


PANGBOURNE

SAFER RECRUITMENT POLICY AND PROTOCOL



	SMT REVIEW	GOVERNOR REVIEW
Last action	May 2017 by HM & HR	Approved June 2017
Next action	May 2018 by HM & HR	Approval due June 2018

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Pangbourne College 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 College is also committed to providing a supportive and flexible working environment to all staff.

Pangbourne College recognises that in order to achieve these aims, as well as the need for an objective and transparent process which complies with statutory obligations, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share these commitments.

The aims of Pangbourne College's recruitment policy are as follows:

- To ensure that the best possible staff are recruited on the basis of merit, ability and suitability for the post.
- To ensure that all job applicants are considered equitably and consistently
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age
- To ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education (DfE), *Keeping Children Safe in Education* (September 2016) (KCSIE), and the code of practice published by the Disclosure and Barring Service (DBS)
- To ensure that Pangbourne College meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks and by conducting the recruitment process in a way which prevents as far as possible the recruitment of individuals who are unsuitable to work with children

SCOPE AND RESPONSIBILITY FOR RECRUITMENT

Human Resources (HR) will take the lead responsibility for securing the best field of candidates; advising on recruitment and selection matters. HR will work in partnership with HM, Bursar, DHA, HOD, or the recruiting manager.

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

At least one member of the interview panel must have successfully completed the Safer Recruitment in Education training. Under normal circumstances at least one

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member of the interview panel should have successfully completed formal selection interviewing training (please refer to HR for further details).

ESTABLISHING THE NEED TO RECRUIT

When a post falls vacant, the requirement for the post to be retained in its existing form must be reviewed by the recruiting manager. Furthermore, the quantity of work may have increased or decreased so a change of hours may be required. Such considerations should be determined by the recruiting manager and agreed before the recruitment process commences.

Governor involvement is required in the case of a vacancy for Headmaster, Senior Deputy, Bursar or Director of External Relations.

To initiate the recruitment process, the recruiting manager must complete a Recruitment Approval Form (see Appendix 1). This must be fully completed and signed by the Head, Deputy Head Academic or Bursar. In addition, the following information must also be prepared and attached to the Recruitment Approval Form:

- Job Description (see Appendix 2);
- Person Specification (see Appendix 3);
- A draft job advertisement (see Appendix 4).

PREPARING TO RECRUIT

As stated in *Keeping Children Safe in Education* (September 2016) (KCSIE), having a clear job, role and person specification, setting down the boundaries and expectations of the role are all features of a safer recruitment process.

A Recruitment Pack will need to be prepared that is attractive, informative and accurate. It should include information about Pangbourne College, information about the Department, a job description and person specification and an application form.

Job description and person specification

The job description and person specification should normally form part of the recruitment pack, which is sent to prospective applicants. These documents require careful drafting to ensure that the criteria listed are accurate. "Essential" requirements must be essential since anyone not meeting these would normally be excluded from the selection process. "Desirable" requirements must be relevant to the post and not unfairly exclude otherwise suitable candidates. A person specification enables the College to choose objectively between candidates on the basis of their relevant skills and ambition with the objective of selecting the best candidate.

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Planning the recruitment process

The Head or Bursar and HR should agree the following:

- Methods of selection;
- Interview Panel members;
- Who will be involved in short-listing (usually the Head/Bursar and the recruiting manager/head of department);
- If any other selection techniques are required (such as tests or a presentation at interview), who will be required for these;
- Selection dates and times;
- Venue.

ADVERTISING

Preparing the advert

The recruiting manager should complete the job advertisement with close reference to the Job Description and Person Specification. In addition, advertisements should normally contain the following information:

- Job title;
- Annual Salary (if appropriate);
- Location;
- Standard line about Pangbourne College;
- Outline of the main responsibilities (this can be taken from the job summary in the Job Description);
- Outline of the main skills, qualifications and experience required (based on the Person Specification for the post);
- DBS checks will be required;
- Statement on safeguarding;
- Contact details for further information regarding the post and how to apply;
- Closing date (this would normally be 2 weeks from the appearance of the advert);
- Interview date, where agreed;
- College website address.

