



# Garlinge and Parkside Schools and Nurseries Federation

# Recruitment Policy

# Contents

1. Policy Statement .....	1
2. Scope .....	1
3. Adoption Arrangements and Date .....	2
4. Equal Opportunities Statement .....	2
5. 'Prevent' .....	2
6. Prior to Advertising .....	2
7. Job Description .....	2
8. Person Specification .....	3
9. Advertising.....	3
10. Applications .....	4
11. Shortlisting.....	4
12. References .....	5
13. Online Search of All Shortlisted Applicants .....	6
14. Interview and Selection .....	6
15. Pre-employment Checks .....	7
15.1. Right to Work .....	8
15.2. DBS and Barred List Checks.....	8
15.3. Prohibition of Teachers .....	8
15.4. Section 128 Management Checks .....	9
15.5. Overseas Check .....	9
15.6. Proof of Qualifications .....	9
15.7. Follow-up References .....	9
15.8. Pre-employment Medical History Questionnaire .....	10
16. Disclosing Personal Relationships .....	10
17. Withdrawal from the Selection Process and Withdrawal of Offers .....	10
18. Single Central Record.....	10
19. Complaints.....	10
20. Induction .....	11
21. Record Keeping .....	11
22. Confidentiality and Data Protection .....	11

## **1. Policy Statement**

This Recruitment Policy has been adopted by the Governing Body of Garlinge Primary School and Nursery and Parkside Community Foundation Primary School to provide a policy framework for the recruitment and selection of staff to all posts within the approved staffing structure of the school. The school is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The Governing Body fully understand their responsibilities in ensuring that recruitment procedures are free from unlawful discrimination in line with the Equality Act 2010. An equality impact assessment will be undertaken to ensure that no groups or individuals with protected characteristics are unintentionally disadvantaged by this policy. The governors also fully appreciate the importance of fair, open and effective procedures to enable the school to recruit people with the right skills, aptitudes and attitudes.

The Governing Body will ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), the current edition of Keeping Children Safe in Education (KCSIE), Disqualification under the Childcare Act (DUCA) 2006 and related updates, 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).

The Governing Body fully understand their responsibilities in managing the personal data of job applicants in line with the General Data Protection Regulations (GDPR).

All staff, governors and volunteers are expected to share a commitment to safeguard children and vulnerable groups and, as part of that commitment, follow 'Safer Recruitment' guidance in line with the current edition of Keeping Children Safe in Education – statutory guidance for schools and colleges.

As part of our commitment to safeguarding children and vulnerable groups, Enhanced DBS checks and/or Barred List checks on all posts must be carried out where they are required.

All staff and governors involved in recruitment and selection decisions are required to work in ways that are entirely consistent with this policy.

The school will ensure that training is provided for all staff and governors involved in the recruitment and selection of staff and that it is appropriate to their role.

It is a statutory requirement for maintained schools that all selection panels must include at least one member who has successfully completed safer recruitment training. This forms part of the School Staffing (England) Regulations 2009.

## **2. Scope**

This policy applies to all employees of Garlinge Primary School and Nursery and Parkside Community Foundation Primary School.

Existing employees should be aware that not all the pre-employment checks described for external candidates will be applicable when an internal appointment is made.

### **3. Adoption Arrangements and Date**

The Recruitment Policy was adopted by the Governing Body of Garlinge Primary School and Nursery and Parkside Community Foundation Primary School on 14<sup>th</sup> January 2025 and supersedes any previous Recruitment Policy.

This policy will be reviewed by the Governing Body every three years or earlier if there is a need and will involve consultation with the recognised unions.

### **4. Equal Opportunities Statement**

The school is committed to ensuring that each stage of the recruitment and selection process is accessible to all. All stages of the recruitment process will be undertaken without regard to an applicant's sex, gender identity, sexual orientation, marital or civil partnership status, skin colour, race, nationality, ethnic or national origins, religion or belief, disability, age, pregnancy or maternity leave or trade union membership.

