



THE PORTSMOUTH GRAMMAR SCHOOL

Whole School Recruitment Policy

The Portsmouth Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It follows Department for Education statutory guidance published in *Keeping Children Safe in Education* (September 2018). A link to the guidance can be found at the end of this policy.

This policy sets out the checks that are, or may be, required for an individual working in or visiting the school, in any capacity. It also explains other aspects of the recruitment procedures.

Checks for individuals working at or visiting the school

The School seeks to act reasonably in making decisions about the suitability of a prospective employees based on the checks listed in this document.

The level of DBS check required, and whether a prohibition check is required, depends on the role and duties for which a prospective employee is applying.

For most appointments, an enhanced DBS check with barred list information is appropriate as the majority of staff engage in regulated activity. A person is considered to be in 'regulated activity' if, as a result of their work, they:

- will be responsible, on a regular basis, in any setting for the care or supervision of children; or
- will regularly work in the school at times when children are on the premises where the person's work requires interaction with children, whether or not the work is paid (unless they are a supervised volunteer), or whether the person is directly employed or employed by a contractor; or
- will be engaging in intimate or personal care or overnight activity, even if this only happens once.

In addition to the DBS checks described, anyone who is appointed to carry out teaching work will require additional checks to ensure they are not prohibited from teaching. Such checks are detailed below.

The Prevent duty requires schools to set out clear protocols for ensuring that any visiting speakers, whether invited by staff or by the pupils themselves, are suitable and appropriately supervised. The school has a common risk assessment that is used to assess visiting speakers. In addition during the appointment process background checks and references are scrutinised with consideration to the risks posed by radicalisation and extremism.

Types of check

1. Disclosure and barring service (DBS checks)

The DBS is responsible for administering three types of checks

- **Standard:** a check of the Police National Computer (PNC) records of convictions, cautions, reprimands and warnings;
- **Enhanced:** a check of the PNC records as above, plus other information held by the police that is considered relevant by the police; and
- **Enhanced with barred list information:** for people working in regulated activity with children. This adds checks of the DBS Children's Barred List to the enhanced check.

When the DBS has completed its check of an applicant's PNC record and, if appropriate, whether or not they are on the barred list, the relevant information will be recorded on a certificate (the DBS certificate) that is sent to the applicant. The applicant must bring the DBS certificate to PGS before they take up a post or before they commence work on their first day of employment. Alternatively, if the applicant has subscribed to it and gives written permission, the school may undertake an online update check through the DBS Update Service. In these instances, the school will confirm that the certificate matches the individual's identity and ensure that the original certificate is relevant for the appropriate workforce and level of check, as part of the procedure.

Usually a job applicant has no legal obligation to reveal spent convictions. If an applicant has a conviction that has become spent, the school treats the applicant as if the conviction has not happened. The school recognises that refusal to employ a rehabilitated person on the grounds of a spent conviction is unlawful under the Rehabilitation of Offenders Act (ROA) 1974.

If the post involves regular contact with children, it is the School's 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.

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.

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.

If a disclosure is evident on the DBS certificate relating to a member of the support staff, Junior School and Senior School teaching staff or volunteer, this would be reported to the Head who, with the Bursar and, where relevant, Head of Junior School, will consider the significance of the information before deciding whether or not it is appropriate to proceed with the appointment. Where necessary, further information may be requested from the candidate. Any decision would be made in accordance with the DBS Code of Practice.

The following factors will be considered 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 convicted person.

If the school decides to allow an individual to start work in regulated activity before the DBS certificate is available, we will ensure that the individual is appropriately supervised and that all other checks, including a separate barred list check, have been completed. The Head, or, where appropriate, Bursar or Head of the Junior School, will sign a standard form confirming that the individual is able to work on this short term basis under supervision.

2. Secretary of State Prohibition Orders

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. PGS will not employ an individual to teach if such a prohibition order is in place.

Pre-appointment Checks

All new appointments to regulated activity

An offer of appointment to a successful candidate must be conditional upon satisfactory completion of pre-employment checks.

