

APPLICATION AND RECRUITMENT PROCESS

This process applies to Millfield Senior School, Preparatory School, Pre-Preparatory School and EYFS.

1. APPLICATION FORMS

- a. Applications will only be considered from those candidates completing a Millfield Application Form in full. CV's will not be accepted in substitution for completed application forms.
- b. In the education sector we have a responsibility to safeguard young adults and children in our care. Under current legislation we are required to obtain **full** employment and education history including dates, as such please ensure that any gaps in your employment history since the age of 16 years are explained. Failing to do this will cause unnecessary delays in the processing of your application.
- c. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected. Where a candidate is:
 - Found to be on DfES Barred List (List 99), Prohibition from Teaching list, Prohibition from Management list, or is subject to a prohibition or other restriction on teaching imposed by other countries in EEA, or the DBS disclosure shows s/he has been disqualified from working with children by a Court; or
 - Found to have provided false information in, or in support of, his/her application; or
 - The subject of serious expressions of concern as to his/her suitability to work with children

the facts will be reported to the Police and/or the DfES Children's Safeguarding Operations Unit.

- d. Under the Data protection Act 1998 the information or data supplied on your application may be processed and held on computer, and will be processed and held on upon personal records if you are appointed. The data may be processed by the School for the purpose of equality monitoring, compiling statistics, and for the keeping of other employment records. By signing and returning the application form, you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including information which may be considered to be sensitive personal data.

2. POLICY ON THE RECRUITMENT OF EX-OFFENDERS & DBS DISCLOSURES

a. Rehabilitation of Ex Offenders

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. The School makes appointment decisions on the basis of merit
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and ability. If an applicant has a criminal record this will not automatically bar them from employment with the School. Each case will be decided on its merits in accordance with the objective assessment criteria.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, 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.

A failure to disclose a previous conviction (which should be declared) 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 School 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 apply for a position at the School. The School will make a report to the Police and / or the DBS if:

- it receives an application from a barred person;
- 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.

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 School 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 length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- 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 School'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 School'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 School'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 School will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Head of Human Resources 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 School 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

The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

In particular, the School will:

- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted;
- not retain disclosure information or any associated correspondence for longer than is necessary, and for a maximum of six months. The School will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken;
- ensure that any disclosure information is destroyed by suitably secure means such as shredding; and
- prohibit the photocopying or scanning of any disclosure information without the express permission of the individual to whom the disclosure relates.

b. Enhanced Disclosure and Barring Service Check

- i. Millfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. Millfield School use an umbrella body for the purpose of obtaining a criminal record checks for employment and voluntary appointments. A subsequent offer of appointment by Millfield School will be dependent upon the completion of a satisfactory Enhanced Disclosure and Barring Service check and references.



c. References

- i. Millfield School will seek references on shortlisted candidates and may approach previous employers for information to verify particular experiences or qualifications prior to interview.
- ii. If you are currently working with children, in a paid or voluntary capacity, your current employer will be asked about disciplinary offences, including 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. Where neither your current or previous employment has involved working with children your current employer will still be asked about your suitability to work with children, although you may where appropriate answer not applicable if your duties have not brought you into contact with children or young persons.

3. INVITATION TO INTERVIEW

- i. If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
- ii. 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 from the awarding body.
- iii. All candidates invited to interview must also bring with them three documents from the following:
 - a current driving licence
 - a passport
 - a full birth certificate
 - a utility bill
 - a financial statement showing candidate's current name and address
 - where appropriate any documentation evidencing a change of name.

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

In most cases the production of these documents will enable Millfield School to meet the requirements imposed on it by the Asylum and Immigration Act and also the proof of identity required to obtain a DBS check. However, full details of the requirements for documentary evidence will be sent to those candidates selected for interview.

4. STATEMENT OF CONDITIONS ON EMPLOYMENT

Please note that an offer of employment at Millfield School is subject to the following conditions:



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1. Evidence of your identity and right to work in the UK. You will be required to provide the necessary documentation for checking and copying before you start work for the School.
2. An Enhanced satisfactory report from the Disclosure and Barring Service (DBS). This requires the completion and submission of a form and the production of various proofs of identify, details of which will be sent to those candidates selected for interview.
3. DfES Barred List (List 99) check (if appropriate to the position).
4. Confirmation that you are not disqualified from working in connection with early or later years provision through the completion of a Disqualification Declaration (if appropriate to the position).
5. Medical Declaration Form, in addition and where appropriate verification of medical fitness in accordance with DfE circular 4/99 Physical and Mental fitness to teach of Teachers and entrants to Initial Teacher Training.
6. Where applicable confirmation that you are not subject to a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts you from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children.
7. Where applicable confirmation that you are not subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school.
8. Where applicable confirmation as to whether you are subject to any restrictions imposed by all EEA authorities.
9. Two satisfactory references, one of which should be from your current or most recent employer or, if this is your first job, your school teacher or higher or further education lecturer.
10. Verification of qualifications and professional status (if appropriate to position).
11. Where the successful candidate has worked or been resident overseas in the previous five years a check of the candidates criminal record from the relevant authority is required.

An offer of employment with Millfield School is conditional upon you having attained all the qualification and undertaken the work experience stated in your application and at interview. In any event, the School reserves the right to terminate your employment where it is discovered that you do not have the said qualifications or experience or where you have provided false information in this or in any other material respect.