



# **Recruitment and Pre- Employment Checks**

## **Model Procedure for Community Schools**

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## **Part 1 - Introduction**

This guide provides a consistent recruitment process for Community schools, including pre-employment checks. It should be viewed as supplementary to the advice and guidance on managing staff employment in schools issued and updated by the DfE from time to time. This guide does not replace any more specific advice you may require from HR.

This guide is split into three further parts - background, statutory requirements and recommendations, and then a detailed model recruitment and selection process.

This guide lays out the Model Recruitment and Selection process for Community Schools, Voluntary Controlled Schools, Maintained Nursery Schools, and Community Special Schools. It is hoped that Governing Bodies of Voluntary Aided schools, Academies and Foundation schools will also consider using this process.

The governing bodies of Academies and Foundation schools are also invited to consider adopting as much of the model procedure as is appropriate, whilst ensuring statutory requirements are met.

Any school wishing to develop their own Recruitment and Selection Procedure must firstly ensure all statutory requirements are met, and secondly must have their procedure approved by the Governing Body. It will then need to be the subject of consultation with staff and their Trades Unions representatives. It will be helpful if a copy of any separately agreed procedures can be sent to HR.

The model procedure outlined covers all recruitment in schools, other than for Headteachers.

## **Part 2 - Background**

Two important points need to be translated into an effective and safe recruitment and selection procedure in Reading, to ensure the welfare of children in our schools.

Firstly, to comply with legislation and statutory guidance from the DfE (Keeping Children Safe in Education - Statutory Guidance for Schools and Colleges, March 2015), clear procedures for recruitment and selection need to be in place.

The focus is to ensure that all staff working in schools with children have been given criminal clearance via a disclosure from the Disclosure and Barring Service, before they commence work.

The LA is ultimately the employer of staff in Community Schools and has overall responsibility for the welfare of staff and pupils. The LA needs to satisfy itself that each new recruit is suitable to work with children, and this applies equally to paid staff and workers, and volunteers. This manifests itself through a number of pre-employment checks on new staff, including the DBS check.

The DfE guidance asks that references are made available to the Chair of the interviewing panel prior to interview, so that any appropriate issues contained in them can be shared with the interview panel and explored with the candidate.

Secondly, the Education (School Staffing)(England) Regulations 2009, which state that a Governing Body can recommend a person for appointment, but that the LA must make any representations against this on the grounds of pay or grading, within 7 days of receiving the recommendation. The LA also has a duty to satisfy itself that the person appointed is suitable for the role they have been appointed to, through background checks and qualifications.

In response to these points, the Local Authority has produced this Model Procedure to ensure recruitment and selection practices in schools are legally compliant, safe, fair, consistent and objective.

It should be noted that Ofsted inspections look at safeguarding which includes a school's recruitment and selection procedures and the Single Central Record.

## **Part 3 - Legislative Requirements and Key Points**

There are a number of requirements that flow from several pieces of Education Legislation. This framework is laid out below:

### Sections 35(8) and 36(8) of the Education Act 2002

- The LA can take part in recruitment in schools if desired, and offer advice.
- Teacher JDs must be sent to the LA.
- For non-teaching recruitment the school must send a copy of the job description to the LA, further details appear under the next point.

### Education (School Staffing)(England) Regulations 2009

- Teacher job descriptions to be sent to the LA.
- The LA can refuse an appointment on certain grounds.
- Non-teaching staff - Governing Body recommend an appointee, and must submit a graded JD for approval of the grade.
- New appointments to the school workforce should undergo an enhanced DBS check.
- Requirement to maintain a single central record of staff and the pre-employment checks carried out

### Childcare (Disqualification) Regulations 2009

- The regulations prohibit anyone who is disqualified under the Regulations, or who lives in the same household as a disqualified person, from working in relevant settings.

Keeping Children Safe in Education - Statutory Guidance for Schools and Colleges, March 2015. This DfE guidance contains statutory guidance relating to various parts of the recruitment and selection process. These have been incorporated into the model procedure at Part 4.

### Further Points:

- The LA can refuse to appoint a member of staff selected by the Governing Body of a Community school on the grounds that they are either not suitably qualified, or that they are not deemed to be in appropriate health, or to have the necessary mental or physical capacity. Suitable qualifications are listed in Education (School Teachers' Qualifications)(England) Regulations 2003.
- The LA can also refuse to appoint on the grounds that the person appears on the list of people barred from working with children or has a criminal record that would make them unsuitable for the post.
- Where an instructor is selected in the absence of a suitable qualified teacher being available to cover the post, the LA must satisfy itself that this is the most appropriate course of action. The LA must consider if that Instructor has appropriate skills or qualifications to make them suitable, and satisfy itself that there are no other qualified teachers available to do the job.

- There is a time limit of 4 years for the employment of Overseas Trained Teachers who remain unqualified while working in this country.

The above requirements form the basis of the model procedure that follows in Part 4. Some key points to note are:

- Schools must supply HR with a full set of appointment paperwork, as listed in paragraph 15.5.
- New or changed non-teaching job descriptions must be evaluated by HR, unless it fits into a pre-agreed framework, e.g. Teaching Assistants.
- The LA, through HR, can only be satisfied that a candidate be approved to work once all documentation is received, the self-declaration form has been “cleared” by the LA, a correctly completed DBS disclosure application form has been received, a check under the Childcare (Disqualification) Regulations 2009 has been carried out, and medical clearance has been given.
- Schools will hold and issue DBS Disclosure application forms, Childcare (Disqualification) Regulations forms, and Medical Pre-employment Questionnaires, and will be responsible for new recruits completing them.
- In some circumstances a new recruit can start work before full DBS clearance has been received by undergoing a risk assessment, provided other conditions are met.
- A statement of main terms and conditions cannot be issued until medical and DBS clearances are complete.
- Start dates for new recruits will be a period of time after the recruitment process is complete, as dictated by the DBS process.
- The clearance of staff who declare a caution or conviction, or who have a disclosure on their DBS certificate, remains the responsibility of the Head of Service under whom the schools fall, who will discuss each case with the Head teacher. If there is disagreement the matter will be referred to the Director of Children, Education, and Early Help Services.
- DBS clearances are not transferable from one LA or employer to another, unless the DBS Update Service has been used. Otherwise RBC requires a new check for each new recruit.

**Note for schools issuing their own contracts/clearances** - schools issuing their own contracts and/or carrying out their own DBS checks are still required to submit full appointment paperwork to HR, as described in this procedure, and must receive approval of appointment, before the contract can be issued. Further detail will be provided in the procedure part of this guide.

### Background checks on recent residents

As part of the DBS check, applicants are required to provide a continuous address history covering the five years leading up to the present date.

However, the DBS check cannot cover addresses and police records held in parts of Scotland and Ireland, or any overseas country. In these cases the DBS check itself may not be worthwhile or will only provide limited information. This will need to be supplemented by other checks, including asking for certificates of good conduct from the police force in the applicant's original country, or seeking references from those forces.

If any school has a preferred candidate who falls into this category, please be aware that you should seek further advice from HR, and that the timescale to achieve full clearance could be significantly increased.

### Advice

Advice on the recruitment and selection procedure can be sought from the Payroll and Employment Services Team in Human Resources.

