

Policy Statement

This guidance has been devised in order for all prospective candidates to fully understand and be aware of what is expected during the recruitment and selection process at Bradford Grammar School.

1. Advert

1.1 The following information will be included in any advert

- The School's commitment to safeguarding and promoting the welfare of children
- That safeguarding checks will be undertaken
- Whether the role is exempt from the Rehabilitation of Offenders Act 1974 or not

2. Application Form

2.1 Applications will only be accepted from candidates who complete the school's application form in full. CV's cannot be accepted as substitutes.

2.2 Please read the candidate brief and job description for the role thoroughly. You should attempt to match your skills and experience to the requirements for the role on the additional information section of the application form, where possible.

2.3 To provide false information is an offence and may result in the application being rejected, or summary dismissal if employment has already commenced. It is also an offence to apply for a regulated role if you have been barred from engaging in regulated activity relevant to children.

3. Monitoring Forms

3.1 All posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared on the Self Disclosure form, should you be invited to interview (please see 4.2)

3.2 Due to UK immigration rules, the School needs to have sight of the necessary documents to ensure that you have the right to work in the UK and that you possess a valid passport (expired passports cannot be accepted as proof of identity), and where applicable a visa/permit, as detailed in the Proof of Eligibility to Work in the UK document. If you do not hold a valid passport, a valid birth certificate will be required.

3.3 If you have lived overseas during the last 5-year period, the school will require you to apply for a certificate of good conduct using the Disclosure & Barring Service for each country resided in during your time overseas.

3.4 Bradford Grammar School is an equal opportunities employer and in order to monitor this on an on-going basis requires all candidates to complete the Equal Opportunities in Employment monitoring form. NB: Monitoring Forms are stored separately from the Application Form and do not form part of the selection process in order to avoid any bias or discrimination.

4. Shortlisting

4.1 The School will ensure at least two people carry out the shortlisting exercise and where possible that these individuals also carry out the interview for a consistent approach

4.2 Shortlisted candidates will be asked to complete a self-declaration giving details of any criminal record or other information that would make them unsuitable to work with children. This information will only be requested from applicants who have been shortlisted

4.3 All shortlisted candidates will be asked to physically sign a hard copy of the application at point of interview.

5. Interview

5.1 Selection for interview will be undertaken by a selection panel. Each panel member will assess which candidates most closely meet the necessary experience and skills for the vacant role.

5.2 If you are invited to interview, you will normally receive a letter or email in advance, however this may not always be possible, and in extraordinary circumstances a telephone call may be the quickest means of inviting you for interview.

5.3 References will be taken up in advance of your interview wherever possible. For support roles, you will be asked if we are able to take up references in advance of your interview. Suitability references will also be sought for internal applicants.

5.4 When attending an interview, you should bring the following original documents with you wherever possible:

- a valid passport/full birth certificate or a valid UK driving licence;
- a utility bill or bank/building society statement no more than 3 months old displaying your current address;
- your most recent P60/P45;
- any certificates/diplomas confirming educational/professional qualifications that are necessary or relevant for the post you have applied for;
- where appropriate documentation evidencing a change of name;
- proof of entitlement to work in the UK.

5.5 The HR Department will take photocopies of these documents and store them securely until an appointment has been made, at which point the documents will be destroyed if you are not appointed. However, if you are successful in appointment, we will retain the copy of your passport which will be filed securely on your Personnel file.

- 5.6 Interviews are normally conducted in person and will usually consist of a panel interview of 2 or more where you will be asked a series of questions in relation to the role and your skills and experience. All involved with the recruitment and employment of staff to work with children will hold a valid Safer Recruitment Certificate.
- 5.7 Candidates applying for secretarial/administrative roles will be asked to undergo a series of tests, for example mail merge and in-tray exercises and a speed/accuracy typing test.
- 5.8 Candidates applying for teaching roles within the school will be expected to teach a lesson which will be observed by either the Head of Department or a member of the Senior Leadership Team, as well as undergo one or more panel interviews.
- 5.9 Candidates applying for management roles will be expected to present on a predetermined topic to a panel consisting of Senior and Departmental Management (and at times Governors), as well as undergo panel interviews.
- 5.10 Where appropriate pupils will be involved in the recruitment process in a meaningful way.
- 5.11 Full Records will be kept of the process.

