

RECRUITMENT AND SELECTION POLICY

Approved By:	Dr Martin Meenagh September 2019
Annual Review:	Last full review: September 2019 (AZ) Next full review: August 2020

General

Astrum Education Group, including Kensington Park School and Chelsea Independent College ("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.

This document sets out the policies in force across Astrum Education Group in order to safeguard children through safe recruitment of staff and volunteers and it follows Keeping Children Safe in Education September 2019 guidance.

We aim to recruit staff that share and understand our commitment to safeguarding and to ensure that no job applicant is treated unfairly based on a protected characteristic as defined within the Equality Act 2010, or any other reason.

Astrum Education Ltd. is the proprietor of two UK independent schools: Kensington Park School and Chelsea Independent College.

The Chair of Astrum Education is the proprietor's representative, as registered with the UK Department for Education and is responsible for the management of the schools. At present, the Chairman of Astrum Board is William Colvin, who can be contacted at:

William Colvin
Astrum Education
Room 520, 52 Grosvenor Gardens
Belgravia
London
SW1W0AU
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All staff are checked according to the UK Statutory and Regulatory Requirements and the checks are made in advance of appointment or as soon after as practicable.

An entry will be made on the Single Central Register for all current members of staff of the School, the proprietorial body and all individuals who work in regular contact with children including supply staff and those employed as third parties. The master of Single Central Register is held by the Astrum HR & Recruitment Manager.

All queries on recruitment process and documentation must be directed to the HR & Recruitment Manager.

Scope of this Policy

The Recruitment and Selection Policy herewith refers and applies to staff directly recruited, selected and employed by the Astrum Education Group, Kensington Park School and/or Chelsea Independent College.

In the Education (Independent Schools Standards) (England) Regulations 2014, staff are defined as:

Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract but does not include supply staff or a volunteer.

In the case of agency or contract workers, the School shall obtain written confirmation from the agency or company that it has carried out the appropriate checks. The School conducts identity checks on agency and contract workers on arrival in school and, in the case of agency workers, which includes supply staff, the School must be provided with a copy of the DBS check for such staff.

The School will check with the relevant supply agency that the required checks have been carried out and the Single Central Register will show these checks have been made. They include:

- Identity checks,
- enhanced DBS disclosure (renewed every 3 years),
- right to work in the UK,
- barred list check,
- prohibition from teaching check,
- qualifications,
- overseas checks including EEA check and letters of good conduct for those who have spent more than three months out of the UK at one time in the five years preceding appointment
and, in line with KCSIE 2019,
- at least two references,
- declaration of medical fitness,
- check of previous employment history.

The School will carry out its own identity check and have a record of the disclosure certificate number.

In respect of contractors, unchecked contractors will under no circumstances be allowed to work unsupervised in School. The School will determine the appropriate level of supervision depending on the circumstances.

Any staff who TUPE transfer into the School's staff, will be required to undertake the statutory requirements with regard to safer recruitment checks.

If staff transfer under TUPE (gap of three months or less and information complete) information will be passed to the new employer and a note made on the Single Central Register that details have been accepted under TUPE.

Recruitment and Selection Process

Astrum Education Recruitment and Selection process aims to ensure that the best possible staff are selected based on their merits, abilities and suitability for the post and to ensure that all applicants are considered equitably and consistently. The process consists of the following steps (documents accompanying each step can be provided by HR & Recruitment Manager):

1. Identification of vacancy
2. Approval to recruit

Identified vacancy will be approved by the head of department and then forwarded for authorisation to the head of finance and to the board as appropriate. Only once a business and curriculum case has been made by the relevant manager, usually the Headmaster/Principal in the cases of KPS/CIC will such an appointment gain the approval of the board. Business cases can include curriculum changes, expansion of departments and increased popularity of subjects, replacement of staff or market requirements to suit the particular expectations of the clientele.

3. Planning – Vacancy Pack

The Vacancy Pack will be produced by the designated line manager, in liaison with HR & Recruitment Manager, and reviewed on regular basis. It will include the following:

- Background information about the School;
- Job Description summarising the main duties and responsibilities of the post;
- Person Specification clarifying expected qualifications and experience.