## Part 4 - Procedure

### 1. Job Description and Person Specification

- 1.1 A vacancy will occur where a member of staff leaves and needs to be replaced, or where a new post is created within a team/school.
- 1.2 Where a vacancy occurs through a member of staff leaving, the opportunity should be taken to determine whether the post needs to be refilled, whether it should remain the same, or whether changes should be made before advertising it. Where changes are made consideration should be given to the effect this may have on the duties of other team members. If radical changes are made the revised job description and person specification should be sent to HR for evaluation. The only exception to this need for evaluation is with teaching posts, but a Job Description and Person Specification must still be produced for the post and sent to HR.
- 1.3 In any event, the job description and person specification should always be reviewed before advertising to fill a vacancy to ensure they are up to date and an accurate reflection of the duties, skills and abilities needed in the role.
- 1.4 Where a new post is created the job description and person specification must be drawn up to again ensure that the job role is reflected accurately. These must be sent to HR for evaluation if it is for a non-teaching post. The salary for a teaching post must be determined in accordance with the school's pay policy.
- 1.5 The person specification should not take an "essential" and "desirable" approach. However the Headteacher and panel should be clear about what the minimum criteria for the job are, i.e. the skills/attributes the post holder must have to be able to carry out the duties of the post. This is important for shortlisting and interviewing generally, but is particularly important for disabled applicants and redeployees. Disabled applicants are guaranteed an interview if they meet the minimum criteria of the post, as required under the Two Ticks scheme, to which the Council is committed. Redeployees should be given prior consideration for the post if they meet the minimum criteria for the post, in accordance with the school's Employment Stability Agreement.
- 1.6 In all cases the person specification will be your guide to writing the advert, producing your interview questions and devising any tests. After appointment it should be used as the starting point for a learning needs analysis during probation and on into the employment relationship, and used to inform appraisals.
- 1.7 In all cases the job description must make clear the responsibility the jobholder will have for child protection, the level of DBS check



required for the post, and whether a Childcare (Disqualification) Regulations declaration is required. The person specification must specifically state that the job holder is required to be suitable to work with children.

- 1.8 The minimum criteria are those skills, abilities, competencies or qualifications that the post holder must possess to be able to start in the role. These must be identified and agreed before advertising the post to help inform the wording of the advert and to support later shortlisting and interviewing

## 2. **Advertising**

- 2.1 Once the job description and person specification are up to date, accurate and evaluated as necessary, the next step is to draw up the advert. HR staff are available to advise Headteachers on writing adverts, as is the advertising agency, but there are a few simple guidelines to be followed.
- 2.2 Adverts need to be clear about what the job entails, concise but not to the point of including too little information, should show details of salary including any pro rata arrangements, and the hours of the post including any flexibility such as job share or flexibility over days worked.
- 2.3 The advert must also contain reference to the fact that a DBS check will be required, and the level of check required. The closing date should be clearly stated, and where possible the shortlist and interview dates should be included. Contact details will be those of the school unless you have made arrangements for the HR team to handle the administration, or it is a Headteacher vacancy that will normally be handled by HR. If you have a contact for potential applicants wishing to have an informal discussion these details should be included in your advert.
- 2.4 The advert must contain the following, or a similar, statement: “This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment”, and the level of DBS check required.
- 2.5 The advert (and Job Description and Person Specification) must not include any text or images that could directly or indirectly discriminate against someone with a Protected Characteristic as set out in the Equality Act 2010. However there are circumstances where it is appropriate to be specific about the person needed for the job, if this is the case please contact HR.

- 2.6 Decide and specify whether the advert should appear in a paper publication and/or on-line and where necessary whether it should be colour or black and white.
- 2.7 If the school logo and / or the RBC logo are to appear in the advert you must specify this and provide a copy of your logo in electronic form if requested. You should consider including the Two Ticks symbol to communicate a commitment to supporting disabled applicants.
- 2.8 The wording, appearance, and the choice of media can all influence how popular the vacancy will be, as well as affecting how attractive it will be to all groups in the community.

### 3. **Advert Approval**

- 3.1 If the school is using the Council's appointed advertising agency, via HR staff, to place adverts, HR will send the advert to the advertising agency who will book the space with the identified publications, and set the advert into its final copy. This will be sent back to HR, who will send it on to the Headteacher via e-mail, for approval. The cost of the advert will be provided at the same time.
- 3.2 Please note that HR cannot approve adverts on behalf of Headteachers. When the advert proof is received the text, contact details, salary details, artwork, colours, etc. must be checked. If there are any errors these must be fed back straight away to be rectified. Once you are happy with the advert you must e-mail your approval back to HR. Without approval the advert cannot be placed.
- 3.3 The agency will then place the advert, and the school will handle the rest of the administrative process, unless the advert is for a Headteacher.
- 3.4 Where the school is not working via HR to place adverts with the agency, the procedure for advert approval will be as agreed between the school and the agency or publication.

### 4 **Timescales**

- 4.1 Consideration will need to be given to when and where the advert should appear. Guidance on the best places to advertise can be obtained from HR, in liaison with the advertising agency. All adverts placed via the agency will automatically be placed in the Job News bulletin and on the website, unless it is specified that this should not happen.

- 4.2 It is advisable to advertise substantive Headteacher and Deputy Headteacher posts nationally. It is good practice to advertise any permanent posts externally unless there are specific reasons to ring fence vacancies to existing staff.
- 4.3 The closing date by which applications should be returned should, if possible, be at least two weeks after the first appearance of the advert to allow enough time for potential candidates to complete and return the forms.
- 4.4 The names of the three panel members must be agreed early on. Please note that both the shortlist and interview panels must have the same membership. It is advised that all members of the panel attend RBC's Recruitment and Selection training course, or have been assessed as having suitable previous knowledge and experience in recruitment and selection. As a minimum the Chair of the panel must have attended. This assessment is available via HR.
- 4.5 At least one panel member is required to have attended/undertaken safer recruitment training.
- 4.6 The panel should meet in advance of shortlisting to agree the criteria to be used for shortlisting, including the minimum criteria, and to determine the standards required. The panel should also meet before the interviews to finalise the questions to be asked and who will be asking them, and to confirm the standards being sought during the interview.
- 4.7 The shortlisting date should be at least two working days after the closing date to allow time for shortlisting packs to be prepared for the panel by a member of school staff.

## **5 Application Pack**

- 5.1 The application pack should be informative and act as a first impression of the job and school. The pack must contain the job description, person specification, application form, and guidance on completing the application form, and the convictions and cautions declaration form.
- 5.2 In addition the pack should contain a copy of the school's Equal Opportunities policy.
- 5.3 The covering letter to the applicant must state that the criteria in the person specification will be tested during the interview process, and that relevant issues raised in references will also be discussed at interview. The letter should also make it clear whether or not those applicants not shortlisted will receive communication telling them they have been unsuccessful.

- 5.4 The standard RBC application form should always be used to give consistency in the type of information being collected from each applicant. CVs are not acceptable. However, you may need to vary the approach if a disabled person wishes to apply for a post.
- 5.5 Additional information can be added to the pack about the school and post available in order to appeal to the intended audience. Links to the school website and to RBC led on-line material are also valuable.

