



# OLD BUCKENHAM HALL

*A leading co-educational preparatory school for children aged 2-13 years*

## Recruitment Policy

OBHP19

Policy owner: Headmaster  
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# Recruitment and Selection Policy

## Policy Statement

Old Buckenham Hall School is committed to safeguarding and promoting the welfare of Children and young people and expect all staff and volunteers to share this commitment. Applicants must expect to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure Barring Service (formerly CRB).

All applicants for the same post will be assessed fairly and equally. A structured, consistent process, using clearly defined criteria will be used at all times.

All recruitment will be to a post in the school's authorised staffing structure and take account of the requirements of Keeping Children Safe in Education (September 2023) (KCSIE)

## Advertising

All adverts must contain the following statement:

*'We are committed to safeguarding children and expect all staff and volunteers to share this commitment. All successful applicants are required to complete Disclosure Application Forms which means providing criminal conviction information.'*

Adverts are to be placed in consultation with the Assistant Bursar (HR) to ensure best value and continuity of the brand of OBH.

## Application Stage

- Applicants are required to apply for an application pack in the first instance.
- The Application Form must be submitted along with a letter of application.
- All sections of the application form must be completed or marked with n/a where appropriate, and the form must be signed. Incomplete application forms will not be accepted.
- The applicant's employment history should be complete and gaps in employment history investigated.

- If an applicant is shortlisted for interview, they are sent information on any checks that will be carried out at interview.
- A minimum of two references must be given and one of these must be the present or last employer. In all circumstances, the present or past employer must be contacted for a reference.
- If the applicant has worked abroad during the last 5 years, references must be provided from overseas employers (where there have been two) in addition to two others.
- References are not acceptable from friends or family members. At least one referee must be the applicant's current or most recent employer.
- CV's will not be accepted as a substitution for application forms.
- The provision of false information is an offence and could result in the application being rejected, the offer of employment being withdrawn or the termination of employment. In extreme cases it may be necessary to refer the matter to the police and/or the DfE Children's Safeguarding Operation Unit.
- No questions may usually be asked about an applicant's health *before* a conditional offer of employment is made.
- **Social Media** - Where a job applicant provides a link to their social media profiles, this is to be disregarded during the initial part of the recruitment process and the applicant advised accordingly. Taking any action (i.e.: looking at the link) may single out individuals who have provided such information therefore, making the recruitment process unfair. It could also be potentially discriminatory.

## Interview Stage

- The identity of all candidates should be checked at interview. Where the relevant information cannot be provided candidates must call 01449 744798 for advice before the interview date.
- Relevant qualifications should be checked at interview wherever possible and candidates are asked to bring along their original certificates as evidence.
- All interviews will be conducted in person and will include some questions regarding the candidate's suitability to work with children.
- Interviews will be carried out by a panel of two or more persons. One of those persons must have completed the Safer Recruitment training programme.
- In accordance with the Equality Act 2012, all reasonable attempts will be made to accommodate the particular needs of any person suffering from a disability at all stages of the recruitment process.
- All applicants for the same post will be assessed fairly and equally.

## Offer of Employment

- A conditional offer of employment will be made in the first instance. The offer will be on condition of satisfactory references, health questionnaire, qualifications check, enhanced DBS and other statutory employment checks.
- The right of each candidate to work in the UK will be checked.
- Where the successful candidate has been working overseas in the previous five years, the School will do its utmost to make additional checks in accordance with statutory guidance.
- For most appointments, an enhanced DBS check which includes barred list information will be required\* as the majority of staff will be engaged in regulated activity. (For full definition please see Part 3 KCSIE)
- For those who have worked or lived abroad, the School will make any further checks appropriate so that relevant events that occurred outside of the UK can be considered - the Home Office provides guidance on [criminal records checks for overseas applicants](#), since the UK left the EEA, this includes countries within it as any other state. Additionally, the School will carry out additional checks for teaching roles, which may include information about their past conduct, for example, by checking documents issued by overseas teaching authorities.
- For staff who have an opportunity for regular contact with children who are not engaging in regulated activity, an enhanced DBS check which does not include a barred list check would be appropriate.
- In the case of staff working under Minimum Boarding Standard 14 (Matrons, House Parents and other working in Boarding areas) the disclosure must be received before the commencement of employment.
- Where Standard 14 does not apply, staff may begin working when the DBS has been applied for but must have undertaken a satisfactory barred list check, not work unsupervised with children and are subject to risk assessment.
- In addition to other checks, anyone who is appointed to carry out teaching duties will be checked to ensure they are not prohibited from teaching.\*
- Some appointments where residency with a partner is required may be subject to a satisfactory 'Disqualification by Association' declaration. Staff should be reminded about the expectation to inform the school where their relationships and associations, both within and outside of the workplace (including online), may have implications for the safeguarding of children in the school.

