



# **Recruitment & Selection Policy**

Approved by: Management committee

Date approved: Spring 2017

Review date: Spring 2018

# **Grange Primary Recruitment and Selection Policy**

## **Recruitment and Selection Policy Statement**

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

The School is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing the very best education for our pupils. 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 education.

## **Background, Purpose and Aims of the Policy**

This Recruitment and Selection Policy has been produced in line with the Department for Education's (DfE) guidance 'Keeping children safe in education' (September 2016). The purpose of the policy is to facilitate effective recruitment of both permanent and temporary staff, including volunteers, while applying value for money principles to the recruitment and selection process. It aims to ensure that 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. The school is committed to ensuring that recruitment and selection is undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable securing the position. To help achieve this, those that are responsible for each stage of the recruitment process will at all times be expected to demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

Specifically, the policy aims to ensure:

- that the safeguarding and welfare of children and young people is put first and that safeguarding is addressed at each stage of the process;
- a consistent and equitable approach to the appointment of all school based staff;
- all relevant equalities legislation is adhered to and that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, and sexual orientation.

## **The Scope of the Policy**

The policy applies to all school employees employed at Grange Primary school as well as governors responsible for and involved in recruitment and selection of all school based staff. Where a Head teacher or Deputy Head teacher is being appointed, the Governing Body will seek advice from Ealing 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 Head teacher for appointments other than those to the leadership group.

## **The Processes of the Recruitment and Selection Policy**

### The selection panel and selection activities

- A panel of at least two members, but preferably three or more, will carry out selection. At least one panel member will have participated in and passed appropriate safer recruitment training on the selection process. Since September 2014 this training has been provided and accredited by the Safer Recruitment Consortium. Training will be refreshed every three years.
- At least two panel members will agree the timescale and the precise recruitment stages for a role for which recruitment is sought. They will agree a job description and person specification for the role that will include a statement of responsibility and requirements for safeguarding. The job description and person specification will be used throughout the recruitment process.
- Selection will be based on at least a completed application form (never a CV), a short listing process, an interview and, wherever possible, a test that is appropriate to the job vacancy.

### Recruitment advertising and the application pack

- All recruitment advertising will contain a statement describing the school's commitment to safeguarding and safer recruitment. Recruitment advertising will also state that the school is committed to promoting the welfare of children and that successful applicants will need to be checked by the Disclosure and Barring Service (DBS).
- Recruitment advertising will invite applicants to contact the school to request an application pack which will contain the application form, covering letter, person specification, job description, guidance notes, criminal conviction self disclosure form, safeguarding policy and recruitment and selection policy.

### Application forms and short-listing

- Application forms will require applicants to provide personal details, present employment and reasons for leaving, full history since leaving school (education and employment or voluntary work), qualifications, referees, a personal statement to meet the person specification, a hand-written signed declaration about any criminal record and a hand-written signed declaration that all information is true.
- A criminal conviction self-disclosure form (produced in line with Home Office and DfE policy) will be included in all application packs to enable candidates to share relevant information at an early stage. Information disclosed will not be used during the short listing process but explored further before or at an interview, in line with Home Office and DfE policy.
- At least two members of the selection panel will scrutinise applications and short-list candidates, applying the same criteria from the person specification to each applicant consistently. Gaps in an applicant's history or any discrepancies or inconsistencies will be identified and scrutinised at interview.

