



## RECRUITMENT POLICY

This policy refers to both the Senior School and Bootham Junior School (including the Early Years Foundation Stage.)

### Purpose

The following procedures should be followed in the recruiting of staff to all posts at Bootham School. The procedures are designed to ensure compliance with the Department for Education (DfE) Keeping Children Safe in Education (KCSIE) document, Part 3, to ensure school creates a culture of safe recruitment and adopts procedures that help deter, reject or identify people who might abuse children, and to promote equal opportunity, fairness, and transparency and result in the appointment of the right person for the post. Bootham School is committed to safeguarding and promoting the welfare of children and young people, and all job applicants must undergo child protection screening appropriate to the post. Bootham recognises that it is an offence to knowingly employ any person, or take on a volunteer, who is barred from undertaking regulated activity. All regular work for the school which offers opportunity for contact with children is 'regulated activity' and is subject to safer recruitment checks. This encompasses the vast majority of posts.

Bootham School is committed to ensuring that equality of opportunity is an integral part of the recruitment process. All recruitment and selection systems will aim to be fair, consistent and valid. Applicants will only be shortlisted and selected on the basis of individual merit and ability to undertake the position for which they applied.

### 1. Vacancies

1.1 All vacancies shall normally be advertised. Advertising will usually be both within the school and externally via the school website. It may also include placing adverts in relevant professional journals and other media and on on-line jobs websites, as appropriate. Such advertising may not necessarily happen in cases of restructuring, nor at other times at the discretion of the Head or Bursar. All adverts will include the statement:

*Bootham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*All appointments are subject to a satisfactory DBS Enhanced Disclosure and other safeguarding checks.*

1.2 Appointments can only be made by the Bursar, the Head or the Head of the Junior School, although they may delegate the responsibility to another senior member of staff, maintaining final approval of the appointment.

1.3 All advertised jobs will have a job description and person specification relating to the competences required in the post. It is the responsibility of the appropriate Head of Department/Manager to produce an accurate job description and person specification for the vacant post, in conjunction with the HR Manager, using the school's standard JD format.

1.4 Applications will only be accepted if made on the school's job application form. CVs are not acceptable. As part of the school having regard to KCSIE, a full employment history is required for every applicant. Any gaps or omissions will be questioned at interview and checked against references.

## **2. Recruitment Schedule**

2.1 The key stages and dates for the whole recruitment and selection process, i.e. advertising, closing date, short listing date and interview dates must be agreed in advance of advertising. This ensures that the dates are realistic, and that key individuals have the necessary dates logged in their diaries in advance. It will also enable dates of interviews to be included in job adverts and in further particulars for the information of applicants.

Where possible, candidates will be given at least one week's notice of invitation to interview.

## **3. References**

3.1 All offers of employment will be subject to the receipt of two satisfactory references. One of the references must be from the applicant's current or most recent employer. If the current (or most recent) employment does/did not involve work with children, then one referee should be from the employer with whom the applicant most recently worked with children. If the applicant has not worked with children before, references will be sought from their two most recent employers. No referee should be a relative or someone known to the applicant solely as a friend.

3.2 Referees will normally be contacted prior to interview for teaching positions. Candidates who do not wish their current employer to be contacted prior to interview will be notified that any job offer is subject to a satisfactory reference from their current employer.

3.3 Referees will be provided with a copy of the job description and person specification for the role which the applicant has applied for. Referees will be asked questions relating specifically to the candidate's suitability for the job and their suitability to work with children.

3.4 No member of staff may start prior to receipt of two satisfactory references.

3.5 Where a reference is taken over the 'phone, detailed notes will be kept, dated and signed.

3.6 References will only be acceptable where received directly from the referee. Testimonials provided by the applicant or open references will not be acceptable.

3.7 The recruitment panel will compare an applicant's references with 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.

3.8 If a reference is not received in good time, the HR Manager will chase the referee, or request a suitable alternative referee be supplied.

## 4. The Interview Process

4.1 The School will short list applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. There is no obligation to shortlist internal applicants. Where an internal applicant is not short-listed they will promptly be given accurate and honest feedback, in a confidential manner, on the reasons for non-selection. External applicants who are not short-listed will not normally be given feedback.

