



Recruitment and Selection Policy and Procedure for Haileybury

1. Policy

Haileybury is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. Haileybury is also committed to providing a supportive and flexible working environment to all its members of staff. Haileybury recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain teaching and support staff of the highest calibre who will share this commitment.

1.1 Aims and Objectives

The aims of Haileybury's recruitment and selection policy are to ensure:

- The best possible teaching and support staff are recruited on the basis of their merits, abilities and suitability for the position.
- All job applicants are considered equally and consistently.
- No job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.
- Compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education (September 2018) (KCSIE), Disqualification under the Childcare Act 2006 (DUCA), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS).
- Haileybury meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

1.2 Roles and Responsibilities

1.2.1 It is the responsibility of the governing body i.e. Council to:

- Ensure Haileybury has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.
- Monitor Haileybury's compliance with them.

1.2.2 It is the responsibility of the Master, Bursar and other Managers involved in recruitment to:

- Ensure Haileybury operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at Haileybury.
- Promote the welfare of children and young people at every stage of the procedure.

1.2.3 Employees involved in the recruitment and selection of staff and volunteers are responsible for familiarising themselves with and complying with the provisions of this policy.

1.3 Equal Opportunities

- Haileybury is an Equal Opportunities Employer. Haileybury is committed to applying its Equal Opportunities Policy at all stages of recruitment and selection. Short listing, interviewing and selection will always be carried out without regard to age, disability, sex, gender reassignment, pregnancy, maternity, marital or civil partnership status, race (which includes colour, nationality, ethnic or national origins) sexual orientation, trade union membership, religion or belief.
- Any candidate with a disability will not be excluded unless it is clear that the candidate does not meet the minimum criteria outlined in the job and competency profile. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his or her disability. For further details of our Equal Opportunities policy, please refer to the School Website.

1.4 Data Protection

- 1.4.1 Haileybury is legally required to carry out the pre-appointment checks detailed in this procedure.
- 1.4.2 Staff and prospective staff (and volunteers) will be required to provide certain information to Haileybury to enable Haileybury to carry out the checks that are applicable to their role.
- 1.4.3 Haileybury will also be required to provide certain information to third parties, such as the Disclosure and Barring Service and the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership (NCTL)).
- 1.4.4 Failure to provide requested information may result in Haileybury not being able to meet its employment, safeguarding or legal obligations.
- 1.4.5 Haileybury will process personal information in accordance with its Staff Privacy Notice.

1.5 Definition of Regulated Activity and Frequency

- 1.5.1 Any position undertaken at, or on behalf of Haileybury will amount to "regulated activity" if it is carried out:
 - frequently, meaning once a week or more, or
 - overnight, meaning between 2.00 am and 6.00 am, or
 - satisfies the "period condition", meaning four times or more in a 30 day period
 - provides the opportunity for contact with children
- 1.5.2 Roles which are carried out on an unpaid / voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.
- 1.5.3 It is for Haileybury to decide whether a role amounts to "regulated activity" taking into account all the relevant circumstances. However, nearly all posts at Haileybury amount to regulated activity. Limited exceptions could include an administrative post undertaken on a temporary basis outside of term time or voluntary posts which are supervised.

1.6 Disqualification from acting as a Charity Trustee or Senior Manager

Under the Charities Act 2011 it is a criminal offence for a person to act as a trustee or senior manager of a charity when disqualified from doing so. The Deputy Clerk to Council will ensure that all required checks are in place for all those covered by the disqualification rules e.g. members of Council, the Master and the Bursar.

1.7 Supply Agency Staff

Haileybury rarely use Supply Agency staff, however, any Agency who supply staff to Haileybury must also complete the pre-employment checks which Haileybury would otherwise complete for its staff. Haileybury requires confirmation that these checks have been completed before an individual can commence work at Haileybury. Haileybury will independently verify the identity of staff supplied by an agency and will require the provision of the original DBS disclosure certificate before agency staff can commence work at Haileybury.

1.8 Staff Recruited via an Employment Agency

Haileybury acknowledges that the procedures identified above may be varied when employing staff via an Employment Agency. All safeguarding requirements will be covered within any amended process.

1.9 Recruitment of Ex-Offenders

Haileybury will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. Haileybury makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar them from employment with Haileybury. This will depend on the nature of the position applied for and the circumstances and background of any offence(s).

1.10 Disclosure and Barring Service (DBS) policy statement

- 1.10.1 The safety of children and young people is paramount, and Haileybury is fully committed to the rigorous implementation of Disclosure and Barring Service procedures (DBS). As well as ensuring the safety of children and young people, the Haileybury seeks to ensure that information released is used fairly and to provide assurance to applicants that this is the case. In addition, Haileybury seeks to ensure that sensitive personal information is handled and stored appropriately and kept for only as long as is necessary. It is a condition of employment and a legislative requirement that any member of the academic staff appointed to Haileybury should be shown not to have a criminal record which might prevent him or her accepting a post at the school. In every case we will apply for an enhanced disclosure. Any offer of employment is subject to a satisfactory outcome to this enquiry.
- 1.10.2 Available on request is Haileybury's policy statement on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure information and the DBS code of practice. These documents can be provided by the Human Resources department. The DBS code of practice can also be accessed via the DBS website www.homeoffice.gov.uk/dbs.
- 1.10.3 In all cases where an applicant has worked or been resident overseas in the previous five years, Haileybury will, where possible, obtain a check of the applicant's criminal record from the relevant authority in that country. In cases where an applicant has worked or been resident overseas more than five years ago, Haileybury will, where possible, obtain a child protection reference from the relevant person or organisation. Such checks will be undertaken prior to the commencement of the appointment.

