



Recruitment and Selection Policy and Procedure

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Approved by Local Governing Body

Chair of Governors: John Garner

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1. Introduction

- 1.1. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and requires all employees and volunteers to demonstrate this commitment in every aspect of their work.
- 1.2. The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the School's Equality and Diversity Policy.
- 1.3. People will be treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.
- 1.4. The requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks will be complied with.
- 1.5. Compliance with the Data Protection regulations and the more stringent requirements contained within the General Data Protection Regulations (GDPR) will be ensured. The GDPR encompasses the core principles of the DPA and provides more onerous responsibility and accountability for fair and transparent processing. The school's Privacy Statement provides specific details in accordance with the GDPR principles and can be found on the school's website: www.ruisliphigh.com. Recruitment documents are processed in accordance with the Trust's data retention policy which can be found on the Trust website: www.vlt.org.uk.
- 1.6. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, knowledge, experience and skills will be assessed at the level that is relevant to the job.
- 1.7. If an applicant makes the school aware, at any stage of the recruitment process, that they have a disability then reasonable adjustments must be considered to ensure the applicant is not disadvantaged by the process.

2. Delegation of Appointments and Constitution of Appointments Panels

- 2.1. The Headteacher is responsible for deciding on the arrangements to recruit to any post, with the exception of the Headteacher role where the Trust will be responsible. The Headteacher may not delegate the offer of employment to any other senior leader or governor.
- 2.2. The Headteacher is expected to involve at least one governor in the appointment of a senior leader. The CEO of the Trust will also form part of the final interview panel for any member of staff who is directly line managed by the headteacher.
- 2.3. Shortlisting panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every shortlisting panel will have at least one member who has undertaken Safer Recruitment Training. In addition, at least one member will have undertaken general

recruitment or equalities training (it is recommended that those who shortlist carry out the interview for a consistent approach).

3. Advertising

- 3.1. All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or employees are at risk of redundancy, vacancies may be advertised internally before an external advertisement. In these circumstances, the shortlisting panel may decide that certain parts of the recruitment process may be omitted but all candidates will be subject to a formal interview, the satisfactory reference requirements and any other necessary checks.
- 3.2. The advert will include the level of DBS check required depending on the role being recruited for and whether the role will involve regulated activity.
- 3.3. The advert will specify whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, which means certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers. If they are disclosed, they will not be taken into account.
- 3.4. Within the advert the applicant will be provided with the school's policy and practice in relation to safeguarding and promoting the welfare of children.
- 3.5. In accordance with Keeping Children Safe in Education, the school will consider carrying out an online search as part of the due diligence on shortlisted candidates. Where an online check will be carried out, this will be indicated in the advert and/or recruitment pack.

4. Information for Applicants

- 4.1. All applicants for all vacant posts will be provided with:
 - A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the School;
 - A person specification will also be provided;
 - A statement on behalf of the governing body/trustees of their commitment to safeguarding and promoting the welfare of children and young people and the skills, abilities, experience, attitude, and behaviours required for the post;
 - An application form (CVs will not be accepted);
 - An Information pack containing:
 - A description of the school relevant to the vacant post
 - Reference to the Child Protection/Safeguarding Policy
 - DBS and other pre-employment checks required
 - The closing date for the receipt of applications
 - An outline of the terms of employment including salary

- 4.2 The letter inviting candidates to interview will state the requirement for a certificate of good conduct where applicable, in addition, for teaching posts, a letter of professional standing from the professional regulating authority in the country in which the applicant has worked (teachers).
- 4.3 The recruitment section on the school's website contains links to the Equality Duty policy and the Recruitment and Selection policy.

5. Short Listing and Reference Requests

- 5.1. The shortlisting panel will use an agreed shortlisting form. The criteria for selection will be consistently applied to all applicants based on the essential and desirable criteria for the post. The shortlisting panel will agree the candidates to be called for interview and other agreed selection activities.
- 5.2. The shortlisting panel will take up at least two references on each short-listed candidate. If a candidate for a post working with children is not currently working with children, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving. One reference will be from the applicant's current employer (the current headteacher where the current employer is a school). Reference requests will ask the referee to confirm:
- The referee's relationship with the candidate;
 - Details of the applicant's current post and salary;
 - Performance history;
 - All formal time-limited capability warnings which have not passed the expiration date;
 - All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date;
 - All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns;
 - Details of any substantiated allegations or concerns relating to the safety and welfare of children;
 - Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.
- 5.3. References are the "property" of the shortlisting panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e., those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The shortlisting panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate. References will be verified, and any discrepancies will be discussed with the candidate at interview. Electronic references will be checked to ensure they originate from a legitimate source.
- 5.4. References will be checked against information on the application; any discrepancy/issue of concern noted will be followed up with the applicant at interview. The school will contact referees to clarify where information is vague or insufficient information is provided.
- 5.5. If the field of applicants is felt to be weak the post may be re-advertised.