The school will review its Recruitment Policy and practices regularly to ensure that it takes into account best practice and the Equality Act 2010.

### **5. 'Prevent'**

The school has a duty under section 26 of the Counter-Terrorism and Security Act 2015 ("the CTSA 2015") to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent duty.

In carrying out its obligations under 'Prevent' the school will assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. The school will not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partnership status, disability or age.

### **6. Prior to Advertising**

When a vacancy occurs the line manager will review the need for the post and consider all options (internal and external) before deciding that there is a need to recruit. If there is a need to recruit the job description and person specification will be reviewed in line with the school workforce plan prior to seeking the approval of the Executive Headteacher to commence recruitment.

Consideration should also be given to the working hours and contractual arrangements for each post to ensure that posts are open to applicants wishing to work on a part-time or job-share basis where possible and practical.

### **7. Job Description**

The job description is a statement of purpose and scope and defines both the job role and expectations. It will:

- Summarise the job purpose/impact
- Set out key responsibilities and accountabilities
- Set out reporting and line management arrangements

An up-to-date job description and person specification will be available for each vacancy advertised and consideration may be given to whether bench-marking is appropriate.

Managers will refer to the Professional Standards for Teachers and to the School Teachers' Pay and Conditions Document (which sets out the expected attributes of Main Pay Range, Upper Pay Range and Leading Practitioners) when creating job descriptions for teaching posts.

Support staff Job Descriptions will be drafted, assessed and graded against the relevant grading and job evaluation framework followed by the school.

All job descriptions, person specifications or adverts should clearly state to what extent the role will involve contact with children, whether they will be engaged in regulated activity relevant to children, and the post holder's responsibility for promoting and safeguarding the welfare of children and young people.

## **8. Person Specification**

The person specification is a description of the qualifications, experience, knowledge, skills, competencies and other attributes of the ideal person to fill the role.

It can classify each attribute as either 'Essential' to do the job or as a 'Desirable' attribute for the post holder to have and indicate how each attribute will be assessed e.g application form, interview, reference, test etc.

Applicants will be objectively assessed against the required attributes.

## **9. Advertising**

All vacant posts will be advertised in a fair, open and honest manner and will be advertised by means of a formal notice on the staff notice board as a minimum. In most cases, vacant posts will be advertised externally. All adverts need to ensure that shortlisted candidates are informed that they will be subject to an online check, following the changes to KCSIE.

The advert will include the safeguarding responsibilities of the post as set out in the job description and person specification and state whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. This means that when applying for certain jobs and activities, some spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#).

To demonstrate to potential job applicants our commitment to Safeguarding and the welfare of children, the following statement will be included on any relevant advertisements and documentation sent out to applicants:

**The school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Our Safeguarding Policy is available on the school website. This post is subject to an enhanced Disclosure Application to the Disclosure and Barring Service, a check against the ISA Barred List for children, two satisfactory references and right to work in the UK documentation.**

The advert will also advise that the school will undertake an online check of shortlisted applicants in accordance with the requirements of the current edition of Keeping Children Safe in Education.

## **10. Applications**

All applicants must be asked to complete the relevant application form in full to enable the panel to shortlist in a fair and objective manner.

The school may reasonably decide to reject an application where incomplete and/or ambiguous information is provided. Applications by CV will not be considered. All applicants are required to sign and date a copy of their application form.

The school should include a statement in the application form, or elsewhere in the information provided to applicants, that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. A copy of the school's child protection policy and practices, and policy on employment of ex-offenders will be shared in the application pack.

## **11. Shortlisting**

Shortlisted candidates will be asked to complete a separate Criminal Record Self-Disclosure form and must be signposted to publicly available guidance and support on which cautions or convictions they must disclose and be given time to obtain advice. This information is available [here](#) and on the Ministry of Justice website.

