

WEST DERBY SCHOOL



RECRUITMENT AND SELECTION POLICY

Approved on:	8 February 2017
Next review date:	Spring term 2018
Signed:	S Graham (Headteacher)
Signed:	C Birch (For and on behalf of Governing Body)

West Derby School is an equal opportunities school, which is fully supportive of inclusion principles. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The school has an up to date Safeguarding Policy and a Child Protection Policy which should be read in conjunction with this policy.

Introduction

The school is committed to ensuring that the recruitment and selection of all staff is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity.

Effective recruitment is central and crucial to the successful day-to-day functioning of the school. Successful recruitment depends upon finding people with both the necessary skills, expertise and qualifications to deliver the school's objectives and the ability to make a positive contribution to the values and aims of the school.

Aims and Objectives

The aim of this policy is to help to provide a framework for the school to use for appointing staff. The objective of this policy is to provide the school with a consistent process to recruit the best applicant for the job.

Framework

This policy is based on the guidance set out in 'Safeguarding Children and Safer Recruitment in Education Guidance DfES/04217/2006 and Keeping Children Safe in Education' (DfE September 2016) .

The school is an employer of staff who work within a regulated activity for children.

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

Relevant excerpt of Definition of Regulated Activity for this policy

Regulated activity for children is unsupervised activities on a frequent basis, for example, teaching, training, care or supervision, advice or guidance on wellbeing or driving a vehicle with children as passengers.

The school recognises the legal framework established to protect this age group & acknowledges it is illegal for employers to employ people who have been 'barred' from working with vulnerable groups.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

If a member of staff involved in the recruitment process has a close personal or family relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

The School Recruitment and Selection Policy aims to:

- adhere to current safeguarding policies and procedures;
- be fair and consistent;
- be non-discriminatory on the grounds of sex, race, age, religion or disability;
- conform to statutory regulations and agreed best practice;

- provide clarity for all those applying for posts within the school so that the school can recruit the best available people to complement and enhance teaching learning and school support services.

For every post the school's own application forms (adopted from Liverpool City Council) and contracts will be used.

Scope

This policy should be applied in relation to everyone who works in the school setting where there are children under 18 and who are likely to be perceived by the children as a safe and trustworthy adult. Those are not only people who regularly come into contact with children, or who will be responsible for children, as a result of their work. They are also people who regularly work in the school setting when the pupils are present, who may not have direct contact with children as a result of their job, but nevertheless will be seen as safe and trustworthy because of their regular presence in the setting. This includes workers not on the payroll, e.g. staff employed by contractors and unpaid volunteers.

Roles And Responsibilities

It is the responsibility of the governing body to:

- Ensure the school has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.
- Monitor the school's compliance with them.

It is the responsibility of the Headteacher, HR staff and other managers involved in recruitment to:

- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school.
- Monitor contractors' and agencies' compliance with this document.
- Promote welfare of children and young people at every stage of the procedure.

In accordance with the School Staffing Regulations, the governing body has delegated responsibility to the Headteacher to lead in all appointments. The Headteacher may ask an Assistant Headteacher to lead in her absence. School governors may be involved in staff appointments but the final decision will rest with the Headteacher.

The Recruitment Process

1. Timeline

Timelines for the appointment of staff will vary depending on the time it takes to receive all of the appropriate pre-employment checks and for the candidate to serve a notice period.

It is recognised that appointments often need to take place speedily to ensure continuity of provision for the students, however no appointment process will circumvent the measures described in this policy for the sake of expediency.

2. Job Descriptions and Person Specifications

At the start of the recruitment process it is important to define what the responsibilities of the post holder will be, as well as the qualifications and experience needed to perform the role.

All Job Descriptions will, as a minimum detail:

- Job Title
- Grade/Scale of Post
- Review Date
- Job Purpose
- Line Management
- Specific Responsibilities
- Skills & Abilities
- Responsibilities
- The post holder's specific responsibility towards the promotion and the practice of safeguarding the welfare of children that they come into contact with through their job.