1.11 Single Central Register (SCR)

- 1.11.1 In addition to the various staff records kept in College and on individual personnel files a single centralised record of recruitment and vetting checks is kept in accordance with the Education (Independent School Standards) Regulations 2014 requirements. This is kept up to date and retained by the Human Resources Office. This register and the processes followed to complete it are checked by the Senior Master and Haileybury's Compliance and Risk Consultant.
- 1.11.2 The Safeguarding and Wellbeing Committee of the Council audit the list of joiners to the staff to ensure that relevant checks have taken place in a timely fashion. From this list they audit a selection of staff files to confirm the work has been completed. The Safeguarding and Wellbeing Committee of the Council vet the HR procedures to ensure they are compliant.

1.12 Ancillary staff, non-employees and/or casual staff e.g. volunteers, helpers, swimming teachers, pool lifeguards, sport coaches and ad hoc activities staff

- 1.12.1 Where these individuals have not had a DBS check undertaken by Haileybury, the vetting requirements should be considered on a case by case basis. With express permission from the Bursar, a person not employed by Haileybury may be allowed on site, provided she or he has been issued with a security identity badge and is accompanied at all times by a member of staff who takes responsibility for supervision and who has the appropriate level of DBS clearance. Before such clearance is given, Human Resources will normally be asked to carry out a risk assessment in order to ascertain which further checks should be undertaken, for example, a Barred List check (or similar) via the Teachers' Pensions Website, identity check and right to work in the UK.
- 1.12.2 Where appropriate, DBS checks will be initiated as well as identity checks, verification of relevant qualifications, overseas police checks, right to work in the UK, receipt of two child protection references, CV with gaps explained, child protection meeting and confirmation of medical fitness. Applications for DBS disclosures will be arranged through the Human Resources Department. The details of these checks are entered onto the Single Central Register (SCR).
- 1.12.3 Individuals will be given a role relevant induction programme which will clearly identify Haileybury policies and procedures, including the Safeguarding and Child Protection Policy, the Staff Code of Conduct, Part One of KCSIE (including Annex A), and make clear the expectations that will govern how they should carry out their roles and responsibilities.

1.13 Retention of Records

- 1.13.1 The school is legally required to undertake certain pre-employment checks. Therefore, if an applicant is successful in their application, Haileybury will retain on their personnel file any relevant information provided as part of the application process. This will include copies of relevant documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help Haileybury to discharge its obligations as an employer e.g. so that Haileybury may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.
- 1.13.2 The above documentation will be retained by Haileybury for the duration of the successful applicant's employment with Haileybury and retained after that in line with current data protection guidelines.
- 1.13.3 If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months, unless exceptional circumstances arise, in which case the individual will be notified.
- 1.13.4 The same policy applies to any suitability information obtained about volunteers involved with Haileybury activities.

2. Recruitment and Selection Procedure for Teaching Staff

2.1 Scope

- 2.1.1 This procedure covers all internal and external vacancies for Haileybury teaching staff. In any selection process this procedure will be adopted and the 'Recruitment and Selection Checklist' will be completed. The 'Recruitment and Selection Checklist' will be filed on the personnel file of the successful teacher as a record that the checks have been completed.
- 2.1.2 It is acknowledged that the recruitment of teaching staff is a highly competitive area and that circumstances arise from time to time which require some flexibility for the Master within our recruitment procedures if Haileybury is to recruit the best possible candidates. Such flexibility will normally only apply for teaching roles which do not attract additional leadership/administrative responsibilities. Notwithstanding the requirement for flexibility within these procedures, the underlying philosophy will be followed.

2.2 Identifying a Vacancy

- 2.2.1 Vacancies are highlighted using the Staffing Spreadsheet. The Master, Deputy Head (Academic) and the Senior Master meet regularly to consider the strategic needs relating to staffing for the next academic year and the staffing needs for up to five years ahead.
- 2.2.2 Candidate Briefs will be reviewed to ensure they are up to date, clear, succinct and still relevant. Candidate Briefs are prepared by the Senior Master and signed off by the Deputy Head (Academic). They include information on the role, the purpose of the position and key responsibilities and/or a clear job description and the date by which candidates should have heard if they have been shortlisted. All Candidate Briefs will contain the post holder's responsibility for promoting and safeguarding the welfare of pupils at Haileybury.
- 2.2.3 The Master and Senior Master plan the timeline for when the vacancy goes live with the TES, the closing date and interview dates. The Master decides the format of the shortlisting, the selection process and who will be involved in the process. One person is charged with exploring the candidate's suitability to work with children at the interview stage.

2.3 Job Description/Person Specification

Job description and person specification details, where included, will be placed within the Candidate Brief. This document should state clearly:

- the main duties and responsibilities of the post
- the individual's responsibility for promoting and safeguarding the welfare of children and young people she or he is responsible for, or comes into contact with
- the qualification(s) and experience required
- the skills and qualities that the successful candidate should be able to demonstrate
- any other requirements needed to perform the role in relation to working with children and young people
- Qualifications, experience, qualities and skills can be sub divided into essential and desirable, if required.

The Candidate Brief will also contain general terms and conditions and a statement regarding salary. Application forms can be downloaded via the Haileybury Website and the TES site.

