

# Recruitment and Selection Policy



## 1. Purpose of this policy

- 1.1 The Headteacher and Governing Body of Haydon School regard its staff as its most important asset. The School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. It is the duty of the Headteacher to try to ensure an adequate supply of suitably qualified and experienced staff to meet the School's human resource requirements and to deliver the School Improvement Plan.
- 1.2 Our aim is to resource the best people to work at Haydon through a fair and inclusive recruitment process, where the appointment of all employees will be made on merit, based on objective criteria and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the School's Respect Policy.
- 1.3 The Headteacher and Governing Body will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic or national origin, religious or political or philosophical belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other potentially inappropriate distinction.
- 1.4 We will comply with the requirements of Keeping Children Safe in Education Part 3 relating to Safer Recruitment, including DBS and other pre-employment checks.
- 1.5 The Recruitment and Selection Policy must be followed for every vacancy.
- 1.6 All vacancies, job descriptions, person specifications and advertisements must be authorised by the Headteacher, a Deputy Headteacher or the Director of Finance & Operations.

## 2. Delegation of Appointments and Constitution of Appointment Panels

- 2.1 The Governing Body normally delegates the power to offer employment for all posts below the level of Senior Leadership Team to the Headteacher.

2.2 No Governor is to be excluded from being involved in SLT appointments, unless there is a conflict between the interests of the individual Governor and the interests of the Governing Body.

2.3 The Headteacher monitors and keeps records of protected characteristics of all applicants for every post for the purposes of equal opportunities monitoring. The information provided for this purpose will not be used for selection or decision-making and will be retained for no longer than is reasonably necessary.

2.4 Selection panels will comprise a minimum of three people. In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training. 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 and internally. We may advertise both externally and internally if we believe there is likely to be a low number of internal applicants with the essential and desirable

3.2 The Headteacher may appoint internally after internal advertisement. In cases of internal advertisement, the details will be posted, in writing, on the staff notice board(s), and put into The Knowledge giving at least five working days for applications to be made.

### **4. Information for Applicants**

4.1 All applicants for vacant posts will be provided with:

4.2 A Job Description outlining the duties of the post and an indication of where the post fits into the organisational structure of the School.

4.3 A person specification

4.4 Notification that the appointment is subject to various checks, including, but not limited to, an enhanced DBS check, right to work in the UK, satisfactory references and medical clearance.

4.5 Information about the School and other general information including, but not limited to:

- a description of the School relevant to the vacant post
- a statement about access to the School for applicants who may wish to see it or who may wish to consult the Headteacher before making an application

- a statement that canvassing any employee, or member of the Governing Body, directly or indirectly, is prohibited and may be considered a disqualification from consideration for the vacancy
- reference to the School's Respect Policy
- reference to the School's Code of Conduct
- reference to the Child Protection/Safeguarding Policy
- the name of any person who will be available to provide additional information about the post
- the closing date for the receipt of applications
- salary level of the post and any relevant benefits/allowances.

4.6 If an applicant requires any reasonable adjustments for the selection process, they should reference this on their application form. As a fair and equal opportunities employer Haydon will not ask any candidates questions about health as part of the selection process, unless it is lawfully required.

## **5. Shortlisting and Reference Requests**

5.1 Shortlisting is the responsibility of the Headteacher or the employee with delegated responsibility. Other relevant staff may be involved in the shortlisting. All applications will be treated confidentially and the criteria for selection will be consistently applied to all applicants, with their capability assessed fairly against the experience, attributes and skills required. The selection panel will agree the candidates to be called for interview and will record the reasons why candidates are shortlisted or not shortlisted.

5.2 The Selection Panel should request at least two references for each short-listed candidate. For teaching posts, the referee must, where appropriate, include the applicant's current Headteacher. If a candidate for a post working with children is not currently employed as a teacher or in an education setting, 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 may ask the referee to confirm: -

- The referee's relationship to the candidate
- Details of the applicant's post and salary
- Details of the applicant's conduct generally
- Details of any disciplinary allegations having been made against them even where any disciplinary process had not yet concluded at the point of termination/resignation
- Details of any substantiated allegations or concerns relating to the safety and welfare of children
- Any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired
- Details of any formal performance or capability proceedings within the last two years

- 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 for any post. References will be verified and any discrepancies will be discussed with the candidate at interview.

5.5 Short-listing will be based only on substantial information. The job description and the person specification will be used to set the criteria and standards for inclusion on the long list and for reducing this to the shortlist of candidates to be invited for interview.

5.6 If the field of applicants is considered weak, the selection panel may, in its discretion, recommend that the post is re-advertised, with or without amendment, to attract a wider range of applications.

5.7 If shortlisted, candidates will be notified by telephone, e-mail or letter.

5.8 The selection process may include some or all of the following:

- Interview
- Teaching a class
- A presentation
- In tray exercise
- Psychometric testing
- Student panel
- Internet search on candidates or any other relevant activities

5.9 Internal candidates will be expected to perform the same requirements as any external candidates

5.10 If candidates are internal then they will be entitled to a non-contact period immediately before their selection process starts (e.g. if the interview is period 5, the candidate will be given period 4 as a non-contact period).

5.11 NB: Internal candidates will not be eligible to apply for certain posts if they already hold a Teaching & Learning Responsibility unless they are prepared to relinquish that responsibility.

