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Simon Langton Girls' Grammar School

**Recruitment and Selection Policy**

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**RECRUITMENT AND SELECTION PROCEDURE (INCORPORATING SAFER RECRUITMENT PRACTICES)**

1. **Purpose**

The purpose of this document is to inform of the safe and fair recruitment practices that are in place to ensure the school is adopting a coherent and consistent approach to recruiting and retaining staff of the highest calibre. Staff are our most important resource and our students’ learning should be led, managed and delivered by highly motivated, committed and capable people who hold relevant skills and qualifications. These procedures also apply to volunteers and peripatetic teachers.

1. **Relationship to school documentation**

This procedure relates to the following policies/information documents:

* Safeguarding and Child Protection Policy
* Equality information and objectives information
* School Policy Statement on the Recruitment of Ex-Offenders
* Staff Pay and Reward policy
* Staff Appraisal Policy
* Candidates check list
* Advert check list – for HR use
* Vacancy check list – for HR use
* Candidates check list – for HR use
* Appointment check list – for HR use
* Support staff induction programme
* Staff induction book
* Volunteers/Peripatetic policy
* Keeping Children Safe in Education (KCSIE)
* Information management toolkit
* Staff privacy notice for workforce

**Guidelines for implementation**

**3.1 Identification of the need for an appointment**

The staffing structure and need for posts will be assessed by the headteacher (HT), when a member of staff leaves, when the budget is under review or at other appropriate times. The headteacher will review and advise the HR manager of any posts that need to be filled, confirming whether the post is to be advertised internally, externally or whether the post is to be filled via an alternative route such as appointing a previous candidate.

If the post is filled by a former employee who left no longer than 12 weeks ago, the DBS check from previous employment can be used. The headteacher will determine whether references be sought, however, if the person has been employed elsewhere during the break of service references from all employment during that time will be sought. Health checks will also be completed.

Peripatetic teachers and volunteers will be sent the Peripatetic Teacher/Volunteers policy, which includes an application form for completion. The headteacher will decide if the appointment is necessary and if the candidate is the correct person for the role.

The following documentation will be posted along with the policy:

* Privacy notice for school workforce
* Acceptable Use of Technology Policy (signed confirmation required from candidate)
* Child Protection and Safeguarding Policy (signed confirmation required from candidate)
* Safeguarding procedures for managing allegations against staff within schools and education services
* Keeping Children Safe in Education – statutory guidance for school and colleges (signed confirmation required from candidate)
* Staff code of conduct (signed confirmation required from candidate)

The headteacher approves all appointments at the school.

* 1. **Documentation**

Once the need for an appointment has been identified the HR manager will provide to the headteachers; a draft advert, job description/person specification and candidate information booklet for approval. In the case of peripatetic teachers/volunteers the policy will be provided to the individual.

* 1. **Advertising to appoint to a staff vacancy**

Internal adverts will be:

* sent to all staff via email
* placed on the staff notice board in the staff room

External adverts will be:

* placed on Kent-teach.com
* placed on relevant gov.uk job site
* placed on the school website and the school social media sites
* where needed, vacancies will be advertised in Kent Online
* Occasionally posts may be advertised on industry specific recruitment sites e.g., Finance / HR
* Placed on the HR noticeboard

There may be a need for senior roles to be advertised in TES, this need will be identified by the headteacher and by the governing body in case of the headteacher post.

The advert will include the following:

* candidate information book
* an up-to-date job description and person specification
* details of how to apply and the closing dates
* link to the application form
* advice to candidates that if invited for interview they will be required to complete a self-declaration form
* a statement of commitment to safeguarding children and young people
* advise that an online search check will be carried out on shortlisted candidates, advising that it is not part of the shortlisting process itself, that they will have a chance to address any issues of concern that come up during the search at interview
* school policy on employing ex-offenders
* school Safeguarding and Child Protection Policy
* advice to candidates that an Enhanced Disclosure Barring Check (DBS) will be carried out on all successful candidates prior to appointment
* advice that a pre-employment health check will be carried out on all successful candidates prior to appointment
* information on wellbeing initiatives

1. **Applications and shortlisting for staff vacancies**

An appointment team will be established at this stage which will usually consist of:

* two short listers/interviewers which includes a member of the leadership team or other relevant staff, the subject or line manager, one of which will be identified as the interview chair
* at least one of the short listers/interviewers must have an in-date Safer Recruitment certificate

Local authority guidance sets out in more detail how the selection process applies to deputy and headteachers

Once the closing date has passed, the appointment team will be provided copies of all applications and a shortlisting matrix. The appointment team will be reminded that application forms are confidential and should not be shared. The appointment team will agree a criterion established within the person specification to determine which candidates to invite to interview.

