



# Wakefield Grammar School Foundation

<b>Document Reference</b>	<b>Recruitment, Selection and Disclosure Policy and Procedure</b>
<b>Version Number</b>	V9.04
<b>Author/Lead Job Title</b>	Ben Ward Head of HR
<b>Consultation</b>	Jenny Cocker, Director of Finance and Operations JNCC
<b>Checker Person Name</b> <b>Quality Assurance</b>	Fran Galbraith, Governor (HR specialism)
<b>Name of Approver / Committee</b> <b>Date Approved</b>	Governing Board <b>18.06.2025</b>
<b>Date of Next Review (Annually)</b>	<b>September 2026</b>

## CHANGE RECORD - REVIEW PERIOD ANNUALLY

<b>Version</b>	<b>Date</b>	<b>Change details</b>
V9.01	Nov 2023	Updated Ben Ward, Head of HR
V9.02	March 2024	Minor updates made (to be in line with current Recruitment online platform). Ben Ward, Head of HR
V9.03	Oct 2024	Review, Ben Ward, Head of HR
V9.04	June 2025	Review, Ben Ward Head of HR

To be published on the following:

<b>Staff shared</b>	<b>X</b>	<b>School website</b>	<b>X</b>
---------------------	----------	-----------------------	----------

# WGSF Recruitment, Selection and Disclosure Policy

## 1. Introduction

Wakefield Grammar School Foundation 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 Foundation is also committed to providing a supportive and flexible working environment to all its members of staff. The Foundation 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 Foundation's recruitment policy are to ensure:

- that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- that all job applicants are considered equitably and consistently;
- that no job applicant is treated unfairly or discriminated against on the basis of their gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, pregnancy or trade union membership;
- that reasonable adjustments are made as appropriate to provide equity;
- ensure compliance with all relevant statutory guidance including Keeping Children Safe in Education (KCSIE) (2025), the Childcare Act (2006) including related obligations under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations (2018), and the Code of Practice published by the Disclosure and Barring Service (DBS);
- that the Foundation meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

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

## 2. Recruitment and Selection Procedure

Applicants will receive a job description and person specification for the role applied for.

All applicants for employment will be required to complete an **online application form** via our online recruitment platform. This will contain questions about their academic qualifications and employment history and their suitability for the role. Applicants requiring support to complete the online application should contact the HR department. A Curriculum Vitae (CV) will not be accepted in place of the completed application form.

If selected, the applicant will then be invited to attend a **formal interview** at which their relevant skills and experience will be discussed in more detail. For teaching posts this will normally include teaching a lesson which will be observed and dependent on the level of the post may include other selection exercises. For support staff posts the interview may also include a relevant competency based test.

Volunteers will be required to complete a Volunteer Application Form, and attend an informal interview as requested.

References will also be obtained, if the application is successful.

### 3. Pre-employment Checks

In accordance with the relevant statutory guidance the Foundation carries out a number of pre-employment checks in respect of all prospective employees, as detailed below.

Where applicable, relevant checks are also undertaken for other groups in accordance with Keeping Children Safe in Education (KCSIE) (2025), i.e. for Governors, volunteers, self-employed Coaches/Instructors and agency, third party or contractor staff.

If, following a formal interview, an **offer of employment** is made this will be conditional upon the following for the post:

- an Identity Check;
- a Barred List check for working with children;
- a Prohibition from Teaching check, where applicable;
- a Prohibition from Management check (“section 128 directions”), where applicable;
- a Disqualification check where applicable to the role being undertaken;
- the receipt of an enhanced disclosure from the Disclosure and Barring Service (DBS) which the Foundation considers satisfactory;
- evidence of qualifications and professional status relevant to the post;
- the receipt of two references which the Foundation considers satisfactory. One reference must be from the applicant's current or most recent employer. Where an applicant is currently working with children or has done so in the past, one reference should be obtained from this employer;
- evidence of eligibility to work in the UK;
- a satisfactory medical screening process relevant to the post;
- overseas check, including EEA professional sanctions, where applicable.

All of the above necessary safer recruitment checks must be completed before a start date is given. In exceptional circumstances and only with the approval of the Head or Director of Finance & Operations, it may be possible to commence employment pending receipt of the DBS subject to working under supervision and a risk assessment.

A summary of the relevant checks and who has responsibility for carrying out the checks can be found at Appendix 1 (Recruitment Process and Checks).

If the offer is accepted and the above conditions are satisfied, the applicant will be issued with a **contract of employment**, incorporating the Foundation's standard terms and conditions of employment. A signed copy will be kept on the personnel file and the other retained by the applicant.

#### 3.1 Verification of Identity and Address

Applicants who are conditionally offered a role will be required to bring original documents (not photocopies) as evidence of their identity as follows:

- photographic ID, e.g. a passport or photocard driving licence, or a full birth certificate; and
- a recent document showing their address, e.g. a utility bill or financial statement;
- where appropriate any documentation evidencing a change of name.

