

## Staff Recruitment Procedures

**All staff/volunteers working with students in our school will be recruited safely and in accordance with UK Visas and Immigration regulations. Halcyon London International School is committed to supporting, developing and promoting diversity and equality in all of its employment practices and activities.** See Appendix 4 for Halcyon's policy on the recruitment of ex-offenders.

### Preparation

Halcyon London International School will always consider carefully the knowledge skills and experience required to safeguard children and young people, and the responsibility to safeguard children, and include these requirements within all job descriptions and person specifications.

### Advertising

Vacancies will be advertised with Universal Jobmatch and other media relevant to the position (eg TES, Guardian, Indeed) in order to attract the most suitable candidates from the resident workforce. If no suitable candidate can be found from the resident workforce Halcyon will consider, where appropriate, sponsorship and employment of migrant workers. See Appendices 2 and 3 for evidence and record-keeping requirements.

Halcyon will always advertise vacancies in a manner that is likely to attract a wide range of suitable applicants. The advertisement will state that the post is subject to an enhanced DBS check and will include a statement enforcing the school's commitment to safeguarding and promoting the welfare of children and young people.

### Expression of interest received

Received via school website or by email to individuals:

1. Forward details to [team@halcyonschool.com](mailto:team@halcyonschool.com)
2. Enter basic demographic data, plus email address on 'Applicants [year] database', which is a spreadsheet, located in 'Applicants [Year]' Folder in Drive
3. Create Applicant's individual File in Drive, title: [Surname, First initial - Subject]
4. Copy information (eg: email) and attach CV (if included) into Notes in Applicant's individual File in Drive, make a note on 'Applicants [year] database' (spreadsheet)
5. Reply by email acknowledging expression of interest and initial Yes or No
  - a. If Yes, request completed Application Form for specific job
  - b. If No, keep on database but make "Inactive" on 'Applicants [year] database' (spreadsheet) and move file to 'Inactive' folder in 'Applicant Folder' in Drive
6. Record response action in Notes section in 'Applicants [year] database' (spreadsheet) on Drive.

### Application Form received

Completed Application form received online, via email attachment or by post in response to a job advertisement with published cut-off date:

1. Add (or add to if expression of interest already entered) demographic data including all contact information 'Applicants [year] database' (spreadsheet) in Drive
2. Add application to Notes in 'Applicant Folder' in Drive
3. Link applicant to Vacancy on 'Applicants [year] database' (spreadsheet) in Drive
4. Reply stating next steps and next contact date – record in Notes on 'Applicants [year] database' (spreadsheet) in Drive. **NB: The application form enables information to be gathered about the candidates' suitability to work with children by asking specific and direct questions and all completed application forms are scrutinised.**
5. If CV has not been submitted at the point of application submission, request candidate's up-to-date CV to supplement the application
6. Decide long-list for the vacancy after the cut-off date and reply Yes or No
  - a. If Yes, invite for first-round interview, give date and record in Notes
    - i. For long-listed candidate(s) send reference request to 2 or 3 referees. **NB: Specific questions are asked about the candidate's previous employment, experience of working with children, and suitability to work with children**
    - ii. Collect returned references and confirm validity by telephone
  - b. If No, state reasons, record in notes and make "Inactive".

## Interviews

### First-round Interviews

Carried out by Director plus second member of staff, both Safer Recruitment trained, to gauge suitability with Halcyon's vision, and compatibility with role. Some first-round interviews are conducted via Skype.

1. After first-round interview, decide short-list for the vacancy and reply Yes or No to first-round candidates
  - a. If Yes, invite for second-round, face-to-face interview, give date and record in Notes
  - b. If No, state reasons, record in Notes and make "Inactive".

### Second-round Interviews

Carried out by members of the Senior Leadership Team with Safer Recruitment training.

1. Inform short-listed candidates re: Right to Work in the UK, overseas police records, DBS barred list, need for enhanced DBS and need to bring original documents to second-round interview
2. Where candidates are in the country collect, copy and sign-off all original certificates, passport, visas, driver's license, etc. before interview commences (Candidates who are out of country, original documents are presented upon arrival and before they take up post)
3. Ask specific written questions about safeguarding and suitability to work with children **NB: The interview questions seek to ensure understanding of the candidate's values and beliefs that relate to children**
4. Explore any gaps in employment record
5. Record interview notes and attach to Notes on 'Applicants [year] database' (spreadsheet) in Drive and in Applicant's individual folder in Drive.

