

Harrow Lodge Primary School



SAFER RECRUITMENT POLICY

REVIEWED:	Spring 2024
APPROVED (L&M):	Summer 2024
EFFECTIVE PERIOD:	Summer 2024-Summer 2025
DUE FOR REVIEW:	Spring 2025
RESPONSIBLE PERSON:	MRS L WADDINGTON

1. Introduction

1.1 The Governing Body at Harrow Lodge Primary School is committed to:

- safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
- promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
- promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs

1.2 The Governing Body expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

1.3 The Governing Body recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race (which includes colour, nationality and ethnic origin), religion or belief.

1.4 The appointment of all employees at the school will be made on merit and in accordance with the provisions of Employment Law, the Education Act 2002, the School Staffing (England) Regulations 2003 and the statutory guidance, *Safeguarding Children and Safer Recruitment in Education Settings* and the school's equal opportunities policy.

1.5 Robust recruitment procedures and checks for appointing staff and volunteers are implemented to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.

1.6 We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.

1.7 The following pre-employment checks will be required where applicable to the role and setting:

- receipt of satisfactory references
- verification of identity
- a satisfactory DBS disclosure if undertaking Regulated Activity
- verification that the applicant is not barred from working with Children
- verification that the applicant is not prohibited from teaching
- verification of medical fitness for the particular role
- verification of qualifications and of professional status where required e.g. QTS status
- the production of evidence of the right to work in the UK
- verification of successful completion of/exemption from statutory induction period

- verification that the applicant is not subject to a section 128 direction preventing them from holding a management position within a school
- a declaration that the applicant is not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2018 or that they have provided a valid disqualification waiver from Ofsted

1.8 The school will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.

1.9 All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all preferred candidates will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police) prior to their offer of employment being confirmed. When making a recruitment decision the Governing Body will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and/or consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where the applicant subscribes to the DBS update service and the appropriate online status checks have been satisfactory.

The Governing Body is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2018 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be managed on a case by case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information e.g. was it a caution or a conviction.
- How long ago the incident(s) occurred and whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

Our procedures are operated in accordance with The Disclosure and Barring Service Code of Practice in relation to the processing, handling and security of Disclosure information.

1.10 Data collected as part of recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. On the conclusion of the process, data collected will be held in accordance with the school's retention schedule.

1.11 The procedure for the appointment of the Head teacher or Deputy Head teacher differs from that of other staff. The procedure is in Appendix 1.

2. Delegation of Appointments

2.1 The Governing Body delegates all support staff appointments and all teaching appointments below the level of Deputy Head to the Head teacher.

2.2 The Head teacher may not delegate the final decision of appointment to any other senior manager or governor except in the case of the following categories of staff:

- ***supply teachers, mid-day supervisors and cleaning staff***

3. Vacancy for a Deputy Head Teacher

3.1 In the event that the Governing Body, in consultation with the Head teacher, decide to make a new appointment of a Deputy Head teacher, the Staffing committee of the Governing Body will agree the job description and person specification for the post.

3.2 Every vacant post (including acting posts of one term or more) will be advertised in a manner likely to bring it to the notice of persons qualified to fill the post, and will be equally accessible to both sexes and all ethnic groups.

3.3 The Governors may decide to appoint internally after internal advertisement. In cases of internal advertisement, the details will be posted, in writing, on the staff notice board giving at least 5 working days for applications to be made.

4. Information for Applicants

All applicants for all vacant posts advertised internally or externally 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.

4.2 A Person Specification indicating the qualifications, skills and types of experience or expertise which the Governing Body regard as essential or desirable in relation to the job.

4.3 An Application Form.

4.4 Information about the School and Other General Information:

- a description of the school relevant to the vacant post.
- a statement about access to the school for applicants who may wish to see it or who may wish to consult the Head teacher before making an application.
- a statement that canvassing any member of staff, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification.
- reference to the school's policy on Equality and Diversity.
- reference to the legislation concerning the Protection of Children.
- the name of any person who will be available to provide additional information about the post.
- the closing date for the receipt of applications.
- salary level of the post.

