

Elmhurst Ballet School

Staff Recruitment Procedure

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Next Review Date: September 2018

Changes made at last review:

- Page 2 – interview process updated and page 3 - Agency and Third party staff updated
- Updated Recruitment checklist replaced previous version in Appendix 1.

Introduction

A vital part of Elmhurst's culture of keeping children safe is the safe recruitment, selection and pre-employment vetting checks. The School has a staff recruitment procedure which helps deter, reject or identify people who might abuse children.

Elmhurst Ballet School is committed to tackling discrimination and promoting inclusion through equality and diversity. The process is designed to achieve the best match between the individual's knowledge and skills, experience and character, the requirements of the vacant post and recognition of the need for flexibility to respond to changing conditions.

Elmhurst Ballet School relies on the skills, competencies and contribution of all employees to ensure the highest of standards are met and to ensure the smooth running of the School. The overall aim of this Procedure, therefore, is to safely recruit and retain the highest quality of staff and do our very best to ensure a safe working environment for students and staff.

Guidance and Legal Framework:

This Procedure has been written to comply with the following legislations, regulations and statutory guidance:

- DfE Statutory Guidance ***Keeping Children Safe in Education*** (September 2016)
- Section 157 of the Education Act, 2002
- DfE Statutory Guidance ***Working Together to Safeguard Children*** (2015)
- Independent Schools Standards (England) Regulations
- Boarding Schools National Minimum Standards (March 2015)

The Procedure applies to all adults working, volunteering or visiting the School.

The School follows the definition of regulated activity as set out in the DfE guidance ***Keeping Children Safe in Education*** (September 2016) which gives details of when to carry out Disclosure and Barring Criminal Record checks and Barred List checks on adults.

The School maintains a Single Central Record of appointments which covers all staff who work at the School and all others who work in regular contact with children at the school including volunteers, agency workers, contractors and all members of the governing body.

Adults Applying to Work at Elmhurst

A comprehensive step by step ***Safer Recruitment Checklist*** is used for all staff appointments (Appendix A).

- Authorisation of Posts

All posts (both new and replacement) must be authorised by the Principal to ensure consistency of employment practice and that the budget requirements are met. For all positions a safer recruitment checklist needs to be completed by the HR Officer and approved by the Principal or the Director of Finance and Operations.

- Advertising of Posts

All agreed appointments of three months duration or more will be advertised and subject to competitive selection procedure. Advertisements may be internal only or published simultaneously internally and externally. Posts may be advertised internally where it is anticipated that a suitable field of candidates

exists and in response to specific needs such as redeployment. All advertisements, whether internal or external, must contain the School's safeguarding statement.

The aim of advertising is to attract a wide range of high quality candidates from diverse backgrounds.

- Recruitment Documentation

Prior to advertising, a job description which describes the purpose, duties and responsibilities of the post should be prepared.

The qualifications, skills, experience, knowledge, aptitudes and abilities that are essential and desirable for the post should also be identified. They will not include any potentially discriminatory requirements.

A draft advertisement will be drawn up by the relevant senior or middle leader which will be approved by the Principal before the role is advertised. All adverts will state that employment is subject to an enhanced DBS check, satisfactory references and any other employment checks. The requirements of the Data Protection Act will be strictly adhered to.

- Shortlisting

Shortlisting will be based on the selection criteria which assess the candidate's qualifications, skills, experience, knowledge, aptitudes and abilities. Application forms will be used for shortlisting, CV's are only accepted as a supporting document and will not be used to shortlist a candidate. The capability of the individual to perform in the position will be the major factor and in certain roles the ability to work with others will be taken into account.

- References

The School works hard to obtain references prior to the interview day so that any issues of concern can be explored on the interview day.

- The Interview Process

Interview days include a number of activities which are used to identify the best skills match to the vacant post. Candidates will be asked technical, competency and personal based questions. All interview panels include staff who have undergone safer recruitment training. A safeguarding question will always be asked at interview.

The interview team will ensure that candidates with a disability or special needs are fully provided for at the interview, providing notification has been made in advance.

