

Policy	<b>Recruitment, Appointment of Staff, SCR</b>
Written by	<b>Bursar/Assistant Bursar</b>
Date for Re-write	<b>Oct 2019<sup>1</sup></b>
Authority	<b>Headmaster</b>

References:

- A. ISI Commentary on the Regulatory requirements September 2018.
- B. KCSIE dated September 2018.

**RECRUITMENT**

1. **Introduction.** Sherborne Prep is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. The aims of the policy are:

- a. Ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- b. Ensure that all job applicants are considered equally and consistently
- c. Ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.
- d. Ensure that the recruitment and appointment process is compliant to safeguard children.

2. **Responsibilities.** Roles and responsibilities are:

- a. **Headmaster.**
  - (1) Agree the requirement to recruit a new member of staff.
  - (2) Agree and sign off all job descriptions with the line manager.
  - (3) Agree and negotiate all terms and conditions with the applicant<sup>2</sup>.
  - (4) Appoint all members of staff<sup>3</sup>.
  - (5) Assurance checks of the appointment process and SCR.

<sup>1</sup> Reviewed annually OR WHEN LEGISLATION/GUIDANCE IS UPDATED.

<sup>2</sup> The Headmaster may delegate this responsibility to the Bursar for the recruitment of support staff.

<sup>3</sup> Except Governors' appointments: Headmaster and Bursar.

b. **Bursar.**

- (1) Oversee the recruitment process.
- (2) Proof read and agree all adverts prior to posting.
- (3) Draft terms and conditions for the Headmaster's approval.
- (4) Proof read all appointment letters.
- (5) Assurance checks of the appointment process and SCR.
- (6) Assure compliance.

c. **Assistant Bursar.**

- (1) Administer the recruitment process including the SPS recruitment and selection checklist.
- (2) Draft appointment letters.
- (3) Administer all appointment pre-requisites.
- (4) Maintain records in accordance with References A and B.

d. **Line manager.**

- (1) Draft and agree the job title and job description with the Headmaster.
- (2) Provide the agreed job title and job description to the Assistant Bursar.
- (3) Provide the Bursar with written information on any terms and conditions.
- (4) Coordinate the interviews with the Assistant Bursar.
- (5) Coordinate the interview with other members of the panel.

3. **Timelines.** Staff contracts require a minimum of one term's notice. The recruitment of new staff should occur in the first half of each term as most requirements will be generated by a staff resignation. Detailed staff planning should reduce compressed recruiting timelines which place significant pressure on the Bursary and risk of a mistake in the process.

## **PROCESS**

4. **Requirement.** The requirement for a new member of staff will be usually be generated by a staff resignation where upon the requirement and job description should be reviewed and discussed with the Headmaster in the first instance. Any conditions to employment such as maternity cover or a time caveated appointment are also to be discussed and agreed. If agreed, the Bursar should be consulted to check the salary schedules. If a new appointment, a requirement and job description will be required to feed a short paper to present to the Finance and General Purpose Committee to agree and recommend to Governors prior to the recruitment process proceeding. A staff recruitment request form is at Annex D.

5. **Job title and job description.** The line manager is responsible for agreeing the job title, the job description and any conditions with the Headmaster. Once all are agreed, they are to be sent to the Bursar and Assistant Bursar by email as part of the audit trail.

6. **Job adverts.** Appointments are likely to be advertised. The Assistant Bursar will draft an advert once the job title and job descriptions are received.

a. Content. The advertisement must include:

- (1) Job title.
- (2) A short description of the appointment and any conditions.
- (3) Details of the post and salary (where appropriate), qualifications required, expected start date and closing date for applications.
- (4) The appropriate statement regarding the Schools commitment to safeguarding and promoting the welfare of children.
- (5) That the successful applicant's appointment will be subject to successful safeguarding and disclosure checks.
- (6) Guidance for where adverts are placed is:

Location	Appointments	Remarks
Website	All appointments	
Local press	Support staff Teaching staff	
Times Educational Supplement	Heads of department SMT	To be agreed with the Headmaster and Bursar

7. **Application packs.** Application packs are to be sent out to all interested parties by the Bursary and a register of applicants kept. The application pack includes:

- a. Application form.
- b. Application and recruitment explanatory notes.
- c. Child protection statement.
- d. Recruitment of ex-offenders & security of disclosure information.
- e. Job description, including person specification.
- f. Applications will only be accepted on submission of fully completed SPS application forms and not from CVs and written letters. All applications will be acknowledged.

