



Queen Anne's
— CAVERSHAM —

RECRUITMENT AND SELECTION POLICY AND PROCEDURES

Policy author	Director of Finance and Strategy and HR Manager
Last review date	August 2016 and October 2016, reviewed September 2017, updated May 2018, reviewed July 2018, updated September 2018
Next review date	August 2019
Policy available	School website, internal 'Staff Shared U drive' on request from School Office
Other school policy links	DBS Policy, Data Protection Policy, Safeguarding Policy, Prevent and British Values Policy, Equal Opportunities-Staff, Privacy Notice (Staff)
Relevant legislation	Statutory guidance published by the Department for Education (DfE), Keeping children safe in education (September 2018) (KCSIE), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS), Equality Act 2010, Education (Independent School Standards) Regulations 2014, the Boarding schools: national minimum standards, Education and Skills Act 2008, General Data Protection Regulation (GDPR), Working Together to Safeguard Children (July 2018) (WTSC)

Queen Anne's School 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 School's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to 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;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (**DfE**), *Keeping children safe in education* (September 2018) (**KCSIE**), the Prevent Duty Guidance for England and Wales 2015 (the **Prevent Duty Guidance**) and any guidance or code of practice published by the Disclosure and Barring Service (**DBS**);
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

The Post

When a vacancy occurs the following will be considered:

- Is this a new post?
- Has the Leadership Team discussed the potential vacancy and agreed that there is a requirement for the post?
- Is there an opportunity for re-organisation/re-evaluation? Are there alternatives including a temporary post, an apprenticeship or other resources?
- Is there budget available and what salary will be applied?
- Do the hours/responsibilities/ timetable need reviewing and what impact will this have?

The Job Description

Each job must have a job description, which will detail information about the department, the duties and the essential and desirable requirements. When vacancies or restructuring occurs, job descriptions will be reviewed to ensure they are relevant and that all duties comply with the needs of the role. All job descriptions aim to reflect the role to be performed but may be reviewed at any time to reflect changes as appropriate.

Job descriptions will include the following information:

"The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS)."

The Person Specification

All advertised posts will include information about the skills and attributes that are required for the role. Some will be essential and some are desirable. Throughout the process consideration will be taken as to these skills and what indeed may be a training need if the candidate meets all other criteria and is the most suited for the role. The person specification sets out the selection criteria and provides a reference document throughout all the steps of the recruitment and selection process

The Recruitment Process

To fill the position, the following need to be considered:

- When the vacancy needs to be filled
- What timeline has been agreed
- Where the job is to be advertised and what are the budgetary allowances
- Who is to be involved in the shortlisting and selection process
- How many selection stages are required
- The information that needs to be provided: In this, process a completed application form and covering letter.

The Advertisement

The following are considerations that will take place and agreed by the Senior Management Team

- Advert prepared by the Human Resources Manager and approved by LT

- The advert is checked to ensure it complies with all employment law regulations
- All dates are confirmed
- The advert is placed in the most cost effective and appropriate media to attract the right candidates

Adverts will carry the following information:

"The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS)."

The Job Information Package

All candidates will have access to an application form, the job description and information about the School including relevant policies.

If a candidate who may have a disability applies, he/she may wish to receive these details in an alternative format, i.e. on tape or Braille and the School will take any reasonable actions to avoid disabled applications being unnecessarily disadvantaged.

All applicants will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided. A curriculum vitae will not be accepted in place of the completed application form.

The candidate will be asked to include their date of birth on the application form. Proof of date of birth is necessary so that the School may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate on the grounds of age.

Shortlisting

Once all the applications have been received, the appropriate and designated staff will be asked to complete a shortlisting process. The points to consider within this will be:

- The criteria in the person specification (skills, qualifications and experience) by using the shortlisting matrix which is prepared for each role
- References which will be applied for before interview for House and Teaching staff
- The proposed number of suitable candidates to be interviewed
- The need for applicants from groups likely to suffer discrimination to be fairly represented where suitable applications have been received
- Results of background searches e.g. on the internet to identify unsuitable applicants with regard to the School's Prevent duty.

