

# Recruitment Policy

Reviewer FR/DL: November 2023  
Approved by Governors: December 2023

Next review by: December 2024



## **1. Introduction**

- 1.1. The Godolphin and Latymer School 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. The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.
- 1.2. The aims of the School's recruitment policy are as follows:
  - to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
  - to ensure that all job applicants are considered equally and consistently;
  - to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, disability or age;
  - to ensure compliance with all relevant legislation, recommendations and guidance including the Education (Independent School Standards) Regulations 2014 (ISSRs), the statutory guidance published by the Department for Education (DFE) Keeping Children Safe in Education - September 2023 (KCSIE), the Prevent Duty Guidance for England and Wales (2015 updated on 1 April 2021) (the **Prevent Duty Guidance**) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
  - to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.
- 1.3. Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

## **2. Data Protection**

- 2.1. The School is legally required to carry out the pre-appointment checks detailed in this procedure. Staff and prospective staff will be required to provide certain information to the School to enable the School to carry out the checks that are applicable to their role. The School will also be required to provide certain information to third parties, such as the Disclosure and Barring Service and the Teaching Regulation Agency. Failure to provide requested information may result in the School not being able to meet its employment, safeguarding or legal obligations. The School will process personal information in accordance with its Recruitment Privacy Notice (see Appendix 4) and, if applicable, Staff Privacy Notice.

## **3. Recruitment and Selection Procedure**

- 3.1. All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Applicants will also be asked to provide details of their online profile, including account names and social media handles so that online searches can be carried out on shortlisted applicants (see below for more information). This information must be provided by the applicant in order for the application to be accepted.
- 3.2. Incomplete application forms will be returned to the applicant where the application deadline has not passed. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided. A curriculum vitae will not be accepted in place of the completed application form.
- 3.3. Applicants will receive a job description for the role applied for. Application forms, job descriptions, this policy and the School's Safeguarding (Child Protection) policy are available to download from the School's website.

- 3.4. The School will then conduct a shortlisting exercise by reviewing all application forms received in order to determine which applicants will be invited for interview. The shortlisting exercise will usually be conducted by two members of staff who will also ideally be involved in the interview process.
- 3.5. Shortlisted applicants will be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail (see Appendix 3 for more details). All shortlisted applicants will be tested at interview about their suitability to work with children.
- 3.6. All shortlisted applicants will be required to complete a self-declaration form prior to interview in which they will be asked to provide information about their criminal records history and other factors relevant to their suitability to work with children. This information will be considered and discussed with applicants at interview.
- 3.7. If the School decides to make an offer of employment following the formal interview, any such offer will be conditional on the following:
  - the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
  - verification of the applicant's identity (where that has not previously been verified);
  - verification of qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application, and which the School takes into account in making the appointment decision;
  - verification of the applicant's employment history;
  - the School being satisfied that any information generated through online searches does not make the applicant unsuitable to work at the School;
  - the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory;
  - for positions which involve 'teaching work', information about whether the applicant has ever been referred to, or is the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency which renders them unable or unsuitable to work at the School;
  - for applicants who have carried out teaching work outside the UK, information about whether the applicant has ever been referred to, or is the subject of a sanction issued by, a regulator of the teaching profession in any other country which renders them unable or unsuitable to work at the School.
  - where the position amounts to 'regulated activity' (see section 7 below) the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory\*;
  - where the position amounts to 'regulated activity' (see section 7 below), confirmation that the applicant is not named on the Children's Barred List \*;
  - information about whether the applicant has ever been subject to a direction under section 142 of the Education Act 2002 which renders them unable or unsuitable to work at the School;
  - for management positions, information about whether the applicant has ever been referred to the Department for Education, or is the subject of a direction under section 128 of the Education and Skills Act 2008, which renders them unable or unsuitable to work at the School;
  - confirmation that the applicant is not disqualified from acting as a trustee / governor or senior manager of a charity under the Charities Act 2011 (if applicable, see section 10 below)
  - verification of the applicant's medical fitness for the role (see section 11 below); and

- verification of the applicant's right to work in the UK; and
- any further checks which the School decides are necessary as a result of the applicant having lived or worked outside the UK, which may include an overseas criminal records check, certificate of good conduct or professional references.

\* The School is not permitted to check the Children's Barred List unless an individual will be engaging in 'regulated activity'. The School is required to carry out an enhanced DBS check for all staff, supply staff and governors who will be engaging in regulated activity. However the School can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough (i.e. roles which would amount to regulated activity if carried out more frequently).