Candidates will be required to declare any unspent convictions or conditional cautions, any spent adult cautions (simple or conditional) or convictions that are not protected as defined by either the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended in England, Scotland and Wales, or the Rehabilitation of Offenders (Northern Ireland) Order 1978 as amended in Northern Ireland.

They will also be asked to declare:

- Whether they have ever been known to any Children's Services department or Police as being a risk or potential risk to children.
- Whether they have ever been the subject of any investigation and/or sanction by a professional body due to concerns about their behaviour towards children.
- Whether they have any overseas convictions; and
- Whether they are included on the DBS Children's Barred List

Failure to declare relevant information may disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice.

All applicants are required to sign and date the declaration to confirm that the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at point of interview.

Wherever possible at least two people will be involved in the shortlisting process, one of whom should be the line manager.

All shortlisting decisions will be made with clear reference to the skills and qualities set out in the person specification using an agreed method of scoring against the essential and desirable criteria. Each candidate will be considered on their own merit.

The equal opportunities monitoring form will be separated from the main application form to reduce any likelihood of conscious or unconscious bias.

## 12. References

In order to comply with Keeping Children Safe in Education, it is school policy that all references will be obtained, and concerns resolved, before confirming an appointment. This will be done either by letter seeking to verify the skills, experience, competencies and employment history of the applicant, or by a standard reference form.

It is school practice, with the consent of the applicant, to take up references before an interview. If applicants have indicated that they do not consent to references being sought prior to interview, the reasons for this will be explored with the applicant and agreement to proceed with the reference obtained where possible.

On receipt, references will be checked to ensure that all specific questions have been answered satisfactorily. Any discrepancies or anomalies should be noted and addressed during the applicant's interview.

Specific questions will be included to explore the applicant's suitability to work with children and, if the referee has any concerns, they will be asked to give their reasons.

In order to comply with the Equality Act 2010, reference requests sent prior to an offer of employment will not request details of attendance or absence however, further information will be requested and compared with the medical questionnaire following the applicant's acceptance of a conditional offer of employment – see 14 below.

Applicants will be required to specify the details of two referees, one of which will be the current or most recent employer and references will only be obtained directly from the referee: testimonials or open references (those addressed 'To whom it may concern') will not be considered. Referees will be provided with a copy of the job description and person specification to assist them in their response.

References for staff working in an education setting will be sought from the Headteacher. In other settings, references will be sought from the line manager of the applicant.

Where a candidate is not currently working in a school or childcare setting but has done so in the past, one reference should be from their most recent children's workforce employer in line with Safer Recruitment guidelines.

The school reserves the right to request that the applicant provides alternative referees where the initial referees are deemed inappropriate e.g. where either:

- the current or most recent employer or children's workforce employer is not provided or
- the period of employment covered by the reference is too brief or
- the referee is not in a position to meaningfully comment on the candidate's suitability for the role.

The school will seek to confirm whether the candidate has been subject to any formal disciplinary procedures within the last two years and to establish any details, outcomes or 'live' sanctions which are in place.

In cases where there have been disciplinary concerns which involved children or safeguarding that

have been substantiated, the referee will be required to confirm details.

In accordance with Keeping Children Safe in Education, cases in which an allegation is proven to be false, unsubstantiated or malicious should not be included in employer references.

In accordance with the School Staffing Regulations 2012, the school will seek to confirm whether candidates for teaching posts have been subject to formal capability proceedings in the past two years.

In the case of recruitment to all other posts, the school will ask referees to confirm whether candidates are currently subject to any live capability warnings as part of our appointment process.

### **13. Online Search of All Shortlisted Applicants**

In accordance with the requirements of the current edition of Keeping Children Safe in Education the school will undertake an online search via search engines and social media platforms of publicly available information concerning all shortlisted candidates.

The purpose of this search is to identify any issues or incidents which may either call into question an applicant's suitability to work with children or young people in a school setting or in the role for which they have applied or present a reputational risk to the school should they become part of the school's workforce.