4.2 Notes of the criteria used and the relevant score or mark for each candidate must be accurately recorded and will be kept by the HR Manager for 6 months in case any individual submits a complaint for non-selection.

4.3 The HR Manager will notify all applicants of the outcome of the shortlisting exercise. Short-listed applicants will then be invited to attend a formal interview/selection process at which their relevant skills and experience, including their suitability to work with children, will be discussed in more detail. The selection process may involve a variety of tasks, and for a teaching post will always involve the candidate being observed teaching a lesson.

4.4 All formal interviews will have a panel of at least two people, chaired by the Head/Bursar or another designated senior member of staff. All appointment panels will include at least one person who has undertaken Safer Recruitment training. The Clerk of the Committee should chair the panel for the Bursar's and Head's appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should withdraw from the panel.

4.5 All candidates invited to interview will be asked to bring with them:

1. Proof of identity in the form of a current driving licence including a photograph or a passport or a full birth certificate;
2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
3. Where appropriate any documentation evidencing a change of name;
4. Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK;
5. Proof of qualifications in the form of original examination certificates. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

4.6 All candidates invited to interview will be asked to advise the school in advance of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

4.7 Interviewers will agree in advance a list of job-related questions for each candidate. All candidates will be asked the same questions; supplementary questions/ further probes may be asked in response to particular answers.

4.8 The interview panel will be responsible for reviewing the candidate's application form and exploring any gaps in job history or any missing information. Notes about explanations or evasions will be made. Questions related to issues of child protection and safeguarding must be asked of all candidates, irrespective of the post.

4.9 In accordance with the Equality Act 2010 no discriminatory questions will be asked about any protected characteristic (that is age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex or sexual orientation).

4.10 One interviewer will ask if the candidate would require any reasonable adjustments to be made in order for them to take up the post. The response to this question will not affect the appointment decision. If the candidate appointed does require reasonable adjustments these will be discussed with them, and the school will carry out adjustments considered necessary and reasonable, in order for them to carry out their duties effectively.

The school is an equal opportunities employer and welcomes applications from all candidates. Questions relating to medical fitness will not be asked during the interview process.

4.11 All prospective employees are asked to complete a pre-employment health declaration after they have passed the interview and have accepted a conditional offer of employment at the school. This is appended to this policy. All prospective employees whose post will involve food handling are asked to complete a separate health questionnaire. Depending on the declaration made, the individual may be requested to complete a fuller health questionnaire and return it confidentially to the school health centre, where it will be professionally assessed and stored confidentially, unseen by the recruiting panel.

4.12 Written notes will be made at all interviews and securely retained for 6 months after which they will be securely destroyed in line with GDPR requirements.

4.13 Following the selection process, the selection panel will convene to discuss their assessments of each candidate against the requirements of the post. Where there is unanimous agreement, a conditional appointment can be offered, subject to the required safeguarding checks. Where there are differences in ranking, each panel member should discuss the merits and shortcomings of each applicant against the person specification until a consensus is reached.

4.14 The selection panel may identify a potential 'reserve' candidate (where they meet the criteria) in case the first choice declines the offer.

4.15 The decision of the selection panel is final.

4.16 The Head, Bursar or the HR Manager will notify the successful candidate of the outcome of the process and the HR Manager will issue a conditional offer of employment. Unsuccessful external candidates will also be notified promptly in writing. The chair of the selection panel will notify unsuccessful internal candidates promptly and give accurate and honest feedback, in a confidential manner, on the reasons for non-appointment

4.17 All employment with the school is conditional upon the following:

1. receipt of at least two satisfactory references at least one of which should be from the most recent employer, and both of which confirm that the referee knows of no reason the applicant should not be allowed to work with children;
2. receipt of a satisfactory enhanced DBS certificate, and if appropriate, a check of the Children's Barred List maintained by the DBS;
3. if a candidate has used the DBS Update Service (the portable service) a separate check of the Children's Barred List will be made in advance of the person starting work in regulated activity;
4. Individuals who have lived or worked outside the UK must undergo the same checks as all other staff including a DBS check even if they have never been in the UK.