The School will make candidates aware that all posts in the School involve degree of responsibility for safeguarding of children, although the extent of that responsibility will vary according to the nature of the post.

4. Advertising of new post

Advertisements for all posts will be carefully constructed to ensure they promote commitment to safeguarding of pupils, and clearly state that all staff are subject to an enhanced DBS check.

All posts will be advertised locally and/or nationally and will be open to both internal and external applicants. The Vacancy Packs will be made available to candidates either directly (via email) or enclosed with the advertisement.

5. Application Form

The School will only accept applications from candidates who completed the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms or as part of such.

The Application form must be completed in full. Any omissions may result in rejection. All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS and Teaching Regulation Agency.

A Completed Application Form must include:

- Current and former names, date of birth, current address, National Insurance Number and declaration of eligibility to work in the UK;

- Full detailed career history in chronological order, including explanation of any periods not covered and reasons for leaving employment – checks will be made of previous employment history to ascertain satisfactory reasons for any gaps in employment and any discrepancies will be discussed with the candidate;
- Full details of qualifications relevant to the position applied for, including awarding body and date of award;
- Teachers with Qualified Teacher Status (QTS) will need to provide their DfE number;
- Declaration of any family or close relationship to existing or potential employees or employers;
- Statement from the applicant on their personal qualities and experience, which they believe meets the selection criteria specified in the candidate information pack for the post;
- Contact details of at least two referees, one of whom must be the current or most recent employer;
- Declaration of medical fitness for the post;
- Criminal background

Any unspent convictions, cautions, reprimands or warnings must be disclosed to the School. Upfront disclosure of a criminal record may not debar a candidate from appointment. The School shall consider the nature of the offence, how long ago and at what age it was committed, and any other relevant factors.

Amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

As the position for which candidates are applying involves substantial opportunity for access to children, it is important that applicants provide the School with legally accurate answers. Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration including 'by association' i.e. they live in the same household (or someone is employed in their household) as someone who has unspent cautions or convictions for a relevant offence or has been disqualified from working with children under the Childcare Act 2006 (July 2018).

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

The declaration of criminal background must be included in the application form. Any further details should be submitted in confidence, enclosing details in a separate sealed envelope, which will be opened only in the event of the candidate being shortlisted to attend the interview and then destroyed by the relevant person.

If candidates would like to discuss this beforehand, they are asked to contact in confidence the Astrum HR & Recruitment Manager for advice.

6. Shortlisting

The School will short list applicants according to the relevance and applicability of their professional attributes and personal qualities to the role as specified in the Vacancy Pack. Shortlisted applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

The outcome of shortlisting will be communicated to all applicants; however, individual feedback for unsuccessful candidates may not be available in the event of high volume of applications.

7. Interview

The invitation to the interview will indicate the following: proposed date, time, venue (including directions) and outline of the programme.

All candidate ID's will be checked thoroughly on entry to the school site. To satisfy the school ID checking process the candidates will be required to provide a current photographic image of themselves, e.g. passport or driving licence. Copies of the documents used to verify the successful candidate's identity would subsequently form the basis of the individual's personnel file.

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

- ID Documents – please see <https://www.gov.uk/guidance/documents-the-applicant-must-provide> for a list of acceptable documents
- Proof of current address – please see <https://www.gov.uk/guidance/documents-the-applicant-must-provide> for a list of acceptable documents
- Evidence of Date of Birth
- Evidence of right to work in the UK – passport and any relevant supporting documents e.g. Visa.
- Driving Licence – photo card
- Certificates of any professional qualification relevant to the role

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 formal interviews will have a panel of at least two people a minimum of one of whom will have undertaken Safer Recruitment training.

Where the interview is for teaching or administrative post, the Head or Deputy and a senior member of staff from relevant department will form part of the interview panel. Where the

interview is for a boarding house post, members of the boarding management team will form the selection panel. For Summer and Easter course posts the programme management staff will form the panel.