## References

- Wherever possible, two references will be obtained prior to interview, one of which will be from the current or most recent employer. In addition, if an applicant has worked with children previously, whether on a paid or voluntary basis, at least one reference will be obtained from the person or organisation that employed the applicant in work with children even if that is not the applicant's current or most recent employer. Where references are provided by the HR department of a large organisation, a second reference will be sought from the candidate's direct manager or supervisor. 'Open references' in the form of 'to whom it may concern' testimonials will not be accepted.
- When requesting references the referee will be asked whether they are aware of anything that might give rise to concern about the candidate's suitability to work with children and, if so, to provide details. In addition, requests for references in connection with current or previous work with children will ask specifically about whether the candidate has been the subject of allegations about their behaviour towards children. If this is the case, there will be a request for a comprehensive summary of any allegations made, details of how the allegation was followed up and resolved and a note of any action taken and decisions reached. The request for references will also ask for details of any disciplinary action the person may have been subject to in relation to behaviour involving children, including any in which sanctions imposed are expired. All reference requests will include a statement about liability for accuracy.
- Verbal opinions, particularly if they question an applicant's suitability to work with children or raise any allegation of abuse must be treated with caution unless verified in writing.
- References will be scrutinised to make sure that the referee has answered all the questions asked and there are no vague or ambiguous statements. Information provided by the referee will be compared with the information a candidate has provided on their application form. Any discrepancies or inconsistencies will be followed up and explored with the referee, usually by telephone and a written record of the conversation confirmed with the referee.
- References will be given weight and consideration and guide decisions about selection. Issues raised by referees that cast doubt on a candidate's suitability to work with children will be explored further with the referee and candidate before, during or immediately after an interview, and before any confirmation of appointment.

## The interview and test

- Assessment criteria, standards, questions and issues against which candidates will be judged during the interview and test process will be agreed by the selection panel in advance.
- The candidate's suitability to work with children will be explored at interview by asking open ended probing questions into motives, attitudes and behaviours, as well as questions which explore the candidate's attitude towards safeguarding and child protection.

- The candidate's mental and physical fitness will be checked by asking relevant questions about disability and health in order to establish their capacity to do the job.
- Employees will be recruited on the knowledge, experience and skills needed for the job.

#### Offers of appointment and pre-appointment checks

- An offer of appointment will be conditional upon satisfactory completion of all pre-appointment checks (outlined in the 'Pre-appointment checks' section below).
- Appointment will only be confirmed after all pre-appointment checks have been completed satisfactorily.

#### The Disability Discrimination Act (DDA)

- The Disability Discrimination Act (DDA) 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.

#### **Pre-appointment Checks**

Any offer of appointment made to a successful candidate, including one who has lived or worked abroad, must be conditional on satisfactory completion of the necessary pre-employment checks.

When appointing new staff, we will:

- verify a candidate's identity using the guidelines on the GOV.UK website;
- obtain (via the applicant) an enhanced DBS certificate( including barred list information, for those who will be engaging in regulated activity) (see 'DBS checks' section below);
- obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- verify the candidate's mental and physical fitness to carry out their work responsibilities (we will ask relevant questions about disability and health in order to establish whether a job applicant has the physical and mental capacity for the specific role);
- verify the person's right to work in the UK using the advice on the GOV.UK website
- if the person has lived or worked outside the UK, make any further checks consider appropriate; and
- verify professional qualifications, as appropriate.

In addition to obtaining the DBS certificate described, anyone who is appointed to carry out teaching work will require a check to ensure they are not prohibited from teaching.

### Disclosure and Barring Service (DBS) checks

Successful applicants will need to undertake a DBS check to obtain a DBS certificate. The level of DBS certificate required, and whether a prohibition check is required, will depend on the role and duties of the applicant.

There are three types of DBS:

- **Standard:** this provides information about convictions, cautions, reprimands and warnings held on the Police National Computer (PNC), regardless or not of whether they are spent under the Rehabilitation of Offenders Act 1974. The law allows for certain old and minor matters to be filtered out.
- **Enhanced:** This provides the same information as a standard check, plus any additional information held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed.
- **Enhanced with barred list check:** where people are working or seeking to work in regulated activity with children, this allows for an additional checks to be made as to whether the person appears on the children's barred list (of individuals who are unsuitable to work with children).

A person will be considered to be engaging in regulated activity if as a result of their work they:

- will be responsible, on a regular basis in a school, for teaching, training instructing, caring for or supervising children; or
- will carry out paid, or unsupervised unpaid, work regularly where that work provides an opportunity for contact with children; or
- engage in intimate or personal care or overnight activity, even if this happens only once.

The school considers that all staff, volunteers and governors have the potential to work in regulated activity and thus will apply for an enhanced DBS with barred list check for all these categories.

Once the checks are complete, the DBS will send a certificate (the DBS certificate) to the applicant. The applicant must show the original DBS certificate to the school office before they take up post or as soon as practicable afterwards.

