

Mossley Hollins High School



Recruitment and Selection Policy

At Mossley Hollins 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.

Data Protection Statement

The procedures and practice created by this policy have been reviewed under our Data Protection Policy in line with GDPR.

Accepted by the Governing Body 30th November 2023

Review Cycle: Annually
Next Review Date: November 2024
Person Responsible: HR Manager
Approving Body: Governing Body

1. Summary

1.1. This Recruitment and Selection Policy has been produced in line with the latest DFE guidance – “Keeping Children Safe in Education” (September 2023). 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 following statement to confirm the School’s commitment to safeguarding is displayed on all recruitment paperwork, including the schools website vacancy page-

Mossley Hollins High School and the Tame River Educational Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies. It is an offence to apply for this role if you have been barred from engaging in regulated activity relevant to children

2.2 The School 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 School’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 recruitment activity in the School.

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

6. Equal Opportunities

6.1 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 School 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.

6.2 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, Disability, Sex, Age, Religion or Belief, Sexual Orientation, Pregnancy and Maternity, Gender and Reassignment, Marriage and Civil Partnership. The School 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.

7. Pre-recruitment Process

7.1 Objective

7.1.1 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 School. 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
- Provide 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 School's commitment to safeguard children and young people

7.2 Job Description and Person Specification

7.2.1 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.

7.2.2 For the recruitment of Support Staff, if the post does not already appear in the school's staffing structure, a Job Evaluation is conducted by Tameside MBC in order that the correct salary grade is assigned to the new post.

7.4 Advertising

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

7.5 Method of Application

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

7.5.2 Candidate for all posts will receive a job description and person specification for the role applied for.

7.6 Short Listing

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

Stage 1 Shortlisting (conducted by HR) 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
- Do they meet Guaranteed Interview Scheme (candidates who confirm they have a mental or physical impairment that affects their day to day activities and who meet all of the essential criteria in the person specification will be guaranteed an interview)

Stage 2 Shortlisting (conducted by the interview panel) checks the candidate's suitability to the post using the Job Description and Person Specification.

Upon return of the Stage 2 Shortlisting Form, HR will ensure that an online search is conducted for each candidate shortlisted to interview as part of the school's due diligence. HR will also ensure the shortlisting stage 1 form is updated with information regarding dismissals from previous employment and convictions, cautions, reprimands, final warnings for shortlisted candidate only. This will be shared with the interview panel and any concerns raised will be discussed with the candidate at interview.

Shortlisted candidates are asked to complete a self-declaration of their criminal record which should be return to the school at least 1 day prior to the interview – please see appendix 2

7.7 References

7.7.1 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.

7.7.2 References will be requested for short-listed candidates prior to interview, where the candidates give 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).

7.7.3 Any issues of concern raised in a reference will be explored further with the referee, and taken up with the candidate at interview.

7.7.4 In exceptional circumstances, and if time does not allow for the references to be taken up before interview they will be taken up before a formal offer of employment is made. An informal offer can be made subject to good references.

7.7.5 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.

7.7.6 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.

7.7.7 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.

7.7.8 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 they will come into contact with children

7.7.9 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.

7.7.10 All references received will be verbally verified by HR, to ascertain that the reference was provided by the referee. HR will also explore if the referee has any further comments or information to add. A record of the verbal verification will be recorded on the reference form.

8. Interviews

8.1 Interview

8.1.1 All successful shortlisted candidate will be invited to attend a formal interview. 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.

8.1.2 The interview process will be conducted in person and will contain a range of selection tools, to allow the best opportunity to assess candidate suitability, in addition to a formal interview; these may consist of a teaching lesson, an IT test, a role play, a presentation of written/group exercise; combined with pupil involvement.

8.2 Interview Panel

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

8.2.2 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.

8.2.3 Interview questions are written in liaison with the staff that will have significant interaction with the vacant post (i.e. Head of Faculty or line manager), and always contain 'safer recruitment' questions. A range of possible answers are provided to the panel and a careful set of notes are always taken by each individual, for feedback purposes (if requested).

8.2.4 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.

