

Newbold and Tredington C of E Primary School



Safer Recruitment Policy

Adopted: June 2015

To be reviewed: July 2018

Newbold & Tredington Safer Recruitment Policy

1. INTRODUCTION

1.1 At Newbold and Tredington C of E Primary School we are committed to safeguarding and promoting the welfare of all children and we believe we have a duty to ensure safe recruitment of school personnel and volunteer helpers to this school.

1.2 We wish to appoint the most suitable person for each vacant position regardless of age or perceived age, marital status, sex, racial or ethnic background, religion or belief, sexual orientation or disability. Also, we will take no account of an applicant's membership or non membership of a trade union. The appointment of all employees at the school will be made on merit and in accordance with the provisions of Employment Law, the Education Act 2002, the School Staffing (England) Regulations 2003 and the statutory guidance, Safeguarding Children and Safer Recruitment in Education Settings and the schools equal opportunities policy.

1.3 We intend to deter, identify and reject prospective applicants who are unsuitable to work with children. Existing employees, employees on fixed or temporary contracts will be invited to apply.

1.4 We believe our recruitment and selection process is systematic, efficient, effective and fair. All applicants must declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent. Applicants are also subject to the relevant checks with the Disclosure and Barring Service as all posts are exempt from the Rehabilitation of Offenders Act 1974.

1.5 We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

1.6 The procedure for the appointment of the Head teacher or Deputy or Assistant Head teacher differs from that of other staff. The procedure is in Appendix 1.

Aims of policy

- To ensure the practice of safe recruitment of school personnel and volunteer helpers.
- To ensure that a fair and legal recruitment procedure is in place.
- To work with other schools to share good practice in order to improve this policy.

2. DELEGATION OF APPOINTMENTS

2.1 The Governing Body delegates all support staff appointments and all teaching appointments below the level Assistant Head/Deputy Head to the Head teacher. The Head teacher is expected to involve at least one member of the Governing Body in all appointments, except where indicated in 2.4 below, and governors who wish to be considered for involvement will be expected to undertake recruitment selection training, including "Safer Recruitment" training, at the earliest opportunity. It is a

requirement that at least one member of the interview panel has completed the! Safer Recruitment training successfully prior to the start of the recruitment process, in accordance with the DCSF Safer Recruitment Training.

2.2 No governor is to be excluded from being involved in staff appointments unless there is a conflict between the interests of the governor and the interests of the governing body.

2.3 A selection panel will be drawn from all governors who have undertaken recruitment training and who have advised the Clerk to the Governors of his/her wish to be involved in staff appointments as required by the Head teacher.

2.4 The Head teacher may appoint alone but only for the following categories of staff: supply teachers, mid-day supervisors and cleaning staff

2.5 The Head teacher may not delegate the final decision of appointment to any other senior manager or governor.

2.6 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.

3. VACANCY FOR AN ASSISTANT OR DEPUTY HEADTEACHER

3.1 In the event that the Governing Body, in consultation with the Head teacher, decide to make a new appointment of an Assistant or Deputy Head teacher the Staffing committee of the Governing Body will agree the job description and person specification for the post.

3.2 Every vacant post (including acting posts of one term or more) will be advertised in a manner likely to bring it to the notice of persons qualified to fill the post, and will be equally accessible to both sexes and all ethnic groups.

3.3 The Governors may decide to appoint internally after internal advertisement. In cases of internal advertisement the details will be posted, in writing, on the staff notice board giving at least 5 working days for applications to be made.

4. INFORMATION FOR APPLICANTS

All applicants for all vacant posts advertised internally or externally will be provided with: -

4.1 A Job Description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school.

4.2 A Person Specification indicating the qualifications, skills and types of experience or expertise which the Governing Body regard as essential or desirable in relation to the job.

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

4.4 Information about the School and Other General Information: -

- A description of the school relevant to the vacant post

- A statement about access to the school for applicants who may wish to see it or who may wish to consult the Head teacher before making an application
- a statement that canvassing any member of staff, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification
- Reference to the school's policy on Equality and Diversity
- Reference to the legislation concerning the Protection of Children
- The name of any person who will be available to provide additional information about the post
- The closing date for the receipt of applications
- Salary level of the post

5. SHORTLISTING

5.1 For all posts outside of the leadership group short listing will be the responsibility of the Head teacher, together with a governor or governors as indicated in paragraph 2 of this policy.

5.2 The selection panel will take up two references on each shortlisted candidate. For teaching posts the references will, where appropriate, include the applicant's current Head teacher or LA representative. References will always be sought and obtained directly from the referee.

5.3 References shall be taken up by the person delegated to receive the application. References are the "property" of the selection panel and strict confidentiality will be observed. References will be sought set against the requirement of the job description and person specification and information regarding issues relating to child protection.

5.4 Short listing will be based only on substantial information. The job description and the person specification will be used to set the criteria and standards for inclusion on the long list and for reducing this to the shortlist of candidates to be invited for interview.

5.5 The criteria for selection will be consistently applied to all applicants.

5.6 If the field of applicants is felt to be weak the post may be re-advertised.

6. INTERVIEWS

6.1 The format, style and duration of the interviews are matters for the Head teacher in consultation with governors involved in the process to decide but the following will be adhered to: -

6.1.1 Briefing: All candidates will be given relevant information about the school to enable the candidate to make further enquiries about the advertised job.

6.1.2 The Formal Interview: Before the interviews the selection panel will agree on the line of questioning to be followed and will ensure that similar questions are put to each candidate. The questions asked will be aimed at obtaining evidence of how each candidate meets the criteria listed on the person specification and each candidate will be assessed against all of the criteria

for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on grounds of sex, marital status, sexual orientation, race, religious belief, disability or age will be asked.

6.1.3 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 schools 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 a CRB check.

6.1.4 Before the interviews the Head teacher, in consultation with the governors involved with the interview, will decide a procedure for evaluating the candidates at the end of the interviews. The notes taken and documentation used in this evaluation process will form part of the formal record of why candidates were or were not selected and will be retained for six months; after that time they will be destroyed.

6.1.4 Before the interviews the Head teacher, in consultation with the governors involved in the interview will decide the structure of the interview, determining which area each interviewer will cover and the approximate time allocation.

7. CONDITIONAL OFFER OF APPOINTMENT BY THE SELECTION PANEL

7.1 The offer of appointment by the selection panel is binding on both parties subject to the following pre-appointment checks: -

- 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 exempt), NPQH
- A check of DCSF List 99 and a satisfactory CRB 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

7.2 The Local Authority's Human Resources will liaise with the School in order to follow relevant CRB guidance if a Disclosure reveals information that a candidate has not disclosed in the course of the selection process.

7.3 All checks will be: -

- Confirmed in writing;
- documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by CRB regulations);
- recorded on the school's Single Central Record;
- followed up where they are unsatisfactory or there are discrepancies in the information provided

7.4 Where: -

- the candidate is found to be on List 99 or the PcCA List, or the CRB Disclosure 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 must be reported to the police and/or the DCSF Children's Safeguarding Operations Unit. The school will liaise with Human Resources if this should be the case.

8. POST APPOINTMENT INDUCTION

8.1 There will be an induction programme for all staff, governors and other volunteers newly appointed to the school, regardless of previous experience