## 6 **Record Keeping**

- 6.1 As application packs are sent out the name and address of the caller should be logged by the school, along with the date the pack was sent, and the publication in which it was seen. As application forms are returned they should be logged back in and details of gender, ethnicity and disability kept against each person's name. This allows a profile to be built up of how many packs are sent out against how many are returned, and gives a profile of the applicants being attracted. Further logs should be kept of those candidates selected for interview, and the candidate finally selected for the job.
- 6.2 It is helpful to keep a note on the same logging sheet of where the advert was placed and how much it cost in each publication. When set against information provided by applicants on where they saw the advert, and against the calibre of applicants, a picture can be built up of where the most effective recruitment is taking place.
- 6.3 These logging sheets must be sent to HR on request.
- 6.4 No panel member can be involved in sending out or receiving application forms, or in the preparation of forms for shortlisting or interviewing.
- 6.5 When application forms are returned they should be checked to ensure the declaration form regarding convictions and cautions has been included and completed, if applicable. If not, this must be chased with the applicant.
- 6.6 If an applicant has made a declaration, this should be raised with HR for information immediately, but not yet notified to the panel.

## 7. **Shortlisting**

- 7.1 The shortlisting panel must use copy application forms without the front page, thereby removing personal information that could lead to subjective judgements being made on protected characteristics. It is also important that if an applicant has included their name on other

pages of the application form, that these are blocked out when copying in order to remove identity. The equal opportunities monitoring details must not be included with the forms in the shortlisting pack.

- 7.2 However, the applicant's date of birth does appear in the main body of the application form. This is included to enable the shortlisting panel to track the full education, training, and employment history of the applicant to ensure any gaps are identified and explored at interview. This contributes to the safer recruitment objectives for people working with vulnerable groups. Particular points where gaps may occur are between finishing school and starting further/higher education, between further/higher education and starting the first job, and during employment.
- 7.3 The date of birth is provided only for the purpose of ensuring that no gaps on the application form remain unexplained. Assessments based on the age of the applicant should always be avoided as this could be discriminatory under the provisions of the Equality Act 2010.
- 7.4 If there is a disabled applicant, the panel should be made aware that a candidate has declared a disability, but no other personal information about that applicant or their disability should be made available. This will enable the panel to assess the applicant against the minimum criteria for the post, and consider them for interview.
- 7.5 If there is a redeployee, the shortlisting pack will contain details of which candidates are redeployees. This will enable the panel to assess the applicant against the minimum criteria for the post, and consider them for interview.
- 7.6 Every other candidate should be assessed against all the criteria from the person specification using a grid, indicating Met, Part Met, or Not Met against each criteria to ensure consistency and fairness.
- 7.7 Once shortlisting has been carried out all packs should be returned to the member of staff handling the recruitment administration, with the shortlisting grids fully completed by all three panel members, and a fully completed consensus grid. If not already agreed the interview date should be agreed and communicated to the person who will be inviting the candidates for interview, as well as where the interviews will take place, and whether there are any tests. A member of school staff must be identified to meet and greet candidates on the interview day, as well as check and take copies of ID and qualification documents.
- 7.8 For example, if candidates are to give a presentation, the subject of this, expected duration, and availability of equipment such as a laptop and projector, must be decided so this information can be passed to the candidates. Applicants selected for shortlisting by the

panel must be clearly identified when the packs are handed back to the administrator.

- 7.9 At this point interview questions can be finalised using the person specification. Specific questions you may wish to ask candidates relating to their application or references can be added later - this could include questions to clarify information, explore discrepancies in the form or references, and questions to understand any gaps in the candidate's education/employment history.
- 7.10 If any disabled applicants or redeployees have not been shortlisted, the panel must record why this is the case.
- 7.11 If your original letter to applicants in the application pack said that unsuccessful candidates would be notified, now is the time to write confirming they have not been shortlisted.

## 8. Inviting for Interview

- 8.1 The letter (or e-mail) inviting a candidate for interview must provide the date, time, and venue of the interview, and a map should be provided if necessary. Any test details such as presentations must also be included.
- 8.2 The letter must also ask that if the candidate has any special requirements for the interview day, such as access requirements, that these be made known to the school in advance.
- 8.3 The letter must state that the interview will be used to explore the candidate's suitability to work with children, should outline the need for a DBS check as appropriate, and must give details of the ID documentation and qualification certificates the candidate is required to bring with them. ID documentation is also required for all new recruits to comply with the Asylum and Immigration Act 1996.

## 9. References

- 9.1 Reference requests must be sent out at the same time as the invite for interview letters to ensure all references are returned in time for the interviews. References must be chased if timely responses are not received. The candidate can be asked to chase their referees if necessary.
- 9.2 The only exception is where the candidate has indicated on their application form that their referee cannot be approached. In these cases the panel should explain that if they are successful at interview references will still need to be sought and may need to be discussed prior to any offer of employment.

- 9.3 Please note that an offer of employment can only be made when there are two satisfactory references available for the preferred candidate.
- 9.4 Always send a copy of the job description and person specification with the reference request as this gives the referee a better opportunity to provide an accurate reference. Ask the referee for feedback on specific areas of work you are interested in, and try to elicit objective comment through the way you word your request.
- 9.5 Do not accept verbal and open references/testimonials, as these are far less reliable than those you request yourself. You must write to the individual/organisation in order to verify the information as described in 9.4.
- 9.6 One reference should be from the most recent employer where the candidate worked with children, and from one other source so that you have two references. References are not acceptable from partners/spouses, family or friends.
- 9.7 The references should address the candidate's suitability to work with children. The most recent / current referee must be asked to comment on any disciplinary offences (not unproven allegations) relating to children, and any child protection concerns including the outcomes of any enquiries and disciplinary proceedings. The referee must be informed that the reference they provide may be discussed with the candidate at interview.
- 9.8 The references must be made available to the Chair of the panel prior to interview as any relevant issues raised in the references must be shared with the interview panel and explored with the candidate during the interview. Legitimate areas of concern are related to the agreed Person Specification for the post. The panel should also cross check the references with the application form to satisfy themselves they have the appropriate referees' responses, and that there is no mis-match of information.
- 9.9 Any other queries arising from the references should be followed up with the referees.
- 9.10 If references are obtained after the interview because the candidate did not wish for them to be taken up beforehand, or if they had not been received before interview, any issues raised in the references must still be pursued with the candidate and/or referee as necessary.
- 9.11 Additional references can be requested with the candidate's permission if, for example, the references do not cover a reasonable period of employment, or there is a relevant period of employment that has not been covered.

## 10. Interviewing

- 10.1 Interviews should take place far enough after shortlisting to allow time for references to be requested and received. The interview pack should be ready two to three days before the interview date to allow the panel to read through the applications. At this stage the front page is re-attached to the application form, but the equal opportunities monitoring form is still not included.
- 10.2 If any candidate has a disability, the panel must be made aware of the nature of this, in advance, so that any reasonable adjustments can be made to the room, access, tests, etc.
- 10.3 If any candidate is a redeployee the panel will be made aware of this, and will need to consider the redeployee against the minimum criteria for the post, with a view to giving the redeployee prior consideration for the post.
- 10.4 If a declaration has been made by any candidate that reveals they have any convictions or cautions, and following advice from HR as outlined in paragraph 6.6, that candidate's declaration should be copied to go with the application form in the interview pack. This will allow for discussion around this declaration at interview.
- 10.5 Copies of original identity documents (as listed in DBS guidance) must be taken by the school at the start or end of the interview for the DBS check, and the originals should be examined to check they are genuine. The ID must also cover the required check under the Immigration, Asylum and Nationality Act 2006. The copies of the ID must be good, clear copies to ensure that photo ID, in particular, can stand up to scrutiny and the likeness to the employee can be clearly seen. The copies will need to be submitted to HR along with the DBS Application Form.
- 10.6 Candidates should be told what the checking process entails, the likely timescales involved, as well as the fact that clearances are needed before the LA can approve any appointment.
- 10.7 Copies of any relevant qualifications certificates, as stated on the Person Specification, should also be taken having checked they appear genuine.
- 10.8 The interview questions and any tests must be designed to test whether the applicant is suitable for the role, and this will include their motivations, and suitability to work with children.



