

RECRUITMENT & SELECTION POLICY

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Recruitment and Selection Policy for Schools

1. Policy

1.1 Summary

1.1.1 This Recruitment and Selection Policy has been produced in line with the DfE statutory guidance 'Keeping Children Safe in Education' (current version). This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Making safeguarding and promoting the welfare of children an integral factor in recruitment and selection is an essential part of creating safe environments for children.

1.2. Recruitment and selection policy statement

1.2.1 Combe Pafford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

1.2.2 Combe Pafford School is committed to attracting, selecting, paying and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high quality service.

1.3 Purpose

1.3.1 To ensure the recruitment of both permanent and temporary (including voluntary) staff is conducted in a safe, fair and effective manner.

1.3.2 To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

1.4 Scope

1.4.1.1 The policy applies to all employees and governors responsible for and involved in recruitment and selection of all school based staff.

1.4.2 The measures described within this policy should be applied in relation to everyone who works within Combe Pafford School who is likely to be perceived by the children as a safe and trustworthy adult. This includes people who regularly work in the school when the pupils are present, who may not have direct contact with children as a result of their job e.g. staff employed by contractors, and unpaid volunteers.

1.4.3 The ultimate responsibility for recruitment and selection lies with the Governing Body, who will ensure that the school operates safe recruitment procedures and make sure that all appropriate checks are carried out on staff and volunteers. The normal expectation is for the Headteacher to

lead the process of making staff appointments outside of the leadership group. The Governing Body leads the process of Headteacher / Senior Leadership appointments.

1.4.4 The Governing Body will ensure that policies and procedures adopted by the Governing Body are fully implemented and followed by all staff.

1.5 Aims and Objectives

1.5.1 To ensure that the safeguarding and welfare of children and young people occurs at each stage of the process

1.5.2 To ensure a consistent and equitable approach to the appointment and payment of all school based staff.

1.5.3 To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marriage and civil partnership, gender reassignment and sexual orientation.

1.5.4 To ensure the most cost effective use is made of resources in the recruitment and selection process.

1.6 Principles

1.6.1 The following principles are encompassed in this policy:

- All applicants will receive fair treatment and a high quality service
- The job description and person specification are essential tools and will be used throughout the process
- All support staff roles are to be evaluated in line within the principals set by Job Evaluation
- Employees will be recruited on the knowledge, experience and skills needed for the job
- Selection will normally be carried out by a panel with at least two members. At least one panel member should have undertaken appropriate safer recruitment training.
- Selection will be based on a minimum of completed application form, shortlisting and interview
- Monitoring and Evaluation are essential for assessing the effectiveness of the process □ All posts will normally be advertised.
- The Equality Act 2010 makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

2. Equal Opportunities

2.1 Combe Pafford School is committed to providing equality opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, ethnicity, sex, religion/belief, age, disability, marriage and civil partnership and sexual orientation. The School acknowledges that unfair discrimination can arise on occasion and therefore will ensure that the Equal Opportunities Policy is the foundation for all its activities.

3. Safer Recruitment – Recruitment and Selection Training

3.1.1 Safer Recruitment training is available online and face to face through a number of providers. The training is based on the statutory guidance *Keeping Children Safe in Education* and has been developed for staff and governors, to improve recruitment processes in schools to help deter, identify and reject applicants who might be unsuitable to work with children.

3.1.2 The School Staffing Regulations (2009) require that maintained schools have at least one person on any appointment panel that has undertaken safer recruitment training. Although academies are not covered by the same requirement they are encouraged to adopt this good practice.

4. Pre-recruitment Process

4.1 Objective

4.1.1 The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract, select and retain staff who will successfully and positively contribute to the future development of the school;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people
- observe employment law;
- be consistent with the school's commitment to equality.

The first experience an individual has is important, therefore the experience should be positive and all those responsible for recruiting should:

- Leave a positive image with unsuccessful applicants who may currently be involved in the school or may be future employees.
- Give successful applicants a clear understanding of the post, grade and what is expected of them
- Reduce the risk of making the wrong selection decision that can be expensive and may cause line management problems in the future or may not meet our commitment to safeguard children.

4.2 Application Form

4.2.1 A standard application form will be used to obtain a common set of core data from all applicants.

4.3 Job Description and Person Specification

4.3.1 An accurate job description is required for all posts. A person specification is a profile of the necessary requirements for the post. These are required to be matched to an appropriate job profile to ensure appropriate grading of the post. If a new support staff role is created it will be graded through a job evaluation process.

4.4 References

4.4.1 The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained directly from the referee.

4.4.2 In line with the statutory guidance - *Keeping Children Safe in Education*, references will be sought on all short listed candidates, including internal ones, before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.

