

BOLTON SCHOOL



BOLTON
SCHOOL

SAFER RECRUITMENT AND APPOINTMENT

POLICY AND PROCEDURE

Written by:	Personnel Department
Date published:	November 2023
Version number:	Version 17
Approved by:	Clerk & Treasurer

INDEX

	Page
1 Purpose and Principles	3
2 Scope	3
3 Procedure	4
3.1 Planning	4
3.2 Advertising the post	4
3.3 Application Form	5
3.4 Invitation to interview	6
3.5 Conditional offer of appointment: Pre-appointment checks	7
3.6 Before commencing employment	8
3.7 Post-appointment process	8
4 Appointment of supply staff	9
5 Appointment of proprietors	10
6 Volunteers	10
7 Contractors	11
8 Visitors	11
9 Trainee Teachers	12
10 Visiting speakers and the Prevent Duty	12
11 Whistleblowing and Exit Interviews	12
12 Related documents and procedures	13
13 Queries	14
14 Data Protection	14

1. Purpose and Principles

The purpose of this document is to outline the procedure to be followed, to ensure consistent and fair treatment of individuals in relation to the recruitment and selection of those (individuals) who apply for employment with Bolton School. It also applies to the selection of internal candidates who apply for alternative roles within the school (although certain aspects of the procedure differ slightly). It is vital that the processes the school adopts enable those recruiting to select the most suitable candidate for the position, solely on the basis of the candidate's abilities and individual merit as measured against the criteria for the job. Qualifications, training, knowledge, experience and skills will be assessed at the level that is relevant to the job.

The process will also deter, reject or identify individuals who are unsuitable to work with children (and in some cases is legally prohibited from working with children, management of certain settings and/or working as a teacher).

The aims of the School's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all candidates are considered equally and consistently;
- to ensure that no candidate is treated unfairly on any grounds including age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marital or civil partner status;
- to ensure compliance with all relevant legislation, recommendations and guidance including the Education (Independent School Standards) Regulations 2014 (ISSRs), the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education (September 2022) (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
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

The following principles apply:

- The measures described in this guidance in relation to the safety of the children will be applied to everyone, including workers not on the payroll, e.g. staff employed by contractors, and unpaid volunteers who work in the school. Separate procedures exist for engaging self-employed contractors for projects such as maintenance work;
- Those responsible for recruitment will consider issues relating to child protection and the safeguarding and promotion of the welfare of children at every stage of the process; and
- Individuals who provide false information will be considered to be committing an offence. This could result in the application being rejected, or summary dismissal (if the candidate has been selected), and possible referral to the police and/or the Disclosure and Barring Service (DBS) and the Teaching Regulation Agency (TRA) as appropriate.

2. Scope

This procedure applies to the recruitment and induction of all full and part time employees of the school, including those working in EYFS settings. It covers all employees irrespective of whether they are employed on permanent, temporary or fixed term contracts. This procedure will be regularly reviewed and may be amended from time to time. It should be read alongside the School's Equality and Diversity Policy, the Dignity at Work Policy and the Policy and Procedure for criminal records checks and the recruitment of Ex-Offenders.

Where a member of staff who is currently employed by the school applies for another role within the school some of the pre-employment checks detailed in this procedure will already have been carried out; there may, however, be additional checks needed, for example prohibition from leadership and management if the member of staff is moving into a leadership/management role. When dealing with an internal candidate those responsible for recruiting will use discretion to determine which parts of the procedure are applicable, and in which circumstances.

