



# RECRUITMENT, SELECTION AND DISCLOSURE POLICY AND PROCEDURE

Author:	Personnel Manager
Reviewed:	August 2024
Next Review Due:	August 2025
Scope:	All Schools





Being disqualified means that a person can't take on, or stay in a senior manager position,



The School will ask all referees if the candidate is suitable to work with children.

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 an open reference or testimonial. The School will verify all references. Where references are received electronically, the School will ensure they originate from a legitimate source.

The School will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

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. All referees will be sent a copy of the job description and person specification or the role which the applicant has applied for. 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 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, unfounded 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 young people, except where the allegation or concerns were found to be false, unsubstantiated, unfounded or malicious.

#### **65 42 7 E 6DD**

The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made.

It is the School's practice that all applicants to whom an offer of employment is made must complete a pre-health questionnaire. The School will arrange for the information contained in the pre-health questionnaire to be reviewed by the School's medical adviser. 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 timetable, extra-curricular activities, layout of the School etc. If the School's medical adviser has any doubts about an applicant's fitness the School will consider reasonable adjustments in consultation with the applicant. The School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment. The information contained in the pre-Health Questionnaire will then be held by the School in strictest confidence and processed in accordance with the Recruitment Privacy Notice and Data Protection Policy.

The School 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 considering suitable alternative employment.

#### **4 EC24E CD**

Contractors engaged by the School who could gain access to our pupils must complete the school's pro-forma confirming that safeguarding checks including a DBS check have been completed. The School requires confirmation that these checks have been completed before employees of the Contractor can commence work at the School. The company employing the contracted staff will provide a written confirmation to Bromsgrove School using a specified letter format that all appropriate checks have been completed and will confirm that a DBS certificate has been seen and checked, quoting the DBS certificate number. The School will carry out an identification check when the contractor arrives on site.



**53D F D**

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.

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The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than six months.

The School will comply with its data protection obligations in respect of the processing of criminal records information. More information on this is included in the Recruitment Privacy Notice and the Data Protection Policy.