When appointing new staff, the school:

- verifies a candidate's identity, with photographic ID, such as a passport or photo driving licence

- verifies a candidate's current address, with at least two of the following: a driving photo licence, a recent bank or credit card statement or a utility bill (not for a mobile phone) from the last three months, a mortgage statement or council tax bill from the last 12 months.
- obtains at least two written references and will follow up as appropriate. All references will be verified and electronic references will be checked to ensure they originate from a legitimate source. A reference will always be obtained from the current or most recent employer, from a senior person in that organisation with 'appropriate authority'.
- obtains a certificate for an enhanced DBS check with a barred list information where the person will be engaging in regulated activity;
- obtains a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- obtains an enhanced DBS certificate for volunteers involved in a regulated activity;
- seeks confirmation from the Teaching Regulation Agency that any candidate to carry out 'teaching work' is not subject to a prohibition order issued by the Secretary of State, has not failed their induction or probation and does not have a sanction imposed, including a sanction by the European Economic Area (EEA).
- verifies the candidate's mental and physical fitness to carry out their work responsibilities. To this end, an applicant will be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role;
- verifies the person's right to work in the UK. If the person has lived or worked outside the UK, the school will make any further checks we feel appropriate (Overseas Checks);
- verifies professional qualifications, as appropriate;
- verifies that all staff working with or involved in the management of the provision for children in the EYFS or those working with or involved in the management of the morning care provision for children under the age of 8 years are not disqualified from working with children. This is conducted via a self-declaration form which is checked for compliance before the candidate commences employment.
- Completes an S128 (Prohibition from Management) Check, as appropriate.

It is established practice for PGS to obtain an enhanced DBS check for all new appointments. However in some instances this is at the school's discretion:

- If, in the three months prior to beginning work at PGS, the applicant has worked in a school in England in a post which brought them into regular contact with children or in any post in a school since 12 May 2006; or
- If, in the three months prior to beginning work at PGS, the applicant has worked in a school in England in a position which involved the provision of education and regularly caring for, training, supervising or being in sole charge of children or young people under the age of 18.

At any stage where there are concerns, and bearing in mind the duty schools and colleges are under not to allow a barred person to work in regulated activity, the school will conduct a DBS check.

Internal Candidates

Internal candidates for promotion to positions with management responsibility will be subject to an S128 (Prohibition from Management) Check prior to the appointment being confirmed.

For internal candidates applying for a different role within the school, references will be taken up and will include one reference from a senior person in the school with appropriate authority.

Single central record

PGS keeps a single central record as the register of staff in regulated activity. It covers the following people:

- all staff (including supply staff) who work at the school;
- in the case of supply staff, agencies confirm in writing that they have been recruited by the agency in accordance with the school's policy and the school notes the date it receives such a notification;
- all others who work in regular contact with children in the school, including volunteers; and
- all members of the Governing body.

The information recorded is whether or not the following checks have been carried out or certificates/information obtained, who carried out each check, and the date on which the check was completed:

- an identity check;
- a barred list/List 99 check;
- an enhanced DBS check and with the certificate number and date of issue
- an address check
- a prohibition from teaching check (TRA Prohibition Order);
- a sanctions check from the European Economic Area (EEA);
- further checks on people living or working outside the UK, if appropriate (Overseas Check);
- a check of professional qualifications
- a check to establish the person's right to work in the UK;
- application form check;
- references check;
- medical fitness declaration;
- disqualification from childcare check, if appropriate;
- An S128 (Prohibition from Management check), if appropriate

Records kept are those set out under The Education (Independent School Standards) Regulations 2014.

In order to comply with the requirements of the Data Protection Act, where the school chooses to retain a copy of the DBS certificate it will not be retained for longer than six months. A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications are kept for the personnel file.

Individuals who have lived or worked outside the UK

Individuals who have lived or worked outside the UK undergo the same checks as all other staff at PGS. Similarly checks will be sought from other countries in accordance with DBS, DfE and Home Office Guidelines to ensure suitability to work at the school.

Agency and third-party staff

PGS obtains written notification from any agency, or third-party organisation we use, confirming that the organisation has carried out the checks on an individual who will be undertaking work at the school that the school would otherwise perform. This includes, as necessary, an enhanced DBS check and a barred list check, prior to appointing that individual. The school also checks that the person presenting themselves for work is the same person on whom the checks have been made, by means of current photographic identification.

Trainee/student teachers

Where applicants for initial teacher training are salaried by the school, the school ensures that all necessary checks are carried out, including an enhanced DBS certificate and barred list check in the case of trainee teachers who undertake regulated activity. Where trainee teachers are fee-funded, the initial teacher training provider (normally Portsmouth or Chichester University) carries out the necessary checks and confirms these with the school in writing.