3. Procedure

3.1 Planning

- When an individual decides to leave the school or, in the event of a promotion, Divisional Heads or Managers will consider whether recruitment into the position is necessary, or whether alternative arrangements may be made.
- Those responsible for recruiting will consider carefully the qualifications, training, knowledge, experience and skills the successful candidate will need to demonstrate, and whether there are any particular matters that need to be included in the advertisement for the post in order to attract suitable candidates, but also to prevent unwanted candidates.
- Where possible, the recruitment exercise will be planned to identify who will be involved, to assign responsibilities, and to allow sufficient time for the work needed at each stage to be completed. This will ensure that procedures and safeguards are not rushed through or overlooked e.g. it is important to organise the selection process to allow references to be obtained (and considered) before interview, for those candidates who have been shortlisted.
- The person responsible for the recruitment, in consultation with a member of the Personnel Department will need to review and revise the Job Description as appropriate. The Person Specification will need careful thought to include essential and desirable criteria. The Job Description will make reference to the responsibility for safeguarding and promoting the welfare of children and the Person Specification will include specific reference to suitability to work with children. For those roles which will involve working in early years provision, providing out of school care for children who have not attained the age of 8, and those which will involve the management of such provision, potential candidates will be informed at this stage, (in the document named 'Application Form – Guidance Notes for Applicants', about the Childcare (Disqualification) Regulations 2018, and they will be notified that these checks will form part of the pre-employment checks for the position. Similarly for those roles of a 'leadership nature', details of the regulations relating to Prohibition of Participation in Management will be provided at this stage.
- All the other material, e.g. the Application Form, information and guidance that will be online for prospective candidates will be checked by a member of the Personnel Department and the person responsible for recruiting to ensure that it is up-to-date. The information for candidates will set out the extent of the relationships/contact with children, and the degree of responsibility for children that the appointed person will have.

3.2 Advertising the Post

- Normally posts will be advertised internally and in most cases externally on the Bolton School website, internet, on social media, and on the appropriate recruitment notice boards (depending on the type and category of the position).

- Those responsible for recruiting may discuss the role with a member of the Personnel Department, and agree the best method for recruitment along with the selection methods to be used. The methods used may vary depending on the role and the circumstances at the time.
- Recruitment advertisements will be prepared, in the house style, using the agreed proforma, by a member of the Personnel Department, the Head or the Line Manager, as appropriate. These will be advertised online via various recruitment websites appropriate for the role, on the school website or other appropriate places by a member of the Personnel Department. Adverts may also be placed in the relevant local and national press or trade journal. All roles that are advertised externally will also be posted on Twitter, LinkedIn and Facebook.
- All candidates will be able to access job details for the vacancy from the school's website and apply online. Guidance notes for candidates, guidelines on the school's policy and procedure for completing criminal records checks through the Disclosure and Barring Service, and guidelines about the recruitment of ex-offenders, a Job Description and Person Specification will also be available online. The terms and conditions for the post will be provided too. In some cases, more detailed information about the department and the school will be available.
- All shortlisted candidates will be required to complete a self-declaration form prior to interview in which they will be asked to provide information about their criminal records history and other factors relevant to their suitability to work with children. This information will be considered and discussed with candidates at interview.

3.3 Application Form

- Where formal recruitment takes place, candidates for both internally and externally advertised posts will only be accepted from candidates who complete the online Bolton School Application Form in full. A CV will not be accepted in place of a completed application form. In extreme circumstances where the submission of an application form is not possible e.g. if the online system is not working or where the requirement for the submission of an application form is causing severe recruitment difficulties, a CV may initially be accepted but a full application form must be completed for the application to progress.
- Candidates will be asked to consider and give information about qualifications, work experience and situations from their past or present to demonstrate their abilities in each area listed on the Job Description and Person Specification. The panel responsible for preparing the shortlist will use this information to select candidates for interview.
- Personal information will not be sent to those involved in preparing the shortlist. This will stay with the Personnel Department, or in the case of Teaching staff, the Head's PA, who will check that the details are completed in full.
- The equality and diversity monitoring information are used for monitoring purposes only and held anonymously on the recruitment system. As this information can only be pulled off in a statistical format, none of this data can be linked to individuals.
- References may be sought for those candidates who provide an application which is of interest, and will be sought for those who are to be invited for interview. Where a candidate is currently working at a school or has worked at a school previously, contact will be made with the school at which the candidate last worked to confirm employment details and reason for leaving. A standard

proforma will be used to seek references; where referees prefer to write a letter however, this will be acceptable if the details given in the letter provide the information requested in the proforma. Approaches will be made to previous employers for information to verify the details the candidate has made about particular qualities and experience. For all candidates, their referees will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns, and if so the outcome of any enquiry or disciplinary procedure. Details of allegations that have not been substantiated, are false or malicious will not be sought. Where neither the candidate's current or previous employment has involved working with children, their referees will still be asked about their suitability to work with children. In this instance though, they may, where appropriate, answer 'not applicable' if the candidate's duties had not brought them into contact with children or young persons.

