

The Whitby Secondary Partnership

Recruitment and Selection Policy and Procedure

Federation Governance Status

This policy was updated by NYCC in September 2016. It will be reviewed following any updates from the County Council or changes in related legislation.

Reviewed (following staff consultation)	Date for adoption by WCC Governors
January 2020	21 January 2020
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Signed by the Chair:



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Introduction

- 1.1 The aim of this Recruitment and Selection Policy and Procedure is to attract, select and retain staff who will successfully and positively contribute to the work and development of the schools.
- 1.2 In addition, this policy and procedure aim to ensure that Caedmon College and Eskdale School recruits and selects staff in a safe and fair manner at all times. Safeguarding and promoting the welfare of children and young people is an integral requirement in recruitment and selection processes and is an essential part of creating safe environments for children and young people.
- 1.3 It is also imperative that recruitment is planned and conducted with due regard to equality legislation and to ensure appointments are made on merit. However, recruitment processes will also be designed to attract suitable applicants within difficult labour markets, will consider the use of a wide range of attraction techniques and make appropriate use of the discretions within the schools' Pay Policy.

2. Recruitment and selection policy statement

- 2.1 This schools are committed to attracting selecting, vetting and retaining employees who will successfully and positively contribute to the schools and its pupils ensuring that they achieve their full potential. 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 high-quality educational services.
- 2.2 This policy seeks to ensure that the schools demonstrate good practice regarding keeping children safe in education, with the aim of deterring and preventing people who are unsuitable to work with children from applying for or securing employment within the schools. It will do this by basing its recruitment and selection procedures on the prevailing statutory guidance and good practice on safer recruitment and reviewing this practice as and when guidelines and practices change.
- 2.3 This schools have adopted the following statement which details its safeguarding commitment and will be included in relevant recruitment documentation:

The schools are committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the Schools. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

3. Scope

- 3.1 This policy will apply to the appointment of both permanent and temporary roles within the schools, and sets out the standards and stages for all recruitment activities. The safer recruitment principles of the policy should also be applied to the appointment and vetting of volunteers to ensure they are in appropriate placements and are suitable to work with children.
- 3.2 The policy applies to all individuals involved in the recruitment process including members of the Governing Body. Those involved at each stage of the recruitment process will demonstrate

a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants in line with the principles of public life.

- 3.3 The schools will ensure they comply with statutory and good practice guidance around recruitment including in the appointment of Headteachers and Deputy Headteachers. The statutory requirements, including for the appointment of teachers, Deputy Headteachers and Headteachers, are detailed in section 8 below.
- 3.4 The Governing Body may delegate any of their functions relating to the appointment of teaching and support staff (other than the Headteacher or Deputy Headteacher) to;
- The Headteacher
 - One or more of the governors (for teaching appointments the Headteacher is entitled to attend all relevant procedures and offer advice, which the governors must consider)
 - The Headteacher and one or more governors

4. Equal opportunities

- 4.1 This schools are committed to providing equality of opportunity for all and ensuring that all stages of the recruitment and selection process are free from unlawful discrimination and bias. Recruitment and selection procedures may be monitored to ensure that applicants are not being discriminated against on the grounds of any protected characteristic; sex, race, disability age, religion or belief, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy or maternity.
- 4.2 Applicants will be asked what adjustments they might require to participate in the recruitment process. The schools will make every effort to make reasonable adjustments at each stage of the recruitment process.

5. Safer recruitment

- 5.1 Safeguarding and promoting the welfare of children and young people is an integral part of the recruitment and selection process. Through each stage of this process the school will seek to deter and reject those applicants whom it considers unsuitable to work with children and young people.
- 5.2 To this end the following measures will be taken through the recruitment process:
- Information on the schools' commitment to safeguarding children will be included in the advert, job description, person specification and any other relevant documentation (see paragraph 2.3 above)
 - At least one member of every interview panel will have successfully completed the Safer Recruitment Training prior to the start of the recruitment process
 - Comprehensive information will be obtained from all applicants which will be scrutinised, investigating any discrepancies or anomalies, including gaps in employment and education
 - Shortlisted applicants will be asked to make a self-declaration of their criminal record or information that may make them unsuitable to work with children
 - Specific questions relating to the applicant's suitability and motivation to work with children will be asked of each candidate at interview and their suitability to work with children will be explored
 - Robust, relevant and appropriate references that fully cover the candidate's recent work history will be obtained, usually prior to interview
 - Satisfactory statutory clearances will be obtained prior to the candidate commencing in post, except in exceptional circumstances and with an appropriate risk assessment
- 5.3 At all times the schools will adhere to the legislative data protection requirements. All information gathered during the recruitment and selection process will be treated confidentially and handled and stored securely. Application and assessment data for unsuccessful applicants

will be held for 6 months, or until any complaints arising from the process have been dealt with, and then confidentially destroyed. Any copies of identity or qualification information obtained through the interview process will be confidentially destroyed for unsuccessful candidates when an appointment decision has been made. Information collected in relation to successful applicants will be retained on their confidential employee files.

6. DBS Policy

- 6.1 The schools have a policy on when they request criminal conviction information and DBS disclosures and how it uses, stores, retains and destroys this information.
- 6.2 Applicants for roles with the schools will only be asked to declare any relevant conviction information if they are selected for interview. For unsuccessful candidates, any information provided will be destroyed following the selection decision.
- 6.3 The schools have adopted a policy on the Recruitment of Ex-Offenders which is available at appendix 3 of the Recruitment and Selection Procedure.

