

# Elthorne Park High School



## **School Recruitment & Selection Policy**

Adoption – January 2017

Next review – January 2018

Status – Non-statutory

Committee – Personnel

## **Principles and Values**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

The School is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing the very best education for our students/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. Therefore the school is committed to ensure that recruitment and selection of both permanent and temporary (including voluntary) staff is undertaken in a fair and transparent way, while applying value for money principles to the recruitment and selection process, and that appointments are based on the candidate judged to be most suitable, securing the position. Therefore those that are responsible for each stage of the recruitment process will at all times be expected to demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

## **Aims of this policy**

- To ensure that the safeguarding and welfare of children and young people is first consideration at each stage of the process.
- To ensure a consistent and equitable approach to the appointment of all school based staff.
- To ensure all relevant equalities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, and sexual orientation.

The policy applies to all school employees employed at Elthorne Park High School as well as governors responsible for and involved in recruitment and selection of all school based staff. Where a Headteacher or Deputy Headteacher is being appointed, the Governing Body will consult with Ealing Local Authority about the recruitment process. The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated the responsibility to the Headteacher for appointments other than those to the leadership group.

## **Process**

- Recruitment advertising will contain a safer recruitment statement
- The job description and person specification are essential tools. They will be used throughout the process and will encompass safeguarding and child protection responsibilities
- Two references must be taken up prior to interview, one of which must be the current, or most recent, employer
- When requesting references the referee will be asked about the candidate's suitability for working with children
- A panel will carry out selection with at least two members but preferably with three. At least one panel member will have carried out and passed appropriate safer recruitment training on the selection process
- Selection will be based on a minimum of a completed application form, a short listing process and an interview
- Gathering information and carrying out relevant background and vetting checks on a candidate for appointment will be followed
- The candidate's suitability to work with children will be explored at interview by asking open ended questions, as well as questions which explore the candidate's

attitude towards child protection

- Employees will be recruited on the knowledge, experience and skills needed for the job
- Appointment will only be confirmed after all checks have been completed satisfactorily
- Monitoring and evaluation are essential for assessing the effectiveness of the recruitment and selection process
- The Disability Discrimination Act (DDA) makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

### **Validation of Recruitment Checks**

- All checks will be confirmed in writing
- These checks will be retained in a personal file and will include: candidate's application form and supporting statement, two references, CRB clearance and medical clearance
- A Single Central Record will be kept of all school staff, Governors and volunteers that work at or have access to children at the school

### **Equalities**

The School is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation. The School acknowledges that unfair discrimination can arise on occasion and therefore will ensure that the Equal Opportunities Policy is the foundation for all its activities.

### **Safer Recruitment – Recruitment and Selection Training**

It is a statutory requirement that at least one member of the interview panel has completed this training successfully prior to the start of a recruitment process.

Safer Recruitment is a training package developed for Governors and senior leaders of schools, which aims to improve recruitment processes in schools to help deter, identify and reject applicants who might be unsuitable to work with children. Safer Recruitment Training is frequently delivered by Ealing Local Authority by accredited trainers; it can also be completed on line at the Children's Workforce Development Council (CWDC) at: <http://www.cwdcouncil.org.uk/safeguarding/safer-recruitment>

### **Monitoring, reviewing and assessing impact**

This policy will be monitored and reviewed by staff and governors on an annual basis at the same time as the Child Protection policy to ensure that it is effective in helping the school recruit and retain excellent, well motivated staff who share the ethos of safeguarding and promoting the welfare of children and young people.