- All references will be followed up with a telephone call to the referees in order to verify the information provided and provide further clarification if needed.

3.4 Invitation to Interview

- Using the Person Specification, Job Description and Application Form, the person responsible for recruiting will make a shortlist of the candidates they wish to invite for interview, keeping records of the reasons for the selection. Dates, times, venue and process will be agreed and a member of the relevant department, the Personnel Department, or in the case of teaching roles, the Head's PA, will telephone or email the candidates to invite them to the interview. Other candidates will be notified that their application has not been successful.
- An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process (normally a member of staff in the Personnel Department) and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability. Shortlisted candidates will be informed that online searches will be carried out as part of due diligence checks.
- If a tour, practical or in-tray exercise is to take place this will be arranged as part of the schedule by a member of the relevant department, the Personnel Department, or the Head's PA.
- All interviews will be conducted in person and the areas explored will include the candidate's suitability to work with children alongside conventional interview questions and techniques. Any gaps in employment will be explored with the candidates. Questions will be determined before the interview date and may be discussed with a member of the Personnel Department. A record of the interviewer's assessment of the candidate's response will be recorded on an agreed proforma.
- All candidates invited to interview will be asked to bring original documents confirming any educational and professional qualifications that they have specified on their application form, and that are necessary or relevant for the post. Where originals are not available for the successful candidate, written confirmation of the relevant qualifications will be required from the awarding body. Candidates will also be asked to bring their passport or photo driving licence, birth certificate, evidence of any name changes (if applicable) e.g. marriage certificate, recent pay slip

and a utility bill/bank statement, or other document with their name and address on it. Candidates will need to provide evidence of their right to work in the UK. These documents will be inspected by the Line Manager, or a member of the Personnel Department or in the case of teaching staff, the Head's PA, and a copy (certified as a true copy of the original) will be taken.

- Where appropriate reasonable adjustments will be made to enable disabled people to attend the interview. If overnight accommodation is required it will be arranged by a member of the Personnel Department or the Head's PA. Expenses for accommodation, travel and other reasonable expenditure need to be authorised in advance and will be reimbursed on receipt of a relevant claim.

3.5 Conditional Offer of Appointment: Pre-Appointment Checks

Once the decision is made about who to appoint, the person responsible for recruitment will telephone the successful candidate to make a verbal offer of employment.

This offer will be conditional upon receipt of:

- The agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
- Verification of identity;
- Evidence of the right to work in the UK;
- Satisfactory medical fitness;
- Verification of qualifications, whether professional or otherwise, taken into account in making the appointment decision, or which are referred to in the application form, whether a requirement for the role or not;
- Verification of the candidate's employment history;
- Receipt of at least two satisfactory references (one of which must be from the candidate's most recent employer);
- Satisfactory enhanced criminal records check, through the Disclosure and Barring Service and if appropriate, a check of the Barred List maintained by the DBS;
- Any further checks which the School decides are necessary as a result of the candidate having lived or worked outside of the UK which may include an overseas criminal records check, certificate of good conduct or professional references;
- Any information generated through online searches does not make a candidate unsuitable to work at the School.
- For positions which involve "teaching work", information about whether the candidate 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 School;
- Information about whether the candidate 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 School;
- Verification of successful completion of a statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999) where relevant;
- For candidates who have carried out teaching work outside the UK, information about whether they have 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 School;
- Receipt of a signed Staff Suitability Declaration form, (where relevant) confirming that the candidate is not disqualified from working in connection with early or later years provision under the Childcare (Disqualification) Regulations 2018;
- For management positions, information about whether the candidate 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 School;

- Confirmation that the candidate is not disqualified from acting as a trustee / Governor or senior manager of a charity under the Charities Act 2011 (if applicable).

Once verbal acceptance has been received from the successful candidate the Head/Manager responsible for recruiting will telephone or write/send an email to those candidates who have attended interview and who have not been successful. Feedback from the interview panel will normally be offered.

