



West Byfleet Junior School

Safer Recruitment Policy

1 Introduction

This policy has been introduced to provide a framework for the efficient and effective recruitment of all categories of staff for *West Byfleet Junior School*

The Governing Body of our school value the contribution of all staff and recognise that the recruitment of highly and appropriately skilled staff is key to the provision of a safe and successful teaching and learning environment in which its pupils can thrive. It is an opportunity for our school to strengthen the skill set of its workforce, ensuring that we are well placed to meet the requirements of our school improvement plan and raise standards. The Governing Body are committed to ensuring that the recruitment process is well managed to allow all candidates to give of their best.

At the same time, the Governing Body are also committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The Governors are committed to ensuring that all recruitment is compliant with best practice. As such, this policy complies with the current DfE guidance 'Keeping children safe in education'.

2 Aims of the Policy

- To ensure that newly recruited staff have the most appropriate blend of qualifications, experience, knowledge, skills and abilities to meet the demands of the post and the needs of the school.
- To ensure a consistent and equitable approach to the appointment of all staff.
- To ensure that all relevant equal opportunities legislation is adhered to and that appointees are recruited without regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave.
- To ensure that the recruitment and selection process is accessible to all by giving appropriate regards to the needs of individuals with a disability, with provision of reasonable adjustments where necessary.

Policy:
Nominated Staff Lead:
Nominated Governor Lead:

Safer Recruitment
Headteacher
Pay and Personnel

Status: Non statutory
Review cycle: Annual
Date of Next Review Summer 2025

- To ensure that all recruitment is compliant with DfE safeguarding guidance, with clear links to child protection policies and procedures, thereby ensuring that all staff recruited to work in school are suited for work with children.
- To ensure the most cost effective use is made of resources in the recruitment and selection process.

3 Responsibilities

The Governing Body (with advice from the head teacher) is responsible for determining the staffing complement of the school and for all appointments to the school.

The head teacher (with one or more governors) will have delegated responsibility for the appointment of teachers and other staff outside of the leadership group.

Once the selection panel have been agreed, the lead person in conjunction with the panel will be responsible for drawing up the relevant documentation, planning the selection process along with a timetable of the recruitment process.

The selection panel for any position will have responsibility for ensuring that a fair, equitable and non-discriminatory process is maintained throughout the recruitment and selection process.

4 Safer recruitment

Issues to do with child protection, safeguarding and the promotion of the welfare of children will be central to the recruitment process, starting with the planning of recruitment needs through to the recruitment exercise itself. Particular measures to ensure safe recruitment practice, compliant with DfE guidance, are identified throughout this policy. The selection panel have responsibility for ensuring the implementation of these measures. The safeguarding measures noted in this policy are neither exhaustive nor intended to obviate the need to refer to the most recent DfE guidance as necessary.

5 Planning recruitment needs

5.1 Planning

The Resources Committee of the Governing Body, in conjunction with the head teacher will review the staffing requirements of the school annually and assess the short and long term recruitment needs, so that as far as possible, a planned approach to resourcing the school can be taken.

The Resources Committee will agree the specification for a post in consultation with the head teacher.

Before the start of the recruitment process, there will be a review of the needs of the specific role. Where a job description or person specification does not exist (i.e. for new posts) then these will be drawn up for agreement by the Resources Committee.

Job descriptions and person specifications for existing posts will also be reviewed to determine whether the roles and responsibilities of the post need to be revised and to update the necessary qualifications, knowledge, experience, skills or abilities required by the post holder.

The person specification will also be reviewed to ensure that it does not directly or indirectly discriminate on the grounds of race, gender, religion or belief, age, disability, marital status, sexual orientation etc

Where the Governing Body, in conjunction with the Head teacher, determine that posts are of a short term nature, this will need to be clearly specified in the job description and any advertising literature. Posts will only be advertised on a temporary or fixed term basis for genuine temporary reasons. Most temporary or fixed term contracts will come to a natural end. However, where a fixed period contract expires and the need for the post remains for a further definite period, then the post holder will usually be given an extension to their fixed period contract.

Where the need for a temporary or fixed term post becomes a permanent one, there will be no automatic entitlement for the temporary post holder to be offered the permanent contract. It will be for the Governing Body to consider the most appropriate recruitment process in the circumstances. This could include consideration of the original reason for the post initially being temporary, any subsequent changes in the needs of the school, the original recruitment process that was undertaken, etc.