All Person Specifications will, as a minimum, detail:

- Qualifications required
- Professional Registrations (if required)
- Define the skills, competencies and previous experience required
- The requirement for an enhanced DBS barred clearance for work with children and, where appropriate, disqualification by association.

Each requirement on the person specification will be graded as either 'Essential' or 'Desirable'. These grades will be used for shortlisting purposes after the closing date. How these issues will be tested – e.g. application form, interview, or assessment day, will be stated and will vary from post to post.

3. Advertisements

The advertisement for a vacancy will demonstrate the school's commitment to safer recruitment and vetting and barring procedures in order to act as a deterrent to would-be abusers. Placement of adverts will be done with best value in mind.

All recruitment advertisements will display the following:

- West Derby School name and logo
- Post Title
- Hours (this should indicate if full or part time)
- Grade or Scale
- Salary including any allowances offered e.g. TLR
- Permanent or Fixed Term (if fixed term the duration of the contract should be stated)
- Advert Text (which should detail the main responsibilities of the post)
- Safeguarding Children Statement: *"West Derby School is committed to*

safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be expected to undertake an Enhanced Disclosure and Barring Service check.”

- Closing Date and Interview Date

4. Application Packs

All covering letters sent with application packs will include the following paragraph:

“West Derby School as an aware employer is committed to safeguarding and protecting the welfare of children as its number one priority.”

The following, as a minimum, will be provided to applicants:

- West Derby School’s Application Form and Guidance for Applicants
- Job Description
- Person Specification
- Any further information relating to the school
- Equal Opportunities Monitoring Declaration Form

5. Shortlisting

After the closing date, the Equal Opportunities Monitoring Declaration will be removed from the application documents before shortlisting.

If the post is a teaching post then the candidates will be checked against the Prohibited from Teaching List through the Employer Access Online service. If the outcome of the check is clear then the application will proceed to shortlisting. If the check is not satisfactory, i.e. the candidate is prohibited from teaching then the necessary authorities will be informed and there will be no further contact with the applicant.

The shortlisting panel will review all applications and match them against the published person specification.

Those who meet all of the relevant essential criteria will form a ‘long list’.

6. Invitation to Interview

Candidates will receive an invitation to interview letter using the model CES template which reiterates the school’s commitment to safeguarding and stipulates that each candidate must bring evidence (original documents only) verifying their professional qualifications, identity, right to work in the UK and documentation required for the purpose of DBS checking. See Pre-Employment Checks below.

7. Interviews

On arrival for interview the original documents requested in the invitation to interview letter will be obtained from each candidate and copied. The copies will be verified, initialled and dated and held with the Pre-Employment Checklist pending the outcome of the interviews.

The interview process will allow time for any discrepancy in a candidate’s application or references to be scrutinised and clarified.

Interviewers will question candidates regarding any employment gaps, criminal record disclosures, fitness for the role, previous experience, suitability for the post and their motivation to work with children.

The Panel will be certain they have explored all relevant areas before they offer a post.

All interviews will be carried out on a face to face basis. On the rare occasions where teachers have applied from overseas then it may be appropriate to interview via video conferencing.

All interview panels should include at least one person who has successfully completed safer recruitment training. This will enable the scrutiny of each candidate's motivation to work with children by a trained interviewer.

The composition of an interview panel will reflect the nature of the post. The panel ensure that equality legislation is adhered to, with no discrimination shown on the grounds of sex, religion, age, disability or ethnic origin.

8. References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They should always be sought directly from the referee.

At least two but preferably three references will be requested prior to interview and subject to postal/other delay will be available to the interview panel on the day of the interview.

One of the referees must be the candidate's current or most recent employer.

Open references will not be accepted and neither will references which have been provided by the candidate.

