



# SIR THOMAS RICH'S

## Staff Recruitment and Selection Policy

This Recruitment and Selection Policy has been produced in line with the Department for Education statutory guidance *Working Together to Safeguard Children (DfE, December 2023)* and *Keeping Children Safe in Education (DfE, September 2024)*, and Gloucestershire Safeguarding Children policies (all maintained up-to-date online at [Gloucestershire Safeguarding Children Partnership](#)). 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 the recruitment and selection process and is an essential part of creating safe environments for children and young people.

**Date reviewed:** August 2024

**Status:** Non-statutory

**Responsibility:** The School's Senior Leadership Team (SLT) draws up and implements the Recruitment and Selection Policy for Staff. It is the responsibility of the Trustees' Personnel committee to review the policy regularly and monitor its implementation.

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## 1. Introduction

The 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 seeks to attract, select and retain employees who will contribute positively to the ethos of the School and are committed to school improvement. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the School's success.

## 2. Purpose and Scope

To ensure the recruitment of both permanent and fixed-term staff (including voluntary) is conducted in a fair, effective and efficient manner. To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing fairly with all applicants. This policy applies to all school employees and trustees responsible for and involved in recruitment and selection of all staff. The ultimate responsibility for recruitment and selection lies with the governing body (Board of Trustees). The Board of Trustees has delegated full responsibility to the Headteacher for appointing staff other than the Headteacher and Deputy Head.

## 3. Aims and Objectives

- To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process.
- To ensure a consistent and equitable approach to the appointment of all school staff.
- 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 or other protected characteristics.
- To ensure the most cost-effective use is made of resources in the recruitment and selection process.

## **4. Principles**

The following principles are encompassed in this policy:

- All applicants will receive fair treatment.
- The job description and person specification are essential tools and will be used throughout the selection process.
- Employees will be recruited on the knowledge, experience and skills needed for the job
- Selection will be carried out by at least two people often with separate interviews contributing to the final decision.
- Posts will normally be advertised.
- The School will comply with the Equality Act (2010), where there is a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability.
- Candidates will normally be expected to spend supervised time with pupils in the relevant part of the School and in the case of teaching posts, will normally be expected to teach a lesson.

## **5. Safer Recruitment – Recruitment and Selection Training**

It is a requirement that at least one member of the selection team has completed the Safer Recruitment Training successfully prior to the start of the recruitment process.

### **Pre-recruitment Process**

#### **5.1 Objective**

The objective of the recruitment process is to attract, select and retain staff who will contribute positively 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 aim to:

- Leave a positive image with unsuccessful applicants.
- Give successful applicants a clear understanding of the post and that which is expected of them,
- Reduce the risk of a poor 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.

#### **5.2 Application Form**

A standard application form, produced by the School, will be used to obtain a common set of core data from all applicants. CVs alone will not be accepted.

#### **5.3 Job Description and Person Specification**

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

#### **5.4 Shortlisting**

All applications will be considered by at least two appropriate senior members of staff to ensure that:

- they are fully and properly completed;
- the information provided is consistent;
- the information provided does not contain any discrepancies or inconsistencies;
- any gaps in employment are identified; and
- any potential concerns are identified and explored.

Incomplete applications will not be accepted and will be returned for completion.

As well as reasons for gaps in employment, the reasons for a history of repeated changes of employment without any clear career or salary progression, or a mid-career move from a permanent post to supply teaching or temporary work, will also be noted and will need to be explored and verified during the later stages of the process.

All candidates will be assessed equally against the criteria contained in the person specification and a short-list will be drawn up.

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children and will be asked to sign a declaration confirming that the information they have provided is true. The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

## **5.5 References**

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be obtained directly from the referee. References will be sought on all short-listed candidates, prior to interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview. References will always be obtained from the candidate's current employer. References should always be requested directly from the referee and from a senior person with appropriate authority, not just a colleague.

Upon receipt, references should be checked to ensure that all specific questions have been answered satisfactorily. Verbal contact is to be made with the referee who is the current or most recent employer to confirm that their reference is authentic and to clarify any points in the reference that are vague or unspecific. Where there are vague or unspecific points in other references then these should also be verbally checked. In the case of volunteers then a verbal check should be made with at least one referee.

Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving will be obtained from the school, college, local authority or organisation at which they were employed. References will be obtained from both the most recent employer and the most recent employer from an educational institution.

## **5.6 Other Checks before Interview**

If a short-listed applicant claims to have a specific qualification or previous experience that is particularly relevant to the post for which they are applying that will not be verified by a reference, it is good practice to verify the facts before interview so that any discrepancy can be explored at interview. The qualification or experience can usually be verified quickly by telephoning the relevant previous employer and asking for written confirmation of the qualification and/or experience.

Online searches may be carried out on shortlisted candidates as part of the safer recruitment due diligence process.

Shortlisted candidates will be notified that they will be subject to an online check if appropriate and that anything of concern will be discussed with them during interview.

The online checks will not be carried out by the interview panel. They will be carried out by a member of the HR team.

