



## CAMERON HOUSE SCHOOL

4 THE VALE, LONDON SW3 6AH

### **POLICY FOR THE RECRUITMENT AND SELECTION PROCEDURE**

The Headmistress and Principal (Proprietor) of Cameron House School are aware of their responsibility for appointing appropriate teaching and support staff, ensuring that all staff have the health and qualifications for the post and are proper and fit persons to be in charge of children and young people.

#### **ISI Regulations: - Part 4 – Suitability of staff, supply staff, and proprietors**

- (a) no such person is barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006(c) or carries out work, or intends to carry out work, at the school in contravention of any direction made under section 142 of the 2002 Act(d) or any disqualification, prohibition or restriction which takes effect as if contained in such a direction;
- (b) the proprietor arranges for the appropriate checks to confirm in respect of each such person to be carried out:
  - (i) the person's identity;
  - (ii) the person's medical fitness;
  - (iii) the person's right to work in the United Kingdom; and
  - (iv) where appropriate, the person's qualifications;
  - (v) an enhanced DBS check (including a vetting and barring list check and prohibition check) is made in respect of any such person and the resulting DBS certificate is obtained within, and not before, three months before regulated activity commences.
  - (vi) an overseas check if the person has lived overseas for more than 3 months in the last ten years (NSPCC recommendation is 5 years).

Cameron House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff and adheres to the guidelines outlined in Keeping Children Safe in Education KCSIE September 2018, the Equality Act 2010, and the school's Child Protection Policy. Subject to statutory provisions, no applicant will be treated less favourably than another because of his or her sex, parental status, race, ethnic or national origin, colour, disability, sexual orientation, religion, or age. Ability to perform the job will be the primary consideration. From 1 October 2010, the Equality Act 2010 replaces all existing equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act.

The Headmistress, Deputy Heads and Proprietor have completed the Safer Recruitment Training (see Training Log) and follow the procedures with due regard and care. Assurance is obtained that appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school's pupils on another site (for example, in a separate institution).

Cameron House takes due regard for Prevent which requires schools to set out clear protocols for ensuring that any visiting speakers, whether invited by staff or by the pupils themselves, are suitable and appropriately supervised. The state sector requirement that one person on every recruitment panel should have received "Safer recruitment" training, is not a legal requirement for independent schools. However, it is recommended we ensure that sufficient relevant staff are trained in safer recruitment processes.

#### **Responsibilities**

All teaching and support staff are appointed by the Headmistress in consultation with Principal and senior staff. It is their responsibility that these guidelines are followed and to identify any training needs for senior staff in recruitment/selection procedures. All paperwork is managed by the recruitment team and is supported by the School Secretary and where necessary/appropriate, the Finance Coordinator.

### **Determining the Requirements for the Post**

In consultation with senior staff, the Head will decide upon the timetable of the selection process, draw up a job description, person specification and other documents to be provided to applicants before the job advert is prepared.

### **Advertising**

All temporary and permanent vacancies will be advertised both internally and/or in the local or national press (often using the TES online service) and elsewhere (i.e. Job Centres, agencies etc.) as appropriate. All vacancy advertisements will include an appropriate statement on equal opportunities and child protection. *In some circumstances, advertising will be restricted to internal applicants in the first instance. This may include the following situations:*

- *A reorganisation of work in a department is being carried out*
- *An existing temporary position is to become permanent.*

### **Contents of the Applicant's Pack**

All candidates are to receive:

- an application form and any explanatory notes about its completion,
- the job description/person specification, outlining the duties and responsibilities of the post and stating that applicant's motivation and ability to create and maintain appropriate relationships and personal boundaries with children are essential qualities for the post. It should identify the qualities required in the ideal candidate for the post, specify the essential and the desirable criteria in relation to experience, qualification and training, skills and abilities, special knowledge and any relevant additional requirements for the post.
- Further particulars on the conditions of service, information on the school and department, timetable for selection process and other relevant information required.

### **Confidentiality**

All staff involved in the recruitment and selection process should treat all information related to applicants in the recruitment and selection as confidential.

### **Relationships with applicants**

In order to avoid possible conflict of interest, employees must not be involved in the recruitment and selection process where they are related to an applicant or have a personal relationship with them. If such a situation arises, the member of staff should declare the relationship to the Head who will make alternative arrangements for another colleague to undertake the selection process.

### **Applicants with disability**

The needs of applicants with disability will be taken into account during the recruitment and selection process. Such applicants who meet the essential criteria in the person specification will be guaranteed an interview and considered on their abilities. A pre-interview questionnaire is completed by candidates to enquire if they require any additional assistance or arrangements we can assist with in order for them to attend the interview and carry out the role.

### **Initial Contact**

The Headmistress or School Secretary will deal with all formal enquiries from applicants. The initial contact that an applicant makes with a school is important in deterring applications from unsuitable people. A clear message should be sent out that appointments are conditional on DBS, other relevant clearance checks and satisfactory references; that referees will be asked to comment on the suitability of the candidate to work with young people; that the completed application form must describe the employment record in months as well as years (to reveal any gaps); and that referees should include a referee who is able to comment on the candidate's suitability to work with children.

### **Requirements for applications**

Applications are to be by letter, accompanied by a CV and a completed application form. The application form will include a declaration that the post is exempt from the Rehabilitation of Offenders Act 1974 and that all convictions must be declared. It will state that giving false information is an offence and may result in summary dismissal.

