

Recruitment & Selection Procedure

Approved by **RET Board**

Approved on **November 2016**

SLT contact **Headteacher**

Revision due **Every 2 years**



1. Scope & Purpose

- a. This framework sets out agreed standards by which this School agrees to abide in the recruiting, selecting and appointment of its employees.
- b. These standards comply with the guidance set out in *Keeping Children Safe in Education* (DfE September 2016) and previously in *Safeguarding Children and Safer Recruitment in Education* (DfES, January 2007). Adoption of these standards will ensure the School meets its statutory obligations in relation to recruitment & selection, and will help to promote equality of opportunity, thus ensuring the best person for the job is appointed regardless of whether or not they possess, are perceived to possess, or are associated with someone who possesses, one or more of the characteristics offered protection by the Equality Act 2010.
- c. The underlying principles set out in this Procedure, and in particular those relating to the safeguarding of children and young people, and to equality of opportunity, will also apply in relation to the appointment of groups of workers other than employees, such as volunteers.
- d. The headteacher will be responsible for ensuring all those involved in the recruitment & selection process are appropriately trained and informed, and for ensuring that the following standards, including any statutory requirements in relation to recruitment, selection and vetting, are complied with.
- e. Equally, all those involved in the process of recruiting and selecting staff to work at this School are expected to follow these standards, and to seek advice where they are at all unsure.
- f. For headteacher appointments, references within this Procedure to 'headteacher' should be taken to mean 'Chair of Governors'. The minimum standards set out in the following procedure will also apply to headteacher appointments, but in addition:
 1. A headteacher vacancy must be advertised nationally;
 2. The governing body will be responsible for determining the application process and the shortlisting and interview panels (both of which should consist of the same individuals), who will be advised by an appropriately qualified person;
 3. No offer of appointment to the post of headteacher will be made without the prior approval of the full governing body.
- g. The following standards are strongly recommended for use by external agencies/ contractors appointing workers who will have access to the School's premises as part of their role. The headteacher will be responsible for ensuring all relevant agencies are made aware of these standards and the expectations on them in this respect, and for monitoring compliance.

2. General Principles

When recruiting, selecting and appointment staff this School will:

- a. Ensure its practices and systems are transparent, objective, consistent and thorough and in accordance with legislation and latest guidance; and
- b. Ensure safeguarding the welfare of its pupils is at the heart of its practices.

Recruitment & Selection Standards

3. Recruitment Planning

- a. Review of the vacancy
 1. Where a vacancy arises due to an employee leaving, the Headteacher will be responsible for reviewing the position and assessing whether the vacancy should be filled. The role and its fit within the staffing structure should form part of this review.
 2. Where the headteacher determines that a new post is required, this should be reported to the Governing Body and approval obtained.

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- b. Job description and person specification
 - 1. The job description should outline the main duties and responsibilities of the job. This should include a clear statement about the postholder's responsibilities for promoting and safeguarding the welfare of pupils.
 - 2. The person specification should set out the essential requirements for the post in terms of qualifications, skills, knowledge, experience, aptitudes and other competencies or qualities that candidates need to demonstrate.
 - 3. Care should be taken to ensure that the criteria required by the person specification are objective and measurable, and that they can be justified in relation to the job description.
 - 4. The person specification is a key document in the recruitment & selection process, and it is against this that candidates will be measured without exception or variation.
 - 5. All appointments at this School will be subject to an Enhanced DBS check, and this should be made clear in the person specification.
- c. Application Form
 - 1. This School uses a standard application form for the appointment of all employees. All applicants for employment will be required to complete an application form fully, and sign and date the declaration at the back of the form, at the start of the recruitment process.
 - 2. Curriculum vitae ('CVs') will not be accepted in place of a fully completed application form.
 - 3. To ensure transparency and fairness, applications that are incomplete will normally be rejected on this basis.
- d. Job Information Pack

A job information pack will be produced for all vacancies prior to advertising the post. This will include as a minimum:

 - 1. Standard application form
 - 2. Job description
 - 3. Person specification
 - 4. Background information on the School
 - 5. Information regarding the post, including key terms and conditions
 - 6. Equalities statement

4. Recruitment

- a. In determining the most suitable recruitment medium for a particular post, the headteacher will take into account considerations such as the need for fairness and transparency, and equalities issues.
- b. As a general rule vacancies will be advertised externally, although there may be specific circumstances (such as recruiting to posts of a short-term nature, or for acting arrangements) where the headteacher determines that applications will first be sought from within the School.
- c. In certain circumstances the headteacher may decide to approach an external agency or organisation (e.g. job centre, 'head-hunting' agency) to help source a suitable pool of candidates. This may be undertaken as well as, or instead of, an advertisement. In any event all candidates regardless of how they were notified of the position will be subject to the same selection processes as detailed below.
- d. Reasonable care will be taken when advertising a post to ensure that all staff are made aware of the vacancy, including staff from under-represented groups within the School. To this end, a copy of all job advertisements will be placed on the School staff notice board.
- e. All advertisements will include a brief safeguarding statement, including the requirement for an Enhanced DBS check.