Referees for all candidates will be asked specific role and child protection related questions. This avoids references which may have been written as part of a compromise agreement and would not state any adverse qualities or incidents involving the candidate.

When references are received prior to interview, the HR/Personnel Manager will follow up any discrepancies or issues to enable the panel to make a decision with reference to all the facts available at the time.

Gaps and inconsistencies will be followed up before an offer of employment is made. Standard forms for seeking and responding to reference requests will be used for this purpose.

9. Employment Gaps

The application form allows for candidates to inform the school of any gaps in their employment history. The HR Business Partner/Executive Assistant will check for these gaps and highlight any found to the panel.

These will be investigated at interview, along with the reason for them not being disclosed on the application form.

The interview panel will explore patterns of repeated change in career or employers at interview, ensuring that the reasons for this are fully explored.

10. Qualification Verification

At interview, essential qualifications required for the post, including those set by statute, will be verified by the HR Business Partner/Executive Assistant. Any concerns will be made known to the panel.

A photocopy of all the original qualification certificates will be taken and if the candidate is successful, these will be placed on their personal file. If the candidate is unsuccessful, then these, along with evidence of identity documents will be securely destroyed in line with the school's Retention of Records Policy.

Pre-Employment Checks

Posts within schools are exempt from the Rehabilitation of Offenders Act 1974 (updated guidance March 2014), therefore as a prospective employer, the school encourages candidates to disclose any *unspent* and *spent* convictions during the application stage by including space for this on the application form.

Disclosing a criminal background will not be used as a reason to avoid shortlisting a candidate, unless it involves violence and/or the safety of children.

Having a criminal conviction will not necessarily bar a person from working with children.

Successful candidates will be required to complete a DBS application form (and Disqualification by Association where appropriate). Once Enhanced DBS with barred list clearance is verified, any discrepancy in convictions declared on the application form and the DBS clearance will be discussed with the candidate and may lead to the offer of employment being withdrawn with immediate effect, even if the person has commenced work.

Regulated Activity

An Enhanced DBS check is needed for all staff engaging in regulated activity. For most appointments, an enhanced DBS check with barred list information will be required as the majority of staff will be engaging in regulated activity.

A person will be considered to be in 'regulated activity' if as a result of their work they fulfil one or more of the following:

- A person will be responsible, on a regular basis, in any setting for the care or supervision of children;
- A person will regularly work in a school or college at times when children are on school or college premises
- Where a person's work requires interaction with children, whether or not the work is paid (unless they are a supervised volunteer),
- Where a person is directly employed or employed by a contractor and will regularly come into contact with children under 18 years of age.

A supervised volunteer who regularly teaches or looks after children is not in regulated activity.

Post Interview Checks

Any offer of employment to any post at the school will be subject to post interview checks as detailed in Appendix 1.

OTHER CONSIDERATIONS

Starting employment before receipt of DBS check

If the Headteacher wishes for an individual to start work in regulated activity before the DBS certificate is available then a risk assessment should be completed and held by the personnel officer to identify any risks that this should pose to the students.

The Headteacher will make the decision as to whether it is appropriate for this person to start employment after reviewing this document.

Temporary Staff Employed Directly By the School.

Staff employed on a temporary contract issued by the school will follow the same recruitment process as any other permanent employee. All pre-employment checks must be completed.

Peripatetic Tutors and Agency Staff (Including Agency Supply Teachers)

All service providers/staffing agencies providing staff to undertake regulated activity will be required to provide evidence of the same pre-employment checks that the school would complete if they were directly employing the staff themselves.

This should be submitted in writing and in advance of the provider starting work and should be agreed as part of any contract between the school and the provider.

The school reserves the right to view the original copy of the disclosure from the agency if it contains additional information. Evidence of checks from external providers will be recorded on the Single Central Record by the HR Business Partner/Finance and Resources Manager.

If evidence is not provided then the school will not allow the peripatetic tutors or agency staff to have unsupervised access to children.

