



SIR THOMAS RICH'S

Staff Recruitment and Selection Policy

This Recruitment and Selection Policy has been produced in line with the DCSF guidance *Safeguarding Children and Safer Recruitment in Education (January 2007)*, Gloucestershire Safeguarding Children policies (all maintained up-to-date online at www.gscb.org.uk); *Working Together to Safeguard Children (DfE, March 2013)* and *Keeping Children Safe in Education (DfE, April 2016)*. This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in the recruitment and selection process and is an essential part of creating safe environments for children and young people.

Date reviewed: March 2017

Status: Non-statutory

Responsibility: The School's senior management team (SMT) draws up and implements the Recruitment and Selection Policy for Staff. It is the responsibility of the Governors' Personnel committee to review the policy regularly and monitor its implementation.

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1. Introduction

The 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. The School seeks to attract, select and retain employees who will contribute positively to the ethos of the School and are committed to school improvement. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the School's success.

2. Purpose and Scope

To ensure the recruitment of both permanent and fixed-term staff (including voluntary) is conducted in a fair, effective and efficient manner. To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing fairly with all applicants. This policy applies to all school employees and governors responsible for and involved in recruitment and selection of all staff. The ultimate responsibility for recruitment and selection lies with the governing body. The governing body has delegated full responsibility to the Headmaster for appointing staff other than the Headmaster and Deputy Head.

3. Aims and Objectives

- To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process.
- To ensure a consistent and equitable approach to the appointment of all school staff.
- 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, marital status, sexual orientation or other protected characteristics.
- To ensure the most cost effective use is made of resources in the recruitment and selection process.

4. Principles

The following principles are encompassed in this policy:

- All applicants will receive fair treatment.
- The job description and person specification are essential tools and will be used throughout the selection process.
- Employees will be recruited on the knowledge, experience and skills needed for the job
- Selection will be carried out by at least two people often with separate interviews contributing to the final decision.
- Posts will normally be advertised.
- The School will comply with the Equality Act (2010), where there is a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability.
- Candidates will normally be expected to spend supervised time with pupils in the relevant part of the school and in the case of teaching posts, will normally be expected to teach a lesson.

5. Safer Recruitment – Recruitment and Selection Training

It is a requirement that at least one member of the selection team has completed the Safer Recruitment Training successfully prior to the start of the recruitment process.

Pre-recruitment Process

5.1 Objective

The objective of the recruitment process is to attract, select and retain staff who will contribute positively to the future development of the School. The first experience an individual has is important; therefore the experience should be positive and all those responsible for recruiting will aim to:

- Leave a positive image with unsuccessful applicants.
- Give successful applicants a clear understanding of the post and that which is expected of them,
- Reduce the risk of a poor selection decision that can be expensive and may cause line management problems in the future or may not meet the School's commitment to safeguard children and young people.

5.2 Application Form

A standard application form, produced by the School, will be used to obtain a common set of core data from all applicants.

5.3 Job Description and Person Specification

An accurate job description is required for all posts. A person specification, which is a profile of the necessary requirements for the post, may also be used.

5.4 References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be obtained directly from the referee. References will be sought on all short listed candidates, prior to interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.

6. Interviews

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

Interviewers will:

- Have the necessary authority to make decisions about appointments.
- Be appropriately trained, (one member of interview panel will have undertaken the training in accordance with the DfE Safer Recruitment Training).
- 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 will explore them;
 - Agree assessment criteria

Where a candidate is known personally to a member of the selection team, it will be declared before shortlisting takes place. If necessary, changes will be made to the makeup of the selection team.

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,
- Ask the candidate if they wish to declare anything in light of the requirement for a DBS check.

If for whatever reason, references are not obtained prior to 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. (It is vital that the references are obtained and scrutinized before a person's appointment is confirmed and before s/he starts work.)

The selection will be made according to the agreed criteria. The reasons for the unsuccessful candidates not being appointed will also be agreed so that feedback can be provided.

7. Checks

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

- The receipt of at least two satisfactory references.
- Verification of the candidate's identity using photographic ID and documentation with proof of address.
- Verification of eligibility to work in the UK.
- Verification of the candidate's medical fitness to undertake duties in accordance with the Job Description.
- Verification of qualifications including original certificates.
- Verification of professional status where required e.g., QTS status (unless properly exempted), NPQH.
- Verification that candidates for teaching posts are not prohibited from teaching.
- A check of DBS Disclosure including number and date of issue (enhanced DBS with barred list information)
- (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.

All checks will be:

- Confirmed in writing.
- Documented and retained on the personnel file (subject to certain restriction on the retention of information imposed by DBS regulations).
- Recorded on the school's single central record and,
- Followed up where they are unsatisfactory or there are discrepancies in the information provided.

The School will liaise the Gloucestershire Safeguarding Unit where:

- The candidate is found to be on the DBS First or DBS Barred Lists (DBS Adults' or Children's Barred List) or the DBS Certificate shows s/he has been disqualified for 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; or
- The candidate is found to be prohibited from teaching

The School reserves the right to not appoint the candidate.

8. Post Appointment Induction

There will be an induction programme for all staff newly appointed to the School, regardless of previous experience.

Procedures for Recruitment

Issue	Who	Target date	Achieved by:
1. Identification of need to recruit	SMT		
2. Advert to be drawn up & approved	HEAD'S PA		
3. Supporting documentation for advert to be created e.g. person specification, department profile.	HEAD'S PA		
4. Advert to be placed – Eteach, GCC website, local/national press & on staffroom noticeboard	HEAD'S PA		
5. Application closing date – minimum 1 week from advert placing	HEAD'S PA		
6. Short listing – upon closing date	SMT/ Line Manager		
7. Copies of all applications to those shortlisting/interviewing	HEAD'S PA		
8. Send all invites (& other information) to successful candidates by 1 st class post and by email .	HEAD'S PA		
9. Request references as soon as short listing completed.	HEAD'S PA		
10. Interview programme to be produced & invite governors	HEAD'S PA		
11. Details for each session to include:	HEAD'S PA		
Times/Activity/Staff leading(use initials)/Location (Room)			
Tours of School			
Set up any additional activities e.g. tasks			
12. Staff cover organised 3 days before interviews take place (room changes)	NJB		
13. Interview programme information for candidates to be expanded to full name & position & displayed in Staff Room	HEAD'S PA		
14. Interview programme (decision needed) for the candidates to stay or go – default they leave and await a phone call from panel.	HEAD'S PA		
15. Once successful candidate informed, letter produced with contract details and requirement for acceptance of the position, dependant on satisfactory references, DBS clearance & medical checks, right to work in UK – send letter with all forms required.	HEAD'S PA/SLT		
16. Once forms received in school, check & send DBS (copy on file) to GCC for certification & request List99	HEAD'S PA		
17. Ensure references/ DBS certificate/medical confirmation from Occupational Health is retained on file. Qualifications – evidence requested e.g. certificates – copy to file. In addition, GTC registration check (teachers only) QTS & ID evidence check	HEAD'S PA		
18. Add staff member to appropriate Single Central Record spreadsheet (see safer recruitment checklist)	HEAD'S PA		
19. When appointment made, info to be communicated to staff, Chairman of Governors, Chair of Personnel, Bursar etc	SRB		
20. Request initials of appointed person and add to SIMS	HEAD'S PA		