

Bethany School Staff Recruitment Policy

(January 2017)

This Staff Recruitment Policy has been produced in line with the DfE guidance 'Keeping Children Safe in Education' (September 2016). This 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.

Recruitment and selection policy statement

- The 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.
- The governing body has a duty to secure, preserve and develop the character of the school in line with its aims and objectives..."To promote the Christian faith by providing a school staffed with committed Christians".
- The School is committed to attracting, selecting and retaining employees who will successfully and positively contribute to the life of the school. They are expected to behave in a manner that is compatible with the values and moral codes associated with biblically directed Christian living and support and promote the ethos of the school.
- This policy applies to all the school employees and Governors responsible for and involved in recruitment and selection of all staff. The ultimate responsibility for recruitment and selection lies with the Governing Body.

Purpose

- To ensure the recruitment of all staff is conducted in a fair, effective and economic manner.
- To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

Aims and Objectives

- To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process

- To ensure a consistent and equitable approach to the appointment of all school staff.
- To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against.
- To ensure the most cost effective use is made of resources in the recruitment and selection process.

Principles

- All applicants will receive fair treatment.
- Employees will be recruited on the knowledge, experience and skills needed for the job.
- Selection will be carried out by a panel with at least three members. At least one panel member will have received appropriate training on the recruitment and selection process as recommended by the DfE.
- Selection will be based on a minimum of completed application form, short listing and interview, but in the case of teaching staff will, whenever possible, involve the teaching of a class.
- Posts will normally be advertised.
- The Equality Act 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.

Equal Opportunities

The 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.

Bethany School is designated as a School "Having a Religious Character" (www.legislation.gov.uk). Under the equality act 2010, Faith schools are permitted to take into account religious considerations when employing staff. (House of Commons briefing paper: Faith schools, frequently asked questions 2015)

Safer Recruitment – Recruitment and Selection Training

It is a requirement that at least one member of the interview panel has completed the Safer Recruitment Training successfully prior to the start of the recruitment process. This training must be updated every 2 years.

Recruitment Procedure

1. Staff recruitment request

The Head or the Senior Management team (SMT) approach the governors to discuss the need for replacement staff.

2. Advertisement

Having satisfied themselves that a post is required, a suitable job advert needs to be drawn up by the Head or SMT and approved by the Governors.

The advert and/or Job Description is compiled and made available with an Application Form and a Medical declaration form. Vacancies are advertised locally through personal contacts, distribution of leaflets and on the school's website or may be advertised nationally through the Christian School's Trust.

We also attach a Self-Declaration Disclosure form in order to process the DBS check. The Application Form includes an explanation that the post is exempt from the Rehabilitation of Offenders Act 1974, further details in CCPAS guidance. The information enclosed includes a statement about Bethany Schools' commitment to safeguarding children and that a full enhanced DBS is required from all applicants.

The description should also ensure that all applicants are aware of:

- The Christian nature of the school and charity
- The responsibilities/requirements of the role
- Indication of hours/days required
- Indication of salary and other benefits

3. Application Form

A standard application form will be used to obtain a common set of core data from all applicants. The application form may be adapted for different posts but will always include key information on safeguarding.

4. Shortlisting

Responses are sifted, using specific criteria, appropriate to the post being advertised. References for interviewees will normally be requested at this stage. Short-listed

candidates will be invited for interview. In the case of teaching staff, applicants may be observed teaching a class.

5. Interviews

The interview will assess the merits of each candidate for the post and explore their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate. Where appropriate a question on safeguarding will be asked during the interview.

A minimum of three interviewers will form the interviewing panel and two of these will be Governors.

The members of the panel will:

- have the necessary authority to make decisions about appointments;
- be appropriately trained, (one member of interview panel will have undertaken the training in accordance with the DfE Safer Recruitment Training).
- meet before the interviews to reach a consensus about the required standard for the job to which they are appointing and to consider the issues to be explored with each candidate and who on the panel will ask about each of those.