If incidents or issues that are publicly available online in relation to the shortlisted candidate are identified, this may be explored with the applicant at interview.

## **5. Interviews**

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.

Interviewers will:

- 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 DfE 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 will explore them;
  - Agree assessment criteria

Where a candidate is known personally to a member of the selection team, it will be declared before shortlisting takes place. If necessary, changes will be made to the makeup of the selection team.

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; and,
- 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 prior to 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 the references are obtained and scrutinized before a person's appointment is confirmed and before s/he starts work.)

The selection will be made according to the agreed criteria. The reasons for the unsuccessful candidates not being appointed will also be agreed so that feedback can be provided. All documentation relating to unsuccessful applicants will be securely destroyed after 6 months.

## **6. Checks**

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 using photographic ID and documentation with proof of address.
- Verification of eligibility to work in the UK (Right to work check).
- Overseas checks where required (including but not limited to criminal records checks for overseas applicants and a letter (via the applicant) from the professional regulating authority (this is often the Department/Ministry of Education but varies across the world) in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach).

As a minimum, overseas checks will be undertaken in respect of any person that has been in a country outside the UK for a period of three months or more during the last five years, and additional checks required at the School's discretion.

- Verification of the candidate's medical fitness to undertake duties in accordance with the Job Description.
- Verification of qualifications including original certificates.
- Verification of professional status where required e.g., QTS status (unless properly exempted), NPQH.
- Verification that candidates for teaching posts are not prohibited from teaching.
- A check of DBS Disclosure including number and date of issue (enhanced DBS with barred list information)
- (for teaching posts) Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999); and other appropriate checks relevant to the position such as Section 128 checks for senior leaders (SLT members) and trustees
- (for non-teaching posts) Satisfactory completion of the probationary period.

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 Data Protection regulations).
- Recorded on the School's single central record and,
- Followed up where they are unsatisfactory or there are discrepancies in the information provided.

The School will liaise with the Gloucestershire Safeguarding Children Partnership where:

- The candidate is found to be on the DBS First or DBS Barred Lists (DBS Adults' or Children's Barred List) or the DBS Certificate shows s/he has been disqualified for 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; or
- The candidate is found to be prohibited from teaching

The School reserves the right to not appoint the candidate or withdraw the offer if one has been made.

## **7. Post Appointment Induction**

On-going vigilance and training is critical to establishing a robust safeguarding culture. There will be an induction programme for all staff newly appointed to the School, regardless of previous experience.



## Procedures for Safer Recruitment

Position.....

Status.....

Issue	Who	Target date	Achieved by:
1. Identification of need to recruit.	SLT		
2. Advert to be drawn up and approved.	HEAD'S PA		
3. Supporting documentation for advert to be created e.g. person specification, department profile	HEAD'S PA/HoD		
4. Advert to be placed – Eteach, GCC website, TES, local press, STRS social media and all staff email	HEAD'S PA		
5. Application closing date – minimum 1 week from advert placing	HEAD'S PA		
6. Short listing – upon closing date	SLT/Line Manager		
7. Copies of all applications to those shortlisting/interviewing	HEAD'S PA		
8. Send all invites (and other information including Criminal Convictions Disclosure form) to successful candidates by email.	HEAD'S PA		
9. Request references as soon as short listing completed.	HEAD'S PA		
10. Interview programme to be produced and invite panel	HEAD'S PA		
11. Details for each session to include:	HEAD'S PA		
Times/Activity/Staff leading (use initials)/Location (Room)			
Tours of School			
Set up any additional activities e.g. tasks			
12. Staff cover organised 3 days before interviews take place (room changes)	NJB		
13. Interview programme information for candidates to be expanded to full name and position and displayed in Staff Room	HEAD'S PA		
14. Interview programme (decision needed) for the candidates to stay or go – default they leave and await a call from the panel lead (successful)/email (unsuccessful).	HEAD'S PA		
15. At interview the successful candidate was asked a range of questions (including Warner style questions) about safeguarding and the answers given were acceptable	TG/MTL/DD		<b>Signed:</b>
16. Once successful candidate informed, letter produced with contract details and requirement for acceptance of the position, conditional on satisfactory references, DBS clearance and medical checks, right to work in UK – send letter with all forms required.	HEAD'S PA/SLT		
17. Once forms received in school, check and submit data to Dataplan for contract/payroll purposes.	HEAD'S PA		
18. Ensure references/DBS certificate information/medical confirmation from Occupational Health/Evidence in relation to the right to work checks is retained on file. Qualifications – evidence requested e.g. certificates – copy to file. In addition, Gov.uk Children's Barred List and Teacher checks (for all in a 'teaching' role), QTS and ID evidence check	HEAD'S PA		
19. Add staff member to appropriate Single Central Record spreadsheet (see new starter checklist)	HEAD'S PA		
20. When appointment made, info to be communicated to staff, Chair of Trustees, Chair of Personnel, Director of Finance and Operations etc.	HEAD'S PA/SIJ		
21. Request initials of appointed person and add to SIMS	HEAD'S PA		