



# **Recruitment and Selection Policy**

## **INTRODUCTION**

Park View Primary School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

## **PURPOSE**

The aims of the School's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- to ensure that all job applicants are considered equitably and consistently
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age
- to ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education and Skills (DfES) in "Safeguarding Children: Safer Recruitment and Selection in Education Settings" and the code of practice published by the Criminal Records Bureau (DBS)
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

## **PRACTICE**

### **Recruitment and selection procedure**

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. A curriculum vitae will not be accepted in place of the completed application form.

Applicants will receive a job description and person specification for the role applied for. The applicant may then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment
- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers satisfactory; and
- the receipt of a satisfactory enhanced disclosure from the Criminal Records Bureau.

If the above conditions are satisfied and the offer is accepted then the applicant will be issued with a contract of employment as confirmation of employment.

### **Pre-employment checks**

In accordance with the recommendations of the DfES in "Safeguarding Children: Safer Recruitment and Selection in Education Settings" the School carries out a number of reemployment checks in respect of all prospective employees.

### **Verification of identity**

All applicants who are invited to an interview will be required to bring the following evidence of identity and qualifications:

- current driving licence or passport or full birth certificate; and
- documentation confirming their National Insurance Number (P45, P60 or National Insurance Card); and
- documents confirming any educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

### **References**

References will be taken up on short listed candidates prior to interview unless otherwise stated on the application form.

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, sickness and disciplinary record
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired)
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.

The School will only accept references obtained directly from the referee on the official form with all sections completed. It will not rely on references or testimonials provided by the applicant or on open references or testimonials.

The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

### **Criminal records check (DBS)**

Due to the nature of the work, the School applies for criminal record certificates from the Criminal Records Bureau (DBS) in respect of all prospective staff members, and regular volunteers.

The school will always request an Enhanced Disclosure as described below.

- An Enhanced Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.
- If the individual is applying for a position working with children or young adults, it will also reveal whether he/she is barred from working with children or vulnerable adults by virtue of his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the DfES and the Department of Health.

Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a disclosure, if one is available in the relevant jurisdiction(s).

Where the school uses staff from supply agencies, contractors etc then the school expects those agencies to have registered these staff with the DBS following their own policy or their own comparable policy. Proof of registration will be required before the School will commission services from any such organisation.

### **Retention and security of disclosure information**

The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

In particular, the School will:

- Record DBS information on the schools' Single Central Record, (SCR), which is stored on the school office hard drive and encrypted for access by office staff and the Head of School
- Not retain disclosure information or any associated correspondence for longer than is necessary.
- Ensure that any disclosure information is destroyed by suitably secure means such as shredding
- Prohibit the photocopying or scanning of any disclosure information.

The School complies with the provisions of the DBS code of practice, a copy of which is available on request.

## **Retention of records**

If an applicant is appointed, the School will retain any relevant information provided on their application form (together with any attachments) on their personnel file

If the application is unsuccessful, all documentation relating to the application will normally be confidentially stored for a period of 6 months

## **Induction**

All new staff at Park View School are subject to an Induction Process which is carried out by a member of the Leadership Team. The induction process requires that all staff are made aware of school policies and procedures.

All new staff at Park View School are required to sign a declaration which states that they have read and understood their responsibilities as detailed in:

- The Staff Behaviour Policy
- The Safeguarding Policy
- The DFE Keeping Children Safe in Education Part 1 document.

Work experience, supply staff and volunteers will be provided with health and safety information relating to their work, by the Head Teacher. It is the responsibility of Class Teachers to ensure that no work experience student or volunteer is given a task which is deemed to be hazardous. Safety routines in the classroom will be outlined before starting work.

## **Disqualification under the Childcare Act 2006**

Schools must ensure that they are not knowingly employing a person who is disqualified under the 2009 Regulations Act in connection with relevant childcare provision.

In order to conform with this legislation all staff at Park View School are required complete a Childcare Disqualification Declaration and sign to confirm that the statement provided is accurate and true and that in understanding their responsibilities to safeguard children they will notify the Head teacher immediately of anything that affects their suitability under the Disqualification under the Childcare Act 2006.

Failure to notify will be a serious matter and may lead to disciplinary action being taken, including a dismissal.

It is important to note that that in gathering information to make these decisions the Head teacher ensures that he acts proportionately and minimise wherever possible the intrusion into the private lives of staff and members of their household.

Further information on the Disqualification under the Childcare Act 2006 can be found on the School: [P/drive/Policies/Safeguarding/Child Protection](#).

## **Training**

At Park View School, training is recognised as an essential part of the safety management process. It is the responsibility of the Head teacher to ensure that all staff receive the appropriate training in relation to:

- Safeguarding
- Health and Safety
- Job specific training

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