Whether a position amounts to 'regulated activity' must therefore be considered by the School in order to decide which checks are appropriate. It is however likely that in nearly all cases the School will be able to carry out an enhanced DBS check and a Children's Barred List Check.

- 3.8. In accordance with the recommendations set out in KCSIE and the requirements of the ISSRs, the School carries out a number of pre-employment checks in respect of all prospective staff as set out in this policy.
- 3.9. In fulfilling its obligations to carry out pre-employment checks, the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, disability or age.

#### **4. Verification of identity, address, right to work in the UK and qualifications**

- 4.1. All applicants who are invited to an interview will be required to bring with them evidence of their identity, right to work in the UK, address and qualifications. The School asks for this information at interview to ensure that the person attending interview is who they claim to be, that they are permitted to work for the School if appointed and that they hold appropriate qualifications.
- 4.2. **Identity and address:** all applicants must bring with them to interview, original documents which evidence their identity and address as set out below and in the List of Valid Identity Documents at Appendix 1 (these comply with DBS identity checking guidelines):
- one document from Group 1\*; and
  - two further documents from either of Group 1\*, Group 2a or Group 2b, one of which must verify the applicant's current address.
- (\*applicants must always provide their birth certificate as one form of identity unless there is good reason why this cannot be provided and the School requests that a current, valid passport is also provided where possible.)
- 4.3. Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change. They will also be required to provide their birth certificate.
- 4.4. The School asks for the date of birth of all applicants in order to verify identity and check for any unexplained discrepancies in the employment and education history. The School does not discriminate on the grounds of age.
- 4.5. **Right to work in the UK:** all applicants must also bring to interview a valid form of evidence which confirms their right to work in the UK. Valid forms of evidence can be found in the Home Office 'Right to Work Checklist'.
- 4.6. The School will check evidence of an applicant's right to work in the UK in accordance with the Home Office 'Code of Practice on preventing illegal working: Civil penalty scheme for employers' (6 April 2022).

4.7. **Qualifications:** all applicants must also bring to interview original documents which evidence any educational and professional qualifications referred to in their application form and/or which the School requests.

## 5. References

5.1. References will be taken up on short listed applicants prior to interview where possible. Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made.

5.2. All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School. One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

5.3. All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description for the role for which the applicant has applied. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, sickness\* and disciplinary record;
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired) except where the issues were deemed to have resulted from allegations which were found to be unsubstantiated, unfounded, false or malicious;
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people except where the allegations or concerns were found to be unsubstantiated, unfounded, false or malicious; and
- whether the applicant could be considered to be involved in 'extremism' (see the definition of 'extremism' at section 14 below).

(\*questions about health or sickness records will only be included in reference requests sent out after the offer of employment has been made.)

5.4. The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.

5.5. The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

5.6. If it has not been possible to obtain a reference prior to interview it will be reviewed upon receipt. Any discrepancies identified between the reference and the application form and/or the interview assessment form will be considered by the School. The applicant may be asked to provide further information or clarification before an appointment can be confirmed.

5.7. If factual references are received (i.e. those which contain limited information such as job title and dates of employment), this will not necessarily disadvantage an applicant but additional references may be sought before an appointment can be confirmed.

5.8. The School may at its discretion make telephone contact with any referee to verify the details of the written reference provided.

- 5.9. The School treats all references given or received as confidential which means that the applicant will not usually be provided with a copy.
- 5.10. All references received from a school must be countersigned by the Head of that school.
- 5.11. All internal candidates who apply for a new role at the School will have their application assessed in accordance with this procedure. References may be taken up on internal candidates as part of the application process and can be provided by colleagues as the School will be the most recent employer and will previously have taken up references from past employers.

