



Durham High School

# **Recruitment and Selection Policy**

This policy applies to the Whole School  
and is published to parents and pupils

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Reviewed: September 2022  
Next review: September 2023

*This policy should be read in conjunction with: Child Protection and Safeguarding Policy; Equal Opportunities Policy.*

The recruitment and selection procedures, adopted by Durham High School are in accordance with those detailed in the DfE publication 'Keeping Children Safe in Education, January 2021 (KCSIE)' and the School is committed to following safer recruitment practice. Durham High is also committed to equal opportunity in employment and aims to ensure that employees are not discriminated against and are recruited and promoted on the basis of ability and objective criteria.

### **Teaching and Support Staff**

The School ensures that all advertising for teaching and support staff makes clear its commitment to safer recruitment and safeguarding children and young people. The School is committed to:

- ensuring that the job description makes reference to the responsibility for safeguarding and promoting the welfare of children and young people;
- ensuring that the method of application includes specific reference to suitability to work with children and young people;
- obtaining and scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any discrepancies or anomalies;
- obtaining two independent professional/character references (one reference from their current or most recent employer) that answer specific questions that help assess an applicant's suitability to work unsupervised with children and young people and to ascertain that there have been no disciplinary procedures or complaints/allegations;
- undertaking a face-to-face interview that explores the candidate's suitability to work with children and young people as well as his or her suitability for the post (an interview panel always has at least one member of staff who has undergone safer recruitment training); and
- checking his or her previous employment history and experience.

### **Disqualification in the Early Years and Later Years (under 8s) Childcare**

Where an employee, volunteer, supply teacher or governor will undertake or directly manage work in the EYFS or Childcare for children who have not attained the age of 8, they will be asked whether they are barred from working with children under the Childcare Act 2006.

Grounds for disqualification include:

- being on the Disclosure and Barring Service (DBS) Children's Barred List;
- being cautioned for, convicted of, or charged with certain violent and sexual criminal offences against children and adults, at home or abroad;
- grounds relating to the care of children (including where an order is made in respect of a child under the person's care); and
- refusal or cancellation of registration relating to childcare or children's homes or being prohibited from private fostering.

School takes every step to ensure that they will not employ anyone to work in Childcare who is disqualified. If there is nothing to declare then on appointment, the employee will sign a declaration to this effect.

If an employee is found to be disqualified, then they will be removed from any Early Years and Later Years Childcare role, pending resolution; School will inform Ofsted; the employee may apply for a waiver from Ofsted.

### **Prior to Appointment**

Once the post has been offered in writing and prior to actual appointment the School will:

- verify the successful applicant's identity, by checking the original passport/driving licence/birth certificate; photographic id needs to be included, together with evidence of address;
- verify by checking original documents the right to work in the United Kingdom (eg National insurance number) and the academic or vocational qualifications claimed, as appropriate;

- verify that they have the mental and physical fitness to carry out their work responsibilities by asking them to complete a medical questionnaire;
- obtain an Enhanced Criminal Record Certificate with barred list check via the DBS (before or as soon as practicable after the appointment); portable disclosures (less than three months) are sometimes used, if appropriate, in which case a separate barred list check is obtained;
- if employment begins before the DBS certificate has been seen, obtain a separate barred list check;
- for teaching staff, peripatetic music staff and coaches, do a prohibition order check (s.128 direction);
- for anyone taking up a teaching position with departmental headship, a senior leadership role, or being appointed as a School Governor, obtain a prohibition of management check as part of the DBS check;
- obtain any further checks necessary in the case of any person who has lived or has worked outside the UK. Criminal Record checks are carried out for overseas applicants using the Home Office guidance; and
- obtain two independent professional/character references (one reference from their current or most recent employer) that answer specific questions that help assess an applicant's suitability to work unsupervised with children and young people and to ascertain that there have been no disciplinary procedures or complaints/allegations. The legitimacy of references will be checked and open references are not accepted. If references are taken by telephone a record of the conversation is kept.

A checklist is completed for every appointment to ensure that all stages of the recruitment process have been covered. All original documentation and DBS certificates are seen by the School Administrator and/or the Deputy Head (Pastoral) who, along with the Headmistress, ensures that all safer recruitment procedures are adhered to.

