



GREENHOLM PRIMARY SCHOOL

School Recruitment and Selection Policy

Overarching statement

At Greenholm we are a school that is welcoming, safe and creates an environment which values and supports learning for everyone. We work hard to create an ethos that promotes inclusive practice for all, by providing a consistent and fair approach, which is supportive of the continual emotional development of all and by demonstrating mutual respect, openness and honesty.

Summary

This Recruitment and Selection Policy has been produced in line with the DCSF (Department for Children, Schools and Families) guidance 'Safeguarding Children and Safer Recruitment in Education' (January 2007) and the CWDC (Children's Workforce Development Council) guidance on 'Recruiting Heads and Senior Leaders' (2007). The policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people. The school is also committed to ensuring that recruitment and selection is undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable securing the position.

Recruitment and Selection Policy Statement

Greenholm Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Greenholm Primary School is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing the very best education for our pupils. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high quality education.

Purpose

To ensure the recruitment of both permanent and temporary (including voluntary) staff is conducted in a fair and transparent manner, while applying value for money principles to the recruitment and selection process. To help achieve this, those that are responsible for each stage



of the recruitment process will at all times be expected to demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

Scope

The policy applies to all school employees employed at Greenholm Primary School as well as governors responsible for and involved in recruitment and selection of all school based staff. Where a Headteacher or Deputy Headteacher is being appointed, the Governing Body will consult with Birmingham Local Authority about the recruitment process.

The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated the responsibility to the Headteacher for appointments other than those to the leadership group.

Aims

- To ensure that the safeguarding and welfare of children and young people is the first consideration at each stage of the process.
- To ensure a consistent and equitable approach to the appointment of all school based staff.
- To ensure all relevant equalities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status or sexual orientation.

Process

- Recruitment advertising will contain a safer recruitment statement.
- The job description and person specification are essential tools. They will be used throughout the process and will encompass safeguarding and child protection responsibilities.
- Two references must be taken up prior to interview, one of which must be the current, or most recent employer.
- When requesting references the referee will be asked about the candidates' suitability for working with children.
- A panel will carry out selection with at least two members but preferably with three. At least one panel member will have carried out and passed appropriate safer recruitment training on the selection process through the CWDC online training package or by attending a Local Authority training on Safer Recruitment.
- Selection will be based on a minimum of a completed application form, a shortlisting process and an interview.
- Gathering information and carrying out relevant background and vetting checks on a candidate for appointment will be followed.
- The candidates' suitability to work with children will be explored at interview by asking open ended questions, as well as questions which explore the candidates' attitude towards child protection. (Warner Interview Questions)
- Employees will be recruited on the basis of the knowledge, experience and



skills needed for the job.

- Appointment will only be confirmed after all checks have been completed satisfactorily.
- Monitoring and Evaluation are essential for assessing the effectiveness of the recruitment and selection process.
- The Equality Act 2010 makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

Validation of Recruitment Checks

- All checks will be confirmed in writing. These checks will be retained in a personal file and will include: candidate's application form and supporting statement, two references, CRB clearance and medical clearance.
- A Single Central Record will be kept of all school staff, governors and volunteers that work at or have access to children at the school.

The records relating to individuals will refer to evidence and checks of

☐ identity – name, address and date of birth:

☐ qualifications – where the qualification is a requirement of the job, that is, those posts where a person must have qualified teacher status (QTS): all

☐ permission to work in the UK for those appointed from outside the EEA

☐ List 99 check/ CRB Check / DBS check : all

Copy of school application form

☐ Copy of two references

☐ Copy of birth certificate, passport or work permit if applicable

☐ Copies of certificates of professional qualifications

☐ If appropriate copy of driving licence.

Childcare disqualification form to be completed

☐ Confidentiality clause

Supply Teachers

The checks listed above apply to staff employed on a supply basis. If we recruit supply staff directly we will notify personnel so that the relevant checks can be made. Where supply staff approach the school directly then we will ask them to contact Personnel and Training who will send them a supply teacher information pack. If supply staff provide the school with a copy of a criminal clearance record this will be acceptable as long as the employee was cleared within the last three years. If we employ supply staff through an agency then we will ask for verification that they have undertaken the necessary checks. This will be done through the use of a standardized pro-forma.