## 6. Online Searches

- 6.1. In addition to the checks set out below, the School reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the School. In accordance with KCSIE this will include online searches on shortlisted candidates (**online searches**). The online searches the School carries out may include searches of internet search engines, websites and social media platforms. Applicants are asked in the application form and/or 'declaration of suitability' form to provide details of their online profile, including account names, social media and professional networking site handles and details of websites on which the applicant is featured or named. This information will be used to carry out online searches. Applicants are not required to provide account passwords or to grant the School access to social media or professional networking account content that is not publicly available. However, if information (such as profile pictures and/or account bios) is publicly available when a social media or professional networking account is locked, and can therefore be viewed by the School, it may be taken into account as part of the online search.
- 6.2. Online searches may be carried out at the shortlisting stage or after an offer of employment has been made (but prior to work commencing). The School will not carry out online searches as part of its initial sift of applications.
- 6.3. The School will determine how it approaches online searches on a case by case basis. However, all applicants for a role at the School will be treated consistently with regard to online searches.
- 6.4. Wherever possible online searches will be undertaken by a person who will play no other part in the recruitment process (including the shortlisting exercise) or the appointment decision. In carrying out online searches the School is looking for any publicly available information about an applicant that:
  - may be relevant to their suitability to carry out the role for which they have applied;
  - may be relevant to their suitability to work at the School or in an education setting;
  - is of a safeguarding nature; and / or
  - may have an impact on the School's reputation (whether positive or negative).
- 6.5. Any information generated from online searches will be entered in an 'Online search results record'. Where online searches are undertaken on shortlisted applicants any relevant information generated will be provided to the interview panel for discussion with shortlisted applicants at interview. Where online searches are undertaken on the successful applicant only any relevant information generated will be discussed prior to employment commencing. All offers of employment will be conditional upon the School being satisfied that the successful applicant is suitable to work at the School in light of any information generated from online searches.
- 6.6. In evaluating any online information for relevance the School will use the following criteria:
  - whether the information is relevant to the position applied for;

- whether the information is relevant to the applicant's suitability to work at the School or in an education setting;
- whether the information could have an impact on the School's reputation (whether positive or negative);
- whether the information calls into doubt the applicant's willingness or ability to uphold the School's commitment to safeguarding and promoting the welfare of children;
- the length of time since the information became publicly available and whether the applicant's circumstances have changed since the information was published;
- whether the information reveals a pattern of concerning behaviour; and
- the relevant circumstances and the explanation(s) offered by the applicant.

6.7. For successful candidates, the School will retain information generated through online searches for the duration of the individual's employment and in accordance with its Record Keeping and Retention Policy after employment ends.

6.8. For unsuccessful candidates, the School retains the information generated from online searches for six months from the date on which they are informed their application was unsuccessful, after which it will be securely destroyed.

## **7. Criminal Records Checks**

7.1. Prior to 29 May 2013 an enhanced disclosure contained details of all convictions on record (including those which are defined as 'spent' under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It could also contain non-conviction information from local police records which a chief police officer considered relevant to the role applied for at the School.

### ***DBS Filtering Rules***

7.2. With effect from 29 May 2013 the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures. The filtering rules developed by the DBS and the Home Office designate certain spent convictions and cautions as 'protected'. 'Protected' convictions and cautions are not included in a DBS certificate and job applicants are not required to disclose them during the recruitment process. It is unlawful for an employer to take into account a conviction or caution that should not have been disclosed. If a protected conviction or caution is inadvertently disclosed to the School during the recruitment process it must be disregarded when making a recruitment decision.

7.3. A conviction will always be disclosable if it was imposed for a 'specified offence' committed at any age. A caution issued for a 'specified offence' committed over the age of 18 will always be disclosable. However, a caution issued for a 'specified offence' committed under the age of 18 is never disclosable. 'Specified offences' are usually of a serious violent or sexual nature, or are relevant for safeguarding children and vulnerable adults. The list of 'specified offences' can be found at: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

7.4. The filtering rules work as follows:

#### For those aged 18 or over at the time of an offence

A spent criminal conviction for an offence committed in the United Kingdom when a person was over the age of 18 will not be disclosed in a DBS certificate (and does not have to be disclosed by the job applicant) if:

- eleven years have elapsed since the date of the conviction;

- it did not result in a custodial sentence; and
- it was not imposed for a 'specified offence'.

A spent caution for an offence committed when a person was over the age of 18 will not be disclosed in a DBS certificate (and does not have to be disclosed by a job applicant) if:

- six years have elapsed since the date it was issued; and
- it was not issued for a 'specified offence'.

For those aged under 18 at the time of an offence

A spent conviction for an offence committed when a person was under the age of 18 will not be disclosed in a DBS certificate (and does not have to be disclosed by the job applicant) if:

- five and a half years have elapsed since the date of the conviction; and
- it did not result in a custodial sentence; and
- it was not imposed for a 'specified offence'.

A caution issued for an offence committed when a person was under the age of 18 will never be disclosed in a DBS certificate (and does not have to be disclosed by a job applicant).