Once the appointment is confirmed, copies of identity checks and qualifications are kept on the personnel file. The Deputy Head (Pastoral) then gives clearance for the member of staff to be added to SIMS and given access to the School's ICT network and email and for a contract to be issued.

### **After School Care Helpers**

The School employs students from the Sixth Form to assist with After School Care in Junior House. For this purpose and as the students are known to the School, a DBS check will be undertaken and identity and the right to work in the UK checked, but references need not be taken up nor will the students be required to complete a pre-employment health questionnaire. Disqualification is checked and the students are asked to sign a declaration.

### **Invigilators and Activity Leaders**

When appointing invigilators or activity leaders, similar procedures to those outlined above are followed. Staff must speak to the Deputy Head (Pastoral) before any such appointment is made to ensure that the correct procedures for checking and vetting are adhered to.

### **Supply Staff**

The School gets written confirmation from the relevant supply agency that all required safer recruitments checks have been completed for that person. School carries out its own identity check and receives a copy of the enhanced DBS certificate as requested by the agency (this certificate must be dated within the last 3 years).

### **Volunteers**

There is no set formula for the vetting of volunteers, unless they are in Regulated Activity. As a guide, an unsupervised volunteer whose presence is frequent and regular is in Regulated Activity, as is any volunteer undertaking personal care of a pupil. 'One-off' volunteers, helping for example, with day outings and school concerts would not require vetting checks but they should not be unsupervised or must not undertake any kind of personal care. In this case, a risk assessment should be carried out. Before any volunteer comes into School to begin any work, staff must complete a 'Volunteers Form' and speak to the Deputy Head (Pastoral) to ascertain what checks, if any, are required.

### **Employees of Third-parties**

Individuals employed by third-parties, such as psychologists, nurses, and other public sector staff should have been checked by their employing organisation. The Deputy Head (Pastoral) must be informed, ahead of any such individual arriving in School. Although it is not necessary for School to see their disclosure, the individual's DBS certificate will be checked whenever possible and photographic identity will be checked on first arriving at school. The same rules apply to sports referees and equivalent professionals supplied by a central body and also to student teachers coming officially from a supplying university.

When pupils are educated off-site and are unsupervised by a member of School staff, School will check with the third-party organisation that the staff supervising have been suitably DBS checked.

### **Contractors**

Employees of contractors working at the school on a long-term basis, such as Thomas Franks' catering staff, are subject to the same checks and written confirmation is supplied by the employing organisation. Photographic identity is always checked on arrival.

Where employees of contractors such as heating engineers, plumbers and builders have undergone DBS checks by their employer, the Deputy Head (Pastoral) will seek confirmation from the employer that the required checks have been undertaken and photographic identity will be checked on arrival at school. Where this happens, the contractors are allowed unsupervised access to areas around school.

Any other unchecked contractors are not allowed to work unsupervised and must be escorted around the school site at all times.

In all cases, the Deputy Head (Pastoral) must be informed if a contractor is to be brought on site for the first time.

### **Visiting Speakers**

Staff must ensure that any visiting speakers who might fall within the scope of the Prevent Duty, whether invited in to school by staff or pupils, are suitable and appropriately supervised. Staff must ensure that any such speaker who comes in to school has been researched, then checked and vetted as appropriate. An internet search is advised as a first step to check suitability. Staff are then asked to speak to the Designated Safeguarding Lead.

### **Safeguarding Training**

All newly appointed staff and volunteers, are given copies of the School's Child Protection and Safeguarding Policy, Staff Code of Conduct and Part 1 of KCSIE and are given safeguarding training by one of the School's Safeguarding Leads - *see Child Protection and Safeguarding Policy*. An agreement to work in accordance with DHSfG Safeguarding policy and practice is then signed. Student teachers also undergo the same safeguarding training.

### **Governors**

All governors are subject to an identity check and undergo an enhanced DBS check (with barred list check if working in Regulated Activity). Governors are also given the suite of Safeguarding Policy documents as required in KCSIE.

### **Single Central Register**

Details of every employee, volunteer, contractor, governor and all supply staff are entered in the Single Central Register (SCR) at the time of appointment. Dates are also recorded on the SCR of when disqualification checks were completed for individuals, if required. If checks are required for a visiting speaker, these will also be recorded on the SCR. If staff leave employment during an academic year, their name will not be removed from the SCR until the end of the academic year, in accordance with ISI regulations.