5.2 Safeguarding measures:

- A statement of the commitment of the school to safeguarding and the promotion of the welfare of children will be included in both the job description and the person specification.
- All job descriptions will make reference to the responsibility for safeguarding and promoting the welfare of children. The job description will clearly set out the extent of relationships and contact with children and the degree of responsibility for children that the post holder will have.
- All person specifications will make reference to the need for the job holder to be suitable for work with children. Qualifications, experience, competencies and qualities needed for the role will be identified, along with an explanation of how they will be assessed during the selection process.
- All short listed applicants will be notified that any relevant issues arising from references will be taken up at interview.

6 Advertising

6.1 All posts

All teaching and non teaching posts will be advertised internally within the school and in any relevant vacancy circular. Posts may additionally be advertised on appropriate internet job sites, social media and/or in national/local press.

In certain circumstances a post or promotion opportunity will be ring fenced for current staff in the first instance. Any such ring fencing will be done in a consistent and transparent manner.

6.2 Teacher posts

Head teacher and Deputy Head teacher posts must be advertised and should be advertised in a nationally printed publication. Other teaching posts will also normally be advertised in a nationally printed publication. However the governing body may consider additional means for advertising a teaching post, including the internet and local publications.

6.3 Support staff

Support staff posts will also be advertised within the school and Local Authority. Where particular selection criteria are required or recruitment difficulties are anticipated, posts will additionally be advertised in the local press.

Posts may also be advertised on other web sites and other types of media so long as good practice is maintained.

Occasionally the decision may be taken not to advertise a post, either because a similar post has recently been advertised and an appointment can be made from the subsequent interviews, or because a temporary appointment needs to be made as soon as possible to ensure continuity within a post. (For example, to cover a long term sickness absence or to cover a vacancy pending the completion of the recruitment process to appoint a permanent post holder).

6.4 Safeguarding measures

- All advertisements will include a statement about the school's commitment to safeguarding and promoting the welfare of children, making clear that safeguarding checks will be undertaken
- Reference will also be made to the requirement for the successful applicant to undertake an enhanced DBS disclosure in line with the KCSIE.

7 The application process

Policy:

Nominated Staff Lead:

Nominated Governor Lead:

Safer Recruitment

Headteacher

Pay and Personnel

Status: Non statutory

Review cycle: Annual

Date of Next Review Summer 2025

7.1 Information packs

For all posts, information packs will be sent to all interested parties. The information pack will consist of:

- a letter from the person leading the recruitment process;
- a job description and person specification;
- an application form, including an equalities monitoring form, with details for completion;
- Job applicants privacy statement
- any other relevant information regarding the post and the school.

Applications received after the closing date will not be considered, unless the applicant has given prior notice of a late application to the recruiting officer and this has been agreed, or there has been a low response to the advertisement.

Applications made through means other than on application forms, will not be considered, unless a reasonable adjustment has been made to accommodate the needs of an applicant with a disability.

7.2 Safeguarding measures

- All applications must be made using the application form for the position to ensure receipt of relevant personal data, (including DfE reference number, QTS status and registration with the GTC), educational and employment history, declarations of relationships to existing employees, councillors and governors, details of referees and a statement of personal qualities and experience.
- The application form also includes an explanation of posts exempt from the Rehabilitation of Offenders Act 1974 and the need to declare all convictions, cautions and bindovers. The applicant will also have declared that they are not on List 99, disqualified from teaching or if they are subject to sanctions imposed by a regulatory body e.g. GTC.
- Details of any convictions, cautions or bindovers should be attached to the completed application form in a sealed envelope marked confidential.

8 The selection process

8.1 The selection panel

A selection panel of at least two people will be set up prior to the shortlisting process. The members of this panel will be comprised from the following:

- Headteacher
- Deputy and/or Assistant Headteacher
- Line manager for the post (where this is not the Head or Deputy)
- Any member of the governing body who is able to provide relevant expertise

Policy:
Nominated Staff Lead:
Nominated Governor Lead:

Safer Recruitment
Headteacher
Pay and Personnel

Status: Non statutory
Review cycle: Annual
Date of Next Review Summer 2025

- The Chief Education Officer's, or equivalent, representative (For Head and Deputy appointments)
- Any member of staff from the school's personnel provider or local authority where particular advice and guidance is required.