2.4 Advertising

- 2.4.1 All permanent vacancies and opportunities for additional responsibility must be advertised. All advertisements are signed off by the Master. As a minimum, all permanent internal vacancies must be advertised internally either via internal announcements, email, the Common Room Notice Board or the Haileybury Intranet. Existing employees must feel able to apply especially if supported by their line manager.
- 2.4.2 When there is a need to employ a member of staff for an internal position which holds additional responsibility units, the Master will promote these positions during 'The Half', followed by minutes distributed by the Master's P.A. The Master will ask for interested parties to email him with their interest and then an internal interview procedure will take place, consisting of a two or three member panel. If no colleague applies, the Master and SLT may approach

colleagues that they feel may be appropriate for the position. The appointment will then be announced during 'The Half' or by email. Unsuccessful candidates will be informed via email by the Master.

2.4.3 In respect of internal appointments with no additional responsibility units, the Master or the Deputy Master will promote these opportunities during 'The Half'. All vacancies advertised externally will also appear on the Haileybury website. Unless agreed otherwise by the Master, the Master's PA will be responsible for placing the advertisement. Advertisements must conform to Haileybury's Equal Opportunities Policy and care will be taken with regard to Age Discrimination legislation.

2.4.4 Unless otherwise agreed by the Master, advertisements will follow a standard format. Consideration will be given to the advertisement containing a short description of the post, any qualifications and person specifications required, details of how to apply and whom to contact. Where practicable the advertisement will also contain dates for interviews. Advertisements will contain a statement regarding the need for the successful candidate to undertake a Disclosure and Barring check (DBS). e.g. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers, Prohibition checks and a criminal record check via the Disclosure and Barring Service.

2.5 Application Form

2.5.1 Haileybury will use an application form to obtain a common set of core data from all applicants. For applicants for all types of post the form will require:

- full identifying details of the applicant including current and former names, date of birth, current address and National Insurance Number
- a statement of any academic and/or vocational qualifications the applicant has obtained that are relevant to the positions for which she or he is applying with details of the awarding body and date of the award
- a full history, with no gaps, in chronological order since leaving secondary education, including periods of any post-secondary education or training, and part time and voluntary work as well as full time employment, with start and end dates, explanations of periods not in employment, education or training, and reasons for leaving employment
- details of referees
- a statement of the personal qualities and experience that the applicant believes are relevant to his or her suitability for the post advertised and how she or he meets the person specification
- a declaration of any family or close relationship to existing employees of Haileybury (including members of Council) or Haileybury pupils
- an enquiry as to whether there are any restrictions to the candidates' residency in the UK or any requirements for them to obtain a work permit

2.5.2 Also contained within the application form will be:

- a statement that the post is exempt from the Rehabilitation of Offenders Act 1974
- a statement in respect of the Data Protection Act 2018
- a declaration that, if successful, the candidate is willing to complete a medical questionnaire and, if required, undergo a medical examination and that a medical advisor appointed by Haileybury may consult their own doctor (in accordance with the legislation relating to access to medical records)
- a declaration that, if successful, a Disclosure and Barring check for criminal convictions/actions will be made
- a declaration that the candidate is not subject to any sanctions imposed by a regulatory body, i.e. Teaching Regulation Agency

2.5.3 Haileybury asks for the date of birth of all applicants (and proof of this) in accordance with KCSIE. Proof of date of birth is necessary so that Haileybury may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. Haileybury does not discriminate on the grounds of age.

2.6 Shortlisting

- 2.6.1 For teaching positions which do not involve additional managerial/administrative responsibilities the Master may undertake an informal filtering process and any applications which do not meet the agreed qualifications, experience, qualities or competencies may be immediately discounted.
- 2.6.2 Employment references will be sought on all short-listed candidates before interview (including internal applicants), so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview. Where references have not been returned prior to interview a follow up interview will be arranged with the applicant to discuss any issues arising if required.
- 2.6.3 All interviewers will have a copy of the interview schedule and application forms. The Equal Opportunities monitoring form must be retained by the Human Resources for administration purposes and not passed to the interviewers. All information supplied will be treated in the strictest confidence.
- 2.6.4 When seeking a reference the following information will be sought or identified:
- the referee's relationship with the applicant and the length of that relationship
 - whether the referee is satisfied that the applicant is suitable for the post applied for and evidence to prove such suitability
 - whether the referee is completely satisfied that the candidate is suitable to work with children or to work in an environment where children are present and if not, to provide specific details or concerns
 - the reason that the applicant left, or is leaving, their employment
 - whether the applicant has been subject to any disciplinary proceedings (whether formal or informal) involving issues related to the safety and welfare of children or young people
 - details of any allegations or concerns that have been raised (whether formally or informally) about the candidate which relate to the safety and welfare of children or young people
 - whether the referee is satisfied to the best of their knowledge that the candidate has not been involved in "Extremism", being vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs
 - whether the referee, to the best of their knowledge, knows if the applicant has ever been referred to, or is the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency, any equivalent body in the UK or a regulator of the teaching profession in any other country
 - whether the referee to the best of their knowledge, knows if the applicant has ever been referred to the Department for Education, or is the subject of a direction under the section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school
 - whether the referee to the best of their knowledge, knows if the applicant has ever been the subject of a direction under section 142 of the Education Act 2002
 - whether the referee is aware of any reasons not covered in the reference which would cause them to doubt the applicant's suitability to work in a boarding school
 - any other information relevant to the post
- 2.6.5 The person seeking the reference will remind referees:
- that they have a responsibility to ensure the references are accurate and do not contain material misstatement or omission
 - that relevant factual content of the reference may be discussed with the applicant
 - that open testimonials and references entitled 'To Whom it May Concern' are not accepted
- 2.6.6 Normally two references will be sufficient, provided one is the current or most recent employer. If there is no current employer, verification of the most recent period of employment and reasons for leaving will, wherever possible, be obtained. If the applicant is not currently working with children but has done so in the past, an additional reference will be requested from the most recent employer when the applicant was working with children. All references must be verified by phone, and the information compared and scrutinised against application forms. Any concerns or discrepancies will be noted and discussed with the applicant. Confirmation of the receipt

and verification of these references will be recorded. References for successful applicants will be retained on their personnel file.

