



## **Scope of the Policy**

The policy applies to all vacancies at the school.

The School relies on the skills, competencies and contributions of all employees to ensure the smooth running of the school. The overall aim of this policy therefore is to recruit and retain high calibre staff.

The staffing process is governed by the school's principles of non-discrimination and is designed to achieve the best match between, on the one hand, the individual's knowledge and skills, experience and character and, on the other hand, the requirements of the vacant post, recognising the need for flexibility to respond to changing conditions.

- The capability of the individual to perform in the position will be the major selection criterion but the ability both to work with others and to be trained, coupled with individual potential will be taken into account.
- All applicants will be dealt with courteously and as expeditiously as possible.
- Carefully selected and validated skills and/or psychometric tests may be used as part of the selection process and will be administered by a trained tester.
- Appointments will be confirmed on receipt of satisfactory references (and in the absence of a prohibition order) and/or medical report and/or satisfactory completion of a probationary period.

St George's School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. In this context it is vital that the School applies recruitment and selection procedures that identify people who are unsuited to work with children.

The measures described in this policy should be applied in relation to everyone who has sole responsibility for the care of children for any length of time and, at the discretion of the head master, those who regularly come into contact with children in a supporting or voluntary capacity.

## **Authorisation of Positions**

Recruitment of staff to all positions (both new and replacement) must be authorised by the Head Master to ensure consistency of employment practice and that the budget requirements are met.

## **Advertising of Vacancies**

All full and part time positions must be advertised and subject to competitive selection procedure. Advertisements may be internal only or published simultaneously internally and externally. Positions may only be advertised internally where it is anticipated that a suitable field of candidates exists and in response to specific needs such as redeployment.

The aim of advertising is to attract a wide range of high quality candidates from diverse backgrounds.

## **ADVERTISEMENT WORDING TO INCLUDE:**

St George's School, Windsor Castle is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including contacting past employers and the Disclosure and Barring Service, disqualification, prohibition and other checks relevant to the role.

### **Recruitment Documentation**

Prior to advertising a position the following needs to be completed:

1. Job description which describes the purpose, duties and responsibilities of the post.
2. The following will also need to be identified: qualifications, skills, experience, knowledge, aptitudes and abilities.

### **Recruitment Procedure**

All applicants for employment will be required to complete an application form; curriculum vitae will not be acceptable.

All applicants will receive the following:

1. Application form
2. Job description (including person specification)
3. Recruitment and Selection Policy

Requirements of the Data Protection Act will be strictly adhered to.

### **Application Form**

- Applications will only be accepted from candidates completing an Application Form in full. CV's will not be accepted in substitution for completed Application Forms in the absence of good reason.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for the post.
- Applicants are required to disclose any convictions, cautions, reprimands or final warnings that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).
- Where appropriate the successful applicant will be required to complete an Enhanced Disclosure check from the Disclosure and Barring Service at the appropriate level for the post, as well as other safeguarding checks.
- Where a successful candidate has lived or worked overseas, checks against overseas police records may be required.
- We will seek references on short listed candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.

- 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 those issues. 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 where appropriate answer not applicable if your duties have not brought you into contact with children or young persons.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

### **Interview Process**

- The School will generally seek references for shortlisted candidates prior to interview.
- If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
- The interview will ordinarily be with a minimum of two members of staff one of which will have completed the Safer Recruiting Training. The candidate will be required to teach a lesson (if for a teaching position) which will be observed by a member of staff with the relevant experience.
- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of 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.
- All candidates invited to interview must also bring with them:
  - a current driving licence including a photograph or a passport or a full birth certificate.
  - a utility bill or financial statement showing the candidates current name and address.
  - where appropriate any documentation evidencing a change of name.

**Please note that originals of the above are required. In some instances, certified copies may be accepted pending sight of the originals.**

### **Conditional offer of appointment**

Pre-Appointment Checks. Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references (if these have not already been received).
- verification of identity, qualifications and right to work in the UK.

- a satisfactory Enhanced DBS Disclosure. Where this is not available before or in advance of the anticipated start date, a barred list check will be undertaken where the role involves regulated activity.
- verification of professional status such as GTC registration, QTS Status (where required), NPQH.
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999).
- (for those with a teaching qualification) a prohibition check.
- checks made in relation to disqualification by association regulations for staff and volunteer posts working in the EYFS setting, after school care provision for pupils under the age of 8 or in the direct management thereof (under the Childcare Act 2006).
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance and as deemed appropriate by the school.
- verification of medical fitness in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training.
- satisfactory completion of the probationary period.
- for management positions a check under S128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014.

## **IMPORTANT NOTE**

The School may delay the candidates start date or withdraw the offer of appointment should any of the above items not be completed or obtained to the satisfaction of the School in the appropriate time frame.

Where a candidate:

- returns a DBS disclosure which shows s/he has been disqualified from working with children by a Court; or
- is found to have provided false information in, or in support of, his application; or
- is the subject of serious expressions of concern as to his/her suitability to work with children.

The facts will be reported to the Police, and/or the DfE Children's Safeguarding Operation Unit.

**Records of safe recruitment procedures will be accurately recorded on a central register of appointments.**

## **Visiting Speakers**

All visiting speakers will be checked through internet searches to ensure that the nature of their presentation/talk is suitable for children of prep school age. (refer to Safeguarding Policy). Checks made should be recorded by on a visiting speakers log.

Visiting speakers will be supervised at all times by the member of staff organizing the visit or other delegated colleague with regard to our prevent duty.

Visiting speakers are required to sign in at the main school office and to be shown – and evidence that they have read - the School's safeguarding summary for visitors.

**Reviewed: Nov 2016 KC**  
**Next review: Nov 2017**