Shortlisted candidates will then be invited for interview via email and they will be informed of the following:

* that referees will be contacted unless the candidate has indicated that they do not wish for references to be sought prior to interview
* details about their arrival time at the school, parking availability and asked if they have any special requirements to assist them at the interview
* candidates will be given further information about what they need to do in preparation
* candidates will be asked to bring appropriate documentation, so that the right to work in the UK can be evidenced, qualifications required can be confirmed, identification can be proven and an Enhanced DBS check can be initiated without delay for the successful candidate
* the candidate will be sent the self-declaration form and will be asked to return prior to interview.

An online search will be carried out on all shortlisted candidates, this will be carried out by a member of the HR department who is not involved in the shortlisting/interview process.

The check will be carried out as follows:

* Kent Online search
* general online Google search looking back at the last five items

A record of all checks will be held in the personal file of the appointed candidate and all other checks will be destroyed after six months. See appendix 1.

Applicants for teacher vacancies will be checked against the Teaching Regulation Agency.

Candidates who are not shortlisted and volunteers or peripatetic teachers who are not required/suitable, will be informed via email.

All records relating to the appointment to a vacancy will be kept for six months and destroyed as confidential waste.

1. **The interview**

Interviews will normally take place over the course of half a day – more if it is a senior post. The day will normally include:

* an interview
* an observed lesson in the case of a teaching vacancy
* an in-tray exercise in the case of support staff vacancy (if relevant)
* a tour of the school with students who will feed back to the interview panel (if relevant)
* student or staff interview panel (if relevant)
* tea/coffee with the department (where possible or applicable)

Assessment for more senior posts may also include a candidate presentation and participation in other activities such as a group exercise.

A standard set of questions will be provided to the interviewing panel prior to interview for their agreement. The agreed questioning framework should be followed for all candidates however the panellists may exercise discretion as to which supplementary questions they ask. Additional questioning may address any concerns arising from the candidate’s application form (such as employment gaps or abnormalities), reference or concerns following online searches. At least one of the interviewing panel will have passed their Safer Recruitment training.

The interviewers must:

* ask a competency-based question which probe into past activities, establish what experience they have of typical situations (e.g., leading a project or team, communicating with parents), what they did, what happened as a result, what they learnt about such situations, what they might do differently, what feedback they have received
* ask a critical incident question where candidates are asked to talk about events or development in their career. This can provide insights into motives and ways of working
* ask at least one safeguarding question
* where there is a disclosure on the self-disclosure form, the candidate is to be given the opportunity at interview to discuss
* raise any concerns identified during the online check, giving the candidate the chance to comment on issues or incidents that arose
* The candidate will be asked in the interview to explain any gaps in time on the application form

1. **References**

References will normally be requested by email as the first option, if not in writing, prior to interview, from both referees nominated by the candidate, volunteer or peripatetic teacher. References may also be requested for the last five years if it is felt they are needed. Both references should not be from the same institution/business. One of the references should (where ever possible) be an up-to-date employer referee i.e., current or the most recent employer. If the candidate has entered onto their employment history working with children or young people but not as the last two employers a third reference should be sought from the employer where contact with children or young people has taken place within the last five years. The HT will make the final decision whether to appoint where all references cannot be obtained. The school will provide the referee with tick sheet reference to complete but if provided will accept a written reference and in exceptional circumstances a verbal reference (notes of which will be made).

