



## RECRUITMENT AND SELECTION POLICY AND PROCEDURE

In keeping with Greenhaugh Primary's other policies and procedures, this document is issued for guidance and is not intended to have contractual effect. Greenhaugh Primary School reserves the right to vary, amend or depart from the contents of this policy and procedure from time to time in appropriate circumstances.

### 1.0 Policy

Greenhaugh Primary School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people.

Greenhaugh Primary School recognises that, it is of fundamental importance to attract, recruit and retain staff and volunteers of the highest calibre who share this commitment.

Greenhaugh Primary School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

Greenhaugh Primary School's selection processes will be based only on a candidate's ability to do the job and his or her ability to make an effective contribution to the operation and development of Greenhaugh Primary School.

### 2.0 Scope

This recruitment and selection policy and procedure applies to all staff and governors responsible for and involved in the recruitment and selection of all school-based employees.

### 3.0 Definitions

**Employee:** full time, part time, permanent and temporary teachers and support staff who undertake to do work under an employment contract for Greenhaugh Primary School, personally. Employees are entitled to a wide range of employment rights.

**Worker:** full time, part time, permanent, temporary individuals who undertake to do, or perform personally, work or a service for Greenhaugh Primary School, whether under a contract of employment or any other contract for a reward. 'Worker' includes agency workers, casual workers, but normally excludes those who are self-employed and work that is part of a client or customer relationship. Workers are entitled to some employment rights, including holiday pay and protection against unlawful discrimination.

**Volunteer:** individuals who willingly, without being required to, carry out unpaid work for Greenhaugh Primary School.

**Staff:** employees, workers and volunteers.

## 4.0 Principles

The principles of Greenhaugh Primary School's recruitment and selection policy and procedure are:

- To ensure that the safeguarding and welfare of children and young people occurs at each stage of the process;
- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- To ensure that all job applicants are considered equitably and consistently;
- To ensure that no job applicant is treated unfairly on the grounds of any protected characteristic as defined by the Equalities Act 2010;
- To ensure compliance with all recommendations issued by the Department for Education, the Disclosure and Barring Service and current legal requirements.

## 5.0 Responsibility

### 5.1 Governing Body

The Governing Body has responsibility for adopting, developing and reviewing this policy and procedure and ensuring that effective monitoring systems and procedures are in place. The Governing Body will ensure:

- The school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements.
- The school's compliance with the policies and procedures is monitored.
- That appropriate employees and governors have completed Safer Recruitment training.

### 5.2 The Headteacher

The Headteacher will ensure:

- That the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance.
- That all appropriate checks have been carried out on staff and volunteers in the school.
- Monitor any contractors' and agencies' compliance with this document.
- Promote the safety and well-being of children and young people at every stage of this process.

## **6.0 Advertising**

To ensure equality of opportunity, School will advertise all vacant posts to encourage as wide a field of applicant as possible; normally this entails an external advertisement. Any advertisement will make clear Greenhaugh Primary School's commitment to safeguarding and promoting the welfare of children.

Internal vacancies will be posted on internal notice boards with a note informing existing staff how they may apply. For external positions a variety of advertising mediums may be used. Greenhaugh Primary School may use an external recruitment service to assist with the recruitment process. Positions may be simultaneously advertised internally and externally.

## **7.0 Application Forms**

Greenhaugh Primary School uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history as well as their suitability for the role. In addition all applicants are required to account for any gaps or discrepancies in employment history. Incomplete application forms will not be shortlisted.

The application form will include the applicant's declaration regarding convictions and working with children.

CVs will not be accepted in place of the application form.

## **8.0 Job Descriptions and Person Specifications**

A job description is a key document in the recruitment process, and must be finalised, including job evaluation where appropriate, prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role. The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job.

## **9.0 References**

References for short listed applicants will be sent for prior to interview. All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by Greenhaugh Primary School. One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children if possible.

References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. All referees will be asked whether they believe the applicant is suitable for the job for

which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.

No questions will be asked about health or medical fitness prior to any offer of employment being made.

Any discrepancies or anomalies will be followed up. Direct contact by phone will be undertaken with each referee to verify the reference.

Greenhaugh Primary School does not accept open references, testimonials or references from relatives.

## **10.0 Shortlisting**

The basis for shortlisting will be the matching of information from a candidate's written application, assessed against the requirements of the person specification for the job. No additional criteria will be introduced at the shortlisting stage.