As such, wherever possible, all panel members will have been trained in and/or have relevant experience of recruitment and selection and interviewing.

Where a candidate is known personally to a member of the selection panel it should 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.

8.1.1 Safeguarding measures

At least one member of the panel will have completed safer recruitment training.

8.2 Short listing

Prior to shortlisting the equalities section of the application form will be removed and not copied for the shortlisting panel. If an applicant has declared a disability then this will be notified to the chair of the selection panel.

The shortlisting process for interview will determine those applicants who best meet the criteria for the post as outlined in the person specification. Decision making will be based solely on the information available on the application forms.

Where short listed applicants have declared they do have a criminal record, and/or have had any sanctions imposed by GTC and/or are not registered with GTC then this will be followed up at interview. In certain cases it may be necessary to have a discussion with the applicant prior to the interview.

If a disabled applicant meets the minimum criteria of the person specification then they should be short listed. Advice should also be sought about what reasonable adjustments may be required to enable the disabled applicant to take up post.

8.2.1 Safeguarding measures

- Incomplete applications will be rejected and may, at the discretion of the selection panel, be returned to the candidate for completion;
- Notes will be made of any anomalies, discrepancies or gaps in employment so that these can be considered as part of the short listing process. Reasons for gaps in employment, repeated career changes, moves from permanent to temporary or supply teaching will also be noted subject to exploration and verification.

8.3 References

References will be requested for all short listed candidates (including internal applicants) prior to the interviews. The school will comply with the requirements of the Equality Act 2010 by not asking questions about a candidate's health or disability as part of these references prior to a job offer being made (including information relating to levels of sickness absence). It will be for the selection panel to determine whether the referees given by applicants are suitable and appropriate. Great care should be taken in determining whether a referee(s) given by an applicant are suitable. For example any applicants currently working in a school environment should give the Headteacher of that school as one referee. References from family members or friends will not be acceptable.

All references subsequently received will be held by the chair of the interview panel who will explore any areas of concern at interview. Once a preferred candidate has been chosen following the interview process, the rest of the interview panel will be given access to the references of that person only, in order to confirm their decision.

8.3.1 Safeguarding measures - References

- References will be sought and obtained directly from the referee. References or testimonials provided by the applicant will not be accepted
- References will seek the necessary relevant and objective information in line with current DfE guidance and a declaration from the referee that the applicant is suitable to work with children
- All references will be vetted according to current DfE guidance
- Issues of concern will be raised further with the referee and taken up with the candidate during the interview
- Where, in exceptional situations references are not received prior to the interview, any concerns will be resolved satisfactorily prior to any offer of employment.

8.4 Other checks prior to interview

Where a candidate is claiming specific qualifications or previous experience that is relevant to the job but is not verified by reference checks, then these will be verified before interview so that any discrepancy can be explored at interview.

8.5 The interview and selection process

Prior to the interview and selection process candidates will be given any relevant information, e.g. details of any selection methods that will be used. Candidates who have a disability or any other particular needs will be given the opportunity to highlight this prior to any selection activities taking place in order that reasonable adjustments may be made to the recruitment process if required.

Whilst an interview is always likely to be used as the primary feature of the selection process the selection panel will consider whether any additional selection methods will be required to supplement the interview. This may include presentations, teaching observation, inter-action with pupils, in-tray exercises, psychometric / verbal / numerical tests, etc, according to the requirements of the role. Whatever methods are chosen the panel will use these to assess the merits of each candidate against the person specification and explore their suitability to work with children.

The selection panel will ensure that all candidates are asked the same main questions at interview based on the list of essential criteria for the post, although supplementary questions may differ according to candidate's answers and backgrounds.

Particular care needs to be taken to ensure that no questions or selection methods could be viewed as discriminatory.

8.5.1 Safeguarding measures

- Invitations for interview will stress that the successful candidate will be subject to enhanced DBS disclosure in line with the KCSIE. Candidates will be requested to bring with them documentation to verify their ID, i.e. passport, driving licence, birth certificate, etc.
- The panel will inform candidates that they are required to declare ANY convictions, cautions and bind-overs they may have, regardless of how long ago they occurred, including those regarded as 'spent'. They should be informed that having a criminal record will not necessarily prevent them from taking up appointment. It will depend on the nature of the offences and their relevance to the post they are applying for. However, should they NOT declare an offence that is subsequently revealed, e.g. through the DBS check, then this may place their appointment in jeopardy.
- They will be instructed to bring with them to interview documentation that will confirm relevant educational and professional qualifications. Copies of all documents will be kept on file for successful candidates.
- In addition to assessing the candidate's suitability for the post, the panel will also need to assess the candidate's attitude toward children and young people, their ability to support the school's safeguarding agenda and promote the welfare of children. Gaps in their employment history and concerns or discrepancies in the application form and reference will also be explored.

