Recruitment and Selection Policy & Procedure

Cliffe VC Primary School

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This Policy has been produced for Schools by NYHR. Advice is available for school managers from NYHR regarding the application of this policy via NYHR@northyorks.gov.uk, or by telephone 01609 798343.

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Recruitment and Selection Policy

1. Introduction

1.1 The aim of this Recruitment and Selection Policy and Procedure is to attract, select and retain staff who will successfully and positively contribute to the work and development of the school.

1.2 In addition, this policy and procedure aim to ensure that Cliffe VC Primary School recruits and selects staff in a safe and fair manner at all times. Safeguarding and promoting the welfare of children and young people is an integral requirement in recruitment and selection processes and is an essential part of creating safe environments for children and young people.

1.3 It is also imperative that recruitment is planned and conducted with due regard to equality, legislation and to ensure appointments are made on merit. However, recruitment processes will also be designed to attract suitable applicants within difficult labour markets, will consider the use of a wide range of attraction techniques and make appropriate use of the discretions within the school's Pay Policy.

2. Recruitment and selection policy statement

2.1 This school is committed to attracting selecting, vetting and retaining employees who will successfully and positively contribute to the school and its pupils ensuring that they achieve their full potential. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to the job is critical to the school's performance and fundamental to the delivery of high quality educational services.

2.2 This policy seeks to ensure that the school demonstrates good practice regarding keeping children safe in education, by basing its recruitment and selection procedures on the prevailing statutory guidance and good practice on safer recruitment and reviewing this practice as and when guidelines and practices change.

2.3 This school has adopted the following statement which details its safeguarding commitment and will be included in relevant recruitment documentation:

Cliffe VC Primary School is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

3. Scope

3.1 This policy will apply to the appointment of both permanent and temporary roles within the school, and sets out the standards and stages for all recruitment activities. The safer recruitment principles of the policy should also be applied to the appointment and vetting of volunteers to ensure they are in appropriate placements and are suitable to work with children.

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3.2 The policy applies to all individuals involved in the recruitment process including members of the Governing Body. Those involved at each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants in line with the principles of public life.

3.3 The school will ensure it complies with statutory and good practice guidance around recruitment including around the appointment of Headteachers and Deputy Headteachers. The statutory requirements, including for the appointment of teachers, Deputy Headteachers and Headteachers, are detailed in section 8 below.

3.4 The Governing Body may delegate any of their functions relating to the appointment of teaching and support staff (other than the Headteacher or Deputy Headteacher) to;

- The Headteacher
- One or more of the governors (for teaching appointments the Headteacher is entitled to attend all relevant procedures and offer advice, which the governors must consider)
- The Headteacher and one or more governors

4. Equal opportunities

4.1 This school is committed to providing equality of opportunity for all and ensuring that all stages of the recruitment and selection process are free from unlawful discrimination and bias. Recruitment and selection procedures may be monitored to ensure that applicants are not being discriminated against on the grounds of any protected characteristic; sex, race, disability age, religion or belief, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy or maternity.

4.2 Applicants will be asked what adjustments they might require to participate in the recruitment process. The school will make every effort to make reasonable adjustments at each stage of the recruitment process.

5. Safer recruitment

5.1 Safeguarding and promoting the welfare of children and young people is an integral part of the recruitment and selection process. Through each stage of this process the school will seek to deter and identify those applicants whom it considers unsuitable to work with children and young people.

5.2 To this end the following measures will be taken through the recruitment process:

- Information on the school's commitment to safeguarding children will be included in the advert, job description, person specification and any other relevant documentation (see paragraph 2.3 above)
- At least one member of every interview panel will have successfully completed the Safer Recruitment Training prior to the start of the recruitment process
- Specific questions relating to the applicant's suitability to work with children will be asked of each candidate at interview and their suitability to work with children will be explored
- Comprehensive information will be obtained from all applicants which will be scrutinised, investigating any discrepancies or anomalies, including gaps in employment and education

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- Robust, relevant and appropriate references that fully cover the candidate's recent work history will be obtained, usually prior to interview
- Satisfactory statutory clearances will be obtained prior to the candidate commencing in post, except in exceptional circumstances and with an appropriate risk assessment

5.3 At all times the school will adhere to the legislative data protection requirements. All information gathered during the recruitment and selection process will be treated confidentially and handled and stored securely. Application and assessment data for unsuccessful applicants will be held for 6 months, or until any complaints arising from the process have been dealt with and then destroyed. Any copies of identity or qualification information obtained through the interview process will be destroyed for unsuccessful candidates when an appointment decision has been made. Information collected in relation to successful applicants will be retained on their confidential employee files.

