

Safer Recruitment and Selection Policy and Procedure (Trust)

Related Policies

- Child Protection Policy (Trust)
- Complaints Policy
- Confidentiality Policy
- Data Protection Policy
- Equality & Diversity Policy (Trust)
- New Staff Induction Policy
- Staff Code of Conduct
- Summer School Recruitment Policy

1. Introduction

This recruitment and selection policy has been produced in accordance with the statutory guidance *Keeping Children Safe in Education 2016*. This policy aims to ensure that safer and fair recruitment and selection is conducted at all times at Bede's (encompassing all schools within St Bede's School Trust Sussex). To achieve this, those who are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection at Bede's. Bede's expects all staff and volunteers to share this commitment. Bede's is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to our performance and fundamental to the delivery of a high-quality service.

This policy applies to all Bede's employees, governors and contractors responsible for and involved in the recruitment and selection of all staff and should be read in conjunction with Bede's Safer Recruitment and Selection Procedure which is below.

The ultimate responsibility for recruitment and selection lies with the governing body. The governing body has delegated the responsibility to the relevant Head for appointing staff. Bede's HR Team will support, be involved in and agree the recruitment process, and will provide professional advice and guidance on all aspects of the process.

2. Aims and objectives

- To attract and recruit the best candidates for all roles.
- To ensure all staff adhere to all safeguarding measures within the process at all times.
- To present Bede's professionally at all stages of the process.
- To ensure consistency of approach when interviewing and selecting the best candidate for each role, using a fair and measured approach and following the Trust's Safer Recruitment and Selection Policy.

- To positively demonstrate the Trust's Equality and Diversity Policy (Trust), ensuring all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, religion, age, sex, gender reassignment, disability, pregnancy and maternity, sexual orientation and marriage or civil partnership.
- To ensure the most cost-effective use is made of resources in the recruitment and selection process

3. Principles

- Only authorised positions may be advertised.
- All Trust recruitment processes and paperwork must be completed and approved.
- All jobs will be advertised internally where appropriate via email and the Trust's website.
- Only approved selection procedures including competency-based interviews and appropriate tests must be used for each role.
- At least one member of the interview panel will have completed the safer recruitment in education training.
- Internal applicants should be given every opportunity to apply.

4. Equal Opportunities

As a Trust we must not discriminate against any employee or candidate. We must ensure we are fully compliant with the Equality Act 2010 where we do not discriminate on the grounds of race, religion, age, sex, gender reassignment, disability, pregnancy and maternity, sexual orientation and marriage or civil partnership. Bede's acknowledges that unfair discrimination can arise on occasion and so will ensure that the Trust's Equality and Diversity Policy (Trust) is the foundation for all its activities.

The Equality Act makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

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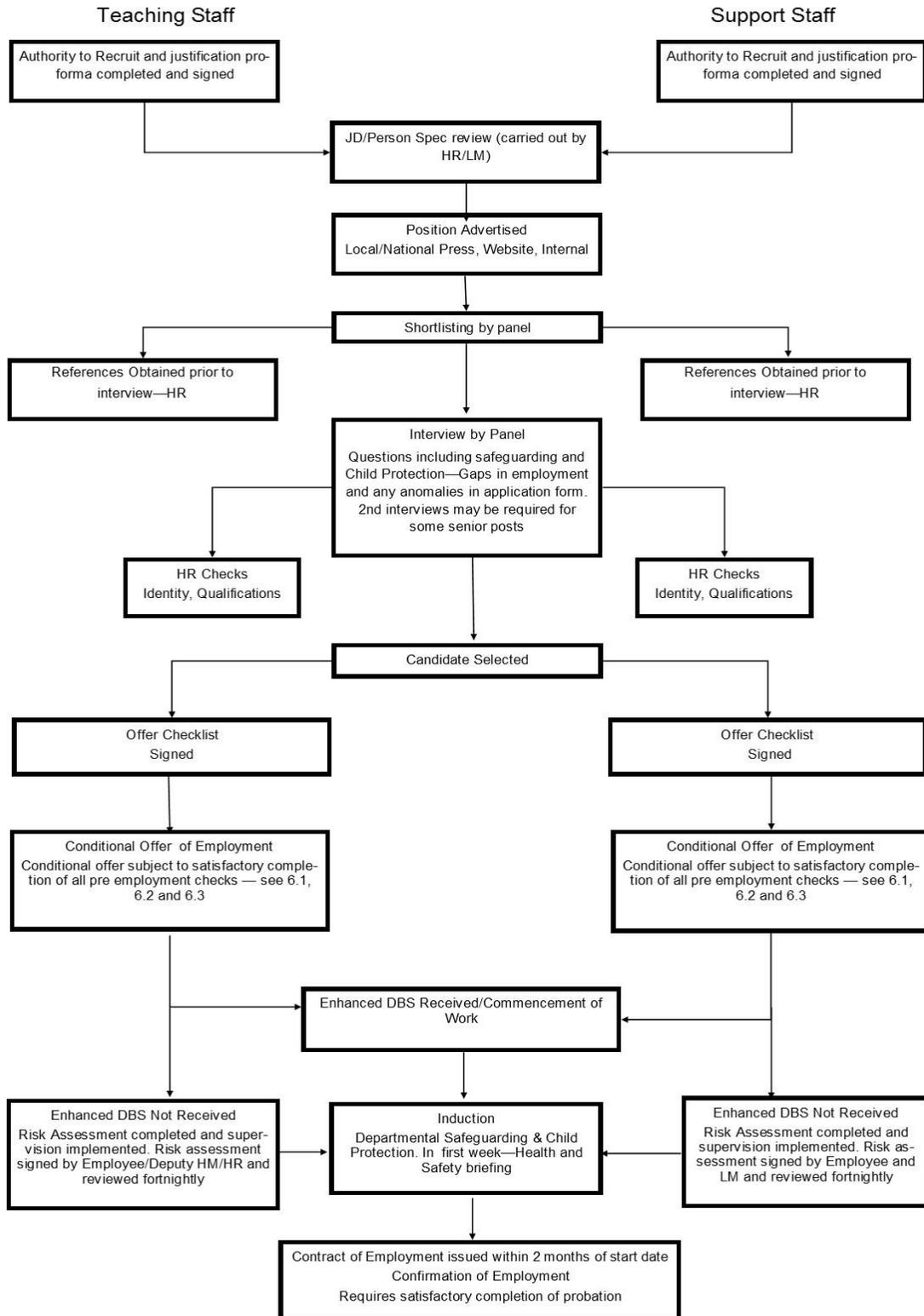
PROCEDURE