The membership of the interview panel and an interview date should be agreed at this stage.

INTERNAL AND EXTERNAL ADVERTISEMENTS

All vacancies must be promoted internally via the Pangbourne College Website, Firefly and Notice Boards to ensure existing employees have the opportunity to

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apply. The college website will be used to advertise all roles via the dedicated Vacancies page. Applicants will be able to download the job description and an application form.

A Staff Recommendation Incentive Scheme has been agreed to encourage staff to recommend vacancies at Pangbourne to good quality candidates known to them at other Colleges. Further details are available from HR.

All teaching posts are currently advertised on the TES Online. The Silver package is generally used for all teaching posts. Gold package may be used for senior positions or key/hard to fill positions. (Details of TES Advertising packages and costs can be requested from HR).

The TES offers the facility to attach all relevant documents including an application form to the advert. So candidates can apply directly rather than having to request an application form.

Teaching posts may also be advertised in local press or on specialist noticeboards/

Other areas to advertise are Guardian Jobs and relevant professional body organisations, such as the Independent Colleges Bursars Association. A future area for advertising all roles will be Passport Jobs, which is developing an alternative to TES Online in partnership with HMC which should, in time, be more cost effective.

The potential of the new HMC Teacher Training Scheme to attract high quality applicants will be explored for relevant roles.

All Support roles may be advertised in local press, on line job boards and our website.

All application forms are logged and will be acknowledged by HR at the time of application.

SHORTLISTING PROCESS

Short-listing should be carried out as soon as possible after the closing date and applications must be measured against the requirements detailed in the Job Description and Person Specification. When the panel members have agreed whom they wish to interview they should inform HR, who will invite the candidates to the selection event. The Panel Chair is responsible for ensuring that justifiable and objective reasons are provided for any applicants not selected for interview. Short-listing information will be kept on file for six months to ensure feedback is available at a later date if requested.

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Candidates will be invited to attend an interview. Information should include, date and time of interview, details of the selection methods and directions on how to get to the College.

An interview schedule will be prepared by HR

Candidates will be asked to bring evidence of their qualifications, certificates and confirmation of identity.

Applicants who have not been successful in gaining an interview will be informed at this stage.

PANEL INTERVIEWS

To support the principle of equality and transparency, panel interviews should be the norm. One to one interviewing should only be conducted after consultation with HR.

The Head/Bursar or recruiting manager/head of department will normally act as the Chair of the interview panel. The purpose of this role is as follows:

- Co-ordinate the process, i.e. welcome the candidates, explain the format and the interview and introduce panel members;
- Ensure the interviews keep to the allocated time;
- Co-ordinate the panel members and the order of questioning;
- Ensure that the candidates have an opportunity to ask questions of the panel members;
- Ensure the appropriate questions concerning DBS checks and gaps in employment history are asked;
- Ensure compliance with appropriate policies and procedures.
- The interview panel will normally (depending of role) consist of:
 - Headmaster / Deputy Head Pastoral
 - Deputy Head Academic / Deputy Head Co-Curricular
 - Bursar / HR Manager
 - Senior Manager / Head of Department
 - Nominated Governor

DURATION OF INTERVIEWS

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The length of interview will vary between the types of post. However, the minimum time an interview should take is 30 minutes for a support staff post. For teaching posts the usual process is a 30 minute interview with the Head and Deputy Head Pastoral, followed by an Interview with the Deputy Head Academic and Deputy Head Co-Curricular or the appropriate Head of Department for approximately 30 minutes. The candidate will also be asked to teach a lesson which is observed by a senior member of the teaching staff/Head of Department.

Candidates will be given a tour of the College and the opportunity to meet other staff within the department.

