, and make notes, while the candidate is talking to the other. It also reduces the possibility of any dispute about what was said or asked during the interview.

The selection process for some posts, and in particular senior school teaching posts, may involve a number of separate interviews. It is therefore important that all those involved in the selection process discuss and agree beforehand which interviewer will assume responsibility for scrutinising the application and pre-employment checks to ensure that any information about past disciplinary action, allegations or discrepancies is followed up.

Typically the Appointing Manager should compare the information from referees to the application form to ensure that the information provided is consistent and follow up any discrepancies with the applicant. In addition, any anomalies or discrepancies or gaps in careers or employment should be accounted for and checked. In the case where an applicant’s application form or CV shows any gap in employment or is unclear, the applicant will be asked to provide a full chronological history for every month of every year worked including periods between completion of studies and commencing work. Reasons for repeated and regular changes in employment should also be explored.

3.6.3 Scope of Interview

In addition to assessing the candidate’s skills and abilities the interview panel should also seek to examine:

The candidate’s attitude toward working with children

This may be assessed through their personal statement and through questions that probe their values, belief and ethics.

The candidate’s motivation to work with children

Questions on their vision for education and learning and development of the child and what their role is in contributing towards achieving this vision can help to assess their motivation.

Their ability to form relationships and respect professional boundaries

This should be assessed through focused questions and complementary activities.

Their emotional resilience in working with challenging behaviours and their attitudes in managing discipline and toward authority

Questions asking them to draw on previously difficult situations and how they managed will help assess this.

Their ability to support the agenda for safeguarding and promoting the welfare of children

Clarification of their understanding and approach towards child protection policies and procedures.

Gaps in the candidate's employment history and explanation of repeated changes in career must be discussed and clarified.

Concerns or discrepancies arising from the information provided by the candidate and/or references

If for any reason references have not been provided before the interview the candidate should be given the opportunity to declare/discuss anything that may come to light on collection of references.

Whether the candidate wishes to declare anything in light of the requirement for enhanced DBS checks to be made.

3.6.4 Questioning

The ability to ask questions that probe deeper and get beneath superficial answers is a skill that takes time to develop and practice. Those who wish to deceive are practiced in the art of deception. They may rehearse model answers to questions about safeguarding or areas of their past and it is essential that the questions asked unpick these responses so that there can be confidence in the validity of the answers.

By asking a follow up question you start to unpick the initial answer and investigate the validity of the answers. By using other tests and assessment activities you can increase the level of confidence you have when making the final decision.

3.6.5 Summary of ground rules for interviewing

- Be properly prepared
- Have all relevant paperwork for all interviews
- Do not veer from the agreed question unless further exploring a specific and relevant issue
- Telephone interviews are generally not advised, body language speaks volumes
- Make notes on candidates responses and record judgments and the basis for them
- Probe to find out about any issues around attendance, capability and employment history
- Ensure all your questions are relevant to the job and justifiable
- Avoid any question or statement that may indicate the potential for unlawful discrimination
- Ask questions that are based on actual experiences and behaviour
- Conduct the interview in a relaxed and non-threatening way
- Base the final selection decision on criteria previously defined and evidence collated through the recruitment process

3.7 Fraudulent Applications

Candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

3.8 The Single Central Record of Recruitment and Vetting Checks

The HR Department keeps and maintains a single central record of recruitment and vetting checks. This records details of the following:

- All staff who are employed to work within the Foundation;
- All staff who are employed as supply staff to the Foundation whether employed directly or through an agency;
- All others chosen to work in regular contact with children.

The Central Record indicates whether or not the following have been completed:

- an identity check;
- a barred list check;
- an enhanced DBS check;
- a prohibition from teaching check (for anyone employed to carry out teaching work);
- further checks on people living or working outside the UK;
- a check of professional qualifications;
- a check to establish the person's right to work in the United Kingdom;
- a prohibition from management check (for those in senior management positions);
- a check of references and application forms; and
- a medical declaration.

The record also shows the date on which each check was completed or the relevant certificate obtained, and also shows who carried out the check.

4. Recruitment of Ex-Offenders

All employment and voluntary work with children is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (except those to which the DBS filtering laws apply) and therefore the Foundation's application forms require applicants to declare all convictions, cautions and bind overs, including those regarded as 'spent'. The Foundation's application forms also require that applicants (where applicable) confirm that they have not been disqualified from working with children and that they are not named on the DBS Barred List or subject to any other sanctions imposed by any regulatory body. The School will not refuse to employ a particular individual unless the nature of the particular conviction has some relevance to the job for which the individual has applied or it is unlawful for the School to employ that individual e.g. because they are on the Barred List.