This procedure is designed to assist the Trust in recruiting the best possible candidates for vacancies in a fair and consistent manner, ensuring that all legal requirements are satisfied. Furthermore, it satisfies the regulatory requirements outlined in the ISI Commentary on the Regulatory Requirements (2017).

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of Bede's. The first experience of Bede's an individual has is important, so the experience should be positive and all those responsible for recruiting will:

- leave a positive image with unsuccessful applicants;
- give successful applicants a clear understanding of the post and what is expected of them;
- strive to reduce the risk of a poor selection decision that can be expensive and may cause line management problems in the future or may not meet Bede's commitment to safeguard children and young people.

This procedure should be followed by all staff who have authorisation to recruit for a vacancy whether the vacancy be for a permanent, temporary, casual worker or contractor position.



1 PRIOR TO RECRUITMENT

1.1 Justification

The first step in all recruitment is to decide if the role is still required and whether the job description and person specification for the role is still appropriate. If the role has changed, the job description and person specification should be amended.

Consideration should be given to how the work could be carried out:-

- Could the work be divided up and carried out by a number of other people?
- Could someone be transferred internally?
- Would it be better to subcontract the work?
- Is the work likely to fluctuate in which case could a temporary/casual worker be better?

1.2 Approval

All positions, external and internal, must be authorised using the 'Authority To Recruit' (ATR) form found on MyBedes. The ATR (Appendix 1) should be signed off by the Head of School for all teaching staff positions before being passed on to the HR Team. The ATR for all Support Staff positions at the Prep School should also be signed by the Head of School. The ATR should be passed to the HR team who will then forward it to the Bursar for sign off. The ATR must include a clear business case for the recruitment. This must give details of like-for-like replacement as well as for new or expanded roles. It must include the proposed method of advertising, considering the costs involved.

1.3 Pay and rewards

- What is the appropriate level of pay for this role?
- If it is a new role, check with HR Department to benchmark market rates.

The recruiting manager (ie the person who oversees the recruitment and selection of the new employee) must ensure that the proposed salary and benefits are at an appropriate level. Some roles will be based on a Trust pay scale, for example teaching posts. Some roles will have their salary set according to budget constraints or by reference to prevailing market conditions (whether locally or nationally).

2 PREPARATION TO RECRUIT

2.1 Recruitment timetable

Before starting the recruitment process, all those involved must consider timescales. Those responsible for recruiting should think backwards from when they need the new person to be in post, consider the length of time the advert is live, what tests and interviews will be carried out, and any pre-employment checks required. Consideration should be given to the School calendar, bank holidays, interviewer holidays, workload fluctuations and the notice period candidates may need to give to their current employer.

If advice is needed regarding the placement of advertisements, please contact the HR team.

2.2 Choosing an Interview Date and Panel

Once a closing date for applications has been decided, the recruiting manager must plan an interview date taking into consideration for example, teaching timetables and panel availability. For academic roles, ideally a single day (two days for senior roles) should be allocated to interview and, if a candidate is unable to make this, one other day in reserve. For support staff there is more flexibility to interview over a number of days.

All interviews must have a minimum of two people on the panel who are familiar with the contents of this procedure. At least one person on the panel must have completed the Safer Recruitment in Education Training – details of who has completed the training are held by the Head of HR

Once an interview date has been decided, interview questions should ideally be drafted and finalised **at least a week** before the interview takes place. For further details on competency based interview questions, please see section 3.5.

2.3 Job Descriptions, Person Specifications and Information Packs

Before the advert is placed, a job description, person specification and information pack (for teaching staff only) should be finalised to enable efficient delivery to interested applicants and to clarify the requirements of the role.

2.3.1 Job Descriptions

All posts need a job description and person specification; please find an example of this in Appendix 2. This should highlight the key components of the role and make clear the responsibilities. Job descriptions are written statements that describe the duties, responsibilities, required qualifications and experience, and reporting relationships of a particular job. They provide an opportunity to clearly communicate the School direction and tell the candidate exactly what you want in your selected person. It also identifies the duties required from an employee in their role and importantly sets clear expectations of what the Trust expects.

In the job description, you should identify:

- The duties of the role
- The reporting lines and location of work
- The skills required
- The knowledge level required
- The attitudes and behaviour the Trust needs to function

Job descriptions must be attached to the ATR for approval.