## **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:

- Briefing: All candidates will be given relevant information about the School to enable the candidate to make further enquiries about the advertised job.
- The formal interview: Before the interviews the selection panel will agree on the interview format. 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 questions which may discriminate, directly or indirectly, against a protected characteristic under the Equality Act 2010 will be avoided, unless there is a lawful basis for seeking the information. 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.
- Before the interviews, when the selection panel agree the structure of the interview, it will determine which area of interest each interviewer will cover and the approximate time allocation.

6.2 The recruitment documentation will be retained for six months from the date of interview. Under the Data Protection Act 2018, applicants have the right to request access to notes written about them during the recruitment process. After six months all information about unsuccessful candidates will be securely destroyed.

## **7. Offer of Appointment 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 any conditions contained in the offer, such as pre-employment checks and verification of the right to work in the UK, qualifications requirements, satisfactory DBS Enhanced Disclosure, teacher prohibition and barred list checks, pre-employment medical screening, satisfactory references and any other checks or requirements which are necessary and which will be notified to the candidate. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks. The interview panel should record the reasons for the (conditional) appointment of the successful candidate and non-appointment of the unsuccessful candidates.

7.2 Under the Immigration, Asylum and Nationality Act 2006, we need to ensure all candidates have the right to work in the UK in order to meet our duty to prevent illegal working. Right to work checks must be carried out pre-

employment in accordance with the requirements stipulated by the UK Home Office. Copies of all checks made, including supporting documentation, will be retained on record. All employees have an obligation to inform us of any changes or updates to their right to work status. Under Part 7 of the Immigration Act 2016 we need to ensure the safe and high quality delivery of public services by ensuring that they are provided to an appropriate standard of fluency in English.

7.3 The successful candidate will be requested to provide documentation as laid out in paragraph 8 below. We encourage candidates to disclose and discuss anything that may be identified in the health screening process when providing evidence of medical clearance so we can put in place any reasonable adjustments if applicable.

## **8. Personnel File and Single Central Record (SCR)**

8.1 Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her 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 two
- Internet search on candidate results, if performed, and will be stored separately from the documents that were seen by the recruitment panel
- Proof of identity
- Proof of right to work in the UK
- Proof of relevant academic qualifications
- Certificate of Good Conduct (where applicable)
- Evidence of medical clearance from the Occupational Health Service
- Evidence of DBS clearance, Barred List and Teacher Prohibition checks, checks made under the Childcare Disqualification Regulations 2018
- Further checks on people who have lived or worked outside the UK, as appropriate
- Evidence of any other relevant checks or documents requested as part of the recruitment process
- Offer of employment letter and signed contract of employment.

8.2 The School will maintain a Single Central Record (SCR) of employment checks in accordance with Keeping Children Safe in Education.

## **9. Start of Employment and Induction**

9.1 The pre-employment checks listed 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 Teacher Prohibition checks and any further checks on individuals who have lived or worked outside the UK (subject to the requirements of Keeping Children Safe in Education).

9.2 All new employees will be provided with an induction programme which will cover all relevant matters of School policy, including standards of staff conduct expected, including in reference to the Code of Conduct, and in and in particular safeguarding and promoting the welfare of children.

9.3 All new Early Careers Teachers shall follow the most recent Statutory Guidance on Induction.

9.4 The Induction Programme is designed to help new employees, workers, volunteers and governors become familiar with the requirements of their position and learn about the School culture, ethos and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.

9.5 Prior to employment, you will have received

- Joining instructions
- New Starter Checklist forms
- Terms and conditions of employment
- Instruction from Occupational Health to complete a New Start Health Questionnaire
- Instruction to complete a DBS check

9.6 Prior to employment, you will have provided:

- Right to Work documentation
- Bank Details
- Emergency Contact Details

9.7 The induction programme will include

- a new staff welcome pack

- an induction checklist of the policies, procedures and training to be covered
- details of help and support available
- details of work shadowing, if appropriate
- details of other relevant individuals with responsibility for induction e.g. the designated mentor or supervisor
- training programme
- An explanation of the School's Code of Conduct

## **10. Recruitment of Supply Staff**

10.1 Full details (see below) of the supply teacher are sent to the Cover Team Leader from the Supply Agency to include:

- Name of teacher
- Confirmation of placement
- NI number
- Date of birth
- Photo ID
- Qualification verified
- Qualified Teacher Status, if applicable
- Teacher reference number, if applicable
- Prohibition order check completed, if applicable
- MPS scale point, if applicable
- Satisfactory and verified references
- Barred List/List 99 check
- Right to work in the UK
- Childcare disqualification declaration form completed
- DBS enhanced disclosure number, date
- Online registered
- Online checked
- Listed convictions or cautions
- Overseas police check number, issue date
- Any additional information

10.2 The agencies are responsible for obtaining references for the supply staff and copies of which should be requested and supplied to the School



10.3 On arrival at the School the Cover Team Leader takes a copy of the supply teacher's DBS together with a photographic ID. If the supply teacher is on the DBS update system, the supply teacher must sign a consent form. The Cover Team Leader then completes an online check via the Update Service.

10.4 The Senior HR Advisor updates both SIMS and the SCR.

10.5 Details are held securely in a file in a locked cabinet and updated at least three times per year.

## **11. Recruitment of Governors**

11.1 On appointment or election Governors must complete an Identification check, Section 128 check, and DBS application, supplying the necessary documentation. Once received, details are updated on the SCR including their appointment date and term of office.

## **12. Recruitment of Contractors**

12.1 DBS details are received from the Site Team Leader and updated onto the SCR.

12.2 For external staff it is the employing company's responsibility to ensure all staff have up to date DBS documentation. The School will need to verify that this documentation has been obtained, after which details are supplied to Human Resources and updated onto the SCR.