7. Individuals involved in the recruitment process

- 7.1 Where possible, the same individuals will be involved throughout the whole recruitment and selection process i.e. planning, shortlisting and interviewing.
- 7.2 The shortlisting and selection panel will consist of at least two members but will usually have more depending on the post being filled. The members of the panel will have the necessary authority to make decisions about appointments and be appropriately trained (see section 8 below). Where possible, interview panels will be balanced in terms of the protected characteristics e.g. gender, age, ethnicity, etc.
- 7.3 Where a candidate is known to a member of the selection panel, either personally or professionally, it should be declared when shortlisting takes place. All applicants must be considered on merit and it is, therefore, important to ensure there is no conflict of interest or perception of unfair advantage for any particular applicant. Where a potential conflict of interest or previous association has been declared, consideration will be given to changing the selection panel or adding additional members.

8. School Staffing Regulations

- 8.1 The schools will ensure it complies with the statutory requirements detailed in the School Staffing (England) Regulations 2009. The main provisions of the regulations are:
 - at least one member of every interview panel will have successfully completed accredited Safer Recruitment Training prior to the start of the recruitment process
 - For Headteacher and Deputy Headteacher vacancies:
 - The vacancy will be notified to the Local Authority
 - posts will be advertised nationally, unless the school has good reason not to
 - the LA will be notified of shortlisted candidates and may make written representations which the Governing Body will consider
 - a representative from the Local Authority may attend and offer advice at any selection proceedings and the Governing Body will consider any such advice when making its selection decision
 - that a range of vetting checks must be undertaken to each member of staff appointed and recorded on the school's single central record
- 8.2 Prior to commencing the recruitment process for Headteacher posts, the Governing Body will ensure that it takes relevant professional advice, including around an appropriate salary range.

Recruitment and Selection Procedure

1. Introduction

- 1.1 This procedure details the stages within the recruitment and selection process. The school recognises that fair and robust recruitment practices are critical in achieving successful recruitment outcomes. A summary of the stages within the recruitment and selection procedure, and the safer recruitment considerations at each stage, are detailed in appendix 1.
- 1.2 The Safer Recruitment Candidate Checklist at appendix 2 details the safeguarding issues which should be considered for each applicant.

2. Planning

- 2.1 Planning the recruitment and selection process is essential to maximise the opportunity for the school to attract applicants with the right skills, experience and values and minimise the risk of making unsuitable appointments.
- 2.2 Prior to taking the decision to advertise, the school will consider whether there is a need to replace the role on the same basis. The main options which can be considered are:
 - Replacement on a 'like for like' basis
 - Appointment of an apprentice
 - Redistribution of work to other existing employees. Where this option is considered there will be appropriate discussion and consultation with affected staff and the impact on pay and grading will be considered.
- 2.3 Changes to the staffing establishment will be agreed in line with the school's scheme of delegation, and implemented in a way which gives consideration to the health and wellbeing of those affected. The decision not to replace a role on the same basis may negate or reduce the need for future staffing reductions.
- 2.4 Once the decision to recruit has been made, a range of planning activities and decisions may be undertaken including agreeing those involved in the process, defining the job role and the selection criteria to be used, preparing recruitment documentation and setting the timetable for recruitment.

3. Job Description and Person Specification

- 3.1 The job description and person specification are essential tools and will be used throughout the recruitment and selection process.
- 3.2 A job description should be provided for all posts which set out the main duties and responsibilities of the post. The person specification will detail the skills, knowledge and experience required to do it. The job description and person specification will include the level of contact which the post has with children, criteria regarding the applicant's suitability to work with children and information on the school's commitment to safeguarding.
- 3.3 Whenever a new post is introduced, or an existing post amended, it should be assessed through the school's job evaluation mechanisms.

4. Attraction

- 4.1 As a minimum, all posts will be advertised internally, and externally where appropriate. Those on parental leave and long-term sick leave should be made aware of how to access vacancies

which arise during their absence, if appropriate. Where posts are advertised externally this may be on relevant websites and in relevant additional media as appropriate.

4.2 In exceptional circumstances, a post may not be advertised. This will usually only be for one of the following reasons:

- As a result of internal restructuring where an existing member of staff is at risk of redundancy
- Where it is necessary to redeploy an existing employee for health reasons where they are unable to continue in their substantive position
- Because a similar post has recently been advertised and an appointment can be made from the subsequent interviews (usually within 6 months of interview).
- Because a fixed term or temporary appointment needs to be made as soon as possible to ensure continuity within the post, such as covering a long-term period of sickness absence
- Where the opportunity is for a temporary responsibility (e.g. TLR) which an existing employee will undertake in addition to their substantive post
- As a result of redeployment within the Local Authority area [schools to include if they will consider redeployees]

4.3 Where the need for a fixed term post or temporary responsibility becomes a permanent one, the governing body/Headteacher will consider whether it is appropriate for the post-holder to be offered the permanent contract or whether the post should be advertised. This will depend on the original reason for the post initially being fixed-term, any accrued employment rights, any subsequent changes in the needs of the school and the original recruitment process that was undertaken.

Adverts

4.4 The following minimum information will usually be included in adverts:

- Job title
- Salary – including pro-rata values if part-time or term-time only
- Hours of work and whether the role is full or part-time
- Proposed start date
- Whether the post is temporary or permanent
- Summary of the job role and minimum requirements
- How to access and return application forms
- Closing date for applications
- Information regarding the school's commitment to safeguarding and promoting the welfare of children
- The safeguarding responsibilities of the post
- That safeguarding checks will be undertaken for the successful candidate including obtaining a satisfactory enhanced DBS check for work with children
- Whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 as amended

4.5 Unless there are exceptional circumstances, vacancies will be advertised for at least one week, including one weekend, to give applicants sufficient time to apply.