6. DBS Policy

6.1 The school has a policy on when it requests criminal conviction information and DBS disclosures and how it uses, stores, retains and destroys this information.

6.2 Applicants for roles with the school will only be asked to declare any relevant conviction information if they are selected for interview. For unsuccessful candidates, any information provided will be destroyed following the selection decision.

6.3 The school has adopted a policy on the Recruitment of Ex-Offenders which is available at appendix 3 of the Recruitment and Selection Procedure.

7. Individuals involved in the recruitment process

7.1 Where possible, the same individuals will be involved throughout the whole recruitment and selection process i.e. planning, shortlisting and interviewing.

7.2 The shortlisting and selection panel will consist of at least two members but will usually have more depending on the post being filled. The members of the panel will have the necessary authority to make decisions about appointments and be appropriately trained (see section 8 below). Where possible interview panels will be balanced in terms of the protected characteristics e.g. gender, age, ethnicity, etc.

7.3 Where a candidate is known to a member of the selection panel, either personally or professionally, it should be declared when shortlisting takes place. All applicants must be considered on merit and it is, therefore, important to ensure there is no conflict of interest or perception of unfair advantage for any particular applicant. Where a potential conflict of interest or previous association has been declared, consideration will be given to changing the selection panel or adding additional members.

8. School Staffing Regulations

8.1 The school will ensure it complies with the statutory requirements detailed in the School Staffing (England) Regulations 2009. The main provisions of the regulations are:

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- at least one member of every interview panel will have successfully completed the Safer Recruitment Training prior to the start of the recruitment process
- For Headteacher and Deputy Headteacher vacancies:
  - The vacancy will be notified to the Local Authority
  - posts will be advertised nationally, unless the school has good reason not to
  - the LA will be notified of shortlisted candidates and may make written representations which the Governing Body will consider
  - a representative from the Local Authority may attend and offer advice at any selection proceedings and the Governing Body will consider any such advice when making its selection decision
- that a range of vetting checks must be undertaken to each member of staff appointed and recorded on the school's single central record

8.2 Prior to commencing the recruitment process for Headteacher posts, the Governing Body will ensure that it takes relevant professional advice, including around an appropriate salary range.

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Recruitment and Selection Procedure

1. Introduction

1.1 This procedure details the stages within the recruitment and selection process. The school recognises that fair and robust recruitment practices are critical in achieving successful recruitment outcomes. A summary of the stages within the recruitment and selection procedure, and the safer recruitment considerations at each stage, are detailed in appendix 1.

1.2 The Safer Recruitment Candidate Checklist at appendix 2 details the safeguarding issues which should be considered for each applicant.

2. Planning

2.1 Planning the recruitment and selection process is essential to maximise the opportunity for the school to attract applicants with the right skills, experience and values and minimise the risk of making unsuitable appointments.

2.2 Prior to taking the decision to advertise, the school will consider whether there is a need to replace the role on the same basis. The main options which can be considered are:

- Replacement on a 'like for like' basis
- Appointment of an apprentice
- Redistribution of work to other existing employees. Where this option is considered there will be appropriate discussion and consultation with affected staff and the impact on pay and grading will be considered.

2.3 Changes to the staffing establishment will be agreed in line with the school's scheme of delegation, and implemented in a way which gives consideration to the health and wellbeing of those affected. The decision not to replace a role on the same basis may negate or reduce the need for future staffing reductions.

2.4 Once the decision to recruit has been made, a range of planning activities and decisions may be undertaken including agreeing those involved in the process, defining the job role and the selection criteria to be used, preparing recruitment documentation and setting the timetable for recruitment.

3. Job Description and Person Specification

3.1 The job description and person specification are essential tools and will be used throughout the recruitment and selection process.

3.2 A job description should be provided for all posts which set out the main duties and responsibilities of the post. The person specification will detail the skills, knowledge and experience required to do it. The job description and person specification will include the level of contact which the post has with children, criteria regarding the applicant's suitability to work with children and information on the school's commitment to safeguarding.

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3.3 Whenever a new post is introduced, or an existing post amended, it should be assessed through the school's job evaluation mechanisms.