The school will request information about:

* how long applicant has been known to the referee
* relationship of referee to applicant
* general behaviours and skills
* opinions on suitability for the post/role applied for
* absence details (not including sickness/health related) (for staff)
* questions relating to child protection and safeguarding/suitability to work with children
* disciplinary record of the candidate (for staff)
* rates of pay /salary, in the case of teaching staff pay scale details will be requested (for staff)
* whether the referee would re-employ were there a suitable post (for staff)

References will be provided to the interview chair so that they may decide whether any issues arising should be investigated during the interview.

1. **The appointment**

The appointment decision will involve key members of the appointment team. The panel will receive feedback from each of the selection activities that have taken place, taking all the evidence gathered to make a choice. The HT will agree all proposed appointments prior to the offer.

The lead interviewer will confirm with HR the offer is to be made, checking details of pay and, in the case of support staff, working days and times, prior to informing the successful candidate. They will then make a verbal offer of the post. If the candidate accepts, the HR Manager will be informed and they will send out a formal offer which states that the appointment is subject to satisfactory completion of pre-employment checks including health and DBS checks. Two copies of the offer letter will be sent, the candidate is to sign and return one copy where indicated, confirming their acceptance of the post. Where requested, the offer letter will be emailed to the candidate in advance of the letter and all associated paperwork being posted.

The following documentation will be posted along with the two copies of the offer letter:

* bank or building society account details (to be completed and returned)
* data collection sheet (to be completed and returned)
* starter checklist (HMRC), (to be completed and returned)
* Privacy notice for school workforce
* Acceptable Use of Technology Policy (signed confirmation required from candidate)
* Child Protection and Safeguarding Policy (signed confirmation required from candidate)
* Safeguarding procedures for managing allegations against staff within schools and education services
* Keeping Children Safe in Education – statutory guidance for school and colleges (signed confirmation required from candidate)
* Staff Code of Conduct (signed confirmation required from candidate)

The unsuccessful candidates will be informed by HR via email, when informed they can be offered feedback. If this is required, the panel will be asked to provide to HR so that it can be sent. This should be done in a timely fashion and no less than five working days after request.

1. **Safeguarding procedures on the interview day**

During the day, the following checks will be made

* proof of identity
* academic qualifications where required
* a DBS check will be initiated for the successful candidate – all candidates will be asked to bring appropriate documentation for this
* candidates will be observed at all times when there may be contact with students and any concerns raised will be passed to the panel
* candidates will not be left unattended in school
  1. **After the Appointment**

The successful candidate will be sent a formal offer of the post which they must accept by returning a signed copy of the offer letter. A contract of employment will be issued in due course to all staff.

An induction programme will be compiled by HR or the relevant member of staff (for all staff) which will include:

For teaching staff

Safeguarding and Child Protection training

Fire evacuation information

Staff induction booklet will be provided and return to HR will be requested. Upon receipt any outstanding questions will be answered.

Allocation of ID badge

Allocation of IT access

Allocation of parent pay account

Allocation of locker if required

Introduction by subject leader to other departments

Allocation of a buddy

For support staff

Safeguarding and Child Protection training

Fire evacuation information

Induction programme including time with front office admin team, finance, SEN department, pastoral support supervisor, site manager, lead pastoral manager, technicians

Staff induction booklet will be provided and return to HR will be requested. Upon receipt any outstanding questions will be answered.

Allocation of ID badge

Allocation of IT access

Allocation of parent pay account

Allocation of locker if required

Allocation of a buddy

Letter advising of working hours, holiday, pension scheme information and links.

Probation documentation will be provided to the line manager

For volunteers and peripatetic teachers

The subject leader or department manager will ensure the following has taken place/been advised:

