



Myddelton College

Denbigh, Denbighshire, LL16 3EN

## **Application, Recruitment and Appointment Policy and Procedure**

### **1. PURPOSE AND PRINCIPLES**

The purpose of this document is to outline the procedure to be followed, to ensure consistent and fair treatment of individuals, in relation to the recruitment and selection of those (individuals) who apply for employment with Myddelton College. It also applies to the selection of internal candidates who apply for alternative roles within the College (although certain aspects of the procedure differ slightly). It is vital that the processes the college adopt enable those recruiting to select the most suitable applicant for the position, but also to deter, reject or identify individuals who may abuse children, or are otherwise unsuited to work with children. This procedure and related guidelines have been produced with reference to the Bichard report, National Assembly circular 34/03 'Child Protection: Preventing Unsuitable People from Working with Children and Young Persons in the Education Service', the Education Act 2002, and current employment legislation. Where possible, taking into account the above, this procedure complies with the Equality Act 2010.

The following principles apply:

- The measures described in this guidance in relation to the safety of the children will be applied to everyone, including workers not on the payroll, e.g. staff employed by contractors, and unpaid volunteers who work in the school. Separate procedures exist for engaging self-employed contractors for projects such as maintenance work.
- Those responsible for recruitment will consider issues relating to child protection and the safeguarding and promotion of the welfare of children at every stage of the process.
- Those responsible for recruitment and selection will ensure uniformity in the treatment of all applicants, and adhere to best practice guidelines, particularly in relation to equality issues.
- Individuals who provide false information will be considered to be committing an offence. This could result in the application being rejected, or summary dismissal (if the applicant has been selected), and possible referral to the police and/or the Independent Safeguarding Authority.

## **2. SCOPE**

This procedure applies to the recruitment and induction of all full and part time employees of the school, including those employed on temporary or fixed term contracts. This procedure will be regularly reviewed and may be amended from time to time. It should be read alongside the School's Equality and Diversity Policy and the Policy and Procedure for DSB checks and the recruitment of Ex-Offenders.

Where a member of staff who is currently employed by the school applies for another role within the school some of the pre-employment checks detailed in this procedure will already have been carried out. Those responsible for recruiting will use discretion to determine which parts of the procedure are applicable, and in which circumstances.

## **3. PROCEDURE**

### **3.1 PLANNING**

- When an individual decides to leave the school or, in the event of a promotion, the Headmaster/Line the Head Teacher will consider whether recruitment into the position is necessary, or whether alternative arrangements may be made.
- Those responsible for recruiting will consider carefully the skills, knowledge and experience the successful candidate will need to demonstrate, and whether there are any particular matters that need to be included in the advertisement for the post in order to attract suitable applicants, but also to prevent unwanted applications.
- Where possible, the recruitment exercise will be planned to identify who will be involved, to assign responsibilities, and to allow sufficient time for the work needed at each stage to be completed. This will ensure that procedures and safeguards are not rushed through or overlooked e.g. it is important to organise the selection process to allow references to be obtained (and considered) before interview, for those candidates who have been short-listed.
- The person responsible for the recruitment/HR will need to review and revise the Job Description as appropriate. The Person Specification will need careful thought to include essential and desirable criteria. The Job Description will, where applicable, make reference to the responsibility for safeguarding and promoting the welfare of children and the Person Specification will include specific reference to suitability to work with children.
- All the other material, e.g. the Application Form, information and guidance that will form part of the pack to be sent to prospective applicants will be checked by the Headmaster/the person responsible for recruiting to ensure that it is up-to-date. The information sent to applicants will set out clearly the extent of the relationships/contact with children, and the degree of responsibility for children that the appointed person will have.

