

## Staff Recruitment Policy

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**Note: Further detailed guidance is given in the GDST Recruitment & Selection Policies and the GDST Safeguarding Procedures.**

### General

The Council of The Girls' Day School Trust (GDST) is committed to equal opportunities in employment. The Council's policy aims to ensure that all employees are recruited, trained and promoted on the basis of ability, the requirements of the job and relevant and objective criteria.

- No employee or job applicant should receive more or less favourable treatment on the grounds of race, nationality, colour, ethnic or national origin, age, sex, marital status, sexual orientation, religion or belief, gender reassignment or disability in any matters to do with employment.
- The GDST is committed to fair recruitment and selection and to appointing on merit, in accordance with the following procedures which take best practice into account.
- The GDST is committed to the safeguarding of children and child protection screening will apply to all posts. See also Safeguarding Procedures and Safeguarding Policy.

### Introduction

On 1 December 2012, the CRB and the Independent Safeguarding Authority were merged into a single, new public body called the Disclosure and Barring Service (DBS). CRB checks are now known as DBS checks and this policy has been amended accordingly.

The purpose of this document is to inform staff of their and the School's statutory responsibilities concerning recruitment and safeguarding. This document will be updated as necessary when changes in regulation require a change to procedures.

### Recruitment and Safeguarding

All appointments of staff and volunteers after 1 May 2007 **must** comply with the **Disclosure and Safeguarding procedures set out in the GDST Safeguarding Procedures document**. Details of checks carried out on existing and new staff must be entered on the School's Central Record as per the requirements set out in the Safeguarding Procedures document.

In order to comply with The Education (Independent School Standards) (England) (Amendment) Regulations 2007, no deviation from the following procedures can be tolerated:

- All people employed at SHS must have been accepted formally by the Headteacher/Head of Junior School/Director of Finance & Operations or their designated deputy in their absence. This includes all volunteers; permanent staff; temporary/substitute/casual staff; peripatetic staff; invigilators; visiting teachers; work experience pupils. This list is not exhaustive; if you are in any doubt, please ask the Head's PA/Director of Finance and Operations/HR Manager. Requests for checks must be made in good enough time to allow for all the required checks to be carried out.
- No agreement/engagement can be started or entered into without written confirmation from the Headteacher/Head of Junior School/Director of Finance & Operations.
- The HR Manager is responsible for ensuring that statutory and GDST requirements concerning recruitment and safeguarding are met before any person starts in any capacity, and therefore all

recruitment must go through them. Any concerns are to be raised with the Headteacher/Head of Junior School/Director of Finance & Operations or their designated deputy in their absence.

### Appointment of Staff

Staff are to be appointed in accordance with the GDST Recruitment and Selection policy. This policy details the GDST requirements for the advertising of roles and the selection procedure. Where possible, references for shortlisted candidates should be taken up before interviewing so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview. If time is short, these references may be oral, but should be confirmed in writing. With express permission from the subject, references should always be taken up direct with the referees who should include the most recent employer.

### Processing the Appointment

The HR Manager is to ensure that all of the required checks such as Safeguarding and medical questionnaire are made in accordance with the GDST recruitment policy. Proof of identity and address are required for **all** staff, regardless of whether they are permanent employees, temporary employees (including agency staff) or volunteers.

As per the GDST Safeguarding policy the following checks, where applicable, should be made for all individuals employed by the school.

### SCHOOL STAFF

Including supply and support/ancillary staff employed by the school.

	Appointment commencing . . .					
	Pre March 2002	1 <sup>st</sup> March 2002 – August 2003	1 <sup>st</sup> September 2003 – April 2007	1 <sup>st</sup> May 2007 – 2nd April 2014	1st April 2012 - present	12 <sup>th</sup> August 2015 - present
Name	YES	YES	YES	YES	YES	YES
Address	YES	YES	YES	YES	YES	YES
Date of birth	YES	YES	YES	YES	YES	YES
Qualifications required	YES	YES	YES	YES	YES	YES
CRB /DBS enhanced	n/a	YES	YES	YES	YES	YES
CRB/DBS standard	n/a	(YES)	(YES)	n/a	n/a	n/a
Barred List check (record if separate from CRB/DBS)	YES	YES	YES	YES	YES	YES