The interview will be conducted in person and the areas which it will explore will include suitability to work with children. All interviews will be clearly structured. The interview panel will be required to record their findings on each candidate. These would subsequently form part of the successful candidate's personnel file. The panel will ask candidate's specific questions relating to the information provided in the application form. In all cases and without exception, the panel will ask questions relating to safeguarding of children and young people. The panel will assess the following: Candidate's understanding of safeguarding of children and young people in line with the Astrum Education Safeguarding Policy and DfE Guidance; Candidate's attitude towards children and young people; Candidate's ability to support and uphold the School agenda for safeguarding and promoting welfare and wellbeing of students.

In addition and when possible, teaching candidates may be required to teach a sample lesson of 20 to 30 minutes. The contents and level of the lesson will be communicated to the candidate in advance for preparation. A member of the interview panel will provide feedback on the lesson to the candidate.

8. Selection decision

The selection process is designed to explore the applicants' ability to carry out the duties and responsibilities specified in the job description and to meet the person specifications for the post. It will ensure that the chosen candidate can meet the safeguarding criteria. Decision will be made objectively and with regard for Equality Act 2010. Staff selection will be made with due regard for the School's educational and business needs with commercial outlook in place.

9. Conditional Offer of Appointment – Pre-Appointment Checks

The offer of employment will be communicated to the candidate verbally first to allow the candidate to ask questions and address any concerns. Written confirmation will follow. Any offer of employment will be conditional and subject to pre-employment checks listed below. In the event of the pre-employment checks proving unsatisfactory, the offer will be revoked.

- At least two satisfactory references – see section 10 for details
- Verification of the candidate's identity (if not verified at the interview) which includes taking copy of the passport for proof of right to work in the UK
- Barred list check
- Satisfactory DBS Enhanced Disclosure check – see section 11 for details
- Overseas police check if necessary – in cases where an applicant has worked or been resident overseas for longer than 3 months in the previous 5 years, the school will ask the applicant to provide a criminal check certificate from the relevant authority in that country. Where possible to do so a certificate of good conduct can be obtained from the originating country's Embassy located in the UK.
 - For teaching candidates who worked as teachers in the EEA, the prohibition from teaching in EEA.
 - Verification of the candidate's medical fitness through pre-employment health questionnaire.

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence. 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 workload, extra-curricular activities, layout of the School.

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

- Verification of qualifications (if not verified at the interview)
- Verification of professional status where required e.g. QTS status (unless exempt),
- Teacher prohibition check (both QTS and non QTS)
- For management roles (including governors, senior management teams as well as teaching and non-teaching heads of department), a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulation 2014.

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.

At the time of the job offer being made, candidates will be offered a salary, that equates to the existing KPS salary scale. Salaries paid by KPS are, by the nature of the employment, suitably competitive and will have due regard to the candidate's range of experiences and current salary. Staff may request accommodation in the boarding house, but this is only available in return for specified week day and weekend boarding duties and is subject to availability.

10. References

Where possible to do so, the School will seek references prior to interview.

Details of two referees will be obtained at application stage, one of whom must be current or most recent employer. References will only be accepted on Astrum Education's standard reference form.

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 and testimonials. Where reference is considered to be vague, the referee will be contacted and asked to provide written answers and amplification as deemed appropriate.

Information given by the candidate referees will be compared with the Application Form to ensure that there is clarity and consistency. Where there is a discrepancy this will be addressed with the applicant at interview or at least before a formal offer of appointment is made.

If the candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the School will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the School may request character references which may include references from the candidate's school or university.

11. Enhanced DBS check

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the Disqualification under the Childcare Act 2006 (July 2018), whether by association, or otherwise.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

- the School receives an application from a disqualified person;
 - is provided with false information in support of a candidate's application;
- or
- the School has serious concerns about an applicant's suitability to work with children.

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;

- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification;
- and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

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, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

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.

11a. 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.

11b. DBS delay

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 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.
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Data Protection Law. The School will comply with its obligations regarding the retention and security of records in accordance with DBS Code of Practice. Copies of DBS certificates will not be retained on file.

The School will process personal data in accordance with the Data Protection Act 1998 (as amended or superseded, including from 25 May 2018 the General Data Protection Regulation) and other related legislation. We will process such personal

data as set out in the School's '*Privacy Notice*' which is available from the Policy page of the school website www.kps.co.uk, as may be amended from time to time.