2.3.2 Person Specification

Once the tasks in the job description have been decided, the knowledge, skills, experience and personal abilities required for the post holder should be identified. The person specification lists these attributes and is unique to each individual role, highlighting which characteristics are essential and which are desirable.

Time must be taken to do this properly as it will help draft the advert and form the basis of your selection criteria.

For an example person specification, see **appendix 2**.

2.3.3 Information Packs (Teaching recruitment only)

The job description and person specification will be included in attached documents on the TES (Teaching Educational Supplement) and the Trust's websites. The Trust's vision and values, information on the School and teaching at Bede's will be included on TES under "about the employer".

2.4 Placing adverts

As a Trust, we must not discriminate against any employee or candidate and ensure we are compliant with the Equality Act 2010.

Adverts will be drafted by the recruiting manager. All adverts should be checked by the HR Team who will ensure every word used in the description is relevant and actually required for the job. If there is any special requirement, e.g. driving licence required for the role, this will be put in the advert. All adverts must enhance the Trust's image, and the correct logo and style must be used. Adverts should state whom applications should be sent to, the method of applying and the closing date for applications.

Adverts for non-academic roles are to be signed off by the HR team; adverts for academic roles are to be signed off by the Head of the School. For an example advert please see **appendix 3**.

Where appropriate, vacancies must be advertised internally as well as externally. Adverts are placed on the Trust's website either before or in conjunction with external adverts.

All posts will normally be advertised. The following will be carried out in connection with the advertising of vacancies:

- a) All vacancies for permanent posts will be advertised to internal staff across the Trust. Roles will usually be advertised externally, although recruitment may be undertaken through an agency where this is the most appropriate route. In circumstances such as restructures of departments, applications for roles may be reserved for affected staff. The school reserves the right to appoint directly without advertising where this is the best approach, for example, where succession planning has been in place or where skills are highly specialised.
- b) All senior academic posts must be advertised internally and externally.
- c) Advertisements will not be confined unjustifiably to those geographical areas or publications that would exclude or disproportionately reduce the numbers of applicants from a particular racial group.
- d) Advertisements shall not state a specific length of residence or experience in the United Kingdom as a requirement for a vacancy.
- e) Advertisements shall not differentiate between qualifications obtained in the UK and those that are fully comparable but obtained outside the UK.
- f) All applicants for posts will be sent a copy of the Trust's Equality and Diversity Policy (Trust), if requested.
- g) Where an advertisement contains an informal contact point, this shall be for the purpose of expanding on the job details and requirements and not as an informal selection procedure.
- h) For positions which may require a candidate to have a work permit, advertisements will need to be placed for up to 30 days. Please liaise with HR for further information.

HR will inform the recruiting manager when the advert is going live.

3 APPLICATIONS AND SHORTLISTING

3.1 Control of Application Forms

All applications received in the post or by email must have the date received recorded on them.

The Application Form can be found in **appendix 4**.

All applications must go to the HR team either by email or post. Any staff that are given an application form or who receive one by post or by hand, must forward the completed version unopened to the HR department.

All unsuccessful applications should be kept for a minimum of six months in case of a claim of discrimination at the point of selection.

3.2 Shortlisting process

The recruiting manager, with help from HR if needed, will design the shortlisting grid, marking all candidates against the set desirable and required skill levels, experience, and specified knowledge. Once all applications have been received, the recruiting manager will arrange a shortlisting meeting, ideally to include a member of the HR team. The recruiting manager should take this grid to the shortlisting meeting, where the panel will decide which candidates best meet the criteria and they would like to interview.

At the shortlisting meeting, times of interview, interview questions, and interview panel should be decided.

It is not Trust Policy to provide feedback to unsuccessful candidates on their application form at this stage of the selection process.

3.3 Interview Timetable

The interview timetable will be drafted by the recruiting manager or PA to SMT (Prep School only).

3.4 Inviting to Interview

Once candidates have been selected for interview at the shortlisting meeting, HR will (in consultation with the PA to SMT at the Prep School) invite the candidates to interview by email. The email will detail the location, date and time of the interview, what staff will be present at the interview, any tests they will be required to carry out and attach the Visitor's Guide. When detailing the teaching tasks for academic posts, it is important to include a contact, more senior than the vacant role that the candidate can speak to for further information. It is also important that names of other candidates are not disclosed at this stage so candidates must be marked as Candidate 1, Candidate 2 etc.

Invitations will include a request to bring evidence of their identity with them; this is required to satisfy both immigration compliance and the Disclosure and Barring Service (DBS) check. Candidates will also be asked to provide qualification certificates where appropriate. All safeguarding checks are important because offers of employment cannot be made without receipt of these documents.

Once the selected candidates have responded to say that they can attend, HR will email the unsuccessful applicants to inform that they have not been selected for interview.

HR will notify the Porters Lodge and Reception (Senior School) / Front of House Reception (Prep School) of the interview timetable as soon as it has been agreed.

3.5 Interview Questions

There will be various sets of interview questions for the differing tasks identified in the Job Description. These questions should cover elements highlighted in the Job Description and Personal Specification as 'Essential'. For academic posts, this should include, but not be restricted to, teaching and learning, pastoral and extra-curricular activities. For all management posts there should be questions to test the candidate's management and leadership skills. There will also be safeguarding questions, which should be asked by the member of staff who has undertaken the Safer Recruitment in Education training.

All interview questions will be agreed on during the short listing meeting.

When designing the questions sheet the recruiting manager must consider who will be asking which question. This should have been discussed during the shortlisting meeting and finalised to ensure there is no crossover between the different interview questions.