Selection Technique/Process

A decision will be made prior to the interviews being conducted as to:

- The selection process ie matrix, followed by a joint decision by the panel
- If for a teaching post, what and when the candidates will be required to teach
- How many other staff need to included
- A member of the panel has been trained in Safer Recruitment

Preparation for the Selection Interview

After the selection process has been completed the school will:

- When inviting applicants for interview, the school will give at least one week's notice wherever possible
- Consider the distances candidates have to travel when allocating interview times
- The School may use initial screening methods such as Skype or telephone discussions
- Take account of any specific requirements of disabled people and make any necessary adjustments to the interview location, time and date
- Ask applicants to confirm by telephone or email whether they will be attending
- Consider alternative dates/times if at all possible within agreed time scales
- Allow sufficient time for each interview and assessment to ensure the candidates have the ability to demonstrate their capabilities for the role
- Arrange for people to be properly greeted
- Book/arrange refreshments, audio visual aids etc if appropriate although it is expected that any need for preparation will be communicated in advance of the interview
- Arrange for all candidates to provide all appropriate documentation
- Arrange for a suitable interview room and waiting area to be available with any IT requirements
- Ensure at least two people are on the interview panel and at least one has Safer Recruitment in Education training
- Ask applicants to bring relevant identification and evidence of their right to work in the UK, along with the original qualification documents.

The Selection Interview

The aim for the interview is to assess the applicant's ability/suitability for the job using the job description, person specification and the information on the application form as the basis. Child Protection based questions will also be asked. For teaching roles, candidates will be required to teach a lesson and complete any additional testing material as required to support their application.

Questions contravening the school's Equal Opportunities Policy or other irrelevant questions which do not relate to the individual's ability to do the job will not be asked.

A record of the interview and reasons for appointing or not appointing will be kept. The Competency Interview form needs to note whether the candidate will be offered the post or not.

Each interview will have a record: signed and dated. The notes will be kept by the HR department.

A check on any gaps in employment will be made and a record kept that the reasons for any gaps are satisfactory.

Should a second interview be required, the candidates travel expenses will be reimbursed.

Making the Appointment

On completion of the interview and selection process, the panel will decide:

- Who will notify the outcome to the candidates
- If the outcome should be notified by telephone and/or letter
- Who will offer feedback on performance
- All papers, including marking sheets and comments will be managed and controlled by the HR Manager.

The preferred candidate will be advised that any offer is subject to pre-employment checks.

Data Protection

The School is legally required to carry out the pre-appointment checks detailed in this procedure. Staff and prospective staff will be required to provide certain information to the School to enable the School to carry out the checks that are applicable to their role. The School will also be required to provide certain information to third parties, such as the Disclosure and Barring Service and the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership (NCTL)). Failure to provide requested information may result in the School not being able to meet its employment, safeguarding or legal obligations. The School will process personal information in accordance with its Staff Privacy Notice.

Appointment Procedure

Queen Anne's School practises safer recruitment in checking the suitability of staff and volunteers in accordance with the recommendations set out in Keeping Children Safe in Education (KCSIE) September 2016, and the requirements of The Education (Independent School Standards) Regulations 2014 and the Boarding schools: national minimum standards, and the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance). Please refer to the Safeguarding Policy for further details.

During the appointment procedure, the following will be required and any such offer will be conditional on the following:

- Agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment.
- Verification of the applicant's identity including name, address and date of birth (where that has not previously been verified). Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.
- Verification of the applicant's employment history.
- Receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory.
- Referees must give any reason why the applicant should not be employed for work with children and references will be verified with telephone calls before commencement.
- For teaching positions, information about whether the applicant has ever been referred to, or is the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency, which renders them unable or unsuitable to work at the School.