QUESTIONING TECHNIQUES

All candidates should be asked questions covering, among others, the same core areas based on essential criteria as identified in the Person Specification. This is to ensure a fair and consistent procedure and to provide a defence in any claim of unfair selection. Panel members should ensure that each candidate is given equal opportunity to respond.

Generally, questions should be “open” questions, e.g. “Tell us about.....”; who/what/why/when, unless a specific confirmation of fact is required. Questions should be behaviourally based in order to elicit real examples as demonstrators of how the candidate does or does not meet the criteria required for the job.

As detailed on the Recruitment Interview Assessment Form (please see Appendix 5) questions on DBS disclosure and all gaps in employment must be checked with the candidate and recorded on the form.

MAKING A DECISION AFTER THE SELECTION EVENT

Summary of interview / presentation

The Panel members should take their own notes throughout the interview and/or presentation. After each interview the Panel will agree to the appropriate rating and this information will be recorded by the Chair of the panel on the Interview

Assessment Form. These notes may be used to provide feedback to candidates. All other notes should be provided to the HR Manager who will destroy at the end of the process. Interview notes relating to specific safeguarding questions must be retained and returned to the HR Manager.

RECRUITMENT AND SELECTION PROCEDURE

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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 College's standard terms and conditions of employment,
- a pre-employment immigration check (the necessary documents that must be shown before employment may start) confirming the right to work in the UK,
- the receipt of two references (one of which must be from the applicant's most recent employer) which the College considers to be satisfactory,
- for teaching positions, confirmation from the National College for Teaching and Leadership (NCTL) that the applicant is not subject to a prohibition order
- where the position amounts to "regulated activity" the receipt of an enhanced disclosure (including confirmation that the applicant is not named on the Children's Barred List*) from the DBS which the College considers to be satisfactory. In the unlikely event that the position does not amount to "regulated activity" (for example, where volunteers are regularly supervised) the College will carry out the relevant DBS check which will ordinarily be an enhanced check without barred list,
- verification of the applicant's medical fitness for the role,
- confirmation that the applicant is not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from teaching or being involved in the management of an independent College; **
- Verification of professional qualifications which the College deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified).

**A check of the Children's Barred List is not permitted if an individual will not be undertaking "regulated activity". Whether a position amounts to "regulated activity" must therefore be considered by the College in order to decide which DBS checks are appropriate. It is however likely that in nearly all cases a Children's Barred List check will be carried out.*

*** This check is included in the regulations but no means have yet been provided for Colleges to make the check and the DfE has advised*

that the Secretary of State has not yet exercised the power to make such directions this check can therefore not be carried out at the present time.

MEDICAL FITNESS

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The College has a statutory responsibility to verify the medical fitness of anyone to be appointed to a post at the College, after an offer of employment has been made but before the appointment can be confirmed.

It is the College's practice that all applicants to whom an offer of employment is made must complete a Health Questionnaire and sign to confirm that they know of no reasons, on grounds of mental or physical health, why they should not be able to discharge with due care and skill the responsibilities required by the post in question. The College will arrange for the information contained in the Health Questionnaire to be reviewed by the College's Doctor. This information will be reviewed against the Job Description and the Person Specification 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 College etc. If the College's Doctor has any doubts about an applicant's fitness the College will consider reasonable adjustments in consultation with the applicant. The College may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

The College is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

PRE-EMPLOYMENT CHECKS

In accordance with the recommendations set out in KCSIE, and the requirements of the Education (Independent School Standards) (England) Regulations 2014 the College is required to carry out a number of pre-employment checks in respect of all prospective employees. These include the following:-

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 as set out below and in the list of valid identity documents at Appendix 6 (these requirements comply with DBS identity checking guidelines):

- one document from Group 1; and
- two further documents from either of Group 1, Group 2a or Group 2b, one of which must verify the applicant's current address; and
- original documents confirming any educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

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The College asks for the date of birth of all applicants (and proof of this). Proof of date of birth is necessary so that the College may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The College does not discriminate on the grounds of age.

