

# St Andrew's School

*A school with Quaker values*

Aylmerton Hall ♦ Holt Road

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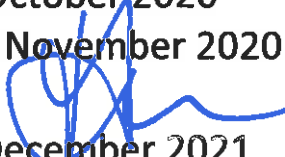
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The St Andrew's School Trust is a Registered Charity No. 1129232

# Recruitment & Selection Policy

Last reviewed date: 6<sup>th</sup> October 2020  
Adopted by Trustees date: 23<sup>rd</sup> November 2020  
Signed by Chair of Trustees:   
Next review date: 1<sup>st</sup> December 2021

## Introduction

St Andrew's School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This recruitment policy therefore draws on and supports the School's Safeguarding Policy.

The Board of Trustees alongside the Senior Management Team (SMT) have a duty to ensure that in selecting the best candidate for the role that they comply with employment law and have special regard to discrimination as set out in law. All recruitment practices take in to account the suitability of applicants to work with children and young people.

The importance of safer recruitment and recruitment best practice is underpinned throughout the whole recruitment process and as such all Trustees and members of the SMT must adhere to this policy when conducting any recruitment process and use it in their decision making.

## Aims and Objectives

The purpose of this policy is to ensure that the requirements of the 'Safer Recruitment Guidance' published by the Norfolk Safeguarding Childrens Board (NSCB) in June 2013 and general employment legislation is met. It will also support the principles and recommendations set out in the DFE document 'Keeping Children Safe in Education' statutory guidance. This will help to deter, reject and identify people who might want to abuse students or are otherwise unsuited to working with them.

The recruitment and selection process at the school ensures the identification of the best person for the role advertised and will be based on the applicant's abilities, qualifications, experience and merit when compared to the job description and person specification.

The School will ensure that suitable time is given for the full recruitment process and will aim to complete the whole process from initial advertising of the role to a job offer being made within one month where possible, subject to references being returned and DBS checks completed and returned in time.

If a member of staff who would normally be involved in the recruitment process has either a personal or familial relationship with an applicant, they must declare this to Trustees immediately and avoid any involvement in the recruitment and selection decision making process.

## Responsibilities

The Trustees have the responsibility to:

- Make sure that the School has effective policies and procedures in place for recruitment of all staff in accordance with DFE guidance, NSCB guidance and legal requirements.
- Ensure that relevant Trustees and staff undertake Safer Recruitment Training.
- Monitor compliance of the policies and procedures in place and make recommendations as and when required.

The Headteacher and SMT have the responsibility to:

- Operate safe recruitment practice.
- Ensure that all appropriate checks are undertaken prior to appointment.

- Monitor Contractors' and Agencies own practices and ensure that they comply with the Schools' policies.
- Promote the safety and welfare of children and young people at every stage of the recruitment procedure.
- Review this policy regularly inline with any relevant legislation changes.

## Safer Recruitment Training

The School has a statutory requirement to ensure that actions are taken to safeguard and promote the welfare of its students and therefore any recruitment undertaken by the School will involve at least one Trustee or SMT member who has completed Safer Recruitment Training.

At present there is one Trustee and two SMT members who have received the appropriate training.

All new staff have Safeguarding induction training which is delivered by the School Designated Safeguarding Lead (DSL) or by a Deputy DSL in their absence.

## Recruitment and Selection Procedure

### Advertising

The School strives to appoint the best candidate for every role and therefore all vacancies (except for Class Leader roles which are advertised internally in the first instance) are advertised on the Education Job Finder website as well as internally. All adverts contain the following wording: "This school is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. To this end you may be required to undergo pre-employment checks. This post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations" to highlight its commitment to safeguarding and promoting the welfare of children.

### Application Forms

The School uses the generic application form that is provided by the Education Job Finder website and all applicants are required to fully complete this as CVs will not be accepted. The application form requires information to be provided on the following areas;

- Personal details
- Current/Most recent employment details
- Any other current employment
- Employment History
- Breaks in employment history and reason why
- Secondary school education
- Continuing education
- Professional qualifications
- Other training relevant to the job
- Supporting information
- Details of two references (one being current/most recent employer)
- Arrangements for people with disabilities
- Asylum and Immigration Act 1996

It also contains declarations on convictions and disqualification from working with children as well as consent to hold and share data.

A recruitment monitoring form is also included to ensure that equal opportunities are offered.

### **Job Descriptions and Person Specifications**

Each role advertised will have a job description and person specification which is reviewed/amended prior to the vacancy being advertised. The job description clearly defines the duties and responsibilities of the role, whilst the person specification will highlight the skills, experience and abilities required to undertake the role effectively and will be used when selecting which applicants to invite for interview.

The short listing is done by the Senior Management Team matching the applicants' skills, abilities etc. to the person specification for the role. Further input is taken from Trustees regarding more senior roles within the school.

### **References**

Two references are required from each applicant and for short listed applicants these will be requested in advance of an interview. A reference template is provided for each referee and each template includes questions relating to any capability procedures of the applicant as stated in 'School Staffing Regulations (England) 2009'.

In the case that references are not received prior to interview a conditional offer may be made 'subject to receipt of two satisfactory references and a clear DBS check'. References will be immediately chased following interview and any discrepancies or anomalies on references provided will be followed up for clarification. Additional contact may be made by phone call to the referee if required.

The school does not accept open references or testimonials.

