



Recruitment, Selection and Disclosure Policy and Procedure

Lead Person: Headmaster
Governing Body Committee: Resources, Staff & Pay Committee

1. INTRODUCTION

The Crypt School (the 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 equitably and consistently;
- To ensure that no job applicant is treated unfairly on any grounds relating to the protected characteristics of the Equality Act 2010, including race, religion or belief, sex or sexual orientation, gender reassignment, marital or civil partner status, pregnancy and maternity, disability or age;

Legislation and Statutory guidance

- This policy is based on the Department for Education's statutory guidance [Keeping Children Safe in Education](#) and [Working Together to Safeguard Children](#), and the [Academy Trust Governance Guide](#). We comply with this guidance and the arrangements agreed and published by our local safeguarding partners.
- Part 3 of the schedule to the [Education \(Independent School Standards\) Regulations 2014](#), which places a duty on academies and independent schools to safeguard and promote the welfare of pupils at the school
- [The Children Act 1989](#) (and [2004 amendment](#)), which provides a framework for the care and protection of children
- The Equality Act 2010
- Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the [Serious Crime Act 2015](#), which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18
- [The Rehabilitation of Offenders Act 1974](#), which outlines when people with criminal convictions can work with children

- Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#), which defines what ‘regulated activity’ is in relation to children
- [Statutory guidance on the Prevent duty](#), which explains schools’ duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism

This policy also complies with our funding agreement and articles of association.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

2. RECRUITMENT AND SELECTION PROCEDURE

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. A curriculum vitae will not be accepted in place of the completed application form.

Applicants will receive a School overview document, a working at The Crypt School document, a job description and person specification for the role applied for.

The applicant may then be invited to attend a formal interview at which his / her relevant skills and experience will be discussed in more detail.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- The agreement of a mutually acceptable start date and signing of a contract incorporating the School’s standard terms and conditions of employment;
- The receipt of two satisfactory references (one of which must be from the applicant’s more recent employer) which the School considers to be satisfactory;
- The receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory, it is expected that you will join the DBS update service within 30 days of the date of your certificate, the fee will be reimbursed on submittal of receipt to Finance/HR;
- For a candidate to be employed as a teacher, a check that the candidate is not subject to a prohibition order issued by the Secretary of State;
- Where relevant, compliance with the UK’s immigration requirements for hiring overseas candidates;
- Where the successful candidate has worked or been resident overseas such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered;
- Verification of identity and qualifications including evidence of the right to work in the UK;
- Verification of professional qualifications, where appropriate;
- Verification of the applicant’s health and physical capacity for the role.

3. MEDICAL FITNESS

The School is legally required¹ to verify the health and physical capacity of anyone to be appointed to a post at the School, before an appointment can be confirmed.

A link will be sent to complete an on-line questionnaire. This questionnaire and any information will be reviewed for the particular role, together with details of any other physical or mental requirements of the role, i.e. proposed timetable, extra-curricular activities, layout of the School. If the School's occupational health adviser has any doubts about an application's fitness the School will seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

4. INVITATION TO INTERVIEW

The School will short list applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. The School will carry out an online search as part of its due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the School might want to explore with the applicant at interview. Short-listed applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail. Gaps in application details of selected candidate or any other concerns will be investigated at interview.

Interviews may take place remotely, if necessary; however, that remote interview will try to replicate as far as possible what would have occurred if the candidate had been in school.

All formal interviews will have a panel of at least two people chaired by the **Head or another designated senior member of staff**. As per recommended best practice, at least one person on the appointment panel will have undertaken **safer recruitment training**. The Chair of Governors should chair the panel for the Head's appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.

The interview will be conducted in person and the areas which it will explore will include suitability to work with children.

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 by the candidate from the awarding body.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

1. PRE-EMPLOYMENT CHECKS

In accordance with the recommendations set out in the most recent version of Keeping Children Safe in Education, the School carries out a number of pre-employment checks in respect of all prospective employees.

¹ See *Education (Health Standards) (England) Regulations 2003* SI 3139 and *Keeping Children Safe in Education*, Part 3, September 2020..

5.1 VERIFICATION OF IDENTITY AND ADDRESS

All applicants who are invited to an interview will be required to bring the following evidence of identity, right to work in the UK, address and qualifications:

- Passport;
- Proof of entitlement to work and reside in the UK;
- Two utility bills or statements (from different sources) showing their name and home address dated within last 3 months, one can be a Council Tax Statement dated within last 12 months
- Documentation confirming their National Insurance Number (P45, P60 or National Insurance Card);
- Original documents confirming any educational and professional qualifications referred to in their original application form.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Where an applicant claims to have changed his / her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he / she will be required to provide documentary evidence of the change.

