

S1 Staff Recruitment Policy

This policy has regard to the following legislation and statutory guidance:

- **Keeping Children Safe in Education** (DfE September 2022) (KCSIE), **Working Together to Safeguard Children** (DfE July 2018), **The Independent School Standards** (April 2019), **National Minimum Standards for Boarding Schools** (September 2022) and **Equality Act** (2010).
- Guidance issued by Hertfordshire Safeguarding Children Board.
- It also reflects the training in Safer Recruitment that has been successfully completed by the Principal, Bursar and Vice-Principal.

1. Introduction

The Purcell School ('the School') is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare and support of children and young people. The School is also committed to providing a supportive and flexible working environment to its staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share these commitments.

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

2. Aims

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

- to recruit staff of the highest possible quality who will maintain or, where possible, improve the education (musical and academic) welfare and support that the School offers
- to ensure that all staff are recruited on the basis of their merits, abilities and suitability for the position
- to ensure that all staff appointments are made fairly and transparently, and that all job applicants are considered equitably and consistently
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age
- to ensure compliance with relevant legislation and guidance on safer recruitment (including but not restricted to the documents referred to at the beginning of this policy)
- 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 and to ensure that appropriate measures are in place to deter, identify, prevent and reject unsuitable people

from gaining access to students within the school

3. Important General Principles

- 3.1 The recruitment process must be professional and thorough, but warm and welcoming, from the first enquiry to the rejection of the last applicant. All applicants for posts, whether successful or not, should take away a positive image of the school.
- 3.2 All staff contribute to the ethos of the school, and the right appointments at all levels will enhance the reputation of the school and make it a more pleasant place in which to work. The importance of making the best appointments possible cannot be over-emphasised. Guidance on how to achieve this can be found at [Appendix 2](#).
- 3.3 Candidates are entitled to be judged fairly. Criteria should be as transparent as possible and applied evenly. For senior posts, an external assessor and/or personality questionnaires and psychometric tests may be used to ensure that all candidates are treated fairly.
- 3.4 The Governing Body is the employer of all staff at the school, but delegates this responsibility to the Principal and the Bursar. For teaching posts, the final decision on all appointments is made by the Principal; for support staff, the final decision rests with the Bursar. **Only the Principal and the Bursar can sign letters of appointment, and no appointment may be made without the involvement of one of these two** (except under 3.5 below).
- 3.5 Members of the leadership team are appointed by the Principal in conjunction with one or more Governors. The Principal and Bursar are appointed by the Governing Body.
- 3.6 References should be sought on all candidates before interview where possible. Gaps in employment records, frequent changes of jobs, or moving around the country, must be followed up carefully. The Chair of the recruitment panel should, if possible, speak with at least one referee by telephone before an appointment is made, to establish identity and seek any further relevant information.
- 3.7 Child protection issues must be uppermost in the minds of all staff involved throughout the process, and interviewers should not be afraid to ask difficult questions of the candidates or their referees.
- 3.8 All selection panels must include at least one senior member of staff who has received training in safer recruitment practices.

4. Equal Opportunities

In accordance with the school's Equal Opportunities Policy, all job descriptions advertised will carry the following statement:

'The Purcell School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.'

Candidates will not be asked questions about health, disability or related issues in advance of shortlisting. However, shortlisted candidates will be asked prior to interview whether they require any special provision as a result of a disability, and to complete self-disclosure criminal conviction form [Appendix 6](#). Successful candidates will be required to complete a medical questionnaire before the position is confirmed.

A policy on the recruitment of ex-offenders can be found at [Appendix 3](#).

5. Child Protection and Safeguarding

To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people, the following steps will be taken:

5.1 All job descriptions advertised will carry the following statement:

'The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's Child Protection policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Enhanced disclosures (with lists checks where required) from the Disclosure and Barring Service will be sought on all successful applicants.'

5.2 All applicants will be required to submit a completed application form, [Appendix 7](#) containing information about their academic and employment history and their suitability for the role, together with a supporting statement. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. A curriculum vitae will not be accepted in place of the completed application form.

5.3 Prospective candidates will be supplied as a minimum with the following:

- Job description and person specification;
- The school's Child Protection Policy;
- An application form;
- Information about the recruitment process;
- Information about the school.

5.4 All applicants invited for interview will be required to:

- Provide proof of identity and address by bringing the following original documents: a passport, driving licence or full birth certificate; and a utility bill or statement showing their name and home address;
- Provide proof of qualifications;
- Provide proof of the right to work in the UK;
- Explain satisfactorily any gaps in employment;
- Explain satisfactorily any anomalies or discrepancies in the information available to interviewers;
- Declare any information that is likely to appear in a DBS enhanced disclosure/Barred List check;
- Complete a self-declaration of their criminal record or information that would make them unsuitable to work with children

- Demonstrate their understanding of safeguarding policy and procedures and their commitment to safeguarding and protecting the welfare of young people.

Applicants are reminded that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

Certified copies will be made of all ID documents.