5. Short Listing

5.1 For all posts outside of the leadership group short listing will be the responsibility of the Head teacher.

5.2 The selection panel will take up two references on each short listed candidate. For teaching posts the references will, where appropriate, include the applicant's current Head teacher or LA representative.

5.3 References shall be taken up by the person delegated to receive the application. References are the "property" of the selection panel and strict confidentiality will be observed. References will be sought, set against the requirement of the job description and person specification and information regarding issues relating to child protection.

5.4 Short listing will be based only on substantial information. The **job description** and the **person specification** will be used to set the criteria and standards for inclusion on the long list and for reducing this to the shortlist of candidates to be invited for interview.

5.5 The criteria for selection will be consistently applied to all applicants.

5.6 If the field of applicants is felt to be weak the post may be re-advertised.

5.7 All short-listed applicants will be subject to online searches for public information that is available online. This includes Google searches, Twitter, Facebook and Instagram. This processing of data will be conducted under the legal basis of Article 6(e) public task in line with the guidance laid out in para 221 of Keeping Children Safe in Education (KCSIE) 2022. Any data collected during this search will be retained in line with our retention schedule which is available on request.

6. Interviews

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

6.1.1 Briefing:

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

6.1.2 The formal interview:

Before the interviews, the selection panel will agree on the line of questioning to be followed and will ensure that similar questions are put to each candidate. The questions asked will be aimed at obtaining evidence of how each candidate meets the criteria listed on 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 grounds of sex, marital status, sexual orientation, race, religious belief, disability or age will be asked. The interview will also deal with the issues of child protection with each candidate.

6.1.3 Before the interviews, the Head teacher, in consultation with any governors involved with the interview, will decide a procedure for evaluating the candidates at the end of the interviews. The notes taken and documentation used in this evaluation process will form part of the formal record of why candidates were or were not selected and will be retained for six months; after that time they will be destroyed.

6.1.4 Before the interviews, the Head teacher, in consultation with any governors involved in the interview will decide the structure of the interview, determining which area each interviewer will cover and the approximate time allocation.

7. Offer of Appointment by the Selection Panel

7.1 The offer of appointment by the selection panel is binding on both parties subject to staff qualification requirements, satisfactory DBS Disclosure and medical checks and satisfactory references.

APPENDIX I

The Selection and Appointment of the Head Teacher or a Deputy Head Teacher

1. The Governors will notify the Trust of any vacancy for the Head teacher or Deputy Headteacher.

2. The Governing Body will appoint a Selection Panel of at least three Governors. The proceedings of the Selection Panel shall be under the control of the Selection Panel.

The Governing Body will **not** delegate the power of appointment, only the selection process.

3. The Selection Panel will determine the interview process and seek approval from the Governing Body before commencing the process.

4. If the need arises, the Selection Panel will appoint an Acting Head teacher/Deputy Head teacher. Where it is intended to fill an acting position by external temporary appointment of more than one term, the post will be advertised within the area.

5. If an external appointment is to be made to an acting position, the governors will seek to do so by secondment and will seek advice from the personnel service provider on the contracting of such a secondment.

6. The Selection Panel will advertise the permanent post in such publications circulating throughout England and Wales as they consider appropriate.

7. The selection panel shall shortlist such applicants for the post as they think fit. In the case of a Head or Deputy Head teacher appointment, if it is able to do so, the Selection Panel will recommend one of the interviewed applicants to the Governing Body. The decision of the selection panel will be approved by a meeting of the Governing Body, which must be quorate.

8. If the Governing Body approves the recommended candidate for a Head or Deputy Head teacher appointment, the applicant will be offered appointment subject to staff qualification requirement, medical, DBS Disclosure check and references.

9. If the Selection Panel cannot agree or Governing Body does not approve the recommendation then the Governors may re-advertise as in step 5 or may require the Selection Panel to repeat step 6.