



# Recruitment, Selection and Disclosure Policy and Procedure

## 1 INTRODUCTION

Clifton 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 its members of staff. The College recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of the College's recruitment policy are to ensure as follows:

- the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- all job applicants are considered equally and consistently
- 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
- compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (**DfE**), *Keeping children safe in education* (September 2018) (**KCSIE**), *Disqualification under the Childcare Act 2006* (**DUCA**), the Prevent Duty Guidance for England and Wales 2015 (the **Prevent Duty Guidance**) and any guidance or code of practice published by the Disclosure and Barring Service (**DBS**); and
- the College meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks, including prohibition checks for all positions in the College including voluntary roles.

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

## 2 DATA PROTECTION

The College is legally required to carry out the pre-appointment checks detailed in this procedure. Staff and prospective staff will be required to provide certain information to the College to enable the College to carry out checks that are applicable to their role. The College will also be required to provide certain information to the third parties, such as the Disclosure and Barring Service and the Teaching Regulation Agency. Failure to provide requested information may result in the College not being able to meet its employment, safeguarding and legal obligations. The College will process information in accordance with its Staff Privacy Notice.



### 3 RECRUITMENT AND SELECTION PROCEDURE

All applicants for employment will be required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided. A curriculum vitae will not be accepted in place of the completed application form.

Applicants will receive a job description for the role applied for. Application forms, job descriptions and the College's Child Protection Policy are available to download from the College's website and can be printed and forwarded to applicants on request.

The applicant may then be invited to attend a **formal interview** at which his/her relevant skills, knowledge and experience will be discussed in more detail, in addition to safeguarding awareness. All shortlisted applicants will be tested at interview about their suitability to work with children.

Interview panels will normally be made up of two managers, where possible a member of the HR team and/or head of department. For senior management recruitment, or where a specialist panel member would add value to assist with the technical questioning of candidates, a third or even fourth member of the panel may be considered.

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
- verification of the applicant's identity (where that has not previously been verified)
- verification of qualification, whether professional or otherwise, which the College takes into account in making the appointment decision, or which are referred to the application form, whether a requirement for the role or not
- verification of the applicant's employment history
- 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 all positions within the College including volunteers, information about whether the applicant has ever been referred to, or is the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency which renders them unable or unsuitable to work at the College
- for applicants who have carried out teaching work outside the UK, information about whether the applicant has ever been referred to, or is the subject of a sanction issued by, a regulator of the teaching profession in any other country which renders them unable or unsuitable to work at the College
- where the position amounts to "regulated activity" (see section 4.3.2 below) the receipt of an enhanced disclosure from the DBS which the College considers to be satisfactory
- where the position amounts to "regulated activity" (see section 4.3.2 below) confirmation that the applicant is not named on the Children's Barred List\*



- information about whether the applicant has ever been subject to a direction under section 142 of the Education Act 2002 which renders them unable or unsuitable to work at the College
- for management positions, information about whether the applicant has ever been referred to the Department for Education, or is the subject of a direction under section 128 of the Education and Skills Act 2008, which renders them unable or unsuitable to work at the College
- confirmation that the applicant is not disqualified from acting as Trustee/Member of Council or senior manager of a charity under the Charities Act 2011 (if applicable, see section 4.6 below)
- confirmation that the applicant is not disqualified from working in connection with early or later years provision (if applicable, see section 4.7 below)
- verification of the applicant's medical fitness for the role (see section 4.8 below)
- verification of the applicant's right to work in the UK; and
- any further checks which the College decides are necessary as a result of the applicant having lived or worked outside of the UK which may include an overseas criminal records check, certificate of good conduct or professional references.

**\*The College is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". The College is required to carry out an enhanced DBS check for all staff, supply staff and Council members who will be engaging in regulated activity. However, the College can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.**

**Whether a position amounts to "regulated activity" must therefore be considered by the College in order to decide which checks are appropriate. It is however likely that in nearly all cases the College will be able to carry out an enhanced DBS check and a Children's Barred List check.**

## 4 PRE-EMPLOYMENT CHECKS

In accordance with the recommendations set out in KCSIE, DUCA and the requirements of the Education (Independent School Standards) Regulations 2014 and the *Boarding schools: national minimum standards* the School carries out a number of pre-employment checks in respect of all prospective employees.

