



Recruitment and Vetting Policy

A Whole-School policy including EYFS

Developed by:	Paula Talman, Director of Compliance Teresa Mockridge, HR Manager
Approved by:	Fergus Llewellyn, Headmaster
Implemented:	2010
Last reviewed:	January 2022
Next review:	January 2023
Any changes made to this policy are highlighted in Yellow. Previous policies are in the archives folder.	Please read the entire policy as a number of changes have been made
All staff must sign an electronic form (set up annually by the DSL) to indicate that they have read the latest policy.	
Reviewed by the main board of Governors and signed by the Chairman annually. Last Review:	Main Board Meeting Dec 2020
Next review by Governors:	Main Board Meeting Mar 2022
Reviewed annually or with government change.	

Designated Safeguarding Leads (DSL):

DSL – Michael Matthews

Deputy DSL- Fergus Llewellyn (Headmaster) & Kim Lambert

Deputy DSL EYFS- Louise Hackett & Molly Bartholomew (Nursery)

In the absence of the DSL, the DDSL will cover the activities of this role.

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INTRODUCTION TO APPLICATION PROCESS

- Cumnor House Sussex is required by law to follow the Department for Education (DfE) statutory guidance “Keeping Children Safe in Education 2021” and the Independent Schools Inspectorate (ISI) Regulatory Requirements which demand a detailed check of a candidate's background and previous employment.
- Candidates will only be invited for interview once they have completed the Application Form in full. We request that candidates submit their date of birth on the application form so that the children's barred lists can be checked before interview and gaps in employment can be identified and addressed. A *Curriculum Vitae* and a letter of application should accompany the application, but will not be accepted in substitution (See separate forms Recruitment Applications for Teaching and Non-Teaching Staff).
- Candidates should be aware that all posts in the school involve a responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- Accordingly, all posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.
- The school is obliged to ascertain that an applicant who has been working in a foreign country, or who is a foreign national with the right to work in the UK, has no relevant convictions. Applicants must be able to present (prior to interview) a certificate of good conduct (e.g. Criminal Record Check) from the country they have been living in. The same standard applies where by an applicant is a UK national and has lived or worked outside the UK for more than three months in the last 10 years.
- We will seek references on short-listed candidates prior to interview and may approach previous employers for information to verify employment dates, particular experience or qualifications. Current employers will not be contacted, without prior arrangement with the candidate, until after an offer of employment has been made and accepted.
- The successful applicant will be required to complete an application to the Disclosures and Barring Service at an enhanced level; or they may provide DBS number and date so that it can be verified as clear via the update service.
- The School must check that a prospective member of the Teaching Staff is not subject to a prohibition order issued by the Secretary of State. This, and the two checks immediately below, are carried out by the HR Manager.
- The School must check whether staff appointed to management positions (**including internal promotions**) are subject to a prohibition from management of independent schools' direction also known as Section 128 Directions. The following staff are considered to be in management positions for the purpose of this check:
 - Head Teacher
 - Senior Management Team
 - Heads of Departments
 - Governors

- In addition, the School carries out a European Economic Area (EEA) check on all overseas candidates applying for employment which involves “teaching work”.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about such matters. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may be appropriate for them to answer “not applicable” if your duties have not brought you into contact with children or young persons.

INVITATION TO INTERVIEW

- If you are invited to interview, the areas which will be explored will include suitability to work with children as well as suitability to meet the Job Specification.
- At least two satisfactory references will be sought, ideally from current and previous employer. Current employer will only be approached with the permission of the candidate.
- Candidates invited to interview must bring documents confirming both educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of degree and A-level certificates, diplomas etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- Candidates invited to interview must also bring original identification documents with them i.e. passport and/or driving licence or birth certificate. If applicable, documentation (such as marriage certificate) evidencing a change of name.

CONDITIONAL OFFER OF APPOINTMENT

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (This is also required for internal promotions.) (See separate form: Recruitment Employee Reference)
- Verification of identity and right to work in the UK
- A check of the Children’s Barred List
- An enhanced DBS Disclosure
- A check of the TRA (Teacher Regulations Agency) Prohibited Teachers List and European Economic Area (EEA) Prohibited from teaching work list

- And the TRA Prohibition from Management of independent schools' direction, also known as Section 128 Directions (this check is also carried out for internal promotions to management)
- Completion of the School's medical questionnaire to establish medical fitness for the role (see separate form Recruitment Medical Questionnaire)
- Verification of educational and professional status
- checks and confirmations as the school may require in accordance with statutory guidance (where the successful candidate has worked or been resident overseas in the previous ten years)

DISQUALIFICATION - EYFS and relevant later years provision

In accordance with The Childcare Act 2006 and Keeping Children Safe in Education 2021, the school needs to ensure that appropriate checks are carried out on all members of staff who manage, teach or have contact with pupils in the EYFS (Nursery and Reception) or later year provision (pre-prep up to age 8 in 'before and after-school care') to ensure that they are not disqualified under the Childcare (Disqualification) Regulations 2006.