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 most senior member of the recruitment panel will be notified by the HR Department in order that the circumstances can be explored with the individual.

At interview, or in a separate discussion, an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position. Applicants are informed that a failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. In addition, a failure by an applicant to disclose a relevant previous or current conviction also amounts to a criminal offence which could lead to summary dismissal and an appropriate report made to the DBS.

When assessing an individual's suitability for work the Foundation will consider the following factors before reaching a 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.

5. **TUPE**

If there is continuous employment under TUPE (transfer of undertakings protection of employment) arrangements, there is a requirement for information to be passed to the new owner. If the details are fully in order, the new employer enters them on its own central register, including the number and date of the DBS checks, and adds a note to the register that the details have been accepted under TUPE arrangements. There must have been no three-month break in employment. However, if the information is incomplete, it may be necessary to undertake a new DBS check and to include all the other necessary checks.

6. **Prevent Duty**

Throughout all stages of the recruitment process the School has regard to its obligations to prevent pupils from being drawn into extremism or terrorism. We recognise that this is our statutory duty under the counter Terrorism and Security Act 2015.

7. **Maintaining Vigilance**

Once a conditional offer of employment has been made, all relevant paperwork should be returned to the HR Department including any shortlisting notes, interview notes, records of lesson observations, assessment forms and so on.

7.1 **Induction**

All employees, permanent or temporary, must have an induction programme. Equally, volunteers, agency workers and contractors should be appropriately introduced to the establishment. The nature of this induction will vary according to the role and the previous experience of the new member of staff or volunteer.

7.2 **Policy Acceptance**

All new members of staff, including volunteers, agency workers and contractors are provided with the following documents and required to sign a declaration to confirm that they have read and understood them before they start work (**Appendix 4**):

- Keeping Children Safe in Education 2018 (Part One and Annex A)
- Safeguarding Policy
- Staff Behaviour Policy
- ICT (Staff) Policy
- Health and Safety Policy
- Data Protection Policy

These documents include all the relevant information about Safeguarding, KCSIE, codes of conduct, missing children policy and whistleblowing policy. In addition all new members of staff will be advised as to the identity of the Designated Safeguarding Lead and deputies.

In addition, individuals appointed to work in an EYFS setting are required to complete a 'Staff Disqualification Declaration' (**Appendix 5**) before they start work and on an annual basis.

7.3 Safeguarding Briefing

All adults working at Abingdon will be given a briefing on the safeguarding policy and procedures including information about protecting those vulnerable to extremism. This includes the briefing of new staff as part of their induction after arrival at the school and refresher training for all staff at three-yearly intervals as recommended and agreed with OSCB. Part-time and voluntary staff who work with pupils will be made aware of arrangements. Further information on training for staff on the School's safeguarding obligations can be found in the safeguarding policy on the School's website.

Contravention of this policy, and in particular, a deliberate attempt to circumvent the Foundation's safer recruitment procedures is considered to be a serious disciplinary offence with penalties up to and including dismissal.

For further advice or information on any of the issues raised in this document please contact the Foundation's HR Department.

**Deputy Head Pastoral
Head of Human Resources**

Last internal policy review: May 2019

Last governor review: May 2019

Next governor review: May 2020

Is this appointment wholly or partially rechargeable to parents?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Details:	
Proposed Media for External Advertising: Please note that all vacancies are advertised internally via email and on the school website. All advertising is subject to budgetary approval.	<input type="checkbox"/> TES Online <input type="checkbox"/> Online Job Boards package <input type="checkbox"/> Oxford Times & Mail, Herald series (print & online) <input type="checkbox"/> Daily Info (Oxford based broadsheet & website) <input type="checkbox"/> University Career Websites (please specify) <input type="checkbox"/> Recruitment Agency (please specify) <input type="checkbox"/> Other (please specify)	
Shortlisting Panel: Please give names of all those people who should receive a shortlisting pack.		
Interview Panel: Please give names of all those people who should receive an interview pack.		
Please detail specific requirements for interview: e.g. testing, tours, refreshments		
Proposed Closing Date:		
Proposed Interview Date:		
Proposed Start Date:		
The following documents are attached in support:	<input type="checkbox"/> Job Description <input type="checkbox"/> Person Specification <input type="checkbox"/> Advert copy text <input type="checkbox"/> Other (please specify)	
Comments:		
AUTHORISATION		
	Signature	Date
Appointing Manager:		
HR Department:		
Finance Department:	Comment:	
	Signature:	
Director of Finance & Operations:		
Head of Foundation:		

