



## **SALISBURY CATHEDRAL SCHOOL:**

### **Safeguarding Policy – Part C - Safe Recruitment, Selection & Disclosure**

#### **INTRODUCTION**

Salisbury Cathedral School (the **School**) is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people in the whole setting including Early Years and out of hour clubs. The School is also committed to providing a supportive environment to all its members of staff, volunteers and visitors and to protect pupils including boarders. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of the School's recruitment policy are:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- to ensure that all job applicants are considered equitably and consistently
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age
- to ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Children, Schools and Families (**DFE**) in *Safeguarding Children and Safer Recruitment in Education* and the code of practice published by the Criminal Records Bureau (**CRB**) and any up to date guidance for the Independent Safeguarding Authority
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy. The Head Master and Business Manager have completed safer recruitment training together with the Assistant Head (Director Of Music), Mrs Wicks and the Director of Studies. Currently members of the F&GP are carrying out the training on line.

#### **RESPONSIBILITIES**

- All staff appointments must adhere to the processes laid down in this policy.
- The Business Manager is responsible for co-ordinating all recruitment activities, for maintaining the Single Central Register of Staff and for ensuring that the Safer Recruitment Policy is adhered to.
- All staff appointments must be within the context of the Annual Budget and School Development Plan approved by the Governing Body.
- The Head Master is appointed by the Governing Body with the prior consent of Chapter.
- The Business Manager is appointed by the Governing Body in consultation with Chapter and the Head Master.
- The Head Master is responsible for the selection and appointment of the teaching staff of the school. The appointment of Deputy or Assistant Heads, Director of Studies, House Parents and Head of Pre-Prep will be made in consultation with the Governing Body.
- The appointment of School Chaplain will be made in consultation with Chapter.
- The Head Master may choose to involve members of the Governing Body with general teaching appointments.

- The Head Master & Business Manager are responsible for the selection and appointment of the support staff of the school.
- The Head Master and Director of Music are responsible for appointing peripatetic music staff
- The responsibility for recruitment of staff under a contract for services staff lies with the school's appointed sub-contractors who will supply the school in writing (paper or email) that the precisely required checks have been carried out. A disclosure is only sent if it contains 'information' (about an offence). The school notes the names, date of starting, identity check, and CRB number and date on the central register, and in the notes column records that the agency has confirmed that it has carried out all the appropriate checks.

## **RECRUITMENT & SELECTION PROCEDURE**

All applicants for employment will be required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. Curriculum vitae will not be accepted in place of the completed application form. Applicants will receive a job description and may receive a person specification for the role applied for.

The applicant may then be invited to attend a **formal interview** at which his/her relevant skills and experience will be discussed in more detail. Interviews will be conducted in person and will explore suitability to work with children. One person involved in the interview procedure should have undergone Safer Recruitment Training. The school will question any gaps in employment, usually during the interview stage.

If it is decided to make an offer of employment following the **formal interview**, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory;
- the receipt of an enhanced disclosure from the CRB which the School considers to be satisfactory; and
- verification of the applicant's medical fitness for the role;
- confirmation that the applicant is not barred from working with children ("List 99" check).

We advise that anyone appointed to a post involving regular contact with children or young people must be medically fit. It is the School's responsibility to be satisfied that employees of the School have the appropriate level of physical and mental fitness and this is part of the conditional offer above.

It is the School's practice to adhere to the new Equality Act. We will only ask health-related questions prior to being offered the job to help us to:

Decide whether we need to make any reasonable adjustments for the person to the selection process

- Decide whether an applicant can carry out a function that is essential (intrinsic) to the job
- Monitor diversity among people making applications for jobs
- Take positive action to assist disabled people

The employment health questionnaire will be sent with the conditional offer of employment. The information contained in the questionnaire will then be held by the School in strictest confidence. The School will then arrange for the information contained in the questionnaire to be reviewed by the School Nurse if there are any areas of concern who will obtain guidance from the school's medical advisor where applicable. This information will be reviewed against the Job Description and any Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extra-curricular activities, and layout of the School. If the School's medical advisor has any doubts about an applicant's fitness the School will seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

The School is aware of its duties under the Disability Discrimination Act 1995 and Equalities Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence, considering reasonable adjustments and suitable alternative employment.