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.

5.5 References:

The school will endeavour to take up references on short-listed candidates prior to interview. This requirement also applies to internal candidates. Internal references must be from a senior member of staff with the appropriate authorisation.

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which 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, where possible, be from an employer with whom the applicant most recently worked with children. For teaching staff, one referee must be the Head of the applicant's most recent school. Where a candidate has worked simultaneously for several employers (e.g. a peripatetic music teacher), the school should consider asking for additional references from all such employers.

The school will request information via a pro forma about:

- The candidate's suitability for the post;
- Whether there are any outstanding disciplinary issues;
- Whether there are any reasons why the candidate should not work with children and young people;
- Whether the referee recommends them for the post – without reservation, with reservation or not at all.
- Whether the candidate could be considered to be involved in extremism as defined in Keeping Children Safe in Education (DfE September 2022)

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 gaps, vague statements, discrepancies or inconsistencies in the information will be taken up with the applicant and be subject to verification before the appointment is confirmed.

Where electronic references are received, the School will verify that they originate from a legitimate source and document this.

As stated on the application form, where necessary, previous employers who have not been named as referees may be contacted in order to clarify any anomalies or discrepancies. A detailed written note signed and dated will be kept of any such exchanges.

- 5.6 All selection panels must include at least one senior member of staff who has received training in safer recruitment practices (see 3.8 above). One of these will be allocated specific responsibility for asking suitable child protection questions, and for reporting back to the selection panel. Any gaps in employment will be checked. The Chair of the selection panel takes ultimate responsibility for ensuring that any gaps in employment or anomalies in the information available are satisfactorily explained and that the candidate's understanding of safeguarding policy and procedures and their commitment to safeguarding and protecting the welfare of young people is satisfactorily explored.
- 5.7 All selection panels must consider their legal duty under Section 26 of the Counter Terrorism and Security Act and have due regard to the requirement to prevent people being drawn into terrorism.

6. Pre-Employment Checks

- 6.1 All offers of employment will be conditional upon the following checks being satisfactorily completed:
- Checks of identity, address, qualifications and right to work in the UK, as listed in 5.4 above.
 - A check using the Department for Education Teacher Service's Secure Access website for any prohibition order, interim prohibition order or any direction made under section 128 of the 2008 Act or section 142 of the 2002 Act or any disqualification, prohibition or restriction which takes effect as if contained in either such direction. With effect from the 18th January 2016, a check against any EEA authority restriction will be made. Section 128 checks will apply to the following positions: Principal, teaching posts on the SLT, teaching posts which carry departmental Principal Leadership roles, non- teaching management roles on the SLT and Governors.
 - Complete an "Enhanced DBS check with list checks" (which includes a check against the Barred list for those who will be in regulated activity) and receive satisfactory clearance. The original DBS certificate must be seen by the School, prior to or on the employees start date. The School complies with the provisions of the DBS Code of Conduct <https://www.gov.uk/government/publications/dbs-code-of-practice>
 - Where an applicant is registered with the DBS update service, the School can complete a status check to see if any relevant information has been identified about the individual since their Certificate was last issued. The applicant must give their permission for the check to be completed and notify the School of their DBS Certificate number. If an enhanced DBS check is required, in addition the original certificate must be seen by the School prior to the employee starting work. A separate barred check list must be undertaken where a portable DBS check is used.
If the candidate is undertaking a leadership role, evidence that the candidate is not prohibited from participating in the management of independent schools
 - Where a candidate has lived outside the UK within the previous 5 years, for more than a three month period, further checks (including where available, police checks from the overseas countries) will be carried out. Additional references may be requested and candidates may be risk assessed if they have worked in a country which does not provide a police check. Reference will be made to the GOV.UK website to confirm the arrangements for police checks in other countries.

The outcome of a valid Status check will be one of the following:

- **This Certificate did not reveal any information and remains current as no further information has been identified since its issue.** This means that the individual's Certificate contains no criminality or barring information and no new information is available.
- **This Certificate remains current as no further information has been identified since its issue.** This means that the individual's Certificate did contain criminality or barring information and no new information is available.
- **This Certificate is no longer current. Please apply for a new DBS check to get the most up to date information.** This means that the individual's Certificate should not be relied upon as new information is now available and you should request a new DBS check.

The Chair of the recruitment panel must recommend the level of check required. The school reserves the right to withdraw the offer of employment where it is unable to establish suitability to work with children.

- Provides two written references and extra references if required.
- A check is made via the Teacher Regulation Agency to check the status of all new teaching staff. This allows the school to check whether a prospective teacher has Qualified Teacher Status (QTS) and has completed their induction.
- Successful candidates will be required to answer and confirm the statement that the applicant knows of no reason, on the grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the post in question and that they understand that the offer of employment made by the School is conditional on verification of medical fitness. They will also be required to complete a confidential health assessment followed up, where appropriate, by a referral to Occupational Health, and employment will only be confirmed on satisfactory receipt of these medical checks.
- In addition to the checks set out in this policy, the School reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the School. This may include internet and social media searches.