In addition to the checks set out below, the College reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the College. This may include internet and social media searches.

In fulfilling its obligations the College does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.



#### **4.1 Verification of identity, address and qualifications**

All applicants who are invited to an interview will be required to bring with them 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 1 (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.

The College asks for the date of birth of all applicants to assist with the vetting of applicants, proof of date of birth is necessary so that the College may verify the identity, 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.

#### **4.2 References**

References may be taken up on short listed applicants, including internal ones prior to interview. Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made.

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 reference 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. The College will not rely on open references, for example in the form of 'to whom it may concern' testimonials, nor will Clifton College only rely on information provided by the candidate as part of the application process.

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. Referees will also be asked to confirm that the applicant has not been radicalised so that they do not support terrorism or any form of "extremism" (see the definition of "extremism" at section 7 below). All referees will be sent a copy of the job description for the role for which the applicant has applied. 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;
- 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, except where the allegation or concerns were found to be false, unsubstantiated or malicious;
- whether the applicant could be considered to be involved in "extremism" (see the definition of "extremism" at section 7 below).

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

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 College will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

Where a reference is not received prior to interview it will be reviewed upon receipt. Any discrepancies identified between the reference and the application form and/or the interview assessment form will be considered by the College. The applicant may be asked to provide further information or clarification before an appointment can be confirmed. If factual references are received i.e. those which contain limited information such as job title and dates of employment, this will not necessarily disadvantage an applicant although additional references may be sought before an appointment can be confirmed. The College may at its discretion make telephone contact with any referee to verify the details of the written reference provided.

### **4.3 Criminal records checks**

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.

#### **4.3.1 DBS filtering rules**

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".

### ***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;
- 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-record-check>

#### ***4.3.2 Regulated Activity***

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; or
- overnight, meaning between 2.00am and 6.00am; 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 only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

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.

#### **4.3.3 The DBS disclosure certificate**

The DBS issues the 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 one week of it being received by the applicant. Original certificates should not be sent by post. A convenient time and date for bringing the certificate into the College should be arranged with Human Resources Department - please contact the department on 0117 315 7125 or email [recruitment@cliftoncollege.com](mailto:recruitment@cliftoncollege.com) as soon as it 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 one week of the original disclosure certificate being received. Certified copies must be sent to Human Resources Department, Clifton College, 32 College Road, Bristol, BS8 3JH or email [recruitment@cliftoncollege.com](mailto:recruitment@cliftoncollege.com). Where a certified copy is sent, the original disclosure certificate must still be provided prior to the first day of work. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the College.

#### **4.3.4 Starting work pending receipt of the DBS disclosure**

If there is a delay in receiving a DBS disclosure the Head has discretion to allow an individual to begin work pending receipt of the disclosure certificate. 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.



#### **4.3.5 Applicants with periods of overseas residence**

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. The College will take into account the “DBS unusual addresses guide” in such circumstances.

The College takes into account the guidance issued by the NSPCC when deciding whether to request overseas information from applicants, which recommends that such information should be sought on those who have lived overseas for periods of three months or more in the last five years. However, the College recognises that Education (Independent School Standards) Regulations 2014 do not specify that a minimum period of overseas residence is required. The College therefore assesses each applicant’s situation on its individual facts.

Where applicants are asked to provide further overseas information this will include a criminal records check from the relevant jurisdiction(s) or a certificate of good conduct (as appropriate) and/or references from any employment held.

Work can only commence once sufficient overseas information has been received and only if the College has considered that information and confirmed that the applicant is suitable to commence work at the College.

#### **4.4 Prohibition from teaching check**

The College is required to check whether staff who carry out "teaching work", which includes teaching assistants and volunteers are prohibited from doing so – see Appendix 2 for definition of “teaching work”. The College will check whether the applicant/volunteer has ever been referred to, or is the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency which renders them unable or unsuitable to work at the College. The College uses the Teaching Regulation Agency to check whether successful applicants are the subject of a prohibition, or interim prohibition order issued by a professional conduct panel on behalf of the Teaching Regulation Agency.

In addition the College asks all applicants (and their referees) to declare in the application or at interview whether they have ever been referred to, or are the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency or other equivalent body in the UK.

