



Policy: Recruitment & Vetting
Ref:
Updated by: Sara Goddard
Review Date: September 2018

Signature:

Date:

September 2017

Overview

The policy applies to all employees and governors responsible for and involved in recruitment and selection of all school based staff..

The Principal is responsible for the internal organisation, management and control of the school, although the ultimate responsibility for recruitment and selection lies with the Governing Body. However all staff and volunteers have an integral responsibility in ensuring that the school environment is safe and secure for children and that appropriate procedures are followed.

Maintaining the Christian Ethos of the School

It is essential that the employment of any staff is conducive to the Christian nature of our school. The Governing body has a clear vision of building a school on firm Christian foundations, and invite applications from teachers and non-teaching staff from all faiths who will enthusiastically give of their best to help us make that vision a reality. Careful consideration should be given to the aims and mission statement of the school when both advertising and recruiting new members of staff.

Aims:

- To attract, select and retain staff who will successfully and positively contribute to the future development of the school.
- To ensure that the safeguarding and welfare of children and young people occurs at each stage of the recruitment process.
- To ensure a consistent and fair approach to the appointment of all school based staff.
- To ensure all relevant equal opportunities legislation is adhered to and that no person is discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation.
- To ensure cost effective use is made of resources in the recruitment and selection process.

Key Principles:

- All applications will receive fair treatment and a high quality service and experience
- The job description and person specification are essential tools and will be used throughout the process
- Employees will be recruited on the knowledge, experience and skills needed for the job
- Selection should be carried out by a panel with at least two members. At least one panel member should have received training on the recruitment and selection process through the NCSL online training package
- Selection should be based on a minimum requirement involving the completion of an application form, short listing and an interview
- Monitoring and evaluation are essential for assessing the effectiveness of the process
- All posts will normally be advertised



- The Disability Discrimination Act (DDA) 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.

Application Process

- A standard application form should be used to obtain a common set of core data from all applicants.
- An accurate job description is required for all posts. A person specification outlines the necessary and on occasion, the desired requirements for the post.
- The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They should always be sought and obtained directly from the referee. These should be obtained before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.

Interview Process

- The interview should assess the merits of each candidate against the job requirements, and explore their suitability to work with children. The selection process for people who will work with children should always include a face-to-face interview even if there is only one candidate.
- Although it is possible for interviews to be conducted by a single person it is not recommended. It is better to have a minimum of two interviewers, and in some cases, e.g. for senior or specialist posts, a larger panel might be appropriate. It also reduces the possibility of any dispute about what was said or asked during the interview.
- The members of the panel should include either the Principal and/or Vice Principal, a member of the Senior Leadership Team and where possible a member of the Governing Body. All of whom should possess the necessary authority to make decisions about appointments and be appropriately briefed and/or trained where appropriate (with one member the panel having undertaken training ('Safer Recruitment')).

Pre Appointment Checks

- An offer of appointment to the successful candidate should be conditional upon:
- The receipt of at least two satisfactory references
- Verification of the candidates identity, medical fitness to work, eligibility to work in the UK, qualifications and professional status where required e.g. QTS status (unless properly exempted),
- A satisfactory CRB Enhanced Disclosure
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7th May 1999)

An offer of employment may be withdrawn if:

- The candidate is found to be on List 99 or the CRB Disclosure shows s/he has been disqualified from working with children by a Court
- An applicant has provided false information in, or in support of, his / her application
- There are serious concerns about an applicant's suitability to work with children the facts should be reported to the police and/or the DCSF Children's Safeguarding Operations Unit (formerly the Teachers Misconduct Team).

Post Appointment Induction

There should be an induction programme for all staff, governors and other volunteers newly appointed in the school, including teaching staff, regardless of previous experience. For Newly Qualified Teachers, a mentor will be supported, to provide guidance throughout their first year.