

LONG FURLONG PRIMARY SCHOOL RECRUITMENT POLICY

Policy Statement

The effective recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Long Furlong School is committed to safeguarding and promoting the welfare of children and expects all staff, governors and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good interagency co-operation, and the recruitment and retention of competent, motivated employees who are suited to the roles they undertake.

Long Furlong recognises the value of, and seeks to achieve, a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner which is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements not to discriminate against applicants for employment on the grounds of age, gender, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

Responsibilities

It is the responsibility of the governing body to:

- Ensure the school has effective policies and procedures in place for the recruitment of all staff in accordance with DFE guidance and legal requirements
- Monitor the school's compliance with them

It is the responsibility of the Head teacher and other staff involved in recruitment to:

- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school
- To manage contractors' and agencies' compliance in this respect
- Promote the welfare of children/young people at every stage of the procedure

Statutory Requirements

There are some statutory requirements for the appointment of staff in schools, notably Head teachers and Deputy Head teachers. These requirements must be met by the Governing Body.

Recruitment Training

The Headteacher, School Business Manager and at least one Governor must undertake Safe Recruitment training.

Inviting Applications

Advertisements for all posts will include a statement informing potential applicants of the school's commitment to safeguarding, and advising them that DBS clearance is essential for the role.

Prospective applicants will be supplied, as a minimum, with the following:

- Job description
- Person specification
- The school's recruitment policy
- An Oxfordshire County Council standard application form

All prospective applicants must complete an application form in full. CVs will not be accepted, as they may not address gaps in employment or other anomalies, and do not constitute a safe and fair method of shortlisting.

Shortlisting and References

Shortlisting of candidates will be against the person specification for the post. Where possible, references will be taken up before the selection stage, so that any discrepancies can be addressed during the selection stage. References will be sought directly from the referee; references or testimonials provided by the candidate will never be accepted. Where necessary, referees will be contacted by phone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges. Again, where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies, with a detailed written note being kept.

Referees will always be asked specific questions about:

- The candidate's suitability for working with children/young people
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children
- The candidate's suitability for the post

School employees are entitled to see and receive, on request, copies of their employment references.

The Selection Process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of shortlisted candidates. Interviews will be face-to-face; in exceptional circumstances, this may require the use of technology such as Skype. Telephone interviews may be used at the shortlisting stage but will not be a substitute for a face-to-face interview.

Interviews must be conducted by a minimum of two people. For permanent teaching vacancies, a governor will attend the interview. The governor may or may not have been involved in the shortlisting for the role. At least one interviewer at every interview must have completed the Safer Recruitment training.

Candidates will always be required to:

- Explain satisfactorily any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to recruiters
- Declare any information that is likely to appear on a DBS enhanced disclosure
- Demonstrate their capacity to safeguard and protect the welfare of children and young people

Employment Checks

All successful applicants are required to:

- Provide proof of identity
- Complete a DBS disclosure application and receive satisfactory clearance
- Provide original certificates of qualifications, if required for the post
- Provide proof of eligibility to live and work in the UK
- For teachers only – have no active sanctions or restrictions in place that prevents them from working with children

Induction

All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices. Regular meetings will be held during the first three months of employment between the new employee and the appropriate manager.

Commencement of Employment Prior to DBS check being completed

In exceptional circumstances it is permitted to commence employment prior to receiving a DBS check. A List 99 check and risk assessment must be completed prior to starting employment.

Retention of Records

The school will retain all interview notes on all applicants for a twelve month period, after which the notes will be shredded. The twelve month retention period will allow the school to deal with any data access requests, recruitment complaints or to respond to any complaints made to an employment tribunal.

Under the Data Protection Act 1998, applicants have the right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the Head teacher within twelve months of the interview date.

As part of the recruitment process, a dated checklist will be completed of each of the various stages and checks required (e.g. DBS received, references received

etc). This checklist will be retained for twelve months for unsuccessful candidates, for the duration of their employment for successful candidates.

Monitoring of Effectiveness

As part of the Governing Body's Annual Safeguarding Review, one of the governors responsible for Safeguarding will perform a sample check of the evidence held to substantiate the effective application of this policy.