In addition, further checks will be made so that any relevant events that occurred outside the UK can be considered. These checks could include, where available:

- criminal records checks from the country in which the candidate has worked
  - obtaining a letter of professional standing from the professional regulating authority in the country in which the candidate has worked.
5. for a teaching candidate, a check that the candidate is not subject to a prohibition order issued by the Secretary of State;
  6. a clear check, where appropriate, of the childcare disqualification (disqualification by association) process;
  7. where the candidate will be taking part in the management of the school, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching heads of department;
  8. verification of identity against official documents such as a passport, photocard driving licence or birth certificate, plus photographic evidence and evidence of current address;
  9. evidence of the right to work in the UK, for example UK passport; UK birth or adoption certificate; biometric residence permit. Bootham School is aware of the rules for employing migrant workers and of the fines that could be imposed for engaging an illegal worker;
  10. verification of medical fitness;
  11. proof of declared qualifications;
  12. receipt of an enhanced DBS certificate for any adult or child over 16, not employed by the school, who will be living with the candidate in the same premises as students;
  13. the agreement of a mutually acceptable start date and the candidate signing Bootham School's contract of employment.

4.18 A checklist is completed for every appointment to ensure that all these stages have been satisfactorily completed. At the end of the recruitment procedure the checklist is filed on the personnel file along with copies of the relevant documents required in the safer recruitment process.

## **5.Criminal Records Policy**

5.1 The School will refer to the DfE document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

5.2 There are limited circumstances where the school may accept a check from another educational institution, as follows:

5.3 Where the new member of staff ("M") has worked in: -

- (a) A school or a maintained school in England in a position which brought M regularly into contact with children or young persons;
- (b) A maintained school in England in a position to which M was appointed on or after May 2006 and which did not bring M regularly into contact with children or young persons; or
- (c) An institution within the further education sector in England or in a 16 to 19 Academy in a position which involved the provision of education or which brought M regularly into contact with children or young persons,

during a period which ended not more than three months before M's appointment.

In these circumstances the school is aware it may still apply for a DBS disclosure but is not required to do so. A new, separate barred list check will be obtained if the school chooses this course of action.

## **6. DBS Update Service**

6.1 Where an applicant subscribes to the DBS Update Service the applicant must give consent to the school to check there have not been changes since the issue of a disclosure certificate. A barred list check will still be required and the candidate must show an original copy of their DBS certificate before confirmation of appointment.

## **7. If Disclosure is Delayed**

7.1 If the DBS is delayed, it is considered good practice to review supervision arrangements every 2 weeks and Bootham School will do this. Therefore, a short period of work will be allowed under certain conditions, at the Head's or Bursar's discretion, if an 'enhanced disclosure' is delayed. The Head/Bursar may allow the member of staff to commence work:

- without confirming the appointment;
- after a satisfactory check of the Children's Barred List if the person will be working in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily;
- provided that the DBS application has been made in advance;
- with appropriate safeguards taken (for example, loose supervision);
- safeguards reviewed every two weeks by the Head/Bursar and member of staff;
- the person in question is informed what these safeguards are; and
- that a note is added to the Single Central Register and evidence kept of the measures put in place.

## **8. The Employment of Ex-Offenders**

8.1 The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

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

8.3 Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)".

8.4 It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS 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

8.5 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 DBS 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;
- whether the conviction or caution is 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes, it will not be taken into account);
- 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;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

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

8.7 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.

8.8 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.

## **9. Confidential Retention and Security of Records**

9.1 The school takes the security of data seriously and complies with its obligations under the General Data Protection Regulation (GDPR).

9.2 Discussions about candidates at both shortlisting and interview stage are confidential. All panel papers must be returned to the HR Manager for retention for 6 months, after which they will be securely destroyed. The panel papers relating to the appointed individual will be kept on their personnel file, to which they may have access. Personnel files are kept for a minimum of six years after a member of staff has left Bootham School.

## **10. Single Central Register of appointments**

10.1 Bootham School maintains an electronic copy of a Single Central Register of all staff, volunteers, the proprietorial body (governors), supply staff and those employed by third parties working for or at the school on a long term basis (ie not visiting speakers). The register is maintained in compliance with the regulatory requirements for independent schools and the Data Protection Act 1998. The register shows the date on which each pre-employment check was undertaken and by whom the check was completed (usually the HR Manager or HR Administrator).