7. DBS Disclosure Delays

A short period of work is allowed in very exceptional conditions at the Principal/Bursar's discretion, providing that the DBS application form has been sent off prior to the new member of staff's start date and that all other employment checks have been completed; The following procedure will be used;

- The Principal/ Bursar will confirm that all other employment checks have been completed
- The Principal/Bursar will complete a Barred List check
- A risk assessment is completed by the Line Manager, supervision identified and discussed with the member of staff and the Risk Assessment signed off by the Principal/Bursar
- Risk Assessments and safeguards in place will be reviewed by the Principal/Bursar every two weeks

- A note is made on the Single Central Record
- Copies of the risk assessments and reviews are kept on the new employees file.

8. Staff Returning to Work Following a Period of Absence of More Than Three Months

Staff returning from Maternity Leave, Parental Leave, Long Term sickness or other similar types of leave where continuity of service is maintained do not need to be checked as new employees.

Other staff re-employed or returning to school in another work capacity following a period of more than three months will complete all pre-employment checks as per a new employee unless regular (at least every 12 weeks) keeping in touch days have taken place. In this situation the same checks as outlined in Section Eight should be completed.

9. Instrumental Deputies

The School no longer supports informal deputies. All instrumental staff are appointed according to the Policy.

10. Supply Workers

Written confirmation is obtained in advance of appointment from the relevant supply agency to confirm that the required checks listed have been carried out (i.e. identity, enhanced DBS disclosure, Barred List checks, and right to work in the UK, qualifications, prohibition orders, overseas checks, EEA checks, references, medical fitness and employment history). These checks are included in the SCR file and are kept in a separate physical file tab. The School also checks in advance of appointment that the original DBS certificate is seen by the School and that the person's identity is checked. Both the date at which the DBS certificate was obtained and also the date the DBS certificate was checked by the Supply Agency must be recorded in the supply staff member's file. A check for Prohibition Order (if relevant) must also be undertaken and details documented. All pre-employment checks must be completed before the person starts work at the School.

Child Protection training for Supply staff is carried out by the DSL and the relevant Head of Department takes responsibility for all other training as detailed in the Induction training form (see Appendix 4).

10.1 Contract Caterers (IFG Independent)

Written confirmation is provided to the Bursar in advance of appointment from IFG Independent to confirm that the required checks have been carried out (see Appendix 6). Before the starting date the Bursar must receive updated Confirmation Statement with vetting checks for the new member of staff. On the first day of employment the staff member is required to present photo identification and the original copy of their DBS check for verification by the Bursar. This letter needs to be updated every time for any new starters.

Child Protection training for contract staff is carried out by the DSL/Bursar and the contractor takes responsibility for all other training.

10.2 Other Contract Workers

Work that requires contractors to have unsupervised access to school premises is generally scheduled to take place during holiday periods. Where maintenance contractors need to work in school during term-time to undertake essential works they are supervised by a member of the maintenance or housekeeping staff.

11. Appointment of Volunteers

Before any volunteer is appointed the Principal/Bursar must clarify whether or not they will be in regulated activity. (Statutory Guidance on supervision in relation to regulated activity is available in Annex E of KCSIE Sept.2022) Once this has been agreed a decision will be made on the checks required which may include:

- Enhanced DBS Disclosure (where appropriate)
- Barred List Check (where appropriate)
- References
- Informal interview
- No concerns raised by others in the School

One-off volunteers for non-overnight activities who will not have unsupervised access to students, do not require vetting checks

12. Appointment of Proprietor and (Chair) and Governors

The ‘proprietor’ is the person or body of persons registered with the DfE as being responsible for the management of the School. The Governing Body is the proprietor of The Purcell School.

For the appointment of the Chair of the Governing Body, the School will complete all required checks in “Pre-Employment Checks” listed in Section 6. In addition to these, The Secretary of State will undertake separate external checks for the Chair of Trustees:

- An enhanced DBS check countersigned by the Secretary of State
- Checks on an individual’s identity
- Checks on their right to work in the UK
- Where an individual has lived outside of the United Kingdom, and where obtaining an enhanced criminal record certificate is not sufficient to establish the individual’s suitability to work in a school, such further checks as the Secretary of State considers appropriate.

13. Appointment of Governors

The School will check:

- Check for any prohibition order, interim prohibition order or any disqualification, prohibition or restriction, including the prohibition from Management checks
- An enhanced DBS with list checks and sight of the certificate.
- Checks on an individual’s identity
- Check on their right to work in the UK
- Where an individual has lived outside of the United Kingdom and where obtaining an enhanced criminal record certificate is not sufficient to establish the individual’s suitability to work in a

School, such further checks as the Secretary of State considers appropriate.

14. Visiting Speakers / Teachers' and the Prevent Duty

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

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

All visiting speakers will be subject to the School's usual visitor procedures. This will include signing in and out at Reception, ID check, the wearing of a visitor badge at all times and being escorted by the member of staff hosting the visit at all times.

