



## Recruitment and Selection Policy & Procedure

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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 Fishergate 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 do 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, with the aim of deterring and preventing people who are unsuitable to work with children from applying for or securing employment within the school. It will do this 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:

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We require the successful applicant to undertake an enhanced Criminal Record check via the Disclosure and Barring Service.*

## **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.

- 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 in 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 This school will guarantee, under the Disability Confident Scheme, an interview for all applicants with a disability who meet the minimum criteria for the job. To qualify, applicants will be required to evidence, through their application form, that they meet the level of competence required for each element within the skills and knowledge section of the person specification.
- 4.3 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 reject 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
- Comprehensive information will be obtained from all applicants which will be scrutinised, investigating any discrepancies or anomalies, including gaps in employment and education
- Shortlisted applicants will be asked to make a self-declaration of their criminal record or information that may make them unsuitable to work with children
- Specific questions relating to the applicant's suitability and motivation to work with children will be asked of each candidate at interview and their suitability to work with children will be explored
- Robust, relevant and appropriate references that fully cover the candidate's recent work history will be obtained, usually prior to interview, including the current or most recent employer
- Satisfactory statutory clearances will be obtained prior to the candidate commencing in post

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 securely destroyed. Any copies of identity or qualification information obtained through the interview process will be securely 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. Disclosure and use of criminal conviction information**

- 6.1 The Rehabilitation of Offenders Act 1974 gives people with spent convictions and cautions the right not to disclose them when applying for most jobs. However, all posts within the school are covered by the Exceptions Order and applicants will, therefore, be required to disclose information about spent or unspent convictions or cautions which are not protected.
- 6.2 An enhanced Disclosure and Barring Service certificate with barred list check will be requested for all successful candidates undertaking regulated activity and employment will be conditional on this being satisfactory.
- 6.3 The school will comply with the DBS Code of Practice on the use of criminal conviction information and ensure that it is stored, retained and securely destroyed in line with this and data protection legislation.
- 6.4 The school has adopted a Policy on the Recruitment of Ex-Offenders which will be provided to all applicants.

## **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 so the panel has a minimum of three 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:
- at least one member of every interview panel will have successfully completed accredited Safer Recruitment Training prior to the start of the recruitment process
  - Headteacher and Deputy Headteacher vacancies will be notified to the Local Authority
    - posts will be advertised nationally, unless the school has good reason not to
    - the Local Authority 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 proceedings relating to the selection of any teacher 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.

## **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.
- 1.2 Further information regarding the stages within the recruitment and selection process, and the safer recruitment considerations at each stage, are available in the Safer Recruitment Checklist – Schools (available on YorkEd).

### **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 representatives 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, however, this will be discussed with recognised unions.
  - 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.

3.3 Whenever a new post is introduced, or an existing post amended, it should be assessed through the CYC job evaluation scheme for support staff.

#### **4. Attraction**

4.1 As a minimum, all posts will be advertised internally, and externally where appropriate. Those on maternity, adoption and shared 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 school 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 details – including grades and ranges, additional payments (e.g. TLRs) and 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 promoting the welfare of children
- The safeguarding responsibilities of the post
- That safeguarding checks will be undertaken for the successful candidate including obtaining a satisfactory enhanced DBS check for work with children
- Whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 as amended

4.5 Unless there are exceptional circumstances, vacancies will usually be advertised for two weeks, to give applicants sufficient time to apply.

### ***Application Form***

4.6 All applicants for posts advertised externally must complete one of the school's standard application forms. 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 The application form will:

- require applicants to provide:
  - their personal details, current and former names, current address and national insurance number
  - details of their present (or last) employment and reason for leaving
  - full employment history since leaving school, including reasons for any gaps in employment
  - qualifications, the awarding body and date of award
  - details of referees, and
  - a statement of the applicant's personal qualities and experience and how they meet the person specification
- include a statement that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity with children

4.8 Where an application is submitted electronically, applicants will be asked to physically sign a hard copy of the application should they be invited to interview.

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

### ***Application Pack***

4.10 For all advertised posts the school may 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.



4.11 The application pack will also include information regarding the school's commitment to safeguarding and that any successful candidates, new to the school, will be required to obtain a satisfactory enhanced DBS check. The school will include in the application pack either a copy of, or website link to, the school's child protection policy.

## **5. Shortlisting**

5.1 Shortlisting will be undertaken by a minimum of two people, who will usually be those involved in the interview and selection processes.

5.2 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.

5.3 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.

5.4 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.

5.5 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.

5.6 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.

5.7 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.

5.8 At this point, candidates will be asked to complete a self-declaration of their criminal record or information that may make them unsuitable to work with children. Disclosure enables candidates to share relevant information and allows this to be discussed and considered at interview. This will include as applicable to the role:

- If they have a criminal history
- Whether they are included on the barred list
- Whether they are prohibited from teaching
- If they are known to the police and children's social care
- Have they been disqualified from providing childcare
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
- Any relevant overseas information

- 5.9 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.
- 5.10 Information disclosed during the self-declaration process may be discussed at interview. Where a shortlisted applicant discloses information which would make it unlawful for the school to employ that individual, the offer of interview may be withdrawn. Where a self-declaration is submitted electronically, the applicant will be asked to physically sign it when they attend for interview.
- 5.11 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.

### ***Employment references***

- 5.12 Employment references for short-listed candidates will be requested prior to interview, when at all possible, so that they may be available should they contain any information which the selection panel wish to discuss with the candidate. Applicants have the option to request on their application form that references are not taken up at the shortlisting stage (normally from the current employer, if at all). This should be observed.
- 5.13 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 include a reference from the applicant's current or most recent employer. Open references, or those from friends and family members, will not be accepted. Where an applicant previously worked in childcare employment but no longer does so, they may be required to provide a referee from that organisation.
- 5.14 The Equality Act 2010 requires that an employer must not ask questions about a candidate's health prior to a conditional offer of employment. This includes asking sickness questions on a reference request as well as pre-employment medical checks. Where references are requested before interview, the school will use a reference pro forma which does not request this information and a further enquiry will be made in the event of a conditional offer being made.

## **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, inconsistencies or gaps identified from the application form, the references and the self-declaration forms, and who will ask about each of those
  - 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 and motivation to work with children, attitude towards safeguarding and what attracted them to apply for the post
- 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 including documented reasons for any gaps

- Verification of the candidate's identity, including checking the name on the birth certificate where this is available
- Verification of eligibility to work in the UK
- Verification of the candidate's mental and physical 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) Letter of professional standing from the relevant regulatory authority where the applicant has worked overseas as a teacher (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)
- (for those undertaking teaching work) confirmation that the candidate is not subject to a prohibition order issued by the Secretary of State or has any current sanctions or restriction imposed
- Verification that the individual has not been disqualified from working with children under the Childcare Act 2006
- Section 128 check if applicable

8.2 New employees will usually not commence until the satisfactory completion of all pre-employment checks.

8.3 If a DBS disclosure reveals information that a candidate has not disclosed in the course of the self-declaration process further discussion will be held with the candidate prior to an employment decision being reached. The school has adopted a policy on the Recruitment of Ex-Offenders which will be made available to all applicants.

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