Contractors and Workmen

Whilst there may be little opportunity for contractors and workers to be unsupervised with young people on the school site, it is difficult to say that there will not be times when contact with a child occurs.

Anyone entering school premises to undertake activities which are not classed as regulated will be required to verify their identity, providing documents such as a passport or driver's licence along with company or council ID. The school will take all necessary precautions to ensure that the named individual is who they say they are.

Please see Appendix 2 for a flow chart of actions for checking contractors and workmen.

Volunteers Engaging in Regulated Activity

Many volunteers in schools have the same unsupervised access to children as employees. A child may not consider a distinction between a volunteer and a member of staff when seeking help or support.

An Enhanced DBS check incorporating a Children's Barred List check must be carried out prior to the volunteer starting their duties. Two references will also be required - one of these must be from their current or most recent employer/voluntary organisation.

Open references will not be accepted neither will references which have been provided by the candidate. These checks will be carried out for all volunteers engaging in regulated activity.

If such a volunteer becomes a paid employee, then all pre-employment checks must be completed with the exception of the Enhanced DBS check as it will already be held by the school.

Volunteers Not Engaging in Regulated Activity

A volunteer who is supervised at all times does not require a DBS check as they are not engaging in regulated activity. If such a volunteer becomes a paid employee, then all pre-employment checks must be completed including an Enhanced DBS check.

Single Central Register

The school will keep a Single Central Record of all staff that provides confirmation that relevant checks have been taken such as:

- Verification of Identity (Name/DOB/Address)
- Qualifications (Qualifications required to do the job and any professional registrations required)

- Children's Barred List check
- Disclosure and Barring Service check
- Employer Access Online (List of persons prohibited from teaching)
- Overseas Criminal Record Checks (applicable for any employee who has spent time abroad)
- Professional references
- Health check
- QTS check
- Right to work in the UK

This record will be kept by the Finance and Resources Manager.

Induction

The purpose of induction and probation is to:

- Provide training and information about the school's policies and procedures.
- Support individuals in a way that is appropriate for the role for which they have been engaged.
- Confirm the conduct expected of staff.
- Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities.
- Enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset (or from the interview) and address them immediately.

The content and nature of the induction and probationary process

This will vary according to the role and previous experience of the new member of staff or volunteer.

As far as safeguarding and promoting the welfare of children is concerned the induction and probation programme should include information about and written statements of:

- Policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, safeguarding, anti-bullying, health and safety, supporting children with medical needs.
- Safe practice and the standards of conduct and behaviour expected of staff, children and other service users in the establishment.
- How and with whom any concerns about those issues should be raised.
- Other relevant personnel procedures e.g. disciplinary, capability and whistle blowing
- Child protection training appropriate to the role should also be provided to all new staff as a mandatory element of the induction and probation programme for those working with children. The Child protection officer will arrange for this training

Summary

A summary tick sheet is attached at Appendix 3 to aid the smooth process and procedure of staff recruitment.

APPENDIX 1

Post Interview Checks

The following post interview checks will be carried out by the personnel officer before an offer of employment can be made. The post may be described in a covering letter as subject to satisfactory responses to specific post interview checks.

Employment History and References

The school will always ask for written information about previous employment history and check that information is not contradictory or incomplete. If a candidate for a teaching post is not currently employed as a teacher, the school will check with the school, college or local authority at which they were most recently employed, to confirm details of their employment and reasons for leaving.

References will be sought on all shortlisted candidates, including internal ones, 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.

On receipt, satisfactory references will be checked to ensure that all specific questions have been answered satisfactorily. The referee will be contacted to provide further clarification as appropriate; for example if the answers are vague.

They will also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies will be taken up with the candidate.

Verification of Candidates' Identity

It is vital that the school knows who employees are and have evidence to prove this. Evidence of identity will be sought as part of the enhanced DBS check.