4. Attraction

4.1 As a minimum, all posts will be advertised internally, and externally where appropriate. Those on parental leave and long term sick leave should be made aware of how to access vacancies which arise during their absence, if appropriate. Where posts are advertised externally this may be on relevant websites and in relevant additional media as appropriate.

4.2 In exceptional circumstances, a post may not be advertised. This will usually only be for one of the following reasons:

- As a result of internal restructuring where an existing member of staff is at risk of redundancy
- Where it is necessary to redeploy an existing employee for health reasons where they are unable to continue in their substantive position
- Because a similar post has recently been advertised and an appointment can be made from the subsequent interviews (usually within 6 months of interview).
- Because a fixed term or temporary appointment needs to be made as soon as possible to ensure continuity within the post, such as covering a long-term period of sickness absence
- Where the opportunity is for a temporary responsibility (e.g. TLR) which an existing employee will undertake in addition to their substantive post
- As a result of redeployment within the Local Authority area schools to include if they will consider redeployees.

4.3 Where the need for a fixed term post or temporary responsibility becomes a permanent one, the governing body/Headteacher will consider whether it is appropriate for the post-holder to be offered the permanent contract or whether the post should be advertised. This will depend on the original reason for the post initially being fixed-term, any accrued employment rights, any subsequent changes in the needs of the school and the original recruitment process that was undertaken.

Adverts

4.4 The following minimum information will usually be included in adverts:

- Job title
- Salary – including pro-rata values if part-time or term-time only
- Hours of work and whether the role is full or part-time
- Proposed start date
- Whether the post is temporary or permanent
- Summary of the job role and minimum requirements
- How to access and return application forms
- Closing date for applications
- Information regarding the school's commitment to safeguarding and that the successful candidate will be required to obtain a satisfactory enhanced DBS check

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4.5 Unless there are exceptional circumstances, vacancies will be advertised for at least one week, including one weekend, to give applicants sufficient time to apply.

Application Form

4.6 All applicants for posts advertised externally must complete the school's standard application form. CVs will not be accepted as an alternative to an application form and will not be used for short-listing when submitted with an application form. The use of standard application forms ensures that a common set of core data is obtained from all applicants.

4.7 Where an application is submitted electronically it will be taken that submission of the form is a declaration that the information is true and accurate.

4.8 Where posts are only advertised internally, the school may use an alternative method of application e.g. expression of interest.

Application Pack

4.9 For all posts advertised externally the school should produce an application pack which will be made available to all applicants. The school recognises that the pack is critical in persuading candidates to apply for the post and providing information regarding the vision and strategy of the school.

4.10 The application pack should also include information regarding the school's commitment to safeguarding and that the successful candidate will be required to obtain a satisfactory enhanced DBS check.

5. Shortlisting

5.1 Applications will be scrutinised carefully to ensure they are fully and properly completed. Particular attention will be paid to the reasons for leaving any previous childcare employment where the applicant no longer works with children. Incomplete applications may not be accepted and may be disregarded or returned to the candidate for completion.

5.2 Any gaps in employment and education will be identified and a written explanation obtained from the applicant, usually during the selection process, but as a minimum once a provisional offer of employment is made.

5.3 Candidates will be assessed equally against the job description and person specification according to the agreed criteria. Candidates who do not meet the essential requirements should not be shortlisted.

5.4 Where it is not possible to determine, from the application form, whether a candidate fully meets a criteria they may be progressed to the shortlist and further evidence will be sought through the selection process.

5.5 If, following assessment against the essential criteria, the short-list is too long, the desirable criteria may be used to reduce the shortlist to a manageable size. A written record will be kept of the shortlisting process.

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5.6 Shortlisted candidates will be invited to attend the selection process. The interview notification should detail the relevant arrangements, the selection activities and who will be involved from the school.

5.7 At this point, candidates will be asked to complete a declaration regarding any relevant conviction information. Candidates will only be asked to declare cautions and convictions which could appear on a DBS disclosure certificate and will not be required declare protected convictions and cautions which have been filtered.

5.8 The applicant will also be asked to bring relevant identity and qualification documentation to the interview to enable the school to undertake relevant vetting checks. The school will retain copies of any documents used to verify the candidate's identity and qualifications on their confidential personal file if they are appointed. For unsuccessful candidates, additional data collected at this stage will be confidentially destroyed when an appointment decision has been made.