6. Pre-employment Checks

- 6.1 Your suitability to work with children will be explored during interview, in reference requests and during the course of the checks we make. All posts within the school involve some degree of responsibility for safeguarding children, although the extent of responsibility varies according to the nature of the role.
- 6.2 The ID referred to in 3.4 above will enable us to verify your identity, your eligibility to work in the UK, and to administer a Disclosure & Barring Service (DBS) check (once you have completed the necessary application form). Best practice guidelines will be followed by checking the name on the birth certificate where it is available.
- 6.3 Successful applicants are required to notify the school immediately if there are any reasons why they should not be working with children. This includes anyone disqualified from childcare or registration. Checks will be made in accordance with the Keeping Children Safe in Education (KCSIE) guidance in Part 3 Safer Recruitment.
- 6.4 The successful candidate will not be appointed until the school has had sight of a suitable enhanced DBS disclosure.
- 6.5 Offers of employment made in advance of the school receiving satisfactory references completed by a senior person with appropriate authority confirmed by the Head Teacher/Principle in terms of disciplinary investigations, and checks in accordance with KCSIE section 204 /a completed medical questionnaire and appropriate ID/checks will be conditional upon satisfactory receipt of these. Any offer will be withdrawn, and employment terminated immediately, should any of these conditions prove to be unacceptable to the School.

6.6 All staff will have their qualifications verified as appropriate. Teaching staff will have their qualified teacher status verified via the Teaching Regulation Agency's (TRA) Employer Access Service. Please note that if the checking service is ever unavailable employment/engagement cannot start until either resumption of the service to allow checks, or supervision is put in place with an accompanying risk assessment.

7. Supply Agency Staff

- 7.1 The school will obtain written notification from any agency, or third party organisation, that they have carried out the checks on an individual who will be working at the school that the school would otherwise perform in respect of the enhanced DBS check, references, declaration of medical fitness and previous employment history. The school will ensure that written notification confirms the DBS certificate has been obtained by either the employment business or another such business.
- 7.2 Where the agency or organisation has obtained an enhanced DBS certificate before the person is due to begin work at the school or college, which has disclosed any matter or information, or any information was provided to the employment business, the school will obtain a copy of the certificate from the agency
- 7.3 Where appropriate barred list checks will be obtained from the agency or organization before the individual starts work with the school.
- 7.4 The identity of the agency staff will be checked on arrival at school to ensure that they are the same person the checks were carried out for.

Employment of Ex-Offenders Guidance

1. Statement

- 1.1 Bradford Grammar School (the "School") is committed to the fair treatment of its staff, prospective employees and users of its services, regardless of background.
- 1.2 The School endorses the principles established by the National Association for the Care and Rehabilitation of Offenders ("NACRO") and guidance offered by the Chartered Institute of Personnel and Development ("CIPD") in offering employment at the School.
- 1.3 Applicants who possess a criminal record will be treated fairly and will not be discriminated against due to a conviction, caution or other information revealed.
- 1.4 The School will at all times aim to appoint the best candidate for any support role or teaching post based upon their skills, qualifications and experience.
- 1.5 The safety of pupils and employees is paramount when considering the employment of an ex-offender.

1.6 Where any conviction relates to child protection issues, no appointment will be confirmed.

2 Guidance

2.1 All applicants are asked to provide details of any criminal record at an early stage in the application process and under separate cover. This information will only be accessed by those who need to see it. Failure to reveal information that is directly relevant to the job role may lead to a retraction of any offer of employment already made. However, a discussion regarding the content of the Disclosure and Barring Service ("DBS") certificate will be held between the individual and the Bursar/Headmaster.

2.2 All DBS disclosures will be submitted to the HR Department for consideration.

2.3 Where a DBS disclosure reveals any offences, spent or otherwise, the HR Team will liaise with the Bursar/Headmaster and in all cases with the School's Designated Safeguarding Leader (DSL).

2.4 The Bursar/Headmaster and the DSL will consider:

- a the nature of the intended employment;
- b the nature and seriousness of the offence;
- c the time that has elapsed since the commission of the offence;
- d the nature and extent of the risk involved in the event of confirmation of the appointment;
- e the circumstances which surround the offence and the explanation offered by the applicant;
- f whether the applicant's circumstances have changed and other relevant matters; and
- g in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification.

2.5 The Bursar and the DSL will decide whether or not to recommend appointment setting out their reasons for the consideration of the Headmaster. The Headmaster will consider the recommendation and decide whether or not to appoint.

2.6 If the post involves regular contact with children, it is the School's normal guidance to consider it a high risk to employ anyone who has been convicted of any of the following offences:

- a murder;
- b manslaughter;
- c rape;
- d other sexual offences;
- e grievous bodily harm or other serious acts of violence;
- f serious class A drug related offences;
- g robbery;
- h burglary;

- i theft;
- j deception;
- k fraud.

Where it is decided not to confirm an appointment, the Chair of Governors will be advised by the HR Department and the matter will be reported to the next HR Committee Meeting.

Reviewed by Lupton Fawcett Dennison Till, January 2016

Guidance reviewed by: Mrs C Macdonald, HR Consultant

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