- 2.6.7 Where overseas police checks are not received back then additional checks, usually further references, will be undertaken prior to the start date. Notes explaining this course of action will be added to the applicant's file.
- 2.6.8 In addition to references, wherever possible, appropriate Prohibition checks will also be undertaken at this time. Where this is not possible, such checks will be undertaken before an offer of employment has been made. Furthermore, as part of the pre-employment checks, Haileybury reserves the right to obtain such formal or informal background information about an application as is reasonable in the circumstances to determine whether the candidate is suitable to work at Haileybury. This may include internet and social media searches.
- 2.6.9 A decision to interview, shortlist or offer employment will take no account of an applicant's trade union membership or non-membership.

2.7 Interview

- 2.7.1 Shortlisted candidates will be invited for interview. If possible, the invitation will include an outline of the format of the interview and how the requirements of the job will be tested e.g. teaching a lesson. If it is not possible to supply an outline of the format of the interview at this time, these details will be forwarded to shortlisted candidates before the interview. A timetable will be drawn up that provides time slots for interviewing but also includes a decision making meeting. All interviewers will make every effort to be available for the meeting. Should it prove impossible for any interviewer to attend, their views will be sought in some other way.
- 2.7.2 External applicants who are invited to an interview may be sent a map showing the location of the interview and where relevant, a request to supply the original certificates of qualifications and declared membership of organisations and associations that may be relevant to the post. Copies will be taken and kept on the successful candidate's personnel file.
- 2.7.3 To check identity and to facilitate the DBS process, applicants will also be asked to bring to interview information required to process a DBS application e.g. Passport, Driving Licence, Birth Certificate, proof of National Insurance Number and two proofs of address. Any such information provided by unsuccessful candidates will be immediately destroyed.
- 2.7.4 Applicants will also be asked to provide any requisite documentary evidence of their right to live and work in the UK. Human Resources will complete Home Office Form – Right to Work Checklist.
- 2.7.5 At interview:
- all candidates will be interviewed by a minimum of two people though not necessarily at the same time
 - at least one person on the interview panel will have successfully completed an appropriate course in Safer Recruitment in Education
 - candidates may be asked to teach a lesson and where appropriate to provide a portfolio of evidence of past achievements (especially for areas in music, art, drama and design technology)
 - candidates will be assessed according to the job and competency profile, their suitability to work with children or in an environment where children are present, their qualifications, their application form (including gaps and discrepancies) and their ability to fulfil the requirements of the post
- 2.7.6 During the interview, one person involved in the process must take responsibility for exploring issues relating to safeguarding and promoting the welfare of children and young people. For teaching staff, this will usually be Human Resources.
- 2.7.7 Candidates will also be given the opportunity to declare anything in light of the requirement of a DBS check.
- 2.7.8 A summary of each interview will be created for each candidate, which identifies the reason(s) for the decision taken. All such records will be forwarded to the Head of Human Resources and retained for 6 months. The records regarding successful candidates should be retained on their file. All records must include reference to the safeguarding elements of the interview.
- 2.7.9 The College Administrator is responsible for ensuring that this is done.

2.8 The Appointment

2.8.1 Following the interview process a decision has to be made. This decision making process will be documented so that any challenge can be defended with robust answers. It will also provide valuable information to give feedback to applicants. The decisions will be made using the information gathered at interview against the agreed criteria in conjunction with any supporting documentation. The final deciding criteria will be the judged "best teaching ability" and the best fit for the organisation's needs. The final decision will be made by the Master or the Deputy Master in the Master's absence. Someone will be appointed to notify all candidates within an agreed timescale either by letter or phone. All paperwork must be collected together, stored and retained for six months.

2.8.2 The successful candidate will be issued with a letter of appointment (the offer letter) by the Master, copied to the Head of Human Resources.

2.8.3 The letter will state that the offer is conditional upon:

- receipt of at least two satisfactory references (unless already received) and that, in addition, any previous employer/relevant person may be approached by Haileybury*
- verification of the candidate's identity (unless already received)
- confirmation of right to work in the UK
- a satisfactory Enhanced DBS check (including Barred List) and related enquiries, i.e. a check that the candidate to be employed as a Teacher is not subject to a prohibition order (S142, S128** and EEA restriction) issued by the Secretary of State - Overseas applicants should supply the equivalent of a DBS check (where available) from the country in which they are resident. Where applicable, Haileybury will arrange for a translation of the information provided
- completion of a pre-employment medical questionnaire and a satisfactory medical examination arranged by and paid for by Haileybury - Haileybury is legally required to verify the medical fitness of anyone to be appointed to a post at Haileybury, **after** an offer of employment has been made but **before** the appointment can be confirmed. The medical examination may be undertaken by the School Doctor or another suitably qualified medical practitioner nominated by the applicant and sanctioned by the Master
- proof of declared qualifications and associate membership (unless already received)

* Haileybury will, where feasible, contact each previous employer involving work with children to check the reasons that their employment ended, and the candidate's suitability to work with children.