- 10.9 Any apparent gaps in employment history, education, qualifications, etc. should be identified by the Chair of the panel and explored with the candidate at interview, as should any anomalies in the information provided on the application form. Frequent or sudden job changes should be questioned.
- 10.10 The content of references should be explored, particularly if there are any causes for concern in the references. If references are not available, the candidate must be asked if there is anything likely to come up in their reference that they feel should be discussed.
- 10.11 Each panel member should fully complete interview grids so there is a clear record of the chosen candidate and how they met the criteria, and the consensus grid must be fully completed. Every candidate for all posts should be assessed against all the criteria from the person specification using a grid, indicating Met, Part Met, or Not Met, to ensure consistency and fairness.
- 10.12 At the end of the interview, the successful candidate will become the preferred candidate. If the preferred candidate had not given permission for referees to be contacted prior to interview, s/he should now be told they are the preferred candidate (this is not an offer of employment) and asked if the references can be taken up. References should then be requested as soon as possible, by fax or e-mail if possible. An offer cannot be made unless both references are returned and satisfactory.
- 10.13 If the references provided are not adequate, or if there is a need to check back further, the panel can request other references, with the candidate's consent, pulled from the employment history provided on the candidate's application form.

## 11. Tests

- 11.1 If it is intended to ask candidates to undergo a test it is important that the test is based on the criteria of the person specification. For example, if typing is a requirement of the job a typing test would be appropriate, but you must decide if you need to test accuracy, speed, presentation, or a combination of these, and design the test accordingly.
- 11.2 Tests may need to be adapted to meet the needs of disabled candidates.

## **12. Preferred Candidate - Good References and Declaration**

- 12.1 If the references and convictions declaration for the preferred candidate are satisfactory, all interview packs should be returned to the school's recruitment administrator, with interview and consensus grids fully completed by all three panel members, signed, and clearly indicating the preferred candidate, along with the ID document copies (if copied by the panel), and appointment details, e.g. salary, hours.
- 12.2 The preferred candidate can be contacted to tell them they are the preferred candidate, but no offer can be made at this stage.

## **13. Preferred Candidate - Poor References or Declaration**

- 13.1 If one or both references for the preferred candidate are unsatisfactory, refer back to HR for advice. In most cases further investigation is required before a candidate can be accepted or rejected. All interview packs and grids should be returned to the person handling the recruitment process.
- 13.2 If the declaration for the preferred candidate contains information about convictions or cautions the matter must be discussed with HR and referred to the appropriate Head of Service for schools, using a standard form held by HR. The Head of Service will discuss the case with the Headteacher and decide whether or not the person is suitable to appoint. All interview packs and grids should be returned to the person handling the recruitment process in the school.
- 13.3 If a reference is unsatisfactory, it may be necessary to follow this up with the referee before making a decision.
- 13.4 In some cases it may not be possible to appoint the preferred candidate due to unsatisfactory references or declaration. In such cases it may be possible to appoint the second placed candidate, subject to the same reference and disclosure checks already outlined. If the second placed candidate is not suitable a re-advertisement may be required.

## **14. Unsuccessful Candidates**

- 14.1 Candidates who have been unsuccessful at interview should be notified of this as soon as possible, either by the Chair of the panel, the Headteacher, or the person handling the recruitment administration in the school. Candidates should be offered the opportunity for feedback from either the Chair or a member of the panel.

- 14.2 All papers relating to the recruitment exercise should be kept confidentially and securely for six months, in case of query, and then confidentially destroyed. This includes the ID papers and qualification certificates copied from candidates at interview.
- 14.3 If a migrant worker has been appointed, the recruitment paperwork for all applicants must be kept for the duration of the appointee's employment plus two years to satisfy Home Office requirements.
- 14.4 The recruitment statistics being kept for equal opportunities monitoring should be updated to ensure it can be tracked from advert to appointment.
- 14.5 In some cases there may be a preferred candidate plus a candidate in a close second place. It may then be prudent that the second placed candidate isn't immediately rejected in case the preferred candidate cannot be appointed for some reason, or rejects the offer. The second placed candidate may then become the preferred candidate, at which point references and the declaration must be checked.

## 15. Appointment Process

- 15.1 Once a preferred candidate has been selected, the school must issue them with the DBS disclosure application form and notes booklet if applicable, with the Childcare (Disqualification) Regulations declaration form and information, and with the medical questionnaire and envelope. The candidate must complete these and give them back to the school.
- 15.2 Once the forms are received back from the candidate, the medical form must be left in the confidential envelope and returned to HR, with the name of the candidate and the school name clearly marked on the envelope. The DBS disclosure application form must be checked for completeness, and the "Registered Body Use Only" boxes completed to confirm that the ID has been checked. Then sections W and X must be completed. The ID documents required are listed in DBS guidance and in the guidance issued by HR, as are the instructions for correctly completing the form. This form must then be sent back to HR, along with the copy ID documents. The Childcare Disqualification declaration form must be retained by the school and the outcome notified to RBC HR. If the applicant has declared something that may disqualify them from working please contact HR. If they are clear the information will need to be recorded on the SCR.
- 15.3 Schools not buying the RBC HR service must ensure medical, Childcare Disqualification and DBS clearances are carried out, and must notify HR of the outcome of each check made.

- 15.4 Both the medical and DBS forms can be sent to HR with the starter paperwork listed below, or shortly afterwards, as necessary.
- 15.5 The school must submit to HR copies of: the candidate's application form and any letter of application, the declaration of convictions and cautions form, both/all references, qualification certificates, the ID documents taken at interview, copies of any visas or work permits, the graded job description and the person specification, a copy of the job advert, and a fully completed new starter PRS1 and ED form. This includes schools not using the RBC HR service as, although the school handles the recruitment, in Community schools the staff remain employees of the LA.
- 15.6 These papers will be tied up with the medical and DBS forms. The DBS form will be sent to the DBS for processing. The medical questionnaire will be sent to the Occupational Health provider.
- 15.7 If the applicant is from overseas or has not lived in England, Wales, or parts of Ireland or Scotland (see paragraph on "Background Checks on Recent Residents) for some or all of the previous five years, please contact HR to discuss how criminal clearances should proceed.
- 15.8 Once the DBS application has been processed by the DBS, the disclosure certificate is issued by the DBS to the employee. Confirmation that this is clear (or not) must be e-mailed to HR by the school. If there is a positive disclosure, please contact RBC HR with the details.
- 15.9 Where an Instructor (unqualified teacher) has been selected by the school, HR/ the LA reserves the right to check that the person selected is the most appropriate. Any queries of this nature will be communicated to the school as soon as possible.
- 15.10 Once approval of the post and grade has been given, an offer of employment can be made to the preferred candidate. This offer must be made subject to satisfactory medical and DBS clearance, and subject to the Childcare Disqualification check. A copy of the offer letter should be sent to HR.
- 15.11 Where the LA/HR does not approve the appointment because the grade and remuneration is not deemed appropriate, the Governing Body must reconsider the grade and notify HR of the decision.
- 15.12 At this stage a **Risk Assessment** can be carried out if there is a need for the new recruit to start in post before the DBS disclosure has been received, and clearance given. The considerations are: How much is known about the individual? Have they declared any cautions or convictions and have these been explored with the individual? If allowed to work prior to clearance, can s/he be given full supervision

during work time? HR will issue a form for this purpose to the school, a completed copy of which must be sent back to HR.