Should an applicant attend interview without the above documentary evidence, without good cause, the interview may be cancelled and the College may choose not to progress their application further even upon subsequent submission of the documentation.

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 College. 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 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 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, sickness* 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), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated or malicious; and
- 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 or behaviour towards children or young people, except where the allegation or concerns were found to be false, unsubstantiated or malicious.

*(*questions about health or sickness records will only be sent out after the offer of employment has been made.)*

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The College 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 HR Department will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information (e.g. delays in receipt, specific questions not answered satisfactorily, any expression of concern about the suitability of the candidate), any doubt about the validity of the reference) will be followed up appropriately by the College's HR department. The College may at its discretion make telephone contact with any refer to verify the details for the written reference provided.

Disclosure and Barring Service check

Due to the nature of the work, the College applies for an enhanced disclosure from the Disclosure and Barring Service (DBS) in respect of all prospective staff members, governors and volunteers deemed to be working in regulated activity.

Prior to 29 May 2013 an enhanced disclosure contained details of all convictions on record (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. It could also contain non-conviction information from local police records which a chief police officer considered relevant to the role applied for at the College.

Since 29 May 2013 the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures. The DBS and the Home Office have developed a set of filtering rules relating to spent convictions which work as follows:

For those aged 18 or over at the time of an offence

An adult conviction for an offence committed in the United Kingdom will be removed from a DBS disclosure if:

- eleven years have elapsed since the date of conviction;
- it is the person's only offence; and
- it did not result in a custodial sentence.

It will not be removed under any circumstances if it appears on a list of "specified offences" which must always be disclosed. If a person has more than one offence on their criminal record, then details of all their convictions will always be included.

A caution received when a person was aged 18 or over for an offence committed in the United Kingdom will not be disclosed if six years have elapsed since the date it was issued, and if it does not appear on the list of "specified offences".

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For those aged under 18 at the time of an offence

A conviction for an offence committed in the United Kingdom will be removed from a DBS disclosure if:

- five and a half years have elapsed since the date of conviction; and
- it is the person's only offence; and
- it did not result in a custodial sentence.

Again, the conviction will not be removed under any circumstances if it appears on the list of "specified offences", or if a person has more than one offence on their criminal record.

A caution received when a person was aged under 18 for an offence committed in the United Kingdom will not be disclosed if two years have elapsed since the date it was issued, and if it does not appear on the list of "specified offences".

The list of "specified offences" which must always be disclosed

This contains a large number of offences, which includes certain sexual, violent and other offences that are considered so serious they will always be disclosed, regardless of when they took place or of the person's previous or subsequent criminal record. The list of "specified offences" can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-recordcheck>

The College applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the College which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's

Barred List and to obtain other relevant suitability information. Any position undertaken at, or on behalf of, the College, will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more on an ongoing basis; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30 day period; and
- provides the opportunity for contact with children.

Roles which are carried out on an unpaid / voluntary basis will normally amount to regulated activity unless the volunteer is regularly supervised by someone who is themselves in regulated activity.

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It is for the College to decide whether a role amounts to “regulated activity” taking into account all the relevant circumstances. However, nearly all posts at the College amount to regulated activity. Limited exceptions could include an administrative post undertaken on a temporary basis in the College office outside of term time or voluntary posts which are supervised.

The DBS now issues a DBS disclosure certificate to the subject of the check only, rather than to the College. It is a condition of employment with the College that the original disclosure certificate is provided to the College within two weeks of it being received by the applicant. Original certificates should not be sent by post. Applicants must bring the original certificate into the College within two weeks of it being received. A convenient time and date for doing so should be arranged with the HR as soon as the certificate has been received. Applicants who are unable to attend at the College to provide the certificate are required to send in a certified copy by post or email within two weeks of the original disclosure certificate being received. Certified copies must be sent to HR. Where a certified copy is sent, the original disclosure certificate must still be provided on the first working day. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the College.