The Personnel Department will be informed of the name of the person to be appointed, and a standard offer letter, prepared by the Personnel Department, will be used to make the formal written conditional offer of employment. This will include all relevant and legal details and outline the conditions upon which the offer is made, making it clear that pre-appointment checks must be completed before an appointment can be confirmed. The Head of Foundation will arrange for the offer letter to be sent to the successful candidate, and forward a signed copy to the Personnel Department. The offer letter will include a request for the candidate to confirm their acceptance of the offer.

3.6 Before Commencing Employment

The suitability of persons appointed as members of staff at the school, will be checked thoroughly before they commence. Further details of the checks to be undertaken are outlined in the document 'Guidance about Pre-employment Checks and Vetting'.

Following acceptance of the offer, a letter will be sent to the successful candidate from the Personnel Department. In some instances, it will need to confirm the start date, in all others, relevant forms for completion will be enclosed. The Statement of Employment Particulars and Job Description will be sent to the employee once all the pre-employment checks have successfully been completed, but prior to their start date. The appointee will be asked to sign to confirm acceptance of the Terms and Conditions of Employment and once this document is signed by the Head of Foundation, a copy of it will be sent to the member of staff, and a further copy will be held on file in the Personnel Department.

On the rare occasion that a member of staff is required to start work in regulated activity before the school has received the enhanced disclosure (or overseas criminal records check where appropriate), the Head or a Foundation Services Senior Manager may authorise a start, without confirming the appointment. This will only be authorised after all other checks have been completed, including a check of the barred list, and the DBS application has been made. During the period of work appropriate safeguards will be in place, which the individual will be informed about. These safeguards will include, as a minimum, supervision, which will be reviewed every two weeks to ensure the situation is satisfactory. The relevant form 'Checklist for use when an individual is allowed to undertake work before the DBS certificate or Overseas Criminal Records check is received by Bolton School' will be completed, signed by the Head/Senior Manager and returned to the Personnel Department. A note to this effect will be made on the Single Central Register.

All checks undertaken for staff at the School will be recorded on the Single Central Register which is held in the Personnel Department.

3.7 Post-Appointment Process

An induction programme will be undertaken by all new staff. Certain elements of the induction will also be applicable to those who are changing roles in the school.

The content and nature of the induction process will vary according to the role and previous experience of the new member of staff. As far as Child Protection and Safeguarding are concerned, the systems within the School which support Safeguarding will be explained and the following documents will be issued:

- The Safeguarding and Child Protection Policy, which includes details of who the Designated Safeguarding Leads and Deputy Designated Safeguarding Leads are for each area of the Foundation and specifically what their role is;
- The Behaviour Policy and Procedure, (Code of Conduct) for Staff, Volunteers, Contractors and Other Adults;
- Part 1 and Annex B of Keeping Children Safe in Education, (KCSIE);
- Whistleblowing Policy and Procedure; and
- Allegations of Abuse against Staff Policy and Procedure.

All new members of staff are required to undertake the Local Authority's online Child Protection training and Prevent training. These can be found at:

<https://www.boltoncc.ac.uk/boltoncouncil/login/index.php>

<http://www.elearning.prevent.homeoffice.gov.uk>

Bolton School's Induction Policy and Procedure provides further information. This can be found at:

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All new staff will be expected to complete a probationary period, normally 6 months, and for teaching staff 12 months.

NB: If at any stage the School has concerns about an existing staff member's suitability to work with children, the school will carry out all relevant checks as if the individual were a new member of staff. Similarly, if an individual working at the school moves from a post that was not regulated activity, into work which is regulated activity, the relevant checks for the regulated activity will be carried out.

4. Appointment of Supply Staff

Agencies who supply staff to the School must complete the pre-employment checks which the School would otherwise complete for its staff. The School requires confirmation that these checks have been completed before an individual can commence work at the School.

The agency will be required to complete and return the Supply Agency Checklist and send it to the Personnel Department with a copy of the enhanced criminal records certificate, before the member of staff commences work.

When the member of staff reports for duty on the first day, a member of Bolton School staff will carry out an identity check. This check will be made against an official document such as a passport, a driving licence or birth certificate. Photographic identity will be included, together with evidence of date of birth and address e.g. utility bill, bank statement or similar.

Confirmation that this has been done will be held in the Personnel Department, and the checks will be recorded on the Single Central Register with a note added to confirm that ID and the enhanced criminal record disclosure certificate has been seen.