- After Interview

Offers of appointment are subject to the receipt of satisfactory checks (as outlined in the *Safer Recruitment Checklist*). All appointments are subject to the continued declaration of any charges, arrests or convictions, including serious driving offences. Failure to disclose as stated could lead to the termination of employment.

- Routine Procedure Checks

For most staffing appointments, an enhanced DBS check with barred list information is required, as most staff will be engaged in regulated activity. As stated previously the School follows the definition of regulated activity set out in the document *Keeping Children Safe in Education* (DfE September 2016). No system will guarantee that no one unsuitable is ever recruited to Elmhurst but a high standard of scrutiny should reduce the potential for harm being done to the children in our care.

Prior to commencing employment the following safeguarding checks must be completed:

1. Two written references (including the last employer) which make specific reference to candidate's suitability to work with or near children. References will be verified by telephone by a senior member of staff. These are in addition to
2. An explanation of any gaps in the C.V. (recorded in writing by an interviewer).
3. A verification of relevant qualifications at interview. Originals of all recent and relevant as well as degree or similar professional qualifications must be seen.
4. A verification of identity at interview (Copy of passport, birth certificate or driving license).
5. An Enhanced Disclosure and Barring Service check and DBS Children's Barred List check.
6. Medical Check to be completed prior to employment.
7. The right to work in the UK will be checked.
8. For all teaching staff, including peripatetic music teachers, the prohibition register will be checked.
9. For staff who have worked or lived abroad, additional overseas checks will be made.
10. The EEA prohibition list will be checked for teachers who have been working in another EEA country
11. The Section 128 prohibition from management check will be made for governors and relevant staff including MLT teaching posts and all SLT posts.
12. Any other employment check that may be necessary.

Once these safeguarding checks have been completed a newly appointed employee can begin their employment.

Adults in unregulated activity visiting, volunteering, contracting or working at the School

Any adult visiting or volunteering, this may include; volunteers, contractors, visitors, parents, to or at the School who are not subject to the full employment checks and may have access to children will be chaperoned by an adult employed by the School in regulated activity and therefore subject to full employment checks. Supervision will be reasonable in all circumstances to ensure the protection of children.

Governors

Members of the Governing body are subject to enhanced DBS checks and Section 128 checks as described above.

Agency and third-party staff

Written notification will be sought from any agency or third party organisation that they have carried out the same level of checks that the School would have otherwise performed on an individual who will be working at the School. The School will check the identification of agency or third party staff on arrival and an 'Agency Workers' checklist will be completed by the HR Officer.

Appendix A - **Safer Recruitment Checklist**

RECRUITMENT CHECKLIST

| | |
|-----------------------|--|
| Job Title | |
| Applicant Name | |

| Action | Respon-sibility | Date Completed | Completed by (please initial) |
|---|------------------------|-----------------------|--------------------------------------|
| Draft job advert, Job Description and Person Specification | HR/SLT/ Principal | | |
| Agree <ul style="list-style-type: none"> - Rate of Pay - Hours per week - Term Time or 52 weeks | Finance/ Principal | | |
| Approval to Recruit form (ATR) completed by Recruiting Manager and signed off by Finance Director and Principal | Finance/ Principal | | |
| Recruitment timetable agreed & Interview Panel members notified | HR | | |
| Put Applicant Pack on website: <ul style="list-style-type: none"> - School information - Job Description - Person Specification - Recruitment Policy - Child Protection Policy Statement - Application Form - Right to work in the UK form - Equal opportunities form | HR | | |
| Advertisement placed on: (tick as appropriate) <ul style="list-style-type: none"> - Elmhurst Website - Indeed - Times Educational Supplement - Job Centre - Fish 4 Jobs website - BSA website - Other (please specify) | HR | | |
| Applications received by closing date of Shortlist Panel.....Date..... Interview Panel.....Date..... | Principal | | |
| List of applicants collated and given to Principal & shortlist panel | HR | | |
| Shortlist produced by panel | SLT/ Principal | | |

