



Safer Recruitment Policy Addendum

Date Created	September 2020
Written By	Rachel Quick - model EPM policy
Review Date	September 2021 September 2023
Next Review	September 2026
Reviewed by	Rachel Quick (P) Meike Stepp
Overview	Leadership and Management Committee
Review Schedule	This policy will be monitored annually and reviewed every three years. This mechanism recognises that changes in legislation may prompt a review of the policy before the three years stipulated.

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Safer Recruitment Policy

{Ref: Recruitment and Selection Policy & Procedure/ Appendix A}

1. Introduction

- 1.1 Recruitment and selection is a critical activity for the Governing Body and Principal. In selecting the best person for the role, the need for compliance with employment law, especially in the area of discrimination is clear. Recruitment practices must be safe in the context of appointing people who are suitable to work with children and young people.
- 1.2 Poor appointments to the School can lead to unnecessary and costly staff turnover, poor performance, dissatisfaction amongst the workforce and potentially put children at risk of harm. The importance of safer recruitment and recruitment best practice are recognised and underpin the school's recruitment processes.
- 1.3 All governors and employees involved in a recruitment exercise must adhere to the requirements of this policy and any related policies when conducting the recruitment process and in their decision-making.
- 1.4 This policy should be read in conjunction with the *Recruitment and Selection - Guidance for Schools* (available from Norfolk CC and guidance from EPM), which gives more detailed information on conducting recruitment and selection exercises.

2. Safer recruitment

- 2.1 The purpose of this policy is to provide a sound foundation for good recruitment and selection of staff, assisting a school in ensuring the requirements of the *Safer Recruitment Guidance* produced by the Norfolk Local Safeguarding Children Board (NSCB) and general employment legislation are met. It will do this by supporting the principles and recommendations set out in the Department for Education document 'Keeping children safe in education' 2021
- 2.2 The *Safer Recruitment Guidance* states that recruitment and selection processes should embrace core principles around safeguarding children and young people and employment legislation. In addition the document states the core standards, which should be incorporated into the practice of recruitment and selection. This policy and the related guidance reflects these core principles and core standards by:
 - Identifying:
 - The powers and obligations of the Governing Body and the County Council in selecting staff;
 - The main stages of the recruitment and selection process; and
 - The administrative procedures to be followed by the school and the Authority.
 - Ensuring that fairness and equal opportunity are afforded to all applicants, and that the school adheres to current legislation and its equal opportunities policies
 - Assisting the school in meeting the requirements of *Keeping Children Safe in Education 2021*



- Setting out the legal requirements on the recruitment and selection of staff stemming from relevant employment law and sector specific statute, for example the *Education Reform Act 1988*, the *School Standards and Framework Act 1998*, the *Education Act 2002*, the *School Staffing Regulations 2009*, the *Education (Independent Schools and Standards) (England) Regulations 2010 (as amended by the Education (Independent School Standards) (England) (Amendment) Regulations 2012 and the Education (Non-Maintained Special Schools) (England) Regulations 2011, Childcare Act 2006, Childcare (Disqualification) Regulations* and various statutory guidance documents.

Safer Recruitment training

A statutory requirement on every school going through recruitment and selection is to make arrangements to ensure actions are taken that safeguard and promote the welfare of children. All recruitment and selection events in schools need to have the involvement of an individual who has received appropriate Safer Recruitment training.

The school uses various training approaches including Norfolk Governor Services and online training options who deliver a safer recruitment-training course to Governors and Principals.

- 2.3 The Governing Body recognises its responsibility for ensuring at least one member of school staff and one governor are trained in Safer Recruitment and that at least one appropriately trained individual (member of staff or governor) is involved in each and every recruitment exercise - best practice suggests that this is updated regularly, approximately every 3 years

Disclosure Barring Service (DBS) checks (formerly Criminal Records Bureau (CRB) checks,

- 2.4 The School operates in accordance with the Local Authority's DBS policy. Disclosure and Barring Service (DBS) - see DBS policy for schools
- 2.5 The School will review and renew all DBS checks within 3 years: all staff and commissioned teams are made aware of this review and expectation of renewal: a renewal is done inline with the certificate date and for those dated June - September, a renewal is undertaken early in the Autumn Term