** Haileybury will carry out a S128 check for internal promotions to management positions.

2.8.4 The offer will specify:

- the post appointed and whether full-time or part-time
- the starting salary
- for part-time posts the pro rata full-time equivalent
- that any false claim or declaration made by the applicant may result in a withdrawal of the job offer
- that the appointment is subject to confirmation by the Master on behalf of Council within the first year of employment
- the situation in respect of Haileybury accommodation
- any other relevant information

2.8.5 The Master, through the Head of Human Resources, will issue the Contract of Employment and will request that one signed copy is returned and retained on file.

2.8.6 The Head of Human Resources will also issue a 'welcome pack' which will contain any other relevant employment literature relating to terms and conditions. This pack will include:

- an HR welcome letter which reinforces that any offer of employment is conditional upon the satisfactory outcome of an Enhanced DBS check (including Barred List Check) and related enquiries, i.e. a check that the candidate to be employed as a Teacher is not subject to a prohibition order (S142, S128 and EEA Restriction) issued by the Secretary of State and the receipt of two satisfactory references

- a DBS form for completion and return and a reference point for Haileybury's policy statement on the secure storage, handling, use, retention and disposal of DBS disclosures and disclosure information as well as the DBS code of practice
- a copy of Haileybury's policy statement on the recruitment of ex-offenders
- guidance on child protection, including a wallet sized card identifying the main concepts of Haileybury's Safeguarding and Child protection policy which can be carried at all times for reference
- a teachers' starter form. This should be completed by the employee and returned to Human Resources. This form will request information required by the Inland Revenue (tax status and national insurance number), bank details, previous pension arrangements, etc. Note, any teacher who does not have a National Insurance Number will be required to apply for one from the Job Centre Plus
- details of the Teachers' Pension Scheme
- details of the Private Medical Insurance Scheme in place
- details of Haileybury Employee Support programme
- details of the Marsh Personal Accident Insurance scheme available to teaching staff
- details of Haileybury Childcare Voucher scheme (until the government closes the scheme)
- pre-employment medical questionnaire
- driving form (if applicable)
- All Licenses to occupy College Accommodation are issued by the Bursar.

2.9 Risk Assessment

Members of staff will not be permitted to start work until all the required vetting checks have been completed. Notwithstanding the above, a member of staff may be permitted to start work prior to receipt of an Enhanced DBS check, provided:

- Their Enhanced DBS application has been completed and has been dispatched to the DBS
- A separate check has been completed against the Barred List, before they start work
- All other recruitment checks have been completed, including a minimum of two references
- The member of staff is supervised at all times whilst on campus by someone that has completed all the required vetting checks. The member of staff will be required to sign a declaration that they understand and agree to the supervision arrangements. Such arrangements will be reviewed fortnightly until such time as the Enhanced DBS check has been received
- A risk assessment has been signed off by the Master or Bursar

2.10 Induction Programme

All teachers will be given an induction programme which will clearly identify Haileybury policies and procedures, including the Safeguarding and Child Protection Policy, the Staff Code of Conduct, Part One of KCSIE (including Annex A), ICT Acceptable Use and make clear the expectations that will govern how staff carry out their roles and responsibilities.

2.11 Prevent Duty

All staff are required to undertake the online general awareness training module and provide a certificate on completion.

2.12 Probationary Process

Before a Teacher's employment is confirmed, the Head of Department will have reviewed his or her work and abilities and will have gathered feedback from any other relevant personnel. The Head of Department will report the findings, along with any recommendations to the Deputy Head (Academic), in the first instance.

2.13 Confirmation of Appointment

Copies of the confirmation letters are sent to the Head of Human Resources and the Line Manager will be informed. The end of the recruitment process has been reached.

3. Recruitment and Selection Procedure for Support Staff

3.1 Scope

- 3.1.1 This procedure covers all internal and external vacancies for Haileybury support staff. In any selection process this procedure will be adopted and the 'Recruitment and Selection Checklist' will be completed. The 'Recruitment and Selection Checklist' will be filed on the personnel file of the successful candidate as a record that the checks have been completed.
- 3.1.2 It is acknowledged that the recruitment of support staff is a highly competitive area and that circumstances arise from time to time which require some flexibility within our recruitment procedures if Haileybury is to recruit the best possible candidates. Notwithstanding the requirement for flexibility within these procedures, the underlying philosophy will be followed.

3.2 Identifying a Vacancy

- 3.2.1 For new posts consideration will first be given to the re-organisation or re-evaluation of the existing workforce before agreeing a vacancy exists. All vacancies will be agreed with a member of the Senior Leadership Team (SLT). Appointments over and above established headcount, or any approved headcount budget, may only be made once authorised by the Bursar, or in certain circumstances, the Master.
- 3.2.2 Person specifications and job descriptions will be reviewed to ensure they are up to date, clear, succinct and still relevant. Consideration needs to be given to what objectives are to be met by the job, what tasks the individual has to perform to meet these objectives, what qualifications, skills or capabilities the individual needs to perform these tasks, who the line manager will be and any line management responsibility. All job descriptions will contain the post holder's responsibility for promoting and safeguarding the welfare of pupils at Haileybury.
- 3.2.3 The relevant HoD or other senior staff involved will liaise with Human Resources in respect of when the vacancy is live, the timescale required to fill the vacancy, where the job is to be advertised, the format of the shortlisting and selection processes and who will be involved in the processes. One person will be charged with exploring the candidate's suitability to work with children at the interview stage. The Head of Human Resources needs to be provided with details of the vacancy, the timescales and the personnel involved in the selection process for monitoring purposes.