5. Appointment of Proprietors

The Chairman of Governors, is registered with the DfE as the proprietor responsible for the management of the school. When a new Governor is to be appointed the Clerk and Treasurer determines whether the Governor will be in regulated activity. In most cases at Bolton School Governors are in regulated activity as they are encouraged to visit school regularly and mix with pupils and staff. The Clerk and Treasurer uses the document 'Checklist for use to determine when a volunteer (incl. Governor) is in regulated activity at Bolton School'. Once this has been determined the Clerk and Treasurer's PA works with members of staff in the Personnel Department to ensure all relevant checks are undertaken in advance of appointment or as soon as practicable after appointment. The checks are recorded on a checklist entitled 'Governors File Checklist' and these are recorded on the Single Central Register.

6. Volunteers

Volunteers who, on an unsupervised basis, regularly teach or look after children, or provide personal care on a one-off basis in the Schools or Nursery, or work regularly in the School without being supervised and who have the opportunity to come into contact with children will be deemed to be in regulated activity. The school will obtain an enhanced DBS certificate (which will include barred list information) for all such volunteers. In addition the School will check the volunteer's identity, seek two references, carry out an overseas checks (if appropriate), conduct an informal interview, and ensure that there are no concerns raised by others in the school community.

The school will also obtain an enhanced DBS certificate (not including barred list information), for volunteers who are not engaging in regulated activity, but have the opportunity to come into contact with children on a regular basis, e.g. supervised volunteers.

The school will undertake a written risk assessment and use their professional judgement and experience when deciding whether to seek an enhanced DBS check for any volunteer not engaging in regulated activity. In doing so they will consider:

- the nature of the work with children;
- what the School knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers;
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability; and
- whether the role is eligible for an enhanced DBS check.

If the volunteer is to be supervised while undertaking an activity, which would be regulated activity if it was unsupervised:

- there will be supervision by a person who is in regulated activity;
- the supervision will be regular and day to day; and
- the supervision will be 'reasonable in all the circumstances to ensure the protection of children'.

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

7. Contractors

Contractors who are in regulated activity will be subject to the same checks as school staff as appropriate. Written confirmation that this has happened will be provided by the employing organisation prior to the individual starting work. Identity will be checked on arrival by the member of staff who has engaged the contractor and all the documentation forwarded to the Personnel Department.

There are a number of circumstances where contractors working for the school will not be in regulated activity. Examples include contractors (who are not involved in teaching/training or personal care) who work onsite during school hours on an 'occasional or temporary' basis and contractors who are only onsite out of school hours.

To fall into the category of 'occasional or temporary', the contractor will not work at the school during school hours;

- frequently (once a week or more often); or
- on 4 or more days in a 30-day period; or
- overnight (between 2am and 6am) when children are present i.e. a residential course.

Where occasional or temporary contractors are required to work onsite during school hours and they have access to areas where unsupervised contact with children is possible, the contractor will be supervised.

Supervision will be by either a member of Bolton School staff or another person/employee of a contractor who has had all the same checks as school staff as appropriate.

Supervision of contractors will be 'regular and day to day' and 'reasonable in all the circumstances to ensure the protection of children'. The following factors will be considered when determining the specific level of supervision required:

- the number of children and ages of the children, including whether their ages differ widely, that the contractor could have access to;
- whether or not other workers are helping to look after the children;
- the nature of the individual's work (the individual's opportunity for contact with children);
- how vulnerable the children are (the more they are, the more likely the school might opt for the contractor to be in regulated activity);
- how many contractors will be supervised by each supervising worker.

All contractors, regardless of whether they are in regulated activity or not, will sign in and out where instructed to do so and their identity will be checked on arrival by a member of staff.

If a contractor working at a school is self-employed, the school will consider obtaining the DBS check, as the self-employed person will not be able to make an application directly to the DBS on their own account.

8. Visitors

The School will not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example children's relatives or other visitors attending a sports day). The member of staff receiving the visitor will use their professional judgement about the need to escort or supervise visitors. All visitors will sign in at the relevant reception.

If a visitor comes in to School for a meeting or an appointment, including for interview, they will be met at Reception by a member of staff and will be supervised throughout their visit. At times when they are not able to be supervised, the visitor may be asked to wait in a room in Reception, under the supervision of the Receptionists. The visitor will sign in at Reception and, during their time in School, the visitor will be clearly marked with a visitor's badge.