If there is a delay in receiving a DBS disclosure or overseas police background checks (see below) (or in the case of staff joining from overseas, the DBS application can't be submitted until arrival in the UK and verification of ID and address has taken place) the Headmaster has discretion to allow an individual to begin work pending receipt of the disclosure. This will only be allowed if all other checks, including a clear check of the Children's Barred List (where the position amounts to regulated activity), have been completed and once appropriate supervision has been put in place.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including a criminal records check from the relevant jurisdictions. There is no mandatory period of time spent overseas which requires additional checks to be completed. The HR department will assess each applicant individually although the College will usually undertake an overseas criminal records check / request a certificate of good conduct if a candidate has resided overseas for a period of 3 months, or longer, in the five years prior to applying for a position at the College (this is based on NSPCC guidance (*see The ISI Handbook for the Inspection of Schools, Commentary on the Regulatory Requirements – Sept 2017*)).

The HR Department will notify the Headmaster immediately if a DBS check identifies a criminal record. The Headmaster will make a judgement about the candidate's suitability, taking into account only those offences which may be relevant to the

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particular job or situation in question, the nature of the office, the nature of the appointment, the age of the candidate when the offence was committed, the frequency of the offence, and subsequent good behaviour and career. The Headmaster will confirm in writing whether the person can be employed and, if so, any mitigating actions and controls to be put in place.

DBS certificates do not expire and there is no requirement for the College to re-check current employees.

Prohibition from teaching

The College will check that all applicants employed to carry out “teaching work” (as defined by 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 and reporting on the development, progress and attainment of pupils) are not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service.

Prohibition from Management of independent Colleges direction (“Section 128 direction”)

The College will check whether applicants appointed to management positions after 12 August 2015 are subject to a Section 128 Direction. (This is a direction made by the Secretary of State under s.128 of the Education and Skills Act 2008 barring individuals from taking part in the management of an independent College).

The scope of the barring directions covers membership of proprietor bodies (including governors if the governing body is the proprietor body for the College), and all staff positions as follows: Headmaster, any teaching positions on the senior leadership team, and any teaching positions which carry a department headship.

Other teaching posts with additional responsibilities do not count as “taking part in management”. For non-teaching staff, only the Bursar and Accountant posts which are part of the SMT should be regarded as “management” for the purposes of checking for the existence of the barring direction.

The checks will be made via either the DBS route or via the NCTL Employer Access Online service.

CONTRACTORS AND SUPPLY STAFF

Contractors engaged by the College must complete the same checks for their employees that the College is required to complete for its staff. The College requires confirmation (in writing) that these checks have been completed before employees of the Contractor can commence work at the College.

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“Supply staff” are staff supplied by an “employment business” (agency) to work under the control of the College. Agencies who supply staff to the College must also complete the pre-employment checks which the College would otherwise complete for its staff. Again, the College requires confirmation in writing that these checks have been completed before an individual can commence work at the College. Where an “employment business” provides supply staff (to work under the control of the College) then the DBS certificate must be seen by the College (whether or not it discloses any information) and the DBS must be less than three months old when the person starts work at the College (unless he /she has been working in a College in the last three months).

The College will also independently verify the identity of contractors and staff supplied by an “employment business”.

VOLUNTEERS

Under no circumstances will a volunteer, in respect of whom no safeguarding checks have been undertaken, be left unsupervised with children or allowed to engage in regulated activity.

Prior to engaging a volunteer to carry out any activities for or on behalf of the College, the Head of Department with responsibility for the volunteer appointment will discuss the proposed activities to be undertaken by the volunteer with the Head of HR so that a decision can be made as to what vetting checks are required, or whether it is appropriate to carry out a risk assessment. Appendix 3 (Vetting Checks on Volunteers) of the ISI Handbook for the Inspection of Colleges - April 2015 will be used to determine which checks are necessary.