### **Number of referees required**

References are sought directly from at least two referees on all short listed candidates prior to interview, including internal ones, one of which should be from the current or most recent employer.

### **Information to be requested in references**

References requested are to include specific questions regarding the suitability of the candidate for a post which involves extensive contact with children. Referees will be asked to declare that they believe the applicant to be entirely suitable to work with children and to give factual information on any allegations, disciplinary action or expressed concerns about the candidate's behaviour towards children. Incomplete references should be followed up by telephone enquiry. All references obtained should be treated as confidential.

### **Short-listing Procedure**

All applications are considered by appropriate senior members of staff. Any anomalies, discrepancies or gaps in employment history are to be noted and are to be thoroughly investigated at interview. Incomplete application forms will be returned for completion. All candidates will be assessed equally against the criteria contained in the person specification without exception or variation, using a standard assessment form. A shortlist of candidates for interview will then be drawn up. Confidentiality must be maintained throughout the process.

### **Invitation to Interview**

All candidates invited to interview for a post are entitled to full professional information. In addition to the arrangements for interviews - time and place, directions to the venue etc. the invitation should remind candidates about how the interview will be conducted and the areas it will explore including suitability to work with children. Candidates will also be asked to complete the pre-interview questions (see above).

Information about the interview schedule, who will undertake the interview and the timescale for decisions about the post and for communicating them, should be given. Before the interview any gaps in employment history should be identified and checked. During the interview they should be explored. When the interview process is to include observed teaching by the candidate, it is good practice that full and clear details of the teaching task(s) and the evaluation process to be given to the candidate as far in advance as possible.

All candidates should be instructed to bring with them documentary evidence of their identity that will satisfy DBS requirements, i.e. either a current driving licence or passport including a photograph, or a full birth certificate, plus a document such as a utility bill or financial statement that shows the candidate's current name and address, and where appropriate change of name documentation.

Candidates will be asked to bring documents confirming any educational and professional qualifications that are necessary or relevant for the post. If the successful candidate cannot produce original documents or certified copies written confirmation of his/her relevant qualifications must be obtained from the awarding body. Applicants should be asked to specify any particular support that they may need in order to attend and participate without disadvantage – this is included in the pre-interview questionnaire. A copy of the documents used to verify the successful candidate's identity and qualifications must be kept by Headmistress and Finance Coordinator for the confidential staff files.

### **Composition of the Appointments Panel**

The selection process for people who will work with children will always include a face-to-face interview. Interview will assess the merits of each candidate against the job requirements and explore their suitability to work with children. A set of questions and issues to be explored with each candidate is to be decided prior to interview and the structure of the interview should be agreed in advance. Follow up questions will be asked at interview and these are likely to be different for each candidate.

Applicants for all posts are to be formally interviewed by no less than two people (either separately or as a panel). Interview and visit procedures will vary according to the post, but will include a tour of the school, introduction to relevant members of staff and, in the case of teachers, will usually include teaching a lesson. Candidate assessment forms are to be completed by all interviewers and a meeting held post interview to discuss the candidates.

It is important that the interview is structured and at least these questions are asked and answered satisfactorily:

- What is their motivation for applying for this job?
- What is the explanation for any gaps in employment?

- What experience has the candidate had in relation to the post?
- Have they had any problems with their relationship with children and young people?
- Have they had any involvement with the police?
- What is an appropriate pupil / adult relationship?
- What is their understanding of British Values?
- What would the candidate do if they had any concerns about a child?

All interview records, including interview notes, are securely filed for six months after which those for unsuccessful applicants are to be destroyed. No offer of employment should be made during the interview. However, applicants must be given an indication of when and how they will be advised the result of the interview/selection process.

The successful candidate will usually be contacted by telephone as soon as is practical once a decision has been reached.

### **Conditional offer of appointment**

A formal job offer is made in writing, but is subject to verification of identity, receipt of satisfactory written references, and Enhanced DBS and other clearance checks and assurance of health and physical capacity to work. No-one should be allowed to commence employment unless all checks have been completed unless circumstances are exceptional and the Headmistress is satisfied that there is insignificant danger. A contract will then be drawn up and issued once all checks (including the prohibition check) have been satisfactorily completed and qualifications and references checked.

### **Overseas Candidates**

Where an applicant who does not have permission to work in the UK has been appointed, the offer will also be subject to obtaining a work permit. The Finance Coordinator will arrange the paperwork for the work permit.

### **Expenses claims**

Reasonable travelling expenses may be paid on request.

### **Unsuccessful candidates**

In the interests of open professionalism, all unsuccessful candidates for posts should be entitled for feedback on the reasons why they were not selected for the post and on their performance during the interview process.

### **Post Appointment Induction**

There is an induction programme for all newly appointed staff and volunteers, including teaching staff, regardless of previous experience. A mentor is appointed for the first year of employment.

### **Documentation**

All documentation relating to the recruitment and selection process should be returned to the Headmistress at the end of the process. For unsuccessful candidates, records will be kept for a period of 6 months after the appointment has been made, this should include all the notes made.

### **Disqualification By Association**

From September 2018, schools are no longer required also to establish whether a member of staff providing, or employed to work in, childcare is disqualified 'by association

Policy Reviewed: Dina Mallett September 2018

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Next Review: September 2019