***Regulated Activity***

7.5. The School applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the School which amount to 'regulated activity' as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information. Any position undertaken at, or on behalf of, the School will amount to 'regulated activity' if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2am and 6am; or
- satisfies the 'period condition', meaning four times or more in a 30 day period; and
- provides the opportunity for contact with children.

7.6. 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.

7.7. It is for the School to decide whether a role amounts to 'regulated activity' taking into account all the relevant circumstances. However nearly all posts at the School will amount to regulated activity. Limited exceptions could include an administrative post undertaken on a temporary basis in the School office outside of term time or voluntary posts which are supervised.

***The DBS Disclosure Certificate***

7.8. The DBS issues the DBS disclosure certificate to the subject of the check only, rather than to the School. It is a condition of employment with the School that the original disclosure certificate is provided to the School within two weeks of it being received by the applicant. Original certificates should not be sent by post. A convenient time and date for bringing the certificate into the School should be arranged with the School's Head of HR as soon as it has been received. Applicants who are unable to attend at the School to provide the certificate are required to send in a certified copy by post or email within two weeks of the original disclosure certificate being received. Certified copies must be sent to the Head of HR. Where a certified copy is sent, the original disclosure certificate must still be provided prior to, or on, the first day of work. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the School.



### ***Starting work pending receipt of the DBS disclosure certificate***

- 7.9. If there is a delay in receiving a DBS disclosure, the Head (teaching staff) and Bursar (support staff) have the discretion to allow an individual to begin work pending receipt of the disclosure certificate. This will only be allowed if all other checks, including a clear check of the Children's Barred List (where the position amounts to regulated activity), have been completed and once a risk assessment has been carried out and appropriate safeguards have been put in place.

### ***Applicants with periods of overseas residence***

- 7.10. DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. The School will take into account the 'DBS unusual addresses guide' in such circumstances.
- 7.11. For applicants who are living overseas, or who have lived overseas previously, obtaining a DBS certificate may be insufficient to establish their suitability to work at the School. In such cases the applicant will be required to provide additional information about their suitability from the country (or countries) in which they have lived. The School's policy is generally to request such information from each overseas country in which the applicant has lived for a period of three months or more in the previous 10 years.
- 7.12. When requesting such information the School has regard to relevant government guidance and will therefore always require the applicant to apply for a formal check from the country in question, i.e. a criminal records check (or equivalent) or a certificate of good conduct.
- 7.13. The School recognises that formal checks are not available from some countries, that they can be significantly delayed or that a response may not be provided. In such circumstances the School will seek to obtain further information from the country in question, such as a reference from any employment undertaken in that country.
- 7.14. In addition, where an applicant for a teaching position has worked as a teacher outside of the UK, the School will ask the applicant to obtain from the professional regulating authority of the teaching profession in each country in which they have worked as a teacher, evidence which confirms that they have not imposed any sanctions or restrictions on the applicant and that they are not aware of any reason why the applicant may be unsuitable to work as a teacher. The School will also ask shortlisted applicants (and their referees) to disclose whether they have ever been referred to, or are the subject of a sanction issued by, the regulator of the teaching profession in the countries in which they have carried out teaching work.
- 7.15. Sanctions and restrictions issued by the regulating authority of another country will not prevent a person from working as a teacher at the School. However, the School will take all relevant information into account in determining whether an applicant is suitable to work at the School.
- 7.16. The School may allow an applicant to commence work pending receipt of a formal check from a particular country if it has received a reference and/or letter of professional standing from that country and considers the applicant suitable to start work. Decisions on suitability will be based on all of the information that has been obtained during the recruitment process. Unless expressly waived by the School, continued employment will remain conditional upon the School being provided with the outcome of the formal check and it being considered satisfactory.
- 7.17. If no information is available from a particular country the School may allow an applicant to commence work if they are considered suitable based on all of the information that has been obtained during the recruitment process.
- 7.18. The School will take proportionate risk based decisions on a person's suitability in these circumstances. All suitability assessments must be documented and retained on file

7.19. If the formal check is delayed and the School is not satisfied about the applicant's suitability in the absence of that information, the applicant's proposed start date may be delayed until the formal check is received.

## **8. Prohibition from teaching check**

8.1. The School is required to check whether staff who carry out 'teaching work' are prohibited from doing so. The School uses the Teaching Regulation Agency Teacher Services system to check whether successful applicants are the subject of a prohibition, or interim prohibition, order issued by a professional conduct panel on behalf of the Teaching Regulation Agency.