## **11. Appointment of Supply / Agency Staff**

11.1 Agency staff are occasionally used to cover short-term operational needs e.g. cover for sick leave or extra staff needed for a specific function. 11.2 Bootham School requires that an agency provides written confirmation that it has obtained a satisfactory DBS declaration in the last three months prior to the individual commencing work at the school unless that person has worked in a school or FE institution in England in the previous three months. Bootham also obtains written confirmation as part of its contract with all employment agencies that they undertake all required safeguarding checks in relation to any person they provide for work at the school and have recorded the date on which the documents were checked. The worker must provide the School with their DBS certificate and proof of identity on their first day.

## **12. Appointment of Contractors**

12.1 The majority of contractors work at the School in secured sites or outside term-time and therefore have no direct contact with students. Pupils should not be allowed in areas where builders are working.

12.2 Any regular contractor working in term time who may have unsupervised contact with the students is subject to an Enhanced DBS Check and other safeguarding checks, and written confirmation of these checks having been satisfactorily carried out should be given by the contractor to the manager who is hiring the contractor's services. When the manager is satisfied with the contractor's written confirmation, it will be passed to the HR Manager for keeping alongside the Single Central Register for inspection purposes. The contractor is required to sign in each day at Reception and to wear their Contractor's badge. Contractors must sign out and return their badge before leaving site.

12.3 Contractors who are on site during term time and have not completed an enhanced DBS check will be required to sign in at Reception, wear a visitor's badge and be supervised by a member of the Estates team or other appropriate member of staff.



### **13. Appointment of Proprietors (Governors)**

13.1 The Clerk to the Committee (Chair of Governors) is registered with the DfE as being responsible for the management of the school. All safeguarding checks will be made in advance of the appointment of members of the committee, or as soon as practicable after appointment.

### **14. Staff who are 'TUPE' Transferred**

14. If staff are transferred under TUPE regulations, information will be passed to the new employer and a note made on the Single Central Register that details have been accepted under TUPE.

<b>Review completed by:</b>	Leadership Meeting
<b>Date:</b>	January 2021 fact and process review
<b>Next full review date:</b>	November 2021

## Appendix 1

### Pre-Employment Health Declaration Form

Name (Block letters)	
Date of Birth	
Job applied for	

Do not answer any of these questions individually. Please see declaration section below for instructions on how to respond.

- Do you have any difficulty in carrying out normal day-to-day activities or gaining access to buildings, claiming stairs, etc.?
- Do you have any medical condition or disability that you believe your employer should be aware of?
- Do you have any medical condition that could affect your ability to do the job for which you have applied, or could affect your safety or the safety of others with whom you work?
- Have you had any medical condition that you think has been caused by or is made worse by work?
- Have you ever been ill-health retired?
- Do you have any difficulty in reading normal print, using display screen equipment or using a computer/laptop?
- Do you have difficulty hearing and in particular using the telephone?
- Do you have any medical condition of which, in your own interest, first aid personnel should be aware?
- Are you undergoing any current medical treatment or have you any treatment or investigation planned?

#### Declaration

"I would answer YES to one or more of the above" Please tick this box to indicate a YES answer: ☐

"None of the above applies to me" Please tick this box if none applies to you: ☐

How many days sickness absence have you taken in the past 2 years? .....

*Note: if you tick the YES statement, or indicate that you have had more than 20 days sickness absence, you will be asked to complete a more detailed pre-employment health questionnaire, which will be confidentially assessed by the School Doctor and held in the School Health Centre, unseen by those recruiting.*

**"I confirm that the declaration provided above is correct to the best of my knowledge and understand that making a false declaration could jeopardise my employment with Bootham School."**

Signature..... Date.....

## Appendix 2

### Confidential Occupational Health Questionnaire

The purpose of this health questionnaire is to obtain information about your present state of health. It is important to ensure your fitness to effectively carry out the duties required of you in your new post. The information you provide is held in confidence and will be retained within the School Health Centre. Your manager will be informed only of your fitness to fulfil the duties required of you.

