

# **The Mill Hill School Foundation**

## **Guidance notes for applicants on the Recruitment and Selection Procedure**

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### **1 Introduction**

The Mill Hill School Foundation (the “Foundation”) 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 Foundation is also committed to providing a supportive and flexible working environment to all its members of Staff. The Foundation 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.

### **2 Recruitment and Selection Procedure**

All applicants for employment will be required to complete an Application Form (the ‘Form’) containing questions about their academic and employment history and suitability for the role. Applicants will receive a Job Description and Person Specification for the role applied for. Applicants will be advised that the Foundation is committed to the safeguarding and promoting the welfare of children and young people and that any previous employer of an Applicant may be contacted by the Foundation concerning the application made.

The applicant may then be invited to attend a Formal Interview (the ‘Interview’) at which his/her relevant skills and experience will be discussed in more detail. Any inconsistencies or anomalies in the information on employment history will be examined and a record made of satisfactory clarification. All short-listed applicants will be required to attend an Interview and a written record of the determination of the outcome of the Interview will be made.

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 the signing of a contract incorporating the Foundation’s standard terms and conditions of employment;
- the receipt of a minimum of two satisfactory references (in most cases three references will be sought and one of which must be from the applicant’s most recent employer) which the Foundation considers satisfactory. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children;
- the receipt of an Enhanced Disclosure ( with barred list information as appropriate) from the Disclosure and Barring Service with which the Foundation is satisfied.
- satisfactory check that the applicant is not subject to a prohibition order issued by the Secretary of State;
- Verification of identity and qualifications;
- Verification of professional status, QTS status (where required) or other such as Nursing registration;
- For Teaching posts only as appropriate, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)

- where the successful candidate has worked or been resident overseas in the previous 5 years, such checks and confirmations as the School may require in accordance with statutory guidance;
- the receipt of a satisfactory health questionnaire;
- that an applicant has the appropriate level of physical and mental fitness in accordance with the Education (Health Standards) (England) Regulations 2003;
- satisfactory completion of the probationary period

If the offer is accepted and the above conditions are satisfied, the applicant will be issued with a Mill Hill School Foundation Contract of Employment as confirmation of employment.

The receipt of satisfactory references and the appropriate Enhanced Disclosure, and/or its equivalent for an overseas applicant, must be completed before the conditional offer of appointment can be confirmed.

### **3 Pre-employment checks**

In accordance with the recommendations of the DfE, the Foundation carries out a number of pre-employment checks in respect of all prospective employees.

#### **3.1 Verification of Identity and Address**

All applicants who are invited to an Interview will be required to bring the following evidence of identity, address, birth and qualifications:

- current driving licence (including photograph);

Or

- passport;

Or

- full Birth Certificate;

And

- two utility bills or statements (from different sources) showing their name and home address;

And

- documentation confirming their National Insurance number (P45, P60 or National Insurance Card);

And

- documents confirming any educational and professional qualifications referred to in their Form.

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.

#### **3.2 References**

All offers of employment will be subject to the receipt of a minimum of two satisfactory references (in most cases three references will be sought), one of which 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 referee 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 as a friend. When a reference is taken over the telephone then detailed notes will be taken, dated and signed.

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. 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 and 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 or 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 or welfare of children or young people or behaviour towards children or young people, not including any allegations or concerns found to have been malicious or not substantiated or unfounded.

The Foundation 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. A written reference will be followed up by a telephone call to the referee to verify the reference.

References will be requested for all short-listed candidates.

The Foundation will compare all references with any information given on the Form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

### **3.3 Disclosure and Barring Service Disclosure**

Due to the nature of the work, the Foundation applies for criminal record certificates from the Disclosure and Barring Service (the 'DBS') in respect of all prospective employees, Governors and volunteers.

There are three types of check that may be requested from the DBS depending on the nature of the position, namely Standard Disclosure, Enhanced Disclosure and Standard Disclosure with Barred list information.