Should a concern be identified the panel will discuss this with the applicant at interview in order to assess whether this information makes the applicant unsuitable for the job role. The panel may undertake a risk assessment to assess the relevance and impact of any information. In exceptional circumstances and where the gravity of the concern warrants, the school may decide to withdraw the applicant from the recruitment process prior to interview.

This process will be carried out for all shortlisted candidates regardless of the job role being applied for.

The school will endeavour to undertake all online searches in a fair and objective manner.

### **14. Interview and Selection**

The school is committed to ensuring that all interviewees are assessed according to their ability to meet the criteria of the job description and person specification and to fulfil their obligation regarding keeping children safe.

Shortlisted candidates will be asked whether they require any reasonable adjustments to be made to the recruitment and selection process.

Interview and selection activities may take place in person or virtually or a combination of both.

Depending on the nature of the role candidates may be asked to complete a variety of selection activities including:

- written exercises
- psychometric testing
- observed activities

Candidates are required to bring evidence of relevant qualifications to interview where the original documents must be checked, and a signed and dated copy retained. When attending for interview,



each candidate will be asked to sign a copy of their application form and their criminal record self-disclosure form in the presence of the interview panel.

The interview panel will include at least one member who has undertaken safer recruitment training in accordance with the School Staffing (England) Regulations 2009 and should not include an employee where one of the applicants is a relative, partner or close friend.

The panel will take notes during the interview to enable a scoring matrix to be completed and, at the conclusion of the interviews; the panel will consider each of the candidates against the criteria for the post before reaching their decision.

## **15. Pre-employment Checks**

All offers of employment will be conditional on the successful completion of the pre-employment checks listed below and will include confirmation of salary, start date and any information that the successful applicant needs to provide before commencing employment e.g. DBS form and pre-employment questionnaire.

All offers of employment will be subject to and conditional upon:

- Enhanced DBS check
- DBS Barred list check where applicable (i.e. if working in regulated activity)
- Verification of identity including Date of Birth
- Verification of entitlement to work in the UK
- Verification of any relevant qualifications including checking the TRA's Employer Access Service to verify Qualified Teacher Status
- Receipt of two satisfactory references
- Satisfactory pre-employment health clearance
- Prohibition checks for those in teaching work and those with previous teaching experience (including unqualified teachers, HLTA's etc.)
- Overseas checks as appropriate including:
  - obtaining an enhanced DBS certificate with barred list information even if the teacher has never been to the UK
  - criminal records checks for overseas applicants - Home Office guidance can be found on GOV.UK; and for teaching positions
  - obtaining a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach.
- Disqualification checks under the 2018 Childcare Disqualification Regulations for individuals employed to work in reception classes, or in wraparound care for children up to the age of 8 in schools providing childcare. Further information can be found in the Disqualification under the Childcare Act 2006 statutory guidance on Gov.UK
- Online search to identify if there are any concerns which would lead the school to question the candidate's suitability to work with children, which will have been discussed with the candidate either before or at the interview

If these are not satisfactory, an offer of employment may be withdrawn or where an individual has commenced work, employment may be terminated.

### **15.1. Right to Work**

In order to comply with the Asylum and Immigration Act 1996 – Prevention of Illegal working – all interviewees are required to demonstrate their right to work in the UK prior to any offer of employment being made. This requirement applies to all prospective employees regardless of their race, nationality or ethnic or national origins.

All interviewees are therefore asked to bring to interview either:

- original documents evidencing their right to work in the UK as detailed in List A or List B of the Home Office Employers' Right to Work Checklist (further guidance available at [Employers' right to work checklist - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/employers-right-to-work-checklist))
- or in the case of non-UK or Irish candidates, a share code issued by the Home Office Right to Work Online Checking Service evidencing their right to work in the UK (further guidance available at [View and prove your immigration status: get a share code - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/view-and-prove-your-immigration-status-get-a-share-code))

The original documents or online check details will be checked and verified by the school in the presence of the candidate. A copy will be taken, signed and dated and retained on file. Right to work documents relating to the successful candidate will be retained for the duration of employment, and then in accordance with the school's retention schedule. Those documents for unsuccessful candidates will be retained for six months.