The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and or permit a speaker to attend the School. In doing so the School will always have regard to its own visitor procedures, the Prevent Duty Guidance and the definition of 'extremism' set out in KCSIE: "Extremism is the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces."

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

The School reserves the right to obtain such information on any other person appointed to work for or at the School.

15. Retention of Records

When an applicant is appointed, the School will retain any relevant information provided on their application form (together with any attachments) on their personnel file. Personnel files are kept in locked filing cabinets and access is limited to the Principal, Bursar, and Data and Payroll Specialist. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed within six months unless the applicant specifically requests the School to keep their details on file.

The School will not retain disclosure information or any associated correspondence. The School will keep a record of the date of a disclosure and the unique reference number on the recruitment check-list which will be filled in the member of staff's personnel folder.

The School's privacy notice for staff and Record Retention schedule specifies the details regarding how long documents are retained and what information is collected.

16. Conflicts of Interest

To ensure fairness, all applicants will be asked to declare any family or personal relationship with any student, member of staff or governor of either school. In the event of such a relationship, the Principal will decide whether the conflict is significant and, if so, the relative will not be permitted to take any part in the appointment process.

Any member of a selection panel (including the Principal) is required to disclose any conflict of interest, especially where an applicant is known to them personally. The Principal will decide whether the conflict is significant and, if so, the person conflicted will be withdrawn from the panel. Where the Principal has a significant conflict, the Chairman of Governors will be informed.

17. Induction

The Data and Payroll Specialist is responsible for notifying the relevant member of the SLT of the proposed start date for any new member of staff and for arranging Child Protection induction training, which must take place before the employee starts work or on the first day. This will cover:

- Familiarity with the Child Protection policy (including PREVENT)
- The identity and function of the Designated Senior Person and Deputies.
- The staff guidance on professional conduct (contained in the Staff Handbook)
- Procedures to be followed in the case of a disclosure
- Part 1 of 'Keeping Children Safe in Education', which all staff are required to read (contained in the staff handbook)
- 'Guidance for safer working practices for those working with children and young people in an education setting' (July 2018) (contained in the Staff Handbook)
- Behaviour Policy (for all staff)
- Safeguarding response for children who go missing in education

Each Line Manager is responsible for ensuring that new members of staff in their department receive induction training following the School's Induction Policy, which will help them to settle in and be aware of the systems, procedures and expectations of the School. The induction training will cover the following safeguarding related issues:

- Confirmation that Child Protection and Prevent training has taken place and that there are no outstanding queries
- The Staff Handbook
- Health and Safety
- Whistleblowing policy

18. Single Central Record

The School maintains a Single Central Record of Appointments (SCR) in accordance with the ISSRs and NMS to enable a note of all checks to be kept in one place. This is maintained on the School's management information system (SIMS) and contains:

- Staff name
- Position
- Start date
- Employment history and any gaps in employment identified and checked at interview
- Qualification check (and QTS if applicable)
- Identity Check

- Right to work in the UK
- Further checks for those who have worked or lived overseas
- Health Check
- References (x 2)
- Enhanced DBS and Barred list check
- Prohibition from Teaching (if applicable)
- Prohibition from Management Section 128 direction

The SCR is maintained by the School's Payroll and Data specialist and the Bursar carries out a check that all new appointments have been satisfactorily entered. The record is also checked by visiting Governors.

19. Recruitment Privacy Statement

The Privacy Notice for Staff and Prospective Members of Staff is available to view on the online staff portal.

20. Management Review

When the recruitment of a new staff member has been completed, the Chair of Panel takes responsibility for signing off the Recruitment Check-list confirming that all checks have been satisfactorily completed and/or the Bursar signs off the form to say that the entries have been accurately recorded on the SCR.

21. Governor Oversight

Safer recruitment is overseen by the Governor with responsibility for Child Protection who takes responsibility for carrying out spot checks on the SCR and cross referencing the checks on the personnel file.

Appendices:

1. Staff Recruitment Procedure Flowchart
2. Guidance for Selection Panels
3. Recruitment of Ex-Offenders
4. Induction Programme for New Staff
5. Recruitment Check-list
6. Catering Staff Arrangements

<i>Policy author/reviewer:</i>	<i>Policy date/review date:</i>	<i>Next review due:</i>
Paul Bambrough	January 2020	January 2021
Paul Bambrough and Adam Wroblewski	September 2021	September 2022
Adam Wroblewski	September 2022	September 2023