When a large-scale event occurs, such as a theatrical/musical performance or a sporting occasion, visitors will naturally come in to School as audience members or spectators. On such occasions, all staff members will be alert and will intervene if they believe that a visitor has no legitimate reason for being present, e.g. is not a family member of a child taking part in the event and/or has no association with the School. In particular, where younger children are concerned, vigilance is required to ensure that children are kept apart from visiting adults, unless specifically authorised to meet (for example, children going to see their parents). The risk assessment for the occasion will reflect any protocols put in place to ensure the children's safety at such times.

9. Trainee Teachers

Where candidates for initial teacher training are salaried by the school, the school will ensure that all necessary checks are carried out. As these trainee teachers are likely to be engaging in regulated activity, an enhanced DBS certificate (including and barred list information) will be obtained.

Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks. The Schools will obtain written confirmation from the training provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

The Schools do not record details of fee-funded trainees on the Single Central Register.

10. Visiting speakers and the Prevent Duty

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

The School 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 School or perform any other regular duties for or on behalf of the School.

All visiting speakers will be subject to the School's usual visitors. This will include signing in and out at Reception, the wearing of a visitors badge at all times and being escorted by a fully vetted member of staff between appointments.

The School 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 School. In doing so the School will always have regard to the visitors and security policy, 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. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."

In fulfilling its Prevent Duty obligations the School does not discriminate on the grounds of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marital or civil partner status.

11. Whistleblowing and Exit Interviews

This policy is primarily concerned with the promotion and practice of safer recruitment. Candidates should also be aware that the School has legal responsibilities to fulfil when employment comes to an end. In particular, the School has a legal duty to make a referral to the DBS where:

- an individual has applied for a position at the School despite being barred from working with children; and / or
- an individual has been removed by the School 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.

The DBS will consider whether to impose sanctions on that individual which may restrict or prevent them from working with children in future.

In addition, if a teacher is dismissed because they are found to have committed serious misconduct, or they have breached the Teachers' Standards, or they resign prior to dismissal on such grounds, the School will make a referral to the Teaching Regulation Agency.

The Teaching Regulation Agency will consider whether to impose a prohibition from teaching order.

12. Related Documents and Procedure

This policy should be read alongside the following documents:

- Guidance about pre-appointment checks and vetting
- Application and recruitment process explanatory note which includes brief details about the recruitment of ex-offenders which is taken from the recruitment of ex-offenders policy
- Job Applicant Guidance on Bolton School Foundation's Privacy Notice

All the following documents are available from the Personnel Department. Many are on the Foundation Services shared area or held as part of the online recruitment system and should be read alongside this Policy and Procedure:

- Bolton School Policy, Procedure and Guidelines on the Recruitment of Ex-Offenders
- Bolton School Policy, Procedure and Guidelines on the Secure Storage, Handling, Use, Retention, and Disposal of Disclosure Information
- Bolton School Equality and Diversity Policy and Procedure
- Bolton School Dignity at Work Policy and Procedure
- Bolton School Application Form (online only)
- Guidance about Pre-employment Checks and Vetting
- Guidance notes for Applicants
- Guidance notes for those involved in recruitment
- Bolton School Job Details template
- Bolton School Short listing proforma
- Bolton School Interview Questions and Assessment chart
- Bolton School Reference Request forms
- Bolton School Offer of Employment Letter
- Bolton School Job Advert/Vacancy template

13. Queries

If a candidate has any queries on how to apply for a post at the School they should contact the Personnel Department.

14. Data Protection

The School 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 School to enable the School to carry out the checks that are applicable to their role. The School will also be required to provide certain information to third parties, such as the Disclosure and Barring Service and the Teaching Regulation Agency. Failure to provide requested information may result in the School not being able to meet its employment, safeguarding or legal obligations.

The Foundation processes personal data collected during the recruitment process in accordance with its Privacy Notice, Job Applicant Guidance on the Privacy Notice and the Retention Guidelines. In particular, data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job. Inappropriate access or disclosure of job applicant data constitutes a data breach and should be reported in accordance with the Foundation's Privacy Policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the Foundation's disciplinary procedure.