Copies of identity documents will be retained where appropriate.

### **3.2 Verification of Relevant Qualifications**

Applicants who are conditionally offered a role will be required to bring original documents (not photocopies) which confirm any educational and professional qualifications relevant to the post. If an original document is not available a letter of confirmation from the awarding body will suffice.

Copies of the relevant qualifications will be retained where appropriate.

### **3.3 References**

References will normally be taken up for short listed candidates using the Foundation's online recruitment platform and we may approach previous employers for information to verify particular experience or qualifications before interview.

All referees will be sent a copy of the job description for the role which the applicant has applied for and will be asked about the candidate's suitability for the post.

If an applicant is currently working with children, on either a paid or voluntary basis, the current employer will be asked about disciplinary offences related to children or young people (whether the disciplinary sanction is current or time expired), and whether the employer has or is aware of any specific concerns regarding the candidate's suitability to work with children, where possible.

If an applicant is not working with children, the current employer will still be asked about the applicant's suitability to work with children, although they may answer "not applicable" if the duties of the applicant have not brought them into contact with children or young persons.

If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children.

Neither referee should be a relative or someone known to the applicant solely as a friend.

The Foundation's online recruitment platform will only accept references obtained directly from the referee. The Foundation will not rely on references or testimonials provided by the applicant.

The Foundation will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be identified and discussed with the applicant.

The Foundation may check the validity of references by telephoning each referee.

### **3.4 Disclosure & Barring Service (DBS) Check**

Due to the nature of the work which allows the potential for substantial and unsupervised access to children, an enhanced disclosure certificate from the Disclosure and Barring

Service (DBS) is required in respect of all prospective members of staff and for other positions as applicable.

A Barred List check will also be undertaken.

Applicants with recent periods of overseas residence and those with little or no previous UK residence will be asked to apply for the equivalent of a disclosure, if one is available, in the relevant jurisdiction(s) (see section 3.10 below).

A copy of the enhanced disclosure certificate is sent directly to the person to whom the disclosure applies. An individual is therefore required to provide sight of the original certificate to HR within 7 days of receipt (in exceptional circumstances this may be extended) in order for HR to verify the check is satisfactory and log the unique reference number on the Single Central Record (SCR).

If a person wishes to challenge any of the information disclosed as part of the DBS certificate this must be taken up with the DBS.

The Foundation expects Agencies who provide supply or temporary workers or contractors to the Foundation to register with the DBS on their own account and to follow their own policy. Proof of a relevant disclosure and ID will be required before the Foundation uses the services of an individual or services from such an organisation.

### **3.5 Prohibition from Teaching Check**

A Prohibition from Teaching Check will apply to new employees, including self-employed Coaches/Instructors, commencing teaching positions or positions of an equivalent nature with the Foundation.

### **3.6 Prohibition from Management Check**

A Prohibition from Management Check (“section 128 directions”) will apply to new employees appointed to management positions and from September 2018 to any internal promotions. The following are considered to be in management positions – a Head, Director of Finance and Operations, all staff on the senior leadership team (including support staff) and teaching positions with a department headship. This check will also apply to Governors.

### **3.7 Disqualification Check**

The Childcare Act (2006) and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations (2018) set out that schools may not allow people to work in certain settings or to be directly concerned in their management if they are “disqualified”. New employees, including self-employed Coaches/Instructors or volunteers working in a relevant setting or directly concerned in their management will be required to complete a Declaration of Disqualification. Such an individual is also under an obligation to inform the Foundation immediately if their circumstances change at any point in the future, along with completing an annual self-declaration.

### 3.8 Evidence of Eligibility to Work in the UK

In accordance with the requirement of the Immigration, Asylum and Nationality Act (2006), a successful candidate will be required to produce evidence of their eligibility to work in the UK before they commence employment.

### 3.9 A Satisfactory Medical Screening Process Relevant to the Post

In accordance with the Education (Independent Schools Standards) (England) Regulations (2014), all teachers are required to satisfy their employer of their medical fitness on entry to the teaching profession and also during their subsequent employment. This is done by the individual completing a health questionnaire for consideration by Occupational Health. Support staff will be required to complete a health questionnaire or a health declaration.

The Foundation will fully comply with its duties under the Equality Act (2010).

### 3.10 Individuals who have lived or worked outside of the UK

Where an individual has lived or worked overseas for a period of time, further relevant checks will be carried out as the Foundation considers appropriate. This will normally involve the prospective employee providing the equivalent of a Foreign Police Check and obtaining a letter from the professional regulating authority in the country that the applicant has worked, confirming that they have not imposed any sanctions or restrictions and that they are not aware of any reason why the individual may be unsuitable to teach.

## 4. Policy on Recruitment of Ex-Offenders

### Background

All positions within the Foundation will amount to "regulated activity" due to the potential for substantial and unsupervised access to children. Appointment decisions are made on the basis of merit and ability and suitability for the role for which they have applied.