- For applicants who have carried out teaching work outside the UK, and EEA Check via the EEA sanction list on the NCTL Teacher Services website will be undertaken, in order to gain information about whether the applicant has ever been referred to, or is the subject of a sanction issued by, a regulator of the teaching profession in any other country which renders them unable or unsuitable to work at the School.
- Where the position amounts to "regulated activity" the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory. Please also refer to the DBS Policy for further details.
- Where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List.
- Information about whether the applicant has ever been subject to a direction under section 142 of the Education Act 2002, which renders them unable or unsuitable to work at the School.
- For management positions, information about whether the applicant has ever been referred to the Department for Education, or is the subject of a direction under section 128 of the Education and Skills Act 2008, which renders them unable or unsuitable to work at the School.
- Verification of the applicant's medical fitness for the role by completing a Health Questionnaire. However, this will not be required until an offer of a position is accepted.
- Any further checks which the School decides are necessary as a result of the applicant having lived or worked outside of the UK which may include an overseas criminal records check, certificate of good conduct or professional references;
- Verification of professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified)
- A valid National Insurance number
- Verification of the applicant's right to work in the UK and evidence of permission to work if not a national of an EEA country
- Evidence from the agency supplying the member of staff (if applicable)
- Signature of a contract incorporating the School's normal terms and conditions and Safeguarding procedures in relation to Child Protection.
- The School reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the School. This may include internet and social media searches, which will be used to confirm a candidate's suitability for the position and to confirm that there are no grounds for concern under the school's obligations with regards to the Prevent Duty.
- Confirmation that the applicant is not disqualified from acting as a trustee / governor or senior manager of a charity under the Charities Act 2011 (if applicable)

Whether a position amounts to "regulated activity" must therefore be considered by the School in order to decide which checks are appropriate.

Peripatetic staff in regulated activity undertake the full series of Safer Recruitment checks. This also includes activities outside of school, eg Rowing.

Pre-Employment Checks – Further information

In accordance with the recommendations set out in KCSIE, the requirements of the Education (Independent School Standards) Regulations 2014 and the Boarding schools: national minimum standards, the School carries out a number of pre-employment checks in respect of all prospective employees.

In fulfilling its obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

References

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School. One of the references must be from the applicant's current or most recent employer. If the current / most recent employment does / did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees will also be asked to confirm that the applicant has not been radicalised so that they do not support terrorism or any form of "extremism" (see the definition of "extremism"). All referees will be sent a copy of the job description and person specification for the role for which the applicant has applied. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title / duties, reason for leaving, performance, sickness and disciplinary record. Questions about health or sickness records will only be included in reference requests sent out after the offer of employment has been made
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated or malicious
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be false, unsubstantiated or malicious
- whether the applicant could be considered to be involved in "extremism" (see the definition of "extremism")

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.

The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

Where a reference is not received prior to interview, it will be reviewed upon receipt.

Any discrepancies identified between the reference and the application form and/or the interview assessment form will be considered by the School. The applicant may be asked to provide further information or clarification before an appointment can be confirmed.

If factual references are received i.e. those which contain limited information such as job title and dates of employment, this will not necessarily disadvantage an applicant although additional references may be sought before an appointment can be confirmed.

The School will contact by telephone any referee to verify the details of the written reference provided.

Definition of Extremism

With regard to the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states:

"Extremism" is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."

In fulfilling its Prevent Duty obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

Verification of Identity, Address and Qualifications

All applicants who are invited to an interview will be required to bring with them evidence of identity, right to work in the UK, address and qualifications as set out below and in the list of valid identity documents at Appendix 1 of the School's DBS Policy (these requirements comply with DBS identity checking guidelines):

- one document from Group 1; and
- two further documents from either of Group 1, Group 2a or Group 2b, one of which must verify the applicant's current address; and
- original documents confirming any educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

The School asks for the date of birth of all applicants to assist with the vetting of the applicants. Proof of date of birth is necessary so that the School may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate on the grounds of age.