Should you have any queries or concerns about your past or present history, then please do not hesitate to contact the Health Centre on 01904 683768. It is important that you complete all parts of the questionnaire. If necessary, please continue on a separate sheet. When completed please return to: Alice Ovenden, Nurse Manager, Health Centre, Bootham School, York YO30 7BU.

Full Name		Title Mr, Mrs etc	
Job Title applied for		Maiden Name	
Department		Sex	Male/Female
National Insurance no.		Date of Birth	
Your address & postcode		Home Phone No.	
		GP Phone No.	
GP's Name			
GP Address & postcode		Name and address of next of kin	

(please tick)

	Yes	No	Details
Do you have a disability or impairment which may require adjustments to the workplace or job?			

Have you ever been exposed to any of the following? (please tick)

Asbestos		Chromium		Pesticides	
Noise (requiring ear protection)		Lead		Cleaning agents/chemicals	
Paints/solvents/tars		Excessive dust/fumes			
Other (please specify:					

**In the past two years**, approximately how many days and on how many occasions have you been absent from work or study due to ill health and for what reasons? **If none, please state none.** Give dates to and from where possible.

Have you ever failed a medical or health screen or had any special conditions imposed for any employment service? If yes, please give details on a separate sheet.	Yes	No
Have you ever been retired on grounds of ill health from any previous employment? If yes, please give details on a separate sheet.	Yes	No

(Please tick)

	Yes	No	Please give details including dates
Have you attended hospital, your GP or physiotherapist/ chiropractor for any kind of health problem in the last year?			
Are you waiting for any hospital treatment or to be seen by a specialist?			
Are you taking any tablets, medicines, injections or ointments regularly? If yes, please list and state dose.			
Do you have any impairment which may affect your ability to work safely?			
Do you have an infectious disease?			
Do you remain a carrier of infection e.g. salmonella, Hepatitis B, Hepatitis C, HIV, etc?			

What is your current weight?		What is your height?	
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(please tick)

Do you have or have you ever had any of the following?	Yes	No	Please give details including dates. Continue on a separate sheet if necessary
An alcohol or drug problem?			
A psychiatric illness?			
A course of counselling for psychological problems?			
An overdose or deliberately harmed yourself in any way?			
Illicit drugs within the last 3 years?			
An eating disorder (e.g. anorexia or bulimia)?			
A course of anti-depressants?			
Any mental illness, anxiety, depression, nervous breakdown/debility or other psychological problems not answered above?			
Are you, or do you have reason to think you may be, HIV positive?			
A post-viral fatigue or chronic fatigue syndrome? For example, M.E.			
Heart/circulatory trouble? Raised blood pressure?			
Asthma, bronchitis or any other chest problems?			
Any gastric or stomach disorder? Including gastro-enteritis or food poisoning in the last three months?			
Diabetes?			
Stomach, bowel, kidney or urinary trouble?			
(for female candidates) Menstrual or gynaecological problems?			
Hernia trouble?			
Severe/recurring headaches?			
Fits, blackouts or epilepsy?			
Hearing problems not corrected with a hearing aid?			
Dizziness or problems with balance?			
Eyesight problems not corrected with glasses?			
Difficulty in standing, bending, lifting or other movements?			

(please tick)

Do you have or have you ever had any of the following?	Yes	No	Please give details including dates. Continue on a separate sheet if necessary
Back/neck problems?			
Problems with arms, wrists, hands or fingers (RSI)?			
Skin problems?			
Discharge from eyes, ears, gums/mouth?			
Allergies to anything, including food allergies?			
Treatment for Tuberculosis (TB)?			
In the last 12 months have you had a cough for over 3 weeks, ever coughed up blood or had any unexplained loss of weight or fever?			
Have you had any operations, serious accidents or an illness not previously mentioned?			

I declare that the information I have given on this form is true to the best of my knowledge and belief. I understand that a failure to provide information and/or a submission of inaccurate information relating to my health may result in a breach of contract and disciplinary action being taken against me, which could lead to dismissal.

The School Medical Officer may need to contact your GP regarding the information on your health questionnaire. I agree to this and I am willing to undergo a medical examination if necessary.

Applicant's  
Signature

--

Date

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**FOR OFFICE USE ONLY**

Name of Medical Officer/RN:	
Action Taken:	
Signature:	Date: