



St Wystan's  
A REPTON SCHOOL

## RECRUITMENT POLICY

**This policy includes the Early Years Foundation Stage (EYFS)**

***Updated: Sept 2023, October 2023***

***Policy to be reviewed: Sept 2025***

### **1. Summary**

- 1.1. This Recruitment and Selection Policy has been produced in line with the DFE guidance Keeping Children Safe in Education. This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

### **2. Recruitment policy statement**

- 2.1 The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- 2.2 The School is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high-quality service.
- 2.3. We have a commitment to the British Values and instilling an understanding of them across all areas of school life.

### **3. Purpose**

- 3.1 To ensure the recruitment of both permanent and fixed-term staff (including voluntary) is conducted in a fair, effective and economic manner.
- 3.2 To achieve this purpose, the Operations Manager is responsible for each stage of the recruitment process and will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants. The Headteacher will oversee the recruitment process.

### **4. Scope**

- 4.1 This policy applies to all the school employees and governors responsible for, and involved in, recruitment and selection of all staff.

- 4.2 The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated the responsibility to the Headteacher for appointing staff other than those of the Operations Manager and the Head.

## **5. Aims and Objectives**

- 5.1 To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process
- 5.2 To ensure a consistent and equitable approach to the appointment of all school staff
- 5.3 To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation
- 5.4 To ensure the most cost-effective use is made of resources in the recruitment and selection process

## **6. Principles**

- 6.1 The following principles are encompassed in this policy:

- All applicants will receive fair treatment and a high-quality service
- 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 will be carried out by a panel with at least two members but preferably with three. At least one panel member will have received appropriate training on the safer recruitment and selection process as recommended by the DFE.
- Selection will be based on a minimum of completed application form, shortlisting and 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.

## **7. Equal Opportunities**

- 7.1 The School is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation. The School acknowledges that unfair discrimination can arise on occasion and therefore will ensure that the Equal Opportunities Policy is the foundation for all its activities.

## **8. Safer Recruitment – Recruitment and Selection Training**

- 8.1 It is a requirement that at least one member of the interview panel has completed the Safer Recruitment Training successfully prior to the start of the recruitment process.
- 8.2 Safer Recruitment training has been completed and kept up-to-date by the Headteacher and Operations Manager. Members of the Governing Body are also trained in Safer Recruitment.

## **9. Pre-recruitment Process**

## 9.1 Objective

9.1.1 The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the school. The first experience an individual has is important, therefore the experience should be positive and all those responsible for recruiting will:

- Leave a positive image with unsuccessful applicants
- Give successful applicants a clear understanding of the post and what is expected of them
- Reduce the risk of a bad selection decision that can be expensive and may cause line management problems in the future or may not meet the school's commitment to safeguard children and young people.

## 9.2 Application Form

9.2.1 A standard application form will be used to obtain a common set of core data from all applicants. A CV can only be accepted alongside a full application form. A CV on its own will not contain the required the information to support safer recruitment.

## 9.3 Job Description and Person Specification

9.3.1 An accurate job description is required for all posts. A person specification, which is a profile of the necessary requirements for the post, is also required for all posts.

## 9.4 Short-listing

9.4.1 Short-listing will be conducted in a fair, consistent and transparent manner by assessing all applications against a standard set of criteria aligned to the requirements of the role as set out in the job description and person specification. In accordance with KCSIE guidance, *in addition, as part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview. Shortlisted candidates will be informed that online searches may be done as part of due diligence checks.*

9.4.2 In accordance with KCSIE guidance, *as part of the short-listing process, candidates will be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children*

## 9.5 References

9.5.1 The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained directly from the referee. For teaching positions three references are required.

9.5.2 References will be sought on all short-listed candidates, including internal ones, and will 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.

9.5.3 In accordance with KCSIE guidance, 'Any repeated concerns or allegations which have all been found to be false, unfounded, unsubstantiated or malicious should not be included in any reference.'

## 10. Interviews

10.1 The interview will assess the merits of each candidate against the job requirements and explore their suitability to work with children and young people. The selection process for people who will

work with children and young people will always include a face-to-face interview even if there is only one candidate.

## **10.2 Interview Panel**

10.2.1 A minimum of two interviewers will form the interviewing panel, but preferably three.

10.2.2 The members of the panel will:

- have the necessary authority to make decisions about appointments;
- be appropriately trained, (one member of interview panel will have undertaken the training in accordance with Safer Recruitment Training).
- meet before the interviews to:
- reach a consensus about the required standard for the job to which they are appointing;
- consider the issues to be explored with each candidate and who on the panel will ask about each of those;
- agree their assessment criteria in accordance with the person specification.

10.2.3 Where a candidate is known personally to a member of the selection panel it will be declared before shortlisting 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.

## **10.3 Scope of the Interview**

10.3.1 In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- the candidate's attitude toward children and young people;
- his/her ability to support the school's agenda for safeguarding and promoting the welfare of children;
- gaps in the candidate's employment history;
- concerns or discrepancies arising from the information provided by the candidate and/or a referee; and,
- ask the candidate if they wish to declare anything in light of the requirement for a DBS check.