3.3 Job Description/Person Specification

The job description and person specification should state clearly:

- the main duties and responsibilities of the post
- the individual's responsibility for promoting and safeguarding the welfare of children and young people she or he is responsible for, or comes into contact with
- the qualification(s) and experience required
- the skills and qualities that the successful candidate should be able to demonstrate
- any other requirements needed to perform the role in relation to working with children and young people
- Qualifications, experience, qualities and skills can be sub divided into essential and desirable, if required.

3.4 Candidate Information Pack

The candidate pack will include information about the job (including job description/person specification), salary (where appropriate or if requested), an application form (including an Equal Opportunities Monitoring Form) and Haileybury's policy statement on the Recruitment of Ex-Offenders and Haileybury's Safeguarding and Child Protection Policy. This pack can be downloaded via the Haileybury Website.

3.5 Advertising

- 3.5.1 All permanent vacancies must be advertised. All advertisements are to be prepared and signed off by Human Resources. As a minimum, all permanent internal vacancies must be advertised internally either via email, noticeboards or the Haileybury Intranet. Existing employees must feel able to apply especially if supported by their

line manager. All vacancies advertised externally will also appear on the Haileybury website. Unless agreed otherwise, Human Resources will be responsible for placing the advertisement. Advertisements must conform to Haileybury's Equal Opportunities Policy and care should be taken with regard to Age Discrimination legislation.

- 3.5.2 Unless otherwise agreed, advertisements will follow a standard format. Consideration will be given to the advertisement containing a short description of the post, any qualifications and person specifications required, details of how to apply and whom to contact. Where practicable the advertisement should also contain dates for interviews. Advertisements will contain a statement regarding the need for the successful candidate to undertake a Disclosure and Barring check (DBS). E.g. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers, Prohibition checks and a criminal record check via the Disclosure and Barring Service.

3.6 Application Form

- 3.6.1 Haileybury will use an application form to obtain a common set of core data from all applicants. For applicants for all types of post the form will require:

- full identifying details of the applicant including current and former names, date of birth, current address and National Insurance Number
- a statement of any academic and/or vocational qualifications the applicant has obtained that are relevant to the positions for which she or he is applying with details of the awarding body and date of the award
- a full history, with no gaps, in chronological order since leaving secondary education, including periods of any post-secondary education or training, and part time and voluntary work as well as full time employment, with start and end dates, explanations of periods not in employment, education or training, and reasons for leaving employment
- details of referees
- a statement of the personal qualities and experience that the applicant believes are relevant to his or her suitability for the post advertised and how he or she meets the person specification
- a declaration of any family or close relationship to existing employees of Haileybury (including members of Council) or Haileybury pupils
- an enquiry as to whether there are any restrictions to the candidates' residency in the UK or any requirements for them to obtain a work permit

- 3.6.2 Also contained within the application form will be:

- a statement that the post is exempt from the Rehabilitation of Offenders Act 1974
- a statement in respect of the Data Protection Act 2018
- a declaration that, if successful, the candidate is willing to complete a medical questionnaire and, if required, undergo a medical examination and that a medical advisor appointed by Haileybury may consult their own doctor (in accordance with the legislation relating to access to medical records)
- a declaration that, if successful, a Disclosure and Barring check for criminal convictions/actions will be made
- a declaration that the candidate is not subject to any sanctions imposed by a regulatory body, i.e. Teaching Regulation Agency

- 3.6.3 Haileybury asks for the date of birth of all applicants (and proof of this) in accordance with KCSIE. Proof of date of birth is necessary so that Haileybury may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. Haileybury does not discriminate on the grounds of age.

3.7 Shortlisting

- 3.7.1 A copy of the job description and the person specification will be issued to each interviewer or person involved in the shortlisting process to record his or her comments about the candidate. Any applications which do not meet the agreed qualifications, experience, qualities or competencies may be immediately discounted. All remaining applications will be made available to the personnel involved in the interview process who will be given the opportunity to view them and to comment.

- 3.7.2 All interviewers should have a copy of the interview schedule and application forms. The Equal Opportunities monitoring form must be retained by Human Resources for administration purposes and not passed to the interviewers. All information supplied will be treated in the strictest confidence.
- 3.7.3 Applications should be checked to ensure they are complete. Any anomalies, discrepancies or gaps identified should be noted. Consideration should be given to returning forms for completion if the information is required before interview or if in themselves they are a reason for not shortlisting. Employment history should be carefully checked to identify any gaps, recurring patterns and reasons for leaving that may cause concern.
- 3.7.4 The personnel involved in the process should assign responsibility for covering criteria and should agree how the information is to be recorded. The reason for not inviting the candidate for interview should be related to the criteria previously agreed.
- 3.7.5 Human Resources will discuss with the relevant line manager as to when letters of regret should be sent to candidates who have not been shortlisted i.e. are their letters to be sent before or after the interviews have taken place?
- 3.7.6 Wherever possible, appropriate Prohibition checks will also be undertaken prior to interview. Where this is not possible, such checks will be undertaken before an offer of employment has been made. In addition, as part of the pre-employment checks, Haileybury reserves the right to obtain such formal or informal background information about an application as is reasonable in the circumstances to determine whether the candidate is suitable to work at Haileybury. This may include internet and social media searches.
- 3.7.7 A decision to interview, shortlist or offer employment will take no account of an applicant's trade union membership or non-membership.

