



Application and Recruitment Process – Explanatory Note

General

Packwood Haugh School (“the School”) is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the School’s Application Form and recruitment process should be directed to the Head’s PA.

An entry will be made on the Single Central Register for all current members of staff at the School, the Governing Body and all individuals who work in regular contact with children including volunteers, supply staff and those employed as third parties.

All checks will be made in advance of appointment or as soon as practicable after appointment.

Recruitment Procedures

Application Stage:

All candidates for posts at the school must complete and submit the relevant application form downloaded from our website www.packwood-haugh.co.uk (click on ‘Information’ and then ‘Job Vacancies’). Candidates may also submit a CV as supplementary information but not instead of the application form.

All sections of the application form must be completed or marked N/A where appropriate. Please provide your complete employment history from leaving education to present ensuring there are no gaps. Any periods unaccounted for will be queried at interview.

Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children. As a consequence candidates must be willing to undergo statutory safeguarding checks before the commencement of their employment. In addition, it should be noted that all positions are exempt from the Rehabilitation of Offenders Act 1974, and all convictions, cautions and bind-overs, including those regarded as ‘spent’ must therefore be declared.

The school will seek references on short listed candidates and may approach previous employers for information to verify particular experience or qualifications before interview. References sent with the application form or produced by the candidate will not be accepted. References from relatives or from those writing solely in the capacity of friends will also not be accepted.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired) and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure.

If you are not working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children.

You should be aware that the provision of false information is an offence and could result in the application being rejected, the offer of employment being withdrawn or termination of employment. In extreme cases it may be necessary to refer the matter to the police and/or the Independent Safeguarding Authority (ISA).

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the post. Additionally, successful applicants should be aware that they are required to notify the school immediately if they are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration.

The statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)" applies to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment, more guidance for schools from the DfE on this can be found at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/439598/prevent-duty-departmental-advice-v6.pdf.

Interview Stage:

The School will short list applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. 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.

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.

The School requests that all candidates invited to interview also bring with them:

- A current driving licence including a photograph or a passport or a full birth certificate;
- A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
- Where appropriate any documentation evidencing a change of name;
- Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

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

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.

All interviews will include some questions regarding the candidate's suitability to work with children.

Conditional Offer of Employment:

Pre-Appointment Checks:

Any offer to a successful candidate will be conditional upon:

- The receipt of two satisfactory references.
- Verification of identity and relevant qualifications including, where appropriate, evidence of the right to work in the UK;
- A satisfactory enhanced DBS disclosure and if appropriate, a check of the Barred List maintained by the DBS;
- For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:

Planning and preparing lessons and courses for pupils

Delivering and preparing lessons to pupils

Assessing the development, progress and attainment of pupils

Reporting on the development, progress and attainment of pupils;

- Where the successful candidate has lived or worked overseas in the previous five years, the school will require a police clearance certificate from the country in which the candidate worked or was resident. The school may make other checks if it feels they are necessary.

- If you will be taking part in the management of the school, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching heads of department.
- Confirmation of medical fitness to work.
- Satisfactory completion of the probationary period.

References:

The School will seek the references referred to above for shortlisted candidates (including internal applicants) and may approach previous employers for information to verify particular experience or qualifications, before interview. One of the references must be from the applicant's current or most recent employer. References must be received by a senior person with appropriate authority. If the candidate does not wish the School to take up references in advance of the interview, they should notify the School at the time of applying.

The School will ask all referees if the candidate is suitable to work with children.

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 verify all references. Where references are received electronically, the School will ensure they originate from a legitimate source.

The School will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate.

Criminal Records Policy:

The School will refer to the Department for Education ("DfE") document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be accessed here:

<https://www.gov.uk/government/publications/dbs-code-of-practice>.

DBS Update Service:

Where an applicant subscribes to the DBS Update Service the applicant must give consent to the school to check there have not been changes since the issue of a disclosure certificate. A barred list check will still be required.

If disclosure is delayed a short period of work is allowed under controlled conditions, at the Head's discretion. However, if an 'enhanced disclosure' is delayed, a Head may allow the member of staff to commence work:

- Without confirming the appointment;

- After a satisfactory check of the barred list if the person will be working in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily;
- Provided that the DBS application has been made in advance;
- With appropriate safeguards taken (for example, loose supervision);
- Safeguards reviewed at least every two weeks by the Head/Bursar and member of staff;
- The person in question is informed what these safeguards are; and
- A note is added to the single central register and evidence kept of the measures put in place.

Retention, Security of Records and Data Protection Obligations

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months.

The School will comply with its data protection obligations in respect of the processing of criminal records information. More information on this is included in the Recruitment Privacy Notice and the Data Protection Policy.