

# **The Mill Hill School Foundation**

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

---

### **1 Introduction**

The Mill Hill School 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 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 are 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 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 (one of which must be from the applicant's most recent employer) which the Foundation considers satisfactory;
- the receipt of a Disclosure from the Criminal Records Bureau with which the Foundation is satisfied.
- from July 2010 the confirmation of registration with the ISA,
- that an applicant has the appropriate level of physical and mental fitness in accordance with the Education (Health Standards) (England) Regulations 2003.

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 an Enhanced Disclosure, or its equivalent for an overseas applicant, and confirmation of registration with the ISA must be completed before the conditional offer of appointment can be confirmed.

In accordance with the Boarding Schools National Minimum Standards a successful applicant will not be permitted, under any circumstances, to commence employment at the Foundation until the Foundation is in receipt of the successful applicant's enhanced CRB disclosure which the Foundation considers satisfactory.

In accordance with the ISA guidelines as from July 2010 a successful applicant will not be permitted, under any circumstances, to commence employment at the Foundation until the Foundation is in receipt of the successful applicant's confirmation of ISA registration.

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

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

#### 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.

#### 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.

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.

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.

### Criminal Records Check

Due to the nature of the work, the Foundation applies for criminal record certificates from the Criminal Records Bureau (the 'CRB') in respect of all prospective employees, Governors and volunteers.

There are two types of check that may be requested from the CRB depending on the nature of the position, namely Standard Disclosure and Enhanced Disclosure.

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) and as defined by the ISA and accordingly it is the Foundation's normal policy to require a satisfactory Enhanced Disclosure for all its employees and volunteers.

An Enhanced Disclosure will contain the same details as a Standard Disclosure, namely details of all convictions on record including current and spent convictions (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. If the individual is applying for a position working with children or young adults, the Standard Disclosure will also reveal whether he/she 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 the DCSF and Department of Health. An Enhanced Disclosure may also contain non-conviction

information from local police records that a Chief Police Officer thinks may be relevant in connection with the matter in question.

Applicants with recent periods of overseas residence and those with little or no previous UK residence will be required to register with the ISA and obtain a satisfactory Enhanced Disclosure. 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 CRB website gives details of which countries provide the equivalent of a Disclosure.

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