Medical Fitness

The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made but before the new member of staff starts work. Therefore, all applicants to whom an offer of employment is made must complete a Health Questionnaire. The School will arrange for the information contained in the Health Questionnaire to be reviewed by the Occupational Health Advisor if appropriate.

This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extra-curricular activities etc. If the School's Occupational Health Advisor has any doubts about an applicant's fitness, the applicant will be invited for consultation. The Occupational Health Advisor will provide the School with a report and will advise the School on reasonable adjustments may be necessary.

Successful applicants will be required to sign a declaration of medical fitness confirming that there are no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the role. The School is aware of its duties under the Equality Act 2010.

No job offer will be withdrawn on medical or health grounds without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

Regulated Activity

The School applies for an enhanced disclosure from the DBS and a check of the Children's Barred List in respect of all positions at the School which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). Please also refer to the DBS Policy for further details.

The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information. Any position undertaken at, or on behalf of the School will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30-day period; and
- provides the opportunity for contact with children.

Roles which are carried out on an unpaid / voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

The School will decide whether a role amounts to "regulated activity" taking into account all the relevant circumstances. However, nearly all posts at the School amount to regulated activity. Limited exceptions could include an administrative post undertaken on a temporary basis in the School office outside of term time or voluntary posts which are supervised.

DBS Disclosure Certificate

The DBS issues the DBS disclosure certificate to the subject of the check only, rather than to the School. It is a condition of employment with the School that the original disclosure certificate is provided to the School within two weeks of it being received by the applicant. Original certificates should not be sent by post. A convenient time and date for bringing the certificate into the School should be arranged with Human Resources as soon as it has been received. Applicants who are unable to attend at the School to provide the certificate are required to send in a certified copy by post or email within two weeks of the original disclosure certificate being received. Certified copies must be sent to Human Resources. Where a certified copy is sent, the original disclosure certificate must still be provided prior to the first day of work or on arrival of the first working day.

Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the School.

Where an applicant for a position at Queen Anne's is issued a certificate by the Disclosure and Barring Service (DBS) and the School is not sent a copy direct by the DBS, the applicant must provide the original of the certificate on demand to the School.

Failure to do so may result in the applicant's offer of employment being retracted. Please refer to the DBS Policy for further details.

Criminal Record

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. The School makes appointment decisions on the basis of merit and ability.

If an applicant has a criminal record this will not automatically bar them from employment with the School. Each case will be decided on its merits in accordance with objective assessment criteria.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules. Please also refer to the DBS Policy for further details

A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the School. The School will make a report to the Police and / or the DBS if:

- it receives an application from a barred person;
- it is provided with false information in, or in support of an applicant's application; or
- it has serious concerns about an applicant's suitability to work with children.

Starting work pending receipt of the DBS disclosure

If there is a delay in receiving a DBS disclosure the Head has discretion to allow an individual to begin work pending receipt of the disclosure certificate. This will only be allowed if all other checks, including a clear check of the Children's Barred List (where the position amounts to regulated activity), have been completed and once appropriate supervision has been put in place. A Risk Assessment will be completed and signed by the Designated Safeguarding Lead.

Applicants with periods of overseas residence

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.

The School will take into account the "DBS unusual addresses guide" in such circumstances.

The School takes into account the guidance issued by the NSPCC when deciding whether to request overseas information from applicants, which recommends that such information should be sought on those who have lived overseas for periods of three months or more in the last five years. However, the School recognises that Education (Independent School Standards) Regulations 2014 do not specify that a minimum period of overseas residence is required. The School therefore assesses each applicant's situation on its individual facts.

Where applicants are asked to provide further overseas information this will include a criminal records check from the relevant jurisdiction(s) or a certificate of good conduct (as appropriate) and / or references from any employment held. Applicants will also be asked to sign a Self Declaration.

Work can only commence once sufficient overseas information has been received and only if the School has considered that information and confirmed that the applicant is suitable to commence work at the School.