8. **Candidate selection.** The line manager will coordinate a panel to review all applications against the job description and personality specification to short list applicants. The short list is to be emailed to the Bursar's Assistant to administrate the calling of candidates for interview. Short listed candidates to be contacted by letter, email and/or telephone to advise date, time and location of interview, any preparation required, and references applied for, where at all possible.

9. **References.** Reference requests will be in two standard formats:

- a. Request for *candidates having previously worked with children*, which asks specific questions regarding disciplinary procedures concerning the applicant, disciplinary procedures the applicant has been subject to involving issues relating to the safety and welfare of children, and outcome of concerns. Referees will also be asked whether they are satisfied that the candidate is suitable to work with children – if not, please give reasons why not.
- b. Requests for *candidates not having previously worked with children* will be less detailed than the above.

On receipt, references will be scrutinised, checked against the application form and personnel will verify, if necessary, by telephone, the content of the reference.

10. **Identity, educational and professional qualifications.** Candidates will be reminded in the invitation to interview letter to bring with them educational and professional qualifications that are necessary or relevant for the post. Documentary evidence of their identity that will satisfy DBS requirements will also be required. Evidence of permission to work (for any member of staff who is not a national of the European Economic Area (EEA)) will also be requested, as will evidence of checks provided by another country for an applicant who has worked abroad (if applicable).

11. **Interviews.** The following direction is to be complied with: The interview panel will meet before the interviews and reach a consensus about the required standard for the job for which they are appointing. Although a list of questions will not be agreed, they will consider the issues to be explored with each candidate and who on the panel will ask about each of those. They will also agree their assessment criteria in accordance with the person specification. The interview panel will consist of a minimum of two interviewers, one of whom has undertaken the requisite training. The members of the panel will have the necessary authority to make decisions about the appointment. An interview checklist will be completed for each applicant. A copy of the checklist is at Annex A.

12. **Safer recruiting course.** At least one member of the interview panel must have attended a safer recruiting course. The following should attend the course, where at all possible:

- a. Headmaster.
- b. Bursar.
- c. Deputy Headmaster.
- d. Head of Pre-Prep.
- e. Deputy Head (Academic)
- f. Assistant Bursar.

13. **Interview folder.** The Assistant Bursar will create an interview pack for each member of the panel. It will consist of:

- a. Job description and person specification.
- b. Application.
- c. Candidate's letter and application.
- d. The lead interviewer will include the interview checklist.

The Headmaster's folder will include a Term's and Conditions check sheet. A copy of the sheet is at Annex B.

14. **Interview notes.** All interview notes are to be kept and given to the Assistant Bursar.

15. **Appointment.** After all interviews the lead interviewer is to discuss the appointment with the panel. If a decision is made the following is to occur:

a. **Offer.** The Headmaster or his delegated representative is to make the candidate an offer. Initially by telephone and followed quickly by email. The offer phone call is not to include terms and conditions which are to be sent by email<sup>4</sup>, and based on Annex B, to maintain an audit trail.

b. **Letter.** A formal offer letter<sup>5</sup> drafted by the Assistant Bursar and proof read by the Bursar for the Headmaster's signature is to contain:

- (1) Job title.
- (2) Formal offer.
- (3) Terms and conditions:
- (4) Start date.
- (5) Any condition to the employment – maternity/temporary contract for a year.
- (6) Salary.
- (7) Pension.
- (8) Conditional upon:
  - (a) An offer of appointment to the successful candidate will be conditional upon:
  - (b) Receipt of two satisfactory references (if not received before interview)
  - (c) Satisfactory receipt of DBS clearance
  - (d) Check of DfES Barred List/Prohibition list check
  - (e) Verification of medical fitness
  - (f) Successful completion of statutory induction period (for those obtained QTS after 7 May 1999 – teaching posts only)
  - (g) Successful prohibition from teaching check for all those involved in teaching (see Reference A for detail but includes teachers, those taking lessons, Saturday activities or enrichment). Where any doubt exists, Reference A is to be scrutinised and if doubt remains, the check is to be completed.