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5. Selection

a. Shortlisting

1. All applicants for a post will be subject to a shortlisting exercise, carried out by the shortlisting panel using a standard matrix. The shortlisting panel will consist of a minimum of two persons who will also normally form the selection interview panel.
2. Candidates should be shortlisted, without exception or variation, against the criteria specified in the person specification. As part of the shortlisting process the panel will be expected to check applications for consistency of information, and to identify any gaps, anomalies or discrepancies that may need to be followed up.
3. Shortlisting decisions should be recorded using the shortlisting matrix, and this should clearly identify reasons why unsuccessful applicants were not selected for interview.

b. References

1. References will normally be sought prior to interview. No reference will be sought without the prior agreement of the applicant, although where such agreement is withheld the panel may decide to discount that applicant from the rest of the selection process.
2. Two references will be sought, both of which should be employment references, one of which should be from the current or most recent employer. Where this is not possible (e.g. where the applicant has not previously worked) alternative referees will be allowed.
3. One reference should be from their most recent education employer.
4. References will be taken up using the School's standard reference request template, and will seek specific information regarding the applicant's suitability for working with children and young people. Where concerns or discrepancies arise as a result of a reference that has been provided, this will be followed up with the referee to the headteacher's satisfaction.

c. Selection Interviews

1. No offer of employment will be made without a face-to-face interview having first been conducted. Ideally, face-to-face interviews will also be combined with other selection tools appropriate to the post (e.g. observed teaching, written or practical tests).
2. Careful consideration should be given in advance of the interview/selection date to the organisation of the day, as this will impact on how the School is perceived by applicants. This will include taking care to implement reasonable adjustments where applicants have indicated that these are required as a result of a disability.
3. Selection interviews will be conducted by a panel of interviewers, consisting of a minimum of two. Prior to interview, the panel will draw up a set of 'core' questions related to the person specification, which will be asked of all candidates; as well as identifying any areas that need to be explored with individual candidates.
4. All interviews will probe candidates' suitability for working with children and young people, and will ask whether (in light of the requirement for an Enhanced DBS check) candidates have any previous cautions, convictions or bind-overs that they wish to declare.
5. Prior to interview the panel should agree the scoring mechanism to be used. This includes the scoring mechanism for selection activities other than the interview. The scoring mechanism should be as transparent as possible, and will reflect the comparative importance of different elements of the job role.
6. Questions together with candidate responses should be recorded by the panel using the School's standard interview record sheet.

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7. Candidates will be notified of the outcome of the selection day as soon as possible after the decision has been made. Where it is requested, feedback will be provided to candidates.

d. Vetting

1. All offers of appointment will be made on a conditional basis, subject to receipt of the following:

- Two satisfactory references (see above)
- *Verification of identity
- *Verification of right to work in the UK
- *Verification of qualifications (and where relevant) professional status
- *Satisfactory Enhanced DBS Check (see below)
- *Children's Barred List check
- *For those appointed to carry out teaching work: a prohibition from teaching check
- *For those engaged in management roles: a further check that they are not prohibited under section 128 provisions
- *For those who have lived or worked outside the UK: additional checks compliant with the guidance issued by the Home Office and the Department for Education
- *DfE Number (teachers)
- Evidence of registration with relevant professional body (if applicable)
- Verification of medical fitness
- Verification of successful completion of statutory induction period (applies to all teachers who obtained QTS after 7th May 1999)
- Satisfactory completion of a six-month probationary period (support staff new to the School)

2. In all cases the successful applicant will be required to satisfy all the above vetting checks (with the exception of the DBS check, which must have been applied for) before starting work at the School.

3. Where an individual commences working at the School before an Enhanced DBS Check has been satisfied, a separate check of the Children's Barred List (previously List 99/PoCA) must have been undertaken.

6. Supply or Agency Staff including Contractors and RET staff

- a. Staff working in school employed by an agency or contractor must have the checks above (*) carried out by their employer.
- b. The school should receive written confirmation that these checks have been carried out.
- c. Additionally the school must check the identity of the person on first arriving at the school to confirm that they are the individual who has been checked.