Application Form

4.6 All applicants for posts advertised externally must complete the school's standard application form. CVs will not be accepted as an alternative to an application form and will not be used for short-listing when submitted with an application form. The use of standard application forms ensures that a common set of core data is obtained from all applicants.

4.7 The application form will:

- require applicants to provide:
 - their personal details, current and former names, current address and national insurance number
 - details of their present (or last) employment and reason for leaving
 - full employment history since leaving school, including reasons for any gaps in employment
 - qualifications, the awarding body and date of award
 - details of referees, and
 - a statement of the applicant's personal qualities and experience and how they meet the person specification
- include a statement that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity with children

4.8 Where an application is submitted electronically, applicants will be asked to physically sign a hard copy of the application should they be invited to interview.

4.9 Where posts are only advertised internally, the school may use an alternative method of application e.g. expression of interest. [schools to include if they wish to use this option]

Application Pack

4.10 For all posts advertised externally the school may produce an application pack which will be made available to all applicants. The school recognises that the pack is critical in persuading candidates to apply for the post and providing information regarding the vision and strategy of the school.

4.11 The application pack will also include information regarding the school's commitment to safeguarding and that the successful candidate will be required to obtain a satisfactory enhanced DBS check. The school will include in the application pack either a copy of, or website link to, the school's child protection policy.

5. Shortlisting

5.1 Shortlisting will be undertaken by a minimum of two people, who will usually be those involved in the interview and selection processes.

5.2 Applications will be scrutinised carefully to ensure they are fully and properly completed. Particular attention will be paid to the reasons for leaving any previous childcare employment where the applicant no longer works with children. Incomplete applications may not be accepted and may be disregarded or returned to the candidate for completion.

5.3 Any gaps in employment and education will be identified and a written explanation obtained from the applicant, usually during the selection process, but as a minimum once a provisional offer of employment is made.

5.4 Candidates will be assessed equally against the job description and person specification according to the agreed criteria. Candidates who do not meet the essential requirements should not be shortlisted.

5.5 Where it is not possible to determine, from the application form, whether a candidate fully meets a criteria they may be progressed to the shortlist and further evidence will be sought through the selection process.

5.6 If, following assessment against the essential criteria, the short-list is too long, the desirable criteria may be used to reduce the shortlist to a manageable size. A written record will be kept of the shortlisting process.

- 5.7 Shortlisted candidates will be invited to attend the selection process. The interview notification should detail the relevant arrangements, the selection activities and who will be involved from the school.
- 5.8 At this point, candidates will be asked to complete a self-declaration of their criminal record or information that may make them unsuitable to work with children. Disclosure enables candidates to share relevant information and allows this to be discussed and considered at interview. This will include as applicable to the role:
- If they have a criminal history
 - Whether they are included on the barred list
 - Whether they are prohibited from teaching
 - If they are known to the police and children's social care
 - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
 - Any relevant overseas information
- 5.9 Candidates will only be asked to declare cautions and convictions which could appear on a DBS disclosure certificate and will not be required declare protected convictions and cautions which have been filtered.
- 5.10 Information disclosed during the self-declaration process may be discussed at interview. Where a shortlisted applicant discloses information which would make it unlawful for the school to employ that individual, the offer of interview may be withdrawn. Where a self-declaration is submitted electronically, the applicant will be asked to physically sign it when they attend for interview.
- 5.11 The applicant will also be asked to bring relevant identity and qualification documentation to the interview to enable the school to undertake relevant vetting checks. The school will retain copies of any documents used to verify the candidate's identity and qualifications on their confidential personal file if they are appointed. For unsuccessful candidates, additional data collected at this stage will be confidentially destroyed when an appointment decision has been made.
- 5.12 Employment references for short-listed candidates will be requested prior to interview, when at all possible, so that they may be available should they contain any information which the selection panel wish to discuss with the candidate.
- 5.13 The school will seek to obtain a minimum of two written references and these will be requested on a standard reference pro forma, usually prior to interview. Referees should be able to comment on the applicant's suitability for the role being recruited to, including their suitability to work with children, and will be from the applicant's current or most recent employer.
- 5.14 Where the referee is school based, the request will ask that the reference is confirmed as accurate by the Headteacher/Principal in respect to disciplinary investigations.
- 5.15 Where an applicant previously worked in childcare employment but no longer does so, they may be required to provide a referee from that organisation.
- 5.16 Further information is available in the school's reference policy.

6. Assessment

- 6.1 As a minimum, the selection process will be based on completion of an application form/expression of interest, shortlisting and face-to-face interview. The interview will assess the merits of each candidate against the agreed criteria based on the job description and person specification, and explore their suitability to work with children and young people.

- 6.2 Other selection methods may be used depending on the role that is being recruited. Any methods used must be relevant to the post being appointed to and free from unlawful discrimination. All interview and assessment events are a two way process: they are an opportunity for the panel to select the best candidate for the role, and also an opportunity for a candidate to determine whether the job and the school are right for them.
- 6.3 Prior to the interview the panel members should meet 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, including any issues, inconsistencies or gaps identified from the application form, the references and the self-declaration forms, and who will ask about each of those
 - Agree their assessment criteria in accordance with the job description and person specification including the core questions which all candidates will be asked
 - Agree the questions which will be asked regarding suitability and motivation to work with children, attitude towards safeguarding and what attracted them to the post
- 6.4 Individual candidates will be assessed against the agreed assessment criteria and these assessments recorded in writing.
- 6.5 The school will make reasonable adjustments for applicants, should they be required, in order to enable them to attend and participate fully with the selection and assessment process.

7. Selection

- 7.1 Once the formal assessment process is completed, all members of the selection panel will reach a final decision. The selection will be made on the basis of which individual best fits the criteria set at the start of the recruitment process, using the scores and results of any assessments. A written record of the selection decision will be made.
- 7.2 The school may choose not to appoint should none of the candidates meet the required standard.
- 7.3 All candidates who have attended the assessment process should be notified of the outcome of the process. Unsuccessful candidates will be offered feedback should they wish to receive this.

8. Conditional offer of employment

- 8.1 All offers of employment will be made on a conditional basis subject to:
- The receipt of at least two satisfactory written references
 - A written record of the candidate's full educational and employment history included documented reasons for any gaps
 - Verification of the candidate's identity, including checking the name on the birth certificate where this is available
 - Verification of eligibility to work in the UK
 - Verification of the candidate's mental and physical fitness to undertake the duties of the role, with reasonable adjustments if applicable
 - Verification of educational and professional qualifications
 - A satisfactory Enhanced Disclosure and Barring Service criminal record check for work with children, with Children's Barred List check if relevant
 - Overseas criminal records check or certificate of good conduct (if applicable)
 - (for teaching posts) Letter of professional standing from the relevant regulatory authority where the applicant has worked overseas as a teacher (if applicable)
 - (for teaching posts) verification of successful completion of statutory induction period if relevant (applicable to those who obtained QTS after 7 May 1999)

- (for those undertaking teaching work) confirmation that the candidate is not subject to a prohibition order issued by the Secretary of State or has any current sanctions or restriction imposed

- 8.2 New employees will usually not commence until the satisfactory completion of pre-employment checks. A member of staff may only commence prior to the return of the DBS criminal records check with the express permission of the Headteacher and under a documented risk assessment which should be reviewed at least every two weeks. In such cases, a separate check will be made of the Children's Barred List prior to commencement.
- 8.3 If a DBS disclosure reveals information that a candidate has not disclosed in the course of the self-declaration process further discussion will be held with the candidate prior to an employment decision being reached. The school's policy on the Recruitment of Ex-Offenders policy is available at appendix 3.
- 8.4 All pre-employment vetting checks will be followed up where they are unsatisfactory or there are discrepancies in the information provided. In addition, they will be:
- Confirmed in writing
 - Retained on the personal file (subject to certain restrictions on the retention of information imposed by DBS regulations)
 - Recorded on the school's single central record

Appendix 1 – Summary of stages in the Recruitment and Selection Procedure

Stages	Safeguarding considerations
Planning <ul style="list-style-type: none"> Consider the basis on which the post needs to be filled Consider who will be involved in the process and whether they have appropriate training Assess what the requirements of the role are Ensure sufficient time is planned for the process and dates are set for assessment activities 	<ul style="list-style-type: none"> Ensure at least one member of the interview panel has received accredited safer recruitment training
Job description and person specification <ul style="list-style-type: none"> Ensure an up to date job description and person specification is available Detail the skills, abilities, experience, attitude and behaviours required for the post Consider if the post needs to go through a job evaluation process or if the documents being used have already been evaluated. 	<ul style="list-style-type: none"> Include safeguarding statement in job description Specify contact and responsibility the role will have for children in the person specification
Attraction <ul style="list-style-type: none"> Consider the target audience and best way to attract potential candidates Advertise and provide candidates with comprehensive application pack 	<ul style="list-style-type: none"> Include safeguarding commitment in adverts and application pack Confirm that the post is exempt from the ROA 1974 and that safeguarding checks will be undertaken Include copy of or link to child protection policy Use standard application forms which request common set of core data
Shortlisting <ul style="list-style-type: none"> Scrutinise application forms identifying any gaps, inconsistencies or concerns Use agreed criteria linked to person specification to determine shortlist Invite candidates to interview Request references 	<ul style="list-style-type: none"> Identify issues to be discussed at interview Request applicants complete self-declaration around criminal record and suitability information Ask applicants to bring ID and qualification certificates to interview Ensure referees are appropriate and ask for additional or alternative referees if necessary e.g. previously worked for a childcare organisation
Assessment <ul style="list-style-type: none"> Undertake interview and other selection processes Ask questions which assess the skills and behaviours essential or desirable to the role 	<ul style="list-style-type: none"> Ask questions about safeguarding and motivation to work with children Discuss any issues, anomalies or gaps from the application form and references Discuss any information shared through the self-declaration process Ask applicant to sign applications and self-declarations which have been submitted electronically
Selection <ul style="list-style-type: none"> Make appointment decision and record process and outcome Make conditional offer subject to required clearances Notify unsuccessful candidates & provide feedback Destroy additional documentation collected at the selection event for unsuccessful candidates 	<ul style="list-style-type: none"> Ensure all relevant information has been collected for successful candidate and that it is consistent and there are no gaps Consider any criminal conviction or additional suitability information

<ul style="list-style-type: none"> • Hold application and assessment documentation for unsuccessful candidates for 6 months and then destroy 	<p>disclosed</p> <ul style="list-style-type: none"> • Check references including for consistency
<p>Conditional offer of employment</p> <ul style="list-style-type: none"> • Issue conditional offer letter detailing vetting checks required • Commence DBS process • Ensure full range of vetting checks are undertaken • Place all of the successful applicant's documents on confidential personal file 	<ul style="list-style-type: none"> • Ensure all checks are documented including gaps in employment and education • Discuss any information disclosed on DBS with candidate, liaise with LA designated DBS decision maker and make employment decision • Record vetting checks on Single Central Record