- 15.13 For a risk assessment to be valid, the declaration of convictions form must have been reviewed, the employee not disqualified from childcare if applicable, both references received, the DBS form correctly completed and sent off to the DBS, and medical clearance given.**
- 15.14 Where an applicant declares a conviction, or where something is revealed on the disclosure certificate, HR will contact the appropriate Head of Service. S/he will liaise with HR and the school to come to a decision over whether the applicant is suitable to work with children.
- 15.15 Once medical and DBS disclosures have come back to HR and clearance is given and confirmation of the Childcare Disqualification check, , the appointment will be confirmed to the Headteacher / Bursar, and the Statement of Main Terms and Conditions will be issued. The school must either arrange a start date with the employee and let HR know this for inclusion in the Main Terms and Conditions or, if the employee is already working under a risk assessment, confirm that they can now work unsupervised.
- 15.16 In addition to the medical, Childcare Disqualification and DBS checks, there are a number of other checks needed for teachers taking up new posts. HR checks Qualified Teacher Status at appointment, as well as successful completion of the one-year probation. Schools should take copies of relevant qualification certificates, and must check the NPQH qualification at Leadership level.
- 15.17 In the event that the person selected for appointment is not suitable on the grounds of health, mental or physical capacity, qualifications, childcare disqualification or an inappropriate criminal record, the school will be contacted by HR as soon as possible. Full advice will be given as to the most appropriate way forward, which may include re-advertising and termination of the recruit's contract.
- 15.18 Schools not using the RBC HR service must ensure the checks covered in 15.16 are carried out for their staff, and outcomes notified to HR. The provisions in paragraph 15.17 will apply.
- 15.19 On appointment it is the line manager's responsibility to ensure a first day induction is carried out (either by the Headteacher or the line manager), and that the probation process is established and followed if applicable. The probation period for Newly Qualified Teachers is statutory and spans one year, and for non-teaching staff it is the six month RBC probation scheme.

- 15.20 Induction should include general orientation early on, then policies and procedures, expectations in the area of conduct, and safeguarding practices in place within the school.
- 15.21 Each school must keep a Single Central Record of all staff and volunteers, and the checks that have been carried out for each person. This enables the school to be certain that all people working in the school have had the appropriate checks, and will form a central part of the evidence Ofsted will wish to see during inspections. Please note that if a person changes the type of job they do they may need to undergo a new DBS check - please seek advice from HR. In most cases where the type of job changes, a new medical check will be required.

## **16. Headteacher Recruitment**

- 16.1 The recruitment and selection process for a new Headteacher must follow the key stages laid out in this guidance. However there are two key additional requirements to consider.
- 16.2 It is the preference of Reading Borough Council that any new Headteacher being recruited to his/her first headship, or his/her first headship in a maintained school, must have achieved, or be working towards, the National Professional Qualification for Headship (NPQH).
- 16.3 The Director of Children, Education, and Early Help Services is entitled to take part in the recruitment and selection process for Headteachers, including taking part in shortlisting and interviewing. The Director can nominate another officer to undertake this on his/her behalf. It is important that the Director is informed of any recruitment exercises for Headteachers to ensure he/she has the opportunity to take part.

## **17. Confidentiality**

- 17.1 During the recruitment and selection process the school will find itself in possession of a great deal of personal information, both for the successful candidate and for the unsuccessful applicants. This information must be stored securely, released to only authorised persons, and confidentially destroyed at the appropriate time, in accordance with the Data Protection Act 1998.

## **18. Volunteers**

Whilst it is recognised that volunteers may not be recruited in the same way as staff on permanent or temporary contracts of employment, it remains important that safe engagement practices are followed. In particular a decision will need to be made about whether a DBS check is required for the individual who is volunteering. This decision will be based around whether the

volunteer will have direct and unsupervised access to children, and how often they will be in school.

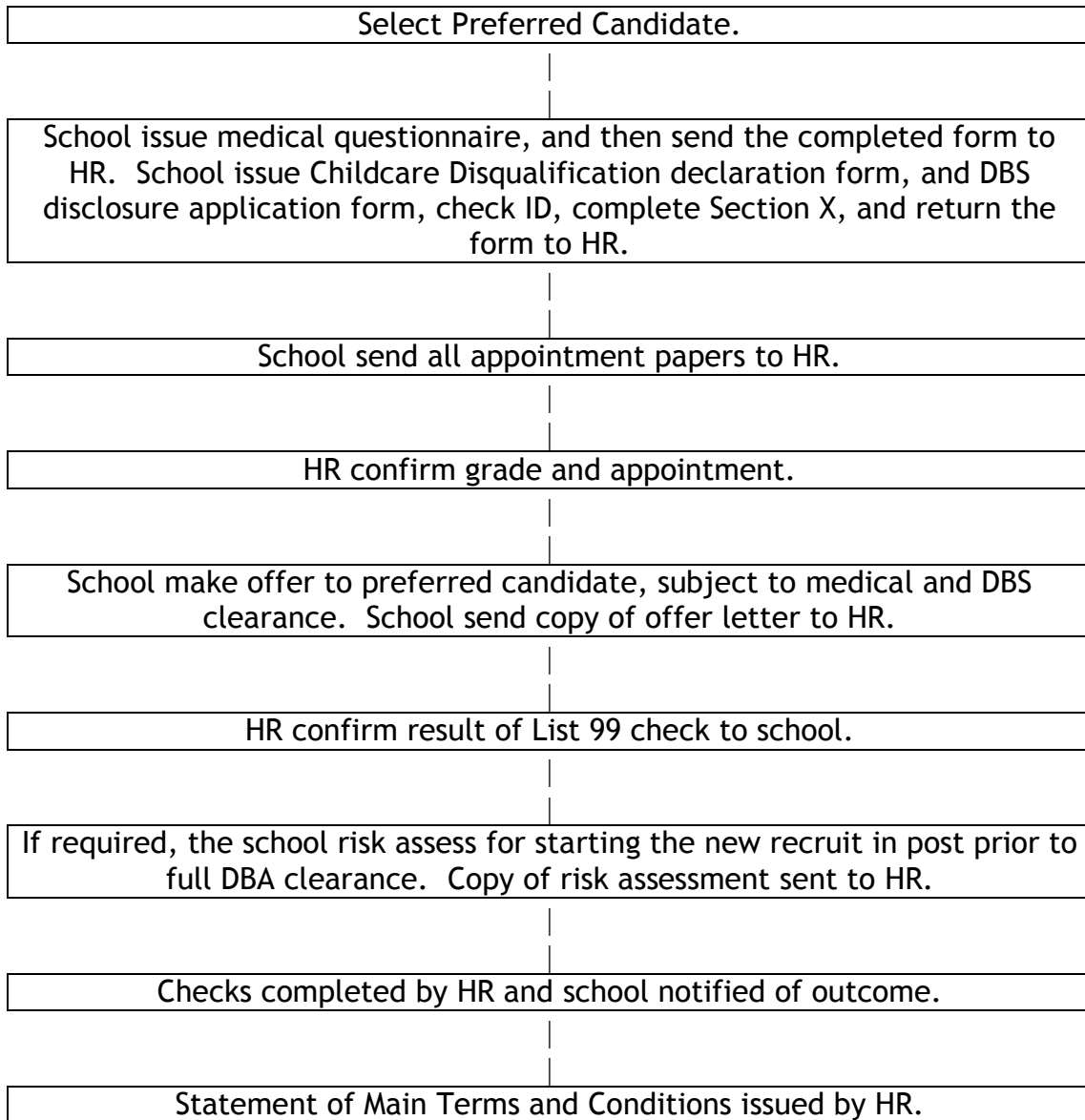
Where the volunteer is in school regularly it is advisable that a DBS check is made.