Existing staff

During the course of a person's employment at PGS, if the school has concerns about their suitability to work with children, it will carry out all relevant checks as if the person were a new member of staff. Similarly, if a person working at PGS moves from a post that is not regulated activity, into work which is regulated activity, the relevant checks for the regulated activity are carried out.

The school would refer to the DBS anyone who harmed, or posed a risk of harm, to a child, or if there were reason to believe the member of staff had committed one of a number of listed offences*, and who had been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will then consider whether to bar the person. Referrals to DBS are made as soon as possible after the resignation or removal of the individual.

Where the school ceases to use the services of a teacher because of serious misconduct, or would have dismissed them had they not left first, it would consider whether to refer the case to the Secretary of State, as required by sections 141D and 141E of the Education Act 2002. In such circumstances, the Secretary of State may investigate the case, and if s/he finds there is a case to answer, must then decide whether to make a prohibition order in respect of the person.

*The list of offences is set out in the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009 (SI 2009 No. 37) (amended).

Volunteers

Volunteers of whom no checks have been obtained are never left unsupervised or allowed to work in regulated activity.

Supervised volunteers who regularly teach or look after children are not in regulated activity so the school is not permitted to conduct an enhanced DBS check with barred list information (in accordance with the Protection of Freedoms Act 2012, which amended the Safeguarding Vulnerable Groups Act 2006). The school does, however, conduct an enhanced DBS check without barred list information. Such individuals will be supervised regularly and on a day to day basis, to ensure children's safety. The frequency and degree of supervision is determined by the type of activity and age of the children concerned and is determined by the Head of the relevant part of the school.

For new volunteers in regulated activity who will regularly teach or look after children on an unsupervised basis or provide personal care on a one-off basis, the school obtains an enhanced DBS certificate with barred list check. For existing volunteers who provide personal care, the school obtains an enhanced DBS certificate with barred list check.

Risk assessments carried out to establish the required DBS check for each volunteer are recorded by the school.

School governors

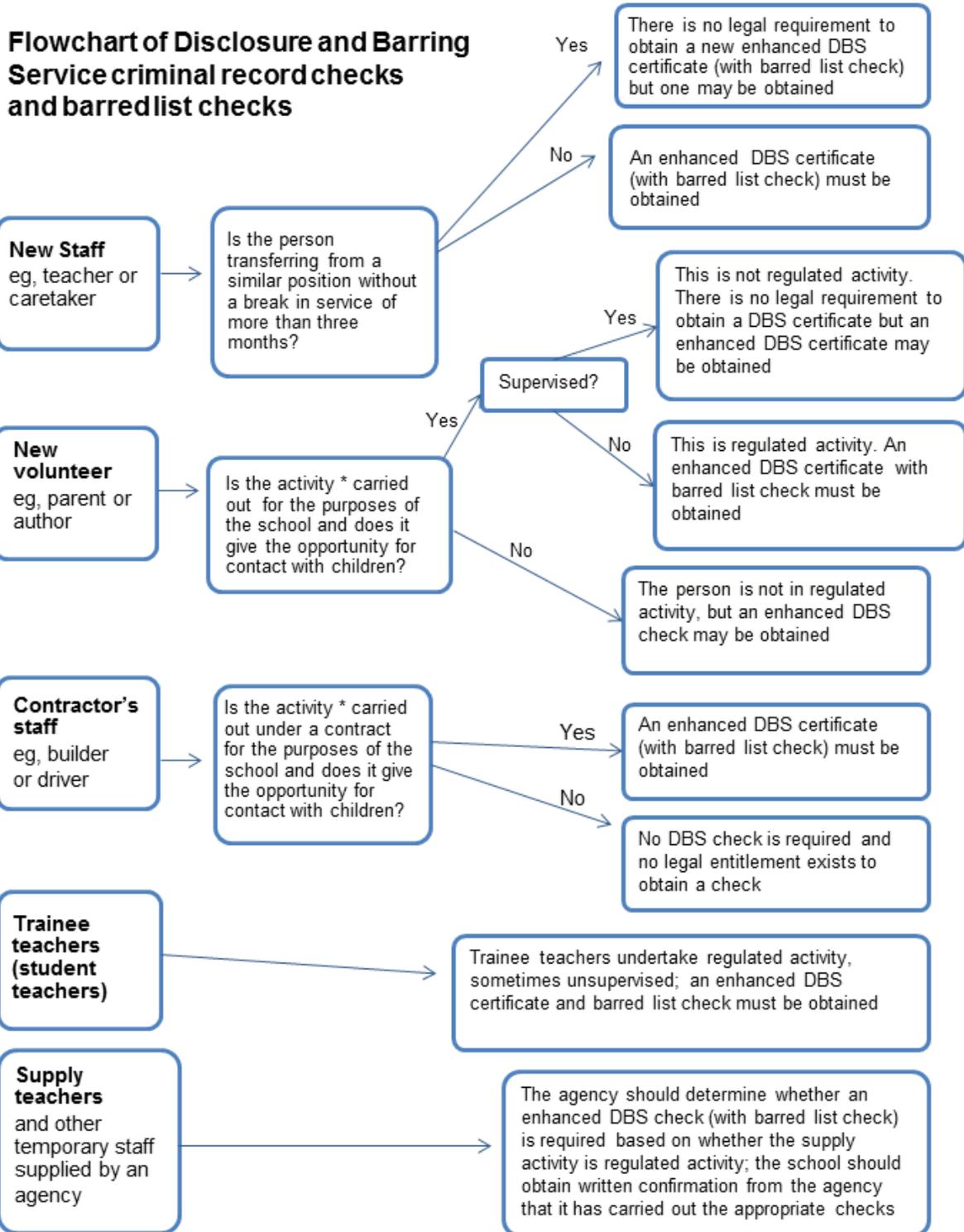
Governors who are volunteers are treated on the same basis as other volunteers, that is, an enhanced DBS check with barred list check is only requested if the governor will be engaged in regulated activity. However, an enhanced DBS check without a barred list check is carried out on individuals as part of the appointment process for governors. The arrangements for the Chair of Governors are overseen by the Clerk to the Governors (the Bursar).

