WINDERMERE SCHOOL
FOUNDED 1863

RECRUITMENT PROCEDURE

(to be read in conjunction with the Recruitment Policy)

Application Form

- CVs alone are not acceptable.
- Applications must be complete or they will not be considered for the vacancy. It may be appropriate to contact the applicant and ask them to complete the form fully.
- The application form must bear a 'wet' signature.
- The Criminal and Medical Declarations must be completed, signed and dated.
- At least two referees should be listed who are not family members.
- One reference should normally be from the applicant's current or most recent employer

References

- References should be sought for all shortlisted applicants – this should be clear on the application form/Explanatory Notes.
- Applicants who are unsuccessful will have their references shredded.
- At least one referee for each shortlisted applicant will be contacted prior to interview.
- Compare references to the application form to find discrepancies prior to interview. If necessary, contact the referee for clarification.
- Conditional offers of employment can be withdrawn if references are not satisfactory.
- Continue to chase the referees if they are slow to respond. Keep correspondence to show attempts were made to make contact.
- Request new referees if appropriate from the applicant.
- Advise the Head if this situation continues.
- Where possible, the validation of references should be undertaken before an employee begins work.
- No employee may start work until two references have been received.
- When validating references, keep a note on the document of the dates you attempted to make contact and the outcome, i.e. 01.01.13 left a message.
- Ask the referee if they are happy with the content of the reference, that they wrote it themselves, and if they have any hesitation recommending the person for a position working with children.
- Sign, date and note 'No CP Issues' on the reference form, along with any additional comments made.
- If something is said that is unusual or unsatisfactory, try to follow up in conversation. Notify the Head's PA and discuss action required.
- Verbal references are acceptable if they are written verbatim at the time of the conversation, and signed and dated.
- Written references and testimonials supplied by the applicant are not acceptable.
- References from friends and family as character statements will not be accepted

Disclosure and Barring Service

- Shortlisted applicants should bring documents as evidence of their identity to interview where they will be copied and returned. Unsuccessful applicants will have the information shredded.

- Applicants being interviewed via Teams should send scanned copies of their Identity documentation. These should be certified and signed by their current Head as true copies. Other responsible people can certify documents.
- If the successful candidate sent certified documents via email, they should bring the originals of those documents as soon as they can, preferably before they begin work at the School.
- Copies should be initialled and dated by the person who took the copy.
- While waiting for a disclosure to be returned, we can write to the Countersignatory of the applicant's disclosure to request any information. This may then be used with a Risk Assessment and supervision of the new employee. However, Countersignatories can decline to answer or provide information.
- A DBS check should be started immediately on conditional offer of employment, so that there is time for it to be completed before the start date.
- For teachers starting at the beginning of a future term, do not request the DBS check more than 3 months before they start or it will be invalid by their start date.
- A check against the Barred List can be carried out immediately for relevant staff.
- If the new employee needs to begin before their DBS check is returned, a Risk Assessment must be completed and reviewed every 2 weeks by the Headteacher, until the disclosure is returned. All other checks on the SCR must be in place.
- Staff who begin work before their DBS Disclosure is returned must not work alone with pupils and must be supervised and/or regularly observed. They may not stay overnight with children until the Disclosure has been received.
- If a member of staff changes their role to one of greater responsibility (for example, living on site, or Head of Department) then it is good practice to re-apply for a DBS disclosure.
- A Prohibition from Management check is required where a member of staff is promoted to take on leadership of other staff.
- If a member of staff is out of contact with the School for more than 3 months, then a new disclosure must be sought if they wish to return. This might be the case for supply teachers, Outdoor Education instructors, Sports Coaches, etc who may be seasonal or work as required.
- If the DBS disclosure is positive then it must be reviewed by the Head, Designated Safeguarding Lead and Business Manager. A Risk Assessment should be completed to evaluate the risk, and make a decision on further employment.
- Offers of appointment are conditional upon good references and a DBS disclosure being received. They can be withdrawn if necessary after a positive disclosure or negative reference.
- A letter will be sent to the employee/successful applicant explaining the next action or withdrawing the offer.

Additional Checks

- If a person has spent time living abroad in the last 5 years, the DBS cannot check these periods.
- A Police Clearance Certificate should be produced at interview, with the ID documents and qualifications.

- If the person is newly returned from abroad and does not possess a Police Clearance Certificate, a receipt or proof of postage of the document, and a copy of the request will be sufficient until the Certificate is returned.
- The offer of employment would still be conditional upon receipt of a clear Police Certificate.

Qualifications

- Interviewees should bring their original certificates with them to interview to be copied. The certificates of unsuccessful interviewees will be shredded.
- If the qualifications have not yet been achieved or a certificate is not yet available (i.e. QTS or NQT) then we should contact their Academic Institution to confirm they are/were a student and the status of their qualification.

Contract

- A Contract should be issued after the offer has been accepted and before the candidate starts work.

Volunteers

- Volunteers should have the same checks as a regular member of staff: a check against the Barred List, references, medical check, DBS check and complete an application form.
- They cannot begin volunteering without a new School DBS disclosure unless they are under constant supervision and have a completed risk assessment.
- The Volunteer should meet the Head of Department they will volunteer with, and notes from the meeting will be kept on their file.
- Volunteers should complete the Volunteer Agreement and be given a Volunteer Handbook.
- Volunteers MUST NOT be used at short notice without the necessary checks.
- A record should be kept by the staff member using the volunteer of the dates they were in contact with the School. This will show whether the volunteer is out of contact for more than 3 months and, therefore, whether their DBS check is out of date.

Medical Declaration

- A Medical Questionnaire should be completed after the offer has been accepted.
- If the Questionnaire indicates any problems, a Risk Assessment should be completed if necessary with the member of staff.

Right to Work in Britain

- The employee should produce a British passport as evidence of their right to work.
- For most EU, EEA and Swiss citizens, you need to check their right to work online using:
  - a share code
  - their date of birth

  An EU passport or national identity card alone is no longer valid proof of someone's right to work in the UK.

However, Irish citizens can continue to use their passport or passport card to prove their right to work.

- If they don't have a passport, use the tool on the Business Link website to decide if they are eligible to work in the UK and what documents they need
- http://www.businesslink.gov.uk/bdotg/action/layer?topicId=1079133778.
- Employees from outside the EEU who have work visas or equivalent, must be checked annually to ensure they have reapplied for a renewed visa.
- **People aged 16 years and over who are not on the School Roll, but live on site with their parents who are employed by the School:**
  - Must have a letter specifying the terms of their accommodation and code of conduct in accordance with paragraph 14.3 of the National Minimum Standards for Boarding Schools.
  - A criminal records check from the Disclosure and Barring Service.