Prohibition checks and the Single Central Record

- 2.6 In addition to any DBS and/or Barred List check, anyone who is appointed to carry out teaching **work will** require an additional check to ensure they are not subject to a prohibition order¹ and therefore prohibited from teaching. This has been a statutory requirement since 1 September 2013. (Retrospective checking is not required for teachers who commenced their current employment prior to 1 September 2013). This check can be undertaken using the Employer Access Online Service where a school has subscribed. This service will also identify any existing prohibitions and sanctions made by the General Teaching Council (GTCE) before its abolition in March 2012 or the Teaching Agency before its merger with the National College (to become the National College for Teaching and Learning) in April 2013.
- 2.7 The School has a responsibility to keep a Single Central Record detailing when appropriate checks on staff were made and by whom, including identity, qualification requirements, entitlement to work in the United Kingdom, DBS checks, prohibition order checks and Childcare (Disqualification) Regulations

2009 checks. The school holds a Single Central Record of recruitment and vetting checks covering all employed staff and others identified by the school as having access to children. The Principal oversees the maintenance of the Single Central Record: overview of the SCR is undertaken by Safeguarding Governors

Overseas teachers

- 2.8 Through the Principal, the School will ensure that prescribed checks, including additional checks as appropriate, are carried out in respect of staff members who have lived outside the United Kingdom.
- 2.9 Other essential pre-employment checks required and summarised in 'Keeping Children Safe in Education 2021' are to verify the candidate's:
- Identity
 - Right to work in the UK
 - Professional qualifications
 - Mental and physical fitness to carry out their work responsibilities including whether a_ny reasonable adjustments are required to provide effective and efficient teaching - NB the Equality Act 2010 makes it generally unlawful to ask questions about disability and health **before** a job offer is made. Further information regarding this is outlined in section 60 of the Equality Act 2010. See weblink 'EHRC Guidance for employers on Section 60 of the Equality Act 2010' in the 'Interview and other selection methods' section of Schools' PeopleNet
 - Suitability to work with children (where the applicant has lived or worked outside the UK and further checks are required because of that background)
 - Suitability to work with children aged under 8 the Childcare (Disqualification) Regulations 2009²•

¹ Secretary of state prohibition orders prevent a person from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies, relevant youth accommodation and children's homes in England. A person who is prohibited from teaching must not **be appointed** to work as a teacher. These checks will also identify any existing prohibitions and sanctions made by the General Teaching Council (GTCE) before its abolition in March 2012



Amendments to School Staffing (England) Regulations 2009 (applicable from 1 September 2012)

- 2.15 Following amendments made to the School Staffing Regulations (England) 2009 (applicable from 1 September 2012), schools are required to pass on information to prospective employers about teachers and Principals, who have been subject to capability procedures. Therefore, when requesting a reference the school must ask the referee whether that teacher has been subject, in the last two years, to their school's capability procedure. They should also ask the interviewee at interview if they have been subject, in the last two years, to their school's capability procedure.

Code of Practice on the English language requirements for public sector workers (applicable from 21 November 2016)

- 2.16 Schools and academies are required to comply with the fluency duty as laid out in the Code of Practice on the English language requirements for public sector workers (Part 7 of the Immigration Act 2016). The code imposes a duty on public authorities to ensure that public facing workers have the necessary level of fluency in English to perform their role effectively. For further information see the [Code of Practice](#).

3. Equal opportunities

- 3.1 The Governing Body and Principal recognise their responsibilities under equality legislation, specifically the Equality Act 2010 which consolidated previous equality legislation and in some cases extended equality law.
- 3.2 The 'protected characteristics' identified in the Equality Act 2010 of age, disability, gender reassignment, pregnancy and maternity, race (including ethnic or national origins, colour and nationality), religion and belief, sex, sexual orientation, marriage and civil partnership will not be used as the basis of selection for appointment or promotion within the School. All employees will be selected, trained and promoted on the basis of ability, the requirements of the job and other similar criteria that are as objective as possible. The only exception will be by virtue of legislation or a Genuine Occupational Requirement.

² Childcare (Disqualification) Regulations 2009 stipulate that relevant staff in relevant settings must be checked to ensure they are not disqualified from being employed in the setting. Please see the Safer Staffing section of Schools' PeopleNet and Childcare (Disqualification) Regulations requirements (G112b) for further information.



