



## Recruitment Policy

<b>Policy Date:</b>	June 2021	<b>Version: 1.3</b>		
<b>Policy Review Date:</b>	June 2024	Headteacher: Debra Bailey		28/06/2021
<b>Ratified by Governing Body:</b>				
Sue Welford (Chair of Governors)				28/06/2021

## **Recruitment**

At Rushey Mead Primary School, we aim to recruit staff who will support the ethos, aims and values of the school in order to bring about school improvement.

## **Advertising**

Posts will be advertised in any or all of the following, depending on the post advertised: Eteach, individual leaflet circulated to schools, Leicester Mercury or other local newspapers, Times Educational Supplement, poster displayed in school or locality.

## **Information to Candidates**

A safeguarding statement will be included. All candidates will be informed that the post will be subject to receiving a satisfactory, enhanced DBS Disclosure and Health Check. The time span from advertisement to interview will take a maximum of 6 weeks. All candidates will receive information about the school, a job description, a personnel specification and other documentation as necessary.

## **Personnel Specifications**

Every post advertised will have a written personnel specification drawn up by the headteacher in consultation with members of the interviewing panel, which will be sent to all prospective candidates. The interviewing panel will use this for shortlisting purposes. The personnel specification will list requirements as 'essential' or 'desirable'.

## **Job Descriptions**

Every post advertised will have a written job description drawn up by the headteacher in consultation with members of the interviewing panel, which will be sent to all prospective candidates.

## **Application Forms**

Application forms will be circulated only to the interviewing panel members, who will keep these confidential. Application forms will be safely stored prior to the interview, with access only as necessary, e.g. the Office Manager will access addresses of referees and information to contact the applicant for interview. After the interview, application forms with accompanying notes will be kept for 12 months before being destroyed.

## **Disclosure & Barring Service - DBS**

We follow our GDPR procedures for the correct handling and safekeeping of disclosure information.

## **Interviewing Panel**

Interviews will be conducted, dependent upon the role being recruited.

For teaching and support staff, the interview panel will comprise 4 or 5 members of staff over a variety of activities. A formal interview will always be conducted with a member of the Senior Leadership Team. Other activities, e.g. observations, pupil panels, etc. will also form part of the decision to recruit. All other roles will have at least 2 and, where possible, 3, members on the interview panel.

At least one member of the panel must have attended Safer Recruitment Training. If possible, there will be a gender and race mix within the panel. Questions will be agreed by the interviewing panel before the interview and with reference to the personnel specification and job description.

### **Shortlisting and Interview**

Candidates will be invited to interview by letter/email. Candidates will be informed of any additional requirements which will be required at interview, e.g. observations or skills tests. All candidates will be shown around the school. The letter will ask candidates if they have any special requirements and these will be responded to as necessary and as reasonably practicable within budgetary constraints. Candidates will be provided with an area to sit, with access to refreshments whilst awaiting their interview.

### **Interview**

A quiet room will be set aside for the interview and water provided for the candidate. The candidate will be introduced to the panel, who will set the candidate at ease, explain the format of the interview and explain that follow up questions may be asked. The interviewer will invite the candidate to ask for explanations if there is anything which they do not understand. Questions will be asked by specific members of the panel and this will be arranged before the interview starts. The panel member who has asked the question will retain eye contact with the candidate and they will make any notes at the end of the question.

Panel members will keep notes on each question and rate each answer as 1 (poor) up to 5 (outstanding). Questions will always include one concerning the candidates' understanding of safeguarding. Questions are designed to find out about the candidate in order to make the best selection decision.

At the end of the interview, the candidate will be told how and when the results of the interview will be made known to them. All candidates will be offered a debrief which will be conducted by a member of the interviewing panel.

### **Follow up Discussion**

Each candidate will be discussed and graded in relation to their performance at interview and any skills test or assessment procedure. A decision will then be arrived at to either make a selection or not to appoint a candidate at all. All candidates will be informed of the outcome.