GOVERNORS

Governors engaging in regulated activity are required to obtain an enhanced DBS check with barred list. Governors not engaging in regulated activity are required to carry out an enhanced DBS check without barred list. The Chair of Governors is subject to (a) an enhanced DBS check (either including or not including barred list information as appropriate); (b) confirmation of identity; and (c) overseas police background checks as appropriate.

VISITING SPEAKERS

Visiting Speakers would usually come under the College’s *Outside Visiting Speakers Protocol*.

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Staff arranging a visiting speaker must submit the visitor's details via an online form (*Visiting Speakers Register*) on the intranet to the Senior Deputy Head for the relevant College. This must be done irrespective of the topic the visitor will be speaking on. A list will be maintained of all visiting speakers by the Senior Deputy Head.

If a visitor is invited to speak in the area of religion, philosophy or politics then the member of staff arranging the visit must complete a risk assessment. Staff should have regard to the Prevent duty when making assessments of risk in any situation where the profile of the speaker or the topic he/she has been invited to speak on indicates he/she may (intentionally or unwittingly) pose a risk of endorsing, condoning or inciting extremist political or religious views when interacting with pupils. If such a risk is identified then the speaker's visit will not be permitted.

POLICY ON RECRUITMENT OF EX-OFFENDERS

As an organisation using the DBS Disclosure service to assess applicants' suitability for all positions at the College, the College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

The College shall not unfairly discriminate against any subject of a Disclosure on the basis of conviction or other information disclosed and appointments shall be made on the basis of merit and ability. The College welcomes applications from a wide range of candidates and actively promotes equality of opportunity for all with the right mix of talent, skills and potential. If an applicant has a criminal record this will not automatically bar them from employment with the College.

Each case will be decided on its merits accordance with the objective *Assessment Criteria* set out in below.

All positions within the College are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules, when applying for a position at the College. A failure to disclose a previous conviction may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for the College to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. The College will make a report to the Police and / or the DBS if:

- it receives an application from a barred person;

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- it is provided with false information in, or in support of an applicant's application; or
- it has serious concerns about an applicant's suitability to work with children.

We ensure that all those in the College who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Further information on the DBS can be found on www.homeoffice.gov.uk

Assessment criteria

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 College 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 age of the applicant when the offence was committed and the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- the applicant's subsequent career and good behaviour;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the applicant.

If the post involves regular contact with children, it is the College'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; or
- serious class A drug related offences, robbery, burglary, theft, deception or fraud.

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If the post involves access to money or budget responsibility, it is the College'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 College's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

Assessment procedure

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 College will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Headmaster and Head of HR of the College before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the College may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

RETENTION AND SECURITY OF DISCLOSURE INFORMATION

Pangbourne College will observe the guidance issued or supported by the DBS on the issue of disclosure information.

The College complies with the provisions of the DBS code of practice.

RETENTION OF RECORDS

If an applicant is appointed, the information on the recruitment file will be transferred to their Personal File. For unsuccessful applications the documentation relating to the application will be collated and stored by HR and normally be confidentially destroyed by HR after six months.

AFTER THE APPOINTMENT

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The successful candidate is sent a formal offer of the post to which they must respond in writing. A contract will be issued once the College has received written acceptance from the candidate.

An induction programme will be compiled by the Deputy Head Pastoral or the recruiting manager which will include ensuring the appointee has a mentor within the College and fully understands the College's safeguarding procedures. All staff are required to attend Safeguarding and Child Protection Training, further training will be provided where gaps have been identified.

REFERRAL TO THE DBS AND NCTL

This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that any offer of employment is subject to. Whilst these checks are carried out pre-employment, the College also has a legal duty to refer to the DBS:-

- any applicant who has applied for a position at the College despite being barred from working with children; and
- anyone who has harmed, or poses a risk of harm, to a child, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.

