

## P20 Recruitment and Selection Policy & Procedures

**Reviewed by Governors:**

**March 2019**

**Next Review:**

**March 2021**

**Responsible:**

**Principal**

### Introduction

- 1.1 The Governing Body is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.
- 1.2 The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, [Keeping Children Safe in Education](#) and the school's Equality and Diversity policy.
- 1.3 The Governing Body will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.
- 1.4 We will comply with the requirements of [Keeping Children Safe in Education](#) with regard to DBS and other pre-employment checks.
- 1.5 We will ensure compliance with the Data Protection regulations and the more stringent requirements contained within the General Data Protection regulations (GDPR). The GDPR encompasses the core principles of the DPA and provides more onerous responsibility and accountability for fair and transparent processing. Our Privacy Statement provides specific details in accordance with the GDPR principles and can be found on the Bushey Academy Website.

### 1. Delegation of Appointments and Constitution of Appointments Panels

- 2.1 The Governing Body delegates the power to offer employment for all posts below the level of Vice Principal to the Principal. The Principal may delegate the offer of employment to any other senior manager or governor.
- 2.2 The Principal is expected to involve at least one Governor in the appointment of senior staff at Vice Principal level.
- 2.3 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. In addition, at least one member will have undertaken general recruitment or equalities training.

### 2. Advertising

- 3.1 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 there are sufficient, suitably qualified internal candidates, or staff

are at risk of redundancy, vacancies may be advertised internally before an external advertisement. In these circumstances, the selection panel may decide that certain parts of the recruitment process may be omitted but all candidates will be subject to formal interview, the satisfactory reference requirement and any other necessary checks.

3.2 Advertisements for posts will include the following statement:

*'The Bushey Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All staff will be subject to an enhanced Disclosure and Barring Service (DBS) check.'*

#### **4. Information for Applicants**

All applicants for all vacant posts will be provided with:

- 4.1 A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school. A person specification may also be provided.
- 4.2 An Information pack containing:
  - a job description and person specification outlining the duties of the post and an indication of where the post fits in to the organisation structure of the school.
  - an application form. CVs will not be accepted
  - reference to the academy's policy on equality and diversity
  - reference to the child protection policy
  - DBS and other pre-employment required
  - the closing date for the receipt of applications
  - outline of terms of employment including salary
  - reference to the academy's policy on recruitment and selection
  - interview checklist including right to work checklist to be completed and brought to interview

#### **5. Short Listing and Reference Requests**

- 5.1 The selection panel will use an agreed short listing form. The criteria for selection will be consistently applied to all applicants based on the essential and desirable criteria for the post. The selection panel will agree the candidates to be called for interview.
- 5.2 The selection panel will take up at least two references on each short listed candidate. If a candidate for a post working with children is not currently working with children, reference will be sought from the most recent employment working with children (where available) to confirm details of their employment and their reasons for leaving.
- 5.3 Reference requests will ask the referee to confirm:
  - the referee's relationship with the candidate
  - details of the applicant's current post and salary
  - performance history
  - all formal time-limited capability warnings which have not passed the expiration date
  - all formal time-limited disciplinary warnings where not related to safeguarding concerns which have not passed the expiration date
  - all disciplinary action where the penalty is time-expired and relate to safeguarding concerns

- details of any substantiated allegations or concerns relating to the safety and welfare of children
  - whether the referee has any reservations as to the candidate's suitability to work with children. 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.
- 5.4 References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' 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 will be discussed with the candidate at interview.
- 5.5 References will be checked against information on the application; any discrepancy/issue of concern noted to take up with applicant at interview.
- 5.6 On receipt, equality monitoring information must be separated from applications.
- 5.7 If the field of applicants is felt to be weak the post may be re-advertised.

## **6. Interviews**

- 6.1 The format, style and duration of the interviews are matters for the Principal to decide in consultation with any governors involved in the process but the following will be adhered to:

### 6.1.1 Briefing:

All candidates will be given relevant information about the academy to enable the candidate to make further enquiries about the suitability of the advertised job.

