



LLOYD WILLIAMSON  
FOUNDATION

**The**

**Lloyd Williamson  
Schools Foundation**

**Recruitment  
Policy**

### ***Introduction:***

The Lloyd Williamson Schools Foundation (LWSF) are committed to providing a safe environment for employees, visitors and children to comply with their policies for Health and Safety, Safeguarding and Child Protection.

1. Safeguarding Children – checks will help identify whether a person may be unsuitable to work with children (and in some cases prohibited from working with children and/or working as a teacher). The checks should be seen as the safeguarding regime which will carry on following appointment.
2. Keeping Children Safe in Education 2023 (KCSIE) guidance on the recruitment of staff and volunteers will be complied with by the schools.
3. All stated checks will be undertaken and then recorded on the Single Central Record (SCR).
4. Checks will be undertaken to ensure staff have the right to work in the UK. Temporary Visas will have their end date recorded and diarised for one-to three months prior to expiry.

LWSF is an equal opportunities employer. LWSF is committed to training and staff development, in order that members of staff have the skills and ability to do their job and to increase motivation. The Senior Management Team is committed to appointing and employing the best available people for posts in the school and to ensuring that safe recruitment practices are enforced.

### ***Aims:***

1. To ensure that all members of staff employed at the LWSF are suitable to work with children and young people.
2. To check that all members of staff employed at the LWSF have the appropriate skills needed to carry out their job successfully.
3. To secure members of staff who understand and share the schools' ethos, values, ways of working and aspirations.
4. To meet safeguarding and child protection requirements and protect pupils, employees and employers within the school.

### ***Guidelines for Implementation:***

Posts required at the school will be identified by the senior management team and ratified by the Director. The need for new members of staff will be assessed when appropriate, e.g., when a member of staff leaves or when a new post is created.

The schools' advertisements will carry information about the school and the post, and will request a c.v. and covering letter. A job application form will need to be completed by all applicants who are offered an interview. The advertisement will also state the following:

*The Lloyd Williamson Schools Foundation is committed to safeguarding and promoting the welfare of its children and young people and expects all staff and volunteers to share this commitment. DBS and all listed checks and training must be provided/successfully passed prior to commencement.*

The senior management team will shortlist suitable candidates and invite them for an interview and a session where they will be observed with a class or group of children.

The shortlisted candidates will be informed that they may be subject to an online search as a matter of due diligence checks.

There will be an interview panel, typically consisting of two of the SMT e.g. the Co-Principal and/or the Nursery Manager and their deputy. The panel may change, depending on the nature of the post. There will always be a minimum of two interviewers.

ALL relevant staff are part of the interview process. In addition to working with the children and the formal interview candidates will also have a tour of the school – all staff involved in the process will report on the questions candidates asked and their demeanour to the children, staff and parents.

Candidates for key posts involving the teaching or supervision of children and young people will be interviewed and maybe given a written task, typically a mock profile comment or mock report comment.

The senior management team will request employment references from all employers of the candidate for a minimum of 5 years.

The school will request references to include the following:

- The candidate's suitability for the post
- Punctuality and reliability
- Whether or not there any outstanding disciplinary issues
- Whether there are any reasons the candidate should not work with children and young people
- Whether the referee recommends the candidate for the post
- We never accept open references
- We ensure that the reference has been completed by a senior person with appropriate authority
- Any discrepancies will be discussed with the candidate
- Any concerns will be raised further with the referee and explored further with the candidate
- In the offer letter, the offer will be subject to references that the schools consider to be satisfactory

Unsuccessful candidates seeking a de-briefing on their performance will be offered one.

Safeguarding procedures on the day of any interview will include:

- Proof of identity
- Academic qualifications, where necessary
- DFES number/confirmation of QTS (where necessary)
- All applicants will be accompanied around the schools by a member of staff
- Candidates will be assigned a visitor's badge and be requested to sign in

***Once an applicant has been provisionally offered a position:***

Before starting the following checks and training must be completed:

- **Enhanced DBS**

We will obtain (via the applicant) an enhanced DBS check (including children's barred list information) for ALL staff and volunteers.

Should an individual start work prior to receiving their DBS the school will obtain a separate children's barred list check if an individual will start work with the children.

As part of the recruitment process (prior to obtaining a DBS) **shortlisted** candidates will be asked to complete a self-declaration about criminal records, prohibitions and disqualification. We will only ask candidates to declare convictions/cautions which are not 'protected'. As required, we will provide guidance to candidates about what they are required to disclose.

- **ID verified**

As appropriate, proof of a change of name maybe required. Birth certificates are the best way to check someone's identity and will be used where possible.

Candidates will additionally need two recent proofs of address.

- **Right to work check**

If the employee is a UK national we will ask to see their passport (must be in date)

If the employee is an EU national they no longer have the automatic right to work in the UK. Instead, they will need to prove their right to work through either the EU Settlement scheme via the online checking service or a Visa.

Anyone else will need a Visa – we will schedule follow up checks if the visa is time limited.

- **QTS check (if relevant)**

We will also ask for proof of any other relevant qualifications, first aid certificates etc.

- **TRA check (prohibition check)**

The school check ALL applicants against the TRA, even if they are not a teacher – this is to prevent any member of staff that was a teacher prior to applying but has applied for a non-teaching position.

- **Section 128 check**

The Section 128 check checks the names of individuals who have been barred from taking part in the management of any independent school (including academies and free schools), under the terms of a direction made by the Secretary of State for Education. ALL staff are automatically checked under this list even if they are not applying for a management role.

The schools will take into account section 76(3) of the Childcare (Disqualifications) Regulations 2018 schools and will not employ any individual who is a disqualified person in connection with relevant childcare provision in the settings set out in the [relevant offences](#) and orders section of the regulations.