| Action | Responsibility | Date Completed | Completed by (please initial) |
|---|-------------------|----------------|-------------------------------|
| Are there any gaps, inconsistencies or anomalies in the information provided by the shortlisted candidates | SLT/ Principal | | |
| Invitation to Interview sent to applicants on the shortlist | HR | | |
| Unsuccessful email/letter sent to applicants not shortlisted | HR | | |
| Send Reference Request Letter and Form to two referees, one of which must be the current employer | HR | | |
| Confirm received from Applicant completed: <ul style="list-style-type: none"> - Application Form - Right to work in the UK form - Equal opportunities form | HR | | |
| First Reference returned Are there any gaps, inconsistencies or anomalies in the information provided? | SLT/ Principal | | |
| Chase first referee (if required) | HR | | |
| First reference approved by SLT member | SLT/ Principal | | |
| Second Reference returned Are there any gaps, inconsistencies or anomalies in the information provided? | SLT/ Principal | | |
| Chase second referee (if required) | HR | | |
| Second reference approved by SLT member | SLT/ Principal | | |
| Immediately prior to interview: Received from applicant and copied: <ul style="list-style-type: none"> - identity and address documentation - qualification documentation - right to work documentation | HR | | |
| Are there any gaps, inconsistencies or anomalies in the information provided? Is there a need to verify the authenticity of the documentation provided? | HR | | |
| Complete Interview Assessment Form | Panel | | |
| Phone calls made to successful and unsuccessful candidates to notify them of outcome | Panel | | |

| Action | Respon-sibility | Date Completed | Completed by (please initial) |
|--|-----------------|----------------|-------------------------------|
| Conditional offer of employment made. Send to Applicant: <ul style="list-style-type: none"> - Offer letter with provisional start date subject to any further checks required. - Detailed Medical Questionnaire - Self-Declaration Medical form - Keeping Children Safe in Education - Professional Code of Conduct | HR | | |
| Enter probation details on probation tracking (shared files /staff contracts) | HR | | |
| Offer Accepted. <ul style="list-style-type: none"> - Signed confirmation received from successful candidate | HR | | |
| Complete DBS application via Atlantic Data Ltd | HR | | |
| DBS Update service checked (if applicable) and DBS certificate seen and photocopied | HR | | |
| DBS Children's Barred List checked | HR | | |
| Additional right to work checks carried out if applicant does not have an EU passport | HR | | |
| Oversees checks carried out (if required) | HR | | |
| Artistic, Academic & Peripatetic Music Teachers Prohibition list checked (if applicable) | HR | | |
| Check Prohibition EEA list for teachers who have been working in another EEA country | HR | | |
| Section 128 Barring Direction (barred from taking part in the management of any independent school) list checked | HR | | |
| DBS Disclosure returned - Certificate Number: <input style="width: 250px; height: 15px;" type="text"/> Certificate issue date: <input style="width: 100px; height: 15px;" type="text"/> <i>Sight and copy applicants DBS certificate If appropriate, complete DBS Disclosure Assessment Form</i> | HR | | |

| Action | Respon-sibility | Date Completed | Completed by (please initial) |
|--|-----------------|----------------|-------------------------------|
| Confirm start date only once all of the above are satisfactorily completed. Agreed start date is | HR | | |
| Confirmation received from Medical Centre that detailed questionnaire has been received and filed | HR | | |
| Personnel file created and front cover sheet completed | HR | | |
| Central Register of Appointments updated | HR | | |
| Send to Applicant: - Contract of Employment | HR | | |
| Received from Applicant: - signed Contract of Employment | HR | | |
| Induction process: <ul style="list-style-type: none"> • Reception/facilities notified so ID and access card can be arranged • IT Technician notified so access and email can be arranged • Lucy Caddick/Kieran Grinnel informed to complete Fire Safety briefing • Anelli Peavot informed to complete safeguarding induction • John Clarson informed to input onto SIMS | HR | | |
| Probationary period ending on completed satisfactorily | HR/SLT | | |

Appendix B

| Visitors to Elmhurst | |
|--|----------------------------|
| Name of Visitor(s): | |
| Date & Time of Visit: | Name of Company/Freelance: |
| Length of visit: (if known) | |
| Visiting: (Elmhurst Colleague) | Chaperone(s): |
| Name required on welcome board: | YES / NO |
| Additional information for Staff Briefing: | |