8.2. In addition the School asks all shortlisted applicants to declare whether they have ever been referred to, or are the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency, or other equivalent body in the UK.

8.3. Where an applicant is not currently prohibited from teaching but has been the subject of a referral to, or hearing before, the Teaching Regulation Agency (or other equivalent body), whether or not that resulted in the imposition of a sanction, or where a sanction has lapsed or been lifted, the School will consider whether the facts of the case render the applicant unsuitable to work at the School.

8.4. The School applies the definition of 'teaching work' set out in the Teachers' Disciplinary (England) Regulations 2012 which states that the following activities amount to 'teaching work':

- planning and preparing lessons and courses for pupils;
- delivering lessons to pupils;
- assessing the development, progress and attainment of pupils; and
- reporting on the development, progress and attainment of pupils.

8.5. The above activities do not amount to 'teaching work' if they are supervised by a qualified teacher or other person nominated by the Head. If in any doubt, or if the applicant has taught previously, or may teach in future, the check will be undertaken, including for sports coaches.

## **9. Prohibition from management check**

9.1. The School is required to check whether any applicant for a management position is subject to a direction under 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 (a **section 128 direction**).

9.2. The School will carry out checks for section 128 directions when appointing applicants into management positions from both outside the School and by internal promotion.

9.3. This check applies to appointments to the following positions made on or after 12 August 2015:

- Head;
- teaching posts on the senior leadership team;
- teaching posts which carry a departmental head role; and
- support staff posts on the senior leadership team.

9.4. The School will assess on a case by case basis whether the check should be carried out when appointments are made to teaching and support staff roles which carry additional responsibilities.

9.5. All individuals who are appointed to the governing body will be subject to a section 128 direction check.

- 9.6. The relevant information is contained in the enhanced DBS disclosure certificate (which the School obtains for all posts at the School that amount to regulated activity). It can also be obtained through the Teaching Regulation Agency Teacher Services system. The School will use either, or both, methods to obtain this information.
- 9.7. In addition, the School asks all shortlisted applicants to declare whether they have ever been the subject of a referral to the Department for Education, or are subject to a section 128 direction or any other sanction which prohibits, disqualifies or restricts them from being involved in the management of an independent school.
- 9.8. Where an applicant is not currently prohibited from management but has been the subject of a referral to, or hearing before, the Department for Education or other appropriate body whether that resulted in the imposition of a section 128 direction or other sanction, or where a section 128 direction or other sanction has lapsed or been lifted, the School will consider whether the facts of the case render the applicant unsuitable to work at the School.

## 10. Disqualification from acting as a charity trustee or senior manager

- 10.1. **Background:** 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 Charities Act 2011 sets out the grounds on which a person can be disqualified from acting as a trustee or senior manager. These include various spent and unspent criminal offences and other sanctions.
- 10.2. **Who is covered:** A person is considered to be a charity trustee if they are one of the people who have general control and management of the administration of the charity. In an independent school the trustees will typically be the governors of the school. Senior managers include those employees who report directly to the charity trustees or have responsibility for the overall management and control of the charity's finances. At the School the disqualification rules will be applicable to all governors, the Head, Bursar and potentially other senior staff who report directly to the governors.
- 10.3. **Self-declaration:** All those who are covered by the disqualification rules are required to complete a self-declaration form to confirm whether, to the best of their knowledge, they are subject to any of the disqualification criteria. A failure to disclose relevant information, or the provision of false information, which subsequently comes to the School's attention may result in the termination of an appointment as a governor or senior manager or the withdrawal of an offer of employment and may also amount to a criminal offence. All those who are required to complete a self-declaration form are also under an ongoing duty to inform the School if there is a change in their circumstances that results or may result in them becoming disqualified from acting as a governor or senior manager.
- 10.4. **Waiver:** A person who discloses that one or more of the disqualification criteria is applicable to them may apply to the Charity Commission for a waiver of the disqualification. The School may at its absolute discretion withdraw an offer of employment for a senior manager or cease or terminate an appointment to the governing body if a waiver application becomes necessary or is rejected by the Charity Commission. The School is under no obligation to await the outcome of a Charity Commission waiver application before taking such action.

## 11. Medical fitness

- 11.1. The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, **after** an offer of employment has been made but **before** the appointment can be confirmed.
- 11.2. The School requires all successful applicants to make a declaration of medical fitness confirming that there are no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the role.

