



# Trinity St Mary's Primary School Recruitment & Selection Policy

## 1. Summary

1.1. This Recruitment and Selection Policy has been produced in line with the DCSF guidance 'Safeguarding Children and Safer Recruitment in Education (January 2007)'. 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 recruitment and selection and is an essential part of creating safe environments for children and young people.

## 2. Recruitment and selection policy statement

2.1 Trinity St Mary's School is committed equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment in every aspect of their work.

2.2 The Headteacher and Governors are committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. We recognise that a motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the role is critical to the school's performance, delivery of the School Improvement Plan and fundamental to the delivery of a high quality service.

## 3. Purpose

3.1 To ensure the recruitment of both permanent and fixed-term staff (including voluntary) is conducted in a fair, effective and economic manner.

3.2 To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

## 4. Scope

4.1 This policy applies to all the school employees and governors responsible for and involved in recruitment and selection of all staff. Where a Headteacher or Deputy Headteacher is being appointed the Governing Body will consult with the Local Authority about the recruitment process.

4.2 The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated the responsibility to the Headteacher for appointing staff other than those to the leadership group.

## 5. Aims and Objectives

5.1 To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process.

5.2 To ensure a consistent and equitable approach to the appointment of all school staff.

5.3 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.

5.4 To ensure the most cost effective use is made of resources in the recruitment and selection process.

## 6. Principles

6.1 The following principles are encompassed in this policy:

- All applicants will receive fair treatment and a high quality service.
- The job description and person specification are essential tools and will be used throughout the process.
- Employees will be recruited on the knowledge, experience and skills needed for the job.
- Selection will be carried out by a panel with at least two members but preferably with three. At least one panel member will have received appropriate training on the recruitment and selection process as recommended by the DCSF.
- Selection will be based on a minimum of completed application form, short listing and interview.
- Monitoring and Evaluation are essential for assessing the effectiveness of the process.
- All posts will normally be advertised. The decision as to how to advertise the post will be made by Headteacher. All advertisements will carry the safeguarding children statement in 2.1 above

*“Trinity St Mary’s School is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.”*

Or

*“Trinity St Mary’s School follows safer recruitment practices and all appointments will be subject to an enhanced CRB disclosure, medical clearance and satisfactory references. We are committed to equal opportunities and to the safeguarding, protection and welfare of children and young people.”*

- The safeguarding children statement will be used on all publicity materials, recruitment websites, advertisements, candidate information packs, person specifications, job descriptions, competency frameworks, induction training
- In line with the Disability Discrimination Act (DDA) the school will make reasonable adjustments to its recruitment process if an applicant makes us aware they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

## **7. Equal Opportunities**

7.1 Trinity St Mary's school is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation. The School acknowledges that unfair discrimination can arise on occasion and therefore will ensure that the Equal Opportunities Policy is the foundation for all its activities.

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

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

## **9. Pre-recruitment Process**

### **9.1 Objective**

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

- Leave a positive image with unsuccessful applicants.
- Give successful applicants a clear understanding of the post and what is expected of them.
- Reduce the risk of a bad 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.

### **9.2 Application Form**

9.2. A standard application form, produced by the Local Authority, will be used to obtain a common set of core data from all applicants.

### **9.3 Job Description and Person Specification**

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

### **9.4 References**

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

9.4.2 References will be sought on all short listed candidates, including internal ones, and will be obtained before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.

## **10. Interviews**

10.1 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.

### **10.2 Interview Panel**

10.2.1 A minimum of two interviewers will form the interviewing panel, but preferably three.

10.2.2 The members of the panel 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 DCSF 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 on the panel will ask those questions
  - agree their assessment criteria in accordance with the person specification
  - agree a standard set of questions in order to assess the candidates' suitability for the role.

10.2.3 Where a candidate is known personally to a member of the selection panel it will be declared before short listing takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

### **10.3 Scope of the Interview**

10.3.1 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.
- ask the candidate if they wish to declare anything in light of the requirement for a CRB check.