### **References**

Referees will be asked to provide a written reference and will be informed that the reference may be shown to the candidate. Any offer of employment is made subject to receipt of satisfactory references and these will be applied for following shortlisting and before interviews take place. References will be stored safely with the application form and notes, and will be destroyed after 12 months.

**Induction**

When appointed, all new employees will take part in an induction process, following our induction procedure. This will include the allocation of a mentor, which is usually the line manager. New employees will need to provide school with their current DBS disclosure as soon as possible. If the DBS is not readily available, then the Headteacher will decide whether to start their employment in school whilst the form is being processed. However, if this decision is made, safeguarding procedures will be carried out and the employee will be fully supervised, pending receipt of their DBS disclosure. DBS application forms are submitted for all new employees not currently working in a school within Leicester City, regardless of if they have a current one available.

**Recruitment and the Law**

Due regard is given to the Equal Opportunities Act, the Race Discrimination Act, the Disability Discrimination Act, the Human Rights Act and the Data Protection Act.

**Training**

All interviewers will be provided with suitable training as necessary. At least one member of the interviewing panel must have attended the Safer Recruitment Training.

**Review**

The policy will be reviewed in 2021 unless changes occur prior to this date.

## **APPENDIX 1 - Recruitment of Ex-offenders**

As an organisation, using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, Rushey Mead Primary School complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.

Rushey Mead Primary School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all, with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a disclosure is required, all application forms, job advertisements and recruitment briefs will contain a statement that a disclosure will be requested in the event of the individual being offered the position.

Where a disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Rushey Mead Primary School and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Rushey Mead Primary School to ask questions about an applicant's entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Rushey Mead Primary School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar an applicant from working at Rushey Mead Primary School. This will depend on the nature of the position, and the circumstances and background of the applicant's offences.

## **APPENDIX 2 – Correct handling & safekeeping of disclosure information**

### **General Principles**

As an organisation, using the Disclosure & Barring Service sure service to help assess the suitability of applicants for positions of trust, Rushey Mead Primary School complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

### **Storage & Access**

Disclosure information is not kept in an applicant's personnel file - it is kept in the 'Employee's DBS Information' file kept in a locked room in the Business Manager's office. Access to this file is limited to those who are entitled to see it as part of their duties (i.e. Headteacher & Business Manager).

### **Handling**

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom disclosures or disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **Usage**

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### **Retention**

Once a recruitment (or other relevant) decision has been made, we do not keep disclosure information for any longer than is absolutely necessary. This is generally for a period of up to 12 months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep disclosure information for longer than twelve-months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strict controlled access will prevail.

## **Disposal**

Once the retention period has elapsed, we will ensure that any disclosure information is immediately and suitably destroyed by secure means, i.e. by shredding. While awaiting destruction, disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy of the contents of a disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

## **APPENDIX 3 – Disclosure & Barring Checks (DBS)**

At Rushey Mead Primary School, the following procedure is followed as per instructions by the Department for Education and Skills (DfES).

- All staff (not currently working in a Leicester City school) complete a DBS disclosure form when offered a position at Rushey Mead Primary School, which is processed by the Local Authority's Human Resources Team. This procedure also applies to all volunteers and governors.
- The Headteacher arranges for an induction to be carried out for all new members of staff and volunteers. This includes providing information on the ethos of the school and the mission statement.
- All outside agencies have to produce DBS information before carrying out their duties within the school. Supply agencies email a copy of the teacher information prior to their visit.
- Visitors/ speakers are not requested to have DBS clearance, but they are asked to raise any safeguarding concerns they may have during their visit and are also supervised at all times whilst on the premises and never left alone with children.
- Visitors are made clear about their roles, responsibilities and boundaries when working – within the curriculum – on a one to one basis – supporting teachers- the aims of the overall programme and that the input meets the needs of the pupils.
- Visitors are made aware of all relevant information, e.g. safeguarding issues, fire procedures, etc.
- General information relating to all volunteers and visitors are kept in the school office, e.g. telephone numbers and contacts.

