

# Garston Manor School



## Safer Recruitment Policy for Schools

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<b>Adopted without change</b> Department: Schools' HR Advisory Team Author: Catherine Macdonald  Date of issue: September 2008 1st Review date: September 2010 2nd Review date: September 2014 3 <sup>rd</sup> Review date: September 2015 4 <sup>th</sup> Review date: June 2016  Reference: CSF0033	The logo for Hertfordshire, featuring a white stag silhouette on a black background with the word 'Hertfordshire' in white text below it.

## **1 INTRODUCTION**

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

## **2 STATUTORY REQUIREMENTS**

There are some statutory requirements for the appointment of some staff in schools – notably headteachers and deputy headteachers. These requirements change from time-to-time and must be met.

## **3 IDENTIFICATION OF RECRUITERS**

Subject to the availability of training, the school will have on any interview panel at least one recruiter who has successfully received accredited training in safe recruitment procedures.

## **4 INVITING APPLICATIONS**

4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced Disclosure and Barring Service.”

4.2 Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the school’s child protection policy;
- the school’s recruitment policy (this document);
- the selection procedure for the post;
- an application form.

4.3 All prospective applicants must complete, in full, the application form supplied by the school.

## **5 SHORT-LISTING AND REFERENCES**

5.1 Short-listing of candidates will be against the person specification for the post

5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

5.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

- 5.4 Where 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.
- 5.5 Where necessary, 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.
- 5.6 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.
- 5.7 School employees are entitled to see and receive, if requested, copies of their employment references.

## **6 THE SELECTION PROCESS**

- 6.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- 6.2 Interviews will always be face-to-face. Telephone 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).
- 6.3 Candidates will always be required:
- to explain satisfactorily any gaps in employment;
  - to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
  - to declare any information that is likely to appear on a DBS check;
  - to demonstrate their capacity to safeguard and protect the welfare of children and young people.

## **7 EMPLOYMENT CHECKS**

- 7.1 All successful applicants are required:
- to provide proof of identity
  - to complete a DBS check application 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

## **8 INDUCTION**

- 8.1 All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.
- 8.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

## Overview of Appointment Process

### Suggested Recruitment Process

### Safeguarding Children Element

**Agree the timetable  
Form a selection panel**

Agree involvement of remainder of  
Governing Body.  
Decide with SEA advice on any interim arrangements.  
**Discuss training needs.**

Design job description and person specification

Choose selection criteria

Train and brief those who are carrying out the interview or other assessments.

**Creating the advert**

Agree format and style.  
Logos? ISR? Group?  
Form the body of the advert  
Dates? Contacts? Compile first draft  
Include commitment to safeguarding children

Advertise the post – deterrent message.

\*Choose methods of assessment (interview, role play etc)

\*Design interview questions, role play or other assessment

**Compiling the Application**

What to add?  
Create Job Description, welcome letter and Person Specification.  
Make decision on other items, e.g. Summary Ofsted report, SDP or SIP, last report to parents, last newsletter, PTA Newsletter, School Prospectus and any other.

Give information about safeguarding policies, procedures and checks carried out.

Send out information pack

\*Ask for a criminal record self-disclosure

**Short listing**

Your advisor will work with you through this process.  
Copies of applications will be examined and marked against your personal specification to form your shortlist of candidates.

Read applicant form and check information

Check gaps or issues on applications form with the candidate

\*Choose methods of assessment (interview, role play etc)

\*Design interview questions, role play or other assessment

**The Selection process may include ....**

In-tray exercise, Presentation to panel  
Presentation to children, Presentation to Full Governing Body, Interview with school council, Paper exercise, Data exercise, Formal interview, Begin to give thoughts to each type of exercise and what you might learn from each task.....  
Form a plan, keeping an open mind for suggestions from your advisor who shall finalise plans with you.

Request references

Scrutinise references

\*Ask for a criminal record self-disclosure

Check qualifications and professional registration

Check Identity documents

**The Interview day**

The panel will conduct the interview day. Candidates will be invited to participate in a formal interview process. At the end of the formal proceedings the panel will collectively decide to recommend a successful candidate to the Governing Body for ratification.

Carry out an interview, role play or other assessment

Probe candidates' attitudes and motivates towards safeguarding and children

Make a decision to offer the post to the individual

Discuss criminal convictions history with the candidate

**Making the appointment.**

Once a decision has been made by the Governing

Request Disclosure and Barring Service check

Body, the Headteacher can formerly make an offer of appointment subject to conditions

\*element can be carried out here, your choice.