Prohibition from Teaching Check

The School is required to check whether staff who carry out "teaching work" are prohibited from doing so. The School uses the Teaching Regulation Agency Teacher Services system to check whether successful applicants are the subject of a prohibition, or interim prohibition order issued by a professional conduct panel on behalf of the Teaching Regulation Agency.

In addition, the School asks all applicants for roles which involve "teaching work" (and their referees) to declare in the application form whether they have ever been referred to, or are the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency or other equivalent body in the UK.

It is the School's position that this information must be provided in order to fully assess the suitability of an applicant for a role which involves "teaching work". Where an applicant is not currently prohibited from teaching but has been the subject of a referral to, or hearing before, the Teaching Regulation Agency (or other equivalent body) whether or not that resulted in the imposition of a sanction, or where a sanction has lapsed or been lifted, the School will consider whether the facts of the case render the applicant unsuitable to work at the School.

The School carries out this check, and requires associated information, for roles which involve "teaching work". In doing so the School applies the definition of "teaching work" set out in the Teachers' Disciplinary (England) Regulations 2012 which states that the following activities amount to "teaching work":

- planning and preparing lessons and courses for pupils;
- delivering lessons to pupils;
- assessing the development, progress and attainment of pupils; and
- reporting on the development, progress and attainment of pupils.

The above activities do not amount to "teaching work" if they are supervised by a qualified teacher or other person nominated by the Head. If in any doubt or if the applicant has taught previously, or may teach in future, the check will be undertaken, including for sports coaches.

In addition, for all appointments made on or after 18 January 2016, where an applicant has carried out teaching work outside of the UK the School will ask the applicant (and their referees) whether they have ever been referred to, or are the subject of a sanction issued by, a regulator of the teaching profession in the countries in which they have carried out teaching work.

This will include checking for the existence of any sanctions issued by regulators of the teaching profession in other EEA countries using the Teaching Regulation Agency Teacher Services system.

Prohibition from Management Check

The School is required to check whether any applicant for a management position is subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school (a **section 128 direction**).

This check applies to appointments to the following positions made on or after 12 August 2015:

- Head;
- teaching posts on the senior leadership team;
- teaching posts which carry a departmental head role; and
- support staff posts on the senior leadership team.

It also applies to appointments to the governing body.

The relevant information is contained in the enhanced DBS disclosure certificate (which the School obtains for all posts at the School that amount to regulated activity). It can also be obtained through the Teaching Regulation Agency Teacher Services system. The School will use either, or both, methods to obtain this information.

In addition, the School asks all applicants for management roles to declare in the application form whether they have ever been the subject of a referral to the Department for Education, or are subject to a section 128 direction or any other sanction which prohibits, disqualifies or restricts them from being involved in the management of an independent school.

It is the School's position that in order to fully assess the suitability of an applicant for a management role it must be provided with the above information. Where an applicant is not currently prohibited from management but has been the subject of a referral to, or hearing before, the Department for Education or other appropriate body whether that resulted in the imposition of a section 128 direction or other sanction, or where a section 128 direction or other sanction has lapsed or been lifted, the School will consider whether the facts of the case render the applicant unsuitable to work at the School.

Disqualification from acting as a charity trustee or senior manager

Background

Under the Charities Act 2011 it is a criminal offence for a person to act as a trustee or senior manager of a charity when disqualified from doing so. The Charities Act 2011 sets out the grounds on which a person can be disqualified from acting as a trustee or senior manager. These include various spent and unspent criminal offences and other sanctions.

Who is covered

A person is considered to be a charity trustee if they are one of the people who have general control and management of the administration of the charity. In an independent school the trustees will typically be the governors of the school.

Senior managers include those employees who report directly to the charity trustees or have responsibility for the overall management and control of the charity's finances. At the School the disqualification rules will be applicable to all governors, the Head, Bursar and potentially other senior staff who report directly to the governors.

Self-declaration

All those who are covered by the disqualification rules are required to complete a self-declaration form to confirm whether, to the best of their knowledge, they are subject to any of the disqualification criteria.