Prohibition from teaching check	n/a	n/a	n/a	n/a	YES (staff undertaking 'teaching work' only)	YES (staff undertaking 'teaching work' only)
Prohibition from management check	n/a	n/a	n/a	n/a	n/a	YES (staff in management positions only)
Disqualification by association (where applicable)	YES	YES	YES	YES	YES	YES
Overseas check where applicable	n/a	n/a	YES	YES	YES	YES
Right to work in UK where applicable	YES	YES	YES	YES	YES	YES
References	Preferable	Preferable	YES	YES	YES	YES
Previous employment history	Preferable	Preferable	YES	YES	YES	YES
Medical fitness	Preferable	Preferable	YES	YES	YES	YES

Notes:

( ) Up to May 2007, a standard CRB check was acceptable for school staff (e.g. ancillary staff) not involved in regularly caring for, training, supervising or being in sole charge of pupils under 18.

#### AGENCY STAFF

	Employment commencing . . .				
	Pre March 2002	1 <sup>st</sup> March 2002 – August 2003	1 <sup>st</sup> September 2003 – April 2007	1 <sup>st</sup> May 2007 – 2nd April 2014	3 <sup>rd</sup> April 2014 - present
Name	YES	YES	YES	YES	YES
Address	YES	YES	YES	YES	YES
Date of birth	YES	YES	YES	YES	YES
Qualifications required	YES*	YES*	YES*	YES*	YES*
CRB/DBS enhanced	n/a	YES*	YES*	YES*	YES*
CRB/DBS standard	n/a	(YES)*	(YES)*	n/a	YES*

Barred List check (record if separate from CRB/DBS)	YES*	YES*	YES*	YES*	YES*
Prohibition from teaching check	n/a	n/a	n/a	n/a	YES* (teaching staff only)
Disqualification by association where applicable	YES*	YES*	YES*	YES*	YES*
Overseas check where applicable	n/a	n/a	YES*	YES*	YES*
Right to work in UK where applicable	YES*	YES*	YES*	YES*	YES*
References	Preferable	Preferable	YES*	YES*	YES*
Previous employment history	Preferable	Preferable	YES*	YES*	YES*
Medical fitness	Preferable	Preferable	YES*	YES*	YES*

Notes:

\* Written confirmation of these is needed from the agency **before the individual starts work**. The school must also have sight of the original DBS disclosure whether it contains additional information or not

() Up to May 2007, a standard CRB check was acceptable for school staff (e.g. ancillary staff) not involved in regularly caring for, training, supervising or being in sole charge of pupils under 18.

**SELF EMPLOYED\* INSTRUCTORS – on a regular basis (not for ‘one-off’ visiting teachers)**  
(e.g. peris, instrument teachers, sports coaches, artist in residence etc.)

	Commencing . . .				
	Pre March 2002	1 <sup>st</sup> March 2002 – August 2003	1 <sup>st</sup> September 2003 – April 2007	1 <sup>st</sup> May 2007 – 2 <sup>nd</sup> April 2014	3 <sup>rd</sup> April 2014 - present
Name	YES	YES	YES	YES	YES
Address	YES	YES	YES	YES	YES
Date of birth	YES	YES	YES	YES	YES
Qualifications required	YES	YES	YES	YES	YES

CRB/DBS enhanced	n/a	YES	YES	YES	YES (and annual update check)
CRB/DBS standard	n/a	n/a	n/a	n/a	n/a
Barred List check (record if separate from CRB/DBS)	YES	YES	YES	YES	YES
Prohibition from teaching check	n/a	n/a	n/a	n/a	YES (teaching staff only)
Overseas check where applicable	n/a	n/a	YES	YES	YES
Right to work in UK where applicable	n/a	n/a	n/a	n/a	n/a
References	Preferable	Preferable	YES	YES	YES
Previous employment history	Preferable	Preferable	YES	YES**	YES**
Medical fitness	Preferable	Preferable	YES	YES ***	YES***

Notes:

