



Bassingbourn

Community Primary School

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Policy

Recruitment and selection policy

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Signed by the Head Teacher

Rachel Schofield

Signed by the Chair of Governors

Dr H Hodge

Recruitment and Selection Policy and Procedure

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. We will ensure that people are 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. We will comply with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.
- 1.5. We will ensure compliance with the Data Protection regulations and the more stringent requirements contained within the General Data Protection Regulations (GDPR). The GDPR encompasses the core principles of the DPA and provides more onerous responsibility and accountability for fair and transparent processing. Our Recruitment Privacy Statement provides specific details in accordance with the GDPR principles and can be found on the Staff Server or on request from SLT. Our general Privacy Statement is also available there.

2. Delegation of Appointments and Constitution of Appointments Panels

- 2.1. The power to offer employment for all posts below the level of Assistant Head/Deputy Head is delegated to the Headteacher. The Headteacher may not delegate the offer of employment to any other senior manager or governor.
- 2.2. The Headteacher is expected to involve at least one governor in the appointment of all teaching staff.
- 2.3. Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection 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.

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 selection 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.

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 may also be provided. This will also include a statement on behalf of the governing body of their commitment to safeguarding and promoting the welfare of children and young people.
- 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 school's policy on equality and diversity.
 - Reference to the child protection/safeguarding policy.
 - DBS and other pre-employment checks required.
 - A statement that canvassing any member of staff, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification.
 - The closing date for the receipt of applications.
 - An outline of the terms of employment including salary.
 - Reference to the school's policy on recruitment and selection.

5. Short Listing and Reference Requests

5.1. The selection panel will use an agreed short listing form. The criteria for selection will be consistently applied to all applicants based on the essential and desirable criteria for the post. The selection panel will agree the candidates to be called for interview.

5.2. The selection 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.

5.3. 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.

5.4. References are the "property" of the selection 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 selection 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.

5.5. References will be checked against information on the application; any discrepancy/issue of concern noted to take up with applicant at interview.

5.6. On receipt, equality monitoring information must be separated from applications.

5.7. If the field of applicants is felt to be weak the post may be re-advertised.

6. Interviews

6.1. The format, style and duration of the interviews are matters for the Headteacher to decide in consultation with any governors 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. 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.

6.2. 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 6 months all information about unsuccessful candidates will be securely destroyed.

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
- 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 2
- Proof of identity
- Proof of right to work in the UK
- Proof of relevant qualifications
- Certificate of Good Conduct (where applicable) which may include EEA sanctions and restrictions
- Evidence of medical clearance from the Occupational Health service
- Evidence of DBS clearance and barred list check
- Teacher prohibition checks
- 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.

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 you only where we have your consent to do so, where we need the personal information to perform a contract with/involving you, 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, we may also have a legal obligation to collect personal information from you or may otherwise need the personal information to protect your vital interests or those of another person. The school will retain a record of consent as evidence that we have obtained consent to collect and process the data and that applicants have been advised of the purpose of the collection and processing.

8.5. You have the right to withdraw your 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.

Recruitment and Selection Process Checklist

This checklist provides the lead administrator with a step by step process for all aspects of recruitment and selection.

Vacancy/job title	
Name of lead administrator	
Job title of lead administrator	

Recruiting manager action	Useful resources	Initials	Date
Identify vacancy			
Assess job requirements i.e. hours, working pattern, location, job description.	Job Descriptions and Job Evaluations		
If significant changes apply, consider job evaluation.			
Consider potential alternatives i.e. re-allocation of work tasks/is there scope for employing an apprentice?			
Organise shortlisting and interview panel and establish timeline for recruitment			
The panel should agree criteria for shortlisting based on the essential and desirable criteria for the post, which should be consistently applied to all applicants.	Documents/Appointing Employees and Contracts of Employment/EPM Model Recruitment and Selection Policy and Procedure		
Produce advert and job application information			
Job description and other documents to be provided to applicants reviewed and updated. Application form seeks all relevant information and includes relevant statements about references, etc.	Documents/Appointing Employees and Contracts of Employment/EPM Model Recruitment and Selection Policy and Procedure		
Advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked.	Documents/Appointing Employees and Contracts of Employment/EPM Model Application Forms		
At least one member of the interview panel must have undertaken safer recruitment training.	Documents/Child Protection and Whistleblowing/Keeping Children Safe in Education		
Shortlist applicants			
On receipt, equality monitoring information must be separated from applications. The panel will scrutinise applications – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short listing. Document clearly reasons for selection.	Documents/Appointing Employees and Contracts of Employment/EPM Model Recruitment and Selection Policy and Procedure		
Request references			

To be sought directly from referees on shortlisted candidates. Ask recommended specific questions. Include statement about liability for accuracy.	Documents/Appointing Employees and Contracts of Employment/Model Reference Request Letter Template		
Receive references			
References should be checked against information on application; any discrepancy/issue of concern noted to take up with applicant.			
Confirm interview date/time and issue invitations			
Include all relevant information and instructions. Enclose an information pack where necessary.	Documents/Appointing Employees and Contracts of Employment/EPM Model Recruitment and Selection Policy and Procedure		
Interview process			
Interview panel agree interview format such as appropriate interview questions, or any other assessment methods. Candidates must be treated equally, and assessment criteria must not directly or indirectly discriminate on protected characteristics under the Equality Act 2010. Candidates must be assessed on their understanding of child safeguarding issues. Interview panels are strongly advised to have at least 2 interviewers and panel members should have authority to offer conditional employment.	Documents/Appointing Employees and Contracts of Employment/EPM Model Invitation to Interview Letter Documents/Appointing Employees and Contracts of Employment/EPM Model Recruitment and Selection Policy and Procedure		
Identity declarations and qualification checks			
Identity and qualifications of candidates should be verified on the day of interview by scrutiny of appropriate original documents.	Documents/Safeguarding and DBS/DBS, SCR and Disqualification Checks		
Declarations form provided to panel in a sealed envelope.			
Offer/decline			
Offer of appointment made subject to satisfactory completion of the pre- appointment checks and probationary period where applicable.	Documents/Appointing Employees and Contracts of Employment/EPM Model Offer Letter Template		
Agree whether feedback will be provided on request.			
Inform unsuccessful candidates.			
Send offer letter to successful candidates.			

Undertake necessary checks

Create a record on the Single Central Record and create a personnel file for new starter.

- a) Application form
- b) Interview notes
- c) References (if not obtained and scrutinised previously)
- d) Identity (should be verified at point of interview)
- e) Right to work in the UK (if not verified at point of interview)
- f) Qualifications (if not verified on day of interview)
- g) Evidence of additional overseas checks (where applicable)
- h) Medical clearance
- i) Barred list and DBS check
- j) Prohibition Order (if applicable)
- k) Evidence of QTS (teachers only)
- l) Statutory induction (for teachers who obtained QTS after 7 May 1999)
- m) Evidence of Section 128 Direction (if applicable)
- n) Disqualification (for work with children up to 8 years old)

Finalise contract and input on EPM Portal

Send a copy of application form to EPM to carry out further checks on our behalf.

Plan induction

It is important that a thorough induction is scheduled for the new starter.

Documents/Appointing Employees and Contracts of Employment/EPM Model Induction Policy

Retention of documents

All recruitment documents relating to unsuccessful candidates should be kept for 6 months, and then securely destroyed.

Retain a copy of this checklist in the successful candidate's personnel file for record.