It is the College's position that this information must be provided in order to fully assess the suitability of an applicant. Where an applicant is not currently prohibited from teaching but has been the subject of a referral to, or hearing before, the Teaching Regulation Agency (or other equivalent body) whether or not that resulted in the imposition of a sanction, or where a sanction has lapsed or been lifted, the College will consider whether the facts of the case render the applicant unsuitable to work at the College.

The College carries out this check, and requires associated information, for all roles including volunteers.





In addition, for all appointments made on or after 18 January 2016, where an applicant has carried out teaching work outside of the UK the College will ask the applicant (and their referees) whether they have ever been referred to, or are the subject of a sanction issued by, a regulator of the teaching profession in the countries in which they have carried out teaching work. This will include checking for the existence of any sanctions issued by regulators of the teaching profession in other EEA countries using the Teaching Regulation Agency Teacher Services system.

#### **4.5 Prohibition from management check**

The College is required to check whether any applicant for a management position is 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 (a **section 128 direction**).

The College will carry out checks for such directions when appointing applicants into management positions from both outside the College and internal promotion.

This check applies to appointments to the following positions made on or after 12 August 2015:

- Head;
- teaching posts on the senior leadership team;
- teaching posts which carry a departmental head role or House Master/Mistress role;
- support staff posts on the senior leadership team; and
- the College will assess on a case by case basis whether the check should be carried out when appointments are made to teaching and support roles with additional responsibilities.

It also applies to appointments to the governing body.

The relevant information is contained in the enhanced DBS disclosure certificate (which the College obtains for all posts at the College that amount to regulated activity). It can also be obtained through the Teaching Regulation Agency Teacher Services system. The College will use either, or both, methods to obtain this information.

In addition the College asks all applicants for management roles to declare whether they have ever been the subject of a referral to the Department for Education, or are subject to a section 128 direction or any other sanction which prohibits, disqualifies or restricts them from being involved in the management of an independent school.

It is the College's position that in order to fully assess the suitability of an applicant for a management role it must be provided with the above information. Where an applicant is not currently prohibited from management but has been the subject of a referral to, or hearing before, the Department for Education or other appropriate body whether that resulted in the imposition of a section 128 direction or other sanction, or where a section



128 direction or other sanction has lapsed or been lifted, the College will consider whether the facts of the case render the applicant unsuitable to work at the College.

#### **4.6 Disqualification from acting as a charity trustee or senior manager**

##### **4.6.1 Background**

Under the Charities Act 2011 it is criminal offence for a person to act as a trustee or senior manager of a charity when disqualified from doing so. The Charities Act 2011 sets out the grounds on which a person can be disqualified from acting as a trustee or senior manager. These include various spent and unspent criminal offences and other sanctions.

##### **4.6.2 Who is covered?**

A person is considered to be a charity trustee if they are one of the people who have general control and management of the administration of the charity. In an independent school the trustees will typically be the Members of Council for the College.

Senior managers include those employees who report directly to the charity trustees or have responsibility for the overall management and control of the charity's finances. At the College the disqualification rules will be applicable to all Members of Council, the Head, Bursar and potentially other senior staff who report directly to the Members of Council.

##### **4.6.3 Self declaration**

All those who are covered by the disqualification rules are required to complete a self-declaration form to confirm whether, to the best of their knowledge, they are subject to any of the disqualification criteria.

A failure to disclose relevant information, or the provision of false information, which subsequently comes to the College's attention may result in termination of an appointment as a Member of Council or senior manager or the withdrawal of an offer of employment and may also amount to a criminal offence.

All those who are required to complete a self-declaration form are also under an ongoing duty to inform the College if there is any change in their circumstances that results or may result in them becoming disqualified from acting as a Member of Council or senior manager.

##### **4.6.4 Checks by the School**

To ensure that it has accurate and up to date information the College will also check the following registers in respect of each Member of Council and senior manager who is already in post or is appointed in future:

- the Insolvency Register;
- the register of disqualified directors maintained by Companies House; and
- the register of persons who have been removed as a charity trustee.



#### **4.6.5 Waiver**

A person who discloses that one or more of the disqualification criteria is applicable to them may apply to the Charity Commission for a waiver of disqualification.