Please return to HR Department with supporting documentation

APPENDIX 2

RISK ASSESSMENT

This document should be completed in accordance with the guidance given in the Foundation's Safer Recruitment and Selection Policy. Contravention of this policy and, in particular, a deliberate attempt to circumvent the Foundation's safer recruitment procedures is considered to be a serious disciplinary offence with penalties up to and including dismissal.

It is a legal requirement that all new staff appointed to the Foundation who are considered to be engaging in regulated activity MUST have an Enhanced DBS Disclosure.

A person will be considered to be engaging in regulated activity if, as a result of their work, they:

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

In practice, this definition covers nearly all posts. It is important to note that the majority of people directly employed by the School (on the payroll) will be considered to be in regulated activity.

In circumstances where DBS Disclosure and/or an Overseas Police Check is pending, the Head of the Foundation has discretion to allow an individual to begin work, PROVIDED that the individual is appropriately supervised and all other checks, including a check of the DBS barred list, a prohibition order check and a check of any EEA authority restrictions (if applicable) have been satisfactorily completed..

Completion of this Risk Assessment is **compulsory** by the appropriate appointing manager (typically this will be a Head of Department or Head of Abingdon Preparatory School). Once completed, it should be forwarded to the Head of HR, sufficiently **in advance of** the proposed start date, who will place the Assessment before the Head of Foundation for consideration.

Name of Appointing Manager: (completing this Risk Assessment)	
Name of Member of Staff/Appointment:	
Job Role/Position appointed to:	
Proposed Start Date:	
What is their experience and what if anything is known about the new member of staff/ appointment concerned?	
What is the nature of their duties in respect of children and young people?	

Will the individual concerned have unsupervised access? (e.g. 1:1 contact)	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
If YES, state the level and frequency:				
Outline the supervisory arrangements that are proposed in respect of this individual. The nature of the supervision should be specified and the roles of staff undertaking the supervision should be clearly identified here.				
Signature of Appointing Manager:		Date:		

TO BE COMPLETED BY HR DEPARTMENT

Date Received by HR Department:				
Have all other pre-appointment checks including a check on the DBS barred list and a prohibition order check (for teaching staff only) been satisfactorily completed? If the answer is NO you cannot proceed.	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Has the person worked or been resident overseas in the previous five years? If YES, has an Overseas Police Check been received?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
	<input type="checkbox"/>	YES	<input type="checkbox"/>	N/A
Risk Assessment recommended for approval by the Head of HR?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Head of HR Comments:				
Signature of Head of HR:		Date:		

DECISION OF THE HEAD OF FOUNDATION

The Risk Assessment is APPROVED / NOT APPROVED (please circle)		
Signature of Head of Foundation:		Date:
Head of Foundation Comments:		
<i>This Risk Assessment must be reviewed on a fortnightly basis until a satisfactory enhanced DBS check is received.</i>		Date for Review:
<i>Have all relevant individuals been informed of their responsibilities? (details attached)</i>		Yes or No

Will this new member of staff/appointment be involved in 'teaching work*'?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
The School is required to make a check of ' <i>any qualifications taken into account in making the appointment</i> '. Please indicate any qualifications which should be checked by the HR team:		
Proposed Start Date:		
Proposed End Date (if applicable):		
Postal Address:		
Telephone Number(s):		
Email Address:		
Name of Appointing Manager:		
Signature of Appointing Manager:		

AUTHORISATION		
	Signature	Date
Budget holder, if different from Appointing Manager:		
HR Department:		
Director of Finance & Operations:		
Head of Foundation:		

* Teaching work is defined in the Teachers' Disciplinary (England) Regulations 2012 to encompass:

- Planning and preparing lessons and courses for pupils
- Delivering and preparing lessons to pupils
- Assessing the development, progress and attainment of pupils
- Reporting on the development, progress and attainment of pupils

Those persons involved in 'teaching work' will be subject to a prohibition from teaching check and a check of teacher restrictions imposed by European Economic Area (EEA) authorities.

