

Richmond Hill Primary Academy

Safer Recruitment and Selection Policy (Staff and Volunteers)

July 2016

Person Responsible for Policy	K.Cousins
Approved:	
Signed:	
Date Approved:	
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(Staff and Volunteers)

Introduction

Richmond Hill Primary Academy is committed to safeguarding and promoting the welfare of children and young people and requires all of its staff and volunteers to share and demonstrate this commitment in every aspect of their work.

The purpose of this policy is to set out the requirement process that aims to:

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable to work with children or young people
- Identify and reject applicants who are unsuitable to work with children or young people

The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education 2016 and the Academy's Single Equality Policy.

Roles and Responsibilities

The directors will:

- Ensure that the Academy has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements
- Monitor the Academy's compliance with them
- Ensure that appropriate staff and Directors have completed safer recruitment training

The Principal will:

- Ensure that the Academy operates safe and fair recruitment and selection procedures which are regularly reviewed and updated to reflect any changes to legislation and statutory guidance

- Ensure that all appropriate checks have been carried out on staff and volunteers in the Academy
- Monitor any contractors and agencies' compliance with this document
- Promote the safety and well-being of children and young people at every stage of this process

Designation of Appointments and Constitution of Selection Panel

The Directors delegate the power to offer employment for all posts to the Principal. The Principal may not delegate the power to offer employment to any senior manager or Director. The Principal will aim to involve at least one Director in the appointment of all teaching staff and also in the appointment of other posts, where possible.

Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training.

Advertising

All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that they are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement is placed. Any internal recruitment process will follow the procedures set out in this policy.

All advertisements for posts, paid or unpaid, will include the following statements:

'Richmond Hill Primary Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.'

'The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references.'

Information for Applicants

All applicants will be provided with:

- A job description, outlining the duties of the post, and a Person Specification
- An application form
- A description of the school, relevant to the post
- Reference to the Academy's Single Equality Policy

- Reference to the Academy's Safeguarding Policy, Safer Recruitment and Selection Policy, DBS and other pre-employment requirements
- An outline of terms of employment including salary
- The closing date for the receipt of applications

Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

Candidates submitting an application form completed online will be asked to sign the form if invited to interview.

A CV will not be accepted in place of a completed application form.

Short Listing and Reference Requests

The selection panel will shortlist applicants against the Person Specification for the post. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the applicants to be invited to interview.

Two references, one of which must be from the candidate's current/most recent employer, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the selection process. Candidates are entitled to see and receive copies of their employment references and should request these from their referees.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

If a candidate for a post working with children is not currently employed in a post working with children, a reference will be sought from the most recent employment in which the candidate had worked with children to confirm details of the candidate's employment and his/her reasons for leaving.

Reference requests will ask the referee to confirm in writing:

- The referee's relationship to the candidate
- Details of the candidate's current post and salary
- The candidate's performance history and conduct
- Whether the candidate has been subject to capability procedures
- Whether the candidate has been subject to disciplinary action relating to the welfare and safety of children, including where the sanction has expired, and the outcome of this

- Details of any unsubstantiated allegations or concerns about the candidate relating to the safety and welfare of children
- Whether the referee has any reservations as to the candidates suitability to work with children and young people (if so the Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children)
- The candidate's suitability for the post with explicit reference to the job description and person specification.

All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

References are the property of the selection panel and strict confidentiality will be observed. Employer testimonials i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate, for any post. References will be verified and any discrepancies or areas of potential concern will be discussed with the candidate at interview.

If the field of applicants is felt to be weak, the post may be re-advertised.

Interviews

Before the interview, the selection panel will agree in the interview format.

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short listed candidates.

Interviews will always be face to face.

Candidates invited to interview will receive:

- A letter confirming the interview and any other selection techniques
- Details of the interview
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview

The questions asked will be aimed at obtaining evidence if how each candidate meets the requirement of the job description and person specification and each candidate will be assessed against all of the criteria for the post.

The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act will be asked.