Gaps in employment and education must be checked at formal interview stage. The recruiting manager must check the Application Form for gaps and make a note of these for the Interview Panel to include on their interview questions.

3.6 Interview Packs

HR will prepare and distribute Interview Packs to all members of the Interview Panel. This will include application forms, interview questions, scoring sheets, information on gaps in employment and education, timetable, Job Description and Person Specification, teaching observation proforma and any other additional information.

3.7 Selection tests

There may be a need to carry out tests for candidates that are appropriate to the role in which they are applying; this may be a presentation, written or numerical tests. For academic roles, lesson observation is a key part of the process. All selection tests will need to be scored using ranking. If selection tests are to be used, all applicants should be given the same written information regarding the length of the test, the topic area(s) they will cover and what, if anything, they should prepare in advance. In all cases, care should be taken to ensure that role-related tests are explained in plain written English, that all applicants are subject to the same tests under exactly the same conditions, (excluding any allowances made as 'reasonable adjustments' to disabled candidates) and that presentation topics do not favour any one candidate. It is very important that selection tests are not unfairly discriminatory.

4 THE INTERVIEW

The interview will assess the merits of each candidate against the job requirements and explore their suitability to work directly with, or in a working environment with, children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview, even if there is only one candidate. In exceptional circumstances, e.g. in the case of overseas applicants, the interview may take place via digital means over the Internet.

4.1 Interview panel

A minimum of two interviewers will form the Interviewing Panel. At least one panel member will have successfully completed appropriate accredited training on the Recruitment and Selection process as recommended by the DfE. Where individuals meet the candidate sequentially, at least one of these individuals **must** have had the training. Interviews should not be conducted solely by individuals who are in a personal relationship.

The members of the panel will:

- have the necessary authority to make decisions about appointments and be aware that they act for the Trust in making recruitment decisions;
- be aware of the duty to make reasonable adjustments for a candidate with a disability. Examples of reasonable adjustments could include:
 - changing the interview location;
 - Providing a hearing loop for an applicant with a hearing impairment.

Where a candidate is known personally to a member of the selection panel, it will be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

4.2 Interview

All candidates will report to the Porter's Lodge at the Senior School, or Front of House Reception at the Prep School where they will be given a visitor badge to be worn at all times. The recruiting manager must be available throughout the day to ensure that candidates are always being supervised and that they are in the right place at the right time.

4.3 During the Interview

The interview panel should make notes during the interview of any responses and score each candidate independently. The Data Protection Act allows applicants to request disclosure of such notes and the lack of such notes would seriously impede the Trust's ability to defend a complaint about the recruitment process.

The panel should be careful not to put any derogatory or overly opinionated negative comments on the sheet as it may need to be disclosed at a later date. Responses should be scored according to how well the candidates answered the questions.

In addition to assessing and evaluating the candidate's suitability for the particular post, the Interview Panel will also explore:

- his/her attitude towards children and young people (using a 'values based assessment' approach, as designed and supported by the NSPCC in their *Safer Interviewing Skills Training* work);
- his/her ability to support Bede's agenda for safeguarding and promoting the welfare of children;
- gaps in the candidate's employment history;
- concerns or discrepancies arising from the information provided by the candidate and/or a referee;
- whether the candidate wishes to declare anything in light of the requirement for a DBS check.

If, for whatever reason, references are not obtained before the interview, the candidate will also be asked at interview if there is anything they wish to declare/discuss in light of the questions that have been (or will be) put to his/her referees.

If accommodation is offered as a requirement of the job, this should be discussed at interview to ensure that the accommodation available meets with the needs of the successful candidate.

Immediately after the interview, the candidate should present their identification documentation to HR (Senior School) / the PA to SMT (Prep School). This documentation will be checked, copied and filed with the candidate's application form held centrally in HR. The Prep School's PA to SMT should scan and forward all such documentation to HR.

5 AFTER THE INTERVIEW

5.1 Selecting a candidate – the decision

After interviews, the panel will decide who to appoint and the decision checklist **appendix 6 and appendix 7** should be filled out by the recruiting manager with details of the offer.

All interview notes and interview packs should be returned to the HR department to be retained for a period of 6 months.

5.2 Offer of employment

An offer of appointment to the successful candidate will be conditional upon all of the pre-employment checks having been completed satisfactorily.

For all support staff, the recruiting manager will call the successful candidate and all unsuccessful candidates. HR will follow up with letters to all unsuccessful candidates.

For all teaching staff at the Senior School, the Head will call the successful candidate and a senior member of the Interviewing Panel will call all unsuccessful candidates. HR will send letters to unsuccessful candidates.

For all teaching staff at the Prep School, the Head or the recruiting manager will call the successful candidate and all unsuccessful candidates. HR will then send letters to unsuccessful candidates.

Unsuccessful candidates should not be contacted until the successful candidate has verbally accepted.

It is important that the member of staff making the offer to the successful candidate is confident about the terms of employment and can answer any question the successful candidate may ask. If the candidate verbally accepts, a formal offer letter will be prepared by HR and sent to the individual confirming the anticipated start date and details of the role. The candidate will be asked to sign and return one copy of the offer letter as their formal acceptance of the role on offer.

A formal Contract of Employment will be issued once all pre-employment checks have been completed and signed off by HR. It is a legal requirement for the School to issue this within 2 months of the employee's start date.

5.2.1 Living on Trust Premises

If the successful candidate is offered accommodation, it is their responsibility to ensure that the HR department are notified immediately of any person/family living with them over the age of 16.

