

PERRYFIELDS PRIMARY PRU



RECRUITMENT AND SELECTION POLICY

**Written
July 2019**

Review Date	Reviewed Date	Reviewer (Who?)	Action (Ratified by Management Committee - Who?)
October 2020	29.09.2020	Education Sub Committee	Ratified by Management Committee 06.10.2020
October 2021		Education Sub Committee	
October 2022		Education Sub Committee	

Introduction

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. 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. We intend to deter prospective applicants and to identify and reject applicants who are unsuitable to work with children. Existing employees, employees on fixed or temporary contracts will be invited to apply. We believe our recruitment and selection process is systematic, efficient, effective and equal.

All applicants must declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure as all posts are exempt from the Rehabilitation of Offenders Act 1974. 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.

Guidance has been taken using Keeping Children Safe in Education 2016.

Aims

- 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

Procedure

Role of the Management Committee The

Management Committee has:

- the responsibility of ensuring that the safe recruitment process complies with DfE guidance and legal requirements
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy
- responsibility for ensuring funding is in place to support this policy
- responsibility for ensuring policies are made available to parents
- nominated a Safeguarding member to visit the school regularly, to liaise with the Headteacher and to report back to the Management Committee
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher The

Headteacher will:

- promote the safeguarding and welfare of children
- ensure the school operates safe recruitment procedures
- organise safe recruitment training for school personnel involved in recruitment

- all appointment panels to include one person who has successfully passed safe recruitment training
- ensure all appropriate pre-employment checks are completed on school personnel and volunteer helpers
- ensure the Single Central record is kept up to date
- ensure contractors and agencies comply with this policy
- ensure all school personnel, pupils and parents are aware of and comply with this policy
- monitor the effectiveness of this policy
- annually report to the Management Committee on the success and development of this policy.

Safe Recruitment Procedure

When a post becomes vacant or is created then the following procedure takes place:

Job and Person Specification

- For every vacancy a job description and person specification will be available to applicants

Job advertisement

- All posts may be advertised internally and externally in order to attract a wide field of candidates as possible. The vacancy will be advertised in the following ways:
 - internally
 - local County Council website
 - national press such as TES (Leadership Team appointments)

All advertisements for posts will state that the school is committed to safeguarding children and young people and all post holders are subject to a satisfactory enhanced DBS disclosure.

School and Job Information Pack

- All interested applicants will be provided with an application form, job description and person specification. Visits to the school will be arranged and strongly encouraged.

Short Listing and References

- Short listing will be undertaken by the Headteacher and Deputy Headteacher. A Management Committee sub group will be created for leadership posts
- All applications will be looked at
- Applicants will be short listed for the post if they meet the job description and person specification
- Immediately after short listing references will be sent for those candidates short listed

- All referees will be asked if the candidate is suitable to work with children, has any disciplinary procedures relating to the safety and welfare of children, or any details of allegations/concerns/bad behaviour relating to the safety and welfare of children
- All references will be checked for consistent information. No candidate will be interviewed until references have been received and analysed
- The candidate will be asked to clarify any highlighted discrepancies upon interview
- The Headteacher will inform those shortlisted immediately after the short listing process has taken place.

Shortlisted candidates will be sent:

- detailed documentation of the interview process
- Shortlisted candidates will be asked if they have a disability within the meaning of the Equality Act 2010 and if they require any particular adjustments to accommodate their particular needs.
- They will be informed if they will have to undertake skill tests as part of the interview.

The Interview

- On the day of the interview all candidates will need to provide proof of identity, proof of their qualifications and proof of eligibility to live and work in the UK
- An interview **may** consist of an activity, informal meetings with staff, a school tour, a meeting with the School Council and a professional interview
- All candidates will be assessed for their suitability to the post and their capability to safeguard and protect the welfare of children and young people.

Job Offer

- The appropriate sub-committee will interview those shortlisted and will identify a suitable candidate
- A job offer will be made subject to the following Pre - Employment Checks for the Successful Candidate

Pre - Employment Checks for the Successful Candidate

Before taking up the post the following checks will be undertaken on the successful candidate:

- References (2)
- Proof of identity
- DBS Enhanced Disclosure
- Medical fitness from Occupational Health
- Proof of qualifications
- Proof of registration with the GTS for teaching staff
- Proof of a right to work in the UK

An appointment will not be confirmed until receipt of all of the above.

Terms and Conditions of Employment

The successful candidate will be sent:

- a letter offering them the job
- a contract of the terms and conditions of employment

The successful candidate will send a letter accepting the job and its conditions.

Internal Promotions

If the successful candidate is a present member of staff then they will be sent:

- a letter confirming the variation to his or her terms and conditions
- the start date

If the post requires support from the school they will be allocated a member of staff who will act as a mentor during the probationary period.

Induction

The induction programme for all newly appointed school personnel will include all school policies dealing with the safeguarding of children and young people and they will be signposted to the DfE guidance on Safe Working Practice.

Probationary Period

- All new employees will be subject to a satisfactory probationary period during which their progress will be monitored by their mentor/line manager
- Probation interviews will take place in each half term after which a recommendation will be discussed to establish whether the employment should be confirmed, extended or terminated

Central Record of Recruitment Vetting Checks

We will keep a single central record of recruitment and record checks of:

- all teaching staff
- support staff
- supply teachers
- volunteer parent helpers
- governors who work as volunteers
- After school club leaders

Contractors must have proof of a record check before being allowed on site.

Raising Awareness of the Policy

We will raise awareness of this policy via:

- Management Committee meetings
- staff meetings
- the school website

- Headteacher reports to the Management Committee

Monitoring the Effectiveness of the Policy

This will be done annually (or when the need arises). The effectiveness of this policy will be reviewed by the resources Sub Committee and the necessary recommendations for improvement will be made to the management Committee.