



MILLFIELD



MILLFIELD PREP SCHOOL

Safer Recruitment and Selection Policy

The School staffing process is governed by the Keeping Children Safe in Education Guidelines, as well as the Schools' principles of non-discrimination and refers to the Senior School, Preparatory School, Pre-Preparatory School and EYFS. 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.

Millfield relies on the skills, competencies and contribution of all employees to ensure the smooth running of the Schools. The overall aim of this policy, therefore, is to safely recruit and retain high caliber staff.

Millfield is committed to tackling discrimination and promoting inclusion through equality and diversity. We ensure that our recruitment procedures (advertisements, shortlisting and interview procedures) are without any hint of direct or indirect discrimination. Millfield will make reasonable adjustments in order to ensure that disabled staff, or prospective staff, are not placed at a disadvantage in comparison with non-disabled staff.

The safety and wellbeing of all our pupils at Millfield is our highest priority. We all share an objective to help keep children and young people safe by contributing to providing a safe environment for children. We therefore take great care in the recruitment and selection process at Millfield School to achieve this to the best we can.

A comprehensive step by step Selection and Recruitment Checklist in regards to the recruitment and selection process at Millfield can be found on the xtranet within the Human Resources folder and within the Safeguarding Policy and Child Protection Procedures.

Scope of the Policy

The policy applies to all posts (including supply and cover position) at Millfield Senior School, Preparatory School, Pre-Preparatory School and EYFS.

Authorisation of Posts

All posts (both new and replacement) must be authorised by the Headmaster (for teaching staff – including coaching staff and classroom assistants), Bursar (for non-teaching staff) and the Head of HR to ensure consistency of employment practice and that the budget requirements are met. For all positions an Authority to Recruit form (ATR) needs to be completed and can be obtained off the Xtranet (under Non-Teaching, Human Resources, Recruitment).

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 Schools' 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 Human Resources Department and forwarded to the relevant line manager where it will be checked before Human Resources advertise the role. 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.

Short listing

Short listing will be based on the selection criteria which assess the candidate's qualifications, skills, experience, knowledge, aptitudes and abilities. 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.

The Interview Process

At least one individual conducting the interview must have completed Safer Recruitment in Education Training. Candidates will be asked both technical / competency based questions as well as questions that attest to the match of the Person Specification in the Job Description. 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 Selection and 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

Adequate staff recruitment checks are needed for all those with unsupervised access to pupils. They are an essential part of our responsibility under the Children Act and an expectation of the National Boarding Standards and DfES circular April 2014: Keeping Children Safe In Education: information for all school and college staff. No system will guarantee that no one unsuitable is ever recruited to

Millfield 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 and declarations (including the last employer) which make specific reference to candidates suitability to work with or near children. These are in addition to other reference procedures such as verbal references and follow up telephone calls. The identity of referees will be checked prior to interview.
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 photo card driving license together with the paper counterpart).
5. An Enhanced Disclosure and Barring Service check and List 99 (Barred List) check. Should the individual have lived or worked abroad within the last 5 years for a period of time then a Certificate of Good Conduct will be requested.
6. Disqualification Declaration*
7. Medical Declaration form to be completed prior to employment.
8. The right to work in the UK will be checked.
9. For teaching staff the prohibition register will be checked.
10. Prohibition from Management (for those appointed to management positions)
11. Any other employment check that may be necessary.

*_Under the Childcare (Disqualification) Regulations 2009 and the Keeping Children Safe in Education Guidelines (KCSIE), the School is required to ensure that all staff working or directly concerned in the management of Early Years settings (children aged 0-5 years), including reception and out of hours school care for children up to eight years of age are not “disqualified” from working within such a setting. Once these safeguarding checks have been completed a newly appointed employee can begin their employment. Their details are recorded on the Schools Central Register of Appointments.

Visiting Speakers

In having regard for the Prevent Duty, Visiting Speakers should be appropriately supervised by a member of Staff and under no circumstance should they be left alone with pupils. Visiting Speakers are required to sign in and out of the School where they will be issued with a visitor badge. Appropriate actions should be taken by the member of staff or pupil inviting the Visiting Speaker into the School to ensure their suitability, such suitable checks may include an internet search.

ReviewedChristy Hawksworth March 2015
Christy Hawksworth Sept 2015