

# HARLOW FIELDS SCHOOL & COLLEGE



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**POLICY TITLE:**            **RECRUITMENT POLICY**

**ADOPTED:**                **APRIL 2023**

**COMMITTEE:**            **FP&P**

**DATE FOR REVIEW:**        **APRIL 2025**

**AUTHOR:**                **JUNIPER EDUCATION**

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3.	Scope	Updated
5.2	Advertising	Clarification that all employees and casual and agency workers will be notified of vacancies
5.3.2	Recruitment Monitoring	"Inclusion" added after equality and diversity
5.4.2	References	Requirement for references from education to be signed off by head of establishment
5.4.4	Screening applicants on-line	Moved from 5.5 and reworded - referencing Keeping Children Safe In Education 2022 para 220. <u>Remove/Amend this paragraph in line with your own practice.</u> Also included in Recruitment & Selection Policy Statement (Appendix A)
Appendix A	Recruitment & Selection Policy Statement (8.)	See 5.4.4. <u>Remove/Amend this paragraph in line with your own practice</u>

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## 1. Introduction

This document sets out the recruitment and selection procedures which will be followed by the school.

## 2 Policy Statement

The governing board is committed to the recruitment and retention of competent, motivated employees who are suited to and fulfilled in the roles they undertake.

The school's full Recruitment & Selection Policy Statement including Data Protection information is at Appendix A.

## 3. Scope

The relevant principles described in this procedure will be applied in relation to all recruitment, including for permanent, fixed term and casual roles and volunteers (see Section 6).

Safer recruitment practices are also expected to be applied by:

- external organisations such as supply agencies (see Section 7); and
- contractors and self-employed persons.

## 4. Roles and Responsibilities

4.1 It is the responsibility of the governing board to:

- Ensure there are effective policies and procedures in place for the safe and effective recruitment of all staff and volunteers and for the engagement of other adults in accordance with statutory guidance and legal requirements;
- Monitor compliance with those policies and procedures;
- Elect members to sit on the selection panel for the appointment of the headteachers and deputy headteachers and other appointments as required;
- Approve the appointment of headteachers and deputy headteachers

4.2 It is the responsibility of the headteacher, and other managers involved in recruitment to:

- Apply robust, transparent and effective recruitment and selection processes in accordance with this procedure, statutory guidance and legal requirements; and
- Ensure that safer recruitment practices are in operation and that all appropriate checks are carried out on all staff, volunteers and others engaged to work at an appropriate point in the recruitment process.

4.3 Delegated Authority

- The governing board has delegated the appointment of assistant headteachers to the headteacher.
- The governing board has delegated the appointment of support staff who are not members of the Leadership Team to the headteacher.

Governors may be involved in staff appointments below leadership level but the final decision will rest with the headteacher. The headteacher may delegate the selection process of staff outside of the leadership group to other managers but remains responsible for the decision to appoint.

At least one member of each interview panel will have undertaken Safer Recruitment Training.

## 5.2 Advertising

The school will consider the most appropriate methods of advertising any vacant posts and the format for the advert. This may include advertising the post on professional social media sites in addition to other methods, e.g. website and local/national publications.

To ensure equality of opportunity, all positions will be advertised to encourage as wide a field of candidates as possible, and normally this will entail an external advertisement.

However, there may be circumstances where an internal advertisement may be considered appropriate.

This will include where:

- Clear career development and progression paths are being supported;
- There is a reasonable expectation that there are sufficient qualified and experienced internal candidates;
- The position is for additional responsibilities and not a vacant post;
- Staff are at risk of redundancy.

Headteacher and deputy headteacher posts will be advertised in the manner considered appropriate by the governing board. In order to ensure the widest possible field of candidates advertising will usually be national for these roles, unless there is a good reason not to do so.

All employees, including those working on fixed term contracts, and casual and agency workers working at the school will be informed of any vacancies.

## 5.3 Application

### 5.3.1 Application Form

A standard application form is used for all vacancies. Alternate format application forms will be accepted from disabled applicants, but such applicants must provide all of the information required by the standard application form. Curriculum vitae's will not be accepted in isolation.

All parts of the application form must be completed and the form signed by the candidate. Incomplete application forms will not be accepted and may be rejected or returned for completion/checked with the candidate. Where an applicant is shortlisted, any discrepancies or gaps in employment will be discussed at interview.

Applicants should be aware that providing false information could result in the application being rejected or, in summary dismissal if the applicant has been selected.

Where a post is advertised internally only, applicants will be informed whether an application form must be completed or whether a letter of application is sufficient. Where posts are advertised externally, internal applicants will be expected to apply in the same way as external candidates to ensure equality and fairness.

### 5.3.2 Recruitment monitoring form

As part of the application process, individuals may be asked to complete a Recruitment Monitoring Information form. A Privacy Notice (Recruitment Monitoring Form) will be issued alongside the form.

The recruitment monitoring information does not form part of the selection process and is separate from the application. Completion of the form is voluntary.

Completion of the form will ensure that policies and procedures are effective in avoiding discrimination and promoting equality, diversity and inclusion in recruitment. The information provided will be used for periodic monitoring and statistical data purposes only. Required reporting of this data will be on an anonymous basis.

#### 5.4.4 Screening applicants on-line

In line with recommended practice in the statutory guidance "Keeping Children Safe in Education", the school will conduct searches for information on shortlisted candidates which is publicly available on-line. The purpose is limited:

- to identify issues which call into question the applicant's suitability to work with children;
- to verify employment history.