The requirement for the appointee to formally accept the post in writing; an email will suffice.

---

<sup>4</sup> Bursar and Assistant Bursar to be cc.

<sup>5</sup> Any offer of employment is subject to successful checks in accordance with References A and B.

16. **Contract.** The Assistant Bursar will draft the contract based on the school's standard contract for the Bursar's approval. Both copies will be signed by the Bursar and a copy provided to the teacher for signature and return. If not returned, the School will assume it to be legally binding.

## **APPOINTMENT OF STAFF**

17. **Complexity.** The appointing of staff in accordance with regulations and guidance is complicated. All appointments are to be compliant with the most up to date copies of References A and B. Where any doubt exists, the query is to be cross-referenced with Reference A and B. The definition of staff is: Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer.

18. **Staff.** The Assistant Bursar is to refer to Reference A for definitions of staff. The following are defined as staff:

- (1) Teachers.
- (2) Peripatetic teachers.
- (3) Coaches.
- (4) Part-time staff.
- (5) Students.
- (6) Support staff.
- (7) Staff appointed from overseas.
- (8) Pupils paid to work at the school.

19. **Regulated activity.** The relevance test in Reference A is to be applied. And all regulated staff are to have the checks in Paragraph 20 completed. Where in doubt, the Bursar is to be contacted and will consult Reference A.

20. **Checks.** The Assistant Bursar is to ensure the following checks are completed for all staff in accordance with direction in References A and B.

a. **Barred list/list 99.** The Assistant Bursar will apply for a check through the Teacher's Pension. A separate barred list check is required in the event of a member of staff starting work prior to an enhanced disclosure being received. More detail is contained in paragraph 15 (t). Note that a separate bar list check is still required if a member of staff is employed with a DBS from a previous employer that was conducted within 3 months, referred to as 'the 3 month rule'.

b. **Enhanced criminal record check/disclosure.** The Assistant Bursar is to obtain an enhanced disclosure for all staff in regulated activity. Where in doubt, a certificate is to be applied for. The certificate is to be checked for endorsements and the date with the checking initials added to the SCR. Where a certificate has an endorsement, the Assistant Bursar is to highlight it to the Bursar for discussion with the Headmaster. Reference A and B are the authoritative guidance.

- c. **Identity.** The Assistant Bursar will check identity and address with an official document (passport/driving licence/birth certificate) and an addressed utility bill. A copy of identity to be retained in the p-file and the information with the initials of the person checking entered on to the SCR.
- d. **Medical fitness.** Schools must satisfy themselves of the medical fitness of staff to carry out the duties of the post applied for prior to starting at the School. The Assistant Bursar is to have those appointed complete Annex C and hold a copy in the p-file. The date and initials to be added to the SCR. The guidance in Reference A regarding Equality is to be complied with.
- e. **Previous employment/application/references.** Reference A requires previous employment, an application and references. The Assistant Bursar will ensure all staff employed in the School have completed an application (rather than CV) and have two valid references on file. Copies to be retained on file and the relevant information initialled and dated on the SCR.
- f. **Qualifications.** Where an individual claims qualifications in support of an application, the Assistant Bursar is to check and hold copies on file. Of interest are any gaps in employment; a satisfactory explanation will be required for any gap in employment. The relevant information is to be initialled and dated on the SCR.
- g. **Overseas checks.** Where a prospective member of staff has worked, lived or had an extended holiday abroad<sup>6</sup>, the Assistant Bursar is to request the candidate to produce a certificate of good conduct to be held on the p-file. Information on checks through an embassy is available in Reference A. The information is to be annotated on the SCR with a date and initials of the person checking.
- h. **Right to work in the UK/EEA checks.** The Assistant Bursar is to check eligibility of all potential staff whether from the UK or non-UK nationals to work in the UK; and governors. Guidance is available through the Home Office website. The check to be annotated on the SCR by date and initials of the person checking. Note that since 5 Sep 16 a further check is required if a teacher has any sanction imposed by a professional regulating authority in the EEA. It is applicable to both UK and foreign nationals and is carried out through the Teacher Services system.
- i. **Prohibition from teaching orders.** The Assistant Bursar must check that all those employed in teaching work are not subject to a prohibition order as issued by the Secretary of State<sup>7</sup> prior to starting work at the School. Teaching is defined as:

- (1) Planning and preparing lessons and courses for pupils.
- (2) Delivering and preparing lessons to pupils.
- (3) Assessing the development, progress and attainment of pupils.
- (4) Reporting on the development, progress and attainment of pupils.

