



**DROYLSDEN**  
Academy

# Recruitment and Selection Policy

At Droylsden Academy we will ensure that at every level, in all our work and throughout all aspects of the school community and its life, all will be treated equally, with respect and dignity, free from discrimination and harassment. Each person will be given fair and equal opportunities to develop their full potential regardless of their age, disability, gender, gender-identity, race, religion or belief, sexual orientation, pregnancy and maternity (refers to staff/employment), socio-economic background and special educational needs. Our school will tackle the barriers which could lead to unequal outcomes for these protected groups, ensuring there is equality of access and that we celebrate and value the diversity within our school community. The school will work actively to promote equality and foster positive attitudes and commitment to an education for equality.

## **1. Summary**

1.1. This Recruitment and Selection Policy has been produced in line with the DFE guidance – Keeping Children Safe in Education (September 2018). This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. 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.

## **2. Recruitment and selection policy statement**

2.1 The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

2.2 The Academy is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the Academy's performance and fundamental to the delivery of a high quality service.

## **3. Purpose**

3.1 To ensure the recruitment of both permanent and fixed-term staff (including voluntary) is conducted in a fair, effective and economic manner.

3.2 To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

## **4. Scope**

4.1 This policy applies to all the Academy employees and governors responsible for and involved in recruitment and selection of all staff.

4.2 The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated the responsibility to the Headteacher for appointing staff other than those to the leadership group.

## **5. Aims and Objectives**

5.1 To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process

5.2 To ensure a consistent and equitable approach to the appointment of all Academy staff.

5.3 To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of Race, Disability, Sex, Age, Religion or Belief, Sexual Orientation, Pregnancy and Maternity, Gender and Reassignment, Marriage and Civil Partnership.

5.4 To ensure the most cost effective use is made of resources in the recruitment and selection process.

## 6 Principles

6.1 The following principles are encompassed in this policy:

- Applicants will receive fair treatment and a high quality service
- The job description and person specification are essential tools and will be used throughout the process
- Employees will be recruited on the knowledge, experience and skills needed for the job
- Selection will be carried out by a panel with at least two members but preferably with three. At least one panel member will have received appropriate training on the recruitment and selection process as recommended by the DFE.
- Selection will be based on a minimum of completed application form, shortlisting and interview
- Monitoring and Evaluation are essential for assessing the effectiveness of the process
- Posts will normally be advertised.
- The Equality Act 2010 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. The Equality Act 2010 incorporates a `duty` which makes it clear that the Academy must consider amongst other things that meeting the needs of disabled people may involve taking steps to take account of people's impairments, even when that involves treating disabled people more favourably than other people.

## 7. Equal Opportunities

7.1 The Academy 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, Disability, Sex, Age, Religion or Belief, Sexual Orientation, Pregnancy and Maternity, Gender and Reassignment, Marriage and Civil Partnership. The Academy acknowledges that unfair discrimination can arise on occasion and therefore will ensure that the Equality and Diversity Policy is the foundation for all its activities.

## 8. Safer Recruitment – Recruitment and Selection Training

8.1 It is a requirement that at least one member of the interview panel has completed the Safer Recruitment Training successfully prior to the start of the recruitment process.

## 9. Pre-recruitment Process

### 9.1 Objective

9.1.1 The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the Academy. The first experience an individual has is important, therefore the experience should be positive and all those responsible for recruiting will:

- Leave a positive image with unsuccessful applicants
- successful applicants a clear understanding of the post and what is expected of them

- Reduce the risk of a bad selection decision that can be expensive and may cause line management problems in the future or may not meet the Academy's commitment to safeguard children and young people

## **9.2 Application Form**

9.2.1 A standard application form, produced by the Academy will be used to obtain a common set of core data from all applicants

## **9.3 Job Description and Person Specification**

9.3.1 An accurate job description is required for all posts. A person specification, which is a profile of the necessary requirements for the post, is required for all posts. The person specification states the essential and desirable criteria for selection. It is based on a set of competencies identified as necessary for the performance of the job. The person specification is used in the short-listing process.

## **9.4 Advertising**

9.4.1 In general, all vacant positions are advertised internally and externally. In certain circumstances posts may be ring-fenced, requiring internal advertising only.

## **9.5 Method of Application**

9.5.1 The school will only accept applications from candidates on the relevant Academy application form. CV's will not be accepted in substitution.

## **9.6 Short Listing**

9.6.1 Application forms are subject to two stages of short listing, to ensure all safer recruitment elements are adhered to:

**Stage 1 Shortlisting** is the safeguarding check; the application form is examined to check:

- If the application form is fully completed
- If there are any gaps in the professional history of the applicant
- If the references are appropriate
- If there are any discrepancies/concerns with the professional history of the applicant

**Stage 2 Shortlisting** checks the candidate's suitability to the post using the Job Description and Person Specification.

## **9.7 References**

9.7.1 The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained directly from the referee.

9.7.2 References will be sought on all short listed candidates, including internal ones, and will be obtained before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.