Where a candidate is known personally to a member of the selection panel this will be declared before short listing takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- the candidate's Christian testimony
- the candidate's attitude toward children and young people
- his/her ability to support the school's agenda for safeguarding and promoting the welfare of children;
- gaps in the candidate's employment history;
- concerns or discrepancies arising from the information provided by the candidate and/or a referee.
- ask the candidate if they wish to declare anything in light of the requirement for a DBS check.

If, for whatever reason, references are not obtained before the interview, the candidate will also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees.

It is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.

6. Conditional Offer of Appointment

A conditional offer of employment is made to the successful candidate and a start date is confirmed. Unsuccessful candidates are informed of the outcome of their application.

7. Pre Appointment Checks

An offer of appointment to the successful candidate will be conditional upon:

- verification of the candidate's identity using photographic ID and proof of address
- verification of eligibility to work in the UK
- overseas check (where appropriate)
- verification of the candidate's mental and physical fitness to carry out their role
- the receipt of at least two satisfactory references
- verification of qualifications
- verification of professional status where required e.g. QTS status (unless properly exempted)
- a check of the DfE Barred List, Children's Barred List will be completed for qualified teachers.
- obtaining a DBS Enhanced Disclosure
- a check using the Employer Access Online Service to see if a prohibition order issued by the Secretary of State for Education exists against the individual
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)

All checks will be:

- confirmed in writing;
- documented and retained on the staff file
- recorded on the school's central record database; and,
- followed up where they are unsatisfactory or there are discrepancies in the information provided.

N.B. The facts will be reported to the police and/or the DfE Children's Safeguarding Operations Unit (formerly the Teachers Misconduct Team), if:

- the candidate is found to be disqualified from working with children by a Court; or,
- an applicant has provided false information in, or in support of, his/her application; or,
- there are serious concerns about an applicant's suitability to work with children.

If an individual's DBS certificate is not available a member of staff would only be able to start work if:

- the individual is appropriately supervised
- other checks (references etc) have come through
- the person in question has been informed of these safeguards

The following personnel should have their details entered on the School Central Register:

- Staff in regulated activity – all teaching staff (teachers and assistants),
- Volunteers working in an unsupervised capacity
- Chair of the Governors
- Other Governors

8. Post Appointment Induction

There will be an appropriate induction program for all staff which includes Safeguarding training.

Review date: Autumn 2019

Appendix 1: Pre-employment checklist

Appointments will be made with regards to the following:

1. Training: At least one member of the short-listing and interview panel should have carried out the safer recruitment training
2. Planning: Timetable decided, advertisement, job description and person specification reviewed and updated as necessary.
3. Advertising: The advert must include reference to the policy statement of safeguarding and promoting welfare of children and young people
4. Application Forms: Candidates must provide information on employment history and if appropriate adequately explain the reasons for any gaps. The candidates must complete, sign and date the declaration with regards to the Rehabilitation of Offenders Act.
5. Short-listing: Interview panel members should be involved in shortlisting the applications.
6. References: References will be requested prior to interview and followed up if not received. Check and scrutinise references on receipt – any discrepancies or concerns should be taken up with applicant at interview or the referee.
7. Interview: The panel should have at least 3 members and should have the authority to appoint. They must meet prior to interview and agree issues, questions, assessments, criteria and standards. At least one member must have completed the safer recruitment training.
8. Conditional Offer of Employment: Offer of employment must be subject to satisfactory completion of the following pre-employment checks:
9. Identity and Nationality: These should be verified once the offer has been made.
10. Right to work in UK: This again should be verified as soon as possible after the offer has been made – original certificates must be submitted and copied.
11. Qualifications Checked: These should be verified once the offer has been made. – Original certificates must be submitted and copied.
12. DBS: An enhanced level DBS disclosure will be required.
13. Prohibition Order- Check against DfE list of those prohibited from working with children.

14. Medical Clearance: The candidate must be both physically and mentally fit to undertake the post.

15. QTS – for teacher only. The candidate should provide original documentation to prove that he/she has obtained QTS.

16. Volunteers – The above checks should be carried out on volunteers where they are in regulated activity.