7. DBS Disclosures

- a. All positive DBS disclosures (i.e. those which show a conviction, a police caution or a police record) regardless of the seriousness of the offence/conviction/charge revealed will be subject to an objective assessment.
- b. The Headteacher will advise RET of details of any positive DBS disclosures. The Headteacher will consider the magnitude of the DBS disclosures having regard to guidance and instructions from the Governing Body and RET:
 1. Major disclosures which are considered to involve risks to students will be rejected.
 2. For serious disclosures, which might not involve risks to the students the Headteacher will seek to establish the relevant facts from the applicant and will then make a decision.

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3. For minor disclosures involving a reasonable amount of time since the event and no involvement with students will be dealt with in a discussion between the applicant and the headteacher who will then make a decision.
- c. A record of the recruitment decision following a positive DBS disclosure will be made by the Headteacher on the prescribed form. (See Appendix B) Depending on the circumstances, he may decide to ask the chair of governors to countersign the form.
- d. The rejection or acceptance of the applicant will be communicated to him/her by letter.
- e. The following factors will be taken into consideration in relation to positive DBS disclosures:-
 - whether the conviction or other matter revealed is relevant to the position in question, the seriousness of any offence or other matter revealed,
 - the length of time since the offence or other matter occurred,
 - whether the applicant has a pattern of offending behaviour or other relevant matters,
 - whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters, and
 - the circumstances surrounding the offence and the explanation(s) offered by the convicted person.
- f. In the event the applicant is due to commence employment before the DBS disclosure has been received and the barred list check has shown a clear response, an employment risk assessment may be completed. (see Appendix c) This assessment, involving completion of the relevant form, is only for use in exceptional circumstances – usually that the post is essential to the successful operation of the SCHOOL. The Headteacher will sign the declaration on page 2 of the form and the chair of governors will be asked for his countersignature. If the application is in respect of a teaching post, the applicant will require an appropriate level of supervision and/or monitoring to be maintained and he/she will not work alone with individual students. On receipt of the DBS disclosure, the normal process will be followed.

8. Recruitment of ex-offenders

- a. Under the Protection of Children Act 1999 and the Criminal Justice and Courts Services Act 2000, it is unlawful for schools to employ persons, regardless of any mitigating circumstances, who may have regular contact with children who are either:
 1. Included on the list maintained by the Secretary of State for Health of people judged to be unsuitable to work with children. (barred list), or
 2. Subject to a disqualifying order made on being convicted or charged with the following offences against children:
 - Murder; manslaughter; rape; other serious sexual offences; grievous bodily harm; and/or other serious acts of violence.
- b. It is RET's policy to consider it a high risk to employ persons, who may have regular contact with students if they have been convicted or charged at any time of any of these offences or drug related offences.
- c. The DBS/CRB code of conduct requires that the RET sends a copy of its Policy on the Recruitment of Ex-offenders to all job applicants. This policy, which should be read in conjunction with the paragraphs above, is set out at Appendix A

9. Storage of and access to disclosure information

- a. Disclosure information is kept securely, in lockable, non-portable, cabinets with access strictly controlled and limited to those who are entitled to see it as part of their duties.
- b. In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom

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Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

- c. All Disclosure information may be revealed to the authorised signatories (currently the Headteacher) and to the member of administrative staff delegated to maintain the personnel records. Where relevant, Disclosure information may also be revealed to any other member of the Senior Management Team if, in the judgement of one of the authorised signatories, it is necessary for them in order to effectively undertake their responsibilities.
- d. Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's consent has been given.

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Appendix A - Policy Statement on the Recruitment of Ex-offenders

The DBS/CRB Code of Practice Requires that the school sends a copy of its Policy on the Recruitment of Ex- offenders to all job applicants.

In accordance with the aforementioned Code of Practice this policy is made available to all Disclosure applicants at the outset of the recruitment process. The full Code of Practice is available at:

<http://www.homeoffice.gov.uk/publications/agencies-public-bodies/CRB/about-the-crb/crb-cop?view=Binary>

1. As an organisation which uses the Disclosure and Barring Service (DBS), the Governing Body of the school complies fully with the aforementioned Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
2. We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all job applicants will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.
3. We are committed to the fair treatment of applicants, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
4. We promote 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. We select all candidates for interview based on their skills, qualifications and experience.
5. All application forms and recruitment information will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
6. We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. This information may be sent under separate, confidential cover. The information will only be seen by those who need to see it as part of the recruitment process.
7. At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that 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.
8. We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
9. We ensure that people at the SCHOOL who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
10. Having a criminal record will not necessarily bar you from working at the school. This will depend on the nature of the position and the circumstances and background of your offences.