5.9 Employment references for short-listed candidates should be requested prior to interview so that they may be available should they contain any information which the selection panel wish to discuss with the candidate.

5.10 The school will seek to obtain a minimum of two written references and these will be requested on a standard reference pro forma, usually prior to interview. Referees should be able to comment on the applicant's suitability for the role being recruited to, including their suitability to work with children, and will be from the applicant's current or most recent employer. Where an applicant previously worked in childcare employment but no longer does so, they may be required to provide a referee from that organisation. Further information is available in the school's reference policy.

6. Assessment

6.1 As a minimum the selection process will be based on completion of an application form/expression of interest, shortlisting and face-to-face interview. The interview will assess the merits of each candidate against the agreed criteria based on the job description and person specification, and explore their suitability to work with children and young people.

6.2 Other selection methods may be used depending on the role that is being recruited. Any methods used must be relevant to the post being appointed to and free from unlawful discrimination. All interview and assessment events are a two way process: they are an opportunity for the panel to select the best candidate for the role, and also an opportunity for a candidate to determine whether the job and the school are right for them.

6.3 Prior to the interview the panel members should meet 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, including any issues or inconsistencies arising from the application form and references, and who will ask about each of those

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- Agree their assessment criteria in accordance with the job description and person specification including the core questions which all candidates will be asked
- Agree the questions which will be asked regarding suitability to work with children and attitude towards safeguarding

6.4 Individual candidates will be assessed against the agreed assessment criteria and these assessments recorded in writing.

6.5 The school will make reasonable adjustments for applicants, should they be required, in order to enable them to attend and participate fully with the selection and assessment process.

7. Selection

7.1 Once the formal assessment process is completed, all members of the selection panel will reach a final decision. The selection will be made on the basis of which individual best fits the criteria set at the start of the recruitment process, using the scores and results of any assessments. A written record of the selection decision will be made.

7.2 The school may choose not to appoint should none of the candidates meet the required standard.

7.3 All candidates who have attended the assessment process should be notified of the outcome of the process. Unsuccessful candidates will be offered feedback should they wish to receive this.

8. Conditional offer of employment

8.1 All offers of employment will be made on a conditional basis subject to:

- The receipt of at least two satisfactory written references
- A written record of the candidate's full educational and employment history included documented reasons for any gaps
- Verification of the candidate's identity
- Verification of eligibility to work in the UK
- Verification of the candidate's medical fitness to undertake the duties of the role, with reasonable adjustments if applicable
- Verification of educational and professional qualifications
- A satisfactory Enhanced Disclosure and Barring Service criminal record check for work with children, with Children's barred list check if relevant
- Overseas criminal records check or certificate of good conduct (if applicable)
- (for teaching posts) verification of successful completion of statutory induction period if relevant (applicable to those who obtained QTS after 7 May 1999)
- Verification that the individual has not been disqualified from working with children under the Childcare Act 2006, if applicable.

8.2 New employees will usually not commence until the satisfactory completion of pre-employment checks. A member of staff may only commence prior to the return of the DBS criminal records check with the express permission of the Headteacher and under a documented risk assessment which should be reviewed at least every two weeks.

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8.3 If a DBS disclosure reveals information that a candidate has not disclosed in the course of the selection process further discussion will be held with the candidate prior to an employment decision being reached. The school's policy on the Recruitment of Ex-Offenders policy is available at appendix 3.

8.4 All pre-employment vetting checks will be followed up where they are unsatisfactory or there are discrepancies in the information provided. In addition, they will be:

- Confirmed in writing
- Retained on the personal file (subject to certain restrictions on the retention of information imposed by DBS regulations)
- Recorded on the school's single central record

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Appendix 1 – Summary of stages in the Recruitment and Selection Procedure

