



Safer Recruitment Policy



EDUCATION HR POLICY

MODEL RECRUITMENT AND SELECTION POLICY for community and voluntary controlled schools.

PURPOSE

The purpose of this policy is to set out Wheelock Primary school's policy in relation to the recruitment and selection of all staff.

SCOPE

The principles set out in this policy apply to all appointments made in community and voluntary controlled schools.

AIMS

To ensure excellent service delivery, through recruiting the best possible staff to all posts.

To ensure that the school adopts recruitment and selection procedures and other Human Resource management processes that help to deter, reject or identify people who might abuse children or are otherwise unsuitable to work with them

To comply with relevant legislation

To promote equality of opportunity to all candidates and potential candidates and to foster good relations between and within different groups of the community

PRINCIPLES

Our policy is founded on the following principles:

- To have a fair recruitment process which is underpinned by the values of the school.
- To be committed to ensuring fair, inclusive and transparent processes in Recruitment and Selection, and to making objective recruitment decisions.

- The school will endeavor at all times to recruit the person who is most suited to the job, ensuring appointments are based on individual merit and abilities, and potential to fulfill the role effectively, as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is required to carry out the job competently.
- To have a consistent, non-judgmental and transparent approach to ensuring appropriate pre-recruitment checks are carried out and that these are used to inform the recruitment decision.
- Managers involved in appointing staff will have appropriate skills and experience for the task. At least one member of the recruitment panel will have successfully completed Safer Recruitment Training

PERSONAL RELATIONSHIPS

If a job candidate has a personal or family relationship with a Councillor or employee of Cheshire East Council, this must be declared to the recruiting manager at the outset of the recruitment process. The existence of such a relationship should not generally affect the decision to appoint or not appoint the applicant but will allow for appropriate arrangements to be made, where necessary, to reduce the possibility of problems arising from the relationship.

THE SELECTION PROCESS

All vacancies will require an interview of shortlisted candidates and all candidates will be considered on their ability to do the job at all stages. The interview process must be impartial and related solely to the requirements of the job. Interview questions must be relevant to the requirements and circumstances of the job and not of a discriminatory nature.

Candidates will always be required:

- To explain satisfactorily any gaps in employments or any anomalies or discrepancies in the information available to the school/academy
- To declare any information that is likely to appear on a DBS disclosure
- To demonstrate their capacity to safeguard and protect the welfare of children and young people

DISCLOSURE AND BARRING SERVICE CHECKS

The school will comply with the requirements of the Disclosure and Barring Service (DBS) code of practice and any associated guidance.

Where a post involves the requirement for the post holder to undergo a Disclosure and Barring Service check and barred list information, the applicant will always be informed of this requirement beforehand. The school will be responsible for ensuring the check is carried out and the results are satisfactory. Where a check reveals conviction or non-conviction information, the recruiting manager will make an assessment as to the suitability of the preferred candidate to the post applied for, taking into consideration the potential impact of the information obtained. If the result of the check is not deemed satisfactory, any conditional offer of appointment will be withdrawn following discussion with the individual.

If the check reveals the person is barred from working in regulated activity, any conditional job offer will be withdrawn, and details in relation to the application referred to the DBS.

The school should have a designated person who is responsible for the Single Central Record and all employment checks should be confirmed and recorded on this.

EMPLOYING EX-OFFENDERS

The school will not automatically refuse to employ a particular individual just because he/she has a criminal conviction. The school will explore each case on its own merits.

REFERENCES

Where possible, references will be taken up before the interview stage so that any discrepancies can be explored with the candidate during interview. References will be requested directly from the referee. A reference or testimonial provided by the candidate will not be accepted.

Referees should be asked for information about:

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

PREVENTING ILLEGAL WORKING

It is the school's responsibility for ensuring appropriate checks are made to reasonably ensure the identity of a potential recruit, and to reasonably ensure their eligibility to work in the UK.

RESPONSIBILITY FOR RECRUITMENT

For the recruitment and selection of a Head Teacher or Deputy Head Teacher, the governing body must appoint a selection panel consisting of at least three of its' members. The appointment of the panel for selecting a Head Teacher or a Deputy Head Teacher cannot be delegated by the governing body.

For the recruitment of teaching and support staff excluding the post of Head Teacher or Deputy Head, the governing body can delegate the recruitment and selection activities to the Head Teacher, one or more of the governors or the Head Teacher and one or more of the governors.

EQUALITY

Wheelock Primary School will ensure that, when implementing the Recruitment Policy, no employee will be disadvantaged on the basis of their gender or transgender, marital status or civil partnership, racial group, religion or belief, sexual orientation, age, disability, pregnancy or maternity.

REVIEW

The policy will be reviewed in the light of operating experience and/or changes in legislation.

Prepared by: Education Human Resources
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Agreed by Governors Date: 11.11.2015.....

Review Date: ...Autumn 2017.....