- 3.3 The Equality Act extends, beyond *direct* and *indirect* discrimination, the circumstances in which unlawful discrimination can take place. In respect of some 'protected characteristics', *associative* discrimination (i.e. direct discrimination against someone because they associate with another person who possesses a protected characteristic} and discrimination by *perception* (i.e. direct discrimination against someone because others think they have a protected characteristic}. In any recruitment and selection exercise at the School, those involved will be alert to any potential unlawful discrimination.
- 3.4 Reasonable adjustments and/or supportive measures will be considered where a known disability exists to allow equality of access and opportunity.
- 3.5 All those taking part in the recruitment and selection process have responsibility for applying the policy on equal opportunities to avoid unlawful discrimination.
- 3.6 This Recruitment and Selection Policy forms part of the School's wider Single Equality Scheme. The Governing Body recognise that all public sector organisations are under a single equality duty (from the Equality Act 2010} to demonstrate that they are achieving equality in their workforce across all the 'protected characteristics'.

4. Scope of this policy

- 4.1 This policy applies to all posts in the School.
- 4.2 The policy does not apply to students, contractors, agency staff, carers or volunteers who work in the school or its extended environment unless those individuals are applicants for vacant posts in the School. Also, although the general principles of this policy will apply to the recruitment of a Principal, different processes may be applied (see 7 below).

5. Application

- 5.1 The Governing Body will follow the procedures outlined in this policy for all vacancies, although the complexity of each stage will vary depending on the type of post.
- 5.2 This policy requires that the following stages are incorporated into every recruitment and selection event;
- Workforce planning and identification of vacancy
 - Post specification
 - Advertising
 - Applications and shortlisting
 - Interview
 - Appointment
- 5.3 In advance of any recruitment exercise, the Governing Body and Principal will consider relevant aspects of workforce planning in advance of advertising a vacancy,



- 5.4 It is imperative that the Governing Body considers whether or not recruitment to the post needs to happen, whether a review of the post (and perhaps wider staffing structure) should occur before proceeding. This may be particularly relevant where the school is experiencing or anticipates financial 'tightening' perhaps through reducing pupil/student numbers. A decision not to recruit or to recruit to a different post (e.g. part-time instead of full-time, for a fixed term, or at a lower scale) may help avoid problems further down the line. A vacant post may well prove to be an opportunity to avoid a redundancy problem in the foreseeable future. The Governing Body recognises this and is committed to appropriate workforce planning considerations whenever a vacancy arises.
- 5.5 If any significant change in staffing structure arises from such workforce planning considerations, the Governing Body will need to carry out appropriate consultation with staff. This is most likely to be appropriate where the Governing Body is considering a change to the leadership and/or teaching and learning responsibility payments (TLRPs) structures of the school.
- 5.6 In reviewing or creating a job description, person specification and other documents linked to a post that is to be advertised, the Governing Body will have regard to any statutory or local agreement requirements applicable to the group in which the post falls. The Wherry being a Free school Academy can apply its own pay structure for its staff, however it has been decided initially to mirror the maintained school structures for pay and conditions, and the Governing Body will pay pay teaching staff in accordance with the School Teachers Pay and Conditions Document and to apply 'Burgundy Book' conditions of service for teaching staff appointments. For support staff appointments, the school will again mirror the Norfolk County Council's Modern Reward Strategy (MRS), the Governing Body will either use model job specifications (which have been job evaluated through the MRS process) or will work with the HR Service in the development of a bespoke job description which will then either be matched (in grading terms) or evaluated to establish the appropriate grade.
- 5.7 The *School Staffing Regulations 2009* require school governing bodies to notify the Local Authority of any vacant teaching post that it plans to fill for four months or more. Such information may prove helpful to the Local Authority in its attempt to support potentially redundant employees searching for suitable alternative employment. The Governing Body recognise this and will comply on notification from the Local Authority that the requirement is to be utilised.
- 5.8 The *Schools Standards and Framework Act 1998* introduced the requirement for governing bodies to ensure appropriate consideration is given to potential redeployees put forward by the Local Authority. The Governing Body recognises this requirement and will ensure compliance provided details of the nominated candidate are forwarded to the Principal by the stated closing date.

6. Appointment of Principal

- 6.1 Separate processes exist for the appointment of Principals to schools. The Governing Body will follow established processes for the recruitment of a Principal should that post become vacant. A Professional external advisor will provide support for any Principal appointment.



7. Governing Body and Principal Responsibilities

- 7.1 The responsibilities of the Governing Body and Principal in the appointment of school staff are specified in the School Staffing Regulations 2009, summarised at Appendix A to this policy.
- 7.2 One significant area covered by the 2009 regulations is that of delegation of authority for appointment of staff. Before embarking on any recruitment exercise, the Governing Body and Principal need to be clear about where responsibility lies. Decisions taken by the Governing Body in relation to the (Ref: Recruitment and Selection Policy & Procedure/ Appendix A) discretion to delegate aspects of the appointments process will be **reviewed** annually and recorded in full Governing Body minutes.



