



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 / DBS check : all
- Section 128 Check for all Governors and those employed in School Management.
- 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.