- \* This grid refers **only** to instructors who are self-employed. Any instructors employed by the school should be checked as for school staff.
- \*\* Use the 'Safeguarding Information Form' available on the Sharepoint ISI Inspection site.
- \*\*\* Instructors should be asked to sign and date a declaration stating: "I know of no reasons on the grounds of mental or physical health why I should not be able to discharge the responsibilities required by my post." (this has been incorporated into the form above)

**VOLUNTEERS**

	Commencing . . .				
	Pre March 2002	1 <sup>st</sup> March 2002 – August 2003	1 <sup>st</sup> September 2003 – April 2007	1 <sup>st</sup> May 2007 – 9 <sup>th</sup> September 2012	10 <sup>th</sup> September 2012 - present
Name	YES	YES	YES	YES	YES
Address	YES	YES	YES	YES	YES
Date of birth	YES	YES	YES	YES	YES

Qualifications required	n/a	n/a	n/a	n/a	n/a
CRB / DBS enhanced	n/a	n/a	n/a	YES*	YES***
CRB / DBS standard	n/a	n/a	n/a	NO	NO
Barred List check (record if separate from CRB/DBS)	n/a	n/a	n/a	YES**	YES***
Overseas check where applicable	n/a	n/a	n/a	n/a	n/a
Right to work in UK	n/a	n/a	n/a	n/a	n/a
References	n/a	n/a	n/a	YES	YES
Previous employment history	n/a	n/a	n/a	n/a	n/a
Medical fitness	n/a	n/a	n/a	n/a	n/a

**Notes:**

Schools do not need to check volunteers established before May 2007 continuing with their previous duties unless they give cause for concern.

**May 2007 - September 2012:**

\* Regular volunteers should have an enhanced disclosure (including a barred list check) and need to have an informal interview and no contrary indications from anyone in the school community.

\*\* The Trust recommended doing a barred list check for occasional volunteers who were not left unsupervised with children – this went beyond the statutory requirement

**From September 2012:**

**\*\*\*Regular and unsupervised volunteers**

**Note:** the Trust's position is that schools should **err on the side of caution** and consider most volunteers who help out on a number of occasions at the school as falling into this category, as their contact with the pupils may well be 'regular' at some point and schools may not be able to maintain the statutory level of 'supervision' (see section 4 above).

Volunteers in this category should have an enhanced disclosure and barred list check.

Regular unsupervised volunteers should also have an informal interview and no concerns raised by others in the school community.

Such volunteers should be entered on the central register.

**Occasional and/or supervised volunteers** – see section 4. Volunteers in these categories who have had checks done should be entered on the central register.

### **Trainee Teachers**

Initial Teacher Training providers ("ITT") are required to ensure that all entrants to ITT have been subject to a DBS and/or any other appropriate background checks. ITT providers take full account of information contained in DBS disclosures when recruiting trainee teachers and will not offer places to those with any convictions that suggest they might pose a risk to children and young people. Schools do not need to see the completed DBS disclosure but should seek written confirmation from the ITT provider that all appropriate checks including confirmation that an enhanced DBS with Children's Barred List check has been carried out and that such checks do not disclose any matters of concern. Written confirmation obtained should be retained on file, and the date of the check and reference number should be entered onto the central record.

The situation is different for trainees on an employment based teacher training route. They are employed by the school and should therefore be subject to the full range of safeguarding employment checks by the school, these being recorded on the central register in the same way as other directly employed staff.

### **Visitors and Safeguarding**

Visitors who may have only brief contact with children in the presence of GDST staff do not require a DBS check; however, they must be supervised at all times and must have a visitors badge on display whilst in the school. Examples of this sort of visitor would include:

- Workshop facilitators
- Ad hoc visiting speakers

However, all such visitors must be documented prior to visiting in the log held in the main school admin office. This log is to provide the details of the visitor and confirmation is required by the sponsoring member of staff that the visit content is appropriate and meets all safeguarding requirements.

