



HANNAH MORE

PRIMARY SCHOOL

Policy Title: Safer Recruitment Policy

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Signed by the Headteacher:

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1. Summary

This Recruitment and Selection Policy has been produced in line with the DfE's guidance 'Safeguarding Children and Safer Recruitment in Education (January 2007) available on the DfE website and Bristol City Council Recruitment and Selection Policy and Procedures for Locally Managed Schools (available on the Bristol Intranet). The 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.

2. 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 children. This policy is designed to ensure that, when vacancies occur, the process is completed in an efficient and professional manner, putting the safety and well-being of the children as highest priority and is clear and transparent to all involved.

We will endeavour to appoint staff who will commit to our ethos and vision and who also will contribute positively to the school's learning community. 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.

3. Introduction

The Governors and the Senior Leadership Team will determine when a vacancy occurs, considering the benefits to children, needs of the school and taking into account any financial implications. Vacancies may arise from:

- Existing staff resigning from their post
- Staff taking retirement
- Staff being away for medical or personal reasons (including maternity and paternity leave)
- Staff seeking approval of the governors to take sabbatical leave or a secondment from their post for specific periods of time
- Identifying / acquiring funding to employ additional staff.
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Where the vacancy is a result of restructuring, the school will ensure that the relevant unions have been consulted and the Local Authority is given an updated version of the school's management structure.

The vacancy will be designated as either *permanent* or *temporary*. For temporary vacancies, a start and end date for the post will be specified, possibly in conjunction with a condition that specifies that the post will no longer exist (e.g. for Maternity Leave "or when the teacher returns if earlier"). The pay range and scales will be determined with reference to National or Bristol pay scales.

Each vacancy will be assessed for its suitability for internal and external candidates as well as suitability for job share.

Hannah More Primary School is committed to its role as an equal opportunities employer and is determined to uphold the highest fair recruitment standards in its recruitment procedures.

4. The Recruiting Manager

Prior to advertising the Governors will nominate a Recruiting Manager. In most cases this will be the Head Teacher, but this can also be any member of the Senior Leadership Team.

The role of the Recruiting Manager is to ensure that the process runs smoothly and in accordance with the school's Safer Recruitment Procedures.

The Recruiting Manager will identify another member of SLT to be the holder of applications. The Head Teacher would always be Recruiting Manager for SLT vacancies.

5. Who Interviews

It is essential that one person on each interview panel has undergone formal Safer Recruitment training.

Dependent on the post, the make up of the interviewing panel will include a minimum of the following:

- The Recruiting Manager, another appropriate senior member of staff*
- Head Teacher recruitment will be undertaken by the Governing Body supported by the Local Authority (normally the School's SIO - School Improvement Officer)
- For all posts over 15 hours per week and teaching staff a Governor will be present.

* For relevant posts other members of staff may be involved e.g. More for Kids Club Manager, a teacher, Learning Mentor.

When there is an internal candidate, the Recruiting Manager should aim to avoid having staff or parent governors on the panel.

6. Placing of Advertisement

Once a vacancy has been established, it will always be advertised in an appropriate manner as decided by the Head Teacher in consultation with the Governors. Each new advertisement will contain the following safeguarding statement: 'Hannah More Primary School is committed to safeguarding and promoting the welfare of children'. There will also be a statement confirming that the post is subject to CRB disclosure clearance.

The Head Teacher and the Deputy Head Teacher posts will be advertised nationally in accordance with Education law.

Posts may be advertised on the LA website, in the bulletin, local newspapers (free and/or paid), local community information points, the school website and school newsletter, the national press (e.g. TES) or an educational website (e.g. Eteach). The placing of advertisements should represent value for money. Advertisements should be placed to attract members of the local community.

The Recruiting Manager will submit an advert, a job description, employee specification and additional information (eg. where the funding of a post is coming from), electronically to the Recruitment Service when an advertisement is required.

The Governors will restrict advertising to an internal advert only when:

- There are sufficient suitable candidates to compete for the vacancy;
- There has been an internal re-organisation and extending/changing existing jobs will meet the needs of the children and the school community;

A minimum period of 14 days (10 school days) will be given between the first placing of the advertisement and the closing date for submission of completed application forms

All interested applicants will be sent the same information; either by post (at no postage cost to the applicant) or by e-mail. The 'safeguarding statement' must again be included in this information.

Where practicable, the advertisement will offer interested applicants the chance to visit the school. Short-listed candidates will be offered a guided tour before their interview. These visits will have no bearing on the selection process.

7. Selection Process

All applications must be made by using the standard application form. CVs will not be accepted. Except in exceptional circumstances, applications will not be accepted if submitted through an Employment Agency. Applications received after the closing date will only be accepted at the discretion of the Recruiting Manager.

All applications will be stored securely by a member of the Senior Leadership Team who is not involved in the interviewing process, until they are passed to the Recruiting Manager for shortlisting. Before the applications are passed on to the Recruiting Manager, personal details will be removed so that applicants cannot be identified.

The shortlisting process will be organised by the Recruiting Manager. Shortlisting will be undertaken by all interviewing panel members, with reference to the employee specification. Evidence of meeting the criteria on the employee specification will be sought. Checks should also be made at this stage regarding gaps in employment history, whether the candidate has indicated a criminal record etc. These things can be investigated at or prior to the interview.