### **15.2. DBS and Barred List Checks**

All those directly employed by schools and academies in paid positions are required to obtain an enhanced Disclosure and Barring Service (DBS) check.

It is an offence to employ, in a school or academy, an individual who is barred from working with children. A check against the Children's Barred List will be requested as part of the enhanced DBS Disclosure for all employees working in regulated activity i.e. having unsupervised, frequent, or intensive contact with children.

It is school practice that individuals obtain a satisfactory enhanced DBS check before commencing work. In exceptional circumstances where the applicant is required to commence work before the full disclosure certificate is received, where working in regulated activity, a barred list check must be carried out before employment commences and supervision must be in place until a satisfactory DBS check is obtained.

In cases where the school is notified that a DBS check is positive for criminal convictions, cautions, warnings etc, the contents of the certificate will be discussed with the Executive Headteacher.

### **15.3. Prohibition of Teachers**

The school will verify that anyone appointed to carry out teaching work (including HLTA's and unqualified teachers) has not been prohibited from doing so by the Secretary of State in accordance with the Teachers' Disciplinary (England) Regulations 2012. All those in teaching work, or those with previous teaching experience, will require a prohibition check. Teaching staff will be checked on the Teacher Regulation Agency self-service portal (formerly known as the Employer Access Service) to ensure that they have the required teaching qualifications, have successfully completed statutory induction where it is necessary i.e. for teachers who obtained QTS after May 1999, and have not been prohibited from teaching.

A person who is prohibited must not be appointed to a role that involves teaching work – including as a HLTA or unqualified teacher.

#### **15.4. Section 128 Management Checks**

Section 128 directions are not made in relation to employees in maintained schools however, the Secretary of State, under s.128 of the Education and Skills Act 2008, may prohibit someone from serving as a maintained school governor. In accordance with this the school will undertake a section 128 check for all Governors at the school to ensure they are not prohibited under the provisions.

#### **15.5. Overseas Checks**

In accordance with Keeping Children Safe in Education, the school will ensure that individuals who have lived or worked outside the UK will undergo the same checks as all other staff in schools or colleges. This includes obtaining (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK.

In addition, we will make any further appropriate checks so that any relevant events that occurred outside the UK can be considered. The school will apply the same approach for any individuals who have lived or worked outside the UK regardless of whether or not it was in an EEA country or the rest of the world. This should include :

- obtaining a criminal record check for time spent abroad
- for teaching positions obtaining a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach. Applicants can find contact details of regulatory bodies in the EU/EEA and Switzerland on the Regulated Professions database. Applicants can also contact the UK Centre for Professional Qualifications who will signpost them to the appropriate EEA regulatory body.

The overseas checks will be carried out in addition to obtaining an enhanced DBS check as the DBS check alone is not sufficient to establish the candidate's suitability to work with children.

#### **15.6. Proof of Qualifications**

Candidates will be required to provide any relevant original exam certificates (or certified copies where the original is unavailable) to enable qualifications to be verified. The name of the qualification, awarding institution, date of qualification and candidate name will be checked. A signed and dated copy of the certificate will be retained as evidence of when the check was carried out, and by whom.

In the case of teachers, Qualified Teacher Status (QTS) will be checked via the Teacher Regulation Agency's Self Service Portal at <https://teacherservices.education.gov.uk/>

In the event of any concerns regarding the validity of the qualification, a candidate may be required to obtain confirmation or clarification in writing from the exam board or awarding institution.

#### **15.7. Follow-up References**

Following a written conditional offer of employment to the successful candidate, a supplementary reference request will be sent to their original referees. This is an opportunity to request information about sickness absence and attendance records which cannot be requested prior to an offer of employment in order to comply with the Equality Act 2010.