		Initials	Date
<b>Planning</b>			
<ul style="list-style-type: none"> <li>• Job specification &amp; description (appropriate Year group)</li> <li>• Application form (LCC) Teacher or Support Staff</li> </ul>			
<b>Vacancy Advertised</b> (eTeach)			
Closing date:		Interview date:	
<b>Applications</b>			
<ul style="list-style-type: none"> <li>• Check for employment breaks/qualifications, etc.</li> <li>• Check all parts of the form have been completed.</li> <li>• Pass completed forms to Headteacher.</li> </ul>			
<b>Shortlist prepared by Interviewing panel</b>			
<ul style="list-style-type: none"> <li>• Timetable for interviews prepared</li> <li>• Candidates contacted by email/phone</li> </ul>			
<b>Interview Arrangements</b>			
<ul style="list-style-type: none"> <li>• Headteacher to set interview questions</li> <li>• Questions regarding equality and safeguarding included.</li> <li>• At least 1 interviewer to have attended Safer Recruitment Training.</li> <li>• Panel to decide who asks which question.</li> </ul>			
<b>References</b> - Requested for successful candidate			
<b>References on receipt</b>			
<ul style="list-style-type: none"> <li>• Checked against information on application</li> </ul>			

Documents for new starters to be signed/returned	Sent	Returned Comp/Signd
Appointment letter		
DBS form to complete		
New starters payroll information, etc.		
Pre-employment health declaration		
Job description		
Staff code of conduct		
Guidance for schools on Safer Working Practices		
Data Protection Policy - Data Breach Policy Social Media Policy Electronic Information & Communications Systems Pol.		
<b>Other documents</b>		
School induction procedure		

Privacy Notice for Staff		
Keeping Children Safe in Education (DfE)		

<b>Conditional offer of appointment - Pre-appointment checks</b>		
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<ul style="list-style-type: none"> <li>• Offer of appointment made subject to references &amp; satisfactory, enhanced DBS.</li> <li>• Non-teaching posts have a probationary period.</li> </ul>		
<u>References</u> <ul style="list-style-type: none"> <li>• 2 to be obtained, one of whom is from the current or most recent employer.</li> </ul>	<b>Rec'd</b>	<b>Rec'd</b>
<u>Qualifications</u> (if not verified on the day of interview)		
<ul style="list-style-type: none"> <li>• Permission to work in UK</li> </ul>		
<ul style="list-style-type: none"> <li>• Evidence of additional overseas checks, if required</li> </ul>		
<ul style="list-style-type: none"> <li>• DBS – current information</li> </ul>		

What to do if worried about a Child Being Abused (DfE)		
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<b><u>DBS Information</u></b>		
<ul style="list-style-type: none"> <li>Form completed by applicant</li> </ul>		
<ul style="list-style-type: none"> <li>Relevant evidence provided</li> </ul>		
<ul style="list-style-type: none"> <li>Submitted to payroll for processing</li> </ul>		
<b><u>DBS received</u></b> Date:		
<ul style="list-style-type: none"> <li>Entered onto SCR</li> </ul>		
<b><u>Health-</u></b>		
<ul style="list-style-type: none"> <li>Pre-employment health declaration completed</li> </ul>		
<b><u>HR</u></b>		
<ul style="list-style-type: none"> <li>T1/E106X completed</li> </ul>		
<ul style="list-style-type: none"> <li>T1/E106X entered onto SIMS and Budget Plan</li> </ul>		
<ul style="list-style-type: none"> <li>T1/E106X submitted to HR</li> </ul>		
<b><u>Payroll</u></b>		
<ul style="list-style-type: none"> <li>Advised of new staff member</li> </ul>		
<ul style="list-style-type: none"> <li>New starter information added to the SCR</li> </ul>		
<b><u>Statutory Induction</u></b>		
<ul style="list-style-type: none"> <li>Date arranged for induction</li> </ul>		