## **Post interview**

1. Carry out DBS Barring list check for selected candidate and if candidate is applying for a teaching position, complete the NCTL and EEA Sanction List checks
2. Where applicable (for Senior Leaders of the school) complete the Section 128 check
3. If selected candidate is supported by references and passes the DBS Barring check, send offer letter. **NB: An offer of appointment will be conditional on the provision of original documents that confirm the identity, qualification and right to work of the candidate and will be conditional on all requested checks having been returned as satisfactory**
4. If selected candidate does not meet requirements in 2 above, inform giving reasons and include all in Notes on applicant file, make "Inactive" then repeat steps 1 and 2 for second choice candidate
5. If candidate's reference indicates candidate is not suitable to work with children, inform Disclosure and Barring Service.

## **After Offer Letter**

All offers of employment are subject to the school receiving evidence of the applicants' right to work in the United Kingdom. In this regard, the school will endeavour to obtain the necessary Certificate of Sponsorship for an employee to work in the UK and they are required to obtain entry clearance or further leave to remain in the UK before taking up employment at Halcyon London International School.

1. Check physical and mental fitness with generic health questionnaire (see Appendix 1)
2. If DBS certificate is good then continue, if not check with candidate. Decide Yes or No
3. If Yes continue, if No reject, state reasons in Notes on drive and move to next choice candidate
4. On receipt of written acceptance of offer issue Contract
5. Remove Vacancy
6. Make "Active" by moving applicant's folder to Halcyon Current Staff folder in Drive on agreed start date
7. Add staff details to school website.

## **Prior to commencement of duties**

Prior to starting work with Halcyon London International School, the candidate will need to provide evidence of their right to work in the UK and will be required to provide the necessary original documentation for checking and copying.

1. Apply for Halcyon DBS Enhanced Disclosure for candidate
2. Appropriate guidance given about safe working practice, boundaries, propriety, and explain consequences of not following the guidance
3. Book child protection/safeguarding training and record in Notes on drive and on staff training log
4. Full staff induction prior to commencement covering all policies, supervision duties, risk assessments.

## **After commencement of duties**

1. Period of observation
2. Ongoing training and appraisal.

*Approved by Board of Trustees, February 2013. Reviewed 9 August 2013. Amended 13 September 2013. Amended 9 August 2014. Revised January 2016. Approved by Board of Trustees 17 February 2016. Revised April 2017 This policy will be reviewed annually, or more regularly in light of any significant changes in statutory requirements and legislation.*

# Appendix 1. Generic Health Questionnaire

<b>HEALTH QUESTIONNAIRE</b>		Form HQ
<b>PRIVATE &amp; CONFIDENTIAL</b>		
Ref No.: .....		
Date: .....		
Position offered: ..... (subject to satisfactory health checks)		
<p>If the answer is yes to any of the questions on this form, please give full details in the space provided of the dates, duration and outcome of the illness or condition. If we have any concerns about your fitness for work, employment will be subject to satisfactory medical reports.</p>		
Have you ever had:	* delete as applicable	Additional information to "Yes" response
Tuberculosis, asthma, bronchitis or chest problems?	*Yes/No	
Chest pain, heart condition or raised blood pressure?	*Yes/No	
Blackouts, fits or attacks of giddiness?	*Yes/No	
Depression, mental illness or nervous breakdown?	*Yes/No	
Rheumatism or arthritis?	*Yes/No	
Back trouble?	*Yes/No	
Typhoid, paratyphoid or other gland trouble?	*Yes/No	
Digestive or bowel disease?	*Yes/No	
Diabetes, thyroid or other gland trouble?	*Yes/No	
Bladder or kidney trouble?	*Yes/No	
Dermatitis or skin trouble?	*Yes/No	
Varicose veins?	*Yes/No	
Any other accident, operation or illness?	*Yes/No	
Have you any reason to believe you may be infected with any communicable disease?	*Yes/No	
Any other current or recent medical condition or treatment which might affect your attendance or performance at work?	*Yes/No	
Do you intend to work night duties on a regular basis?	*Yes/No	
Any illness or medical condition that prevented you from attending work on your normal duties or activities for more than one week during the past year?	*Yes/No	
Any physical or mental impairment which has a substantial and long term effect on your ability to carry out day to day activities? If yes, please specify any special adjustments required in relation to work.	*Yes/No	
Do you smoke?	*Yes/No	
How many units of alcohol do you drink per week?	_____ (one unit = ½ pint beer = 1 glass wine = 1 single whisky)	

## Appendix 2. Right to Work in UK & Identity Checklist

This procedure must be carried out BEFORE the prospective employee starts work.