The school will verify a candidate's identity from current photographic ID and will ask to see proof of address. Where a candidate is not appointed, this documentation will be securely destroyed in line with the school's Retention of Records Policy.

Enhanced DBS check with Children's Barred List Check

All employees will be considered to take part in regulated activity and the school will require them to be checked against the Children's Barred List and obtain an enhanced DBS clearance check.

There is no requirement to obtain an additional enhanced DBS check if in the three months prior to beginning work in their employment, the candidate already has DBS enhanced clearance with Children's barred List checks and has worked:

- in a school in England in a post which brought them into regular contact with children or in any post in a school since 12 May 2006;
- OR
- in a college in England in a position which involved the provision of education and regularly caring for, training, supervising or being in sole charge of children or young people under the age of 18.

The Headteacher will review the completed DBS check and determine if it meets the required standard. Where it does not, the subject to contract offer of employment will be withdrawn with immediate effect. Advice and guidance should be sought from HR in this instance.

Medical Clearance

Successful candidates will be required to complete a medical questionnaire. Depending on the answers given by the candidate, a referral to Occupational Health may be required to assess fitness for work. If a referral is made then job offers are confirmed only when a letter has been received from Occupational Health declaring them fit for the post for which they have applied.

Prohibition Order

The school will ensure that a candidate who is a registered teacher is not subject to a prohibition order issued by the Secretary of State. They will use the Employer Access Online Service to check this detail.

Right to work in the UK

The school will request documentation from the candidate to verify their right to work in the UK. This will be checked against the requirements of the Border Agency. Where the right to work in the UK cannot be verified, the offer of employment will be immediately withdrawn and the Border Agency notified of the details of the applicant.

Overseas Check

If the candidate has lived or worked outside of the UK, the school will complete any further checks which are appropriate.

Verification of Professional Qualifications

The school will request that successful candidates provide evidence of the qualifications that they have detailed on their application form. A copy of the certificates will be kept on the personnel file of the employee.