The school must maintain a list of the volunteers used in the school, and the checks that have been undertaken. This list must be supplied to HR on request. If an occasionally used volunteer starts to be used more regularly, or the nature of the work they are doing changes in such a way as to give them greater access to children, it may become necessary to conduct a DBS check where none had been needed before. Where this is the case the changed circumstances must be noted on the register.

KAB/HR, May 2006  
Amended October 2010  
Amended August 2014  
Amended April 2015

## Appointment Process

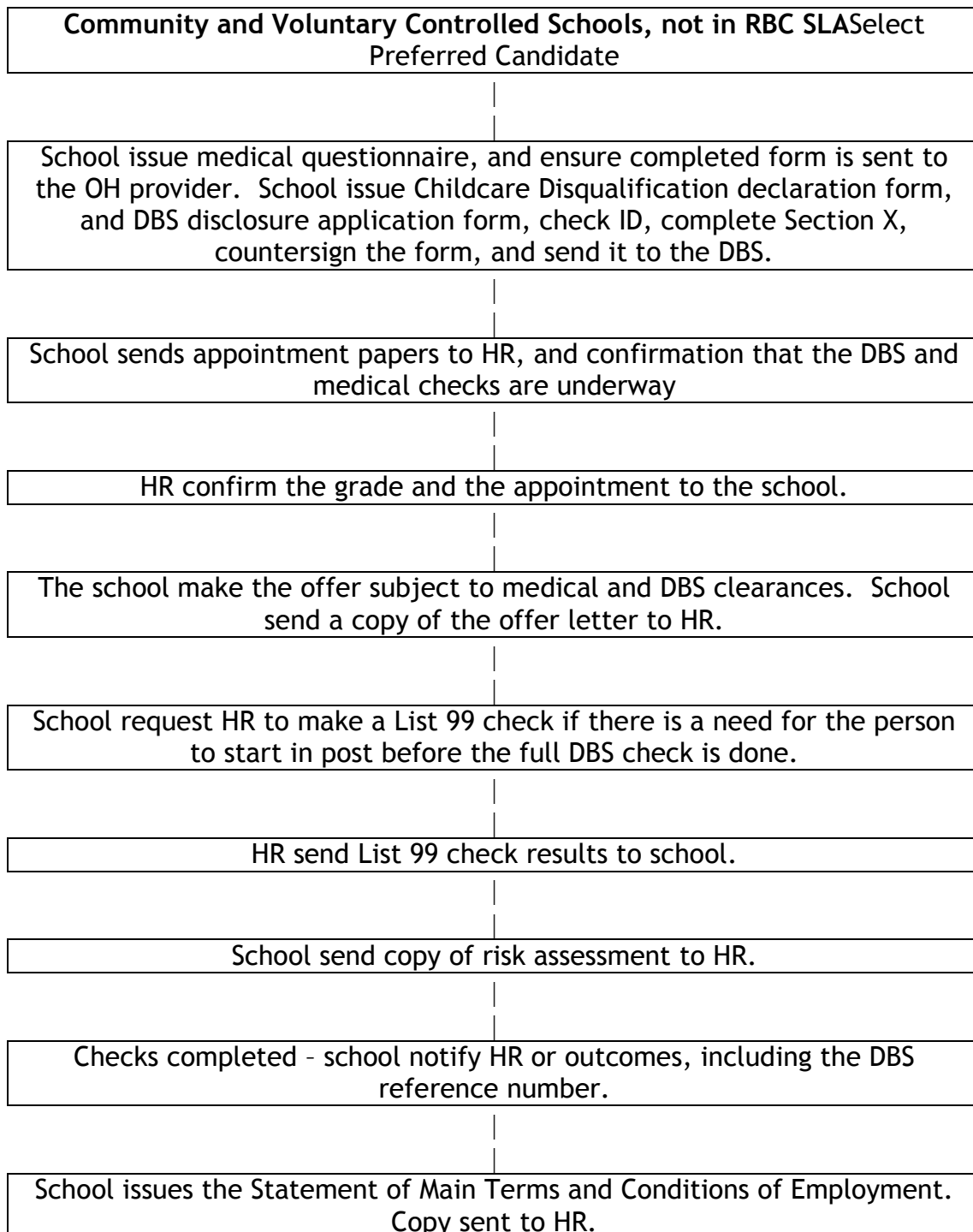
### Community and Voluntary Controlled Schools in RBC SLA



Note - the DBS disclosure certificate is issued to the employee only. The employee must present the certificate to the school who must send the certificate details to HR. Both the school and HR must record the details from the certificate - disclosure reference number, date of issue, level of check undertaken, and employment decision.