Childcare disqualification form to be completed



Volunteers

The school will carry out List 99 checks/CRB Check/DBS check and police checks for all regular volunteers. An CRB (enhanced check) will also be obtained./ DBS check. Volunteers will also complete CDF(2009) which will be filed and recorded on the SCR
The date when the evidence was seen will also be recorded.

Equalities

Greenholm Primary School is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status or sexual orientation. Greenholm Primary School acknowledges that unfair discrimination can arise on occasion and therefore will ensure that the Equal Opportunities Policy is the foundation for all its activities.

Safer Recruitment – Recruitment and Selection Training

At Greenholm Primary School we adhere to all requirements of Safer Recruitment. As an establishment we recognise there is a statutory requirement that at least one member of the interview panel has completed this training successfully prior to the start of a recruitment process.

Monitoring, reviewing and assessing impact

This policy will be regularly monitored and reviewed by staff and governors on an annual basis at the same time as the Child Protection policy to ensure that it is effective in helping the school recruit and retain excellent, well-motivated staff, who share the ethos of safeguarding and promoting the welfare of children and young people.

REVIEW OF POLICY

Signature of Headteacher and Chair of Governors

-----Headteacher

-----Chair of Governors

Policy approved by Governing Body -----

The policy will be reviewed yearly

Greenholm Primary
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CONFIDENTIALITY

In the course of your work at Greenholm Primary School you will have access to confidential pupil information which could include access to pupil files. It is essential that any information you have on a child remains confidential and is not divulged to persons outside the school. You are therefore required to give a signed undertaking to this effect. Requests for pupil information from professionals working with the school is permitted. Any breach of confidentiality could lead to disciplinary action against the person concerned.

I understand that information that I have on pupils attending Greenholm Primary School must remain confidential to the school. Therefore I undertake not to reveal such information to other parents or unauthorised persons outside the school.

Signed Date:

Print Name:

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MODEL CHECKLIST FOR EACH APPLICANT INVITED FOR INTERVIEW

This Content is applicable to both Teachers and Support Staff

Name of applicant: _____ Post applied for:

| | | | | | | |
|--|---|----------------------|---|-------------|-----------------------------------|------------------|
| Application form: Gaps in employment history, Inconsistencies or any other issues identified | Scrutinised by those interviewing (Yes/No) | Date | Issues identified to raise at interview Yes/No | | Signature | |
| <p>REFERENCES - prior to interview</p> <p>Refer to guidance on references. Obtain directly from 2 referees (for all short listed applicants), one being the current or last employer (or if candidate has not had previous employment from training establishment or school) and one reference from last employer where the candidate worked with children (if they have worked with children previously). Consult guidance if the applicant has been out of work for a long period and has no past employer or professional person to provide a reference.</p> <p>Check against information on application form and scrutinise to identify any discrepancies and/or issues of concern (to take up with referee and/or the applicant at interview).</p> | | | | | | |
| References | Date Requested | Date Received | Scrutinised by those interviewing (Yes/No) | Date | Issues identified (Yes/No) | Signature |
| Reference 1 | | | | | | |
| Reference 2 | | | | | | |
| Further reference | | | | | | |



PRE – EMPLOYMENT CHECKS

ALL THE FOLLOWING CHECKS MUST BE COMPLETED BEFORE THE APPLICANT IS APPOINTED (The LA will not appoint a person until it is in receipt of all this information). N.B. DBS application is required pre-appointment, but check can be completed afterwards

Identity, qualifications and eligibility to work of all short listed applicants verified on day of interview by scrutiny of appropriate original documents. Copies of documents taken and placed on file. All shortlisted applicants complete application for DBS Disclosure, verified by school.

