St. Helen's CE Primary School



SAFER RECRUITMENT AND APPOINTMENTS POLICY

Date of ratification: **December 2023**
Review date: **December 2026**

1. Introduction

The Governing Body is the employer of all teaching and support staff at the school (with the exception of the kitchen staff). To fulfil the Governing Body's aim of providing the best possible education for pupils, the governors seek to recruit and retain good quality staff. Appointments will be made in accordance with the statutory requirements set out in the DfE Governors' Handbook: November 2015 and the guidance from the school's Human Resources provider, with particular reference to the specific requirements of a voluntary aided school.

All appointments will comply with the school's Single Equality scheme and all current employment legislation.

2. Safeguarding children

The governing body attaches the highest priority to safeguarding and promoting the welfare of children. St. Helen's School recruitment procedures are fully compliant with the guidance set out in DfES publication Safeguarding Children and Safer Recruitment in Education.

3. Delegation of responsibility

3.1 Appointment of the Head Teacher

The full governing body is responsible for drawing up the job description and person specification and for agreeing the short list for the post of Head teacher/ Co-Headteachers. The full governing body will appoint an interview panel to whom authority is given to make an appointment, subject to the priorities set by the whole governing body.

3.2 Appointment of other staff

The governing body delegates to the personnel committee and the head teacher the review of staff selection procedures and the preparation of job descriptions and post holder profiles for all other positions. The personnel committee is responsible for arranging a panel of governors to work with the head teacher in appointing the Deputy or Assistant Head, TLR positions and the designated person responsible for child protection. The governing body delegates to the Headteacher, in consultation with delegated governors, the responsibility for the selection and appointment of all other teaching staff and all support staff.

4. Link to School Development Plan and Budget

All appointments will be made within the constraints of the budget set by the governing body and with consideration to the priorities set in the School Development Plan. Pay will be determined under the school's Pay Policy.

5. Procedures

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement ensuring all potential applicants are aware of the school's ongoing commitment to the safety of pupils and staff*: "The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory Disclosure and Barring Service (DBS) check."*

b. For permanent teaching appointments other than the Head Teacher, the personnel committee may decide on a case by case basis to delegate arrangements to the Headteacher for

short listing and interviewing. In the case of the appointment of a Deputy/Assistant Head, the panel will consist of at least one governor and the Headteacher. Any member of the governing body may be on the interview panel. At least one member of the interviewing panel will have successfully completed accredited training in safe recruitment procedures within the last 5 years.

c. The Headteacher will prepare an information pack for prospective candidates. This pack will contain, as a minimum, the following:

- job description and person specification;
- child protection policy (to be provided before interview but not necessarily as part of pack);
- the selection procedure for the post;
- the school's appointments policy
- an application form
- school contextual information.
- Staff disqualification declaration

d. Candidates must complete the relevant Application form with a covering letter. Prospective candidates will be informed that they are welcome to visit the school.

e. In the short-listing process, candidates will be judged on the strength of the evidence in their written application of their ability to fulfil the person specification for the post. Those most closely fulfilling these criteria will be invited for an interview. If a suitable short list cannot be drawn up the post will be re-advertised.

f. Written references from two referees will be sought for all short-listed candidates using a school's agreed letter. References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
Where possible, references will be taken up before the interview stage, so that any discrepancies can be probed during the interview stage. If necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges. If required, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for this post with reference to the job description.

g. If the candidate is employed by the school, s/he is entitled to see and receive, if requested, a copy of their employment reference. This entitlement only applies while an individual is currently employed by the school.

h. Interviews will comply with legal requirements in offering equal opportunities. Interviews will always be face-to-face. Telephone/Video interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to School
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

The best person for the job will be appointed according to the criteria set out in the job description and the person specification and on agreement that they are the most suitable candidate for the job.

i. All successful applicants will be required:

- to provide proof of identity
- to complete a DBS disclosure application, staff disqualification declaration and any other appropriate safeguarding checks and receive satisfactory clearance
- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK

j. All job offers will be confirmed in writing. This letter will include: the job title, the type and duration of the employment (e.g.full-time, part-time, fixed term, maternity cover), the commencement date and, for fixed term appointments, the date at which the employment will end. If the offer is conditional in any way e.g. on receipt of satisfactory references or a medical report then this should also be clearly stated.

6. Induction

All staff who are new to the school will receive induction training that will include the school's safeguarding arrangements and guidance on safe working practices.

7. Recording of procedures

All copies of notes relating to applications, short listing and interviewing of candidates, will be returned to the head teacher and stored in the school for one year. One copy of application forms, letters of application, curriculum vitae and references relating to all candidates will also be stored for one year.

8. Confidentiality

All other documents will either be returned to the head teacher or destroyed.

9. Termination of appointment

Any termination of appointment by either the school or the employee will be in accordance with the LEA's Personnel Guidelines.

Date Approved	December 2023
Review Date	December 2026
Person(s) Responsible for Implementation and Monitoring	Headteacher SLT Personnel committee
Other Relevant Policies	Single Equality Scheme Equality of Opportunity Employment Policy