10.3.2 If, for whatever reason, references are not obtained before the interview, the candidate will also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees. (And it is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.)

## **11. Conditional Offer of Appointment: Pre-Appointment Checks**

11.1. An offer of appointment to the successful candidate will be conditional upon:

- the receipt of at least two satisfactory references (three for teaching staff)
- verification of the candidate's identity (via passport or driving licence)
- verification of eligibility to work in the UK (via passport or birth certificate)
- Proof of address is required
- verification of qualifications
- verification of professional status where required e.g. GTC registration, QTS status (unless properly exempted), NPQH;

- a check of The Children's Barred List (formerly **List 99**), a satisfactory DBS Enhanced Disclosure, and a Prohibition from Teaching check (a Prohibition from Management Check is required for the roles of Deputy Head and Headteacher)
- For staff returning to work after a period of absence of more than three months (i.e. on Maternity Leave, or a Supply Teacher, or a peri after a lockdown period (such as in 2020/2021), then a new DBS Enhanced Disclosure will be required.
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999); and,
- (for non-teaching posts) satisfactory completion of the probationary period.
- staff who have worked or lived outside the UK must undergo the same checks as all other staff above. This includes obtaining (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK. In addition, the school must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. These checks could include, where available: criminal records checks for overseas applicants - Home Office guidance can be found on GOV.UK; and for teaching positions obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked. Advice about which regulatory or professional body applicants should contact is available from the National Recognition Information Centre for the United Kingdom, UK NARIC.

Where available, such evidence can be considered together with information obtained through other pre-appointment checks to help assess their suitability. Where this information is not Available, the school will seek alternative methods of checking suitability and or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment. Although sanctions and restrictions imposed by another regulating authority do not prevent a person from taking up teaching positions in England, the school would consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment. Further information can be found in DfE Guidance: Recruit teachers from overseas:

(<https://www.gov.uk/guidance/recruit-teachers-from-overseas>).

#### 11.2 All checks will be:

- confirmed in writing and the date of the check noted;
- documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS regulations);
- recorded on the school's single central register; and,
- followed up where they are unsatisfactory or there are discrepancies in the information provided.

#### 11.3 Where:

- the candidate is found to be on The Children's Barred List (formerly **List 99**) or the Prohibition from Teaching List, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or,
- an applicant has provided false information in, or in support of, his/her application; or,
- there are serious concerns about an applicant's suitability to work with children,

The facts must be reported to the police and/or the Local Safeguarding Board.

## 12. Post Appointment Induction

- 12.1 There will be an induction programme for all staff, governors and other volunteers newly appointed to the school, regardless of previous experience. (See Appendix B)
- 12.2 If for any reason the DBS has been delayed, the school reverts to a written risk assessment that ensures the member of staff is always chaperoned on the school site.

### Policy Development and Review

This policy document was produced in consultation with the school community.  
It will be reviewed on a rolling two year programme by the Governing Board.

|                         |                |                 |     |
|-------------------------|----------------|-----------------|-----|
| Reviewed by             | Headteacher    |                 |     |
| Date Reviewed           | September 2023 |                 |     |
| Date of Next Review     | September 2024 |                 |     |
| Governing Body Approval | Yes            | Signed/Dated    |     |
| Website/App             | Yes            | ISI             | Yes |
| Staff Handbook          | Yes            | Parent Handbook | No  |

**Pre-employment checklist for schools**

|   | Initials | Date |
|---|----------|------|
| <b>Training:</b> At least one member of the shortlisting and interview panel should have carried out the safer recruitment training.  |          |      |
| <b>Planning:</b> Timetable decided, job description and person specification reviewed and updated as necessary.   |          |      |
| <b>Advertising:</b> The advert must include reference to the policy statement of safeguarding and promoting welfare of children and young people.   |          |      |
| <b>Application Forms:</b> Candidates must provide information on employment history and if appropriate adequately explain the reasons for any gaps. The candidates must complete, sign and date the Rehabilitation of Offenders Act Declaration Form.   |          |      |
| <b>Shortlisting:</b> Interview panel members should also shortlist the applications.  |          |      |
| <b>References:</b> References must be requested prior to interview. Chase if not received. Check and scrutinise references on receipt – any discrepancies or concerns should be taken up with applicant at interview or the referee.  |          |      |
| <b>Invitation to Interview:</b> Interview invitation letters must include relevant information and instructions.  |          |      |
| <b>Interview:</b> The panel should have at least 2 but preferably 3 members and should have the authority to appoint. They must meet prior to interview and agree issues, questions, assessments, criteria and standards. At least one member must have completed the safer recruitment training. |          |      |
| <b>Conditional Offer of Employment:</b> Offer of employment must be subject to satisfactory completion of the following pre-employment checks:  |          |      |
| <b>Identity:</b> This should be verified on the day of interview and copied and dated. (Passport, driving licence or birth Certificate)   |          |      |
| <b>Right to work in UK:</b> This again should be verified on the day of interview and documentation copied and dated. (Passport)  |          |      |
| <b>References:</b> If not received and scrutinised prior to interview.  |          |      |
| <b>Qualifications Checked:</b> This should be verified on the day of interview – original certificates must be submitted and copied and dated.  |          |      |
| <b>DBS:</b> An enhanced level DBS disclosure will be required.  |          |      |
| <b>The Children's Barred Checklist (previously List 99): Should be obtained prior to interview from DfE secure access website</b>   |          |      |
| <b>Prohibition from Teaching Check: Should be obtained prior to interview from DfE Secure Access website</b>  |          |      |
| <b>Medical Clearance:</b> The candidate must be both physically and mentally fit to undertake the post by completing the school confidential medical questionnaire.   |          |      |
| <b>QTS</b> – for teacher only. The candidate should provide original documentation to prove that he/she has obtained QTS.   |          |      |
| <b>Probation</b> – for support staff only. The candidate will be subject to a 3-month probationary period which can then be extended by 3 months.   |          |      |
| <b>Aviva Pensions (APTIS)</b> – all teachers are automatically members of the scheme unless they have opted out (proof of this must be provided).   |          |      |
| <b>NEST auto enrolment pension</b> – all qualifying support staff are automatically members of the scheme but have the right to opt out.  |          |      |
| <b>Supply Teachers</b> – All supply teachers must undergo the same checks as above.   |          |      |
| <b>Peripatetic Teachers</b> – All peripatetic teachers must undergo the same checks as above  |          |      |
| <b>Volunteers</b> – The above checks should be carried out on volunteers  |          |      |