Note, all those delivering activities or enrichment can be classed as teaching and should have the check completed. Where any doubt exists, the check is to be completed and recorded. It is unlikely that Teaching Assistants (TA) require a prohibition check. If a TA's required to

---

<sup>6</sup> NSPCC guidelines suggest any period over 3 months.

<sup>7</sup> From the 1 April 2012.

work independently with a child, the line manager is to inform the Assistant Bursar so a prohibition check can be completed. The check to be annotated in the SCR by date and the initials of the checking person.

j. **Prohibition from management of independent schools.** From the 12 Aug 15 the School is required to check if staff appointed to a management role is subject to a prohibition check from management; it includes those staff promoted internally from a teaching position to a Head of Department or more senior management position. The process is completed via the DBS. The following staff are included:

- (1) Governors.
- (2) Head teachers.
- (2) All staff in the SLT and SMT.
- (3) Heads of Department.

The Assistant Bursar is to annotate the check has been completed on the SCR by date and initialling.

21. **Transfer of employees under TUPE.** If there is continuous employment under TUPE, there is a requirement for information to be passed to the new employer. There must be less than a 3 month break in employment and the information must be complete. Where there is doubt the School will complete the entire process. If the Bursar's Assistant finds them in order, they are to be entered onto the School's SCR including the number and date of the DBS. A note is to be added in the relevant column of the register that the details have been accepted under TUPE.

22. **Teaching without enhanced disclosure.** Where the school has not received a DBS prior to the expected start date of the member of staff, it is possible that a member of staff can start but under the following conditions:

- a. The Headmaster to decide.
- b. After a satisfactory barred list check if in regulated activity and all other relevant checks have been completed.
- c. The DBS application has been made in advance.
- d. Appropriate safeguards are in place and annotated on a signed risk assessment.
- e. The safeguard and risk assessment to be reviewed fortnightly.
- f. A note to be made on the SCR.

23. **Areas to be cross referenced.** The following categories are to be cross-referenced with Reference A to identify the level of checks:

- (1) Staff not in regulated activity.
- (2) Visiting speakers.
- (3) Volunteers.

- (4) Contractors.
- (5) Employees of third parties.
- (6) Self-employed contractors.
- (7) Occasional contractors.
- (9) Supervision on work experience.

The detail is complex and should be cross-referenced with the relevant References. Where in doubt, the appropriate checks should be completed.

24. **Chair of the governing body.** The following checks are to be completed prior to the Chair of Governors taking up his appointment:

- a. Identity.
- b. Barred list/List 99.
- c. DBS, to be countersigned by the Secretary of State (process in Reference A).
- d. Overseas checks, if appropriate.
- e. Right to work in the UK.
- f. Prohibition from teaching, if to be involved in teaching. If in doubt, the check to be completed.
- g. Prohibition from leadership and management check.

25. **Governors.**

- a. Identity.
- b. Barred list/List 99.
- c. DBS.
- d. Overseas checks, if appropriate.
- e. Right to work in the UK.
- f. Prohibition from teaching, if to be involved in teaching. If in doubt, the check to be completed.
- g. Prohibition from leadership and management check.

26. **Contractors.** The School will ensure written confirmation is received that the necessary checks have been completed by the School's contractors. The minimum checks to be:

- a. Barred list check.
- b. Enhanced disclosure.

- c. Identity check on arrival – the line manager or sponsoring member of staff to ensure that this is completed.
- d. Role specific checks if appropriate.

27. **Single Central Register (SCR).** The School's SCR conforms to direction in Reference A and B. It is held in the Bursary by the Assistant Bursar. All entries are to be placed into the SCR with initials of the person making the entry and dated. The School's SCR columns are:

- a. Identity.
- b. Barred list/List 99.
- c. DBS.
- d. Professional qualification.
- e. Overseas checks.
- f. Right to work in the UK.
- g. Prohibition from teaching.
- h. Prohibition from management check.

Where a column is not applicable, an N/A will be entered.

28. **Sample.** A sample of the School's SCR and column heading is at Enclosure 1.