Contractors

The appropriate level of DBS check, if required, is carried out on any contractors, or any employee of the contractor, working at the school. Contractors and contractors' employees for whom a DBS check has not been undertaken are supervised if they will have contact with children, and they will not be allowed to engage in regulated activity under any circumstances.

If a contractor working at PGS is self-employed, the school will obtain the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account. All visitors are required to sign in at the school reception and then wear a lanyard indicating their visitor status. They are supervised during their time at the school. Regular contractors are required to wear a different coloured lanyard.

The flowchart below sets out the DBS and barred list checks required



* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'

The recruitment process

It is the policy of the School to recruit the most suitable candidate in accordance with the Equality Act (2010), regardless of sex, age, ethnic origin, sexual orientation, belief, religion, disability or membership of a professional or trade union. In accordance with the Equality Act reasonable adjustments would be made to enable disabled people to carry out their duties.

All posts open to external candidates are appropriately advertised, normally on the school website or other publications. Applications for externally advertised posts are also encouraged from internal candidates. Equal consideration is given to internal candidates when short-lists are drawn up. For senior posts advertised within the School, the appointments procedure follows a similar pattern to that for external recruitment but minor internal appointments may be made without recourse to the usual full interview procedure.

Pre-Interview: employment history and references

On receipt of the recruitment pack, candidates should complete the application form and email it to HR. Any posted applications received in the Head's office are forwarded to HR. The equal opportunities monitoring form is requested to be completed and returned to the Bursary before the closing date for applications.

Candidates who have been shortlisted will be contacted and invited for interview. The email of invitation will detail the format for the interview and any documentation the candidate will be required to bring with them on the day. Unsuccessful candidates will be informed in writing or by email.

All external applicants for a post, or those working at the school who are not currently in regulated activity, are required to complete an application form, giving their previous employment history. This information is checked carefully to ensure that it is not contradictory or incomplete.

Once an application form is submitted, the school may take up one or more of the three references prior to interview. References are always taken up for shortlisted candidates prior to interview. The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References will always be obtained, scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed. The school only accepts references sought directly by us of the referee. Open references, for example in the form of 'to whom it may concern' testimonials, are not acceptable. If a candidate for a teaching post is not currently employed, the school will seek to confirm details of their employment and reasons for leaving with the school, college or local authority at which they were most recently employed.