In accordance with the National Minimum Standards for Boarding Schools, newly appointed staff may not begin work (or residence) at the School until satisfactory completion of all checks and receipt of references. In certain exceptional circumstances, a member of staff may begin work if some references/checks are outstanding, but all Criminal Records Bureau checks must have been completed. Appropriate supervision will be put in place until all checks have been received.

Appointment of "gap" student staff includes every element of the checking system that is possible.

#### **PRE-EMPLOYMENT CHECKS**

In accordance with the recommendations of the DFE in *Safeguarding Children and Safer Recruitment in Education* the School carries out a number of pre-employment checks in respect of all prospective employees.

#### **VERIFICATION OF IDENTITY AND ADDRESS**

All applicants who are invited to an interview will be required to bring the following evidence of identity, right to work in the UK, address and qualifications:

- passport; and
- two utility bills or statements (from different sources) showing their name and home address; and
- documentation confirming their National Insurance Number (P45, P60 or National Insurance Card); and
- original documents confirming any relevant educational and professional qualifications referred to in their application form

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

The School asks for the date of birth of all applicants (and proof of this) in accordance with the DFE's guidance in *Safeguarding Children and Safer Recruitment in Education*. Proof of date of birth is necessary so that the School may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate against applicants on the grounds of age.

## **REFERENCES**

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School. One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and, if applicable, person specification for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

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

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

The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

In the past, the National Minimum Standards for Boarding Schools require that direct contact be made with the referees of any person applying for a position working with boarders. The School goes beyond those standards by making direct inquiries with referees of applicants for all positions.

## **CRIMINAL RECORDS CHECK**

Due to the nature of the work, the School applies for criminal record certificates from the Criminal Records Bureau (**CRB**) in respect of all prospective staff members, governors and volunteers.

For all positions, the School requests an enhanced disclosure from the CRB. An enhanced disclosure will contain 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. An enhanced disclosure will also reveal whether an applicant is barred from working with children or vulnerable adults by virtue of his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the Independent Safeguarding Authority. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.

CRB checks will be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including the equivalent of a disclosure, if one is available in the relevant jurisdiction(s).

The School expects supply/temporary worker agencies/contractors that are used by the School to register with the CRB on their own account and to provide written confirmation that all relevant checks have been carried out in respect of staff supplied to the School. Proof of registration will be required before the School will commission services from any such organisation. The School will independently verify the identity of staff supplied by such an agency.

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

### **Background**

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out in paragraph 5.2 below.

In view of the fact that all positions within the School will amount to "regulated positions" within the meaning of the Protection of Children Act 1999 (as amended by the Criminal Justice and Courts Services Act 2000), all applicants for employment must declare all previous convictions (including those which would normally be considered "spent" under the Rehabilitation of Offenders Act 1974). A failure to disclose a previous conviction may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

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

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

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

### **Assessment Criteria**

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

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

- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

### **Assessment Procedure**

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Business Manager and the Head Master of the School before a position is offered.

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

**The School's policy is to observe the guidance issued or supported by the CRB on the use of disclosure information. This is as follows:-**

### **General principles**

As an organisation using the Criminal Records Bureau (CRB) service to help assess the suitability of applicants for positions of trust Salisbury Cathedral School complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

### **Storage and access**

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

### **Handling**

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **Usage**

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### **Retention**

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the CRB about this and will give full consideration to the Data Protection and Human

Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

### **Disposal**

Once the retention period has elapsed, we will ensure that any certificate information is immediately destroyed by secure means, i.e. by shredding. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, and the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

The School complies with the provisions of the CRB code of practice available from the following link <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/CRB/about-the-crb/crb-code-of-practice/>

### **RETENTION OF RECORDS**

If an applicant is appointed, the School will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.

### **INDUCTION PROCESS**

Once appointed a new member of staff will be supported by a range of senior staff (according to the precise nature of the appointment) and a process of induction carried out. This process will involve meetings with the supervising member of staff and evaluation as appropriate.

### **QUERIES**

If an applicant has any queries on how to complete the application form or any other matter they should contact the Business Manager.

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<b>Type of Policy:</b>	<b>Governance and statutory</b>
<b>Person Responsible for this policy:</b>	<b>Business Manager</b>
<b>In consultation with:</b>	<b>Governors, DCP, Assistant Head, Duncan Hodson</b>
<b>Revised:</b>	<b>November 2011</b>
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**Date of Next Review:**

**Lent Term 2012 (following CP Governor audit)**