| Check | Documents checked (Originals only): | Checked by: | Signature: | Date checked: | Photocopied/each page signed and dated (if appropriate) |
|--|-------------------------------------|-------------|------------|---------------|---|
| Identity | | | | | Not applicable |
| Eligibility To Work | | | | | |
| For those with more than a 3-month break in specified employment, DBS Application Completed & verified and sent to LA for passing to the DBS | | | | | Not applicable |
| Barred List (currently known as List 99) | | | | | Not applicable |
| ISA registration (if and when required) | | | | | Not applicable |
| Qualifications QTS (for teachers), special qualification for head teachers where applicable, Special qualifications (support staff as appropriate) | | | | | Not applicable |
| Health | | | | | Not applicable |



| FOR SUCCESSFUL APPLICANT - CONDITIONAL OFFER OF APPOINTMENT | | |
|---|--|--|
| <p>A CONDITIONAL offer of employment may be made on satisfactory completion of ALL pre-employment checks detailed above. (The School Staffing Regulations state that an enhanced DBS certificate must be obtained before, or as soon as practicable after, the person's appointment, so completion of the application for the check, rather than the enhanced certificate itself, is treated as essential at this stage.)</p> <p>When a governing body selects a student teacher for future appointment as a newly qualified teacher, the teacher will not have obtained qualified teacher status, so the offer of employment is conditional on qualified teacher status being awarded before the person takes up the appointment.</p> <p>For new support staff posts a probationary period is required and for newly qualified teachers statutory induction must be followed</p> | | |
| <p>Transfer records of successful applicant (application form, references, job description, letter confirming enhanced criminal record certificate, right to work documentation etc.) to personal file, with copy of the full letter of appointment.</p> | | |
| <p>Transfer information on pre-employment checks for successful applicant to Single Central Record.</p> | | |
| <p>Hold applications for enhanced criminal record certificate for unsuccessful applicants until the successful applicant has accepted the appointment and then shred. Hold copies of right to work and identity documentation for unsuccessful applicants until the successful applicant has accepted the appointment and then shred.</p> <p>Store records of selection process (application forms, references etc. for unsuccessful applicants, notes from short-listing and interviews in respect of all those interviewed) for 6 months and then shred</p> | | |



GUIDANCE FOR INVESTIGATIONS IN SCHOOLS – MODEL RECRUITMENT AND SELECTION COMPLAINTS PROCEDURE

This Content is applicable to both Teachers and Support Staff

This guidance is based on the City Council’s guidelines for investigations, with suitable amendments to take account of the governance of schools. In particular it is acknowledged that most schools do not have senior managers with special training in investigation skills and that many schools do not even have enough managers with the seniority and experience required who have not been involved in the alleged misconduct as witnesses or otherwise. This guidance therefore recognises that the functions of ‘commissioning officer’ and investigator may be undertaken by the same person, and that training, whilst desirable, is not obligatory. Head teachers and other members of the leadership team will have had the opportunity of training in aspects of management involving relevant skills, such as careful questioning. This guidance itself provides some training and should enable a senior manager in a school to conduct a satisfactory, thorough investigation acceptable to all participants and capable of withstanding the rigorous scrutiny of an employment tribunal.

A complaint about recruitment and selection procedures may contain an allegation of unfair and illegal discrimination and therefore the investigation must be conducted having regard to this possibility.

1. Investigation

The governing body states in its policy that it requires an immediate, short, preliminary investigation of all allegations of misconduct, in order to establish that there are reasonable grounds for a full investigation. This guidance is concerned chiefly with a full investigation of a complex case.

The nature of the alleged misconduct will affect the type of investigation undertaken. Some incidents may be so straightforward and so obvious that, even though they are deemed gross misconduct, a short investigation will suffice. Others may not be counted as gross misconduct but involve perceptions and misunderstandings capable of different interpretations, even if there have been witnesses, and in such cases the investigation may take longer and involve more detailed enquiries.

Investigations should be completed between ten and twenty working days unless there are exceptional circumstances.



