

Aspley Guise Village School

Growing Together, Aiming High



RECRUITMENT AND SELECTION POLICY

September 2022

Review: September 2024

In all matters regarding Staff Recruitment and Selection the Governing Body will act according to the current 'Code of Practice for Recruitment and Selection' produced by the Central Bedfordshire Unitary Authority.

The Head Teacher and Deputy Headteacher have been trained in Safer Recruitment procedures.

Aspley Guise Lower School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

This school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

All applicants will be required to declare spent and unspent convictions, cautions and bindovers, including those regarded as spent and have an Enhanced Disclosure and Barring Service check. The school is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position.

The recruitment process will:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

STATUTORY REQUIREMENTS

All statutory requirements for the appointment of staff in schools, notably headteachers and deputy headteachers - will be upheld.

IDENTIFICATION OF RECRUITERS

At least one recruiter will have accredited training in safe recruitment procedures.

INVITING APPLICATIONS

Advertisements for posts – whether in newspapers, journals or on-line – will

include the statement: 'The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced Disclosure Barring Service check.'

Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the school's recruitment policy (this document);
- the selection procedure for the post;
- an application form.

All prospective applicants must complete an application form .

SHORT-LISTING AND REFERENCES

Short-listing of candidates will be against the person specification for the post. Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for this post.

School employees are entitled to see and receive, if requested, copies of their employment references.

THE SELECTION PROCESS

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face . Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

EMPLOYMENT CHECKS

All successful applicants are required:

- to provide proof of identity
- to complete a DBS disclosure application and receive satisfactory clearance
- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK
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This policy will be reviewed every 2 years.