Shortlisting records, which take the form of highlighted and annotated Employee Specification forms for each candidate, will be of sufficient detail to allow constructive feedback to be given to applicants upon request.

Any disabled candidate who meets the essential criteria or who may do so with reasonable adjustments will be shortlisted.

All shortlisted candidates should be invited to interview in writing and both invitations and reference requests will be sent out at the same time as per the template letters ([Appendix A & B](#)) The Recruiting Manager is responsible for making sure this happens.

The invitation should advise the day, date, time and venue of the interview and give details of the selection process which will be used. It should also ask candidates to bring suitable original documentation to check:

- qualifications
- identity
- the right to work in the UK.

An appropriate selection procedure will be devised, which could include teaching, a presentation or work-based tasks, all with a formal interview, to enable the panel to find the best person for the post. All candidates will be subject to the same selection process. Reasonable adjustments must be made available to any disabled candidate and these should be recorded.

Where possible, a phone call to the interviewees to alert them to the fact that they have been shortlisted will be made on the day of the shortlisting. Once aware of being shortlisted, those called for interview should have at least 5 working days notice to prepare.

Members of the LA or parents may be invited to observe and advise depending on the nature of the required post (eg. A Parent of a child with Special Educational Needs).

8. References

The Recruiting Manager will request references, using the school's proforma, for those applicants who are shortlisted for interview. References will be read on the interviewing day. Where a reference is missing, a member of the panel will contact the referee and obtain a verbal reference, but it is essential that written references are received before the candidate is formally offered the post.

No job offer will be made prior to satisfactory references being received.

The Recruiting Manager will ensure that all relevant paperwork is checked and all legal requirements are met.

9. Selection Process Outcome

The outcomes of any assessment processes will be recorded on the final interview assessment form (**Appendix C**). If the panel does not unanimously agree who the successful candidate should be, the panel members who disagree with the majority decision or with the decision of the Recruiting Manager, will record their opinion on the assessment form and sign it.

The final assessment form will identify all those candidates who meet the criteria and are appointable and will rank them in order of merit. Candidates who meet the criteria and are appointable, but were not the best candidate on the day, will be identified as 'reserve' candidates for 12 months. Records must include agreed feedback to be given to candidates upon request. Where requested, feedback should be given within 10 working days, or as soon as possible.

All notes from the assessment process which panel members may have made as an 'aide memoir' will be handed to the Recruiting Manager and will be destroyed. All assessment forms completed by the interviewing panel will be kept. Applicants can request to see any notes made about them under the Data Protection Act.

Successful candidates will be given a verbal confirmation of the post offered within 24 hours or as soon as possible if references are still needed. Written confirmation will be sent out within a week of the phone call, stating that the offer is subject to satisfactory CRB clearance and any further necessary checks being carried out ie evidence of qualifications and the right to work in this country being received.

Successful candidates will be paid in accordance with the School's Pay Policy and under the provisions of the School Teachers Pay and Conditions document.

All unsuccessful candidates will be offered constructive feedback if they wish to receive it.

10. Administration

On receipt of item 7 below (BCC request for bank account info) the Finance Bursar will complete a starter form for the new appointee and send it to Human Resource Administration via the intranet.

The Recruiting Manager will send a hard copy of the application form and advert to Human Resource Administration by post.

11. Commencement of Employment

All new starters will receive the following from the school:

- A starter pack (**Appendix D**) which includes –
 1. A Code of Conduct for Bristol City Council Employees – for the Employee
 2. A Code of Conduct for Bristol City Council Employees – signed and to be returned to the school
 3. A BCC Code of Conduct Summary
 4. Employee Declaration Form
 5. A Disclosure Application Form (if needed)
 6. A New Entrants to BBC Equalities Profile (if appropriate)
 7. A BCC Request for Pay to be Credited to Bank Account/Payment into Building Society
 8. A BCC Pre-Employment Questionnaire – to be completed and sent to Occupational Health
 9. For support staff only - An Avon Pension Fund – Local Government Pension Scheme Death Grant Nomination Form
 10. For support staff only - An Avon Pension Fund – Pension Scheme Membership Form
 11. For support staff only - An Avon Pension Fund – Opting Out Form
 12. A Hannah More Emergency Contact Detail Form
- The Employment Handbook for Staff in Locally Managed Schools (purple file) should be given to the new employee on their first day of work.

12. Induction

The school will arrange appropriate, thorough and relevant induction for all new appointees, including the school's safeguarding policy and procedures.

13. Probation Period

All staff appointed to this school are subject to a six months' probation period.

Probation is an important time for both managers and new staff to settle in to a new role and to identify whether they are able to undertake the job to the required standards.

14. Complaints

Complaints regarding the appointment process should be made in writing to the Head Teacher (or the Chair of Governors where the complaint is about the Head Teacher).

If the complainant is not satisfied with the response given, s/he can appeal against it to a panel of Hannah More Primary School governors. Support and advice is available from the school's Human Resource Adviser.

Appendices

- A. Invite to Interview letter
- B. Reference request letter and questionnaire
- C. Final Assessment Form
- D. Letter of Offer and Starter Pack
- E. A List of documentary evidence necessary for a CRB disclosure
- F. EEC Countries with guidance about who can work in the UK
- G. A List of acceptable documents to confirm proof of entitlement to work in the UK
- H. Extra information to help interviewing panel – BCC Guidance on pre-employment checks (LMS)