### 3.2 ADVERTISING THE POST

- Recruitment advertisements will be prepared, in the house style, using the agreed proforma, by Finance Director/the Head Teacher. These will be placed in the relevant local and national press or trade journal or other appropriate place.
- All applicants will obtain an application pack from the College. The information will also be available on the school's website. The pack will include an Application Form with guidance notes for applicants, guidelines on the school's policy and procedure for completing DBS checks and the recruitment of ex-offenders, a Job Description and Person Specification. The terms and conditions for the post will also be available. In some cases more detailed information about the department and the school will be included.
- The school will ask all applicants to provide details of their criminal record at an early stage in the application process. A statement to this effect will be included on the Application Form. The school will request that this information is sent under separate, confidential cover, to the Headmaster and will guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

### 3.3 APPLICATION FORM

- Where formal recruitment takes place applications for both internally and externally advertised posts will only be accepted from candidates who complete the Myddelton College Application Form in full. CVs will not be accepted.
- The Application Form will be divided into two parts. In Section 1 applicants will be asked to consider and give information about qualifications, work experience and situations from their past or present to demonstrate their abilities in each area listed on the Job Description and Person Specification. The panel responsible for preparing the short list will use this information to select candidates for interview. Section 2 will cover personal information and will include the Equality Monitoring Form and applicant declaration. Those involved in preparing the short list will not see this part of the form. This will stay with the Head's PA, who will check that it is completed in full and will use the information to apply for references.
- References may be sought for those candidates who provide an application which is of interest, and will be sought for those who are to be invited for interview. A standard proforma will be used; however where referees prefer to write a letter this will be acceptable if the details given in the letter provide the information requested in the proforma. Approaches will be made to previous employers for information to verify the details the applicant has made about particular qualities and experience. For all applicants, their referees 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 the applicant has been the subject of any child protection allegations or concerns, and if so the outcome of any enquiry or disciplinary procedure. Details of allegations that have not been substantiated, are unfounded or malicious will not be sought. Where neither the applicant's current or

previous employment has involved working with children, their referees will still be asked about their suitability to work with children. In this instance though, they may, where appropriate, answer 'not applicable' if the candidate's duties had not brought them into contact with children or young persons.

- On occasions the individual's nominated referee will be telephoned, and detailed notes will be kept of the information provided.

#### 3.4 INVITATION TO INTERVIEW

- Using the Person Specification, Job Description and Application Form, the person responsible for recruiting will make a short list of the applicants they wish to invite for interview, keeping records of the reasons for the selection. Dates, times, venue and process will be agreed and the Head's PA will telephone, email or write to the applicants to invite them to the interview.
- If a tour, test or psychometric test is to take place this will be arranged as part of the schedule by the Headmaster's PA.
- All interviews will be conducted in person and the areas explored will include the applicant's suitability to work with children alongside conventional interview questions and techniques. Any gaps in employment will be explored with the candidates. Questions will be determined before the interview date and may be discussed with a member of the Personnel Department. A record of the interviewer's assessment of the applicant's response will be recorded on an agreed proforma.
- All candidates invited to interview will be asked to bring original documents confirming any educational and professional qualifications that they have specified on the Application Form, and that are necessary or relevant for the post. Where originals are not available for the successful candidate, written confirmation of the relevant qualifications will be required from the awarding body. Candidates will also be asked to bring their passport or photo driving licence, birth certificate, recent pay slip and a utility bill/bank statement, or other document with their name and address on it. Candidates will need to provide evidence of their right to work in the UK. These documents will be inspected by the Head's PA and a copy taken.
- Where appropriate overnight accommodation will be arranged by the Head's PA. Expenses for accommodation, travel and other reasonable expenditure will be reimbursed on receipt of a relevant claim.

#### 3.5 CONDITIONAL OFFER OF APPOINTMENT: PRE-APPOINTMENT CHECKS

- After the interview, the person responsible for recruitment will telephone the successful candidate to make a verbal offer of employment. A standard offer letter, prepared by the Head's PA, will be used to make the offer of employment. This will include all relevant and legal details and outline the conditions on which the offer is made, making it clear that pre-appointment checks must be completed before an appointment can be confirmed. The signatory, if they wish to do so, will modify or add certain sentences and, once this is done, they will arrange for the offer letter to be sent to the successful applicant.

