

Recruitment

Precise details of this process will vary according to which vacancy is being addressed.

Application

In the first instance the vacancy will be advertised in the relevant media (TES, local newspapers etc.) to target potential applicants. The advertisement will include the line:

'The school will require successful applicants to undertake an enhanced DBS check and other Safeguarding measures'.

Details of the school and the vacancy will be provided to applicants with a standard school application form and an indication of the timescale of the process. CVs may be submitted but a standard form must be completed.

Once the closing date has passed, the applications will be reviewed and a short-list compiled. Short-listed candidates will be invited for interview and teaching staff will be asked to teach a sample lesson.

References

Two references will be requested at this stage. The application form states that any previous employer may be contacted for a reference. The reference request letter asks specifically about the applicant's suitability to work with children. The Headmaster will seek verbal references, and will annotate the employee's file as relevant. Such comments will be signed and dated. Enquiries will also be made to verify the credentials of the referees.

Medical declaration

All staff are required to sign a declaration of their physical and mental suitability for the post.

Disclosure and Barring Service, Barred List and Right to Work checks

Subject to receipt of satisfactory references, the selected applicant will be given a provisional offer of employment.

- If this is accepted the DBS process and a Barred List check are undertaken by the Bursar and the individual's details will be added to the SCR.
- Similarly any staff employed as teachers need to be checked for Prohibition Orders.
- Senior Managers (department heads and above) and Governors will be checked for Prohibition from Management orders under Section 128 of the Independent Education Provision in England (Prohibition on Participation in Management) Regulations 2014.
- Individuals from countries in the European Economic Area must be checked for sanctions or restrictions imposed by another EEA regulating authority.
- Enhanced DBS checks can be portable if the applicant registers with the DBS. In such cases the school needs to register the applicant as an employee with the DBS Update Service.

If the DBS check is delayed, but the Barred List and other checks have been made, the school may undertake a risk assessment and the employee may start work under supervision. The supervision record must be signed by the employee and the nominated supervisor and filed in the employee's personnel file.

Where relevant, overseas checks need to be made for individuals who have lived and worked abroad.

Qualifications

Any relevant qualifications have to be verified, and best practice requires copies of certificates to be made and kept on file.

Once all of the above is complete the new employee may commence employment.

Induction

During the first few days of orientation the Deputy Headmaster will review best practice of Child Protection and Safeguarding with the employee. This will cover four key documents:

- Part 1 of 'Keeping Children Safe in Education' September 2016
- The school's Safeguarding Policy
- The school's Whistleblowing Policy
- The school's Code of Conduct
- The name of the Designated Safeguarding Lead (DSL). This is currently the Deputy Headmaster and the Director of Lower School is also trained to deputise in this role.

Contractors

The school may exercise discretion in how it views people who are under a contract for services or self-employed (as distinct from being under a contract of employment). If the person is in regulated activity then they will be entered on the SCR, and documentary evidence obtained that their primary employer has undertaken the required employment and safeguarding checks.