Appendix 2

Safer Recruitment Candidate Checklist

Shortlisted Candidate Name/Ref No		Y/N	Notes/Actions Required	By whom and by when
Application form information/additional information provided by the candidate	Is the application form fully completed?			
	Is there any information from the candidate which gives cause for concern? Are there any gaps in employment and education history? Any concerns about reason for leaving? etc.			
	Has the candidate worked abroad? If yes, then can they provide a certificate of good conduct and letter of professional standing (teaching only) for each country?			
	Have any issues to be followed up at interview been identified?			
Self-declaration process	Has the employee disclosed any information through the self-declaration process?			
Reference requests	Are referees suitable persons? Is one of the referees the current employer? Is one referee from last employment working with children and young people? Does the candidate need to be approached to request different/additional references?			
	Requested prior to interview?(only if permission granted by the applicant)			
	Sent to place of work, not home address?			
Reference information	Have at least two suitable written references been received?			
	Are the references fully completed and all information requested included and all questions answered?			
	Is there any information from referees which gives cause for concern? Could this be a compromise agreement reference?			
	Are applicant's and referees' information consistent?			
	Has reference information been verified with referees?			

	Issues to be followed up at interview identified?			
Pre-Interview consideration	Should the interview go ahead?			
Interview	Questions re suitability to work with and safeguarding and promoting the welfare of children and young people asked and followed up with supplementary questions where necessary			
	Additional questions asked and followed up with supplementary questions where necessary			
	Candidate reminded that appointments subject to satisfactory Enhanced DBS, TRA check (teaching only), right to work in UK and references, and asked if there is anything they wish to declare. Additional overseas checks may be required if individual has lived or worked abroad.			
	Documents relating to Identity, change of name D.O.B and qualifications seen, scrutinised and photocopied			
	Was any information provided through the self-declaration process and has this been discussed?			
	Is there any information/ concern which suggests that the candidate should be reported to police/ DBS /Regulatory body?			
	Is there any information which suggests that the candidate may be unsuitable to work with children or young people and should not be offered the post?			
	Is all of the information consistent? Is there any information/concern which needs to be followed up further?			
Offer of appointment	Is a conditional offer to be made?			
	Pre-employment vetting checks undertaken and Employee Personnel File Checklist completed.			
	Candidate not permitted to start work until all checks completed. Are additional checks required where it has not been possible to obtain certificate of good conduct or letter of professional standing where applicant has lived or worked overseas?			

	<p>In exceptional circumstances a candidate may begin work prior to receipt of checks and references only in circumstances where a risk assessment has been undertaken and risk control measures have been put in place e.g. no unsupervised access to children. A Children's Barred List check must be made before commencement. It is made clear that should any of the checks be unsatisfactory that employment offer will be withdrawn.</p>			
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Appendix 3

Policy Statement on the Recruitment of Ex-offenders

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), this school complies fully with the DBS [code of practice](#) and undertakes to treat all applicants for positions fairly.
2. This school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. This school can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Police Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.
4. This school is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
5. This school has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
6. This school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience and criminal record information is only requested from short-listed candidates.
7. A disclosure is only requested from the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position.
8. This school ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
9. This school also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
10. At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
11. This school makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.
12. This school undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

(Source www.gov.uk)

1.0 Purpose

- 1.1 At all times recruitment and selection must be fair, effective, robust and safe for the purpose of building and maintaining an effective workforce, ensuring individuals with the right skills are in the right post at the right time and that vulnerable children have their needs securely met.

2.0 Scope

- 2.1 The Recruitment and Selection Policy will apply to the appointment of all roles within Caedmon College and Eskdale School and sets out the standards and stages for all recruitment activities.
- 2.2 The Governing Body will have reference to the additional guidance and statutory requirements when making a Headteacher appointment, detailed in the separate Headteacher Recruitment Section.

3.0 Principles

- 3.1 The following principles will be adhered to at all times:
- To apply equality, diversity and safer recruitment considerations consistently throughout the recruitment, selection and appointment process
 - To ensure vacancies are advertised through appropriate media, giving consideration as to how to bring vacancies to the attention of suitable candidates to achieve maximum benefits and value, for example by maximising the use of e-methods when appropriate
 - To present a positive and professional image of the schools
- 3.2 NYCC actively seeks alternative opportunities for any member of staff who is facing redundancy / seeking redeployment on health grounds. With this commitment in mind, schools may wish to consider candidates from the NYCC Internal Redeployment Talent Pool prior to advertising.
- 3.3 NYCC has a commitment to enhancing employment opportunities for under-represented groups within its workforce. With this commitment in mind schools may wish to consider whether the vacancy is suitable for an apprenticeship opportunity.
- 3.4 **Equality and recruitment and selection statement** – Caedmon College and Eskdale School are committed to equality, and to making fair and equitable treatment an integral part of everything we do. We will take action to identify and eliminate all forms of discriminatory practice that act as barriers to achieving this.
- 3.5 All arrangements for and the implementation of all recruitment and selection activities must comply with the Equalities Act 2010 and the 'protected characteristics' within it – age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity.
- 3.6 All appointment decisions will be demonstrably free from any form of bias and will be based on merit determined by predefined selection criteria. All applicants will have complete equality of opportunity, the recruitment and selection process will be fair and transparent at every stage.
- 3.7. **Safer Recruitment and safeguarding statement** - Caedmon College and Eskdale School are committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment.
- 3.8. All recruitment processes will adhere to the key elements of safer recruitment;
- including information on the school's commitment to safeguarding children in the advert, job description, person specification and any other relevant documentation
 - obtaining and scrutinising comprehensive information from all applicants, investigating any discrepancies or anomalies, including gaps in employment