8.3 Scope of the Interview

8.3.1 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;
- their ability to support the School's agenda for safeguarding and promoting the welfare of children;
- gaps in the candidate's employment history;
- previous dismissals from employment;
- concerns or discrepancies arising from the information provided by the candidate and/or a referee; and,
- if the candidate wished to declare anything in light of the requirement for a DBS check
- any concerns identified through an online search of the candidate

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

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

- The necessary **original** documents to confirm their right to work in the UK and identity. The documents 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

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.

9. Conditional Offer of Appointment: Pre-Appointment Checks

9.1. An offer of appointment to the successful candidate will be conditional. Please see the pre-employment check list at appendix 1.

9.2 HR will follow relevant DBS guidance if a Disclosure reveals information that a candidate has not disclosed in the course of the selection process.

9.3 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 and GDPR regulations);
- Recorded on the School's single central record database; and
- Followed up where they are unsatisfactory or there are discrepancies in the information provided

9.4 Where:

- The candidate is found to be on the barred list or if the DBS Disclosure shows they have been disqualified from working with children by a Court; or
- An applicant has provided false information in, or in support of their 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 – via a referral to the Disclosure and Barring Service.

10. Medical Fitness

10.1 Medical fitness is assessed for each new employee by the local authority via a private Health Management Advisor.

10.2 A medical questionnaire is required to be completed and, in some cases, a medical check-up may be required. Following this Health Management will advise of any recommendations, these recommendations are then referred to the school.

11. Disclosure and Barring Service

11.1 The school applies for a Disclosure and Barring Service (DBS) check in respect of all prospective staff members. This check is an enhanced check, which includes a barred list check.

11.2 Applicants with recent periods of overseas residence (for more than 3 months), within the last five years, whilst aged 18 or over 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.

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

11.4 In exceptional circumstances, if a new member of staff is due to start work and the school has not yet received their enhanced DBS disclosure, a separate barred list check will be undertaken, together with a risk assessment which is signed by the HR Manager, the Headteacher and the employee. In such cases the individual will be fully supervised by an existing member of staff at all times, until a satisfactory DBS disclosure is received, and the additional safeguarding measures will be explained to the individual.

11.5 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.

12. 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.

13. Retention of Records

13.1 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).

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

14. Single Central Register of Staff (SCR)

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

14.2 The following information is recorded on the Single Central Register:

- Full Name
- Employment start date
- Role within the School
- QTS Number (teachers & qualified support staff)
- Date Qualifications, DBS, ID & right to work in the UK evidence checked
- Qualifications and date received

- Date Barred check completed
- Enhanced DBS disclosure number
- Date DBS disclosure issued
- Date original certificate evidenced
- Prohibition from Teaching check
- Section 128 for Governors
- UK Citizen
- Overseas checks, if lived/worked abroad for 12 months or longer within the last 5 years
- Two satisfactory references received
- Most recent Child Protection Training
- Safer Recruitment Training (as applicable)
- Authenticated by