**INDUCTION LIST FOR NEW STAFF**

| Section                                     | Information  |
|---|--|
| 1. Information about the role and induction | <ul style="list-style-type: none"> <li>• The job description and responsibilities for the post</li> <li>• Introduction to teaching staff, teaching assistants and non-teaching staff</li> <li>• Introduction to Form</li> <li>• A summary of the induction process and Mentor allocated</li> <li>• Relevant timetables</li> <li>• Pupil lists &amp; Record files (if relevant)</li> <li>• Specific details for form/subject taught (Planning/Assessments/Reports/Class management/Display areas/Pupil Planners/Registration &amp; Absence Arrangements)</li> <li>• Monitoring and Review process</li> <li>• SEN and raising concerns</li> <li>• Parents' Evenings</li> <li>• Parental Concerns Forms</li> <li>• Pupil Incident Forms</li> <li>• Training requests and evaluations</li> <li>• Apply for School App</li> </ul>                     |
| 2. Information about the school             | <ul style="list-style-type: none"> <li>• A map/tour of the school grounds and access/parking information</li> <li>• An outline of the school day and relevant procedures (inc. House system)</li> <li>• A summary of the school's key aims, mission statement and expectations</li> <li>• Timetables - Staff Meetings/Staff Duties/Assemblies/Clubs</li> <li>• Pre/After school provision</li> <li>• Details of staffing, staff room and internal communication</li> <li>• Details of school support – office/maintenance/kitchen and IT support</li> <li>• Location of all resources, photocopier, laminator/ordering resources</li> <li>• Form Visits and booking procedures/risk assessments and pre visits</li> <li>• The school improvement plan and self-evaluation form</li> <li>• The school's most recent inspection reports</li> </ul> |



|  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• Friends of St Wystan's</li> </ul>  |
| 3. Important dates                         | <ul style="list-style-type: none"> <li>• Term dates (as far ahead as these are known) and how they relate to the contract for the post</li> <li>• A full school calendar for the current term</li> <li>• Fundraising events</li> </ul>  |
| 4. Policies and handbooks                  | <ul style="list-style-type: none"> <li>• Safeguarding and Child Protection Procedures and Policies (including Prevent <a href="http://www.gov.uk">Protecting children from radicalisation: the prevent duty - GOV.UK (www.gov.uk)</a>)</li> <li>• Behaviour/Health &amp; Safety/Pupil Supervision</li> <li>• The staff code of conduct</li> <li>• The Parent and Staff Handbooks</li> <li>• School Prospectus/Website/App</li> <li>• All policy documents incl. Anti-Bullying/1<sup>st</sup> Aid provision and Administering Medication/Marking and Presentation/Homework policies</li> <li>• School Security and Confidentiality</li> <li>• Accident Procedures</li> </ul> |
| 5. Technical information and contact lists | <ul style="list-style-type: none"> <li>• Staff email list</li> <li>• Head's and School's telephone number</li> <li>• Emergency contact files</li> <li>• Information about accessing the school /door codes</li> <li>• ICT room/use of internet/use of school network/login</li> <li>• Use of electrical equipment</li> <li>• Location of school phones</li> <li>• Social media use</li> <li>• Useful external agency/personnel contact details</li> <li>• List of names of school governors and their roles</li> </ul>  |

The list above is not exhaustive but covers most of the information that is around the school to aid you with your work at St Wystan's School. Some areas may not be relevant, depending on the role that you have been appointed to in the school. Most just need the knowledge of location, others the procedure that must be followed.