No candidate or third-party individual will be asked to provide access to on-line information which is not publicly available. No detriment will be applied whether or not an individual has an on-line presence.

Searches will be conducted by an appropriate individual who is not a member of the recruitment panel to avoid the potential for discrimination. Only information related to the purposes stated will be shared with the Panel. Any information will be discussed with candidates at interview before any decisions regarding the recruitment process are made.

## 5.5 Selection process

The selection process will, as a minimum, consist of a face-to-face interview even where there is only one candidate and including for internal appointments and promotions and volunteers.

Where appropriate, the selection process may include additional activities such as in-tray exercises, group activities, presentations, pupil panels or observed assemblies/teaching.

The process will assess the merits of each candidate against the job requirements (i.e. job description and person specification) and explore their suitability to work with children.

## 5.6 Employment offer

The choice of candidate will be determined by the majority view of the interview panel. The panel may identify a first and any reserve choice candidate(s).

The successful applicant will be advised that they are the preferred candidate and a conditional offer made, subject to satisfactory pre-employment checks. A firm offer cannot be made until all pre-employment checks have been completed to the satisfaction of the school.

Once all pre-employment checks have been received and confirmed as satisfactory, a firm offer of employment will be made and the contract of employment (or a contract amendment as applicable) will be issued. The contract/contract amendment will be issued as soon as possible in advance of the proposed start date but in all circumstances no later than the first day of employment.

If the preferred candidate does not accept the post, the panel will consider the option of contacting any reserve candidate(s). This will only be done where these candidates meet the criteria for the role. In this case, if the reserve candidate wishes to proceed to be the preferred candidate a conditional offer will be made subject to satisfactory pre-employment checks as set out above.

Unsuccessful shortlisted candidates will be advised accordingly. All candidates can request feedback on their interview/selection.

## 5.7 Induction and Probation

### 5.7.1 Induction

All new employees, internally promoted staff and volunteers will be provided with an induction program, which will seek to ensure that they are clear about their job role, the expectations of them in terms of standards of performance and conduct and applicable policies and procedures. Any training and development needs will be identified and supported appropriately.

Information will be collected, held and processed in accordance with the school's data protection policy and record retention schedule.

## **6. Engaging Volunteers**

The school values the contribution that volunteers make to its community and recognises the positive impact they can have on pupils' learning, experiences and wellbeing.

Volunteers are seen by children as safe and trustworthy adults and the same high standards of safer recruitment principles and processes are applied to volunteers as are applied to paid staff.

### **6.1 Interviewing volunteers**

Volunteers will be asked to have a discussion with the headteacher or another manager prior to commencing their role. This will not be a formal interview but will provide the school with:

- an opportunity to explain the workings of the school and how volunteers fit into that;
- time to ask volunteers for the factual information needed to make a successful placement including any safeguard checks;
- the opportunity to explore their suitability to work with children, including their motivation to work with children and their ability to form and maintain appropriate relationships and personal boundaries;
- an opportunity to determine whether any special health, safety and welfare criteria need to be met.

The volunteer with:

- the opportunity to find out more about the nature of the work;
- information to decide how best they can make a contribution, using their skills and experience;
- how much time they want to commit.

### **6.2 Application forms**

Volunteers will be asked to complete a basic application form. This provides the information necessary to undertake safeguarding checks and to give a picture of the skills and experience the volunteers bring to maximise their contribution and the volunteer's own fulfilment in the assigned activities.

Prospective volunteers will be given the Privacy Notice (Volunteers) prior to completing the volunteer application form.

### **6.3 Role profiles**

Volunteers will be given a clear and simple description of the roles and boundaries of the voluntary activity.

It is acknowledged that by its very nature, volunteering does not place the same obligations on an individual in terms of attendance etc. as a paid employee. However, it is very much hoped that volunteers will fulfil their commitment as agreed between themselves and the school – this includes consistent attendance and undertaking the agreed tasks. Volunteers may be asked to sign a voluntary agreement as clarification of the commitment they are making to the school and vice versa.

## **7. Agency Staff and other workers**

It is expected that the same standards of safer recruitment will be applied by external bodies providing workers or volunteers to the school.

External bodies will be required to provide written confirmation that relevant safer recruitment and other relevant pre-employment checks have been undertaken and this will be recorded on the Single Central Record. A copy of the written confirmation will be retained on a central file.

**NB It is illegal for anyone who is barred from working with children to apply for or undertake Regulated Activity.**

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.
7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all shortlisted candidates will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police) and any prohibitions prior to interview. When making a recruitment decision School will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and/or consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Governing Board is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2018 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be discussed with candidates and decisions made on a case-by-case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information e.g. was it a caution or a conviction.
- How long ago the incident(s) occurred and whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

This Governing Board operates in accordance with The Disclosure and Barring Service Code of Practice in relation to the processing, handling and security of Disclosure information.

8. In line with recommended practice in the statutory guidance "Keeping Children Safe in Education", the school will conduct searches for information on shortlisted candidates which is publicly available on-line. The purpose is limited:
  - to identify issues which call into question the applicant's suitability to work with children;
  - to verify employment history.

Only information related the purposes stated will be shared with the Panel. Any information will be discussed with candidates at interview before any decisions regarding the recruitment process are made.

9. The school processes personal data collected during the recruitment process in accordance with its data protection policy. Data is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. On the conclusion of the process, data collected will be held in accordance with the school's retention schedule.

A copy of our Recruitment Procedure is available upon request.