- obtaining robust, relevant and appropriate references that fully cover the candidate's recent work history
- ask specific questions relating to the applicant's suitability to work with children, exploring at interview the applicant's suitability to work with children
- verifying the successful applicant's identity, medical history, qualifications, employment history and experience
- obtaining a satisfactory DBS clearance prior to the candidate commencing in post, except in exceptional circumstances and with an appropriate risk assessment

4.0 Statutory Obligations

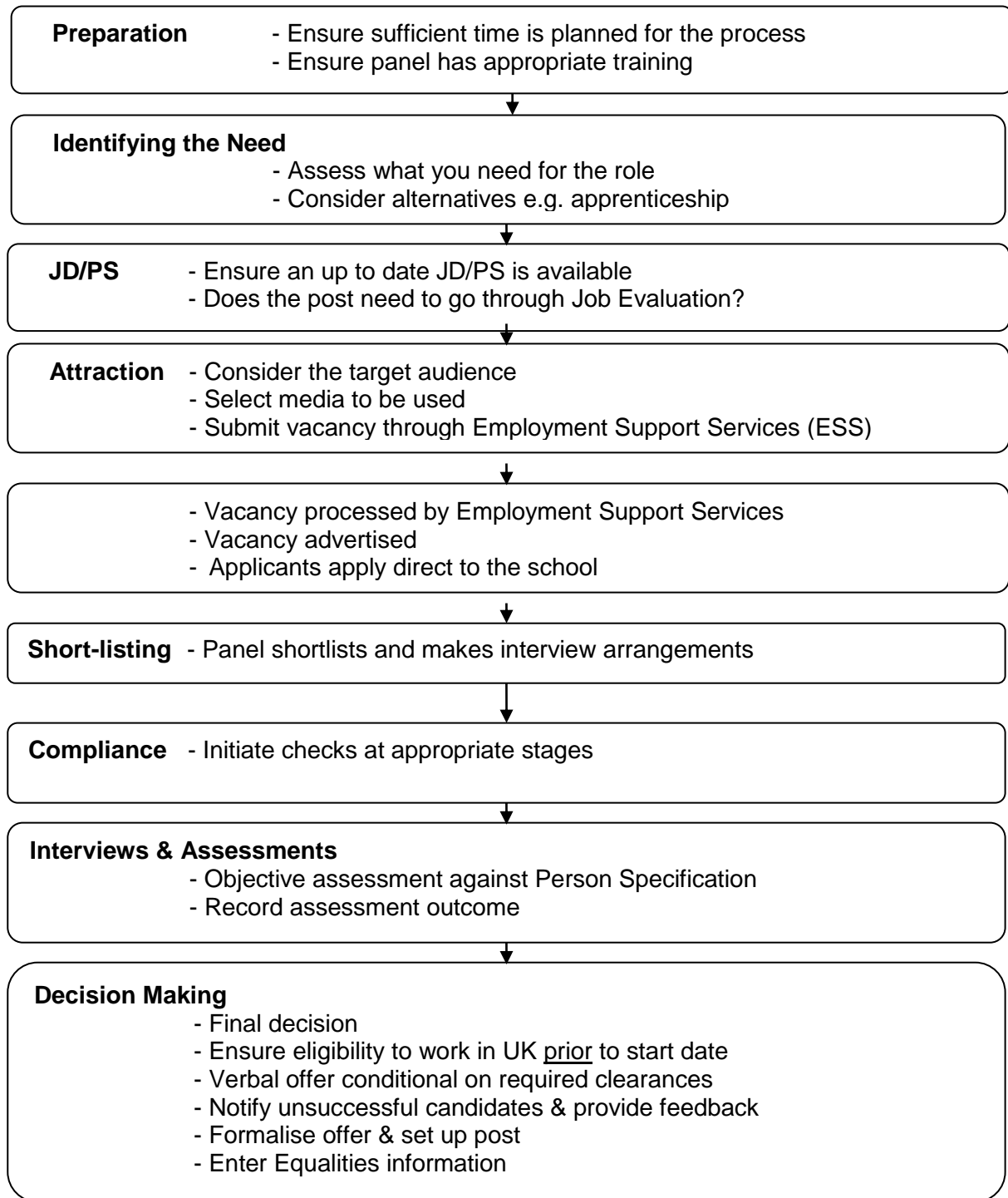
4.1 This Policy recognises the requirements to comply with the following legislation:

- Safeguarding Vulnerable Groups Act 2006
- Data Protection Act 1995 and (Amendment) regulations 2003
- Working Time Directive 1993 and Amendment 2000
- Equality Act 2010
- Agency Workers Directive 2011
- The Education Act 2002
- The School Staff (England) Regulations 2009
- Guidance on Managing Staff Employment in Schools
- Safeguarding Children and Safer Recruitment in Schools

4.2 The Governing Body may delegate any of their functions relating to the appointment of teaching and support staff (other than the Headteacher or Deputy Headteacher) to;

- The Headteacher
- One or more of the governors (for teaching appointments the Headteacher is entitled to attend all relevant procedures and offer advice, which the governors must consider)
- The Headteacher and one or more governors

Overview of recruitment process



5.0 Preparation

Detailed guidance is available under the Preparing to Recruit Section on CYPS Info

- 5.1 Planning the process in detail is essential to minimise the risk of making unsuitable appointments, and ensure that sufficient time is scheduled to deliver an effective process.
- 5.2 By effectively utilising the appraisal process to identify a robust succession plan managers will be able to ensure that the development of the services that they are responsible for is continuous, and that employee development is delivered.
- 5.3 Prior to taking the decision to advertise, managers should consider whether they need to replace the role, or whether the duties of the role could be fulfilled in an alternative way rather than replace 'like for like'. Changes to the staffing establishment must be agreed by the Governing Body.
- 5.4 It is recommended that anyone responsible for recruitment and selection decisions undertake the Safer Recruitment and Selection workshop for schools covering the basic principles of recruitment, including relevant legislation, equalities, and selection procedures.
- 5.5 In compliance with the **mandatory requirement** under the School Staffing (England) Regulations, at least one person on the panel for the appointment of any member of school staff must be trained in safer recruitment approved by the Secretary of State, available at www.education.gov.uk. This training should be repeated every 5 years.