The Foundation considers that all positions within the Foundation will amount to "regulated positions" within the meaning of the Protection of Children Act 1999 (as amended by the Criminal Justice and Courts Services Act 2000), as defined by the DBS and ISI Regulatory Requirements (April 2014). It is the Foundation's normal policy to require a satisfactory Enhanced Disclosure or Enhanced Disclosure with Barred list information for all its employees and volunteers in accordance with the guidance as set out in KCSIE, 'The Safeguarding of Vulnerable Groups Act 2006'

and guidance given in ‘Regulated activity in relation to Children: scope’ and by the DBS.

In addition to the Disclosure and barring criminal record checks undertaken in accordance with the guidance as given above, the Foundation will require applicants with recent periods of overseas residence and those with little or no previous UK residence to obtain a satisfactory Enhanced Disclosure with Barred list information. Applicants from overseas will be required where necessary to provide evidence of permission to work in the UK and may be required to apply for the equivalent of a Disclosure, if one is available in the relevant overseas jurisdiction(s). The DBS website gives details of which countries provide the equivalent of a Disclosure.

The Foundation recognises that volunteers are regarded by children as safe and trustworthy adults. A prospective volunteer, of whom the Foundation has little or no recent knowledge to work with, or provide services for, children for whom the Foundation is responsible, will be recruited in accordance with the measures described in this policy. Where the Foundation already has reasonable knowledge of a prospective volunteer to work with, or provide services for, children for whom the Foundation is responsible, the Foundation will follow the procedures detailed in Section 3 of this policy and in addition undertake an informal interview with the prospective volunteer to determine his/her suitability. A Governor will be regarded as a volunteer who will be engaged in regulated activity.

A volunteer recruited by an external organisation to work at the Foundation will be regarded as a supply/temporary worker.

#### **3.4 Prohibition Order**

The Foundation will check that an applicant to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service.

#### **3.5 Professional Qualifications**

The Foundation will verify the professional qualifications as and where appropriate of an applicant to be employed.

#### **3.6 Right to Work in the UK**

The Foundation will verify the right to work in the UK of an applicant to be employed

#### **3.7 Retention and Security of Disclosure Information**

The Foundation’s Policy is to observe the guidance issued or supported by the DBS on the use of Disclosure Information.

In particular the Foundation 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 *those members of the Foundation entitled to see it as part of their duties*;
- not retain Disclosure Information or any associated correspondence for longer than is necessary. In most cases, the Foundation will not retain such information for longer than six months, although the Foundation will keep a record of the date of a Disclosure, the name of the subject, 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.

#### **4 Application Forms**

Applications will only be accepted from candidates who complete in full the enclosed Application Form. CVs will not be accepted in substitution for a completed Application Form but may be included with the Application Form

This appointment is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

We will seek references of all candidates invited to interview and may approach previous employers for information to verify particular experience or qualifications, before Interview.

You should be aware that the provision of false information is an offence and could result in the application being rejected or summary dismissal if the candidate has been selected and possible referral to the Police and /or the Disclosure and Barring Service.

#### **5 Invitation to Interview<sup>8ii</sup>**

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 or young people.

For teaching posts only: if you are invited to interview you will be required to demonstrate your teaching by preparing and delivering a trial lesson.

#### **6 Retention of Records**

If an applicant is appointed, the Foundation will retain any relevant information provided on their Form (together with any attachments) and all copies of the identity documents, right to work evidence and qualifications, on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant specifically requests the Foundation to keep their details on file.

## **7 Central Register**

The Foundation maintains a central register of staff appointments, including volunteers and others brought into the schools to provide additional teaching or instruction (such as sports coaches), supply staff and governors in accordance with the recommendations and guidance of the DfE. The Central Register is held at Walker House, the Foundation's registered company office.

## **8 Recruitment Process**

In accordance with best practice and whenever reasonably practicable, the Foundation will appoint one Senior Member of the Foundation Staff to Chair the Selection Panel and lead the recruitment process.

At least one member of a Selection Panel will be trained in Safer Recruitment as required by 'School Staffing (England) Regulations (2009).