The shortlisting process must be undertaken on a fair and consistent basis. Usually, no-one should be shortlisted who does not, as a minimum, meet the defined essential criteria within the person specification.

No person who has a close personal relationship with a candidate for a specific job, may shortlist for the job, or be on the interview panel unless they have declared the relationship. In addition, where a candidate is known personally to a member of the selection panel this should also be declared before short-listing takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

Shortlisting will be carried out by at least two people, one of whom will, wherever possible, be the line manager to whom the vacant position being recruited will report. At least one person involved in shortlisting will have received Safer Recruitment training. At least one of the people involved in the shortlisting will have undertaken appropriate equalities training.

The reasons for not shortlisting a particular candidate will be clearly recorded.

Successful candidates will be contacted and invited to attend for interview. Candidates will be required to bring copies of appropriate qualifications to the interview.

## **11.0 Interviews**

There will always be a face-to-face interview except in extreme circumstances (for example recruitment of a teacher from overseas), and wherever possible, a minimum of two interviewers will see the applicants for the vacant position.

The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable Greenhaugh Primary School to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria.

At least one member of any interviewing panel will have undertaken Safer Recruitment training or refresher training successfully, prior to the start of the recruitment process. The training should cover, as a minimum, the content of the DfE guidance in the document 'Keeping Children Safe in Education'.

Notes of the interviews will be taken by the recruiting panel. All applicants who are invited to an interview will be required to bring evidence of their identity, address, qualifications and evidence of his/her right to work in the UK. Original documents only, will be accepted.

Where appropriate, a presentation and/or work based skills tests, relevant to the vacancy, will form part of the selection process.

## **12.0 Pre-employment Checks**

Any provisional verbal offer of employment will be confirmed in writing to the successful applicant by the Headteacher. Any offer of employment will be conditional on the following:

- The agreement of a mutually acceptable start date;
- Verification of the applicant's identity;
- The receipt of two satisfactory references (one of which must be from the applicant's most recent employer);
- being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition, which prevents the applicant working at Greenhaugh Primary School or which renders the applicant unsuitable to work at Greenhaugh Primary School;
- Greenhaugh Primary School being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant working at Greenhaugh Primary School or which, in the school's opinion, renders the applicant unsuitable to work at Greenhaugh Primary School;
- Where the position amounts to "regulated activity" the receipt of an enhanced disclosure from the DBS which Greenhaugh Primary School considers to be satisfactory;
- Where the position amounts to "regulated activity" (see section 12) confirmation that the applicant is not named on the Children's Barred List;
- Verification of the applicant's medical fitness for the role;
- Verification of the applicant's right to work in the UK;
- Any further checks which are necessary as a result of the applicant having lived or worked outside of the UK;
- Verification of professional qualifications which Greenhaugh Primary School deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified); and
- That the applicant is not disqualified from working with children under 8 years of age, due to association with someone in their household being disqualified from working with children (household means living in the same house where the member of staff resides irrespective of whether they are family).

## 13.0 DBS (Disclosure and Barring Service)

### 13.1 DBS Certificate

It is unlawful for Greenhaugh Primary School to employ anyone who is barred from working with children. All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

Greenhaugh Primary School will apply for an enhanced disclosure from the DBS and a check of the Children's Barred List in respect of all positions at the School which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information.

It is Greenhaugh Primary School's policy that the DBS disclosure must be obtained before the commencement of employment of any new employee, as it is assumed that all staff could have the opportunity to be in regulated activity, regardless of their role.

### 13.2 Portability of DBS Certificates Checks

Staff will be informed of the opportunity to join the DBS Update Service if they are likely to require another check in the future, but it is their own responsibility to do so.

### 13.3 Copies of DBS Checks

All new employees must bring the original DBS certificate into Greenhaugh Primary School for verification before their first day of employment, before any regulated activity commences.

In very exceptional circumstances, employment may commence before the DBS certificate is verified, this may only take place provided all other recruitment checks have been satisfactorily completed, and the new employee is kept under supervision at all times whilst on site. This situation may occur if the DBS process is delayed to such an extent that, in the opinion of the Headteacher, further delay to the start date of the new employee would be to the serious detriment of Greenhaugh Primary School.

### 13.4 Dealing with Convictions

If a DBS Certificate is returned with details of convictions, consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;

- one-off or history of offences;
- changes in circumstances; and
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Headteacher. A decision will be made following this meeting. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Headteacher will evaluate all of the risk factors above before a position is offered or confirmed.