The College may at its absolute discretion withdraw an offer of employment for a senior manager or cease or terminate an appointment to the governing body if a waiver application becomes necessary or is rejected by the Charity Commission. The College is under no obligation to await the outcome of a Charity Commission waiver application before taking such action.

#### **4.7 Childcare disqualification**

The Childcare Act 2006 (**Act**) and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (**Regulations**) state that it is an offence for the College to employ anyone in connection with our early years provision (**EYP**) or later years provision (**LYP**) who is disqualified, or for a disqualified person to be directly involved in the management of EYP or LYP.

##### **4.7.1 Definitions**

- EYP includes usual school activities and any other supervised activity for a child up to 1 September after the child's 5th birthday, which takes place on the school premises during or outside of the normal school day;
- LYP includes provision for children not in EYP and under the age of 8 which takes place on school premises outside of the normal school day, including, for example breakfast clubs, after school clubs and holiday clubs. It does not include extended school hours for co-curricular activities such as sports activities.

DUCA states that only those individuals who are employed directly to provide childcare are covered by the Regulations. "Childcare" means any form of care for a child, which includes education and any other supervised activity for a child who is aged 5 or under. "Childcare" in LYP does not include education during school hours but does cover before and after school clubs.

##### **4.7.2 Relevant Roles**

Roles which will be covered by the Regulations are teaching and teaching assistant positions in EYP, and those which involve the supervision of under 8s in LYP. Those who are directly involved in the management of EYP and LYP include the Head, and may also include other members of the leadership team as well as those involved in the day to day management of EYP or LYP at the College.

DUCA contains an express statement that cleaners, drivers, transport escorts, catering and office staff are not covered by the Regulations.



Some roles at the College may involve the provision of childcare in EYP or LYP on an occasional basis. They will not automatically be within the scope of the Regulations and the College will therefore consider whether they do on a case by case basis. The Regulations only apply to a limited number of roles within the College but do extend beyond employees to Members of Council and volunteers who carry out relevant work in EYP or LYP.

#### **4.7.3 Grounds for disqualification**

The grounds on which a person will be disqualified from working in connection with EYP or LYP are set out in the Regulations. They are not only that a person is barred from working with children (by inclusion on the Children's Barred List) but also include:

- having been cautioned (after 6 April 2007) for, or convicted of, certain criminal offences including violent and sexual criminal offences against children and adults whether committed in the United Kingdom or overseas;
- various grounds relating to the care of children, including where an order is made in respect of a child under the person's care;
- having been refused registration for the provision of childcare (including nurseries, day care and child minding or other childcare), having been disqualified from any such registration or having had that registration cancelled;
- having been refused an application for registration of a children's home or having had any such registration cancelled; or
- having been prohibited, restricted or disqualified from private fostering.

#### **4.7.4 Self-Declaration Form**

All applicants to whom an offer of employment is made to carry out a relevant role in EYP or LYP will be required to complete a Self-Declaration Form confirming whether they, meet any of the criteria for disqualification under the Regulations.

The College will decide whether a role is relevant and within the scope of EYP or LYP by having regard to the guidance in DUCA. Employment with the College in any relevant role will be conditional upon completion of the Self-Declaration Form and upon the applicant not being disqualified.

The College cannot permit any person who is currently disqualified to start work in a relevant role. The College also reserves the right at its absolute discretion to withdraw an offer of employment if, in the opinion of the College, any information disclosed in the Self-Declaration Form renders that person unsuitable to work at the College.

Applicants who have any criminal records information to disclose about themselves, must also provide the following information:

- details of the order, restriction, conviction or caution and the date that this was made;
- the relevant court or body and the sentence, if any, which was imposed; and
- a copy of the relevant order or conviction.



**Applicants are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see section 4.3.1 above).**

**For the avoidance of doubt the College does not require applicants to request any criminal records information directly from the DBS. The College only requires applicants to provide relevant information about themselves "to the best of their knowledge".**

#### ***4.7.5 Waiver of a disqualification***

A person who discloses information which appears to disqualify them from working in a relevant role may apply to Ofsted for a waiver of the disqualification. The College may withdraw an offer of employment at its absolute discretion and is under no obligation to await the outcome of an Ofsted waiver application. If a waiver application is rejected the College will withdraw the conditional offer of employment.