Staff Recruitment Policy

Appendix 1 – Staff Recruitment Procedure Flowchart

Stage 1 <ul style="list-style-type: none"> ● Identify need for appointment. ● Approve appointment, including budget (Senior Leadership Team - SLT) ● Agree timeline (SLT) ● Agree if to be advertised internally only (SLT) 	Notes
Stage 2 <ul style="list-style-type: none"> ● Draft advertisement, job description and person specification (SLT) 	
Stage 3 <ul style="list-style-type: none"> ● Place advert (Executive Assistant or Executive Administrator) ● Upload Job description to website (Executive Assistant or Executive Administrator) ● Applications received, processed & acknowledged (Executive Assistant or Executive Administrator) 	Information pack to contain or signpost following: <ul style="list-style-type: none"> ● Details of the post ● A job description, including person specification ● Information about the school ● An application form ● The Schools Child Protection policy ● Information about the recruitment process
Stage 4 (After Closing Date) <ul style="list-style-type: none"> ● Draw up shortlist (Panel) ● Draw up Interview schedule (Chair of Panel/ Executive Assistant or Executive Administrator) ● Email shortlisted candidates to invite for interview – see note (Executive Assistant or Executive Administrator) 	The person responsible for inviting candidates to interview should: <ul style="list-style-type: none"> ● Confirm the date and approximate start and finish times of the interview ● Provide an outline of the day, including any topics for teaching and/or task ● Ensure candidates have signed the criminal history self-declaration ● Confirm permission to approach referees; ● Ask whether candidates require overnight accommodation (and make any arrangements); ● Ask whether candidates require any provision for a disability ● Explain that all arrangements will be confirmed in writing.

<p>Stage 5 (References)</p> <ul style="list-style-type: none"> ● Send out requests for references (Data and Payroll Specialist) ● Telephone at least one referee to verify reference (Data and Payroll Specialist) 	<p>Note that open references/testimonials must not be accepted.</p>
<p>Stage 6 (Interview)</p> <ul style="list-style-type: none"> ● On arrival, check candidates' ID (Reception Executive Assistant/Executive Administrator) ● Candidates to be interviewed by at least one member of SLT who must have completed Safer Recruitment Training ● Candidates for class teaching posts must teach a lesson observed by a member of SLT ● Ensure candidates are: Welcomed, looked after, invited to tour the school and ask any questions they may have (all staff involved) 	<p>Reminder: The Chair of the panel must take responsibility for ensuring that questions are asked to test the candidate's attitude to child protection and PREVENT and candidates must be asked to explain any gaps in employment.</p>
<p>7 (Decision)</p> <ul style="list-style-type: none"> ● Interview panel meet to make decision ● Telephone preferred candidate to offer post (CoP) ● If the Principal/Bursar is not on the interviewing panel then the chair of the panel must make a recommendation to the Principal/Bursar who then make a decision on making an offer 	<p>Telephone call to successful candidate must include the following:</p> <ul style="list-style-type: none"> ● The agreement of a starting salary, hours to be worked and any responsibilities and any particular holiday work/arrangements ● 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 at least two references (one of which must be from the applicant's most recent employer) which the School considers satisfactory ● The receipt of an Enhanced DBS with Barred List check ● Satisfactory medical self-disclosure ● Verification of qualifications ● Prohibition order check ● Verification of successful completion of a statutory probationary period where relevant ● For leadership roles, prohibition check ● The receipt of other documents referred to in paragraphs 5 and 6 above ● Probationary period

<p>Stage 8 (Unsuccessful Candidates)</p> <ul style="list-style-type: none"> Once a candidate has accepted the post, telephone or email unsuccessful interviewees (Executive Assistant or Executive Administrator) Write to non-interviewed candidates 	
<p>Stage 9 (Letter of Appointment)</p> <ul style="list-style-type: none"> Write letter of appointment – see Note for details to be included (Data and Payroll Specialist) 	<p>Letters of appointment must include all of the points made in Stage 7 above, and must be signed by either Principal or Bursar (2 copies, one to be returned). Pack must also include:</p> <ul style="list-style-type: none"> Medical Self Disclosure Form Personal Details Form DBS Application Details <p>Once confirmation of acceptance has been received, the contract will be drafted</p>
<p>Stage 10</p> <ul style="list-style-type: none"> DBS and other checks to be completed (Data and Payroll Specialist) Entered on central register (Data and Payroll Specialist) Recruitment checklist to be signed off by the Chair of the recruitment Panel Bursar to check SCR entry 	

Staff Recruitment Policy

Appendix 2 – Guidance for Selection Panels

1. Appointment of Academic Teaching Staff

1. 1 Good teachers are extremely hard to find, but are essential to the success of the school. We must be willing to do everything we can to attract the best.
1. 2 We are appointing people to teach very talented students, and they need to understand the ethos and values of the school and be willing to contribute to it. We should therefore be seeking the following qualifications, skills and attributes from potential candidates:

Essential:

- A degree from a recognised British university, preferably at least a second. Overseas degrees need to be researched before acceptance. The degree should usually be in the subject to be taught, or closely related to it.
- Reasonable examination grades at school, especially in the subject(s) they will teach.
- A teaching qualification (although experience in a good school should be considered in lieu).
- A positive attitude, in sympathy with specialist music education in general, and the aims and values of The Purcell School in particular.