- 11.3. For permanent posts applicants will also complete a pre-employment health questionnaire prior to confirmation of appointment. If the School has any doubts about an applicant's fitness the School will, if appropriate, consider reasonable adjustments in consultation with the applicant. The School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.
- 11.4. The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments and/or suitable alternative employment.

## **12. Chartwells Staff, Contractor Staff and Agency Staff**

- 12.1. The School must complete the same checks for contractors (and their employees) undertaking regulated activity at the School as it does for its own employees. The School requires written confirmation from Chartwells, and any other contractor, that it has completed these checks on all of those individuals whom it intends will work at the School before any such individual can commence work at the School.
- 12.2. Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School.
- 12.3. The School will independently verify the identity of individuals supplied by contractors or an agency and will require a copy of the DBS disclosure certificate checked by the employment agency before those individuals can start work at the School.

## **13. Volunteers**

- 13.1. The School will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at or on behalf of the School (the definition of regulated activity set out above will be applied to all volunteers).
- 13.2. The School will request an enhanced DBS disclosure without Children's Barred List information on all regular volunteers who do not undertake regulated activity. If a regular volunteer is not in regulated activity, this is likely to be because their volunteering duties are subject to regular, day to day supervision by a fully checked member of staff or by a volunteer who the School has deemed appropriate to supervise and ensure the safety of those pupils in their care.
- 13.3. Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils.
- 13.4. It is the School's policy that, except in the case of current parents who volunteer (for whom a renewed check will be carried out every 3 years), a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the School for three consecutive months or more. Those volunteers who are likely to be involved in activities with the School on a regular basis may be required to sign up to the DBS update service as this permits the School to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates.
- 13.5. In addition the School will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):
- formal or informal information provided by staff, parents and other volunteers;
  - character references from the volunteer's place of work or any other relevant source; and
  - an informal safer recruitment interview.

## **14. Visiting speakers and the Prevent Duty**

- 14.1. The Prevent Duty Guidance requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.
- 14.2. The School is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the School or perform any other regular duties for or on behalf of the School.
- 14.3. All visiting speakers will be subject to the School's usual visitors procedures. This will include signing in and out at Reception, the wearing of a visitors badge at all times and being escorted by a fully vetted member of staff between appointments.
- 14.4. The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the School. In doing so the School will always have regard to its own visitor procedures, the Prevent Duty Guidance and the definition of 'extremism' set out in KCSIE which states:

*"Extremism' is 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. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."*

- 14.5. In fulfilling its Prevent Duty obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, disability or age.

## **15. Policy on recruitment of ex-offenders**

- 15.1. The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. The School 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 the School. Each case will be decided on its merits in accordance with the objective assessment criteria set out below.
- 15.2. All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered 'spent' except for those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see above). A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.
- 15.3. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the School. The School will make a report to the police and/or the DBS if the School:
  - receives an application from a barred person;
  - is provided with false information in, or in support of an applicant's application; or
  - has serious concerns about an applicant's suitability to work with children.
- 15.4. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a

disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the applicant.

15.5. If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences:

- murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence;
- serious class A drug related offences, robbery, burglary, theft, deception or fraud.

15.6. If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

15.7. If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

15.8. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Head and the Bursar before a position is offered or confirmed.

15.9. If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

## **16. Retention and security of disclosure information**

16.1. The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

## **17. Referrals to the DBS and Teaching Regulation Agency**

17.1. This policy is primarily concerned with the promotion and practice of safer recruitment. However, applicants should also be aware that the School has legal responsibilities to fulfil when employment comes to an end. In particular, the School has a legal duty to make a referral to the DBS where an individual:

- has applied for a position at the School despite being barred from working with children; and/or
- has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

17.2. The DBS will consider whether to impose sanctions on that individual which may restrict or prevent them from working with children in future.

- 17.3. In addition, if a teacher is dismissed because they are found to have committed serious misconduct, or they have breached the Teachers' Standards, or they resign prior to dismissal on such grounds, the School will make a referral to the Teaching Regulation Agency.
- 17.4. The Teaching Regulation Agency will consider whether to impose a prohibition from teaching order.

## **18. Queries**

- 18.1. If an applicant has any queries on how to apply for a post at the School he/she should contact the Head of HR.
- 18.2. It is the School's policy not to provide feedback to unsuccessful applicants.