In accordance with the National Minimum Standards, it is a requirement that 'all persons over 16 (not on the School roll) who, after April 2002 began to live on the same premises as boarders but are not employed by the school, complete and satisfy an enhanced DBS check'.

There is a licence agreement between the Trust and any person over 16 living in accommodation provided by the Trust (for example, employee's own family or partner). This details the terms of their accommodation, provides guidance on contact with boarders and makes clear they have a responsibility to supervise their visitors. It makes clear that accommodation may cease to be provided if they break the Bede's Child Protection Policy (Trust) incl. EYFS.

Regular visitors to Bede's boarding accommodation must complete and satisfy an enhanced DBS check. Less frequent visitors to Bede's boarding accommodation must be fully supervised at all times to prevent gaining unsupervised access to Bede's boarders or their accommodation.

5.3 Unsuccessful Applicants

For all staff, once the selected candidate has verbally accepted the role and verbal feedback has been given where stated in 5.2 above, HR will send letters to unsuccessful candidates.

Unsuccessful candidates should not be contacted until the successful candidate has verbally accepted.

6 PRE-EMPLOYMENT CHECKS

6.1 References

References for all posts should ideally be obtained before interview. One of these must be at the candidate's current or previous employer. If a teaching candidate is an NQT then this should be from their PGCE tutor or ideally from their School placement. Referees will be sent a reference request letter by HR as well as the reference request form which provides structured guidance on how to respond to the request.

References will cover, as a minimum, employers for the previous five years and typically for the previous ten years. Where an applicant has not been in employment during this period, then independent personal referees will be contacted.

In addition, for successful candidates and as part of our conditional offer of employment stage (see above) direct contact will be made by the Trust (normally by the HR Department) with each referee to verify the reference and a file note of each conversation retained on the employee's personnel file.

6.2 Disclosure and Barring Service (DBS) checks

All roles within the Trust require an Enhanced DBS check to be carried out. Following the offer of employment, HR will inform the individual and send them the relevant online link for completion. ID obtained at interview stage will be used to complete the ID verification; if the ID provided does not satisfy the DBS requirements, then alternative ID must be sought without delay.

If, the candidate informs HR that they are part of the DBS update service, they will sign a form giving their permission for HR to carry out the relevant online check. A result will be received immediately and any up to date information since the issue of the DBS certificate will be noted.

6.3 Pre-Employment Checks

- Receipt of a fully completed and signed Application Form
- Verification of the candidate's identity
- Verification of eligibility to work in the UK
- Verification of the candidate's medical fitness to carry out the job in question
- Verification of qualifications, where required, for the role
- Verification of professional status, where required, e.g. GTC registration, QTS status (unless properly exempted), NPQH
- Verification of successful completion of the statutory induction period (applies to those who obtained QTS after 7 May 1999)
- (For teaching posts) a clear check against the list of Prohibition Orders
- Completion of a Child Care Disqualification form
- An overseas police check for any candidate who has lived overseas for 3 months or more, within the last 10 years.
- (For teaching posts), verification of candidates from countries in the EEA and whether they are subject to a sanction or restriction imposed by another EEA professional regulating authority for teachers (through NCTL Teacher Services System)
- Where relevant, evidence that candidates have not been prohibited from participating in the management of independent schools.

All checks are carried out by the Trust's HR Team. If a disclosure reveals information that a candidate has not disclosed in the course of the selection process, HR will follow relevant DBS guidance and inform the Head as appropriate.

All checks must be:

- confirmed in writing;
- documented and retained on the individual's personal file (subject to certain restrictions on the retention and location of information imposed by DBS regulations);
- recorded on Bede's Single Central Register (SCR);
- followed up where they are unsatisfactory or there are discrepancies in the information provided.

Facts must be reported to the police and/or the Children's Services at the local authority where:

- the candidate is found to be on the Children's Barred List, or the DBS disclosure shows they have been disqualified from working with children by a court;
- an applicant has provided false information that affects their suitability to work with children in, or in support of, his/her application;
- there are serious concerns about an applicant's suitability to work with children.

The School's DSL will liaise with the Local Authority's Designated Officer (LADO) if this should be the case.

Please see **appendix 8** to view the SCR internal review template document.

6.4 Risk Assessment

If all checks have been completed (as above in 6.3 and including a List 99 check) but the candidate is still waiting for their DBS it may be possible for them to start employment under a risk assessment. All checks must be recorded on the risk assessment form which will need to be signed off by the School's Head or Designated Safeguarding Lead (DSL) prior to the start date. The risk assessment must be reviewed fortnightly after the employee has started until the DBS is received.

7 STARTING WORK

7.1 Setting up New Starters (HR Department only)

Completed New Starter Forms should be passed to Payroll along with the newly created personnel file. Cover sheets should be attached to each personal file, completed and then signed off by the Head of HR to ensure that all checks have been completed.

Once all the checks have been completed, including the DBS check, the new starter's details must be entered onto the Single Central Register.

7.2 Induction

7.2.1 Safeguarding training

New support staff at the Senior School - HR will advise the DSL's PA of all new starters in order that the PA can arrange safeguarding training, ideally on or before their first day.

New support staff at the Prep School – HR will advise the PA to SMT of all new starters in order that the PA can arrange safeguarding training, ideally on or before their first day.

New Teaching Staff at both schools – HR or Deputy Head – Personnel and Professional Development will advise the DSL's PA or PA to SMT of all new starters in order that the PA can arrange safeguarding training, ideally on or before their first day.

SALTOs will not be issued to any new staff (teaching and support) until the staff member has completed their safeguarding training.