Stages	Safeguarding considerations
Planning • Consider the basis on which the post needs to be filled • Consider who will be involved in the process and whether they have appropriate training • Assess what the requirements of the role are • Ensure sufficient time is planned for the process and dates are set for assessment activities	• Ensure at least one member of the interview panel has received safer recruitment training
Job description and person specification • Ensure an up to date job description and person specification is available • Consider if the post needs to go through a job evaluation process or if the documents being used have already been evaluated.	• Include safeguarding statement in job description • Specify contact the role will have with children in the person specification
Attraction • Consider the target audience and best way to attract potential candidates • Advertise and provide candidates with comprehensive application pack	• Include safeguarding statement in adverts and application pack • Use standard application forms which request common set of core data
Shortlisting • Scrutinise application forms identifying any gaps, inconsistencies or concerns • Use agreed criteria linked to person specification to determine shortlist • Invite candidates to interview • Request references	• Identify issues to be discussed at interview • Request applicants complete Criminal Record Declaration • Ask applicants to bring ID and qualification certificates to interview • Ensure referees are appropriate and ask for additional or alternative referees if necessary e.g. previously worked for a childcare organisation
Assessment • Undertake interview and other selection processes • Ask questions which assess the skills and behaviours essential or desirable to the role	• Ask questions about safeguarding and motivation to work with children • Discuss any issues or anomalies from the application form and references
Selection • Make appointment decision and record process and outcome • Make conditional offer subject to required clearances • Notify unsuccessful candidates & provide feedback • Destroy additional documentation collected at the selection event for unsuccessful candidates • Hold application and assessment documentation for unsuccessful candidates for 6 months and then destroy	• Ensure all relevant information has been collected for successful candidate and that it is consistent and there are no gaps • Consider any criminal conviction information disclosed • Check references including for consistency

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Conditional offer of employment • Issue conditional offer letter detailing vetting checks required • Commence DBS process • Ensure full range of vetting checks are undertaken • Place all of the successful applicant's documents on confidential personal file	• Ensure all checks are documented • Discuss any information disclosed on DBS with candidate, liaise with LA designated DBS decision maker and make employment decision • Record vetting checks on Single Central Record

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Appendix 2

Safer Recruitment Candidate Checklist

Shortlisted Candidate Name/Ref No		**Y/N**	**Notes/Actions Required**	**By whom and by when**
Application form information/additional information provided by the candidate	Is the application form fully completed?			
	Is there any information from the candidate which gives cause for concern? Are there any gaps in employment and education history? Any concerns about reason for leaving? etc.			
	Has the candidate worked abroad? If yes, then can they provide a certificate of good conduct?			
	Issues to be followed up at interview identified?			
Reference requests	Are referees suitable persons? Is one of the referees current employer? Is one referee from last employment working with children and young people? Does the candidate need to be approached to request different/additional references?			
	Requested prior to interview?(only if permission granted by the applicant)			
	Sent to place of work, not home address?			
Reference information	Have at least two suitable written references been received?			
	Are the references fully completed and all information requested included and all questions answered?			
	Is there any information from referees which gives cause for concern? Could this be a			

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	compromise agreement reference?			
	Are applicant's and referees' information consistent?			
	Issues to be followed up at interview identified?			
Pre-Interview consideration	Should the interview go ahead?			
Interview	Questions re suitability to work with and safeguarding and promoting the welfare of children and young people asked and followed up with supplementary questions where necessary			
	Additional questions asked and followed up with supplementary questions where necessary			
	Candidate reminded that appointments subject to satisfactory Enhanced DBS, TRA check (teaching only) and references, and asked if there is anything they wish to declare			
	Documents relating to Identity, change of name D.O.B and qualifications seen, scrutinised and photocopied			
	Is there any information/ concern which suggests that the candidate should be reported to police/ DBS /Regulatory body?			
	Is there any information which suggests that the candidate may be unsuitable to work with children or young people and should not be offered the post?			
	Is all of the information consistent? Is there any information/concern which needs to be followed up further?			
Offer of appointment	Is a conditional offer to be made?			
	Pre-employment vetting checks undertaken and			

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	Employee Personnel File Checklist completed.			
	Candidate not permitted to start work until all checks completed. In **exceptional** circumstances a candidate may begin work prior to receipt of checks and references only in circumstances where a risk assessment has been undertaken and risk control measures have been put in place e.g. no unsupervised access to children. It is made clear that should the checks be unsatisfactory that employment offer will be withdrawn.			

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Appendix 3

Policy Statement on the Recruitment of Ex-offenders

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), this school complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly.

2. This school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

3. This school can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.

4. This school is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

5. This school has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.

6. This school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience and criminal record information is only requested from short-listed candidates.

7. A disclosure is only requested from the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position.

8. This school ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

9. This school also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

10. At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that

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might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

11. This school makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.

12. This school undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

(Source www.gov.uk)

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