9.7.3 Teaching Staff – References for academic staff will be requested for short-listed candidates prior to interview.

9.7.4 Support Staff – References for support staff will be requested for short-listed candidates prior to interview, where the candidates gives permission (it is noted that sometimes candidates prefer references to be taken up after receiving an offer as their current employer may not be aware they are looking for a new job).

9.7.5 In exceptional circumstances, and if time does not allow for the references to be taken up before interview they will be taken up before an offer of employment is made. An informal offer can be made subject to such references being satisfactory.

9.7.6 All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. For teaching staff, one must be from the Headteacher of their current school. For support staff who have worked in an education setting previously but their current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children, this reference must be from the Headteacher of that school. Where this is not possible two professional references will be sought. Neither referee should be a relative nor someone known to the applicant solely as a friend and in the case of applicants with only one professional reference a second reference may be sought from their university or school.

9.7.7 Where a candidate has a genuine reason not to have a recent work based referee (for example if they are returning to work after an extended break after looking after children) then care must be taken to ensure any personal references are thoroughly considered and questioned, and additional references may be sought including contacts in the local community.

9.7.8 The school will ask all referees to complete our Reference Request Form which will ask whether they believe the applicant is suitable for the job for which they have applied and whether they have any reasons to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the Job Description and Person Specification for the role which they applicant has applied for.

9.7.9 If the referee is a current or previous employer, they will also be asked to confirm the following:

- The applicant's dates of employment, salary, job title/duties, reason for leaving, performance and disciplinary record;
- Whether the referee is aware of any reasons why the applicant may not be suitable for a post in a school where he/she will come into contact with children?

9.7.10 The school will only accept references obtained directly from the referee and will not rely on references or testimonials provided by the applicant or an open reference or testimonial. References should usually be in writing (or email) unless there are exceptional circumstances when a telephone reference will be acceptable, this will then be followed up by a written account of the verbal reference.

## 10. Interviews

10.1 The interview will assess the merits of each candidate against the job requirements, and explore their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate.

### 10.2 Interview Panel

10.2.1 A minimum of two interviewers will form the interviewing panel, but preferably three.

10.2.2 The members of the panel will:

- Have the necessary authority to make decisions about appointments;
- Be appropriately trained, (one member of interview panel will have undertaken the training in accordance with the DFE Safer Recruitment Training)

The members of the panel will meet before the interviews to:

- Reach a consensus about the required standard for the job to which they are appointing
- Consider the issues to be explored with each candidate and who on the panel will ask about each of those
- Agree their assessment criteria in accordance with the person specification.

10.2.3 Where a candidate is known personally to a member of the selection panel it will be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

### 10.3 Scope of the Interview

10.3.1 In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- the candidate's attitude toward children and young people;
- his/her ability to support the Academy's agenda for safeguarding and promoting the welfare of children;
- gaps in the candidate's employment history;
- concerns or discrepancies arising from the information provided by the candidate and/or a referee; and,
- ask the candidate if they wish to declare anything in light of the requirement for a DBS check.

10.3.2 If, for whatever reason, references are not obtained before the interview, the candidate will also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees. (And it is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.)

10.3.3 The school requests that all candidates invited to interview bring with them:

- The necessary **original** documents to confirm their identity, which must include photographic evidence of their identity, which will be used to enable a fully enhanced DBS check to be undertaken for the successful candidate
- Documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body
- A document to confirm their National Insurance number

The school will take a copy of the original documents and those copy documents taken for subsequently unsuccessful applicants will be destroyed.

Candidates invited to interview are requested to inform the school if they have any disability that may warrant reasonable adjustments or arrangements to assist them in attending the interview.

## **11. Conditional Offer of Appointment: Pre Appointment Checks**

11.1. An offer of appointment to the successful candidate will be conditional upon, please see the pre-employment check list.

11.2 The Human Resources Manager will follow relevant DBS guidance if a Disclosure reveals information that a candidate has not disclosed in the course of the selection process.

11.3 All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS regulations);
- Recorded on the Academy's central record database; and
- Followed up where they are unsatisfactory or there are discrepancies in the information provided

11.4 Where:

- The candidate is found to be on List 99 or the PoCA List, or the DBS Disclosure shows he/she has been disqualified from working with children by a Court; or
- An applicant has provided false information in, or in support of, his/her application: or
- There are serious concerns about an applicant's suitability to work with children,

The facts must be reported to the police and/or the DFE Children's Safeguarding Operations Unit – this is now down via a referral via the Disclosure and Barring Service.

## **12. Medical Fitness**

12.1 Medical fitness is assessed via Acorn Occupational Health

12.2 Upon appointment employees are asked to complete a health assessment where it is deemed relevant for the role. This will include the completion of a confidential health questionnaire.

12.3 Health management screen the questionnaire and may request attendance at an occupational health consultation. Once this has been completed, the health management will advise the school of any recommendations.

### **13. Disclosure and Barring Service**

13.1 The school applies for a Disclosure and Barring Service (DBS) check in respect of all prospective staff members. This check is an enhanced check with a barred information check.