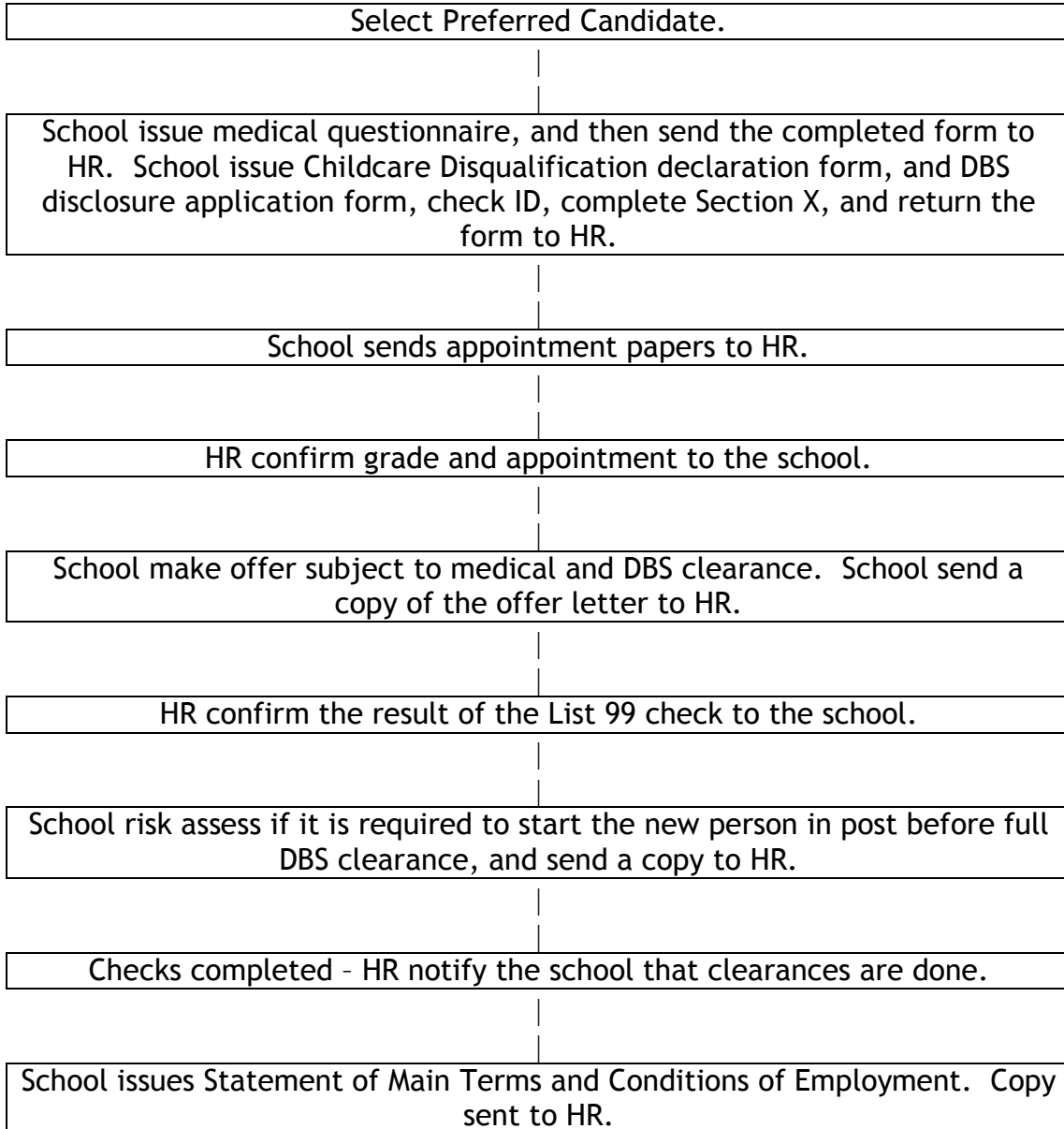
## Appointment Process



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**Appointment Process**

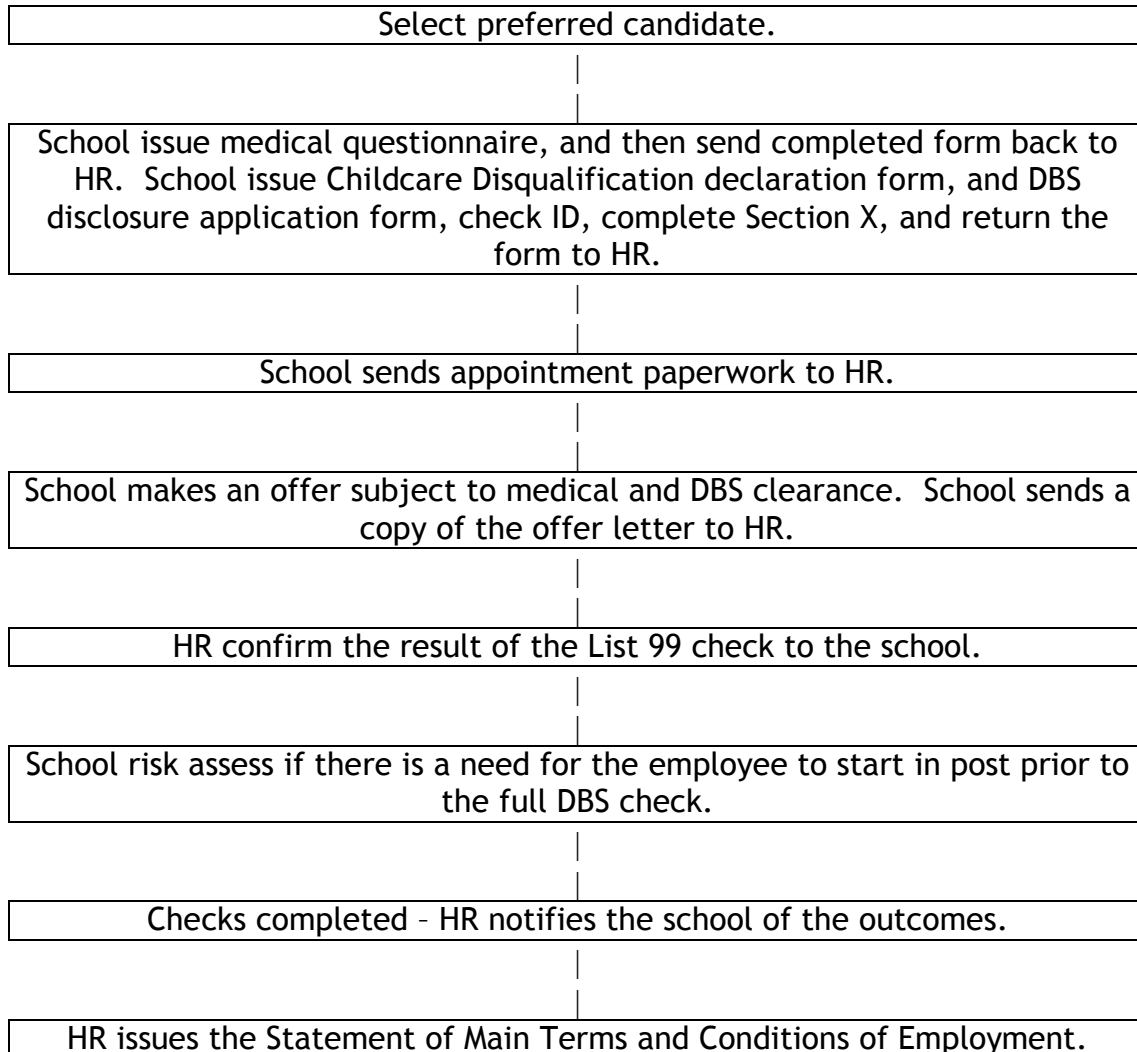
**Community and Voluntary Controlled Schools, in RBC SLA but issuing own contracts**



Note - the DBS disclosure certificate is issued to the employee only. The employee must present the certificate to the school who must send the certificate details to HR. Both the school and HR must record the details from the certificate - disclosure reference number, date of issue, level of check undertaken, and employment decision.