## Appendix 1

### List of valid identity documents

#### Group 1: primary identity documents

- Current valid Passport
- Biometric Residence Permit (UK)
- Current Driving Licence photocard –full or provisional (UK/Isle of Man and Channel Islands);
- Birth Certificate issued within 12 months of birth (UK, Isle of Man & Channel Islands - including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
- Adoption Certificate (UK & Channel Islands)

#### Group 2a: trusted government documents

- Current Driving Licence – photocard full or provisional (all countries outside the UK excluding Isle of Man and Channel Islands)
- Current Driving Licence: paper version if issued before 1998 –full or provisional (UK/Isle of Man and Channel Islands)
- Birth Certificate issued after time of birth (UK, Isle of Man and Channel Islands)
- Marriage/Civil Partnership Certificate (UK and Channel Islands)
- Immigration document, visa or work permit – issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non UK country in which the role is based
- HM Forces ID Card (UK)
- Firearms Licence (UK, Channel Islands and Isle of Man)

#### Group 2b: Financial and social history documents

- Mortgage Statement (UK) \*\*
- Bank/Building Society Statement (UK and Channel Islands) \*
- Bank/Building Society Statement (countries outside the UK) \*
- Bank/Building Society account opening confirmation letter (UK) \*
- Credit Card Statement (UK) \*
- Financial Statement – e.g. pension or endowment (UK) \*\*
- P45/P60 Statement (UK & Channel Islands) \*\*
- Council Tax Statement (UK & Channel Islands) \*\*
- Letter of sponsorship from future employment provider (Non UK only - valid only for applicants residing outside the UK at the time of application) - must be valid at the time of application
- Utility Bill (UK) – Not Mobile Telephone bill \*
- Benefit Statement (UK) – e.g. Child Benefit, Pension \*
- A document from Central or Local Government/ Government Agency/ Local Council giving entitlement e.g. from the Department for Work and Pensions, the Employment Service , HMRC (UK & Channel Islands) \*
- EEA National ID Card - must be valid at time of application
- Irish passport card (cannot be used with an Irish passport) - must be valid at time of application
- Cards carrying the PASS accreditation logo (UK, Isle of Man and Channel Islands) - must be valid at time of application
- Letter from Head or College Principal (UK) for 16-19 year olds in full time education – only to be used in exceptional circumstances if other documents cannot be provided - must be valid at time of application

#### Note

If a document in the list of valid identity documents is:  
denoted with \* - it should be less than three months old  
denoted with \*\* - it should be less than 12 months old

All driving licences must be valid.



## Appendix 2

### Advertising Policy

All recruitment exercises must be planned and timetabled to ensure the School recruits the best and most suitable staff.

Prior to the commencement of any recruitment exercise a job description must be prepared for the vacant role. This will confirm that there is a genuine need for recruitment, and will assist the School in ensuring that the most appropriate candidate is recruited for the role. The job description must clearly define the role and include the following information:

- the skills, abilities, experience, attitude, and behaviours required for the role; and
- the safeguarding requirements of the role (i.e. the extent to which the role will involve contact with and responsibility for children, and whether it will amount to regulated activity with children).

The Head (for teaching positions) and the Bursar (for non-teaching positions) are responsible for all roles that are advertised at the School.

Inappropriate or poorly worded advertisements can give rise to legal claims against the School. Anyone placing an advertisement in breach of this policy will be subject to the School's disciplinary procedure.

### Advertising Procedure

Recruitment is carried out by placing advertisements as appropriate in the Times Educational Supplement or the national or local newspapers. All advertisements should include:

- brief information about the School
- details about the position
- contact details for an application pack
- closing date for the receipt of application forms

All advertisements should include the following wording:

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

*Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.’*

*The safeguarding responsibilities of the post include:*

*[the advert will list the safeguarding responsibilities of the post as per the job description].*

*The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are ‘spent unless they are ‘protected’ under the DBS filtering rules) in order to assess their suitability to work with children.”*

### Application Packs

There are different application forms for Teaching and Non-Teaching posts. In addition to the application form, the following documentation should be available to prospective candidates:

- Job description including background information on the School and department
- Safeguarding Policy
- Recruitment Policy

## **Appendix 3**

### **Interview Procedure**

Short-listed candidates will be contacted either by post, email or telephone inviting them to attend an interview. They will be advised of the date and time of the interview as well as who the interview will be with and how the event will run. A letter will be sent out confirming the date and time of the interview. As well as the required identification documents, applicants will be asked to bring the following documents to the interview if possible:

- documentation confirming their National Insurance Number (P45, P60 or National Insurance Card); and
- original documents confirming any educational and professional qualifications referred to in their application form; and
- an existing DBS disclosure certificate in the applicant's name, should the applicant possess one.

