



Recruitment and Selection Policy

Summary

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. The school is also committed to ensure that recruitment and selection is undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable, securing the position.

Recruitment and Selection Policy Statement

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The School is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing the very best education for our students/children. 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 a high quality education. All staff are expected to undertake personal care for pupils where needed.

Purpose

To ensure the recruitment of both permanent and temporary (including voluntary) staff is conducted in a fair and effective manner, while applying value for money principles to the recruitment & selection process.

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

Scope

The policy applies to all school employees employed at John Chilton School as well as Governors responsible for and involved in recruitment and selection of all school based staff. Where a Headteacher or Deputy/Assistant Headteacher is being appointed, the Governing Board will consult with Ealing Local Authority about the recruitment process.

The ultimate responsibility for recruitment and selection lies with the Governing Board. The Governing Board has delegated the responsibility to the Headteacher for appointments other than those to the leadership group.

Aims

To ensure that the safeguarding and welfare of children and young people is the first consideration at each stage of the process.

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

To ensure all relevant equalities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, and sexual orientation.

Process

- Recruitment advertising will contain a safer recruitment statement:

We are committed to safer recruitment, safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be required to apply for an Enhanced Disclosure from the Disclosure & Barring Service (DBS). Further information can be found at: <https://www.gov.uk/government/collections/dbs-checking-service-guidance--2>. Candidates who have lived or worked abroad may require an overseas police check and may be asked to provide a good conduct certificate. Further information can be found at www.gov.uk

- The job description and person specification are essential tools. They will be used throughout the process and will encompass safeguarding and child protection responsibilities
- Two references must be taken up prior to interview, one of which must be the current or most recent employer. These will be signed by the Headteacher on receipt.
- When requesting references, the referee will be asked about the candidate's suitability for working with children. Any vague points will be followed up by the Headteacher/School Business Manager to clarify.
- A panel will carry out selection with at least two members but preferably with three. At least one panel member will have carried out and passed appropriate safer recruitment training on the selection process by attending a Local Authority training on Safer Recruitment
- Selection will be based on a minimum of a completed application form, a short listing process and an interview
- Gathering information and carrying out relevant background and vetting checks on a candidate for appointment will be followed
- The candidate's suitability to work with children will be explored at interview by asking open ended questions, as well as questions which explore the candidate's attitude towards child protection
- Employees will be recruited on the knowledge, experience and skills needed for the job
- Appointment will only be confirmed after all checks have been completed satisfactorily
- Monitoring and Evaluation are essential for assessing the effectiveness of the recruitment and selection process
- The Public Sector Equality Duty makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

Validation of Recruitment Checks

- All checks will be confirmed in writing, a checklist is kept on the successful candidate's personnel file
- These checks will be retained in a personal file and will include: candidate's application form and supporting statement, two references, and medical clearance. The DBS record is seen, followed up if necessary, and then recorded on the Single Central Record.

- A Single Central Record will be kept of all school staff, Governors and volunteers that work at or have access to children at the school

Recruitment during unprecedented temporary situations requiring full or partial closure

Please refer to Appendix 1 for further details.

Equalities

The 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.

Safer Recruitment – Recruitment and Selection Training

It is a statutory requirement that at least one member of the interview panel has completed this training successfully prior to the start of a recruitment process.

Safer Recruitment is a training package developed for Governors and senior leaders of schools, which aims to improve recruitment processes in schools to help deter, identify and reject applicants who might be unsuitable to work with children. Safer Recruitment Training is frequently delivered by Ealing Local Authority by accredited Trainers.

Monitoring, reviewing and assessing impact

This policy will be regularly monitored and reviewed by staff and governors to ensure that it is effective in helping the school recruit and retain excellent, well-motivated staff who share the ethos of safeguarding and promoting the welfare of children and young people.

Reviewed: FGB January 2022

APPENDIX 1 –

Recruitment during unprecedented temporary situations requiring full or partial closure

Where it is not possible to wait to recruit or to put alternative arrangements in place. The school will undertake recruitment via an online process. This may involve the use of video/telephone conferencing to interview potential candidates. Interviews will be conducted by a panel with the applicant in private. Discussions will then be held separately by the panel and interview forms completed accordingly. Where possible, the school will also consider selection activities with questions from the panel. E.g. practical tasks to demonstrate necessary skills; planning a lesson; a case study; analysing data; completing a timed task. Each role will be considered on a case by case basis.

The usual employment checks will still apply. Pre-employment information can be accepted electronically and verified. References will be confirmed via the telephone prior to interview and followed up after the interview has taken place for written clarification.

DBS

The school will accept ID documents to be viewed over video link; and scanned images may be used in advance of the DBS check being submitted. The applicant will be required to present the original versions of these documents when they first attend their employment or volunteering role. This will include the appointment of new governors.