### **Volunteers and Safeguarding**

The same frequency and intensity tests apply here as to visitors. However:

- No volunteer in any capacity may be taken on until the person engaging the volunteer has confirmation (email acceptable) from a member of the Senior Management Team.
- After positive confirmation, it is the responsibility of the person engaging the volunteer in question to work with the HR Manager to establish what checks and paperwork are required, so that all legal, contractual, and health & safety requirements have been met satisfactorily before that volunteer starts
- It is the responsibility of the person engaging the volunteer in question to ensure that before the volunteer starts, they have had met the Deputy Head/ Head of Junior School for induction on the School's safeguarding policy.

### **Peripatetic/Visiting Teachers and Safeguarding**

No peripatetic teachers in any capacity may be taken on until all legal, contractual, and health & safety requirements have been met satisfactorily. It is the responsibility of the person engaging the peripatetic teacher in question to:

- Work with the HR Manager to complete the necessary checks and paperwork before they can start.

- Ensure that before the peripatetic/visiting teacher starts, they have had met the Deputy) / Head of Junior School for induction on the School's safeguarding policy.

### **Supply Agencies and Safeguarding**

The following people are responsible for ensuring that all legal, contractual, and health & safety requirements are met by supply agencies and their staff:

- Supply teachers [ensuring that before the supply teacher starts, they have met the Deputy Head / Head of Junior School for induction on the School's safeguarding policy] - the person responsible for cover organisation
- Supply cleaners and caretakers - Director of Finance and Operations
- Supply catering staff - Director of Finance and Operations.

If in doubt, please speak to the HR Manager in the first instance, or the Director of Finance and Operations.

### **Contractors and Safeguarding**

The Trust surveyor is responsible for ensuring that all legal, contractual, and health & safety requirements are met by Trust-approved/appointed contractors.

The Director of Finance and Operations is responsible for ensuring that all legal, contractual, and health & safety requirements are met by locally approved/appointed contractors.

Where departments engage specific specialists for the maintenance of departmental equipment (for example cooks), they should inform/involve the Director of Finance and Operations to ensure that all legal, contractual, and health & safety requirements are met.

### **Important Information**

Sufficient notice must be given – preferably at the initial discussion stage of any proposal - to ascertain what safeguarding paperwork is required to ensure that no-one is in school (or being used) without all the information detailed above being received and appropriately recorded.

Until all required paperwork is received person must be supervised.

Anyone who is not in school (unless on Sick, Maternity Leave or shared parental leave) for more than 3 months is subject to new DBS check. This is why we must ensure Supply Staff and Invigilators come into school at least once every 3 months.

### **DISABILITY DISCRIMINATION**

Employees or job applicants who feel that they may have been discriminated against due to their disability may bring a complaint to an Employment Tribunal.

### **Definition of Disability**

A disability is a physical or mental (learning disability) impairment which has a substantial, long term, adverse effect on the person's ability to carry out normal day-to-day activities. In this definition, the Act includes people who become disabled, have a condition which worsens or who have had a disability in the past even if they have recovered.



Excluded from the Act are addictions (other than from medical prescriptions), personality and other mental disorders, hay fever or other allergies and deliberately acquired disfigurements (tattoos, body piercing).

### **School's Duty**

a. No disabled job applicant or employee should be treated less favourably than another person for a reason related to his/her disability.

b. The school must make reasonable adjustments. Any reasonable steps must be taken to overcome any substantial disadvantage to a disabled job applicant or employee caused by recruitment arrangements, working practices or premises. The reasonableness of any adjustments will depend on a variety of factors such as the financial and human resources of the employer, the level of disruption making the adjustment would cause, etc.

**Detailed guidance for avoiding discrimination is given in the GDST Recruitment & Selection policy document.**

### **AGE, RACE AND SEX DISCRIMINATION**

Job applicants who feel that they may have been discriminated against on grounds of race or sex and age may bring a complaint to an Employment Tribunal.

Discrimination may be direct e.g. failing to offer a job to an applicant because she is a woman, or indirect e.g. specifying an unjustifiable requirement such as height or age limit which it is more difficult for people of a particular age, sex or racial group to comply with. It may also be by association (because the person associates with another person who has a certain characteristic - known as a 'protected' characteristic' in equality terms) and to discrimination by perception (because others may think the person has a protected characteristic even though they do not).

**Detailed guidance for avoiding discrimination is given in the GDST Recruitment & Selection policy document.**

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