



7.05

Procedure for Recruitment of New Staff

Staff working at Silverhill can fall into various categories:

- Employees
- Casual workers (e.g. Bank and SCAMPS staff)
- Volunteers
- Students
- Peripatetic
- Consultants
- Contractors

Whereas the majority of staff will be 'Employees' we still need to follow a rigorous recruitment procedure for all people who work or volunteer at the school, including peripatetic teachers, consultants and long-term contractors who are likely to come into contact with the children, to ensure the safety of the children in our care.

For the purposes of this document, all categories mentioned above will be termed 'members of staff'.

Equality, Diversity and Inclusion

When recruiting for new staff at Silverhill School we focus on equality, diversity and inclusion. We value the differences between people and understand the positive benefits of employing a diverse range of talented people. A positive approach to diversity allows managers to select the best person for the job based on merit alone and free from bias on the grounds of factors that are not relevant to the person's ability to do the job.

Vacancy & Interviews

When a vacancy arises the Recruitment process at Silverhill School will go through the following steps: -

- Vacancy identified
- Advertisement – to include key points
- Short list (usually limited to 5) based on agreed criteria
- Interviews – at least a 3 person panel of which one or more will have completed the 'Safer Recruitment Training'
- Appointment agreed
- Letter/ email of engagement
- Letter / email to unsuccessful candidates

n. b. during the interview we will ask each candidate if they agree for us to hold their details on file for further reference if they are not successful in securing the job. If they do not agree we will destroy any data we hold for them as soon as the selection process is completed.

During the interview process we will make it clear that the position will be offered pending satisfactory references, Disqualification of Association declaration and DBS. We will explain the school's position with regard to Disqualification of Association to the candidate.

So as to assure fairness, all interviews for a position will follow the same format and candidates will be asked the same questions.

The successful candidate is then given:

- 'What happens next' letter
- Referee request form
- Induction
- School Policies information
- School Handbook

Procedure for vetting a member of staff

This **MUST** be completed before the position is taken up

A file is set up for each person

A recruitment checklist will be included in that file. (Please see form for details)

1. References

- The referee request form is given to the new member of staff to ensure that we have full and comprehensive details to follow up on references. This includes a reference request from the last place of work.
- Where a person is unable to provide a work reference e.g. a student, they will be required to provide two character references.
- Reference requests are sent to referees by post. When this is not possible we will accept email references – this is at the discretion of management.
- A telephone reference check will follow the written reference check

2. Forms – the following are to be completed by each new member of staff

All staff:

- Health questionnaire
- ICT - Staff Acceptable Use
- Self-declaration/Disqualification of association
 - For **employees only** - a Starter Checklist
 - Bank details form

Early Years:

- Tapestry consent form

3. Induction

- Inductions for Early Years will be carried out by Early Years management
- Inductions for Main School will be carried out by the Headmistress or her appointed department head.

4. Policies

- **Key Policies** -During the induction process new staff will be directed to the **key policies** and will be required to sign an acknowledgement that they will read them.
- Where applicable, staff will be directed to read other/all policies that are relevant to their post.
- All school policies can be found on-line and in hard-copy in the staff room or main office.

5. DBS

Although it is not a statutory requirement, Silverhill School follows best practise and requires all staff to have an up-to-date (no older than 5 years) DBS certificate.

For new staff who already hold a DBS, we will still require a new check be carried out by the school unless they are with the DBS update service.

When members of staff receive a new DBS it is their responsibility to register with the update service. Subsequent DBS checks will not be paid for by the school.

DBS is carried out in house with CRBS Service. <http://www.criminalrecordandbarringservice.co.uk/>

6. Sight of qualifications

We will require new staff to bring in evidence of qualifications and where relevant, a copy will be kept in their file.

This policy was adopted by	Silverhill School
Date	January 2018
Review date	January 2019
Name of signatory	Mrs Jenifer Capper
Role of signatory	Head Mistress