5. Interviews

5.1.1 The interview will assess the merits of each candidate against the job requirements, and explore their suitability to work with children. The selection process for people who will work with children will always include a face-to-face interview even if there is only one candidate.

5.2 Interview Panel

5.2.1 Although it is possible for interviews to be conducted by a single person it is not recommended. It is better to have a minimum of two interviewers, and in some cases, e.g. for senior or specialist posts, a larger panel might be appropriate. A panel of at least two people allows one member to observe and assess the candidate, and make notes, while the candidate is talking to the other. It also reduces the possibility of any dispute about what was said or asked during the interview.

5.2.2 The members of the panel should:

- have the necessary authority to make decisions about appointments;
- be appropriately trained, (e.g. 'Safer Recruitment' training (see Section 3 above)

meet before the interviews to:

- reach a consensus about the required standard for the job to which they are appointing;
- consider the issues to be explored with each candidate and who on the panel will ask about each of those;
- agree their assessment criteria in accordance with the person specification.

5.2.3 Where a candidate is known personally to a member of the selection panel it should be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

5.3 Scope of the Interview

5.3.1 In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- the candidate's attitude toward children and young people;
- his/her ability to support the School's agenda for safeguarding and promoting the welfare of children;
- gaps in the candidate's employment history;
- concerns or discrepancies arising from the information provided by the candidate and/or a referee; and,
- whether the candidate wishes to declare anything in light of the requirement for a criminal record check.

5.3.2 If, for whatever reason, references are not obtained before the interview, the candidate will also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees. (references will be obtained and scrutinised before an appointment is confirmed and before the individual starts work).

6. Conditional Offer of Appointment: Pre Appointment Checks

6.1.1 An offer of appointment to the successful candidate is be conditional upon:

- the receipt of at least two satisfactory references (if those have not already been received);
- verification of the candidate's identity (if that could not be verified straight after the interview)
- verification of the candidate's medical fitness in line with the Education (Health Standards)(England) Regulations 2003.
- verification of qualifications (if not verified after the interview);
- verification of professional status where required e.g. QTS status, NPQH;
- a full DBS check, including Barred List check, plus, if the successful candidate has been recruited from, or worked overseas, a certificate of good conduct or criminal record check from that country's embassy / appropriate body.
- a Prohibition check (where required)
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999); and,
- (for non-teaching posts) satisfactory completion of the probationary period, if applicable.
- Verification of eligibility to work in the UK.
- Childcare disqualification check (where appropriate).

6.1.2 Combe Pafford School will liaise with its Human Resources provider in order to follow relevant criminal record check guidance if a Disclosure reveals information that a candidate has not disclosed in the course of the selection process.

6.1.3 All checks will be:

- confirmed in writing;
- summarised on a Single Central Record in line with the statutory guidance *Keeping Children Safe in Education*
- documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by criminal record check regulations); and,
- followed up where they are unsatisfactory or there are discrepancies in the information provided.

Where:

- the candidate is found to be on a Barred List, or other checks shows s/he has been disqualified from working with children by a Court; or,
- an applicant has provided false information in, or in support of, his/her application; or,
- there are serious concerns about an applicant's suitability to work with children, the facts will be reported to the Local Authority Designated Officer and / or the Disclosure and Barring Service.

6.2 Post Appointment Induction

6.2.1 There will be an induction programme for all staff, governors and other volunteers newly appointed in an establishment, including teaching staff, regardless of previous experience.

6.2.2 The information provided through the induction process will cover the requirements of the statutory guidance – *Keeping Children Safe in Education*.

7. Employment legislation - specific to 'temporary' arrangements

Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002

The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations came into force on 1st October 2002. The main aims of the Regulations are:

- To prevent fixed term staff from being less favourably treated than similar permanent staff.
- To improve access to training and information on permanent jobs for fixed term staff.
- To limit the scope for using a series of fixed term contracts to employ the same person in a 'permanent' position.

Recruitment of Fixed Term Staff

The policies, procedures and recruitment standards applied by the school in the recruitment of permanent staff apply equally to the recruitment and selection of fixed term staff.

Once it is determined that a job is to be offered on a legitimate fixed term basis the school shall ensure that this is made clear to the potential candidate. The job advertisement, job description, offer letter and employment contract must state that the contract is fixed term for a specific period of time, and the reason why the post is fixed term, or state that the contract is terminable on the occurrence/non-occurrence of a future event or the completion of a specific task.

All staff (including casual staff) will be subject to the same employment checks as permanent staff and their details subject to the same storage and notification processes.