POSITIVE DBS – RECORD OF RECRUITMENT DECISION		
All positive disclosures which are relevant to child protection, regardless of the seriousness of the offence(s)/conviction(s) /charge(s) revealed, will be subject to an objective assessment. All Sections of this form must be completed and the form retained on file		
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SECTION 1		
Date:		
Name of Applicant:		
Post applied for:		
SECTION 2		
Does the applicant meet all the essential criteria for the post in terms of skills, knowledge and ability?	Yes	No
Is the type/nature of offence(s) directly relevant to the post?	Yes	No
When did the relevant offence(s) occur?	Less than 2 years ago	More than 2 years ago
Is there a pattern of related offences?	Yes	No
Is there a pattern of unrelated offences?	Yes	No
Is this context/circumstance still relevant today?	Yes	No
Was the relevant offence(s) committed at work (i.e. paid & unpaid employment)	Yes	No
What level of independence will the post holder have?	Close Supervision	Minimal Supervision
Does the applicant demonstrate a determination not to re-offend?	Yes	No
Did the applicant declare the relevant offence(s) on his/her application form?	Yes	No
What response did the applicant give when questioned about the offence(s) revealed?		
Have 2 references been received?	Yes	No
What do the references say about the applicant's suitability for the post?		
In light of the above does the applicant constitute a 'risk'?	Yes	No

SECTION 3**Name:**

Declaration: I understand the school's policy on the Recruitment of Ex-Offenders and having considered the above assessment I believe the applicant does / does not* constitute a risk to children for the following reasons(please provide details):

Therefore, the applicant should / should not* be offered this post.

*delete as appropriate

Signed:**Director of Finance****Date:**

Please note: If you are proposing to appoint a person with a conviction for a HIGH RISK offence you are advised to ensure that SECTION 3 is countersigned by the Headteacher and the Chair of Governors

Signed:**Headteacher****Date:****Signed:****Chair of Governors****Date:**

APPENDIX C

Safer Recruitment - Employment Risk Assessment

This form is only for use in exceptional cases, where the Headteacher wishes to consider an exemption from the requirement to obtain an enhanced DBS check for regulated activity prior to appointing a member of staff to work with children. It must not be used as an alternative to submitting a DBS application which must be done at the earliest possible date. The form should be completed by the Headteacher and be retained on the employee’s personal file indefinitely.

Please note that a Barred List check must be carried out in every case prior to an employee beginning work at the school.

Name of Applicant	
Post to be filled	
Date post became/becomes vacant	
Alternative arrangements for covering the post if the candidate does not commence his/her duties:	
Date of interview:	
Date DBS application form submitted to personnel provider:	
Is the progress of the DBS being checked through online checking? https://www.emp.disclosures.co.uk	
Name of current/last employer	
Length of service with current/last employer	
Has there been a break in employment since last employed?	
If yes - has this been satisfactorily explained by the candidate?	
Has the candidate declared any previous cautions/convictions?	
If yes - have these been satisfactorily explained by the candidate?	
Has advice been sought from EPM, if there are any concerns about the employee’s background?	

Please complete the Headteacher’s Declaration on page 2

Name of Applicant	
Post to be filled	

Headteacher's Declaration:

- I confirm that this post is essential to the successful operation of the school.
- I confirm that I have obtained references from at least one referee with recent and relevant knowledge of the employee. I am satisfied that the referee has no reservations as to the applicant's suitability to work with children and young people.
- I confirm that a Barred List check has been carried out and written confirmation received of a satisfactory outcome.
- I confirm that medical clearance has been given for this appointment.
- I confirm that I will ensure appropriate levels of supervision and/or monitoring will be maintained at all times (for example, unplanned visits by senior staff to employee's work area and avoiding the person working alone with individual children).
- I confirm that the employee will not be given responsibility for high-risk activities e.g. residential trips until appropriate DBS clearance arrives.
- I confirm that the established child protection procedures, standards and ethos of the school provide clear expectations of all staff in matters of child protection.
- I confirm that as part of the employee's induction, the above standards and expectations will be made clear.
- I have discussed the details of this appointment and assessed the potential risk(s) with my Chair of Governors.

Signed:

Name:

Date:

Decision: Exemption endorsed / not endorsed (please delete as appropriate)

Signed:.....

Date

Chair of governors