The following information should accompany the interview letter:

- School prospectus (link to the School's website)
- Job description

The purpose of the interview is to assess the merits of each candidate against the job requirements and explore their suitability to work with children. The selection process for people who work with children should always include a face-to-face interview even if there is only one candidate.

Candidates should be given a tour of the School and ideally meet all other colleagues in the department, although this can be done informally. Candidates for teaching posts are required to teach a lesson as part of the selection process and non-teaching staff may be required to carry out a practical task.

### **Interview Panel**

The interview panel will always consist of two individuals, one of whom should have undertaken Safer Recruitment training.

Individuals who have undertaken relevant training:

- Frances Ramsey, Head
- Diana Lynch, Bursar
- Sara Harnett, Senior Deputy Head (Academic)
- Jamie Carter, Deputy Head (Pastoral)
- Claire Badger, Assistant Head
- John Carroll, Assistant Head
- Ellen Elfick, Head of Physical Education
- Lorraine Brough, Assistant Bursar (Finance)
- Cheryl Toolan, Head of HR
- Mia Bekvalac, Assistant HR Manager

One of the members of the panel should have the necessary authority to make decisions about appointments.

Prior to the interview, the members of the panel should meet to:

- reach a consensus about the required standard for the job,
- consider the issues to be explored with each candidate and who on the panel will ask about each of those
- agree their assessment criteria

Where a candidate is known personally to a member of the selection panel it should be declared before short-listing takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

### **Content of the interview**

In addition to assessing and evaluating the candidate's suitability for the particular post, the interview panel should also explore:

- the candidate's attitude toward children and young people;
- his/her ability to support the School's agenda for safeguarding and promoting the welfare of children including the need to protect children from radicalisation;
- gaps in the candidate's employment history;
- concerns or discrepancies arising from the information provided by the candidate and/or a referee; and,
- ask the candidate if they wish to declare anything in light of the requirement for a DBS check.

If, for whatever reason, references are not obtained before the interview, the candidate should also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees. It is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.

## Appendix 4

### Recruitment Privacy Notice

#### Who collects the information

The Godolphin and Latymer School Foundation (the '**School**') is a 'data controller' and gathers and uses certain information about you as part of the recruitment process. We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy (available on the school website).

#### About the information we collect and hold

The categories of information that we may collect, process and hold for recruitment purposes include:

- your name and contact details (such as home address, telephone numbers and email address);
- previous employment information (such as establishment, post, and salary information and also conduct, grievance or performance issues);
- professional sanctions and/or criminal record information;
- medical information (for example if you ask us to consider making reasonable adjustments);
- details of your referees;
- relevant academic or professional qualifications;
- documents submitted as proof of identity on interview day (including proof of your right to work in the UK);
- any notes, including online search results, interview notes and/or lesson observations, recorded as part of the applicant assessment process.

#### Why we collect and use this information

We use information obtained during the recruitment process primarily:

- to comply with our legal obligations governing the recruitment of staff to work in schools (particularly the Independent School Standards Regulations (2014) and Keeping Children Safe in Education (statutory guidance);
- in accordance with our legitimate interest to carry out a fair recruitment process and make an informed decision to recruit; and
- for successful applicants, in accordance with our legitimate interest to communicate with you prior to your joining the School.

We will not normally share your information with anyone outside the School, other than your referees, unless your application is successful and you accept an offer of employment (see below regarding successful applicants).

#### Storage of recruitment information

**Successful applicants:** recruitment information will be transferred to the individual's HR file and the School's Staff Privacy Notice will apply (available on our website).

**Unsuccessful applicants:** we retain application data for 6 months after the completion of the process after which it is disposed of securely, either by in-house shredding or by using an accredited confidential waste disposal company, depending on volume.

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal

information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

### **Your rights to correct and access your information and to ask for it to be erased**

Please contact the School's Bursar, Mrs Diana Lynch, who can be contacted via [finance@godolphinandlatymer.com](mailto:finance@godolphinandlatymer.com) or 020 8735 9595 if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask for some but not all of the information we hold and process to be erased in certain circumstances.

### **Further information**

We hope that our Bursar can resolve any query or concern you may have about our use of your information. If not, you are entitled to contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone 0303 123 1113 for further information about your rights or to make a formal complaint. Please note, however, that the ICO does recommend that steps are taken to resolve the matter with the School before involving the regulator.