9 Job offers to successful candidates

9.1 Job offers

Successful candidates will normally be offered the post verbally, followed by an offer letter as soon as possible afterwards. A written offer of appointment will include any terms upon which the offer is made conditional e.g. satisfactory completion of an occupational health questionnaire, provision of appropriate documentation to verify entitlement to work in the

Policy:

Nominated Staff Lead:

Nominated Governor Lead:

Safer Recruitment

Headteacher

Pay and Personnel

Status: Non statutory

Review cycle: Annual

Date of Next Review Summer 2025

UK and other relevant details.

9.2 Safeguarding measures

- Any offer of employment in the school will be conditional upon:
 - i. The receipt of two satisfactory references, if not already received;
 - ii. Verification of the appointee's identity, if not verified following interview;
 - iii. undertake an enhanced DBS check (including a check of the Children's Barred List);
 - iv. Verification of the appointee's medical fitness to undertake the role;
 - v. Verification of the appointee's qualifications, if not verified following interview;
 - vi. Verification of professional status where required eg GTC registration, QTS status and NPQH etc
 - vii. For those gaining QTS after 7 May 1999, verification of successful completion of statutory induction period;
 - viii. For support staff posts, satisfactory completion of the required probationary period
- Where:
 - i. candidates are found to be on List 99 or the PoCA List, or the DBS disclosure shows that the candidate has been disqualified from working with children by a Court;
 - ii. an applicant has provided false information in, or in support of his/her application; or
 - iii. there are serious concerns about an applicant's suitability to work with children,

the facts will be reported to the police and/or the DfE Children's Safeguarding Operations Unit.

10 Appointment and promotion of staff from the existing school community

The school wherever possible seeks to retain the skills and contributions of all staff within the school community. The school will support as far as possible the continued professional development of all staff as they seek promotion to new opportunities both within the school and elsewhere. All staff are therefore encouraged to consider their suitability for any vacancy within the school. Where a member of staff applies for a vacant post they will be given equal consideration as external candidates, based on the essential criteria for the post.

11 Use of Fixed Term and Temporary Contracts

Where it is determined that posts are only of a short-term nature, this will be clearly specified in the job description and on any advertising literature. Posts will only be advertised on a temporary or fixed-term basis for genuine reasons. Most temporary or fixed-term contracts will come to a natural end. Where, however, a fixed duration contract expires and the need for the post remains for a further definite period, then the postholder will usually be given an extension to their fixed period contract.

Where the need for a temporary or fixed-term post becomes a permanent one, there will be no automatic entitlement for the temporary postholder to be offered the permanent

Policy:

Nominated Staff Lead:

Nominated Governor Lead:

Safer Recruitment

Headteacher

Pay and Personnel

Status: Non statutory

Review cycle: Annual

Date of Next Review Summer 2025

contract. It will be for the Headteacher to consider the most appropriate recruitment process in the circumstances. This could include, for example, consideration of the original reason for the post initially being temporary, any subsequent changes to the needs of the school and the original recruitment process that was undertaken.

12 Use of supply staff, volunteers and contractors

The needs of the school are such that the workforce is made up of a rich variety of professional and highly skilled and committed people, not all of whom are paid employees. The school values the diversity that this brings to its community as we strive to provide a safe environment and improve the standards of teaching and learning for all pupils. To ensure the continued high standards of contributions, we will:

- Use as our preferred sources of supply staff, agencies accredited through the Quality Mark Scheme for agencies and LAs;
- With reasonable adjustment, adopt the same recruitment measures for contractors as for employees, and for volunteers as for paid staff.

13 Monitoring

Mindful of its commitment to best practice in recruitment and its obligations under the Equality Duties and safeguarding guidance, the Governing Body will ensure regular monitoring of all recruitment activity to allow for future recruitment practices to be better informed with a view to achieving the aims of this policy as specified in paragraph 2. The analysis of this monitoring and any resulting actions will be reported on an annual basis to the Governing Body.