7.2.2 Other training

New teaching staff at the Senior School – HR will advise Secretary to the Deputy Head - Personnel and Professional Development of all new starters in order that the PA can arrange the appropriate Induction training.

New support staff at the Senior School - HR will advise the Estates Administrator of all new starters in order that the Administrator can arrange the appropriate Induction training.

At the Prep School – HR will advise PA to SMT of all new starters in order that the PA can arrange the appropriate Induction training.

7.2.3 General

HR will also send out an Induction Form to line managers within one week of a new employee joining, for completion within one working month of the new employee's start date. HR will chase the following individuals for unreturned induction forms:

- Deputy Head - Personnel and Professional Development (teaching staff, Senior School)
- Line Manager (support staff, Senior School)
- Line Manager (all staff, Prep School)

Inductions will include the following:

1. A pre-start one day induction programme to be held prior to the commencement of working at Bede's (ie June, November or March)
2. An induction day which forms part of the in-service training at the start of the new term
3. A programme of induction in which there will be seminars, workshops and presentations about aspects of the working life at Bede's over the first five weeks of the first term (at the Senior School)
4. Fortnightly meetings during the first year of employment (at the Prep School)
5. New staff induction booklet (at the Prep School)

7.3 Setting a Probationary Review

All new starters' employment will be subject to a probationary period as detailed in their contract. This allows their progress and skills to be closely evaluated in the given role in order that any shortcomings can be addressed early on in the employment relationship. Before the probationary period comes to an end, there should be a formal probationary review meeting which will involve an evaluation of the employee's performance to date. The outcome will be either that they have passed their probationary period, their probationary period is extended for further review, or their employment is terminated in accordance with their contract of employment.

To ensure that the line manager meets with new staff to review their probation period, HR will send an email to all line managers, advising them of all relevant review dates, any information needed to manage the probationary period and reminders for when their review meeting is due.

8. Complaints procedure

Applicants for employment concerned about the recruitment process should write to the Human Resources Department or the Head of the Senior School in the first instance. This does not preclude them taking the matter to an employment tribunal or civil court.

Any member of staff with concerns about the application of this policy and procedure should refer to the Trust's Grievance Procedure.

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Appendix 1

Authority to Recruit (ATR) Form

You should use this form if you wish to recruit anybody into the School under any contractual conditions including contractors). It should be completed by the recruiting manager who should arrange for sign off in line with the ATR Guidelines.

Please provide as much detail as possible when completing this form. The completed form should then be emailed to HR@bedes.org.

Please note: the ATR form will not be approved unless all sections are fully completed and a Job Description is attached. Failure to supply all information will result in the ATR Form being returned un-approved, which may cause a delay in the process.

Section 2 - Justification	
Please provide evidence to prove that capacity (either hours or skills) does not exist in the current established staffing cohort	
Business Case for the post and within approved budget (to specify exclusion and/or inclusion of on-costs)	
The net cost or savings in the proposal	

Section 3 – Safeguarding Checks				
Will the individual be a head of a teaching department?	Yes		No	
Will the individual be working in or managing settings with provision for children under the age of 5 during the day or under the age 8 overnight?	Yes		No	
Does the individual require access to ISAMS?	Yes		No	

Section 4 – Advertising Details				
Advert Attached	Yes		No	
Please indicate which media you wish to use to advertise this vacancy	Internal		External	
Please detail any further media you may wish to use. (Any potential costs incurred will require Finance authorisation following assessment of quotes sought.)				
Proposed duration of advertisement: (Closing date will be confirmed by HR following ATR approval)				

Section 5 - Authorisations			
a) Headmaster (for teaching staff)			
Signed		Date	
Head of Department – Deputy Head			
Signed		Date	
b) Checked by Payroll Controller			
Signed		Date	
c) Checked by Head of Human Resources			
Signed		Date	
d) Approved by the Head of Finance & Bursar			
Signed		Date	

Appendix 2

Job description

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job title:	
Reporting to:	
Line management responsibility for:	Not applicable
Main purpose of the role: To.	
Background information: The role will be.	

Main duties and responsibilities:

1. To.
2. To.
3. To.
4. To.
5. To.
6. To.
7. To.
8. To.
9. To.
10. Any other miscellaneous duties that may be required.

Person Specification

Bede's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

Requirements		Essential / Desirable	Measured by A, I, E
<u>Education and Qualifications</u>	<ul style="list-style-type: none"> A minimum of 	E	A
<u>Knowledge and skills</u>	<ul style="list-style-type: none"> 	E E D	A / E I / E A
<u>Experience</u>	<ul style="list-style-type: none"> 	E E D E	A / I A / I A / I A /
<u>Personal competencies and qualities</u>	<ul style="list-style-type: none"> 	E E E	I I / E I / E
<u>Other requirements</u>	<ul style="list-style-type: none"> 	D E	I I

Additional Information

- Annual salary: £x
- The appointment is permanent
- Full-time equivalent 30 days' holiday entitlement per annum (5 days of which to be taken at Christmas), plus public holidays.
- Your normal hours of work will be x per week
- All posts are subject to the receipt of a satisfactory DBS certificate, references, medical checks, proof of identity and copies of qualifications, where a requirement of the role.

Written by:
name
date

Appendix 3

Example Advertisement

Teacher of Maths

Required for January 2018 (or for the right candidate August 2018) at this thriving independent school: an enthusiastic and passionate mathematician with the ability to engage and inspire pupils throughout all year groups, teach mathematics to examination level, and to assist in the development of mathematics throughout the school.

