



Recruitment and Selection Policy

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1 Summary

This Recruitment and Selection Policy has been produced in line with the DfE guidance 'Safeguarding Children and Safer Recruitment in Education (January 2007)'. 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 recruitment and selection and is an essential part of creating safe environments for children and young people.

2 Recruitment and Selection Policy Statement

Brookside Primary 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 Headteacher and Governors are committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. We recognise that a motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the role is critical to the school's performance and fundamental to the delivery of a high quality service.

3 Purpose

To ensure the recruitment of both permanent and fixed-term staff (including voluntary) is conducted in a fair, effective and economic manner.

To achieve this purpose, those 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.

4 Scope

This policy applies to both staff and Governors responsible for and involved in the recruitment and selection of all employees. Where a Headteacher or Assistant Headteacher is being appointed the Governing Body will consult with the Local Authority about the recruitment process.

The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated the responsibility to the Headteacher for appointing support staff.

5 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 that the Equality Act (2010) is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation
- To ensure the most cost effective use is made of resources in the recruitment and selection process

6 Principles

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
- Employees will be recruited on the knowledge, experience and skills needed for the job
- Selection will be carried out by a panel with at least two members but preferably with three (at least one panel member will have received appropriate training on the recruitment and selection process as recommended by the DfE)
- Selection will be based on a minimum of completed application form, short listing and interview
- Monitoring and Evaluation are essential for assessing the effectiveness of the process
- All posts will normally be advertised and the decision on how to advertise the post will rest with the Governing Body
- All advertisements will carry Brookside's safeguarding statement (see Section 2) and this will be used on all publicity materials, recruitment websites, advertisements, candidate information packs, person specifications, job description, competency frameworks, induction training

- In line with the Equality Act (2010), the school will make reasonable adjustments to its recruitment process if an applicant makes us aware they have a disability (this will apply to the entire recruitment process, from advertisement to appointment)

7 Safer Recruitment – Recruitment and Selection Training

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

8 Pre-recruitment Process

8.1 Objective

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute 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:

- Leave a positive image with unsuccessful applicants
- Give successful applicants a clear understanding of the post and what is expected of them
- Reduce the risk of a bad 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

8.2 Application Form

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

8.3 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, is also required for all posts.

8.4 References

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.

References will be sought on all short-listed candidates, including internal ones, and will be obtained 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.

9 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.

9.1 Interview Panel

A minimum of two interviewers will form the interviewing panel, but preferably three.

The members of the panel will:

- Have the necessary authority to make decisions about appointments
- Be appropriately trained, (one member of the interview panel will have undertaken the training in accordance with the DfE Safer Recruitment Training).
- Meet before the interviews to:
 - a) Reach a consensus about the required standard for the job to which they are appointing
 - b) Consider the issues to be explored with each candidate and who on the panel will ask those questions
 - c) Agree their assessment criteria in accordance with the person specification
 - d) Agree a standard set of questions in order to assess the candidates' suitability for the role

Where a candidate is known personally to a member of the selection panel, it will be declared before short-listing 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.

9.2 Scope of the Interview

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
- Ask the candidate if they wish to declare anything in light of the requirement for an DBS Enhanced Disclosure

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 must be obtained and scrutinised before a person's appointment is confirmed and before s/he starts work).

10 Conditional Offer of Appointment: Pre-Appointment 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
- Verification of eligibility to work in the UK
- Verification of the candidate's medical fitness
- Verification of qualifications

- Verification of professional status where required e.g. GTC registration, QTS status (unless properly exempted), NPQH
- A check of DfE List 99 and a satisfactory DBS enhanced disclosure
- (For teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- (For non teaching posts) satisfactory completion of the probationary period

Advice will be sought from the Local Authority's Human Resources department if a DBS Disclosure reveals information that a candidate has not disclosed in the course of the selection process.

All checks will be:

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

Where:

- a) The candidate is found to be on DfE List 99 or the PoCA List, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or,
- b) An applicant has provided false information in, or in support of, his / her application; or,
- c) There are serious concerns about an applicant's suitability to work with children,

The school will liaise with our Local Authority Human Resources Department for advice regarding the process to follow. Referrals will be made to the police and / or the DfE Children's Safeguarding Operations Unit where necessary.

11 Post-Appointment Induction

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

12 Supply Staff

Where supply staff are employed directly by Brookside, we will complete all relevant checks as for other employed staff. This will be recorded on the single central record

Before taking on a member of supply staff provided by a supply agency, Brookside will obtain written confirmation from the agency that the checks that we carry out for our own employees (see Section 11), have been undertaken by the agency.

In relation to DBS Disclosures, the written notification from the agency must confirm that relevant DBS Disclosures have been requested for that individual, whether or not the Disclosure has been received, and if received, whether it included any disclosed information. Where there is disclosed information, we will obtain a copy of the DBS Disclosure from the agency before the individual starts work. If the DBS Disclosure has not yet been received by the agency, we will require the agency to notify us of the content as soon as the Disclosure is received. We will record the confirmation of relevant checks from the supply agency (and copies of DBS Disclosures where appropriate) on the single central record.

13 Volunteers

We recognise that many parents and other volunteers help regularly in the classroom and with activities associated with Brookside and, in so doing, provide us with much needed and valuable support.

All volunteers that come into close contact or regular contact with children will be asked to complete a Criminal Records Bureau (DBS) Enhanced Disclosure Form. We have used the DfE guidelines in defining regular contact as more than three times in a thirty day period or overnight.

The Headteacher will use his skills and knowledge to consider the suitability of the person volunteering their time and skills to the school. Should a volunteer not be known to the school community then the Headteacher will make a risk assessment and will seek references. Under no circumstances will volunteers be allowed to work unsupervised

with children until a satisfactory DBS Enhanced Disclosure has been obtained.

Volunteers will be asked to read and sign Brookside's Volunteer Policy and Good Practice Guide. This contains advice regarding safeguarding children, how volunteers should conduct themselves and how they should proceed if they have any concerns.

14 Governors

Members of the Governing Body will be recruited as directed by DfE Guidance and will need to obtain a DBS Enhanced Disclosure. They will also be required, via Governor Services, to sign a declaration confirming their suitability to fulfil the role.

15 Equality, Diversity and Inclusion

Brookside Primary School is committed to providing equality of 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 no applicant experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; any disability they may have; their ethnicity, colour or national origin; their gender; their religion or beliefs. We acknowledge that unfair discrimination can arise on occasion and therefore will ensure that Brookside's Equality, Diversity and Inclusion Policy is the foundation for all its activities.

We value the diversity of individuals within our school and do not discriminate against anyone because of 'differences'. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children's range of life experiences when devising and implementing school policies and procedures.

16 Monitoring and Review

This policy will be regularly reviewed by the Governing Body and updated in line with Brookside Primary School's Policy Schedule.