Desirable:

- Experience in a good school (independent or state).
- A first class degree or a second degree (Master's, MBA, doctorate).
- An interest in boarding and/or extra-curricular activities and willingness to be involved.

1. 3 At interview, we should attempt to assess each candidate's ability in the classroom, including subject knowledge and teaching methodology. All short-listed candidates will be expected to teach a lesson, observed by a senior member of staff.

- Suitability for working with children and young people, including the ability to form and maintain appropriate relationships and personal boundaries.
- Organisational skills and willingness to use IT for both teaching and administration.
- Pastoral skills and suitability (as all teachers are expected to undertake a pastoral role).
- Interest in the school and willingness to be a full member of the community.

For promoted posts, we should also be looking for evidence of management and leadership skills (even if embryonic), and the applicant's ability to see beyond their own subject to whole-school issues, and the likelihood of further promotion.

2. Appointment of Music Teaching Staff

- 2.1 The quality of our instrumental staff is one of our strongest features, and we need to ensure that it is maintained.
- 2.2 We are appointing people to teach very talented students, and they need to understand the ethos and values of the school and be willing to contribute to it. We should therefore be seeking the

following qualifications, skills and attributes from potential candidates:

Essential:

- A degree or diploma from a recognised music college, conservatoire or university.
- Extensive performing and/or teaching experience at a high level.
- A positive attitude, in sympathy with specialist music education in general, and the aims of The Purcell School in particular.
- To demonstrate their capacity to safeguard and protect the welfare of children and young people.

Desirable:

- Experience of teaching school-age students in a similar environment (e.g. Junior Academy).
- A teaching qualification.
- A willingness to offer chamber music coaching, theory or aural training if required.

2.3 At interview, we should attempt to assess each candidate's:

- Ability as a teacher, including musical knowledge and teaching methodology.
- Suitability for working with children and young people, including the ability to form and maintain appropriate relationships and personal boundaries. This is particularly important given the amount of time spent in one-to-one lessons.
- Willingness to commit to the school and give their teaching a high priority in their professional lives.

3. Appointment of Support Staff

3.1 Support staff make a major contribution to the school, and the importance of making the right appointments should not be underestimated.

3.2 Owing to the wide range of posts offered and skills required, it is impossible to draw up a definitive list of criteria for appointment. However, we should not be considering candidates who are not suitably qualified and/or experienced for the posts for which they are applying. At interview, we should be checking that candidates are in sympathy with the values of the school, are suitable to work with children and young people (including the ability to form and maintain appropriate relationships and personal boundaries), are capable of adhering to the standards we expect, are presentable and give an appropriate image to students, parents and the public. Applicants may be asked to complete relevant practical tasks.

3.3 Child protection issues must not be overlooked even if support staff are not in direct contact with students. Gaps in employment, frequent changes of jobs, or moving around the country, must be followed up carefully.

Staff Recruitment Policy

Appendix 3 – Policy on Recruitment of Ex-offenders

1. Background

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically debar 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 below.

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

Further advice is available at <https://www.gov.uk/government/collections/dbs-referrals-guidance--2>

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) but excluding certain old and minor cautions and convictions. 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 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 2016) whether by association or otherwise.

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/DBS if:

- 1) an application form is received from a disqualified person.
- 2) an applicant provides false information in support of their application or the School has serious concerns about an applicant’s suitability to work with children.

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

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other acts of violence, Class A drug related offences, grievous bodily harm or other acts of violence, robbery, burglary, theft fraud and deception.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

3. Assessment Procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Bursar or the Principal 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 DBS direct. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

4. Retention and Security of Disclosure Information

The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

In particular, the School will:

- Store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to the Bursar and Principal and related administrative staff.
- Not retain disclosure information or any associated correspondence for longer than is necessary. In most cases, the School will not retain such information for longer than 6 months although the School will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken.
- Ensure that any disclosure information is destroyed by suitably secure means such as shredding;
- Prohibit the photocopying or scanning of any disclosure information.

The School complies with the provisions of the DBS code of practice, a copy of which is available on request.

Staff Recruitment Policy

Appendix 4 – Recruitment Check-List

Role	
Interview date & chair	
Start date	
Signed application form	
Employment gaps explained	
Verified ID	
Rehabilitation offenders form	
DBS update?	
Interview notes filed	
Job description filed	
Offer letter and health questionnaire sent	
Reference 1 and 2 requested	
Offer letter returned signed	
Health questionnaire signed	
DBS application started	
Successful applicant loaded on SIMS	
Teacher reference number	
Proof of academic qualifications	
Teacher QTS check	
Prohibition from teaching	
Prohibition from management	
ID check	
Right to work UK	
Overseas checks	
Reference 1 received and verified	
Reference 2 received	
DBS certificate number and issue date	
Contract issued & pro rata holiday/school holiday confirmed	
Te nancy agreement issued	
All SCR checks loaded onto SIMS	
Inform school office, SK, FD, SC	
Child protection training date	
Induction contact	
Induction email sent	

Employee details form	
ICT Policy signed	
P45/New starter checklist	
DBS certificate seen and verified	
Tenancy agreement signed	
Contract signed by employee	
Contract signed by chair	
Scottish Widows letter sent	
SIMS profile data 100% complete	

Staff Recruitment Policy

Appendix 5 – Catering Staff Arrangements

Strictly Private and Confidential

For the attention of the Bursar.