The offer of employment is conditional on both parts of the reference being satisfactory.

### **15.8. Pre-employment Medical History Questionnaire**

The school will require all successful applicants to complete a medical history questionnaire to verify their medical fitness. There is also a requirement for schools to ensure that staff appointed to teaching posts have the necessary physical and mental fitness to teach under the Education (Health Standards) (England) Regulations 2003.

Completed medical history questionnaires will then be considered in conjunction with the follow-up references which specifically explore sickness absence and attendance issues and, where appropriate, further advice about fitness to carry out a role will be sought from Occupational Health. In order to comply with the Equality Act 2010, reasonable adjustments will be explored to enable a candidate to take up their role.

In circumstances where the candidate is assessed as medically unfit to carry out the role, or where it is not possible to make reasonable adjustments, an offer of employment may be withdrawn.

### **16. Disclosing Personal Relationships**

Successful candidates will be asked to disclose if they have any close family or personal relationships with other existing Employees of the school or with any pupils, parents, Governors or members of the wider school community. This will not impact on recruitment decisions however will enable any potential conflicts of interest or negative consequences to be considered and any appropriate arrangements to mitigate these to be put in place.

### **17. Withdrawal from the Selection Process and Withdrawal of Offers**

Candidates should be aware that providing false information on the application form or during the selection process could result in the application being rejected or their withdrawal from their selection process. Where employment has commenced and it subsequently becomes apparent that false information has been provided during the recruitment process, employment may be terminated.

In the event that the pre-employment checks are unsatisfactory, or where the identity, qualifications or right to work in the UK of a successful candidate cannot be verified, the school will consider withdrawing the conditional offer of employment. Where the successful candidate has started in post and information becomes available which would have caused the offer to be withdrawn, employment may be terminated.

### **18. Single Central Record**

In accordance with the terms of the School Staffing (England) Regulations (as amended) the school will retain details of recruitment and vetting checks undertaken in a Single Central Record (SCR). This data will be collated, used and stored and deleted in line with GDPR.

### **19. Complaints**

An individual who feels that their treatment during the recruitment and selection process is unfair may raise a formal complaint. This can be done by writing to the Executive Headteacher/Chair of

Governors setting out the key points of their complaint. The complaint will be investigated in line with the school's Complaints Procedure.

Existing employees of the school should raise their concerns through the Grievance Procedure.

## **20. Induction**

Induction is essential in ensuring that new employees are properly equipped for work, their role in the life of the school and feeling part of the school community.

Garlinge Primary School and Nursery and Parkside Community Foundation Primary School will put in place an induction programme for all staff joining the school. This will vary taking into account previous experience and the nature of the role but will ensure that all staff and volunteers receive guidance on safe working practices and the safeguarding policies of the school.

## **21. Record Keeping**

Accurate and contemporaneous records including copies of application forms, shortlisting and interview notes and details of scoring will be kept throughout the process and will be retained for a minimum of six months from the appointment date in line with the school's document retention schedule.

At the end of the appointment process all copy identity documentation (passport/birth certificate etc.) relating to unsuccessful candidates will be securely destroyed however, copies of application forms, shortlisting and interview notes and details of scoring and references should be retained for six months from the date that the post is offered and accepted. All personal data will be stored and destroyed in line with GDPR.

Please note that original and copy DBS forms must not be retained on personal files and that the details should, instead, be recorded on the Single Central Record. Details of any online checks do not need to be recorded on the Single Central Record.

## **22. Confidentiality and Data Protection**

The school recognises its obligations under the General Data Protection Regulation and associated legislation, and the rights of Employees with regards to the personal data held about them.

All records relating to the recruitment process will be gathered, processed, held and shared in accordance with the requirements of the General Data Protection Regulation and Data Protection Act. Please refer to the school's Data Protection Policy and Privacy Notice for further details.