6.0 Identifying the need

- 6.1 Prior to advertising a vacancy the recruiting manager will consider the full requirements of the vacancy, the context of the role and the qualities and skills needed to perform it successfully. Having clearly identified the needs of the post, the manager will articulate the need in the job description and person specification.

7.0 Job description and person specification

Detailed guidance is available under the Job Description and Person Spec Section on CYPS Info

☞ The job description / person specification should always be reviewed prior to advertising a role to ensure the content is reflective of the role and does not contain any discriminatory criteria.

- 7.1 The job description states the main duties and responsibilities of the post. The person specification details the skills, knowledge and experience required to do it. The person specification will be used to assess each candidate's suitability for the post, from short listing through to interview, assessment and selection.
- 7.2 Standard job descriptions are available on the Job description and Person Specification Section. Whenever a new post is introduced, or an existing post amended, it will be assessed through the job evaluation process in accordance with the guidance (link to Job Evaluation – Grading and Re-grading).
- 7.3 Genuine Occupational Requirements - There are a very small number of genuine reasons when an employer may need to discriminate. These situations are very rare and will be related to statutory responsibilities, for example where the post holder provides intimate care, or in a faith school for a teacher of religious education. If a post holds a Genuine Occupational Requirement, this must be made clear in the person specification and the advertisement.
- 7.3 To apply a Genuine Occupation requirement an organisation must show that it is:
A requirement of the job in order to keep the ethos of the organisation; and 'proportionate' to apply the requirement.
Managers should seek advice from HR to determine if there is a Genuine Occupational Requirement and must not make the decision in isolation.

8.0 Vacancy Advertising

Detailed guidance is available on the Vacancy advertisement section on CYPS Info.

- 8.1 Prior to advertising the vacancy schools may wish to consider employee's from the redeployment pool, or whether the post may be suitable for an apprenticeship opportunity.
- 8.2 **Target Audience** - Considering your target audience is a crucial stage in the attraction process and is the key to your success in attracting the right candidates. Vacancies should be advertised to ensure widest possible coverage on a value for money basis. Guidance is available to assist you in deciding where to advertise, including the use of press and online advertisements.
- 8.3 **Equal Opportunity:** When seeking to making internal appointments the vacancy must be advertised within the school to give all staff a fair and equal opportunity to be considered for the post.
- 8.4 Schools are recommended to place adverts through Employment Support Services team (ESS), as specialist advice and guidance is available, and some discounts have been negotiated (i.e. 12.5% discount with TES). All vacancies placed through ESS will automatically be advertised through the following free online sites, which are updated daily for all vacancy details received by 11am
- www.nyccjobs.co.uk – NYCC careers site
 - Jobcentreplus www.direct.gov.uk/jobseekers
- 8.4 **Advert content** - The content of the advert will be influenced by your choice of media. Words cost money in the press, so you will need to be more succinct than online advertisements. You should provide sufficient information to attract attention of appropriate candidates. The following information should be included:
- Job title
 - Location
 - Salary
 - Hours
 - Closing date
 - How to access application forms
 - Any additional school specific details, for example the use of school logo and number on roll
 - Child protection statement
- 8.4 **Press advertising** - Details for press adverts must be received by ESS no later than 12 noon on the Tuesday of the week prior to the required placement date. ESS cannot guarantee to meet the required timeline where details are received after this deadline. Advertising costs are met from the school budget.
- 8.5 Applicants must be provided with the following documentation as a minimum:
- Job description
 - Person specification
 - Application form
 - Equal Opportunities Monitoring form
 - The School Child Protection Statement
- 8.6 **Application process** - It is good practice to only accept application forms and to state that CV's will not be accepted under any circumstances. It is recommended that vacancies are advertised for two weeks, preferably including two weekends, to give applicants sufficient time to apply.

9.0 Short-listing

- 9.1 The recruitment panel are responsible for short listing through to selection. They must be appropriately trained, consistent and provide balanced representation. There should be more than one panel member involved in the short listing.
- 9.2 Panel members must disclose any conflict of interest in making appointment decisions. In order to avoid any possible accusation of bias, panel members should not be involved in any appointment where they are related to, or have a close personal relationship outside work with the applicant.

- 9.3 Once the advertisement has reached the closing date the panel can consider all applications / redeployment profiles that have been submitted for the vacancy. On receipt of each application form the completed Equal Opportunities monitoring forms should be assigned a reference number then detached from the application form.
- 9.4 Candidates must be consistently assessed against the person specification according to the agreed marking criteria. Candidates who do not meet the essential requirements will not be shortlisted.
- 9.5 It is the responsibility of the recruiting manager/ recruitment panel to select the applicants most suitable to attend an interview. For general guidance regarding the shortlisting process, please visit the Shortlisting and Interview Section on CYPS Info.
- 9.6 The Safer Recruitment Shortlisted Candidates Checklist at Appendix 1 gives details of key points to cover once candidate are selected for interview.



Where schools have adopted the 'Two Ticks' accreditation any applicant who meets all of the demonstrable essential criteria, and has indicated that they have a disability must be short listed.