15. Post Appointment Induction

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

**Appendix 1:
Pre-employment checklist for the School**

Training: At least one member of the shortlisting and interview panel should have carried out the safer training (see Section 3.1)
Planning: Timetable decided, job description and person specification reviewed and updated as necessary.
Advertising: 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
Application Forms: Candidates must provide information on employment history and if appropriate adequately explain the reasons for any gaps. The candidates must complete, sign and date the application form.
Shortlisting: Interview panel members should also shortlist the applications.
References: Two references must be requested prior to interview. Chase if not received. Check and scrutinise two satisfactory references on receipt – any discrepancies or concerns should be taken up with applicant at interview or the referee.
Invitation to Interview: Interview invitation letters must include relevant information and instructions, along with a request to complete and return the Self Declaration & Disclosure Form (Appendix 2), at least 1 day prior to interview
Self-Declaration & Disclosure Form: to be completed by the candidate and return prior to interview
Online search: completed by HR prior to interview and any concerns discussed at interview
Interview: 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.
Conditional Offer of Employment: Offer of employment must be subject to satisfactory completion of the following pre-employment checks:
Identity: This should be verified on the day of interview and copied.
Right to work in UK: This again should be verified on the day of interview and documentation copied.
References: If not received and scrutinised prior to interview.
Qualifications Checked: This should be verified on the day of interview – original certificates must be submitted and copied.
DBS: An enhanced level DBS disclosure will be required.
Barred List Check: This is either undertaken as part of the DBS disclosure check or as a separate check for volunteers not involved in regulated activity.
Medical Clearance: The candidate must be both physically and mentally fit to undertake the post.
QTS – for teachers only. The candidate should provide original documentation to prove that they have obtained QTS and this is also confirmed as a check on the DfE website.
Probation – for support staff only. The candidate will be subject to a 6 month probationary period if they are new to the School. (See separate policy)
Teachers Pensions – all teachers are automatically enrolled in this scheme following their appointment.
Local Government pension – all support staff are automatically members of the scheme but have the right to opt out.
Supply Teachers – All supply teachers must undergo the same checks as above – the School will receive relevant information from the supply agency.
Volunteers – The above checks should be carried out on volunteers

Appendix 2:

Mossley Hollins High School - Employment Self-Declaration and Disclosure Form

Congratulations on being shortlisted. Please find below Employment Self-Declaration and Disclosure Form that all shortlisted candidates are required to complete and return to Mossley Hollins High School **at least one day prior to interview**. If we have not received this, we reserve the right to withdraw the offer of interview.

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. As you have been shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

Please read the information [here](#) before answering the following questions. If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/> or email helpline@nacro.org.uk or phone 0300 123 1999

Unlock – <http://hub.unlock.org.uk/contact/> phone 01634 247350 text 07824 113848

NOTE:

If the role you have applied for requires the completion of Criminal Records Checks, you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see Criminal Records Check guidance about eligibility for DBS checks).

Applicant Name (including title and preferred name):	
Position Applied For:	
Do you have any convictions or adult cautions that are unspent?	YES / NO <i>(if Yes, please provide further information below)</i>

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Do you have any other cautions or convictions that would not be filtered?	YES / NO <i>(if Yes, please provide further information below)</i>
Are you included on the DBS children's barred list?	YES / NO <i>(if Yes, please provide further information below)</i>
(Teaching posts only) Are you, or have you ever been, prohibited from teaching by the TRA or sanctioned by the GTCE?	Yes / No / Not applicable
*Management posts in independent schools / academies only Have you been prohibited from management of an independent school (s128)?	YES / NO <i>(if Yes, please provide further information below)</i>
Have you lived or worked outside the UK for 12 months or more (whether continuously or in total) in the last 5 years, while aged 18 or over?	YES / NO <i>(if Yes, please provide further information below)</i>

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<p>Are you subject to any sanctions relating to work with children in any country outside the UK?</p>	<p>YES / NO <i>(if Yes, please provide further information below)</i></p>
<p><u>*Applicants for posts in early years or later years childcare (wrap around care) only</u></p> <p>The Disqualification under the Childcare Act 2006 Regulations (2018) state that anyone employed to care for children in early years (children under the age of 5) or later years (wrap-around care for children under the age of 8) is disqualified from that work if they meet certain criteria. These criteria include (this is not an exhaustive list):</p> <ul style="list-style-type: none"> • Certain serious criminal offences • Court orders relating to the care of your own child • Being prohibited from private fostering <p>Do you have any reason to believe you are disqualified from working in childcare?</p>	<p>YES / NO <i>(if Yes, please provide further information below)</i></p>
<p>Confirmation of Declaration <i>(tick box below)</i></p>	
	<p>I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently come to the organisation's attention.</p>
	<p>If successful, I agree to inform the organisation, of any investigations by any agency or organisation in relation to any concerns, criminal arrests, cautions, investigation, offences and/or convictions which may have taken place during or outside of the workplace.</p>
	<p>I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary.</p>

	<p>I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role.</p>
Applicant Signature:	
Print name:	
Date:	

Please note that, if you are unsuccessful, this disclosure form will be securely destroyed 6 months from the date of interview.