Safeguarding and Child Protection training

Fire evacuation information

Allocation of ID badge

Relevant Acceptable Use of Technology Policy, to be signed and returned

Keeping Children Safe in Education guidance, to be signed and returned

Child Protection and Safeguarding Policy, to be signed and returned

1. **DBS and vetting**

* All staff, volunteers and peripatetic teachers will, as appropriate, be checked with the Disclosure and Barring Service (DBS) and the check will be an Enhanced DBS
* The headteacher will make all decisions with regards to allowing employment to commence prior to the completion of the Enhanced DBS
* Should an employee commence employment prior to receipt of the completed Enhanced DBS, a barred list check will be completed, where relevant a teaching regulations check will be completed and they will be accompanied at all times whilst in school
* Where a new appointee has been working in an educational setting and can produce an original Enhanced DBS which is satisfactory, they will be checked against the barred list and allowed to commence employment whilst a new Enhanced DBS is being carried out
* All appointees will be checked against the barred list
* Teachers will be checked against the Teaching Regulations Agency Prohibited Teachers check list
* Candidates must confirm their identity by supplying official documents
* They must prove their right to work in the UK
* When employing supply teachers or teachers from abroad, the school will carry out appropriate checks
* The Teachers Reference Number (TRN) will be kept and recorded
* National Insurance numbers will be obtained and recorded
* We will record the date or reference of all checks in an orderly and accessible way, which is on the Single Central Record, copies of references are also held in the personal file
* At interview panels, at least one member of the panel will have passed the Safer Recruitment training
* The school will abide by all Disclosure and Barring Service (DBS) regulations, including making a referral to the DBS of any member of staff who has been dismissed or removed due to safeguarding concerns or would have been if they had not resigned. This will be completed using the documentation available online. A record of the response from the DBS will be held on the personal record of the individual (which will be kept for ten years). A copy will also be provided to the Designated Safeguarding Lead (DSL).

**Once staff, volunteers and peripatetic teachers have been engaged, we will keep a live central record, Single Central Record (SCR), that may include the following**:

* the name of each person currently engaged at the school and that confirmation of their identity has been verified including what type of documents seen
* date of birth for staff
* confirm action of the authenticity of their qualifications where applicable, what evidence seen and date confirmed
* prohibited teacher list check and date of check (teaching staff)
* whether they have been checked against the ISA barred list, indicating when these details were last checked and by whom; and
* confirm action that an approved authority has carried out those checks and record the date, and reference number of the check
* volunteers will have a DBS, show identification, and will sign our volunteer agreement
* agency workers DBS checks will be carried out by the agency, this will be recorded, we will hold their DBS numbers, (identification will be required on the first day of working at the school)
* the school, where applicable, will keep agency workers details, in particular for long fixed term contracts, their safe-guarding training may be recorded on the SCR
* Right to work in the UK, and the date checked will be recorded on the SCR
* Oversees criminal checks made on staff will be recorded on the SCR

1. **Monitoring, evaluation and review**

The school will evaluate its appointment procedures each year and make appropriate revisions. This will include asking people involved in selection procedures about their experiences.

1. **Retention and destruction of documents**

All documentation will be held securely and sharing of information will only take place when there is an operational requirement and only at senior management level. Any sharing of information that falls outside of this procedure will be documented on the individual personal file.

Documents will be retained as detailed in the Information Management Toolkit for schools, which is held on the Z: drive, in the ‘Policies’ file.

Disposal of all documents will be carried out in a safe manner, using the contracted confidential waste disposal company.

If you have any questions relating to this document please contact Human Resources Manager, Elaine Wall [ewall@langton.kent.sch.uk](mailto:ewall@langton.kent.sch.uk)

Appendix 1

Simon Langton Girls’ Grammar School

Online search record

How to use this form

* Fill in the ‘search parameters’ column
* Make a separate copy for each candidate and give these to the staff member who will carry out the searches. They should not be involved in carrying out interviews or making recruitment decisions
* Have the staff member carry out the searches as directed by the search parameters
* Return the forms back to HR Manger for review, before interviews are conducted.
* HR Manager to ensure the interviewers raise any concerns with the candidates

SIMON LANGTON GIRLS’ GRAMMAR SCHOOL

ONLINE SEARCH RECORD FOR SHORTLISTED CANDIDATES

Candidate name:

Position shortlisted for:

Searcher name:

Date and time of online search:

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| --- | --- |
| **SEARCH PARAMETERS** | **CONCERNS RAISED** |
| General online Google search, looking back at the last five items.  + Kent Online search | Only record information that suggests the candidate:   * is unqualified for the role * poses a potential safeguarding risk * risks damaging the reputation of our school   **Do not** include any irrelevant personal information |
| Notes / concerns identified: | |
| Discussed at interview – Date:  Outcome: | |
| Candidate appointed : YES / NO | |