- For those engaged in management roles (in independent schools - including academies and free schools) an additional check is required to ensure they are not prohibited under section 128 provisions.
- A Health Questionnaire or statement of fitness must be completed by an applicant after a conditional offer has been made. The result of this questionnaire may be passed to an Occupational Health Practitioner for guidance and advice.
- \*These checks, along with the Barred List check can be carried out by the Executive Assistant.

### **Sports Coaches, Peripatetic Teachers (self employed)**

- The recruitment for this category of staff will follow the procedures outlined above.
- OBH reserve the right to carry out a DBS check on any contractor who works regularly at the School. Alternatively, the company who supply the staff will complete a satisfactory declaration that all relevant checks have been carried out. OBH will still carry out an ID check when that member of staff arrives at OBH. Where a contractor has not undergone this process, they will be accompanied by a checked member of staff at all times,

### **Governors**

- Governors will be subject to identity checks before confirmation of their employment.
- Governors will be required to undertake an enhanced DBS check.
- The Chair of Governors will have a DBS carried out by DfE
- Where Governors have been working overseas in the previous five years, the School will do its utmost to make additional checks in accordance with statutory guidance.

### **Volunteers**

- OBH recognises that volunteers may help in the classroom and with activities associated with the school.
- ‘Regular’ volunteers will be subject to the same checks as paid staff in most cases. ‘Regular’ is defined as 4 or more times in a 30 day period, once per week or more, or overnight.
- Where a volunteer is not classed as ‘regular’, OBH reserve the right to request a pro-forma disclosure or DBS.
- Please be aware that not all volunteers require an enhanced DBS or are eligible to be checked on the Children’s Barred List. (Please refer to DBS Policy.)

## **Agency Staff**

- Agencies used by the school are required to confirm, in writing, that they have carried out the required checks.
- The school will carry out an identity check in addition to the one carried out by the agency and any further checks that they deem necessary.

## **Single Central Record of Recruitment and Vetting Checks**

- A central record of all employees, peripatetic, Agency Staff, Governors and Volunteers will be held in accordance with DfE, and ISI requirements.
- The record will contain columns with the following headings: Name, Address, Date of Birth, Qualifications, Barred List check, DBS, Identity, Right to Work in the UK, Medical suitability, Overseas Checks, prohibition from teaching.
- The record must also show the date on which each check was carried out.
- The record may contain other information.
- Only one file will be held for each person.
- All files will be securely held centrally, by the HR Executive Assistant, to ensure confidentiality and to ensure all recruitment and employment processes are complete.

## **Reporting requirements**

- OBH has a legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child; where the harm test is satisfied in respect of that individual; where an individual has received a caution or conviction for a relevant offence, or if there is reason to believe that individual has committed a listed relevant offence; and that individual has been removed from working (paid or unpaid) in regulated activity. Or would have been removed had they not left.

## **Monitoring and Review**

- The Headmaster will monitor this policy on a day-to-day basis.
- This policy will be reviewed annually by the Headmaster and designated Governor or when changes in legislation and guidance take place.

## Equal Opportunities

Old Buckenham Hall School is committed to equal opportunities in employment. Our policy aims to ensure that all employees are recruited, trained and promoted on the basis of ability, the requirements of the job and relevant and objective criteria.

No employee or job applicant should receive more or less favourable treatment on the grounds of race, nationality, colour, ethnic or national origin, age, sex, marital status, sexual orientation, religion or belief, gender reassignment, creed or disability in any matters to do with employment.