- 5.6. Where the school has carried out an online search on shortlisted candidates as part of the due diligence, any concerns which arise may be discussed with the applicant at, or prior to the interview stage.
- 5.7. All shortlisted candidates will be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. For example:
- If they have a criminal history;
 - whether they are included on the barred list;
 - whether they are prohibited from teaching;
 - whether they are prohibited from taking part in the management of an independent school;
 - information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted;
 - if they are known to the police and children’s social care;
 - have they been disqualified from providing childcare (Childcare Disqualification Regulations 2018);
 - any relevant overseas information
- 5.8 Applicants will be asked to sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate will be asked to physically sign a hard copy of the application at the point of interview.

6. Interviews

- 6.1. The format, style and duration of the interviews are matters for the Headteacher to decide in consultation with any governors, or trustees, involved in the process but the following will be adhered to:
- 6.1.1 Briefing:
- All candidates will be given relevant information about the school to enable the candidate to make further enquiries about the suitability of the advertised job.
- 6.1.2 The formal interview:
- Before the interviews the selection panel will agree on the interview format [including any other assessment methods]. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked.
- The selection process for every post, will include exploration of the candidate’s understanding of child safeguarding issues. Questions will include:
- Finding out what attracted the candidate to the post being applied for and their motivation for working with children;

- Exploring their skills and asking for examples of experience of working with children which are relevant to the role;
- Probing any gaps in employment or where the candidate has changed employment or location frequently, asking for the reasons for this.

The interview will also explore potential areas of concern to determine the applicant's suitability to work with children. Area that may be concerning and lead to further probing include:

- Implication that adults and children are equal;
- Lack of recognition and/or understanding of the vulnerability of children;
- Inappropriate idealisation of children;
- Inadequate understanding of appropriate boundaries between adults and children;
- Indicators of negative safeguarding behaviours

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case.

The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

The recruitment documentation will be retained for six months from the date of interview. Applicants have the right to request access to notes written about them during the recruitment process. After six months all information about unsuccessful candidates will be securely destroyed.

6.2 Other selection methods

In addition to a face-to-face interview with the interview panel a variety of other selection methods may be used, such as:

- Observation of teaching practice;
- One or more additional panel interviews (for example, a panel made up of pupils from the school);
- A presentation;
- In tray exercises; and
- Psychometric testing.

6.3 Those responsible for deciding the arrangements for recruitment to a specific post will determine the selection method(s). They will be relevant and appropriate to the role and will be based on the requirements for the particular post as set out in the job description and person specification.

6.4 Candidates will be informed in advance if any selection methods are to be used in addition to a face-to-face interview and what these are.

6.5 The interview panel may decide to shortlist candidates for the formal interview on the interview day on the basis of the selection methods in Section 6.2; therefore not all shortlisted candidates invited to the interview day may go through to the formal interview stage.

7. Offer of Employment by the Selection Panel

7.1. The offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to:

- Verification of identify (including Birth Certificate);
- Verification of right to work in the UK;
- Proof of relevant qualifications;
- Satisfactory DBS Enhanced Disclosure;
- A Certificate of Good Conduct (if applicable) which may include EEA sanctions and restrictions;
- Barred list check;
- Teacher prohibition (if applicable);
- Section 128 check (if applicable);
- Pre-employment medical screening;
- Satisfactory references;
- Disqualification under the Childcare Disqualification Act 2006, as amended;
- The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

7.2. Unsuccessful candidates will be notified.

8. Personnel File and Single Central Record

8.1. Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of their employment with the school including:

- Application form – signed by the applicant;
- Interview notes – including explanation of any gaps in the employment history;
- References – minimum of two;
- Proof of identity (including Birth certificate);
- Proof of right to work in the UK;
- Proof of relevant qualifications;
- Certificate of Good Conduct (where applicable) which may include for teaching positions, a letter of professional standing from the professional regulating authority in the country (or countries) in which the applicant has worked;
- Evidence of medical clearance from the Occupational Health service;
- Evidence of DBS clearance and barred list check;
- Teacher prohibition checks (where applicable);
- Evidence of a Section 128 direction (where applicable);
- Offer of employment letter and signed contract of employment;
- Disqualification under the Childcare Disqualification Act 2006, as amended (where applicable).