A failure to disclose relevant information, or the provision of false information, which subsequently comes to the School's attention may result in the termination of an appointment as a governor or senior manager or the withdrawal of an offer of employment and may also amount to a criminal offence.

All those who are required to complete a self-declaration form are also under an ongoing duty to inform the School if there is a change in their circumstances that results or may result in them becoming disqualified from acting as a governor or senior manager.

Waiver

A person who discloses that one or more of the disqualification criteria is applicable to them may apply to the Charity Commission for a waiver of the disqualification.

The School may at its absolute discretion withdraw an offer of employment for a senior manager or cease or terminate an appointment to the governing body if a waiver application becomes necessary or is rejected by the Charity Commission. The School is under no obligation to await the outcome of a Charity Commission waiver application before taking such action.

After appointment

As soon as possible after appointment the School will:

- Agree any training which might be necessary to fully meet the requirements of the post
- Inform the employee of the identity of the Designated Safeguarding Lead
- Provide the employee with a copy of the Staff Code of Conduct – confirmation that this has been read and understood by the employee is included in the Offer of Employment letter
- Provide the employee with a copy of the Safeguarding Policy – confirmation that this has been read and understood by the employee is included in the Offer of Employment letter
- Provide the employee with a copy of the Raising Concerns Policy (Whistleblowing)
- Provide the employee with a copy of part one of Keeping Children Safe in Education to read and confirm that they have read and understood this
- Ensure the employee has undertaken child protection training in accordance with requirements
- Complete the Induction programme, tell the employee who is to be responsible for induction/training and where necessary adjust induction arrangements to meet the needs of a disabled employee
- Set up the probationary process.

Retention of records

Please refer to the School's Privacy Notice (Staff).

Contractors and Agency Staff

Contractors and agency staff engaged by the School must complete the same checks for their employees that the School is required to complete for its staff.

The School requires confirmation that these checks have been completed before employees of the Contractor can commence work at the School.

Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School.

The School will independently verify the identity of staff supplied by contractors or an agency and will require the provision of the original DBS disclosure certificate before contractor or agency staff can commence work at the School.

Volunteers

The School will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at or on behalf of the School (the definition of regulated activity set out in section 3.3.2 4.3.2 above will be applied to all volunteers).

The School will request an enhanced DBS disclosure without Children's Barred List information on all volunteers who do not undertake regulated activity. This is likely to be because their volunteering duties are subject to regular, day to day supervision by a fully checked member of staff or by a volunteer who the School has deemed appropriate to supervise and ensure the safety of those pupils in their care.

Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils.

It is the School's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the School for three consecutive months or more. Those volunteers who are likely to be involved in activities with the School on a regular basis may be required to sign up to the DBS update service as this permits the School to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates.

In addition, the School will seek to obtain such further suitability information about a volunteer, as it considers appropriate in the circumstances.

Whistleblowing and exit interviews

All staff are trained so that they understand they are expected and encouraged to raise concerns they have, whether related to the safeguarding and welfare of pupils, the conduct of staff or other matters, during the course of their employment in accordance with the School's policies (including the Raising Concerns Policy, the Safeguarding Policy and the Staff Code of Conduct). In addition, staff are encouraged to discuss any safeguarding or staff conduct concerns at an exit interview, which are held with all leavers.

Visiting speakers and the Prevent Duty

The Prevent Duty Guidance requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.

The School is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the School or perform any other regular duties for or on behalf of the School.

All visiting speakers will be subject to the School's usual visitor's protocol. This will include signing in and out at Reception, the wearing of a visitor's badge at all times and being escorted by a fully vetted member of staff between appointments.

The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the School. In doing so the School will always have regard to The Prevent Duty Guidance and the definition of "extremism" set out in KCSIE. The School reserves the right to obtain such information on any other person appointed to work for or at the School.

In fulfilling its Prevent Duty obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

Queries

If an applicant has any queries on how to complete the application form or any other matter he / she should contact Human Resources on 0118 9187426 or hr@qas.org.uk