In the event that a disclosure is obtained relating to a potential governor, the matter will be referred to the Chair of Governors.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position, were it not for the disputed information, Greenhaugh Primary School may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

#### **14.0 Proof of identity, Right to Work in the UK and Verification of Qualifications and/or professional status**

All applicants invited to attend an interview at Greenhaugh Primary School will be required to bring their identification documentation such as passport, birth certificate and driving licence with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006.

#### **15.0 Medical Fitness**

Greenhaugh Primary School can only verify the medical fitness of someone to be appointed to a post, after an offer of employment has been made, but before the appointment has been confirmed. The successful applicant will be required to complete a medical questionnaire and where appropriate a doctor's medical report may be required. This information will be reviewed against the job description and the person specification for the particular role, together with details of any other physical or mental requirements of the role.

Greenhaugh Primary School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, and considering reasonable adjustments and suitable alternative employment.

#### **16.0 Overseas Checks**

Applicants who have lived/travelled abroad for more than 3 months will need to obtain criminal records check from the relevant country. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by Greenhaugh Primary School.

## **17.0 Induction Programme**

All new staff will be given an induction programme which will clearly identify Greenhaugh Primary School policies and procedures, including the Safeguarding Policy, the Behaviour Policy and Part One of Keeping Children Safe in Education and make clear the expectations which will govern how staff carry out their roles and responsibilities.

## **18.0 Single Central Register**

In addition to the various staff records kept by Greenhaugh Primary School on individual personnel files, a single central record of recruitment and vetting checks will be maintained. The single central register will contain details of the following:-

- All employees who are employed to work at Greenhaugh Primary School;
- All employees who are employed as supply staff to Greenhaugh Primary School;
- All staff of contractors who are in Greenhaugh Primary School on a frequent basis (eg catering and cleaning contract staff) ;
- All peripatetic music teachers working at Greenhaugh Primary School
- Coaches (such as sports coaches) brought in by Greenhaugh Primary School to work with pupils;
- Volunteers who may be in regulated activity and for whom therefore checks have been completed;
- All governors of Greenhaugh Primary School.

A designated governor will be responsible for auditing the single central register reporting his/her findings to the Governing Body termly.

## **19.0 Contractors and Agency Staff**

Contractors engaged by Greenhaugh Primary School must complete the same checks for their employees that Greenhaugh Primary School is required to complete for its staff. Greenhaugh Primary School will confirm that these checks have been completed before employees of the Contractor can commence work at Greenhaugh Primary School.

Agencies who supply staff to Greenhaugh Primary School must also complete the pre-employment checks which Greenhaugh Primary School would otherwise complete for its staff. Again, Greenhaugh Primary School will confirm that these checks have been completed before an individual can commence work at Greenhaugh Primary School.

Greenhaugh Primary School will independently verify the identity of staff supplied by contractors or an agency on their first day of working at Greenhaugh Primary School. Contractors who come on site only to carry out emergency repairs or service equipment and who are not expected to be left unsupervised on the College's premises do not need a DBS Disclosure.

## 20.0 Volunteers

Greenhaugh Primary School will request the following checks on all volunteers who are involved on a regular basis, undertaking regulated activity or accompanying children on an overnight trip:

- Identity checks;
- Enhanced DBS Disclosure;
- Barred List check;
- Qualifications, if applicable; and
- References.

Appropriate risk assessments and/or additional supervision will be planned to ensure safety as necessary. Under no circumstances will Greenhaugh Primary School permit an unchecked volunteer to have unsupervised contact with pupils.

Volunteers or parents who accompany staff on one-off outings or trips and do not have unsupervised access to children, will not need to be vetted.

## 21.0 Data protection and Retention of Records

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act.

Records relating to the successful applicant will be retained on the employees personnel file for the duration of their employment and in accordance with legislative requirements, once the employment has ended.

Unsuccessful applicants' documents will be destroyed six months after the recruitment process is concluded.

## 22.0 Monitoring and Review

This policy and procedure will be monitored and reviewed annually by the Full Governing Body. Where there are issues with the way the policy and/or procedure are working, these will be looked at closely with a view to identifying measures to improve their effectiveness.

### Document Record

Version	Reason for Amendments/Update/Review	Date of Adoption by Greenhaugh Primary School	Date of next review
1.0	New policy and procedure provided by debbiejuddhr.	January 2020	

**Signed:** ..... Amanda P Taylor (Headteacher)

**Signed:** ..... Jenni Holland (Chair of Governors)

**Date:** .....