The School asks for the date of birth of all applications (and proof of this) in accordance with the Guidance. 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 against applicants on the grounds of age.

5.2 REFERENCES

References will be taken up on short listed candidates prior to interview.

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 references 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. All referees will be sent a copy of the job description and person specification for the role which the applicant has applied for. 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, and disciplinary record;
- 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);
- 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.

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.

5.3 DISCLOSURE & BARRING SERVICE

Due to the nature of the work, The School applies for an enhanced disclosure from the Disclosure & Barring Service (DBS) in respect of all prospective staff members, governors and volunteers.

An enhanced disclosure will contain details of all convictions on records (including those which are defined as “spent” under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. An enhanced disclosure will also reveal whether an applicant is barred from working with children or vulnerable adults by virtue of his / her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by ISA. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.

If there is a delay in receiving a DBS certificate the Head has discretion to allow an individual to begin work pending receipt of this providing appropriate supervision is put in place. A Risk Assessment will be compiled and in place until the DBS certificate is received/viewed. This will only be allowed if all other checks, including a check of the Children’s Barred List and Adult’s Barred List, have been completed.

As part of our safeguarding process and in addition to a DBS, short listed candidates will be asked to complete a self-disclosure form on arrival at School and prior to the interview process commencing.

Single Central Register (SCR)

The single central register (SCR) must contain an entry for all current members of staff at the school. This must show the date of the following checks where applicable: an identity check; a barred list check; an enhanced DBS check/certificate; a prohibition from teaching check; a section 128 check (for management positions for independent schools); further checks on people who have lived or worked outside the UK; this could include obtaining a criminal record check for overseas applicants or a letter of professional standing from the professional regulating authority in the country in which the applicant has worked; a check of professional qualifications; and a check to establish the person’s right to work in the United Kingdom.

2. CONTRACTORS AND AGENCY STAFF EMPLOYMENT

Contractors: Health and Safety

The Crypt School requires an up-to-date copy of the Principal Contractors Construction Phase Plan, including all relevant Risk Assessments and Method Statements, prior to work commencing.

Contractors: Safeguarding

Principal Contractors and their subcontractors are required to submit a copy of their Safeguarding Plan prior to project commencement.

The School requires that the Site Manager is to be DBS cleared and certification passed to the Estate Manager. We appreciate that DBS certification is not always possible for all the Principal Contractor's own workforce and sub-contractors, but we do expect due diligence of the workforce by the Site Manager to ensure the safety of pupils. **All Principal Contractor's operatives must sign in at Reception** if entering the School, Engineering or Sports Hall Buildings and sign out when work is completed. If access is required during school hours and the operative is not DBS checked, the Site Manager (who is DBS checked) is required to remain with the operative throughout the duration of work being undertaken. The Construction Site Manager must ensure operatives are signed in whilst working on site, even when not working specifically inside the school.

At no time should the Principal Contractor's workforce communicate with any pupil without a member of The Crypt School staff present. If this occurs the school will take immediate action to address the situation, escort the operative from site, and inform relevant authorities.

Agencies

Agencies which 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 such an agency. Having satisfied the above checks and safeguards, a contract is issued and personnel details are recorded on the Single Central Register prior to the commencement of employment.

3. POLICY ON RECRUITMENT OF EX-OFFENDERS

7.1 BACKGROUND

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on

being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

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

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- The circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

7.2 RETENTION AND SECURITY OF DISCLOSURE INFORMATION

The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information, but is under no obligation to do so.

In particular, the School will:

- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the School's senior management team;
- not retain disclosure information or any associated correspondence for longer than is necessary. Generally this will be for a maximum of 6 months. The School will keep a record of the date of the disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken;

- ensure that any disclosure information is destroyed by suitably secure means such as shredding;
- prohibit the photocopying or scanning of any disclosure information.

The School complies with the provisions of the DBS code of practice, a copy of which is available on request.

4. DATA PROTECTION AND RETENTION OF RECRUITMENT RECORDS

The School complies with its obligations under the Data Protection Act 2018 and the General Data Protection Regulation to process personal information fairly and lawfully and to keep the information it holds safe and secure (see the [School's Data Protection Policy](#) for more details).

If an applicant is appointed, the School will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be securely destroyed after six months.

5. QUERIES

If an applicant has any queries on how to complete the application form or any other matter they should contact the Headmaster.

Approved by Full Board of Trustees: February 2021

Reviewed and approved by the Headmaster: February 2025

Review cycle: 2 years

Date of next review: February 2027