(Ref: Recruitment and Selection Policy & Procedure/ Appendix A)

Appendix A

Responsibilities of the Governing Body, Principal and Local Authority

The *School Staffing Regulations 2009* is the current statute dealing with responsibilities for appointment of staff in schools. This appendix outlines the main responsibilities and highlights particular discretions available for the Governing Body to consider. It is not a full copy of the regulations but serves to highlight the main issues relating to the appointment of staff.

AI All appointments

Delegation of Authority

The Governing Body may delegate any of its functions relating to the appointment of teachers (other than Principal or deputy Principals) to:

- The Principal; or
- One or more governors; or
- The Principal and one or more governors.

If the delegation is made to governors only, the Principal is entitled to attend all relevant procedures and offer advice, which the governor or governors must consider.

The delegation of functions should be agreed by the whole Governing Body and reviewed at least annually.

When considering whether to delegate to one governor, or to a small group, the Governing **Body**:

- Should be mindful of the corporate responsibility of all governors for any act in the name of the Governing Body;



- Should consider whether one member of the group is a professional; and
- Should avoid placing staff governors in a position where they would effectively usurp, or undermine the role of the Principal as professional adviser to the governors.

When considering whether to delegate to the Principal, the Governing Body should consider:

- The regulatory position;
- The person's level of experience;
- Whether the functions relate to senior management;
- Whether an appeals process might be compromised;
- In schools with a religious character, any agreed staffing policies which provide for governor involvement in the interests of preserving the school's religious character;
- The views of the Principal; and
- The desirability or otherwise of so delegating, and the advantages and disadvantages of doing so.

The Governing Body should also agree under what circumstances the delegated functions will be removed from the Principal, how the removal will be implemented and who may assume responsibility for the functions that have been removed. Particular issues that should be considered are where:

- A Principal is subject to suspension, disciplinary procedures, disciplinary sanctions or capability procedures;
- The Principal has failed to abide by the financial limits agreed by the Governing Body for any school purpose.

The Principal should have the opportunity to make representations on any decisions to discontinue delegated functions.

The governing body should also agree if, and under what circumstances, delegated functions will be restored and how the restoration will be implemented.

The Governing Body should consider and agree whether the delegation of functions should continue in the event of an acting Principal being used or if the deputy Principal is asked to undertake the duties of the Principal in the long term absence of the Principal.

It is recommended that the Governing Body delegates functions relating to staff appointments outside of the leadership group to the Principal, unless it thinks this would be inappropriate. Subsequent appeals procedures should be delegated to one or more governors not involved in the original determination in order to provide a greater degree of impartiality.

The Governing Body should document fully all decisions made, and may want to consider the use of standing orders.

Where functions have been delegated, the person (or persons) to whom the functions have been delegated cannot delegate the functions to another person or persons.



If the functions relating to appointments and dismissals of teachers (other than the Principal or Vice Principal) and support staff are not delegated to the Principal, the Principal has a right to attend and offer advice at all relevant proceedings. Any advice given must be considered by the governor, or governors to whom the delegation has been made.

Principal and Deputy Principal appointments

Specific processes exist for the recruitment of Principals and advice on these is sought from EPM. HR advisers

Deputy Principal appointments

The 2009 Regulations specify that the Governing Body must advertise the vacancy or post in such manner as it considers appropriate, unless it has good reason not to.

The appointment process should be conducted in a fair and open manner that does not contravene any discrimination legislation and includes safer recruitment measures.

The Governing Body should consider the most appropriate way of advertising the post. It should decide the best way of reaching its target audience, taking into consideration the type of media to be used and the level of exposure the advertisement will receive. A decision not to advertise should only be taken if the Governing Body can demonstrate there is good reason not to and that it does not leave them open to challenge. All decisions should be documented fully, as the Governing Body will need to demonstrate that it has acted reasonably if it is challenged.

The Governing Body must appoint a selection panel consisting of at least three of its members, excluding the Principal. As three is the minimum number of panel members it is possible to have all the Governing Body on the selection panel. In deciding the size of the panel the Governing Body needs to be mindful of the possibility that an individual may lodge a grievance against the panel and the fact that in such circumstances the Governing Body would need to be able to give that person a fair hearing.