### STEP ONE – REQUEST ORIGINAL DOCUMENTS

[A] If the prospective employee:

(i)	is not subject to immigration control; or	<input type="checkbox"/>
(ii)	has no restriction on their stay in the UK;	<input type="checkbox"/>

### request the following document(s) in the specified combination(s)

<b>1</b>	A passport showing that the holder, or a person named in the passport as the child of the holder, is a British Citizen or a citizen of the United Kingdom ('UK') and Colonies having the right of abode in the UK.	<input type="checkbox"/>
<b>2</b>	A passport or national identity card, showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area ('EEA') or Switzerland.	<input type="checkbox"/>
<b>3</b>	A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office ('HO') or the UK Visas and Immigration (UKVI) to a national from a EEA country or Switzerland.	<input type="checkbox"/>
<b>4</b>	A permanent residence card issued by the HO or the UKVI to the family member of a national of a EEA country or Switzerland.	<input type="checkbox"/>
<b>5</b>	A Biometric Immigration Document issued by the UKVI to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.	<input type="checkbox"/>
<b>6</b>	A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.	<input type="checkbox"/>
<b>7</b>	An Immigration Status Document issued by the HO or the UKVI to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, when produced in combination with an official document giving the person's permanent NI number and their name issued by a Government agency or previous employer.	<input type="checkbox"/>
<b>8</b>	A full birth certificate issued in the UK, which includes the name(s) of a least one of the holder's parents, when produced in combination with an official document giving the person's permanent NI number and their name issued by a Government agency or a previous employer.	<input type="checkbox"/>
<b>9</b>	A full adoption certificate issued in the UK which includes the name(s) of a least one of the holder's adoptive parents, when produced in combination with an official document giving the person's permanent NI number and their name issued by a Government agency or a previous employer.	<input type="checkbox"/>
<b>10</b>	A birth certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's permanent NI number and their name issued by a Government agency or a previous employer.	<input type="checkbox"/>
<b>11</b>	An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's permanent NI number and their name issued by a Government agency or a previous employer.	<input type="checkbox"/>

12	A certificate of registration or naturalisation as a British Citizen, when produced in combination with an official document giving the person's permanent NI number and their name issued by a Government agency or a previous employer	<input type="checkbox"/>
13	A letter issued by the HO or the UKVI to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK, when produced in combination with an official document giving the person's permanent NI number and their name issued by a Government agency or a previous employer	<input type="checkbox"/>

**[B] If the prospective employee has limited leave to enter or remain, request the following document(s) in the specified combinations:**

1	A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.	<input type="checkbox"/>
2	A Biometric Immigration Document issued by the UKVI to the holder which indicates that the person named in it can stay in the UK and is allowed to do the work in question.	<input type="checkbox"/>
3	A work permit or other approval to take employment issued by the HO or the UKVI when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question, or a letter issued by the HO or UKVI to the holder or the employer or prospective employer confirming the same.	<input type="checkbox"/>
4	A certificate of application issued by the HO or UKVI to or for a family member of a national of a EEA country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old when produced in combination with evidence of verification by the UKVI Employer Checking Service.	<input type="checkbox"/>
5	A residence card or document issued by the HO or the UKVI to a family member of a national of a EEA country or Switzerland.	<input type="checkbox"/>
6	An Application Registration Card issued by the HO or the UKVI stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the UKVI Employer Checking Service.	<input type="checkbox"/>
7	An Immigration Status Document issued by the HO or the UKVI to the holder with an endorsement indicating that the person named in it can stay in the UK, and is allowed to do the type of work in question, when produced in combination with an official document giving the person's permanent NI Number and their name issued by a Government agency or a previous employer	<input type="checkbox"/>
8	A letter issued by the HO or the UKVI to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do the work in question when produced in combination with an official document giving the person's permanent NI Number and their name issued by a Government agency or a previous employer.	<input type="checkbox"/>

**STEP TWO – VERIFY ORIGINAL DOCUMENTS**

1	Check any photographs, where available, contained in the documentation are consistent with the appearance of the employee when carrying out checks on the prospective or current employees; and	<input type="checkbox"/>
2	Check the dates of birth listed, where available, to ensure that these are consistent across documents and that you are satisfied that these correspond with the appearance of the prospective or current employee; and	<input type="checkbox"/>
3	Check that the expiry dates of any limited leave to remain to enter or remaining the UK have not passed; and	<input type="checkbox"/>
4	Check any UK Government endorsements (stamps, visas, etc) to see if the prospective or current employee is able to do the type of work you are offering; and	<input type="checkbox"/>

