



## Recruitment, Selection and Disclosure Policy & Procedure

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## Introduction

The School (all schools within the Hampton School Trust) is committed to providing the best possible care and education for its pupils and to safeguarding and promoting the welfare of children and young people. 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 School will comply with all legal obligations. To the extent that this policy document sets out standards that exceed those obligations, those standards will be a non-contractual statement of best practice.

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 their 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 belief, sex or sexual orientation, marital or civil partner status, gender reassignment, pregnancy/maternity, disability or age
- to ensure compliance with all relevant legislation and statutory guidance recommendations including *Keeping Children Safe in Education (KCSiE)* and *The Prevent Duty*
- 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 relevant to the position.

Employees involved in the recruitment and selection of staff will be trained in Safer Recruitment and are responsible for familiarising themselves with and complying with the provisions of this policy. In addition, any external consultants, recruitment agencies or external experts who assist in the recruitment process must act in accordance with this policy.

## Recruitment & Selection Procedure

All applicants 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 not be put forward for consideration. A curriculum vitae will not be accepted in place of the completed application form, but may be submitted as an additional document. The School may check the information provided by an applicant with third parties.

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 applicant is ultimately not appointed, all documentation relating to the application will normally be confidentially destroyed after 12 months of the post being filled. Please also see the School's **Data Protection Policy** for information on the retention of records.

If an applicant has any queries on how to complete the application form, or any other matter, they should contact HR at Hampton School- [hr@hamptonschool.org.uk](mailto:hr@hamptonschool.org.uk)

Applicants will receive a Job Description, including a person specification, for the role applied for. The applicant may be invited to attend a **formal interview**, at which their relevant skills and experience will be discussed in more detail. The interview panel will include at least one person trained in Safer Recruitment. UK Visa & Immigration has granted Hampton School an application as a licensed sponsor under the Skilled Worker route. The Skilled Worker requirements, skill level, appropriate rates of pay and evidence that there is a genuine vacancy must be met before a certificate of sponsorship can be issued. All offers of employment are subject to the right to work in the UK being evidenced.

The School will consult <https://www.gov.uk/check-job-applicant-right-to-work> for up to date information.

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

- Agreement of a mutually acceptable start date and the signing of a contract (where appropriate) 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 DBS which the School considers to be satisfactory
- Confirmation that the applicant is not named on either the Children's Barred List or the Adult's Barred List administered by the DBS
- Verification of the applicant's medical fitness for the role from the School's medical adviser
- The School being satisfied with all other pre-employment checks, including online checks and being satisfied that the applicant is not otherwise an inappropriate person to be appointed.

Where it transpires that a successful applicant provided incorrect or incomplete information during the recruitment process with a view to improving their chances of being appointed, the likely consequence is dismissal without notice, regardless of whether or not that information would have affected a recruitment decision.

The School has a policy of not giving feedback to unsuccessful candidates and as such any requests will be politely declined.

## Medical Fitness

The School will verify the medical fitness of anyone to be appointed to a post at the School. This will take place **after** an offer of employment has been made but **before** the appointment can be confirmed.

It is the School's practice that all applicants to whom an offer of employment is made must complete the online health questionnaire provided by Medwyn (the School's independent Occupational Health provider). The medical advisor may contact the applicant by phone for further details. If the School's medical advisor has any doubts about an applicant's fitness, the School will consider reasonable adjustments in consultation with the applicant. The School may also 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 Equality Act 2010. No job offer will be withdrawn for reasons relating to any disability before considering and taking appropriate steps, such as consulting with the applicant, considering medical evidence, considering reasonable adjustments and suitable alternative employment.

## Pre-Appointment Checks

In accordance with the recommendations set out in statutory guidance, KCSiE and the requirements of the Education (Independent School Standards) (England) Regulations 2014, the School carries out a number of pre-appointment checks in respect of all prospective employees.

### a. Verification of Identity and Address

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

- Passport and/or driving licence;
- At least one valid proof of address (i.e. utility bill or financial statement from a bank or building society issued within the last 3 months) showing their name and home address; original documents confirming any educational and professional qualifications referred to in their application form;

- Where an applicant has changed their name by deed poll or any other means (e.g. marriage, divorce, adoption, statutory declaration), they will be required to provide documentary evidence of the change;
- Evidence of date of birth from all applicants in accordance with the Independent Schools Inspectorate (ISI) Regulatory Requirements. Proof of date of birth is necessary so that the School may verify an applicant's identity and check for any unexplained discrepancies in their employment or educational history.

## **b. References**

Where possible, references will be taken up on short-listed candidates prior to interview.

All offers of appointment will be subject to the receipt of a minimum of two references that the school considers satisfactory. 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 an employer with whom the applicant most recently worked with children (if possible). 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 that they have applied for 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 including person specification for the role that 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, absence 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
- Information about health-related absence (as opposed to generic information about total periods of absence) is only to be sought in reference requests sent out after the offer of employment is made

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.

## **Contractors and Agency Staff**

Contractors engaged by the School must complete the same checks for their employees that the School is required to complete for its staff. The School requires confirmation that these checks have been completed before the Contractor or their staff can commence work at the School.

Agencies (employment businesses) who supply staff to the School must also complete the pre-employment checks that the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School.

## Induction and Training

The School is committed to Safer Recruitment practices and promoting the safety and wellbeing of all pupils. Every new member of staff working at the School and new self-employed contractor, where appropriate, receives induction training, involving but not limited to:

- Hampton School Trust Safeguarding Policy
- Hampton School Trust Missing Child Policy
- Hampton School Trust Staff Behaviour Policy
- Hampton School Trust Whistleblowing Policy
- Hampton School Trust Staff IT Acceptable Use Policy
- Hampton School Behaviour, Rewards, Sanctions, Discipline and Exclusions Policy
- Hampton Pre-Prep & Prep School Good Behaviour-Rewards-Sanctions-Exclusions Policy
- Keeping Children Safe in Education (KCSIE) – staff are required to sign to confirm they have read and understood Part 1 of KCSIE

All members of staff and Governors will undertake appropriate safeguarding training, which will be updated regularly in accordance with the guidance.

In accordance with the **Prevent Duty** (which states that all schools are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have 'due regard to the need to prevent people from being drawn into terrorism') staff training is also provided in eSafety to identify those at risk of radicalisation.

## Disclosure and Barring Service (DBS) and Recruitment of Ex-Offenders

The School applies for an enhanced disclosure from the DBS in respect of all prospective staff members, governors, contractors and volunteers. Please refer to the School's **Disclosure and Barring Service Disclosure Policy** (A08) for further information ([click here](#)).

## Personal Data

All personal data collected in accordance with this policy shall be processed in line with the School's **Data Protection Policy** and **Records Management Policy** - [click here](#).