HR95s

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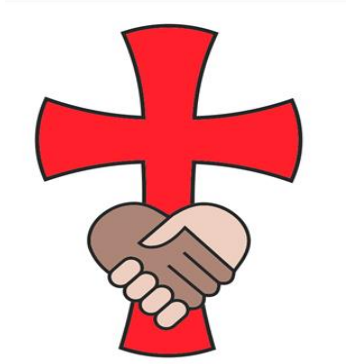
UNCLASSIFIED

Recruitment and Selection Policy



This Policy has been formally adopted by the Governing Body of St Matthew's church of England Primary School on Tuesday 30th November 2021

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Recruitment and Selection - Policy for Schools

This Policy must be read and applied in conjunction with the Recruitment and Selection Guidance document for Schools (HR95.1s).

1. Introduction

This policy is intended to support Governing Bodies when appointing school-based employees, both teaching and non-teaching. It will detail the steps schools need to take to ensure they get the best person for the job. This process is governed by extensive legislation, particularly the laws relating to keeping children and young people safe and discrimination.

2. Safer Recruitment

Recruitment, selection and pre-employment vetting

It is vital that schools create a culture of safe recruitment and, as part of that, adopt recruitment procedures that will help to deter, reject or identify people who might abuse children and young people. This part of the guidance describes in detail those checks that are or may be required for any individual working in any capacity in a school.

Governing bodies must act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence, including criminal record checks (Disclosure and Barring Service (DBS) checks), barred list checks and prohibition checks, together with references and interview information.

As outlined in the Department of Education's document 'Keeping Children Safe', the level of DBS certificate required, and whether a check for any prohibition, direction, sanction, or restriction is required, will depend on the role that is being offered and duties involved.

As the majority of employees will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information will be required for most appointments. In summary, a person will be considered to be engaging in regulated activity if, as a result of their work, they:

- will be responsible, on a regular basis (in a school) for teaching, training instructing, caring for or supervising children; or
- will carry out paid, or unsupervised unpaid work regularly in a school where that work provides an opportunity for contact with children; or

- engage in intimate or personal care, or overnight activity, even if this happens only once.

A more detailed description of regulated activity, plus further information on Disclosure & Barring checks (DBS) is available in the Department of Education's document 'Keeping Children Safe'. Please refer to this document before commencing the recruitment and selection process.

3. Policy Statement

The aim of this policy is to create a structure and process to facilitate the recruitment and retention of high calibre employees to the School and to:

- Ensure that the recruitment processes are safe and fit for purpose.
- Appoint the best person for each position.
- Ensure equality of opportunity for all applicants.
- Offer career development prospects and create opportunities for employees to apply for internal promotion.
- Ensure compliance with relevant employment legislation.
- Promote the School's values.
- Meet the School's operational requirements and strategic aims.

4 Key Principles

- This policy is intended to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010 on any of the characteristics protected by law.
- This policy is intended to ensure that recruitment and selection is carried out in an open, transparent and measurable manner, and that employees are appointed for their abilities and the role that they will carry out.
- This policy is intended to ensure that employees of the school are not influenced by prejudice, bias or conflicts of interest which would influence a future employee's ability to perform their duties and responsibilities objectively.
- The Council/School aims to develop a workforce that reflects the local labour market and is representative of the citizens of Sandwell.
- Recruitment for any vacancy will only commence once all necessary authorisations and permissions have been received.

- Any newly created posts or amendments to existing posts must adhere to the requirements of job evaluation for non-teaching posts only. Teaching posts must adhere to the requirements of the current STPCD.

- It is recommended that there are at least three panel members on an interview panel. The panel must be gender diverse and where possible diverse in terms of other protected characteristics under the Equality Act 2010, especially in terms of race.

- As a minimum, the Chair of the panel should have attended recruitment and selection training within the last three years, but preferably all panel members.

- At least one of the persons who conducts an interview must have completed safer recruitment training.

- Selection decisions will be carried out using pre-agreed objective criteria included on the Personnel Specification.

- The safety of children and young people are paramount, and we are fully committed to safeguarding and promoting the welfare of children and young people.

5. Scope of the policy

This Policy applies to all School based employees (Non-Teaching and Teaching staff, including Headteachers as well as all employees of Pupil Referral Units (PRUs).

In PRUs, the references in this policy to Governing Body Committees will mean the Management Committees

5.1 Agencies

Before engaging agencies, it is important to be assured they have robust systems in place in terms of pre-employment checks. Each agency should be fully vetted to ensure that the appropriate checks are carried in terms of suitability and validity to work with children and young people, eligibility to work in the UK and past criminal convictions.

Agency staff are not employees of the school and are engaged as workers through the agency. You should ensure that any agency providing workers also adopt and implement the measures described in this policy and guidance.

The agency should provide written confirmation that necessary clearances have taken place.

6. Statement of Process

6.1 Approval to recruit

All necessary authorisations and permissions must be obtained before any recruitment activity can take place.

Job Descriptions and Person Specifications should be reviewed as part of this process to ensure they accurately reflect the requirements of the job. All new and amended non-teaching posts must go through the job evaluation process.

6.2 Advertisement

It is important to know where suitable applicants can be found, how best to make contact with them, and to secure their application. This involves a thorough knowledge of sources of potential job applicants and methods of recruitment. For further information, please refer to the guidance within this document.

6.3 Selection

The selection process should follow a systematic approach that is fair, unbiased and objective.

Governing Bodies should short-list candidates based on how well they match the Personnel Specification.

It is recommended that there are a minimum of three interview panel members, with the panel being gender diverse, and where possible, diverse in terms of other protected characteristics under the Equality Act 2010, especially in terms of race.

7. Monitoring and Review

The Recruitment and Selection Policy will be reviewed and updated in line with current legislation and best practice. Any review and revisions will be undertaken by HR in consultation with the council's recognised Trade Unions.

Reviewed on	Reviewed by	Completed