10.3.2 If, for whatever reason, references are not obtained before 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. (References will be obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.)

## **11. Conditional Offer of Appointment: Pre Appointment Checks**

11.1. 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
- verification of eligibility to work in the UK
- verification of the candidate's medical fitness
- verification of qualifications
- verification of professional status where required e.g. GTC registration, QTS status (unless properly exempted), NPQH;
- a check of DCSF List 99 and a satisfactory CRB Enhanced Disclosure
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999); and, (for non teaching posts) satisfactory completion of the probationary period.

11.2 Advice will be sought from the Local Authority's Human Resources department if a CRB Disclosure reveals information that a candidate has not disclosed in the course of the selection process.

11.3 All checks will be:

- documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by CRB regulations);
- recorded on the school's central record database; and,
- followed up where they are unsatisfactory or there are discrepancies in the information provided.

11.4 Where:

- the candidate is found to be on List 99 or the PoCA List, or the CRB Disclosure shows s/he has been disqualified from 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,

The school will liaise with our Local Authority Human Resources department if this should be the case for advice regarding the process to follow and the referrals required to the police and/or the DCSF Children's safeguarding Operations Unit.

## **12. Post Appointment Induction**

12.1 There will be an induction programme for all staff newly appointed to the school,

regardless of previous experience.

### **13. Volunteers**

We recognise that many parents and other volunteers help regularly in the classroom and with activities associated with Trinity St Mary's and in so doing provide us with much needed and valuable support. In order to ensure continuity Trinity St Mary's has decided that all volunteers that come into close contact or regular contact with children will be asked to complete a CRB disclosure form. We have used the DCSF guidelines in defining regular contact as more than 3 times in a 30 day period or overnight. The Headteacher will use her skills and knowledge to consider the suitability of the person volunteering their time and skills to the school. Should a volunteer not be known to the school community then the Head will make risk assessment as to if references should be sought. Under no circumstances will volunteers be allowed to work unsupervised with children until a satisfactory CRB check has been obtained. Volunteers will be asked to read and sign a volunteer "code of conduct". The code of conduct will contain advice regarding safeguarding children and how volunteers should proceed if they have any concerns.

### **14. Governors**

In line with other volunteers, governors in positions that include regular work in the presence of children, or who care for, train, supervise or are in sole charge of children will be asked to obtain an Enhanced Disclosure from the Criminal Records Bureau. All others will be required, via Governor Services, to sign a declaration confirming their suitability to fulfil the role.

### **15. Supply Staff**

- Where supply staff are employed directly by Trinity St Mary's we will complete all relevant checks as for other employed staff. This will be recorded on the single central record.
- Before taking on a member of supply staff provided by a supply agency, Trinity St Mary's will obtain written confirmation from the agency that the checks that we carry out in 11.1 for our own employees have been undertaken by the agency. In relation to CRB Disclosures the written notification from the agency must confirm that relevant CRB Disclosures have been requested for that individual, whether or not the Disclosure has been received, and if received, whether it included any disclosed information. Where there is disclosed information, we will obtain a copy of the CRB Disclosure from the agency before the individual starts work. If the CRB Disclosure has not yet been received by the agency, we will require the agency to notify us of the content as soon as the Disclosure is received. We will record the confirmation of relevant checks from the supply agency (and copies of CRB Disclosures where appropriate) on the single central record.

### **16. Monitoring, reviewing and assessing impact**

This policy will be regularly monitored and reviewed by staff and governors on an annual basis at the same time as the Child Protection policy to ensure that it is effective in helping Trinity St Mary's recruit and retain excellent, well motivated staff who share our ethos of safeguarding and promoting the welfare of children and young people.

Signature:

Title: Headteacher  
Christina Gooday

Date: October 2009

Signature:

Title: Chair of Governors  
Angela Tuff

Date: October 2009

To be reviewed: Autumn 2010