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Procedure for Recruitment of New Staff

Introduction

Silverhill School and Day Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Silverhill School and Day Nursery is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing the very best education for our pupils/children. 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.

Aims and Objectives

The aims of the Safer Recruitment policy are to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them, by having appropriate procedures for appointing staff.

The aims of the School's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability, or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2018 (KCSIE), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance), and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

The School has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the

identification of the person best suited to the job at the School based on the applicant's abilities, qualification, experience and merit.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation and relevant safeguarding legislation and statutory guidance (including KCSIE 2016 and Prevent Duty Guidance).

If a member of staff involved in the recruitment process has a familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

The School aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at Silverhill School.

Roles and Responsibilities

The School will:

- ensure the School has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements
- monitor the school's compliance with them
- ensure that appropriate staff have completed safer recruitment training
- ensure that the School operates safe and fair recruitment and selection procedures which are regularly reviewed and updated to reflect any changes to legislation and statutory guidance
- ensure that all appropriate checks have been carried out on staff and volunteers in the school
- monitor any contractors' and agencies' compliance with this document
- promote the safety and well-being of children and young people at every stage of this process.

Recruitment and Selection

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 regular peripatetic teachers, consultants and long-term contractors who are likely to come into contact with the children and young people to ensure the safety of the children and young people in our care.

All employees will be subject to the full recruitment process. Unless otherwise vetted by an outside agency all categories mentioned above will have to hold an appropriate DBS certificate. We will collect personal information in accordance with GDPR (General Data Protection Regulation) on all the categories mentioned above and where appropriate reference checks will also be carried out.

Vacancy & Interviews

When a vacancy arises the recruitment process at Silverhill School and Day Nursery will:

- Agree the post that is to be filled with the Headmistress
- Advertise the vacancy
- Create a shortlist (usually limited to 5) of applicants based on agreed criteria
- Agree an interview panel
- Agree the interview format
- Hold a face-to-face interview
- Where appropriate hold a second interview/observation/trial day
- Agree upon a candidate

The ultimate responsibility for recruitment and selection lies with the Headmistress

Interview Panel

There will be a face-to-face interview wherever possible and a minimum of two interviewers will see the applicants for the vacant position. The interview process will explore the applicant's suitability based on the knowledge, experience and skills needed for the job.

The panel will need to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).

To ensure fairness, all interviews for a given position will follow the same format and candidates will be asked the same questions.

At least one member of any interviewing panel will have undertaken Safer Recruitment Training.

During the interview process the School will make it clear that the position will be offered pending satisfactory references and a satisfactory DBS check.

When recruiting for new staff at Silverhill School, the School focuses on equality, diversity and inclusion. The School values the differences between people and understands 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.

Advertising

To ensure equality of opportunity, the School will advertise vacant posts to encourage as wide a field of applicant as possible; normally this entails an external advertisement.

Recruitment advertising will contain a safer recruitment statement.

Any advertisement will make clear the School's commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with GDPR.

Procedure for vetting a member of staff

The following steps are completed before the candidate can begin working at the School:

- A personal file is set up for each person
- A personal file checklist will be used to track and audit paperwork. This checklist is retained on personal files.

- The successful candidate is given a letter explaining what is required from them during the recruitment process
- References are followed up
- A relevant DBS check is in place

References

- A **referee request form** is given to the successful candidate to ensure that the School has 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 the School will accept email references – this is at the discretion of senior management.
- A telephone reference check will be undertaken with each referee to verify the reference

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School. One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then where applicable, the second reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a relative. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children or young people.

The School does not accept open references, testimonials or references from relatives.

DBS

Although it is not a statutory requirement, Silverhill School and Day Nursery follows best practice 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 check, we will still require a new check to be carried out by the School unless they are already with the DBS update service. In most cases the School will carry out an enhanced DBS check and a Children's Barred List check.

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

DBS checks are carried out in house with CRBS Service.

<http://www.criminalrecordandbarringservice.co.uk/>

Unsuccessful candidates

During the interview, the School will ask each candidate if the candidate agrees for the School to hold their details on file for further reference if they are not successful in securing the job. If they do not agree, the School will destroy any data the School holds on them as soon as the selection process is completed.

The School will retain interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (i.e.: shredded). The 6-month retention period is in accordance with GDPR.

Offer of Appointment

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
- verification of the applicant's identity (where that has not previously been verified);
- the receipt of two references which the School considers to be satisfactory;
- where necessary, any further checks considered appropriate to determine that the applicant is not subject to a direction which prohibits them from working, or makes them unsuitable to work, in the post to which they have been appointed
- the receipt of a DBS check which the School considers to be satisfactory;
- where necessary, verification of the applicant's medical fitness for the role;
- verification of the applicant's right to work in the UK (if there is uncertainty about whether an individual needs permission to work in the UK)
- any further checks considered appropriate if the candidate has lived or worked outside the UK
- verification of professional qualifications (original certificates), as appropriate

Note: the following forms are to be completed by new staff

All staff:

- Health questionnaire
- ICT - Staff Acceptable Use

For employees **only**:

- Starter Checklist
- Bank details form
- Early Years **only** - Tapestry consent form

Medical Fitness

The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made but before the appointment can be confirmed.

All applicants are required to complete a medical questionnaire and where appropriate a doctor's medical report may be required. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role.

Sight of qualifications

We require new staff to bring in evidence of qualifications to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and, where relevant, a copy will be kept in their file.

We use the Employer Access Online Service to check information about any teacher qualifications held.

We use the DfE Approved Qualifications Criteria to check information for any Early Years staff.

Induction

All new employees will be given an induction which will clearly identify the School policies and procedures, and key policies, including the Child Protection Policy, will be stressed. All School policies can be found on-line and in hard copy in the staff room or main office.

New staff will also be asked to read the Staff Handbook which makes clear the expectations of how staff carry out their roles and responsibilities.

- 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.

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| Name of signatory | Mrs Jenifer Capper |
| Role of signatory | Headmistress |