13.2 Applicants with recent periods of overseas residence, within the last five years and those with little or no previous UK residency will be asked to apply for the equivalent of a disclosure (i.e. certificate of good conduct), if one is available in the relevant jurisdiction(s) from the overseas authorities/police forces.

13.3 The DBS operate a single certificate service whereby only the individual and not the employee receive a printed disclosure certificate. As part of the pre-employment checks, the new employee must provide the original disclosure certificate to the school.

13.4 A new member of staff will not be allowed to start work until the school has seen the original enhanced DBS disclosure certificate. In exceptional circumstances and where the employee is signed to the update service a start date can be arranged pending receipt of the DBS carried out for the school. In these circumstances a risk assessment will be completed by the HR Manager.

13.5 The Academy will retain a copy of the employee's DBS certificate for a period of no longer than 6 months.

13.6 Documents obtained to verify the employee's identity, right to work in the UK and qualifications (as appropriate) will be retained in their personnel file – please see point 16.1.

### **14. Prohibition Order**

14.1 Prohibition checks are carried out for all new teachers to confirm that the individual is not subject to a prohibition order. This check is also carried out for qualified teachers who take on a support staff position.

### **16. Retention of Records**

16.1 The school will retain any appropriate documents/information provided by a newly appointed member of staff on their personnel file in line with the General Data Protection Regulations (GDPR).

16.2 Documentation relating to unsuccessful applicants will be destroyed after 6 months.

### **17. Single Central Register of Staff (SCR)**

Droylsden Academy in line with the DfE requirements maintains a live Single Central Register which contains details of all Academy employees including casual employees, Governors, regular visitors to the Academy, long term supply staff and regular contractors.



The following information is recorded on the Single Central Register:

- Full name
- Previous names (as appropriate)
- Date evidence and ID seen
- Role at the Academy
- Employment start date
- Date qualifications evidence seen (as appropriate)
- Teacher Reference Number (if applicable)
- DBS Check Date
- DBS Check Certificate Number
- Barred List Check date (if applicable)
- Prohibition Check date (if applicable)
- Management Section 128 Check (if applicable)
- Right to work in the UK evidence
- UK Citizen
- Overseas Check (if appropriate)
- European Economic Area (EEA) check and date
- Dates 2 References obtained
- Child Protection/Safeguarding date training completed

## **12. Post Appointment Induction**

12.1 There will be an induction programme for all staff, governors and other volunteers newly appointed to the Academy, regardless of previous experience.

## Pre-employment checklist for the Academy

<b>Training:</b> At least one member of the shortlisting and interview panel should have carried out the safer training (see Section 3.1)
<b>Planning:</b> Timetable decided, job description and person specification reviewed and updated as necessary.
<b>Advertising:</b> The advert must include reference to the policy statement of safeguarding and promoting welfare of children and young people and the need for the successful applicant to be DBS checked
<b>Application Forms:</b> Candidates must provide information on employment history and if appropriate adequately explain the reasons for any gaps plus an Equal Opportunities statement. The candidates must complete, sign and date the Rehabilitation of Offenders Act Declaration Form.
<b>Shortlisting:</b> Interview panel members should also shortlist the applications.
<b>References:</b> Two references must be requested prior to interview. Chase if not received. Check and scrutinise references on receipt – any discrepancies or concerns should be taken up with applicant at interview or the referee.
<b>Invitation to Interview:</b> Interview invitation letters must include relevant information and instructions.
<b>Interview:</b> The panel should have at least 2 but preferably 3 members and should have the authority to appoint. They must meet prior to interview and agree issues, questions, assessments, criteria and standards. At least one member must have completed the safer recruitment training.
<b>Conditional Offer of Employment:</b> Offer of employment must be subject to satisfactory completion of the following pre-employment checks:
<b>Identity:</b> This should be verified on the day of interview and copied.
<b>Right to work in UK:</b> This again should be verified on the day of interview and documentation copied.
<b>References:</b> If not received and scrutinised prior to interview.
<b>Qualifications Checked:</b> This should be verified on the day of interview – original certificates must be submitted and copied.
<b>DBS:</b> An enhanced level DBS disclosure will be required.
<b>List 99:</b> This is either as part of the DBS disclosure check or a separate check can be made through Human Resources.
<b>Medical Clearance:</b> The candidate must be both physically and mentally fit to undertake the post.
<b>GTC – for teachers only:</b> The candidate must be registered with the GTC – Human Resources can undertake this check.
<b>QTS – for teachers only:</b> The candidate should provide original documentation to prove that he/she has obtained QTS.
<b>Probation – for support staff only.</b> The candidate will be subject to a 6 month probationary period if he/she is new to the Academy. (See separate policy)
<b>Teachers Pensions –</b> all teachers are automatically members of the scheme unless they have previously opted out (proof of this must be provided).
<b>Local Government pension –</b> all support staff are automatically members of the scheme but have the right to opt out.
<b>Supply Teachers –</b> All supply teachers must undergo the same checks as above – the Academy should check with Human Resources that this is the case.
<b>Volunteers –</b> The above checks should be carried out on volunteers

Review Cycle: Two Years

Next Review Date: February 2021

Person Responsible: HR Manager

Approving Body: Governing Body