<b>5</b>	Satisfy yourself that the documents are genuine and have not been tampered with and belong to the holder.	<input type="checkbox"/>
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**ADDITIONAL VERIFICATION**

<b>1</b>	If the prospective or current employee gives you two documents which have different names, ask them for a further document to explain the reason for this. The further document could be a marriage certificate, a divorce decree, a deed poll document or statutory declaration.	<input type="checkbox"/>
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**Additional documents provided:**


**STEP THREE – MAKE COPIES OF THE DOCUMENTS PROVIDED**

[A] If a passport or travel document has been provided, photocopy or scan:

<b>1</b>	a copy should be taken of the document's front cover and any page containing the holder's personal details. In particular, you should copy any page that provides details of nationality, his or her photograph, date of birth, signature, date of expiry or biometric details; and	<input type="checkbox"/>
<b>2</b>	any page containing UK Government endorsements, noting the date of expiry and any relevant UK immigration endorsement which allows the perspective or current employee to do the type of work you are offering.	<input type="checkbox"/>

[B] **If other documents have been provided, photocopy or scan the entire document(s).**

Attach the copied documents to this completed checklist.

You may be requested to produce these by an official of the UKVI.

The attached copied documents must be retained for the duration of the employee's employment and for a further 2 years following the termination of their employment.

If the prospective employee has limited leave to remain or enter at the time of completing this checklist, you must complete the checklist again within 12 months to ensure the employee still has permission to undertake the work for which they are employed.

Checklist completed by:	
Signed:	
Date:	
Date when documents need to be checked	

## Appendix 3. UKVI Audit Checklist

**For all Tier 2 employees:**

	<b>Info required</b>	<b>Where retained at</b>
1	Passport showing front page, details page and immigration stamp	
2	Copy of migrants UK Biometric data card	
3	Copy of NI Card or NI number shown on payslip, etc.	
4	History of the employee contact details	
5	Record of employee absence	
6	Contract of employment	
7	Copy of job description	
8	Copy of CV	
9	Copy of employee qualifications	
10	Copy of registration/accreditation for the role	
11	Copy of payslips or proof of payment	
12	Copy of wage information based on SOC code	
13	<p>Copy of recruitment advertising including:</p> <p>- Web adverts:</p> <ul style="list-style-type: none"> <li>• Name of website</li> <li>• Contents of advert</li> <li>• Date and URL</li> <li>• Closing date for applications</li> <li>• Invoice (where company name shown in ad)</li> </ul> <p>- Jobcentre Plus:</p> <ul style="list-style-type: none"> <li>• Jobcentre plus logo</li> <li>• Contents of advert</li> <li>• Vacancy ref number</li> <li>• Date and URL</li> <li>• Closing date for applications</li> </ul>	
14	Copy of responses to the advert (CV, emails, etc.), applicants shortlisted for interview and reasons for rejections to all other candidates	
15	Copy of Code of Practice for SOC	

## **Appendix 4. Recruitment of ex-offenders**

1. As an organisation using the Disclosure and Barring Services (DBS) and/or Disclosure Scotland to assist in assessing applicants suitability for positions of trust, Halcyon London International School (Halcyon) complies fully with the Disclosure and Barring Service/Disclosure Scotland Code of Practice (a copy of which is available on request) and undertakes to treat all applicants for all posts fairly. Halcyon will not discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.
2. Halcyon actively promotes equality of opportunity for all and selects all candidates for interview on the basis of their talent, skills, qualifications and experience. Halcyon welcomes applications from a wide range of candidates, including those with criminal records.
3. A disclosure is only requested where it is legally required or after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. Where a disclosure will be required from a successful candidate, all applicants will be made aware of this at all stages of the recruitment process.
4. Where disclosure is to form part of the recruitment process, Halcyon encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process.
5. Unless the nature of the position allows Halcyon to ask questions about a candidate's entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
6. Halcyon ensures that everyone involved in the recruitment process has been suitably trained to identify and assess the relevance and circumstances of offences. Halcyon also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders.
7. At interview, or in a separate discussion, Halcyon ensures that an open and measured discussion takes place on the subject of any offences or other matter that may be relevant to the position. Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer or termination of employment.
8. Halcyon undertakes to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer or terminating employment.
9. Having a criminal record will not necessarily bar an applicant from working for Halcyon. This will depend on the nature of the position and the circumstances and background of the offences.

As the law is constantly changing, this policy statement is subject to review and Halcyon reserves the right to amend this policy without prior notice.