### **Interviews**

All interviews will take place face to face or the event of the school not being open via a video channel such as Skype, Zoom or Microsoft Teams and the same interview panel will be used for all candidates. The interview process will be used to determine the candidate's suitability to fulfil the person specification and job description for the role and will draw on the information provided in the application form. It will allow the panel to question any gaps which are identified and give the candidates a chance to explain any previous capability, disciplinary, cautions or convictions that they may have.

Interviews will always contain questions relating to safeguarding regardless of the role and at least one member of the interview panel will have undertaken Safer Recruitment Training.

### **Proof of Identity Check and Right to Work in the UK**

All applicants who are invited to attend an interview will be asked to bring with them at least 3 identification documents as proof of address/identity and eligibility to work in the UK – at least one of which must be photographic identification i.e. passport or driving licence. These documents must be

originals and will be photocopied and signed to state that they are a true copy. A copy of all identification will be kept in the successful candidate's personnel file and all unsuccessful applicant identification documents will be shredded.

### **Qualifications and/or Professional Status**

All applicants who are invited to interview will also be asked to bring with them original copies of relevant academic and/or vocational qualification certificates (in the event that these cannot be provided and a plausible explanation can be given i.e. house fire, the candidate will be asked to obtain certified copies). In the event of the interview being for a Teaching position and documents are unable to be provided the panel will request permission from the candidate to check on their Teaching status prior to any formal job offer being made. Photocopies of all qualification certificates will be made and these will be kept on the successful candidates personnel file, all copies from unsuccessful candidates will be shredded.

### **Disclosure and Barring Service (DBS) Certificate**

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with or having access to students. Therefore any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at the School.

All staff are required to have an Enhanced DBS certificate as a pre-requisite of employment. St Andrew's School does facilitate the portability of DBS certificates and therefore unless the applicant has signed up for the DBS Update Service and gives the School permission to check the current status of their Certificate the candidate will be required to obtain a new Certificate, the application process and cost of which will be borne by the school.

The DBS check will also involve a Barred List check (formerly know as List 99) this will ascertain whether the candidate has been barred from working with children.

### **Prohibition Check**

Further checks will be carried out on all potential staff who will be carrying out teaching work (Teachers or Teaching Assistants) to ensure that they are not prohibited from teaching and is done online using Teacher Services.

### **Prohibition from Management of Independent Schools (Section 128 Directions)**

All staff who are appointed into management positions will be subjected to a Section 128 direction. This includes potential new Trustees and is completed online via the Teaching Regulation Agency.

### **Dealing with Convictions**

If a DBS certificate is returned with details of convictions consideration will be given to the Rehabilitation of Offenders Act 1974 and also;

- How long ago the offence occurred
- One off or history of offences
- The nature, seriousness and relevance of the offence
- Changes in circumstances
- Decriminalisation and remorse

A formal face to face meeting will take place with the candidate to establish the facts of the offence and a decision on whether to appoint will be made following this meeting. If the candidate is approved for employment a risk assessment should be carried out and placed on their personnel file.

### **Medical Fitness**

It is imperative that staff are both mentally and physically able to carry out their work responsibilities, and whether, if applicable, any adjustments are required to enable them to fulfil their roles. Therefore, all staff will be required to complete a pre employment medical questionnaire and where appropriate must consent for further advice/information being obtained from relevant medical professionals.

### **Overseas Checks**

Any potential new employee who has lived outside the UK for more than 3 months during the last five years is subject to additional checks in accordance with Immigration, Asylum and Nationality Act 2006.

### **Induction**

All new employees will be given an induction which clearly identifies the School's policies and procedures, including the Safeguarding Policy and Code of Conduct as well as a copy of any professional standards applicable to their new role.

### **Single Central Register (SCR)**

St Andrew's School has a responsibility to keep an up to date record (SCR) detailing when appropriate checks have been carried out on staff, who undertook the them and when. This record contains information on all employees of the School, all Trustees of the School, all supply staff (whether agency or directly employed), all regular Contractors, peripatetic staff etc.

The SCR is checked half termly by the Headteacher for accuracy and also periodically by the Trustee in charge of Safeguarding.

### **Data Protection/Record Retention**

The school processes any personal data collected during the recruitment and selection process in accordance with its data protection policy. Any data collected is held securely and accessed by, and disclosed to, individuals only involved in the recruitment and selection process.

All interview notes and application forms of unsuccessful candidates are held in a secure, locked filing cabinet and are held for 6 months. This is in line with Data Protection Act 1998 recommendations and enables the SMT to deal with any feedback requests or recruitment complaints made to an Employment Tribunal.

### **Equal Opportunities**

St Andrew's School is an inclusive School and does not discriminate between candidates based on race, disability, gender, religion and beliefs, age or sexual orientation. The School is also mindful of the requirements relating to the recruitment of ex-offenders.

## **Supply Staff/Contractors**

The School will ensure that any Contractors or Supply Staff who may have unsupervised contact with any students have had the required checks carried out by their agency/employer and will request confirmation of this from the relevant agency/employer. Identification checks will be carried out before admission is granted to the school. All relevant personnel will be added to the School's SCR.

## **Visiting Professionals**

The School adheres to the Safeguarding Children and Safer Recruitment in Education Guidance which advises that individuals such as nurses, psychologists and other public sector staff will have been checked by their employing organisation, whether Local Authority, Primary Care Trust etc. The School will however check the identity of an individual when they arrive to ensure the safety of our students.