3.8 Interview

- 3.8.1 Shortlisted candidates will be invited for interview. If possible, the invitation will include an outline of the format of the interview and how the requirements of the job will be tested e.g. a work based exercise in Microsoft Word and/or Excel. If it is not possible to supply an outline of the format of the interview at this time, these details will be forwarded to shortlisted candidates before the interview. A timetable will be drawn up that provides time slots for interviewing but also includes a decision making meeting. All interviewers will make every effort to be available for the meeting. Should it prove impossible for any interviewer to attend, their views will be sought in some other way.
- 3.8.2 External applicants who are invited to an interview may be sent a map showing the location of the interview and where relevant, a request to supply the original certificates of qualifications and declared membership of organisations and associations that may be relevant to the post. Copies will be taken and kept on the successful candidate's personnel file.
- 3.8.3 To check identity and to facilitate the DBS process, applicants will also be asked to bring to interview information required to process a DBS application e.g. Passport, Driving Licence, Birth Certificate, proof of National Insurance Number and two proofs of address. Any such information provided by unsuccessful candidates will be immediately destroyed. Applicants will also be asked to provide any requisite documentary evidence of their right to live and work in the UK. Human Resources will complete Home Office Form – Right to Work Checklist.
- 3.8.4 At interview:
 - all candidates will be interviewed by a minimum of two people though not necessarily at the same time
 - at least one person on the interview panel will have successfully completed an appropriate course in Safer Recruitment in Education
 - candidates may be asked to provide a portfolio of evidence of past achievements
 - candidates will be assessed according to the job and competency profile, their suitability to work with children or in an environment where children are present, their qualifications, their application form (including gaps and discrepancies) and their ability to fulfil the requirements of the post
- 3.8.5 During the interview, one person involved in the process must take responsibility for exploring issues relating to safeguarding and promoting the welfare of children and young people. This will usually be Human Resources. Candidates will also be given the opportunity to declare anything in light of the requirement of a DBS check.
- 3.8.6 A summary of each interview will be created on each candidate, which identifies the reason(s) for the decision taken. All such records will be forwarded to the Head of Human Resources and retained for 6 months. The records

regarding successful candidates should be retained on their file. All records must include reference to the safeguarding elements of the interview.

3.9 The Appointment

- 3.9.1 Following the interview process a decision has to be made. This decision making process will be documented so that any challenge can be defended with robust answers. It will also provide valuable information to give feedback to applicants. The decisions will be made using the information gathered at interview against the agreed criteria in conjunction with any supporting documentation. The final deciding criteria will be the judged "best performance ability" and the best fit for the organisation's needs. If the interviewing panel is unable to agree on the best candidate, matters will be referred to the Bursar, or where appropriate, the Master. A summary of the discussion will be retained with the monitoring information. Someone will be appointed to notify all candidates within an agreed timescale either by letter or phone. All paperwork must be collected together, stored and retained for six months.
- 3.9.2 The successful candidate will be issued with a contract of employment by the Bursar, or, in certain circumstances, the Master, copied to the Head of Human Resources.

3.9.3 The contract will state that the offer is conditional upon:

- receipt of at least two satisfactory references (unless already received) and that, in addition, any previous employer/relevant person may be approached by Haileybury*
- verification of the candidate's identity (unless already received)
- confirmation of right to work in the UK
- a satisfactory Enhanced DBS check (including Barred List) and related enquiries, i.e. a check that the candidate to be employed is not subject to a prohibition order (S142, S128** and EEA restriction) issued by the Secretary of State - Overseas applicants should supply the equivalent of a DBS check (where available) from the country in which they are resident. Where applicable, Haileybury will arrange for a translation of the information provided
- verification of medical fitness. Pre-employment medical questionnaires are completed and are forwarded to the School Doctor for verification - Haileybury is legally required to verify the medical fitness of anyone to be appointed to a post at Haileybury, **after** an offer of employment has been made but **before** the appointment can be confirmed
- proof of declared qualifications and associate membership (unless already received)
- the contents of any application supplied by the employee and representations made by the employee prior to commencing employment are true and that the employee is competent to perform their duties under this agreement

* Haileybury will, where feasible, contact each previous employer involving work with children to check the reasons that their employment ended.

** Haileybury will carry out a S128 check for internal promotions to management positions.

3.9.4 The contract of employment will specify:

- the post appointed and whether full-time or part-time
- the starting salary
- that any false claim or declaration made by the applicant may result in a withdrawal of the job offer
- that the appointment is subject to a probationary period
- the situation in respect of Haileybury accommodation (if applicable)
- any other relevant information

3.9.5 The Bursar, through the Head of Human Resources, will issue the Contract of Employment and will request that one signed copy is returned and retained on file.

3.9.6 The Head of Human Resources will also issue a 'welcome pack' which will contain any other relevant employment literature relating to terms and conditions. This pack will include:

- a letter from the Bursar which reinforces that any offer of employment is conditional upon the satisfactory outcome of an Enhanced DBS check (including Barred List Check) and related enquiries, i.e. a check that the candidate to be

employed is not subject to a prohibition order (S142, S128 and EEA Restriction) issued by the Secretary of State (if relevant) and the receipt of two satisfactory references

- a DBS form for completion and return and a reference point for Haileybury's policy statement on the secure storage, handling, use, retention and disposal of DBS disclosures and disclosure information as well as the DBS code of practice
- a copy of Haileybury's policy statement on the recruitment of ex-offenders
- guidance on child protection, including a wallet sized card identifying the main concepts of Haileybury's Safeguarding and Child protection policy which can be carried at all times for reference
- a employee starter form. This should be completed by the employee and returned to Human Resources. This form will request information required by the Inland Revenue (tax status and national insurance number), bank details, previous pension arrangements, etc. Note, any candidate who does not have a National Insurance Number will be required to apply for one from the Job Centre Plus
- details of the appropriate occupational pension scheme
- details of the Private Medical Insurance Scheme in place (if applicable)
- details of Haileybury's Employee Support programme
- details of Haileybury's Childcare Voucher scheme (until the government closes the scheme)
- pre-employment medical questionnaire
- driving form (if applicable)

3.9.7 All Licenses to occupy College Accommodation are issued by the Bursar.

3.10 References

3.10.1 References will be sought on all successful (including internal candidates) at the earliest opportunity after an offer has been made. A follow up interview will be arranged with the applicant to discuss any issues arising.