Where an individual is allowed to start work in regulated activity before the DBS certificate is available, we will ensure that the individual is supervised during all contact with children and that all other checks, including a separate barred list check, have been completed.

If the school has reason to believe that an individual is barred, it commits an offence if it allows the individual to carry out any form of regulated activity. On conviction, there are penalties of up to five years in prison and/or a fine of up to £5,000. Similar penalties also apply to a barred individual convicted of attempting to engage or engaging in such work.

There is no requirement to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, in the three months prior to their appointment, the applicant has worked in a school in England in a post which brought them into regular contact with children or young persons in any post in a school since 12 May 2006.

#### Secretary of State prohibitions

In addition to obtaining the DBS certificate described, anyone who is appointed to carry out teaching work will require a check to ensure they are not prohibited from teaching.

Teacher prohibition orders prevent a person from carrying out teaching work in schools. A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting. A check of any prohibition is carried out using the Teacher Services' system. Prohibition orders are described in the National College for Teaching and Leadership's (NCTL) publication 'Teacher misconduct: the prohibition of teachers'.

Teacher prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by NCTL. Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.

#### Individuals who have lived or worked outside the UK

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in school. In addition, we will make any further checks we think appropriate so that any relevant events that occurred outside the UK can be considered. These further checks will include a check for information about any teacher sanction or restriction that a European Economic Area (EEA) professional regulating authority has imposed, using the NCTL Teacher Services' system.

The Home Office has published guidance on criminal record checks for overseas applicants. The DfE has also issued guidance on the employment of overseas-trained teachers. We use this information as guidance on the requirements for overseas-trained teachers from the EEA to teach in England, and the award of qualified teacher status for teachers qualified in Australia, Canada, New Zealand and the United States of America.

#### Agency and third-party staff

Contractors and extended school staff are either self-employed or working for a company and it is their responsibility to apply for their own DBS checks; the school does not allow them into the school without confirming that these checks have taken place at the appropriate level. We will obtain written notification from any agency, or third-party organisation we use that the organisation has carried out the checks on an individual who will be working at the school that we would otherwise perform (in respect of the enhanced DBS certificate, written notification that confirms the

certificate has been obtained by either the employment business or another such business). Where the position requires a barred list check this must be obtained and notified to us by the agency or third-party prior to us appointing that individual. We will also check that the person presenting themselves for work is the same person on whom the checks have been made by checking their identity and DBS certificate on arrival.

### Trainee/student teachers

Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks, we will obtain written confirmation from the training provider that these checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. There is no requirement for the school to record details of fee-funded trainees on the single central record (See 'School single central record and storage of individual records' section below).

### **School Single Central Record and Storage of Individual Records**

The school keeps a single central record which covers all staff, including supply staff and teacher trainers on salaried routes, who work at the school and contractors carrying out regulated activity.

The information which is recorded in respect of staff members (including teacher trainees on salaried routes) is whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- an identity check;
- a barred list check;
- an enhanced DBS check/certificate;
- a prohibition from teaching check;
- further checks on people who have lived or worked outside the UK which include recording checks for European Economic Area (EEA) teacher sanctions and restrictions;
- a check of professional qualifications; and
- a check to establish the person's right to work in the United Kingdom.

DBS numbers and DBS date are recorded on the single central record. QTS numbers are recorded on SIMs personnel.

Where checks are carried out on volunteers, we will record this on the single central record. In addition, we record the DBS certificate numbers of contractors and visitors carrying out work on the school premises who are likely to come into contact with children but are not carrying out regulated activity.

We record the DBS number and check photographic evidence on the first visit for all club leaders whose DBS has been completed by a third party organisation.



Copies of documents used to verify a successful candidate's identity, right to work and required qualifications are kept in school in their personnel file stored in a locked cabinet.

### **Equalities**

We are committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and transparent. Recruitment and selection procedures will be reviewed by staff and governors 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.

### **Monitoring, Reviewing and Assessing Impact**

This policy will be regularly monitored and reviewed by staff and governors on an annual basis and at any time the school Safeguarding Policy is changed. This will ensure that this recruitment and selection policy is effective in helping the school recruit and retain excellent, well-motivated staff who share the ethos of safeguarding and promoting the welfare of children and young people.