I [name] of IFG Independent Limited, write to confirm the following details in relation to a member of staff whose details are shown below:

Full Name of Employee who will be working at The Purcell School	
Date of First Attendance	
Agreed Working Hours	
Have you verified their identity? Please state ID document, seen passport, driving licence etc.?	
Has an enhanced DBS certificate been obtained by you either at the start or since the start of his/her employment?	YES/NO
Have you verified that the DBS certificate contains no disclosures?	YES/NO
DBS Certificate Number	
Date of Certificate	
Date certificate was seen by you	
Have you carried out a list 99/Barred List check which had a negative result?	YES/NO
If the employee is a teacher have you checked that he/she is not prohibited from teaching on the DfE Secure Access portal?	YES/NO/not a teacher
Was an overseas criminal record required for this employee? If so please state country and date received	YES/NO
Are you satisfied that this employee is medically fit to carry out the duties which are	YES/NO

required of him/her in relation to children?	
Have you obtained at least two satisfactory references immediately prior to this employee starting work for you?	YES/NO
Did the references specifically state that the referee had no concerns regarding the suitability of the employee to work with children?	YES/NO
Has the employee's previous employment history been checked and any clarification sought about gaps in service?	YES/NO
If certain qualifications are required for this particular role have these been verified?	YES/NO
Are you satisfied that there are no Safeguarding concerns which could make this employee unsuitable to work with children?	YES/NO

Alternatively, the external catering company can provide a comprehensive letter of assurance.

Declaration

I confirm that the information provided on this form is correct and that I or another representative of IFG Independent will notify The Purcell School immediately if we become aware of any reason why the person named on this form might no longer be considered suitable to work with children.

Signed:

Position in IFG Independent:

Date:

PLEASE ADVISE YOUR EMPLOYEE THAT HE/SHE WILL NEED TO PRESENT PHOTO ID AND BRING THEIR ORIGINAL DBS CERTIFICATE TO SCHOOL ON THE FIRST DAY OF THEIR EMPLOYMENT AT THE PURCELL SCHOOL TO SHOW TO THE BURSAR.

Staff Recruitment Policy

Appendix 6 – Self-declaration of their criminal record

REHABILITATION OF OFFENDERS ACT 1974

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders act 1974. (Exceptions) Order 1974. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’. These 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 on the Disclosure and Barring Service website:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

Have you ever been convicted of a criminal offence which is not protected?

YES / NO

Is there any reason why you should not work with Children?

YES / NO

If you have answered YES, supply details of all convictions in a sealed envelope addressed to the Chair of the Recruitment panel and attached to this form. If your application is successful, this information will be checked against information from the Disclosure and Barring Service before the appointment is confirmed.

Staff Recruitment Policy

Appendix 7 – Application form

Application Form for [Job title]

DATA PROTECTION NOTICE

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations

You'll find more information on how we use your personal data in our Data Protection Policy.

VACANCY INFORMATION

Application for the post of:	
Job ID/reference number:	
What date are you available to begin a new post?	
Where did you first hear about this job?	

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The Purcell School is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check. It is an offense to seek employment in regulated activity if you are on a barred list.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and The Purcell School's Data Protection Policy.

Do you already have a DBS account that you pay a subscription for?: Yes No

If yes, please specify the following information on the account:

DBS Certificate Number:

Full name as shown on the certificate:

Date of birth:

Do you give consent for us to check the DBS account details on-line?: Yes No

If you've lived or worked outside of the UK, The Purcell School may require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years?: Yes No

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.

Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.

Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

TIME SPENT LIVING AND/OR WORKING OVERSEAS

If you've lived and/or worked outside of the UK, The Purcell School must make any further checks it considers appropriate (in addition to the usual pre-employment checks).

We'll base the decision on whether this is necessary on individual circumstances, and factors such as:

- The amount of information you disclose in the DBS check
- The length of time you've spent in or out of the UK

RIGHT TO WORK IN THE UK

The Purcell School will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By signing this application, you agree to provide such evidence when requested.

SIGN AND DATE

Name (please sign or type your name here):

Sign:

Date:

1. Instructions

Please complete all sections of this form using black ink or type.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if this form is completed in full.

2. Personal Details

PERSONAL DETAILS	
First name	
Surname	
Preferred title	
Previous surnames	
If you prefer to be called by a name other than the one listed above, please specify	
National Insurance number	

CONTACT DETAILS	
Address	
Postcode	
Home phone	
Mobile phone	
Email address	

DISABILITY AND ACCESSIBILITY

The Purcell School has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.

If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require:

TEACHING POSITIONS: RIGHT TO WORK IN THE UK

Do you have the right to work in the UK?