3.10.2 When seeking a reference the following information will be sought or identified:

- the referee's relationship with the applicant and the length of that relationship
- whether the referee is satisfied that the applicant is suitable for the post applied for and evidence to prove such suitability
- whether the referee is completely satisfied that the candidate is suitable to work with children or to work in an environment where children are present and if not, to provide specific details or concerns
- the reason that the applicant left, or is leaving, their employment
- whether the applicant has been subject to any disciplinary proceedings (whether formal or informal) involving issues related to the safety and welfare of children or young people
- details of any allegations or concerns that have been raised (whether formally or informally) about the candidate which relate to the safety and welfare of children or young people
- whether the referee is satisfied to the best of their knowledge that the candidate has not been involved in "Extremism", being vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs
- whether the referee, to the best of their knowledge, knows if the applicant has ever been referred to, or is the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency, any equivalent body in the UK or a regulator of the teaching profession in any other country
- whether the referee to the best of their knowledge, knows if the applicant has ever been referred to the Department for Education, or is the subject of a direction under the section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school
- whether the referee to the best of their knowledge, knows if the applicant has ever been the subject of a direction under section 142 of the Education Act 2002
- whether the referee is aware of any reasons not covered in the reference which would cause them to doubt the applicant's suitability to work in a boarding school
- any other information relevant to the post

3.10.3 The person seeking the reference will remind referees:

- that they have a responsibility to ensure the references are accurate and do not contain material misstatement or omission
 - that relevant factual content of the reference may be discussed with the applicant
 - that open testimonials and references entitled 'To Whom it May Concern' are not accepted
- 3.10.4 Normally two references will be sufficient, provided one is the current or most recent employer. If there is no current employer, verification of the most recent period of employment and reasons for leaving will, wherever possible, be obtained. If the applicant is not currently working with children but has done so in the past, an additional reference will be requested from the most recent employer when the applicant was working with children. All references must be verified by phone, and the information compared and scrutinised against application forms. Any concerns or discrepancies will be noted and discussed with the applicant. Confirmation of the receipt and verification of these references will be recorded. References will be retained on personnel files.
- 3.10.5 Where overseas police checks are not received back then additional checks, usually further references, will be undertaken prior to the start date. Notes explaining this course of action will be added to the applicant's file.
- 3.10.6 Furthermore, as part of the pre-employment checks, Haileybury reserves the right to obtain such formal or informal background information about an application as is reasonable in the circumstances to determine whether the candidate is suitable to work at Haileybury. This may include internet and social media searches.

3.11 Risk Assessment

Members of staff will not be permitted to start work until all the required vetting checks have been completed. Notwithstanding the above, a member of staff may be permitted to start work prior to receipt of an Enhanced DBS check, provided:

- Their Enhanced DBS application has been completed and has been dispatched to the DBS
- A separate check has been completed against the Barred List, before they start work
- All other recruitment checks have been completed, including a minimum of two references
- The member of staff is supervised at all times whilst on campus by someone that has completed all the required vetting checks. The member of staff will be required to sign a declaration that they understand and agree to the supervision arrangements. Such arrangements will be reviewed fortnightly until such time as the Enhanced DBS check has been received
- A risk assessment has been signed off by the Bursar

3.12 Induction Programme

All support staff will be given an induction programme which will clearly identify Haileybury policies and procedures, including the Safeguarding and Child Protection Policy, the Staff Code of Conduct, Part One of KCSIE (including Annex A), ICT Acceptable Use and make clear the expectations that will govern how staff carry out their roles and responsibilities.

3.13 Prevent Duty

All staff are required to undertake the online general awareness training module and provide a certificate on completion.

3.14 Probationary Process

Before a member of staff's employment is confirmed, the Head of Department will have reviewed his or her work and abilities and will have gathered feedback from any other relevant personnel. The Head of Department will report the findings, along with any recommendations to Human Resources, in the first instance.

3.15 Confirmation of Appointment

Copies of the confirmation letters are sent to the Head of Human Resources and the Line Manager will be informed. The end of the recruitment process has been reached.

4. Related Documents:

- 4.1 Safeguarding and Child Protection Policy
- 4.2 Access to College Premises by People Outside Haileybury
- 4.3 Supervision of Ancillary, Contract, 'Unchecked' Staff and Visitors During Term Time
- 4.4 Adults Staying with Staff in Accommodation Attached to Boarding Houses
- 4.5 Adults Staying with Staff in Accommodation on College Core Site (not attached to a boarding house)
- 4.6 Control of Contractors - Child Protection Arrangements
- 4.7 Bursar's Communiqué to wives/husbands/partners/children over 16 of staff living in accommodation attached to a boarding house
- 4.8 Pastoral Policy
- 4.9 Child Protection at Haileybury – Guidance for All Staff

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