☞ Applicants have the right to request to see any notes or documentation relating to the short listing of their application.



This information is kept for 6 months from the interview date.

10.0 Compliance/Employment clearances

Detailed guidance is available by clicking on this link ([link to compliance/employment clearances guidance](#))

- 10.1 Whilst some of the employment clearances may not be completed until after an offer of employment, the process must in all circumstances be initiated at the application stage and checks undertaken to ensure that we will be in a position to carry out our compliances/ employment checks.
- 10.2 The school must undertake the required employment checks. Failure to carry out these checks could have very significant implications.
- 10.3 The following checks must be completed;
- **DBS** clearances – once offer has been made but prior to start – link to DBS guide
 - **NCTL Prohibition** List Check- all teaching appointments including Headteacher posts must be checked against the NCTL Teachers Prohibition List, and complete the Single Central Record to evidence that the check has been completed
 - **References** – between short listing and assessment, to allow any concerns to be fully investigated, must not include health related questions.
 - **Qualifications**- original qualification documents to be check and copied
 - **Proof of Eligibility to Work in the UK**
 - **Mandatory** questions
 - **Health Clearance** – once offer has been made but prior to start

☞ No employee will be authorised to commence employment until all appropriate employment clearances have been fulfilled and are applicable to all candidates – internal, redeployees and external appointments, except in exceptional circumstances.

11.0 Interview and assessment

Detailed guidance is available on CYPS Info

- 11.1 All Interview and Assessment events are a two way process; an opportunity for the manager to select the best candidate for the role, and also an opportunity for a candidate to determine whether the school is the right organisation for them.
- 11.2 A scoring matrix should be used to ensure objective assessment against agreed criteria – please note it is important that you only assess skills/behaviours essential to the role which appear in the

job description / person specification. The marking system agreed beforehand must be used and applications must be scored separately before a final mark is given.

- 11.3 It is the school's responsibility to make reasonable adjustments for applicants, should they be required, in order to attend and participate fully with the selection and assessment process. The types of adjustments are wide ranging and varied and could arise for all sorts of reasons, such as requirements for additional time to undertake an assessment, flexibility regarding child care arrangements or written materials in different formats. Reasonable adjustments are about ensuring that all applicants are given the best possible opportunity to demonstrate their ability for the task being assessed

☞ Failure to make reasonable adjustments would contravene our duties under the Equalities Act 2010 and could result in a legal challenge.

Applicants should not be asked any health or sickness related questions prior to an offer of employment.

12.0 Decision making

Detailed guidance is available on CYPs Info

- 12.1 Once the formal assessment process is completed all members of the Selection Panel will need to reconvene to reach a final decision. You should ensure that you have all the information you need for each candidate to enable you to reach a decision. The selection should be made on the basis of which individual best fits the criteria set at the start of the recruitment process, using the scores and results of any assessments. Using a robust and consistent scoring procedure will ensure that you do this.
- 12.2 It is essential that only objective information is used in the decision making process and those decisions are justified, fair and evidence based. If the recruitment process is challenged, it is the responsibility of the Chair of the interview panel to demonstrate that discrimination has not occurred.
- 12.3 **Deciding not to appoint** - Selecting the best candidate for the role is essential and managers should not feel compelled to appoint a less than satisfactory candidate regardless of the demands of the service. Appointing the wrong candidate can be extremely costly.
- 12.4 **Candidate Feedback** - The recruitment process is not complete until all candidates who have attended selection are aware of the outcome of the process. Any candidate who attends an interview or undertakes an assessment is entitled to feedback from the person responsible for making the decision. Failure to provide timely and appropriate feedback can result in negative perceptions of the organisation.

☞ There is a legal requirement through the Data Protection Act to provide feedback to candidates if requested

☞ It is illegal to make an offer of employment unless as a minimum, eligibility to work in the UK has been verified.

☞ A verbal offer of employment is legally binding, provided that it has been made by a person nominated within the organisation and deemed suitable to make such an offer (i.e a manager). It is also subject to satisfactory employment clearances.

- 12.5 **Appointment** - It is essential that **all** employment clearances/ compliances are verified again at this stage to ensure that everything is in order. **Do not proceed if you do not have all the necessary clearances in place.**

- 12.6 The preferred candidate should be contacted to ascertain whether, following the assessment and selection process, they are still interested in the post. If so, they should be advised that the offer of employment is conditional upon receipt of satisfactory clearances and that they should not give notice to their current employer at this stage. If references have not already been taken up it is important to express to the candidate that their referees will now be contacted and that they should advise them of this to ensure that there are no delays to their appointment.
- 12.7 Setting up the post. When the successful candidate accepts the offer and the pre-employment checks are completed it is the schools responsibility to complete all sections of the notification form, AP1, and send it to the HR Administration team, accompanied by a copy of the application form. This will generate the pay record for the new employee, and issue the formal letter and statement of particulars. Schools with devolved input access to resource Link undertake all of the above themselves, and so are not required to submit Form AP1. In Voluntary Aided schools the Governing Body should use Diocesan statements of particulars and issue these documents themselves.
- 12.8 All documentation relating to the recruitment and selection process must be held securely for six months and then shredded. The application form and related documents for the successful candidate should be held on their personal file.
- 12.9 **New Starter Engagement- Building the employment relationship** - The majority of candidates will have to give notice to their existing employer and, depending on the role, there will be some delay between the candidate being appointed and starting in post. It is important to maintain regular contact with your new appointee, providing them with any information that they need. The new employees career with the school starts now, so any development areas identified during the selection process should be used to inform their probationary and induction documentation.