Failure to refer in circumstances where the above criteria are met is an offence. Where there are serious concerns about a teacher's suitability to work with children, separate consideration will be given to whether a referral to the NCTL should be made. This is the case irrespective of whether the DBS criteria have been met.

QUERIES

If an applicant has any queries on how to complete the application form or any other matter he/she should contact the

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APPENDIX 1 RECRUITMENT APPROVAL FORM

NB: Please attach the completed Job Description, Person Specification and draft advertisement

SECTION A – Reason for request

POSITION TO BE FILLED:

.....

FILL A NEW POST YES/NO*

FILL AN EXISTING POST YES/NO*

Name of previous/current post holder:

.....

FULL TIME YES/NO*

PART TIME YES/NO*

TERM TIME YES/NO*

Weekly working hours and days:

.....

FIXED TERM POST YES/NO*

SALARY £ IN BUDGET YES / NO

Date required from/to:

.....

DEPARTMENT:

.....

RECRUITING MANAGER:

.....

ADDITIONAL INFORMATION:

.....

.....

.....

.....

.....

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ACCOMMODATION / IT REQUIREMENTS:

.....
.....

SECTION B – Justification

Recruiting Manager/Head of Department

Signed: **Date:**

.....

SECTION C – Confirmation and authorisation

Head / Deputy Head / Bursar

Signed: **Date:**

.....

** Please delete as appropriate.*

APPENDIX 2 JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Job Title:

Reports to:

Manages (if appropriate):

Department:

Hours per week:

Key working relationships:

Job Summary:

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Duties and responsibilities:

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Child Protection Officer any concerns relating to the safety or welfare of children.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Information Security, Confidentiality and Data Protection

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During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

APPENDIX 3 PERSON SPECIFICATION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Job Title:		
Department:		
	ESSENTIAL	DESIRABLE
Education, qualification and experience		

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Skills and special aptitudes		
Disposition		
Special requirements	<ul style="list-style-type: none">• Promoting and safeguarding the welfare of children• Compliance with Pangbourne College Child Protection and Safeguarding Policy	

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APPENDIX 4 TEMPLATE FOR RECRUITMENT ADVERTISEMENTS

PANGBOURNE COLLEGE
(HMC Co-ed 11-18, Boarding & Day, 400 on roll)

JOB TITLE

Salary £ pa.

Reading

Full/ Part/Term Time

We are looking to appoint Brief paragraph on Job

We offer excellent working conditions set in beautiful grounds. Our salary package will recognise your experience, qualifications and commitment. You will be expected to fully contribute to the wider life of the College.

For further information and an application pack, please contact Nikki Roberts, HR Manager, via email: recruitment@pangbourne.com

Closing date: 19th July 2016.

Interview date: w/c 12th August 2016.

In line with our recruitment policy and for the protection of our pupils, you will be subject to an enhanced DBS disclosure and employment reference checks.

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. You must be eligible to work in the UK.

APPENDIX 5 RECRUITMENT/PROMOTION INTERVIEW ASSESSMENT FORM

Candidate Name:	Job Title & Vacancy No:
Date of Interview:	

The Job Description and Person Specification should be used to determine the requirements of the candidate, e.g. standards of education and qualifications,

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experience of management, team working skills, etc and translated into interview questions, tests, etc to assess him/her.

Panel Members should rate each candidate by placing a tick in the appropriate box below at the end of each interview. The results must be collated and agreed by the Panel, in the same format, at the end of all the interviews in this recruitment exercise.