The appointment of the panel cannot be delegated by the Governing Body. It is the role of the panel to:

- Select applicants for interview;
- Interview the applicants selected; and
- Where appropriate, recommend one of the interviewed applicants to the Governing **Body** for approval.

The Governing Body may appoint the person recommended by the selection panel, unless they fail the relevant checks.

If:

- The selection panel does not make a recommendation to the Governing Body, or
- The Governing Body does not approve the selection panel's recommendation; or

The selection panel may carry out the selection process again or, in the case of the last two bullets,



recommend an existing applicant identified as being suitable through the current selection process.

All other teaching appointments

In the interest of fair and open recruitment, consideration should be given to advertising the post and how best to bring it to the attention of persons qualified to fill it, including making use of any of the Local Authority's advertising publications.

Appointment

The Governing Body must appoint the successful candidate, unless they fail the relevant checks.

Support staff appointments

The Governing body will be mirroring the Local authority guidelines for pay and should be mindful of their obligations under equal pay legislation when making recommendations about support staff pay and grading. Any such recommendation may have implications for other staff working for the local authority. In putting together the job specification for the post, the Governing Body should refer to the agreed local authority job profiles and associated guidance. When considering what grade to recommend for the post, the Governing Body may wish to look at the local authority grades for individual posts. Where the Governing Body wishes to employ support staff to take on a new kind of role that does not have a direct comparator within the local authority, it should consult the HR team at the point of determining the job specification. The Governing Body may recommend a person for appointment. The recommendation must include a job specification, which contains:

- The duties to be performed;
- The hours of work (where the post is part time);
- The duration of the appointment;
- The grade; and
- The remuneration.

The recommendations should include sufficient detail to allow HR services to come to a view on the appropriateness of the recommendation and the grade recommended must be on the scale of grades used by the School. In making the recommendations on pay and grading, the Governing Body should have regard to the responsibilities of the post and to the pay scales, terms and grading applicable for similar roles or work throughout the School. Where the School has discretion with regard to remuneration, it must exercise that discretion in accordance with the Governing Body's recommendation.

Note: The requirements detailed above are covered by the arrangements put in place by the Local Authority through its Modern Reward Scheme, which the Wherry School will be mirroring.

Nature of contracts

Contracts should be permanent unless there is good reason for them not to be, and governing bodies should be mindful of the Fixed-term (Prevention of Less Favourable Treatment) Regulations 2002 when considering the use of fixed-term contracts.

Record keeping

All decisions made by the Governing Body should be documented fully.

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Introduction

1.1 The Governing Body is committed to safeguarding and promoting the welfare of children and young people and requires all employees and volunteers to demonstrate this commitment in every aspect of their **work**.

1.2 The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the School's Equality and Diversity Policy.

1.3 We will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.

1.4 We will comply with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

1.5 We will ensure compliance with the Data Protection regulations and the more stringent requirements contained within the General Data Protection Regulations (GDPR). The GDPR encompasses the core principles of the DPA and provides more onerous responsibility and accountability for fair and transparent processing. Our Recruitment Privacy Statement provides specific details in accordance with the GDPR principles

2. Delegation of Appointments and Constitution of Appointments Panels

2.1 The power to offer employment for all posts below the level of Assistant Head is delegated to the Headteacher. The Headteacher may not delegate the offer of employment to any other senior manager or governor.

2.2 The Headteacher is expected to involve at least one governor/trustee in the appointment of all teaching staff

2.3 Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training. In addition, at least one member will have undertaken general recruitment or equalities training.

3. Advertising

3.1 All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or employees are at risk of redundancy, vacancies may be advertised internally before an external advertisement. In these circumstances, the selection panel may decide that certain parts of the recruitment process may be omitted but all candidates will be subject to a formal interview, the satisfactory reference requirements and any other necessary checks.

4. Information for Applicants

4.1 All applicants for all vacant posts will be provided with:

- A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the School
- A person specification may also be provided. This will also include a statement on behalf of the governing body/trustees of their commitment to safeguarding and promoting the welfare of children and young people
- An application form (CVs will not be accepted) An Information pack containing:
- A description of the School relevant to the vacant post Reference to the School's Equality and Diversity Policy Reference to the Child Protection/Safeguarding Policy DBS and other pre-employment checks required
- A statement that canvassing any employee, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification
- **Shortlisted candidates will be informed that the school may carry out online checks as part of the due diligence process. This is to reflect paragraph 221 of KCSIE 2023.**
- The closing date for the receipt of applications
- An outline of the terms of employment including salary Reference to the School's Recruitment and Selection Policy

5. Short Listing and Reference Requests

5.1 The selection panel will use an agreed short listing form. The criteria for selection will be consistently applied to all applicants based on the essential and desirable criteria for the post. The selection panel will agree the candidates to be called for interview.