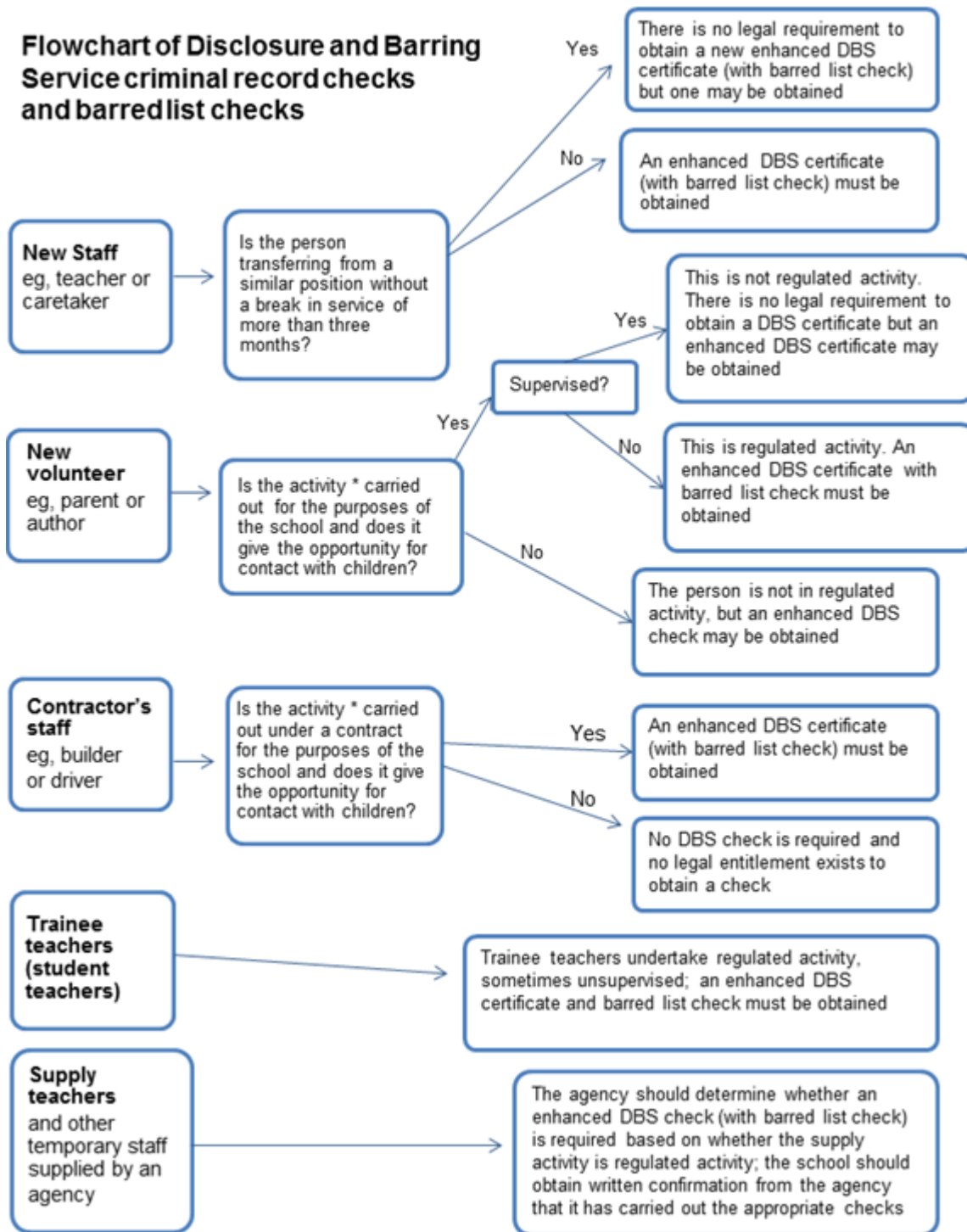
Verification of Professional Registration

Some posts require a professional registration with regulatory body. This will be evidenced and placed on file, if the Person Specification states it is an essential criteria. The school will verify the registration and will make a copy of this and place it on file.

These checks will be made clear to candidates at interview. Any offer of employment will be subject to satisfactory checks being received and verified. When the interview panel have decided who they would like to appoint to the post the successful candidate will be notified and sent a pack of documentation which they should complete and return promptly to allow any remaining pre-employment checks to take place. The candidate will not be made an unconditional offer at any point prior to the receipt of all satisfactory pre-employment checks.

APPENDIX 2

Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



APPENDIX 3

APPOINTMENT CHECKLIST

POST	
NAME	
TYPE OF CONTRACT	
ACTION	DATE
Consistency in recruitment procedures applied to all categories of employment	
Plan timeline for new appointment, agree interview panel and book suitable rooms	
Prepare Job Description & Person Specification	
Prepare Advert, check pay point and advertise role, diarising for end date.	
Prepare applicant pack including use of WDS application Form	
Long list candidates for interview applying criteria for selection in person specification	
Invitations sent to candidates for interview	
References requested and followed up with telephone call to authenticate	
Questions prepared for interview and other assessment preparation made eg. lesson obs.	
Interviews take place - explanation of gaps in employment given	
Satisfactory Reference 1 received.	
Satisfactory Reference 2 received.	
Proof of identity sought – originals not copies	
Academic qualification checked – originals not copies	
Internal Staff Contract Form to be completed by Chair of the appointment panel confirming full details of the post. This should be passed to the Executive Assistant.	
Post interview checks complete	
Satisfactory DBS check complete and recorded on SCR.	
Offer of Appointment letter sent out.	
Acceptance of terms of appointment received and New Starter & Pension Forms returned.	
Payroll informed.	
Formal induction programme completed	
Child Protection training / issue of Child Protection policy to new employee	