### 6.1.2 The formal interview:

Before the interviews the selection panel will agree on the interview format [including any other assessment methods]. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the 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 2010 will be asked. The selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

- 6.2 The recruitment documentation will be retained for six months from the date of interview. Applicants have the right to request access to notes written about them during the recruitment process. After 6 months all information about unsuccessful candidates will be securely destroyed.

## **7. Offer of Employment by the Selection Panel**

- 7.1 The offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to:
- Verification of identify

- Verification of right to work in the UK
- Proof of relevant qualifications
- Satisfactory DBS Enhanced Disclosure
- A certificate of good conduct (if applicable) which may include EEA sanctions and restrictions
- Barred list check
- Teacher prohibition (if applicable)
- Section 128 check (if applicable)
- Pre-employment medical screening
- Satisfactory references
- Disqualification under the Childcare Disqualification Act 2006, as amended.
- The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

## **8. Personnel File and Single Central Record**

8.1 Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the academy including:

- application form signed by the applicant
- interview notes – including explanation of any gaps in the employment history
- references – minimum of 2
- proof of identity
- proof of right to work in the UK
- proof of relevant academic qualifications, relevant to the post
- Certificate of Good Conduct (where applicable) which may include EEA sanctions and restrictions
- evidence of medical clearance from the Occupational Health Service
- evidence of DBS clearance, barred list check
- evidence of section 128 direction (where applicable)
- teacher prohibition checks
- offer of employment letter and signed contract of employment
- disqualification under the Childcare Disqualification Act 2006, as amended

8.2 Retention of personal information for the successful candidate following the end of their employment will be in accordance with the school's data retention policy, which is compliant with relevant Data Protection Act. When retained documents have reached their data retention limit they will be securely destroyed.

8.3 The school will destroy information obtained by a vetting exercise as soon as possible or within six months. A record of the result of the vetting or verification of the successful candidate will be retained on the employees file and the Single Central Record.

8.4 The school will normally collect personal information from you only where we have your consent to do so, where we need the personal information to perform a contract with/involving you, or where the processing is in our legitimate interests and not overridden by your data protection interests or fundamental rights and freedoms. In some cases, we may also have a legal obligation to collect personal information from you or may otherwise need the personal information to protect your vital interests or those of another person. The school will retain a record of consent as evidence that we have obtained consent to collect and process the data and that applicants have been advised of the purpose of the collection and processing.

8.5 You have the right to withdraw your consent at any time and can do so by informing the school's Data Protection Officer, with the exception of documents that are required for a statutory requirement.

The school will maintain a Single Central Record of employment checks in accordance with Keeping Children Safe in Education.

## **9. Start of Employment and Induction**

- 9.1 The pre-employment checks listed in paragraph 7.1 above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks.
- 9.2 All new employees will be provided with an induction programme which will cover all relevant matters of academy policy but in particular safeguarding and promoting the welfare of children.
- 9.3 All newly appointed support staff will be subject to a 24 week probationary period.

## **10. 'Refer a Friend' Scheme**

- 10.1 The academy operates a 'Refer a Friend' Scheme. If an existing employee recommends a friend or a relative, who is then successfully appointed following appropriate recruitment and selection processes, the employee will receive a referral bonus of £200 – half payable on the appointment of the individual and half after the successful completion of their induction period.
- 10.2 As soon as an employee is aware that a friend or family member has applied for or been successful in being appointed to a position at the academy and it wasn't as a result of 10.1 above, the relationship must be declared to the Principal.

## **11. History**

| <b>Version</b> | <b>Date</b>   | <b>Changes</b>   | <b>Approved</b> |
|----------------|---------------|--|-----------------|
| 1              | November 2012 | New Policy   | FGB             |
| 2              | November 2013 | Full Review  | FGB             |
| 3              | May 2015      | Full Review – change in title and P9 Appointment Procedures amalgamated. 10.2 added. | F&PC            |
| 4              | March 2019    | Updated in line with KCSIE and GDPR regulations                                      | GB              |