Attributes demonstrated (taken from the Person Specification)	Exceeds Requirements	Meets requirements	Does not meet requirements
	Positive Evidence	Some Evidence	No Evidence
Other issues (as appropriate to the post)			
Motivation to work with children and young people			
Ability to form and maintain appropriate relationships and personal boundaries with children and young people			
Emotional resilience in working with challenging behaviours			
Positive attitude to use of authority and maintaining discipline			

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	General knowledge of Pangbourne College			
	Research/preparation for interview			
	Other (please specify)			
Please ensure the following questions are asked and the answers recorded below:				
1	<p>Have you had a DBS (CRB) disclosure?</p> <p>a. When?</p> <p>b. Was it a clean disclosure?</p> <p>.....</p> <p>c. Do you object to another DBS disclosure being sought?</p> <p>Will there be any concerns?, Candidates must be asked if their suitability for the teaching profession/working in education has ever been questioned by the Secretary of State at any stage in the past, whether they have received any form of warning from the Secretary of State or whether they have had their name included on 'List 99'.</p>			
2	Check all gaps in Application Form			

Panel Recommendation (select one only)	Please tick
This candidate possesses all of the qualifications, skills, training, attitude, etc to undertake the duties of the advertised post.	
<p>This candidate possesses some of the qualifications, skills, training, attitude, etc to undertake the duties of the advertised post. However,</p> <ul style="list-style-type: none"> • a further interview is recommended before employment is offered* • the candidate is the 1st reserve* <p>* <i>delete as appropriate</i></p>	
This candidate does not possess the qualification, skills, training, attitude, etc to undertake the duties of the advertised post.	

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Summary

Recommended Salary £

Signed and dated by all Panel Members to indicate agreement to the above

Signed

Date

Name in Block Capitals

Signed

Date

Name in Block Capitals

Signed

Date

Name in Block Capitals

Signed

Date

Name in Block Capitals

APPENDIX 6 LIST OF VALID IDENTITY DOCUMENTS

Group 1: primary identity documents

- current valid passport
- biometric residence permit (UK)
- current driving licence (photocard with paper counterpart; full or provisional; UK / Isle of Man / Channel Islands and EU); birth certificate (UK & Channel Islands - issued at the time of birth (within 42 days of date of birth); full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces)
- adoption certificate (UK and Channel Islands)

Group 2a: trusted government / documents

- current UK driving licence (paper version; UK/ Isle of Man / Channel Islands and EU; full or provisional)
- current driving licences (photocard; all countries; full or provisional)

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- current non-UK driving licence (valid for up to 12 months from the date the applicant entered the UK)
- birth certificate (UK and Channel Islands; issued at any time after the date of birth by the General Registrar Office / relevant authority i.e. Registrars)
- marriage / civil partnership certificate (UK and Channel Islands)
- HM Forces ID card (UK)
- fire arms licence (UK, Channel Islands and Isle of Man)

Group 2b: Financial and social history documents

- mortgage statement (UK or EEA)**
- bank / building society statement (UK and Channel Islands or EEA)*
- bank / building society account opening confirmation letter (UK)
- credit card statement (UK or EEA)*
- financial statement e.g. pension, endowment, ISA (UK) **
- P45 / P60 statement **(UK and Channel Islands)
- council tax statement (UK and Channel Islands) **
- work permit / visa (UK) (valid up to expiry date) **
- letter of sponsorship from future employment provider (non UK / non EEA only valid only for applicants residing outside the UK at the time of application; must be valid at time of application)
- utility bill (UK)– not mobile telephone *
- benefit statement e.g. child benefit, pension (UK) *
- a document from central or local government/ government agency / local authority giving an entitlement e.g. from the Department for Work and Pensions, the Employment Service , HM Revenue & Customs (HMRC), Job Centre, Job Centre Plus, Social Security (UK and Channel Islands) *
- EU national ID card (must be valid at time of application)
- cards carrying the PASS accreditation logo (UK and Channel Islands; must be valid at time of application)
- letter from Head or College Principal for 16-19 year olds in full time education. This is only used in exceptional circumstances if other documents cannot be provided, must be valid at time of application

Note

If a document in the list of valid identity documents is:
denoted with * - it should be less than three months old
denoted with ** - it should be less than 12 months old