1.1 Role of the commissioning officer

When a complaint is received or an incident takes place which requires a full and detailed investigation an appropriate senior manager in the school, usually the head teacher, will undertake the function of a 'commissioning officer'. The commissioning officer will be accountable for commissioning the investigation, receiving the report which should include a summary, conclusions and agreed recommendations, and making arrangements for appropriate subsequent action. In schools where insufficient senior managers are available to separate the roles of commissioning officer and investigator both roles may be performed by the same person.

The commissioning officer will act on behalf of the governing body and in cases where the conduct of an employee is being investigated will be at an equivalent or higher grade than that employee. The commissioning officer will normally be the head teacher, but in cases in which the head teacher has been involved, for example because he or she is the person against whom the allegations have been made or because he or she has been the person against whom the alleged misconduct has been perpetrated, another person should take the lead. When the head teacher's conduct is to be investigated, the procedure provides for the chair of governors to ask the appropriate Schools Support Manager to make the necessary arrangements. When the head teacher has been otherwise involved he or she should ask another member of the senior management team to act. If such a person is not available, the head teacher may approach the Schools Support Manager or Employee Relations Team for advice and assistance.

1.2 Key activities undertaken by the commissioning officer

- To identify a suitable investigator (see comments above about the practicality of separating the roles of investigator and commissioning officer).
- Consideration needs to be given to the suitability of the investigator, including ability, availability, impartiality, training/experience and also to ensure that there are no conflicts of interest, real or apparent. Preferably, investigators should have undertaken appropriate training.
- The investigation may be undertaken by the line manager or by a person from outside the school. Advice on the appointment of an independent investigator may be obtained from the Schools Support Manager or Employee Relations Team.
- To give a thorough brief (known as the terms of reference) to the investigator.
- To assist the investigator with access to key documents pertinent to the case.
- To identify, where necessary, a key person within the school as a link for the investigator.



- To monitor progress of the investigation and ensure timescales are met.
- To receive the investigation report and, where appropriate, to decide whether the case should be referred to the head teacher or the governing body's disciplinary committee and, if so, to present that case in accordance with the disciplinary procedure.

1.3 Terms of reference

The terms of reference should include:

- The nature of the allegation/complaint, including details of any specific incidents.
- Any relevant background information.
- The remit of the investigation (the aspects that need to be investigated and any that should be disregarded for the purposes of the investigation).
- A list of people to be interviewed initially. If there are witnesses to the allegations they should be interviewed by the investigator and will be expected to provide a signed and dated statement, except for pupils, who should be interviewed in accordance with the guidance for schools associated with the authority's Child Protection Procedures. The investigator may decide during the course of the investigation to interview more people. An employee making an allegation of harassment or with some other grievance will be encouraged to name witnesses for interview and the investigator must make every effort to ensure such interviews take place.
- Any relevant documents known at this stage that should be considered.
- Time limits for the investigation and writing of a report, including interim review dates to ensure that the terms of reference remain relevant as the investigation progresses.

1.4 Responsibilities of the commissioning officer on completion of an investigation

- Once an investigation is complete, the commissioning officer will meet with the investigator
- The commissioning officer will determine whether he or she is satisfied with the substance of the report, that there is a direct correlation between the report and the conclusions/recommendations and that there is no bias. Where the roles of commissioning officer and investigator are combined, the person undertaking the investigation should consider his or her own report critically before proceeding further, taking advice from the Employee Relations Team if he or she feels that questions might be raised over the findings.
- If the commissioning officer is not satisfied with the substance of the report (for example, there are questions over the findings) or if there are any issues requiring clarification, he or she will discuss these directly with the investigator.
- Changes can be made to the report and recommendations as appropriate and agreed by the commissioning officer



- The commissioning officer will then take ownership of the report and is accountable for agreeing an action plan to implement the recommendations. When the commissioning officer is acting on behalf of the chair of governors, the commissioning officer will make recommendations to the chair of governors, who will be responsible for agreeing an action plan.
- In cases of grievance or harassment the commissioning officer is responsible for arranging to meet with the complainant to discuss the result of the investigation and any proposed actions.
- The commissioning officer may determine that disciplinary action is appropriate and, if so, should present the case in accordance with the disciplinary procedure.

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