#### ***4.7.6 Retention of disqualification information***

The College will securely destroy any information which is provided by an applicant which is not relevant to the childcare disqualification requirements as soon as it is established that it is not relevant. Where a person appointed to a role at the College is found to be disqualified the College will retain any relevant information only for the period it takes for a waiver application to be heard and the decision communicated to the College, after which it will be securely destroyed.

#### ***4.7.7 Continuing duty to disclose change in circumstances***

After making this declaration staff in a relevant role are under an ongoing duty to inform the College if their circumstances change in a way which would mean they subsequently meet any of the criteria for disqualification. Any failure to disclose relevant information now, or of a future change in circumstances, will be treated as a serious disciplinary matter and may lead to the withdrawal of a job offer or dismissal for gross misconduct.

### ***4.8 Medical Fitness***

The College is legally required 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. The College will arrange for the information contained in the Health Questionnaire to be reviewed by the College's medical advisor.

This information will be reviewed against the Job Description for the particular role. If the College's medical advisor 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.

If the completed Health Questionnaire has not been received by the College's medical advisor on the first day of employment then successful applicants will be required to sign a declaration of medical fitness confirming that there are no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the role. If an applicant prefers to discuss this with the College instead, or to attend an occupational health assessment to consider their fitness for the role, they should contact HR Director so that appropriate arrangements can be made.

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.

#### **4.9 Issue of Blue Lanyard**

Once all appropriate background checks are completed, individuals will be issued with a Blue Lanyard by the HR Department and thereafter considered a member of staff.

## **5 NON DIRECT STAFFING**

There are a number of different types of individuals who work at the College who are not direct employees and they have different types of contact and/or interaction with our pupils. The College deals with these in a variety of ways but all meet safeguarding requirements and legislation.

The College also issues to each category of staff a different coloured lanyard in order for them to be clearly identifiable. The College has identified these individuals as non-direct staff as follows:

- Approved Contractors – for example plumbers/builders issued with a Green Lanyard
- Contractors – for example emergency electrician issued with a Red Lanyard
- Direct Service Providers – for example a judo teacher/speech therapist issued with a Green Lanyard
- Agency – for example administration office based workers issued with a Light Blue Lanyard
- Supply – for example teaching staff issued with a Light Blue Lanyard
- Casual CCSL workers – for example Summer Language workers – issued with a Yellow Lanyard
- Visitors – issued with a Red Lanyard
- Individuals working under a Risk Assessment – for example new employee without fully completed background checks in place issued with a Red Lanyard
- Visiting Speakers – issued with a Red Lanyard
- Volunteers – for example Cricket helper issued with a Green Lanyard



The College will independently verify the identity of individuals supplied by contractors, direct service providers or an agency and requires the provision of the DBS disclosure certificate before those individuals can commence work at the College.

The HR Department will issue lanyards to all individuals within the above categories.

The College approach in each case as follows:

### **5.1 *Approved Contractors, Contractors, Direct Service Providers and CCSL Summer Language Direct Service Providers***

In the case of approved contractors the College completes the checks in line with ISI regulations and these individuals are monitored by our Estates Department.

Contractors (not appearing on the approved list) are supervised at all times and wear a Red Lanyard.

The College completes the same checks for direct service providers and their employees who will be undertaking regulated activity at the College as it does for its own employees. CCSL Summer Language Direct Service Providers are employed during July and August and are subject to the same checks as our employees.

Approved Contractors, Contractors, Direct Service Providers and CCSL Summer Language Direct Service Providers will ensure that they comply with the current minimum wage regulations in regards to all Employees and Sub- Contractors.

### **5.2 *Agency/Supply***

Agencies who supply staff to the College complete all pre-employment checks which the College would otherwise complete for its own permanent staff. The College requires confirmation that these checks have been completed before an individual can commence work and the College will carry out a safeguarding awareness interview on the first day of work.

### **5.3 *Visitors***

All visitors are required to register and sign in upon their arrival at the College. All visitors must be supervised at all times by a permanent member of the College staff.

### **5.4 *Individuals working under a Risk Assessment***

All individuals working under a Risk Assessment will be supervised at all times by a permanent member of the College staff.



