RECRUITMENT AND SELECTION POLICY

Summary

1. This Recruitment and Selection Policy has been produced in line with the DfE guidance 'Safeguarding Children and Safer Recruitment in Education (2012)'. 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.

Recruitment and selection policy statement

2. Perran-ar-worthal School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.

3. The School is committed to attracting, selecting 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.

Purpose

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

5. 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.

Scope

6. This policy applies to all the school employees and governors responsible for and involved in recruitment and selection of all staff. Where a headteacher or assistant headteacher is being appointed, the governing body will consult with the local authority about the recruitment process.

7. The ultimate responsibility for recruitment and selection lies with the governing body.

This policy was approved by the Finance, Personnel and Premises Committee on 5th May 2020.

Aims and Objectives

8. To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process.

9. To ensure a consistent and equitable approach to the appointment of all school staff.

10. 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.

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

Principles

12. 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
- If a suitable candidate does not emerge following interview it is our policy not to make an appointment.

13. 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.

14. Selection will be based on a minimum of completed application form, shortlisting and interview

15. Monitoring and evaluation are essential for assessing the effectiveness of the process

16. All posts will normally be advertised.

17. 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.

Equal Opportunities

18. The 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 applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, 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.

Safer Recruitment – Recruitment and Selection Training

19. 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.

Pre-recruitment process

Objective

20. 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 that wish to have feedback
- 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.

Application form

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

Job description and person specification

22. 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.

References

23. 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.

24. References will be sought on all short listed candidates, including internal ones, and if possible 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.

Interviews

25. 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.

Interview Panel

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

27. The members of the panel will:

- include the headteacher (or a member of staff nominated by him/her) except for the appointment of a new headteacher
- 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 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 on the panel will ask about each of those;
- agree their assessment criteria in accordance with the person specification.

28. Where a candidate is known personally to a member of the selection panel, it will 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.

29. The headteacher may ask the interview panel to invite a member of staff to join them who is not a governor but who has particular relevant expertise to offer the panel. Their opinions would be taken into consideration but they would not have the right to vote.

Scope of the interview

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

31. the candidate's attitude toward children and young people;

32. their ability to support the school's agenda for safeguarding and promoting the welfare of children;

33. gaps in the candidate's employment history;

34. concerns or discrepancies arising from the information provided by the candidate and/or a referee; and,

35. ask the candidate if they wish to declare anything in light of the requirement for a DBS check.

36. 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. (And it is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.)

Conditional offer of appointment: pre appointment checks

37. 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); and,
- (for non teaching posts) satisfactory completion of the probationary period.

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

39. 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 DBS regulations);
- recorded on the school's central record database; and,
- followed up where they are unsatisfactory or there are discrepancies in the information provided.

40. Where:

- the candidate is found to be on List 99 or the PoCA List, or the DBS 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,

41. The facts must be reported to the police and/or the DfE's Children's Safeguarding Operations Unit. The school will liaise with Human Resources if this should be the case.

Post-appointment induction

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

Appendix 1: Pre-Employment Checklist for Governors / Headteacher

	Initials	Date
Training: At least one member of the shortlisting and interview panel should have carried out the safer training (see Section 8.1)		
Planning: Timetable decided, job description and person specification reviewed and updated as necessary.		
Advertising: The advert must include reference to the policy statement of safeguarding and promoting welfare of children and young people (see Section 4.4)		
Application Forms: Candidates must provide information on employment history and if appropriate adequately explain the reasons for any gaps. The candidates must complete, sign and date the Rehabilitation of Offenders Act Declaration Form.		
Shortlisting: Interview panel members should also shortlist the applications.		
References: References must be requested prior to interview. Chase if not received. Check and scrutinise references on receipt – any discrepancies or concerns should be taken up with applicant at interview or the referee.		
Invitation to Interview: Interview invitation letters must include relevant information and instructions – see appendix 6.		
Interview: The panel should have at least 2 but preferably 3 members and should have the authority to appoint. They must meet prior to interview and agree issues, questions, assessments, criteria and standards. At least one member must have completed the safer recruitment training.		
Conditional Offer of Employment: Offer of employment must be subject to satisfactory completion of the following pre-employment checks:		
Identity: This should be verified on the day of interview and copied.		
Right to work in UK: This again should be verified on the day of interview and documentation copied.		
References checked again: If not received and scrutinised prior to interview.		
Qualifications Checked: This should be verified on the day of interview – original certificates must be submitted and copied. Appendix 2		
DBS: An enhanced level DBS disclosure will be required.		
Police Check: This is either as part of the DBS disclosure check or a separate check can be made through Human Resources.		
Medical Clearance: The candidate must be both physically and mentally fit to undertake the post.		
GTC – for teachers only: The candidate must be registered with the GTC – Human Resources can undertake this check.		
QTS – for teacher only. The candidate should provide original documentation to prove that he/she has obtained QTS. See Appendix 2.		
Probation – for support staff only. The candidate will be subject to a 6 month probationary period if he/she is new to Cornwall Council. **Teachers Pensions** – all teachers are automatically members of the scheme unless they have previously opted out (proof of this must be provided).		
Supply Teachers – All supply teachers must undergo the same checks as above – the school should check with Human Resources that this is the case		