14 Induction

An induction programme appropriate to the new employee's position. It is the responsibility of the line manager to ensure that the new employee receives internal induction. A thorough, and well thought out induction process is extremely important in assisting new employees to settle in quickly and can aid their long-term retention. This process applies to all employees.

15 Data Protection

Records relating to recruitment and selection activities will remain confidential and accessible only to those who require information either as part of the recruitment decision-making process or for the administration of the process (including monitoring activities for the purposes of this policy or equality policies). Records relating to successful candidates will be placed in personnel files. Records for unsuccessful candidates will be retained in a secure place for a period of six months, after which time they will be securely destroyed. Inappropriate access or disclosure of recruitment data constitutes a data breach and should be reported in accordance with the school's data protection policy. It may also constitute a disciplinary offence, which will be dealt with under the school's disciplinary procedure.

This policy should be read in conjunction with the Child Protection and Safeguarding Policy.

Policy:

Nominated Staff Lead:

Nominated Governor Lead:

Safer Recruitment

Headteacher

Pay and Personnel

Status: Non statutory

Review cycle: Annual

Date of Next Review Summer 2025

Appendix

New Appointment Checklist

This form should be completed by the appointing manager/headteacher following a verbal offer of appointment in order to provide the necessary information to the Bursar/HR Officer for producing the relevant paperwork.

PART 1 (for completion by headteacher / appointing manager)			
PERSONAL DETAILS OF APPOINTEE:			
Name			
APPOINTMENT DETAILS			
Post Appointed To		Start Date	
Type of Contract (e.g. permanent, temporary, fixed-term, job share)		Hours p.w / weeks p.a. (or 100ths for p/t teachers)	
<u>Fixed-term/temporary contracts only</u> : reason for contract and end date if fixed-term		Any additional contract terms required (e.g. contractual car user)	
STARTING SALARY DETAILS			
Grade / Pay Range		Any Allowances	
Starting Point on Range		End date of Allowance (or n/a)	
<i>Please pass this form, together with a copy of the application form, to the Bursar/HR Officer.</i>			

PART 2 (for completion by Bursar/HR Officer)				
ACTIONS		Date		Date
Offer Letter	Sent to appointee		Acceptance received + filed	
Pre-appointment assessment by occupational health	Sent to appointee		Clearance received + filed	
References	Applied for		Received + filed	
NCTL checks* / qualification checks	NCTL database checked (if applicable) +		Qualifications checked (if	

Policy:
Nominated Staff Lead:
Nominated Governor Lead:

Safer Recruitment
Headteacher
Pay and Personnel

Status: Non statutory
Review cycle: Annual
Date of Next Review Summer 2025

	evidence filed		applicable) + copy filed			
Right to Work in the UK	Documentation seen		Photocopied for file			
Contract (+ enclosures)	Sent to appointee		Returned signed + filed			
P45/P46/Bank Details	Received		Sent to Payroll + copy filed			
Starter form / new employee set up	Information completed		Starter Form to Payroll + copy filed			
Probationary period (where applicable)	Date due to end		Letter sent upon completion + copy filed			
Disclosure & Barring Service (DBS) Check / Childcare Disqualification Check						
Individual registered with DBS Update Service?	YES	NO	If yes:	Registration number	Renewal date	
Date new DBS application submitted (if not registered with Update Service)			(In all cases) Date DBS Certificate produced by applicant*			
* NB: the certificate (whether an original linked to the DBS Update Service or a new one) must be shown to the employer within 28 days, with any content then risk-assessed to determine suitability for employment.						
Childcare Disqualification Check (where applicable)	Declaration form sent out		Date	Received + checked		Date

(cont overleaf)

* including Section 128 check if applicable (independent schools/academies only and management staff only (SLT members or teachers with departmental headship))

ADDITIONAL TASKS				✓
File a copy of the application form, job advertisement, and job profile/person specification on personnel file				
Check safeguarding training attended (or enter planned date of training here)			Date	
Enter employee details onto Single Central Record				

Policy:
Nominated Staff Lead:
Nominated Governor Lead:

Safer Recruitment
Headteacher
Pay and Personnel

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Review cycle: Annual
Date of Next Review Summer 2025

Notes:

Policy:
Nominated Staff Lead:
Nominated Governor Lead:

Safer Recruitment
Headteacher
Pay and Personnel

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Date of Next Review Summer 2025