- 8.2. Retention of personal information for the successful candidate following the end of their employment will be in accordance with the school's Data Retention Policy, which is compliant with relevant Data Protection Act. When retained documents have reached their data retention limit, they will be securely destroyed.
- 8.3. The school will destroy information obtained by a vetting exercise as soon as possible or within six months. A record of the result of the vetting or verification of the successful candidate will be retained on the employees file and the Single Central Record.
- 8.4. The school will normally collect personal information from an employee only where they have given consent to do so, where personal information is needed to perform a contract with/involving the employee, or where the processing is in our legitimate interests and not overridden by your data protection interests or fundamental rights and freedoms. In some cases, the school may also have a legal obligation to collect personal information from an employee or may otherwise need the personal information to protect their vital interests or those of another person. The school will retain a record of consent as evidence that it has obtained consent to collect and process the data and that applicants have been advised of the purpose of the collection and processing.
- 8.5. An employee has the right to withdraw their consent at any time and can do so by informing the School's Data Protection Officer, with the exception of documents that are required for a statutory requirement.
- 8.6. The school will maintain a Single Central Record of employment checks in accordance with Keeping Children Safe in Education.

9. Start of Employment and Induction

- 9.1. The pre-employment checks listed in paragraph 8.1 above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the barred list and teacher prohibition checks.
- 9.2. All new employees will be provided with an induction programme which will cover all relevant matters of school policy but in particular safeguarding and promoting the welfare of children, this will include the:
 - Safeguarding policy- (including the identity of the designated safeguarding lead and deputies and the school's response to children missing from education);
 - Child-on-child abuse policy;
 - Behaviour policy;
 - Staff code of conduct.

Copies of all relevant policies and a copy of KCSiE will be provided to all staff at induction. All staff are expected to read Part 1 and Annex B of KCSiE and provide written confirmation that they have completed this.

10. Existing staff

- 10.1 In certain circumstances relevant checks will be carried out on existing staff as if the individual was a new member of staff. These circumstances are when:
- There are concerns about an existing member of staff's suitability to work with children; or
 - An individual moves from a post that is not regulated activity to one that is; or
 - There has been a break in service of 12 weeks or more.
- 10.2 The school will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:
- It is believed the individual has engaged in relevant conduct; or
 - It is believed the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
 - It is believed the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
 - The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left.
- 10.3 All existing employees are required to inform the school of any change in their criminal record. This includes convictions, cautions, arrests and police investigations which are not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). Action may be taken as a result of any change or any failure to inform the school of any change.

11. Agency and third-party staff

Written notification from any agency or third-party organisation will be obtained that it has carried out the necessary safer recruitment checks that the school would otherwise perform. Checks will also take place that the person presenting themselves for work is the same person on whom the checks have been made.

12. Contractors

- 12.1 The school will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check. This will be:
- An enhanced DBS check with barred list information for contractors engaging in regulated activity;
 - An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children.
- 12.2 The school will obtain the DBS check for self-employed contractors. Copies of such checks will not be kept for longer than 6 months.
- 12.3 Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

12.4 The identity of all contractors and their staff will be checked on arrival at the school.

13. Trainee/student teachers

- 13.1 Where applicants for initial teacher training are salaried by the school, all necessary checks will be carried out.
- 13.2 Where trainee teachers are fee-funded, written confirmation will be obtained from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

14. Volunteers

The school will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity;
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity;
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. A record of this risk assessment will be retained.

15. Staff working in alternative provision settings

Where a pupil is placed with an alternative provision provider, a written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that the school would otherwise perform will be obtained.

16. Breaches of the policy

- 16.1 Any instances of this policy not being adhered to will be taken very seriously and appropriate disciplinary action will be taken.
- 16.2 Any complaint in relation to this policy, including its application will be managed through the school's complaints policy or grievance policy (for existing employees).