29. **Checks.** The SCR will be checked at least annually (academic year).

30. **P-files.** The Assistant Bursar is responsible for maintaining all p-files. A p-file is to be held for every member of staff that works in the school.

31. **Supply staff.** The School does not use supply staff and covers absence from within its own resources. If supply is required, it will conform to guidance in References A and B. Where an agency supply teacher is used in extremis, written confirmation from the agency that all checks, in accordance with References A and B, with dates will be requested, and a check of the DBS and identity will be conducted (and retained on file). All checks will be completed and information annotated on the SCR prior to a supply teacher teaching in the school; the check to be completed by the Bursary staff from information received from the Deputy/Assistant Head who are responsible for arranging cover.

Annexes:

- A. Interview checklist.
- B. Terms and conditions check sheet.
- C. Medical fitness declaration.
- D. Staff recruitment request form.

<b>Interview Checklist</b>	
<b>CANDIDATE :</b>	<b>POSITION:</b>
1. Candidate's attitude toward children	
2. His/her ability to support the SPS's agenda for safeguarding and promoting the welfare of children	
3. Gaps in the candidate's employment history	
4. Concerns or discrepancies arising from the information provided by the candidate and/or a referee	
5. Is there anything they wish to declare in light of the requirement for a DBS check	
6. If no references received prior to interview, the candidate should also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that will be put to his/her referees.	
7. Remind candidate that employment cannot commence until we are in receipt of written references, DBS Check, Barred List check and Declaration of Medical Fitness.	

Signed: ..... (Interviewer - Certificated)

Name: .....

2nd Interviewer: .....

Date: .....

**TERMS AND CONDITIONS CHECKLIST**

<b>Term and Condition</b>	<b>Offer</b>	<b>Remarks</b>
Salary		
Leadership/specialist allowance		
Experience weighting		
Pension provision		
Staff discount for children		
Holidays		

**Bursar's signature:**

**Date:**

**DECLARATION OF MEDICAL FITNESS<sup>8</sup>**

It is a requirement of Sherborne Prep School that applicants for employment should make a declaration, duly signed, that they know of no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the post for which they are to be employed. They must also declare that they understand that any offer of employment made by the school will be conditional on the verification of medical fitness.

DECLARATION

I, (NAME) .....

Applying for the role of (JOB POSITION).....

1. Confirm that I know of no reasons, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required by the post outlined above.
2. I understand that any offer of employment made by the school will be conditional on verification of medical fitness.
3. To the best of my knowledge and belief the information given above is true. I understand that giving false information or failing to disclose significant information could result in the termination of my contract.
4. I confirm that I am willing to undergo a pre-employment medical examination with my GP/or a Doctor of the School's choice, at the school's expense, if required.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

(Please print)

\_\_\_\_\_  
<sup>8</sup> May be added to the application form.

**STAFF RECRUITMENT REQUEST FORM****Date:**

<b>Proposed Job Title</b>	
<b>Replacement/Additional</b>	
<b>Full Time/Part Time</b>	
<b>Expected Start Date</b>	
<b>Permanent/Temporary</b>	
<b>Proposed Interview Date and Panel</b>	
<b>Advertisement to be placed, if so where?</b>	
<b>Job Description agreed</b>	
<b>Proposed Salary Band</b>	
<b>Teaching/Support Staff Contract</b>	
<b>Requested by</b>	
<b>Approved by<sup>9</sup></b>	

---

<sup>9</sup> The Chairman of Governors/Headmaster.

# Enclosure 1

Prior to commencement of Employment																					
P'ROLL NO:	NAME	JOB TITLE	QUALIFICATIONS	DEPARTMENT	F/P TIME	DATE APP. FORM RECEIVED	UN-EXP GAP IN EMP'T?	MEDICAL FITNESS DEC SIGNED?	RIGHT TO WORK IN UK?	IDENTITY CHECK?	QUAL's REQ'd?	START DATE	REFERENCES RECEIVED		BARRED LIST CHECKED?	FAMILY BARRED LIST	ENH'D DBS CLEARANCE	PROHIBITION LIST CHECKED?	PROHIBITION LIST CHECKED - EEA	PROHIBITION FROM MANAGEMENT	ADDITIONAL NOTES
											YES/NO		1st	2nd							