## Appointment Process

### Aided Schools, in the RBC SLA

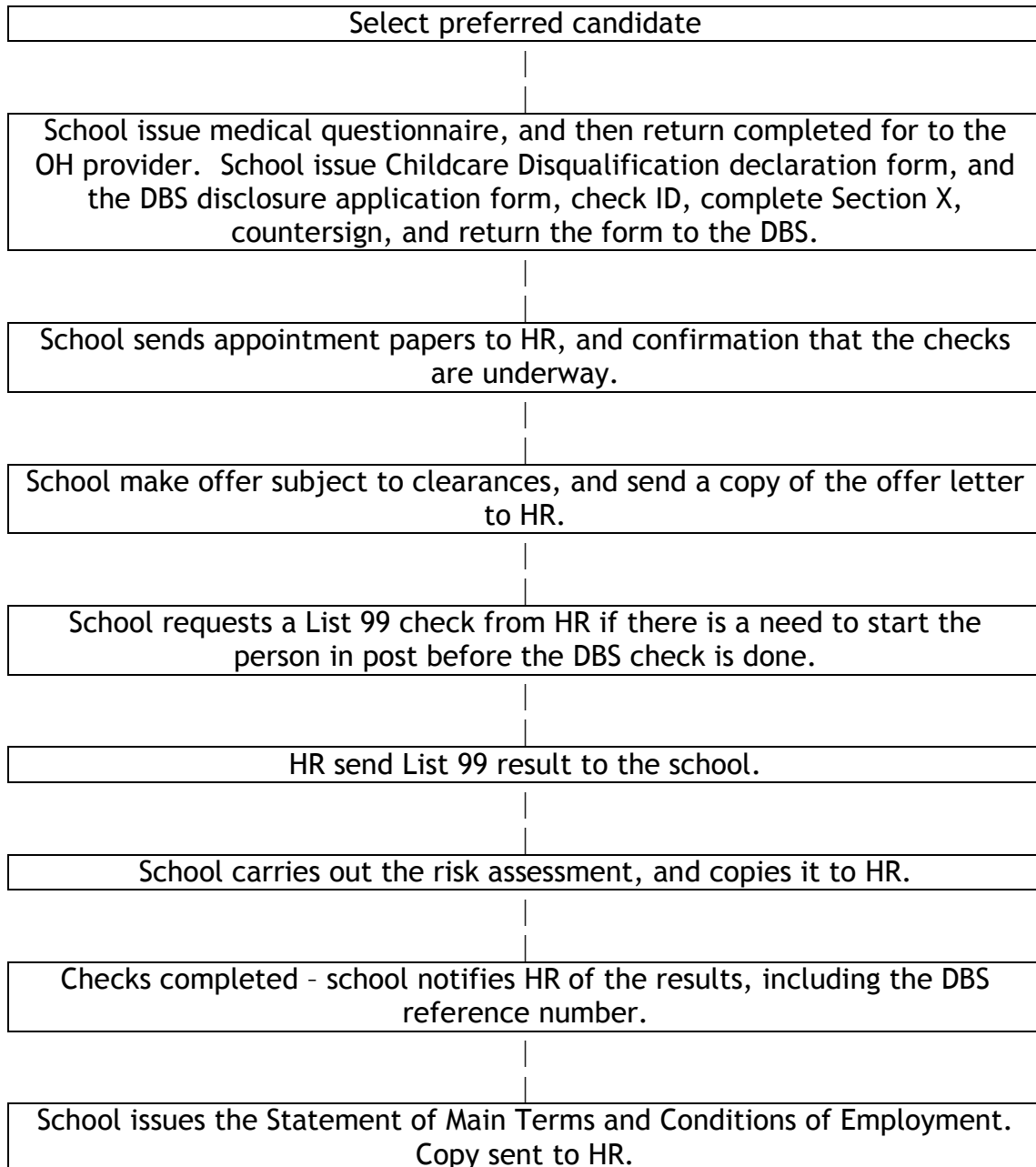


Note - the DBS disclosure certificate is issued to the employee only. The employee must present the certificate to the school who must send the certificate details to HR. Both the school and HR must record the details from the certificate - disclosure reference number, date of issue, level of check undertaken, and employment decision.



**Appointment Process**

**Aided School not in the RBC SLA**

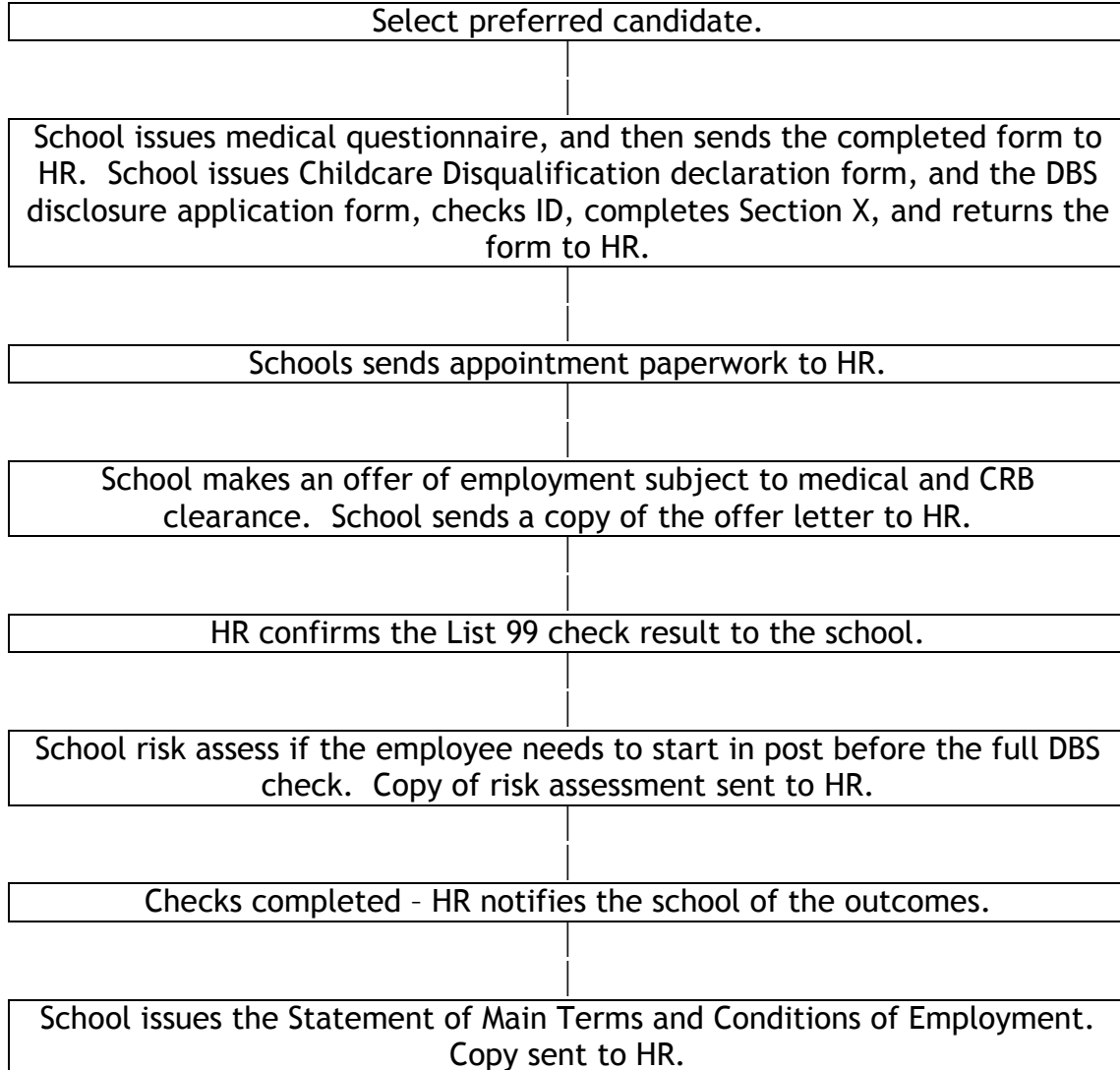


Note - the DBS disclosure certificate is issued to the employee only. The employee must present the certificate to the school who must send the certificate details to HR. Both the school and HR must record the details from the certificate - disclosure reference number, date of issue, level of check undertaken, and employment decision.



**Appointment Process**

**Aided Schools in the RBC SLA, but issuing own contracts**



Note - the DBS disclosure certificate is issued to the employee only. The employee must present the certificate to the school who must send the certificate details to HR. Both the school and HR must record the details from the certificate - disclosure reference number, date of issue, level of check undertaken, and employment decision.