5.2 The selection panel will aim take up at least two references on each short listed candidate. If a candidate for a post working with children is not currently working with children, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving.

5.3 Reference requests will ask the referee to confirm:

- The referee's relationship with the candidate
- Details of the applicant's current post and salary,
- Performance history
- All formal time-limited capability warnings which have not passed the expiration date
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date
- All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns
- Details of any substantiated allegations or concerns relating to the safety and welfare of children
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

5.4 References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate. References will be verified, and any discrepancies will be discussed with the candidate at interview.

5.5 References will be checked against information on the application; any discrepancy/issue of concern noted to take up with applicant at interview.

5.6 On receipt, equality monitoring information must be separated from applications.

5.7 If the field of applicants is felt to be weak the post may be re-advertised.

5.8 Where a second reference is not received the school will 'risk assess' the suitability of the candidate and information received by the alternate reference form and any known information.

6. Interviews

6.1 The format, style and duration of the interviews are matters for the Headteacher to decide in consultation with any governors [or trustees] involved in the process but the following will be adhered to:

6.1.1 Briefing:

All candidates will be given relevant information about the School to enable the candidate to make further enquiries about the suitability of the advertised job.

6.1.2 The formal interview:

- Before the interviews the selection panel will agree on the interview format including any other assessment methods. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked. The selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.
- The recruitment documentation will be retained for six months from the date of interview. Applicants have the right to request access to notes written about them during the recruitment process. After six months all information about unsuccessful candidates will be securely destroyed.

7 Offer of Employment by the Selection Panel

7.1 The offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to:

- Verification of identify
- Verification of right to work in the UK Proof of relevant qualifications Satisfactory DBS Enhanced Disclosure
- A Certificate of Good Conduct (if applicable) which may include EEA sanctions and restrictions
- Barred list check
- Teacher prohibition (if applicable) Section 128 check (if applicable) Pre-employment medical screening
- Satisfactory references
- Disqualification under the Childcare Disqualification Act 2006, as amended
- The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks

7.2 Unsuccessful candidates will be notified

8. Personnel File and Single Central Record

8.1 Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of their employment with the School including:

- Application form - signed by the applicant
- Interview notes - including explanation of any gaps in the employment history References - see section 5
- Proof of identity
- Proof of right to work in the UK Proof of relevant qualifications
- Certificate of Good Conduct (where applicable) which may include EEA sanctions and restrictions
- Evidence of medical clearance from the Occupational Health service Evidence of DBS clearance and barred list check
- Teacher prohibition checks
- Evidence of a Section 128 direction (where applicable)
- Offer of employment letter and signed contract of employment Disqualification under the Childcare Disqualification Act 2006, as amended

8.2 Retention of personal information for the successful candidate following the end of their employment will be in accordance with the Schools Data Retention Policy, which is compliant with relevant Data Protection Act. When retained documents have reached their data retention limit, they will be securely destroyed.

8.3 The School will destroy information obtained by a vetting exercise as soon as possible or within six months. A record of the result of the vetting or verification of the successful candidate will be retained on the employees file and the Single Central Record.

8.4 The School will normally collect personal information from you only where we have your consent to do so, where we need the personal information to perform a contract with/involving you, or where the processing is in our legitimate interests and not overridden by your data protection interests or fundamental rights and freedoms. In some cases, we may also have a legal obligation to collect personal information from you or may otherwise need the personal information to protect your vital interests or those of another person. The School will retain a record of consent as evidence that we have obtained consent to collect and process the data and that applicants have been advised of the purpose of the collection and processing.

8.5 You have the right to withdraw your consent at any time and can do so by informing the School's Data Protection Officer, with the exception of documents that are required for a statutory requirement.

8.6 The School will maintain a Single Central Record of employment checks in accordance with Keeping Children Safe in Education.

9. Start of Employment and Induction

9.1 The pre-employment checks listed in paragraph 8.1 above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the barred list and teacher prohibition checks.

9.2 All new employees will be provided with an induction programme which will cover all relevant matters of School policy but in particular safeguarding and promoting the welfare of children.