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|    | Recruitment and Selection Policy  |

Policy Consultation & Review

This policy is available on our school website and is available on request from the school office. We also inform parents and carers about this policy when their children join our school and through our school newsletter.

This policy will be reviewed in full by the Governing Body every four years. This policy was last reviewed and agreed by the Governing Body in October 2018. It is due for review in October 2022.

Signature Headteacher Date:

Signature Chair of Governors Date

Summary

This recruitment and Selection Policy has been produced in line with the DfE document “Keeping Children Safe in Education” 2014. This policy aims to secure 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 a safe environment for children and young people.

Statement

Reedham 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 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

The purpose of this policy is to provide a sound foundation for fair, effective and economic recruitment and selection of staff, and to ensure that the requirements of the Safer Recruitment guidance produced by the National Safeguarding Children Board and general employment legislation are met.

To achieve this purpose, those that are responsible for each stage of the recruitment process will adhere to the requirements of this policy and will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

Scope

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

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. At least one panel member will have received appropriate training on the recruitment and selection process as recommended by the DCSF
* 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 be advertised

Equal Opportunities

* The school is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. The ‘protected characteristics’ identified in the Equality Act 2010 of age, disability, gender reassignment, pregnancy and maternity, race (including ethnic or national origins, colour and nationality), religion and belief, sex, sexual orientation, marriage and civil partnership will not be used as the basis of selection for appointment or promotion within the School. All employees will be selected, trained and promoted on the basis of ability, the requirements of the job and other similar criteria that are as objective as possible.
* Reasonable adjustments and/or supportive measures will be considered where a known disability exists to allow equality of access and opportunity.

Safer Recruitment

* *Recruitment and Selection Training*
* 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.

*Prohibition checks and the Single Central Record*

In addition to any DBS and /or Barred List check, anyone who is appointed to carry out teaching work will require an additional check to ensure they are not subject to a prohibition order and therefore prohibited from teaching. The school holds a Single Central Record of recruitment and vetting checks covering all employed staff and other identified by the school as having access to children. The head teacher oversees the maintenance of the SCR.

*Overseas teachers*

The school will ensure that prescribed checks, including additional checks as appropriate, are carried out in respect of staff members who have lived outside the United Kingdom. These checks are to verify the candidate’s identity, right to work in the UK, professional qualifications, and mental and physical fitness to carry out their work responsibilities including whether any reasonable adjustments are required to provide effective and efficient teaching.

Application, Interview and Appointment

The Governing Body will follow the procedures outlined below for all vacancies.

* *Workforce planning and identification of vacancy*

The GB is committed to appropriate workforce planning considerations whenever a vacancy arises. They will consider whether or not recruitment to the post needs to happen and whether a review of the post should occur before proceeding.

* *Post specification*

 An accurate job description is required for all posts. A person specification, which is a profile of the necessary requirement for the post, is also required for all posts.

* *Advertising*

All posts will be advertised. In the interests of fair and open recruitment, consideration will be given to how best to bring it to the attention of persons qualified to fill it, including making use of any of the local authority’s advertising publications.

* *Applications and Shortlisting*

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

* *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.

* When requesting a reference the school will ask the referee whether that teacher has been subject, in the last two years, to their school’s capability procedure.
* *Interview*

The interview will assess the merits of each candidate against job requirements and explore their suitability to work with children and young people. The selection process for people who work with children and young people will always include a face-to-face interview even if there is only one candidate.

A minimum of two interviewers will form the interviewing panel. The members of the panel will:

* Have the necessary authority to make decisions about appointments
* Be appropriately trained – see Safer Recruitment section.
* Meet before the interview 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 with ask about each of the issues

(c) Agree their assessment criteria in accordance with the person specification

When 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.

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 a DBS check  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. It is vital that references are obtained and scrutinised before a person’s appointment is confirmed and before s/he starts work.
* *Appointment*

An offer of appointment to the successful candidate will be conditional upon:

* The receipt of two satisfactory references
* Verification of the candidate’s identity from photo id and proof of address
* 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. QTS status, NPQH
* A satisfactory DBS Enhanced Disclosure
* Verification of successful completion of statutory induction period (For teaching posts)
* Verification that the candidate has not been the subject of a prohibition order (for teaching posts)
* Satisfactory completion of the probationary period (for non-teaching posts)

The LEA’s HR department will liaise with the school in order to follow CRB guidance if a disclosure reveals information that a candidate has not disclosed in the course of the selection process.

* All checks will be:
* Confirmed in writing
* Documented and retained on the personnel file (subject to certain restriction on the retention of information imposed by DBS regulations)
* Recorded on the SCR
* Followed up where they are unsatisfactory or there are discrepancies in the information provided.

Where:

* The candidate is found to have been disqualified from working with children; 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 will be reported to the police and/or the DCSF Safeguarding Operations Unit. The school will liaise with the HR department if this should be the case.

Post Appointment Induction

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

Appendix 1

Governing Body Involvement in Staffing Recruitment

 

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| Appointment for Headteacher and Deputy Headteacher | A requirement that as many of the Governing Body attend as is feasibly possible  |
| Appointments for Teaching Staff  | A minimum of one Governor with the Headteacher. Precise involvement subject to discussion between the Headteacher and the Chair of Governors  |
| Appointments for Support Staff  | Expectation that at least one Governor is involved together with the Headteacher but there is no requirement. This is subject to discussion between the Headteacher and the Chair of Governors  |