- **Candidates from abroad**

If candidate has lived or worked outside the UK they will be required to produce a Police check/certificate of good behaviour from country/ies in which the candidate has formally worked or resided abroad for 3-6 months in the past five years.(whether continuously or in total) in the last ten years whilst aged 18 or over. This is of particular importance if the work is recent or if it was over a long period of time. The process varies from country to country. Specific guidance can be found at gov.uk under Criminal Records Checks for overseas applicants. If deemed necessary, a risk assessment will be made for that individual before a decision is made as to their suitability to work with children. A 'letter of good conduct' maybe required – the obligation is on the candidate to obtain this. If need be, a risk assessment specific to that candidate will be used.

- **Verification of mental and physical fitness to work**

KCSIE states that we must verify the candidate's mental and physical fitness to carry out responsibilities. This should be done with a POHQ (post offer health questionnaire) – we must NOT ask questions about an applicant's health prior to making an offer of employment.

A POHQ is used to make 'positive action' to assist a disabled person or to check whether they have a disability and to consider what reasonable adjustments should be made. The results can not be used to retract an offer of employment unless there is a **genuine requirement** to do so – if we consider this to be the case we will seek advice from HR before taking any action.

Following an offer of work, the candidate will be sent a letter of confirmation, which will include the title of the post and an offer of salary.

A contract of employment, inclusive of appendices, will be issued in due course. This includes a professional conduct agreement and statements regarding any previous safeguarding concerns which have been of concern in the past. The school will not employ people who do not satisfactorily complete forms.

If a safeguarding concern comes to light which has not been admitted then employment will be instantly terminated.

On beginning work, the candidate will be given a Health and Safety induction.

On accepting the position, there will be a condition of one term/three months' probation period.

No new member of staff can commence their employment until they have successfully completed training in the following areas:

Child Protection in Education  
Equality and diversity  
A Guide to UK Data Protection: Education  
Safeguarding young people  
Health and safety in education  
Fire safety in education  
The Prevent Duty  
KCSIE

### ***Disqualification criteria***

The criteria for disqualification under the 2006 act and the 2018 regulations include:

- inclusion on the Disclosure and Barring Service (DBS) Children's Barred List
- being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2018 regulations (note that regulation 4 also refers to offences that are listed in other pieces of legislation)
- certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2018 regulations
- being found to have committed an offence overseas, which would constitute an offence regarding disqualification under the 2018 regulations if it had been committed in any part of the United Kingdom

(The above list is only a summary of the criteria that lead to disqualification. Further details about the specific orders and offences, which will lead to disqualification, are set out in the 2018 regulations).

### ***Relevant offences and orders***

Under the legislation a person is disqualified if they are found to have committed an offence which is included in the 2018 regulations (a 'relevant offence') this includes:

- being convicted of a relevant offence
- on or after 6 April 2007, being given a caution for a relevant offence
- on or after 8 April 2013, being given a youth caution for a relevant offence

(for full details please refer to Childcare (Disqualifications) Regulations 2018) at end of policy

### ***Single Central Record***

We always keep a single central record of all staff with the date and outcome of their DBS check so that staff, pupils and parents can be assured this has been done. All relevant checks are on SCR.

### ***Fitness to Work***

LWSF will ensure, as far as reasonably practicable, that staff are fit to work. Staff must not be under the influence of alcohol or drugs when working at The Lloyd Williamson Schools. The Lloyd Williamson Schools expect staff to declare any medical condition, which may affect their ability to work with children.

LWSF will, as far as reasonably practicable, ensure that staff, managers and volunteers are suitable for their post, and are able to apply themselves both mentally and physically to their jobs.

### ***Continual Vigilance***

We will continue to be vigilant and aware of all staff working in the schools and promote a culture of observation and whistleblowing.

### ***Monitoring and Evaluation:***

The senior management team will regularly evaluate the effectiveness of this policy. Reviews will take place on a regular basis or as necessary.

The Co-Principals are committed to keeping the policy up to date with initiatives, guidelines, KCSIE and legislation.

**Updated September 2023**

**Lucy Meyer**  
**Co-Principal**

**Aaron Williams**  
**Co-Principal**

### ***Helpful links:***

### **Helpful Links:**

KCSIE

- [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1021914/KCSIE\\_2021\\_September\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021914/KCSIE_2021_September_guidance.pdf)

.GOV "How to prove and verify someone's

identity" - <https://www.gov.uk/government/publications/identity-proofing-and-verification-of-an-individual>

Access to work - <https://www.gov.uk/access-to-work>

Home Office Guidance re right to work

checks: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1047370/2022\\_01\\_17\\_Employer\\_s\\_Guide\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1047370/2022_01_17_Employer_s_Guide_.pdf)

## Relevant offences and orders

If in any doubt we will refer to the current DfE guidance on disqualification criteria.

Under the legislation a person is disqualified if they are found to have committed an offence which is included in the 2018 regulations (a 'relevant offence') this includes:

- being convicted of a relevant offence
- on or after 6 April 2007, being given a caution for a relevant offence
- on or after 8 April 2013, being given a youth caution for a relevant offence

A person who is found not guilty of a relevant offence by reason of insanity or found to be under a disability and to have committed the act for which they have been charged in respect of a relevant offence is also disqualified (regulation 2(2) of the 2018 regulations).

A list of the relevant offences and orders, as referred to in the [disqualification criteria](#) section of the DfE guidance, that lead to the disqualification under the 2018 regulations is set out in the tables A and B in [the appendices](#) of the document. Additionally any offence resulting in the death of or bodily injury of a child is considered a relevant offence under the legislation and must be disclosed.

For new employees an up-to-date enhanced DBS certificate will help schools establish whether offences committed by individuals are relevant offences.