By definition, a person who is disqualified cannot lawfully do the work from which they are disqualified. If a person is found to be disqualified, or if there is doubt over that issue then, pending resolution, they must be removed from the work from which they are or may be disqualified. There is no requirement automatically to suspend or dismiss all individuals found to be disqualified; there is scope in principle to redeploy them with other age groups or in other work from which they are not disqualified, subject to assessing the risk and taking advice from the LADO when appropriate.

Schools must inform Ofsted/ISI? where they are satisfied that a person working in a relevant setting falls within the disqualified criteria. Staff who are disqualified may apply to Ofsted/ISI? for a waiver of disqualification, unless they are barred from working with children.

Disqualification by association only applies where childcare is provided in domestic settings. (defined as 'premises which are used wholly or mainly as a private dwelling' in section 98 of the act, or under a domestic premises registration, including non-domestic premises up to 50% of the time).

All staff working within the EYFS and relevant later years provisions must provide a self-declaration to declare that they are not disqualified on any of the following grounds which include:

- *Being on the DBS Children's Barred List*
- *Having a child in their care placed under a care order*
- *Being cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad*
- *Any offence involving death or injury to a child*
- *Being the subject of certain other orders relating to the care of children*
- *Refusal or cancellation of registration relating to childcare or children's homes or being prohibited from private fostering.*

PRE-INTERVIEW MEDICAL FORM

We are an equal opportunities employer and welcome applications from all candidates. All our prospective employees are asked to complete an identical pre-interview medical declaration, which is part of the application form. All candidates for teaching and non-teaching posts are also requested to complete a more detailed medical questionnaire once an offer of a post at Cumnor House Sussex has been provisionally made and accepted. The school may also request a health report from your G.P after a position has been offered and accepted. You should bear in mind that the law provides that you must consent before a medical report can be obtained by the school from your doctor for employment purposes, and that you are entitled to see your report.

This form, together with the post-offer medical questionnaire, is stored in your personal file securely in our HR Office. **Access is restricted to the Headmaster, HR Manager and School Nurse.** Thereafter, they will form part of an employee's medical records. They may be viewed on request by a statutory body but will otherwise not be disclosed to any third party. Medical records are securely destroyed after an individual leaves the employment of the school unless they are considered relevant to any safeguarding concerns.

WARNING

Schools have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- the harm test is satisfied in respect of that individual;
- the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that that individual has committed a listed relevant offence; and
- the individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left*.

(Child Protection *The list of offences is set out in the Safeguarding Vulnerable Groups Act 2006)

Where a candidate is:

- found to be on the Children's Barred List, or is found to be prohibited from teaching by the Secretary of State, or the DBS disclosure shows the candidate has been disqualified from working with children by a Court; or is
- found to have provided false information in, or in support of, their application; or is
- the subject of serious expressions of concern as to their suitability to work with children; or
- has information reported within a criminal record check from a foreign country the facts will be reported to the Police, the DBS and the TRA.

RELATED RECRUITMENT FORMS (CHILD PROTECTION SUITE)

- Recruitment Medical form
- Recruitment Application form
- Recruitment Reference form

RELATED CHILD PROTECTION POLICIES THAT ARE REQUIRED OF SCHOOLS

Please refer to the whole school and Early Years Foundation Stage policies on

- Safeguarding and Child Protection Policy and Procedures
- Induction of New Staff, Governors and Volunteers in Child Protection
- Interaction with Pupils: Code of Conduct for Staff
- Policy for Procedures on Managing Concerns and Allegations Against Staff (including the Headmaster, DSLs and volunteers)
- Policy for Pupils on Confidentiality
- Policy on Adults staying in Boarding Houses
- Use of ICT, Mobile Phones and Other Electronic Devices
- Taking, Storing and Using Images of Children
- Whistleblowing Policy
- Reasonable Restraint Policy
- Welfare Policy
- Missing Child Policy
- Social Media Policy
- Sexting Policy
- Relationships & Sex Education Policy

All the above policies together form the “suite” of Child Protection policies that the Regulations require. In accordance with those Regulations, all of them should be available to parents on the school’s web site and reviewed annually by Governors.

References

Working Together to Safeguard Children DfE 2018
Keeping Children Safe in Education DfE September 2021
Disqualification under the Childcare Act 2006
ISI Regulatory Requirements

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