The Foundation will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed, and up-front disclosure of a criminal record will not automatically debar an applicant from appointment at the Foundation.

Applicants must normally disclose any spent or unspent convictions, bind-overs, cautions, reprimands or final warnings. The law was changed in 2013 so that certain **spent** convictions and cautions are 'protected' and are **not** subject to disclosure to employers, and cannot be taken into account. This is known as "filtering".

Further guidance and criteria on filtering can be found at the Disclosure and Barring Service (DBS) website (search for 'filtering guidance') or as outlined in the Rehabilitation of Offenders Act (1974) (Exceptions) Order (1975) (as amended in 2013 and 2020).

Failure to declare any convictions and cautions which would not be filtered under current DBS filtering may disqualify an applicant for appointment, or result in summary dismissal if the discrepancy comes to light subsequently, as will a failure to provide truthful information.

It is a criminal offence for a barred individual to seek or undertake either paid or unpaid work (e.g. as a volunteer) in a regulated activity and for employers to knowingly take on a barred person into such roles.

Applicants who wish to discuss the matter further may contact the Head of HR for advice (Tel: 01924 231625).

### **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 DBS check, the Foundation 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;
- the circumstances surrounding the offence and the explanation(s) offered by the person; and
- other relevant matters.

In cases where the applicant would otherwise be offered a position were it not for the disputed information, the Foundation will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

## **5. Retention and Security of Disclosure Information**

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

In particular, the Foundation will:

- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to the relevant Head/Director of Finance & Operations and HR.
- not retain disclosure information or any associated correspondence for longer than is necessary. In most cases, the Foundation will not retain such information for longer than 6 months although the Foundation 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 on the Single Central Record (SCR).
- ensure that any disclosure information is destroyed by suitably secure means such as shredding.

## **6. Retention of Records**

If an applicant is appointed, the Foundation will retain any relevant information provided on their application form (together with any attachments) on their personnel file and HR Systems.

If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after 6 months.

## **7. Individuals not directly employed by the Foundation**

The principles and objectives of this policy are to be observed for individuals not directly employed by the Foundation.

- **Governors:** The recruitment of Governors will be managed by the Director of Finance and Operations with recruitment checks to be carried out by the HR department before the Governor is accepted onto the Governing Body.
- **Estates Contract staff:** the Contractor Management policy should be followed to ensure that those engaged to work on site are suitable. Required suitability checks are the responsibility of the Estates Manager.
- **Catering contract staff:** the Catering Contractor employs individuals in capacities that bring them in direct contact with pupils. The Contractor will be responsible for the safe recruitment of those staff and is expected to comply with statutory requirements regarding safe recruitment. The Foundation will work closely with the Catering Contractor to ensure that the Catering Company is aware of their responsibilities. Contracted Catering staff are included within the Single Central Record. The HR department and the Catering Manager will regularly liaise to ensure that catering staff recruitment is compliant and that recruitment checks are documented and recorded on the Single Central Record.
- **Agency and other third party staff:** Safer recruitment checks will be undertaken by the HR department.

## **8. Queries**

If an applicant has any queries on how to complete the application form or any other matter they should contact the Head of HR (Tel: 01924 231625).

**Appendix 1 - Recruitment Process and checks**

	Responsibility for this area	
	The Head or relevant recruiting Manager	HR for pre-employment checks
VACANCY AUTHORISATION FORM	✓	
JOB DESCRIPTION	✓	
PERSON SPECIFICATION	✓	
AGREED ADVERT	✓	
ADVERT PLACEMENT		✓
ONLINE SHORT LISTED CANDIDATE REVIEW	✓	
GAPS IN EMPLOYMENT	✓	✓
ONLINE SEARCHES		✓
INTERVIEW INCLUDING SAFEGUARDING QUESTIONS	✓	
APPLICATION FORM - EMPLOYMENT	✓	
APPLICATION FORM - VOLUNTEER	✓	
APPLICATION FORM – TO PROVIDE A SERVICE AS A SELF-EMPLOYED COACH/INSTRUCTOR	✓	
TWO SATISFACTORY REFERENCES	✓	✓
IDENTITY CHECKS		✓
RIGHT TO WORK IN THE UK		✓
RELEVANT QUALIFICATIONS		✓
BARRED LIST CHECK		✓
ENHANCED DISCLOSURE AND BARRING SERVICE CHECK		✓
PROHIBITION FROM TEACHING CHECK <i>(if applicable)</i>		✓
EEA SANCTIONS CHECK <i>(if applicable)</i>		✓
PROHIBITION FROM MANAGEMENT CHECK – SECTION 128 DIRECTIONS <i>(if applicable)</i>		✓

<b>OVERSEAS CHECK</b> <i>(if applicable)</i>		✓ (undertake check if needed)
<b>DISQUALIFICATION CHECK</b> <i>(if applicable)</i>		✓
<b>MEDICAL FITNESS CHECK</b>		✓ (and Occupational Health)