- The offer letter will include a request for the candidate to confirm their acceptance of the offer.
- Once the letter of acceptance has been received from the successful candidate, as appropriate letters will be sent from the Head's PA to those candidates who were not successful and feedback from the interview panel will be offered.

### 3.6 BEFORE COMMENCING EMPLOYMENT

A letter will be sent to the successful candidate from the school confirming the start date and enclosing the relevant forms for completion, along with the Statement of Employment Particulars. The appointee will be asked to sign to confirm acceptance of the Terms and Conditions of Employment and once signed by the Headmaster a copy of this document will be sent to them, a further copy will be held on file.

Successful candidates will be expected to assist the school in obtaining the relevant information, should this not already have been provided, including:

- At least two satisfactory references from individuals who are able to give independent professional and character references. Assistance to follow up any concerns.
- Verification of their current pay, identity and qualifications.
- Assistance to check the ISA 'Children's Barred List' which replaces List 99, and the POCA (Protection of Children Act).
- A satisfactory Enhanced DSB Disclosure. NB: If candidates are from overseas DSB checks will be completed unless it is verified that the applicant has not previously lived in the UK. If that is the case, a DSB check will serve no purpose because the individual could not have a criminal record in this country and will not appear on the ISA Children's Barred List. In this case the school will confirm the individual's right to work in the UK and obtain whatever evidence of checking is available from the person's country of origin (or any other countries in which he or she has worked) and do this before the appointment is made. Similarly, a UK national returning after working in a foreign country should be asked to obtain a certificate of good conduct from the country in question. Extra references should be requested for applicants from countries which do not provide criminal record checks.
- Evidence to verify professional status such as membership of a professional body, GTC registration, QTS Status, PGCE. For teaching posts verification of successful completion of the statutory induction period will apply to those who obtained QTS after 7 May 1999.
- Information to make checks in accordance with statutory guidance where the successful candidate has worked or been resident overseas in the previous five years.

All successful candidates will complete the following:

- Medical Service
- A probationary period, normally 12 months.

The collection of these documents and information will assist the school with its duty to resolve satisfactorily any discrepancies or anomalies.

Where a candidate is found to be on the ISA Children’s Barred List or the DSB disclosure shows he/she has been disqualified from working with children by a Court, or found to have provided false information in, or in support of their application, or the subject of serious expressions of concern as to their suitability to work with children, the facts will be reported to the Police and the Independent Safeguarding Authority (ISA).

### 3.7 POST-APPOINTMENT PROCESS

An induction programme will be undertaken by all new staff. Certain elements of the induction will also be applicable to those who are changing roles in the school. There is also a Common Room Handbook and Policy Guide, which can be found on Microsoft Teams.

The content and nature of the induction process will vary according to the role and previous experience of the new member of staff, but, as far as safeguarding the individual and promoting the welfare of children is concerned, the induction programme will include information about, and written statements concerning:

- College Policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, anti-racism, physical intervention/restraint, intimate care, internet safety and any local child protection/safeguarding procedures.
- Safe practice and the standards of conduct and behaviour expected of staff and pupils in the establishment.
- Health, Safety and Welfare.
- How and with whom any concerns about issues should be raised, and
- Other relevant personnel and whole school policies and procedures e.g. grievance, disciplinary, capability, absence management, computer usage, child protection and safeguarding children, dealing with allegations of abuse against staff, and whistleblowing.

**September 2015**

**Next review date September 2022**

Version Control:

Version	Status	Author	Date	Comments
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1	Initial Draft	Jemima	July/2015	Initial draft for discussion
2	First review	AJH	Sept/2015	To bring in line with College Handbook
3	Review	AJA	Jan 2020	
4	Review	AJA	September 2022	Reference made to the Common Room Handbook and Policies for all staff.
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