Flair as a mathematician is essential as is the ability to be involved in a variety of co-curricular activities. Experience teaching A Level Mathematics would be an advantage.

Further information is available here <http://www.bedes.org/senior-school/about/jobs-at-bedes/teacher-of-maths.aspx>

Applications, with completed form, full C.V. and contact details of two referees, should reach the Headmaster by Wednesday 10th October 2017.

www.bedes.org

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check

Appendix 4

Application for Employment

Name	
Position Applied for	
How did you hear about the vacancy?	

The information provided by you in connection with your application for this vacancy will be treated as confidential by Bede's School. Your application form may be copied for use during the recruitment process.

Further information provided by you will be used to determine your suitability for a position and, if applicable, in determining terms of employment or engagement. It may also be used to monitor recruitment initiatives. If your application progresses further, details may be disclosed to third parties (such as educational institutions, past and present employers, credit reference agencies, etc.) for reasons such as the verification of, or obtaining extra, information.

Bede's School is committed to the safeguarding of children and child protection screening will apply to this post. Some of the information we request in this form is for this purpose.

By signing and returning this application form, you consent to Bede's School using and keeping the information provided by you as outlined above; carrying out references, criminal record or child protection checks as may be appropriate in the circumstances.

Decisions to shortlist candidates for interview are based solely on the information provided on this application form, a covering letter and references. Your application will not proceed without a completed application form. When applying, you should read the job description and person specification thoroughly and ensure all of the points on the person specification are fully addressed.

The completed application form, together with your covering letter, should be returned by email to: recruitment@bedes.org or by post to the HR Department, Bede's Upper Dicker, Hailsham, East Sussex, BN27 3QH. Please note CVs will not be accepted without a completed application form.

In accordance with the Data Protection Act 1998, the information provided on this form will be used in the recruitment and selection process, and may be disclosed to all those who need to see it. It will also form the basis of the confidential personnel record of the successful candidate. If your application is unsuccessful, we may retain any information as required by law or, at our discretion, for up to six months following our final communication with you, unless you tell us otherwise.

Fields marked with an asterisk (*) are mandatory

Personal Details

Title		
Surname*		
Forenames*		
Preferred name		
Former surname(s) (e.g. maiden name or where any previous change of name)		
Address*		
Postcode*		
Phone numbers	Home	
	Work	
	Mobile	
Home email		
National Insurance Number		
Are you eligible for employment in the UK?*	Yes	No
If you are not a UK, EEA or Swiss national, please give details of your permission to work, specifying the type and length of visa or permit.*		
Teacher Registration Number (if applicable)		
Do you have Qualified Teacher Status?		
Have you successfully completed the statutory teachers induction period?		

Fields marked with an asterisk (*) are mandatory

Are you related to/or do you have a personal relationship with any employee or student of Bede's?	
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Have you lived or worked overseas for 3 continuous months or more in the last 10 years? If so, please provide details*			
Do you have a current clean driving licence? (applicable only if duties involve driving)	Yes	No	
For residential posts, please state the number of adults and number of children in your household (<i>Please note that if your application for a residential post is successful, resident adult family members and resident guests will be required to undertake a DBS check</i>)			

Previous Addresses (Please provide previous address history for the last 5 years)

Address*				
Postcode*				
Dates of residence*	From (dd/mm/yy)		To (dd/mm/yy)	

Address				
Postcode				
Dates of residence	From (dd/mm/yy)		To (dd/mm/yy)	

Fields marked with an asterisk (*) are mandatory

Address				
Postcode				
Dates of residence	From (dd/mm/yy)		To (dd/mm/yy)	

Address				
Postcode				
Dates of residence	From (dd/mm/yy)		To (dd/mm/yy)	

Education (Please start with the most recent)

Name of School/College/University	From	To	Qualifications Gained (Subject & Grade)

Other vocational qualifications, skills or training

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied.

Membership of professional institutions relevant to this post

Continue on separate sheet if required

Employment History (Fields marked with an asterisk (*) are mandatory)

Please list below full details of your employment history starting with your **current** or **last** employer, working backwards to your first employer. If necessary, please continue on a separate sheet. Please be aware that in addition to your referees and prior to any appointment, any previous employers may be contacted.

Current employer * (school/company)			
Dates of employment *	From (dd/mm/yy)		To (dd/mm/yy)
Position and main duties *			
Reason for leaving *			
Notice required (or when you could join us) *			
Current rate of pay			

Fields marked with an asterisk (*) are mandatory

Previous Employment

Name of employer (school/company)			
Dates of employment	From (dd/mm/yy)		To (dd/mm/yy)
Final salary			
Position and main duties			
Reason for leaving			

Fields marked with an asterisk (*) are mandatory

Gaps in work history

<p>Please give details of any time not already accounted for (including voluntary work, raising family and unemployment) since leaving school.*</p> <p>Please continue on an A4 continuation sheet, if necessary.</p>	
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Suitability

<p>Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. Continue on a separate A4 sheet if necessary.</p>

Interests

<p>Please give details of your interests, hobbies or skills - in particular any which could be of benefit to the School for the purposes of enriching its extra-curricular activity</p>

Fields marked with an asterisk (*) are mandatory

References

Two references are required for external candidates. **One referee must be your current employer** or, if you are not currently working, your last employer. If you are currently not working the second reference should be a character reference from a professional or academic individual who knows you. **If you have had more than one employer, you must provide two employment references.** For students, the character reference should be supported by a reference from your college/University. Internal candidates are required to provide one referee who must be their current manager.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

Open references provided by you will also not be accepted.

