**OLDHAM HULME GRAMMAR SCHOOL**

**RECRUITMENT, SELECTION & DISCLOSURE POLICY AND PROCEDURE**

***This policy is applicable from EYFS through to year 13***

**Introduction**

Oldham Hulme Grammar School (the schools) 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. The school is also committed to providing a supportive and flexible working environment to all its members of 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 this commitment.

The aims of the school’s recruitment policy are as follows:-

* 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 status, disability or age;
* To ensure compliance with all relevant recommendations and guidance including the recommendations of the DfE in *Keeping Children Safe in Education - Statutory guidance for schools and colleges* and the code of practice published by the Disclosure and Barring Service [DBS];
* 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.

**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. A curriculum vitae will not be accepted in place of the completed application form.

Applicants will receive a job description and 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. Every interview panel will have someone who is safer recruitment trained.  Every interview panel will contain one member who is safer recruitment trained.

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 satisfactory references (one of which must be from the applicant's most recent employer) which the School consider satisfactory; and
* the receipt of a disclosure from the Disclosure and Barring Service with which the school is satisfied.
* If the offer is accepted and the above conditions are satisfied, the applicant will be issued with a contract of employment as confirmation of employment.

**Pre-employment checks**

In accordance with the recommendations of the DfE in *Keeping Children Safe in Education - Statutory guidance for schools and colleges*, the school carries out a number of pre-employment checks in respect of all prospective employees.

**Verification of identity, address and qualifications**

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

* current driving licence (including photograph) or passport or full birth certificate 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
* documents confirming any 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.

**References**

References will be taken up on short listed candidates prior to interview.

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 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 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 before any appointment is confirmed.

**Barred list check**

If an individual were to start work in a regulated activity before the DBS certificate is available a separate barred list check would be undertaken.

**Criminal records check**

Due to the nature of the work, the School applies for criminal record certificates from the Disclosure and Barring Service (DBS) in respect of all prospective staff members, governors and volunteers.

**Enhanced disclosure (with barred list check)**

For posts involving greater contact with children or vulnerable adults, including regularly caring for, training, teaching, supervising or being in sole charge of such people.

An enhanced disclosure will contain Details of a person’s criminal records, including convictions, cautions, reprimands and warnings held on the Police National Computer. The DBS acts as a ‘one-stop shop’ for the checking of teachers and others working with children. An enhanced disclosure may also contain details of information held on local police records which the police consider to be relevant to the person’s post or position, also details of those considered unsuitable to work with children and young persons or vulnerable adults. The Police Act 1997 makes unauthorised disclosure of any information in a ‘disclosure’ a criminal offence. Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a disclosure, if one is available in the relevant jurisdiction(s). Extra references will be requested from applicants from countries which do not provide criminal records checks.

If the enhanced disclosure is delayed the Principal may allow the member of staff to commence work:

* without confirming the appointment
* after a satisfactory barred check list has been made in advance
* a DBS check is in progress
* with appropriate safeguards taken (e.g. loose supervision) and reviewed at least every two weeks (relevant staff will be informed what these are).

**Prohibition Order Check**

Candidates to be employed as a teacher would be checked to ensure they are not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service.

**Medical and Physical Fitness**

Candidates will be required to complete a medical questionnaire with details of their mental and physical fitness to carry out their work responsibilities. This will be checked by the school nurse and if necessary the medical officer.

**Right to work in the UK**

The School will need to verify the candidate’s right to work in the UK. Should there be any uncertainty the school will follow the advice on the GOV.UK website.

**Staff Suitability Declaration**

The school will comply with statutory guidance about disqualification from childcare, including by association. The school will inform relevant staff of the legislation, including that they may be disqualified “by association” (or ensure they have been informed by others such as their supply agency). The school will take steps to gather sufficient and accurate information about whether any member of staff covered by the statutory guidance is disqualified by association and will keep a record of the date disqualification checks were completed, on the Single Central Register. The school will gather this information by requiring relevant staff to complete a self-declaration form.

The school will notify Ofsted of any significant event which is likely to affect the suitability of any person who is in regular contact with children where childcare is being provided. The School will provide Ofsted with the following information about an employee when relevant:

* details of any order, determination, conviction, or other ground for disqualification under regulations made under section 75 of the Childcare Act 2006;
* the date of the order, determination or conviction, or the date when the ground for disqualification arose;
* the body or court which made the order, determination or conviction, and the sentence (if any) imposed; and
* a certified copy of the relevant order;

The school will notify Ofsted as soon as reasonably practicable, and at least within 14 days of the date school became aware of the information.

Prohibition from the management of independent schools

For appointments to relevant roles (including the board of Governors) the school will comply with the duty to check for prohibitions from the management of independent schools through the DBS and NCTL routes as appropriate.

**Temporary Staff**

The school expects supply/temporary worker agencies/contractors that are used by the school to register with the DBS on their own account and to follow their policy or their own comparable policy.  Proof of registration will be required before the school will commission services from any such organisation and identity checks carried out on any staff supplied by such an organisation.

**Internal Appointments**

When appointments are being made where only internal applicants will be considered the school will treat applicants equally and fairly. Normal procedure will be:

* For posts to be advertised electronically and posted on the appropriate staff noticeboards.
* Applicants will be invited to submit a written application within an appropriate time period.
* All shortlisted applicants will be asked the same questions at interview.
* Applicants will be notified of the outcome in a timely fashion and feedback provided if requested.
* Such appointments will be communicated to the wider staff body electronically and posted on the appropriate noticeboards as soon as possible.

The Principal reserves the right to act flexibly and decisively in the matter of internal appointments when it is in the best interests of the school to do so.

**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 will make 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 in paragraph 4.2 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 any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)). 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 Department for Education and Skills and the Department of Health 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, DBS and/or the DfE Children’s Safeguarding Operations Unit (formerly the Teacher’s Misconduct Team).

**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.
* 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:
* against adults: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence; against children or adults: serious class A drug related offences, robbery, burglary, theft, deception or fraud.
* 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 10 years.

**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 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 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.

**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 members of the school’s senior management team and the HR Officer.
* 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.

**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 6 months unless the applicant specifically requests the school to keep their details on file.

**Queries**

If an applicant has any queries on how to complete the application form or any other matter they should contact the Bursar or the Principal as applicable.

**Recruitment policy reviewed: November 2015**

Signed: Principal Date:

Signed: Chair of Governors Date:

**Next Review Due: December 2017**