Appendix 4



POLICY ACCEPTANCE

I acknowledge receipt and confirm that I have read and understood the following policies/documents:

- Keeping Children Safe in Education (September 2018) Part One and Annex A
- Safeguarding Policy
- Staff Behaviour Policy (Code of Conduct)
- ICT and E-Safety (Staff) Policy
- Health and Safety Policy
- Data Protection Policy

Print Full Name:

Signature:

Date:

Please return this form to the HR Department, Abingdon School

If any member of staff has any questions or queries on these documents, please contact Amy Hadden, the School's Compliance Officer (amy.hadden@abingdon.org.uk /01235 8491452).

Appendix 5



STAFF DISQUALIFICATION DECLARATION

As a school with early years provision and which provides out-of-hours school care for pupils under the age of 8, we have a duty to ensure that staff working in the School's early years setting (or involved with the management of the School's early years setting) are not disqualified from doing so.

Under the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009, the grounds for disqualification are:

- i. That a person is barred from working with children.
- ii. That a person has been cautioned for, convicted or charged with certain relevant violent and sexual criminal offences against a child or adult at home or abroad. Relevant offences include murder, rape, manslaughter, kidnapping, false imprisonment, grievous bodily harm (GBH), actual bodily harm (ABH), indecent assault and a number of sexual and violent offences against children.
- iii. That a person has an order made against them relating to their care of children.
- iv. That person has had their registration cancelled or refused in relation to childcare or children's homes or have been disqualified from private fostering.

Staff covered by the disqualification requirements are:

- those employed and/or providing early years childcare during and outside school hours for children up to and including reception age **and**
- those staff employed and/or providing later years childcare *outside of school hours* for those children above reception age who have not attained 8 years old **and**
- those staff directly concerned with the management of early years and later years childcare.

You are required therefore to sign the declaration below confirming that you are not disqualified under those Regulations from working in this school.

If you fail to complete and return the form, this will be regarded as a disciplinary matter for staff, which may result in dismissal and in the case of volunteers (where required to sign), may mean that you can no longer work at the school.

A disqualified person is not permitted to continue to work in a setting providing care for children under age 8, unless they apply for and are granted a waiver from OFSTED.

Reference:

<http://www.ofsted.gov.uk/resources/applying-waive-disqualification-early-years-and-childcare-reproviders>. Support will be provided with this process.

Print Full Name:	
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Please circle one option for every question

Section 1 – Orders or other restrictions	
Have any orders or other determinations related to childcare been made in respect of you?	YES / NO
Have any orders or other determinations related to childcare been made in respect of a child in your care?	YES / NO
Have any orders or other determinations been made which prevents you from being registered in relation to child care, children’s homes or fostering?	YES / NO
Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the Schedule 1 of the Regulations? Available from the school office or at the link below: http://www.legislation.gov.uk/ukxi/2009/1547/schedule/1/made	YES / NO
Are you barred from working with children (Disclosure and Barring (DBS))?	YES / NO
Are you prohibited from teaching?	YES / NO

Section 2 – Specified and Statutory Offences	
Have you been cautioned (including a reprimand or warning) since 6 April 2007 or have you ever been convicted of:	
Any offence against or involving a child? (A child is a person under the age of 18)?	YES / NO
Any violent* or sexual offence against an adult where there is an element of sexual motivation? <i>*a violent offence in this context is murder, manslaughter, kidnapping, false imprisonment, assault with intent to rape</i>	YES / NO
Any offence under the Sexual Offences Act?	YES / NO
Any other relevant offence? Available from the school office or at the links below: http://www.legislation.gov.uk/ukxi/2009/1547/schedule/2/made http://www.legislation.gov.uk/ukxi/2009/1547/schedule/3/made	YES / NO

Have you ever been cautioned, reprimanded, given a warning for or convicted of any relevant offence in another country?	YES / NO
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Section 3 – Provision of Information

If you have answered YES to any of the questions above you should provide details below.

Details of the order, restriction, conviction, caution etc.	
The date(s) of these	
The relevant court(s) or body(ies)	

You should also provide a copy of the relevant order, caution, conviction etc. In relation to cautions/convictions a DBS Certificate may be provided.

Section 4 - Declaration

In signing this form, I confirm that the information provided is true to the best of my knowledge and that:

- I understand my responsibilities to safeguard children.
- I understand that I must notify the Head immediately of anything that affects my suitability including any pending court appearances, cautions, warnings, convictions, orders or other determinations made in respect of me that may render me disqualified from working with children.

Signature:		Date:	
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