## 6 VOLUNTEERS AND VISITING SPEAKERS

All volunteers that spend time at the College will be subject to the same vetting arrangements as a permanent employee and are considered to be engaged in regulated activity. The College will therefore request an enhanced DBS disclosure including a Children's Barred List and prohibition from teaching on all volunteers undertaking regulated activity with pupils at or on behalf of the College.

Under no circumstances will the College permit an unchecked volunteer to have unsupervised contact with pupils.

It is the College's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the College for three consecutive months or more. Those volunteers who are likely to be involved in activities with the College on a regular basis may be required to sign up to the DBS update service as this permits the College to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates.

Visiting speakers attend College on an infrequent or occasional basis and must report to Reception upon their arrival and be escorted by a member of staff at all times in accordance with ISI regulations.

## 7 PREVENT DUTY - VISITING SPEAKERS

The Prevent Duty Guidance requires the College to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.

The College is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the College or perform any other regular duties for or on behalf of the College.

The College will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the College. In doing so the College will always have regard to the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states:

*Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces.*

In fulfilling its Prevent Duty obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.





## 8 POLICY ON RECRUITMENT OF EX-OFFENDERS

### 8.1 Background

The College will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. The College makes appointment decisions on the basis of merit and ability. 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 in accordance with the objective assessment criteria set out in paragraph 8.2 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 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 (see section 4.3.1 above).

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 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 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;
- 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.

### 8.2 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 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 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.

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.

### **8.3 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 Bursar and the Head 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.

### **8.4 Retention and security of disclosure information**

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

## **9 WHISTLEBLOWING AND EXIT INTERVIEWS**

All staff are trained so that they understand they are expected and encouraged to raise concerns they have, whether related to the safeguarding and welfare of pupils, the conduct of staff or other matters, during the course of their employment in accordance with the College's policies (including the Whistleblowing Policy, the Safeguarding and Protecting Children Policy and the Staff Code of Conduct). Safeguarding children is at the centre of the College's culture and is accordingly considered formally during staff performance development reviews and appraisal and finally at exit interview. All non-casual leavers are offered to attend an exit interview or complete an exit form.



## **10 REFERRALS TO THE DBS AND TEACHING REGULATION AGENCY**

This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks the College also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the College despite being barred from working with children; or
- has been removed by the College from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

If the individual referred to the DBS is a teacher, the College may also decide to make a referral to the Teaching Regulation Agency.

## **11 QUERIES**

If an applicant has any queries on how to complete the application form or any other matter he/she should contact the Human Resources Department on 0117 315 7116 or email [recruitment@cliftoncollege.com](mailto:recruitment@cliftoncollege.com)



## APPENDIX 1: LIST OF VALID IDENTITY DOCUMENTS

### Group 1: primary identity documents

- current valid passport
- biometric residence permit (UK)
- current driving licence (photo card - full or provisional (UK/Isle of Man/Channel Islands and EEA)
- birth certificate issued within 12 months of birth (UK, Isle of Man and Channel Islands 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 driving licence (photo card – full or provisional outside the EEA excluding Isle of Man and Channel Islands)
- current driving licence (paper version; UK/Isle of Man/Channel Islands and EEA; full or provisional)
- birth certificate issued after time of birth (UK, Isle of Man and Channel Islands)
- marriage/civil partnership certificate (UK and Channel Islands)
- HM Forces ID card (UK)
- firearms 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 statement (countries outside the 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)\*\*
- 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 bill)\*
- benefit statement - e.g. child benefit, pension (UK)\*
- a document from central or local government/government agency/local council giving an entitlement - e.g. from the Department for Work and Pensions, the Employment Service , HM Revenue & Customs, 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 applications)



- 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**

All driving licences must be valid.

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



## APPENDIX 2: TEACHING WORK

The definition of "teaching work" set out in the Teachers' Disciplinary (England) Regulations 2012 which states that the following activities amount to "teaching work":

- planning and preparing lessons and courses for pupils;
- delivering lessons to pupils;
- assessing the development, progress and attainment of pupils; and
- reporting on the development, progress and attainment of pupils.

The above activities do not amount to "teaching work" if they are supervised by a qualified teacher or other person nominated by the Head. If in any doubt or if the applicant has taught previously, or may teach in future, the check will be undertaken for all roles.