On receipt, references are checked to ensure that all specific questions have been answered satisfactorily. The referees are contacted to provide further clarification as appropriate: for

example, if the answers are vague or incomplete. References are also compared for consistency with the information provided by the candidate on their application form. Any discrepancies are taken up with the candidate. This includes any information about past disciplinary action or allegations, which will be considered carefully when assessing the applicant's suitability for the post.

Interview

The selection process and interview questions are structured around the job description.

Teaching posts: For all academic staff it would be usual for the Head, and at least two other senior members of staff to be involved in the selection process. The Head of the relevant department or faculty may also be included. In most cases candidates will be required to teach a sample lesson and will be informed in advance of what will be required and at what stage during the interview process this will take place. For a senior post (Assistant Head or above), the interview process will include the Head, Bursar and at least one member of the Board of Governors. An academic specialist from outside the School may also be included.

In general, we will look for:

- Relevant qualifications at degree level from a reputable university or college
- The ability to teach at all levels appropriate to the post
- A willingness to contribute to co-curricular activities and, where appropriate, relevant experience and qualifications
- A willingness to participate in the pastoral system, and a commitment to upholding safeguarding procedures
- A willingness to engage with continuous professional development

Support Staff: The interview process will comprise the Bursar and at least one other management representative. Dependent on the post, there may be a separate assessment of ability/skills required for the role.

In general, we will look for:

- Relevant qualifications
- The ability to fulfil the job description
- A willingness to engage with continuous professional development
- Commitment to upholding safeguarding procedures

The purpose of the interview is to assess the candidate's suitability for the vacancy and give both the panel and the candidate an opportunity to gain further information before making a successful appointment. The interview will also assess the candidate's suitability to work with

children and will include questions relating to safeguarding and promoting the welfare of children. A written record of the outcome will be kept.

Supply Staff: Supply staff are occasionally used at short notice to fill positions and provide cover. In these instances the school will:

- Make sure that the relevant supply agency has carried out the required checks and record these in the Single Centralised Register:
 - Identity
 - Enhanced Disclosure
 - Right to work in the UK
 - Barred list/List 99
 - a prohibition from teaching check (TRA Prohibition Order);
 - a sanctions check from the European Economic Area (EEA);
 - further checks on people living or working outside the UK, if appropriate (Overseas Check);
 - a check of professional qualifications
 - a check to establish the person's right to work in the UK;
 - application form check;
 - references check;
 - medical fitness declaration;
 - disqualification from childcare check, if appropriate
 - an S128 (Prohibition from Management check), if appropriate
- Carry out its own identity check and see each disclosure certificate (which must be within the timeframe stipulated in the guidance)

Post Interview

The successful candidate will usually be informed by telephone. After verbal acceptance of the post, a formal letter of appointment is sent to the chosen candidate. The applicant will be required to sign and date a copy of the letter of appointment. The offer of appointment will be conditional upon the pre appointment checks detailed previously, as well as receipt of at least two satisfactory references. All appointments are subject to a probationary period.

Unsuccessful candidates are usually informed in writing.

Employment will not commence until the school is satisfied that all checks have been completed.

In instances when the DBS is delayed permission will be sought directly from the Head or Bursar who will, where appropriate, sign a declaration for the individual to start work provided supervision is in place. An individual who has not received confirmation of their DBS will not be permitted to work without supervision.

All employees will complete a medical self-declaration form which should be returned to the school's Medical Officer. The School's Medical Officer may seek further clarification, if appropriate directly with the individual. In some roles a more detailed medical fitness assessment may be required with the individual's General Practitioner.

All reasonable expenses for UK travel will be refunded for teaching interviewees. The School will not pay for travel to and from an interview from outside the UK unless express permission has been granted by the Head/Bursar before bookings are made.

Induction

All new staff will be expected to attend an induction programme organised for them by the school and their line manager. For teaching staff joining in September of any given year, this is likely to entail a day or two before the start of term INSET.

Reference

Department for Education (September 2018) Keeping Children Safe in Education

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741314/Keeping_Children_Safe_in_Education_3_September_2018_14.09.18.pdf

Associated documents:

- The PGS Safeguarding and Child Protection Policy
- The PGS Equal Opportunities Policy
- The PGS Disability Discrimination Policy
- Prevent Duty Guidance: for England and Wales (March 2015) (Prevent). Prevent is supplemented by non-statutory advice and a briefing note:
- The Prevent duty: Departmental advice for schools and childminders (June 2015)

The PGS Whole School Recruitment Policy	
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Approval Body:	SMT
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