- Yes
 No

If yes, please state on what basis:

- UK citizen
 EU settled status
 Skilled worker visa
 Graduate visa
 Youth mobility visa
 Other – please provide full details in the box below

TIME SPENT LIVING AND/OR WORKING OVERSEAS

Have you spent time living and/or working outside of the UK?

- Yes
 No

If yes, please give details, including countries and relevant dates:

RELATIONSHIP TO THE SCHOOL

Please list any personal relationships that exist between you and any of the following members of The Purcell School community:

- Governors
- Patrons
- Staff
- Students

If you have a relationship with a governor, patron, student or employee, this does not necessarily prevent them from acting as a referee for you.

Name	Relationship	Role at The Purcell School

3. Employment history

Choose the table below that's most appropriate (either this page or the next page). Delete or ignore the other table.

For teaching posts, including teaching assistants please complete this table:

CURRENT EMPLOYMENT DETAILS	
Job title	
Employer details (name, address, email and/or telephone)	
Dates employed	
Age range taught	
No. on roll	
Permanent or temporary	
Part-time or full- time	
Salary (incl. allowances)	
Description of responsibilities	

For non-teaching roles please complete this table:

CURRENT EMPLOYMENT DETAILS	
Job title	
Employer details (name, address, email and/or telephone)	
Dates employed	
Permanent or temporary	
Part-time or full- time	
Salary (incl. allowances)	
Description of responsibilities	

PREVIOUS EMPLOYMENT

Please provide details of all previous employment since leaving school, including education and voluntary work. Include any gaps in employment and the reasons for them. List the most recent employment first.

Job title	Name and address of employer	Dates employed	Description of responsibilities	Reason for leaving



EMPLOYMENT GAPS

Please provide details of any employment gaps since leaving school, and give the reasons for the gap.

Start date	End date	Reason for employment gap

4. Education and training

EDUCATION AND QUALIFICATIONS

Please provide details of your education from secondary school onwards.

You'll be required to produce evidence of qualifications.

Dates attended (month and year)	Name and location of school/college/university	Qualifications gained (including grades, awarding body and date of award)



TRAINING AND PROFESSIONAL DEVELOPMENT

Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application.

Course dates	Length of course	Course title	Qualification obtained	Course provider

TEACHER STATUS (TEACHER ONLY)

Teacher reference number	
Do you have QTS?	
QTS certificate number (where applicable)	
Date of qualification	
Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct?	
Are you subject to a General Teaching Council sanction or restriction?	

ADDITIONAL INFORMATION

Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests.

DRIVING LICENCE DETAILS

Do you have a valid driving licence?	
---	--

FIRST AID TRAINING

Do you have a valid First Aid Certificate?	
---	--

5. Letter of application

Please attach an accompanying letter explaining why you're applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.

Please include your surname and the title of the post you're applying for as the file name for the attachment.

6. References

Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If you've not previously been employed, please provide details of another suitable referee.

The Purcell School reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you've listed them as a referee, and to expect a request for a reference should you be shortlisted.

NAME	RELATIONSHIP TO YOU	ADDRESS AND POSTCODE	CONTACT NUMBER	EMAIL ADDRESS	IS THIS YOUR CURRENT EMPLOYER?

If either of your referees knows you by a different name, please state:

If you don't wish us to contact your referees without your prior agreement, please tick this box:

7. Equalities monitoring

We're bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we're meeting this duty, whether our policies are effective and whether we're complying with relevant legislation, we need to know the information requested below.

This information **will not** be used during the selection process. It will be used for monitoring purposes only.

EQUALITIES MONITORING INFORMATION								
	D	D	M	M	Y	Y	Y	Y
What is your date of birth?								



What is your sex?	<input type="checkbox"/> Male <input type="checkbox"/> Female	
What gender are you?	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say	
Do you identify as the gender you were assigned at birth?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say	
How would you describe your ethnic origin?		
White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White background Asian or British Asian <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Chinese	Black or Black British <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background Mixed <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other mixed background	Other Ethnic groups <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group <input type="checkbox"/> Prefer not to say
Which of the following best describes your sexual orientation?		
<input type="checkbox"/> Bisexual <input type="checkbox"/> Heterosexual/straight <input type="checkbox"/> Homosexual	<input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say	



What is your religion or belief?

- | | | |
|------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Agnostic | <input type="checkbox"/> Jain | <input type="checkbox"/> Other |
| <input type="checkbox"/> Atheist | <input type="checkbox"/> Jewish | <input type="checkbox"/> Pagan |
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Muslim | <input type="checkbox"/> Sikh |
| <input type="checkbox"/> Christian | <input type="checkbox"/> No religion | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Hindu | | |

Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

- Yes
- No
- Prefer not to say

If you answered 'yes' to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark 'other'.

- Physical impairment
- Sensory impairment
- Learning disability/difficulty
- Long-standing illness
- Mental health condition
- Developmental condition
- Other