



Staff Recruitment and Selection Policy

Introduction

St Margaret's 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 shares this commitment.

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 Children, Schools and Families (DCFS) in "Safeguarding Children: Safer Recruitment and Selection in Education Settings" and the code of practice published by the Criminal Records Bureau (CRB)
- 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.

Recruitment and selection procedure

All job advertisements will include the following paragraph

‘St Margaret’s School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.’

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.

All applications will be acknowledged by email **if a valid email address is supplied**. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. CVs will not be accepted in substitution for completed application forms in the absence of good reason.

In addition to this document, explaining the application and recruitment process, applicants will receive a job description and person specification applicable to the role, plus a copy of the school’s child protection policy.

When an applicant is selected for interview (where relevant skills and experience will be discussed in more detail and suitability to work with children) they will be contacted, in the first instance, by telephone or by email to confirm availability. A letter will subsequently be sent with instructions pertaining to the interview process.

Applicants who have not heard from us by the published interview date/s, must assume their application has been unsuccessful.

Verification of qualifications, identity, address and national insurance number

All applicants who are invited to an interview will be required to bring documents confirming any educational and professional qualifications considered essential in the person specification, e.g. the original or certified copy of degree certificates, diplomas, etc. Where original or certified copies are not available, written confirmation of the relevant qualifications must be obtained from the awarding body. In addition, those who may be unable to return to the school between four and six weeks prior to commencement of employment will also need to bring the following: **please note that originals are necessary. Photocopies or certified copies are not sufficient.**

- current driving licence including a photograph **or** a passport **or** a full birth certificate
- two documents (utility bills or statements from different sources) showing name and home address

- documentation confirming National Insurance Number (P45, P60 or National Insurance Card)

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 original documentary evidence of the change.

Unsuccessful interviewees will be contacted, initially by phone and subsequently by letter or email.

Pre-employment checks

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

If it is decided to make an offer of employment, following the formal interview, a contract of employment will be issued: the applicant will be asked to sign and return this as confirmation of acceptance of the offer. 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
- if not received prior to interview, the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers satisfactory
- the receipt of a satisfactory enhanced disclosure from the Criminal Records Bureau
- verification of identity and qualifications
- where applicable, the applicant has the right to work in the UK
- a check at DCFS List 99 and the Protection of Children Act List as appropriate
- verification of professional status such as GTC registration, QTS Status (where required), NPQH
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- verification of medical fitness
- satisfactory completion of the probationary period

- the applicant has acknowledged receipt of the child protection policy and signed to confirm that its contents have been understood

References

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. Where the applicant is not currently working with children but has done so in the past, one referee must be from the employer by whom the applicant was most recently employed in work with children. If we need to contact a previous employer, not listed as a referee, we will contact the applicant to request for permission to do so. However, where the candidate is expected to reside in school property and or be involved in house duties, we are required to contact **all** previous employers where the employment involved working with children or vulnerable adults and permission to do this will be requested on the application form.

For teaching posts we will seek references on short listed candidates for information to verify particular experience or qualifications, before interview. For non-teaching posts references will be sought after interview and prior to confirmation of appointment.

Referees should **not** 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 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.

Prior to employment referees will be contacted by phone.

Applicants should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DCFS Children's Safeguarding Operation Unit.

Reference request forms will be manipulated depending on the nature and scope of the post.

Criminal Records Check

Due to the nature of the work, the School applies for criminal record certificates from the Criminal Records Bureau (CRB) in respect of all prospective staff members, governors and 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 will also reveal whether an individual 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 DCFS and the Department of Health. 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.

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 CRB 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 CRB on the use of disclosure information. In particular, the School will:

- store disclosure information and other confidential documents issued by the CRB in locked, storage containers, access to which will be restricted to members of the School's senior management and personnel team
- not retain disclosure information or any associated correspondence for longer than is necessary. In most cases, the School will not retain such information for longer than 6 months although the School will keep a record of the date of a disclosure, the name of the subject, the type of disclosure,

the position in question, the unique number issued by the CRB and the recruitment decision taken

- 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 CRB code of practice, a copy of which is available on request.

Medical Fitness

All offers of employment will be subject to the receipt of a satisfactory medical check. Offer letters will be accompanied by a health questionnaire which, when completed, will be sent in confidence to a third party assessor.

Probationary periods

All appointments are subject to a probationary period during which the notice period to terminate the employment for whatever reason, by either the employee or the school is reduced. For teaching staff half a term's notice is required during the two term probationary period: for non-teaching staff the notice period is one month during the six month probationary period. For fixed-term contracts, of less than a year's duration, the probationary period is 4 weeks, during which no notice needs to be given. The school's disciplinary and capability procedures do not apply during the probationary period. The school also reserves the right to extend this probationary period should it deem this necessary.

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 destroyed after six months unless the applicant specifically requests the School to keep their details on file.

Queries

If an applicant has any queries on how to complete the application form or any other matter they should contact the School.

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