It is Bede's normal policy to take up references prior to interview.

	Reference 1*	Reference 2*
Name		
Job Title		
School/ Company		
Address		
Post Code		
Tel. No		
E-mail		

Declaration
<ul style="list-style-type: none">• I confirm that the information I have given on this application form is true and correct to the best of my knowledge• I confirm that I am not on the Children's Barred List, disqualified from working with children or subject to sanctions imposed by a regulatory body• I confirm that I am not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restrict me from teaching or being involved in the management of an independent school• I understand that providing false information is an offence who could result in my application being rejected (or if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence• I consent to the school processing the information given on this form, including any sensitive information as may be necessary during the recruitment and selection process• I consent to the school making direct contact with the people specified as my referees to verify the reference• I confirm that, to the best of my knowledge I am not disqualified from working in early years' provision or later years' provision.

<ul style="list-style-type: none"> I confirm that, to the best of my knowledge, I am not living in a household with another person who has been disqualified from caring for children 			
Signed		Date	
Where this form is submitted electronically and without signature, electronic receipt of this form by the School will be deemed equivalent to submission of a signed version and will constitute confirmation of the Declaration.			

Criminal record

The appointment for which you are applying involves access to children or the opportunity to have contact with children and is an excepted occupation for the purposes of the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to an enhanced criminal record check and Children’s Barred List check for the Child Workforce from the Disclosure and Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions and “spent” convictions.

The disclosure of a criminal record will not automatically prevent you from being appointed unless the Bede’s Trust considers that the record renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, its relevance to the nature of your employment, how long ago it was committed, what age you were at the time and any other factors that may be relevant.

If you wish to tell us about any criminal record in advance of an enhanced DBS check with Children’s Barred List check being sought, this information should be sent under confidential cover to the person to whom you are making your application. We will not view this information unless you have been shortlisted for interview. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process. If you are not shortlisted for interview, the unopened information will be destroyed securely.

An offer of employment is conditional upon Bede’s receiving an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the School considers to be satisfactory. The School applies for an Enhanced Check for Regulated Activity from the DBS (which includes a check of the Children’s Barred List) in respect of all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application, you will be required to complete a DBS Disclosure form. Any information disclosed will be handled in accordance with any guidance and/or code of practice published by the DBS.

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered ‘spent’ under the Act) must be declared. You are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules which can be found on the Disclosure and Barring website:

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

If you have a criminal record this will not automatically debar you from employment.

It is a condition of your application that you answer the questions below. Before doing so please refer to the DBS filtering rules.

Fields marked with an asterisk (*) are mandatory

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning of been found guilty of committing any criminal offence whether in the United Kingdom or in another country? You are not required to disclose a caution or conviction of an offence committed in the United Kingdom which is subject to the DBS filtering rules (please see following website link: www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates for advice) *	Yes	No
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Is there any relevant court action pending against you?*	Yes	No
If answering 'yes' to any of the above, please provide details on a separate sheet and send this in a sealed envelope marked 'confidential' with your application form.		

Disability

The Equality Act defines disability as “A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”. Long term in this context means likely to last longer than 12 months or likely to recur.

Do you consider yourself to have a disability as defined in the Equality Act?

Yes No Don't know Prefer not to say

If you have answered “Yes” to this question, please indicate under separate cover directly to the HR Department, any special arrangements which you might require if you are selected for interview.

Appendix 5

Teaching Staff: Offer Checklist

Job Title:

Meeting date:

Decision panel:

Criteria	Appointed Applicant: Name
Salary <i>What point on the pay spine?</i>	
Start date <i>How long is the applicants notice period?</i> <i>Do they have any holidays pre-booked?</i>	
ID/Right to work <i>Has this been taken?</i>	
Visa <i>Is appointment subject to a right to work visa?</i>	
Overseas Police check <i>Information's should be clear on candidate's application whether this check is needed or not.</i> <i>If this check is needed the applicant will be required to request this.</i>	
Accommodation <i>Are we providing accommodation?</i> <i>Who would be living there?</i> <i>Spouse, children etc</i> <i>Is the accommodation for a fixed period of time?</i>	
DPs <i>How many?</i> <i>What for?</i> <i>Fixed Term?</i>	
Line Manager <i>Who?</i>	

Date received by HR:

Appendix 6

Support Staff: Offer Checklist
Job Title:

Meeting date:

Decision panel:

Criteria	Appointed Applicant: Name
Salary	
Start date <i>How long is the applicants notice period?</i> <i>Do they have any holidays pre-booked?</i>	
ID/Right to work <i>Has this been taken?</i>	
Visa <i>Is the appointment subject to a right to work visa?</i>	
Overseas Police check <i>Information's should be clear on candidate's application whether this check is needed or not. If this check is needed the applicant will be required to request this.</i>	

Date received by HR:

Appendix 7

SCR INTERNAL REVIEW

Monthly – beginning of each month

- The HR Administrators will carry out an internal audit only looking at the previous month.
- They will go through any issues found on the SCR and complete the table making sure all appropriate actions will take place.

Issues / Notes	Action	To be completed by - date	To be completed by- whom

Termly – first month of each term.

The Designated Safeguarding Leads will carry out an internal audit on the SCR – just looking at the past three months.

- The DSL will then go through any issues found on the SCR with the HR Administrators
- The table below will be completed by the HR Administrators and then the appropriate actions must take place.

Issues / Notes	Action	To be completed by - date	To be completed by- whom