

# Worplesdon Primary School



## Safe Recruitment & Selection Policy

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|-----------------|----------------|
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This policy should be read in conjunction with the school Safeguarding Policy

## 1. Overview

This policy is needed to ensure that the school appoints the very best people to posts in the school and that safe recruitment practices are rigorously enforced.

## 2. Purpose

To ensure all employed at Worplesdon Primary School are:

- Suitable individuals to work with children and young people.
- The best qualified and experienced to work with children and young people.
- Share the school's ethos, values, ways of working and aspirations for its pupils and the community it serves.
- Meet the requirements of the safeguarding agenda and protect both pupils and employers within the establishment.
- Meet government recommendations for appropriate training especially for safe staff recruitment.
- Ensure all employees understand the requirements within safeguarding and their role.

## 3. Guidelines for Implementation

### 3.1 Identification of the Need for an Appointment

Posts required at the school are identified in the staffing structure. The need for certain posts will be assessed as appropriate e.g. when a member of staff leaves; when the budget is under review.

### 3.2 Advertisements and Post Details

Once the need for an appointment has been identified the school will proceed to advertise internally, locally and nationally as appropriate. Advertisements will carry information about the school and the post. Potential candidates will be able to access specific information online, alternatively on request a pack will be posted to potential candidates.

The information will include:

- A brief letter from the head or other member of staff in certain cases (e.g. SENDCO for Teaching Assistants). This will include details of how to apply for the post (e.g. what is required in a letter) and the closing date.
- Details of the post
- A job description and person specification
- Information about the school
- An application form
- All literature pertaining to posts will contain this statement of commitment to safeguarding children and young people:

“This school are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS Certificate is required for this post prior to commencement.”

Literature that will contain this statement includes:

- Advertisements
- Publicity materials
- Candidate information pack
- Job description and person specification
- Invitation to interview

### 4. Applications and Shortlisting

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

- The Head Teacher or other senior member of staff.
- The appropriate line manager
- A governor where practical
- Other relevant staff e.g. Teaching Assistants; the SENDCO; a deputy head.

Applications can be made electronically or as hard copy.

Once the closing date has passed the appointment team will shortlist the candidates and invite them for interview, explaining what they need to do in preparation. This will include bringing appropriate documentation so that a criminal record bureau check can be initiated for the successful candidate.

### 5. Selection procedures

Interviews will normally take place over the course of a day – more if it is for a senior post. The day will normally start with a welcome and introduction by the Head Teacher and – at some stage – a tour of the school with pupils. Candidates also will need the opportunity to find out about the post and the team they will be working with.

A variety of selection procedures will be used, for example:

#### 3.3 Critical Incident Interviews

Candidates are asked to talk about particular events or developments in their career. This can be a useful way of analysing a candidate's motives and ways of working.

#### 3.4 Teaching a Lesson

This provides very important information especially about how well the candidates plan lessons, how they interact with pupils and how well they teach.

This does need careful planning and pupils need to be told in advance what they are doing and why.

Where it is not practical for a lesson to take place, something as simple as a discussion between the candidate and a group of pupils can provide useful insights.

#### 3.5 Formal Interview

The formal interview will take place later in the day and will involve the key members of the appointment team. The final interview panel will receive feedback from each of the various selection activities that have taken place and then proceed to agree questions for the final interview.

Questions and tasks for all these activities need to have been worked out in advance. All candidates must be given the same questions and tasks to do although it is entirely appropriate to ask candidates about issues arising from their initial application and from other selection methods used on the day.

### 6. References

References will be requested from both of the referees nominated by the candidate, one of which should be an up to date employer referee, i.e. current or most recent employer. The school will request a written reference and – in appropriate cases – for the referee to complete simple tick sheet. The school will request information about:

- The candidate's suitability for the post;
- Attendance, health and punctuality;
- Whether the candidate has passed the pay threshold for teachers (where appropriate);
- Whether there are any outstanding disciplinary issues;
- Whether there are any reasons why the candidate should not work with children and young people;
- Whether the referee recommends them for the post – without reservation, with reservation or not at all;
- References will be read before the interview so that any issues arising can be investigated during the interview.

### 7. The Appointment

Taking all the evidence gathered the panel makes its choice. The successful candidate is made a verbal offer of the post. If they accept then they are sent a formal offer which states that their appointment is subject to confirmation, satisfactory references and satisfactory medical and DBS disclosure checks.

The unsuccessful candidates are informed and offered a debrief on their performance.

### 8. Safeguarding Procedures on the Interview Day

During the day, the following checks will be made:

- Proof of identity;
- Academic qualifications;
- A DBS check will be initiated for the successful candidate - all candidates will be asked to bring appropriate documentation for this;
- The application form will ask for, where appropriate:
  - DFES reference number;
  - Confirmation of registration with the General Teaching Council;
  - Confirmation of qualified teacher status;
- The candidate will also be asked in the interview to explain any gaps in time on the application form.

### 9. After the Appointment

The successful candidate is sent a formal offer of the post to which they must respond in writing. A contract will be issued in due course.

An induction programme is compiled by the relevant member of staff which will include ensuring the appointee understands the school's safeguarding procedures.

Training will be provided where gaps have been identified.

### 10. Monitoring, Evaluation and Review

The school will evaluate its appointment procedures each year and make appropriate revisions. This will include asking people involved in selection procedures – staff, pupils, governors and candidates – how they can be improved.

### 11. Responsibilities

| <b>Who</b>                | <b>Responsibility</b>                                                              |
|---------------------------|------------------------------------------------------------------------------------|
| Head Teacher              | Oversight of the policy and its implementation                                     |
| Governor for appointments | To ensure the correct procedures have been used                                    |
| Admin Officer             | To collect documentation for the DBS check, relevant qualifications and references |

The Head Teacher together with sufficient Senior members of staff and governors to have completed Safe Recruitment Training so that every appointment panel includes at least one person with this qualification.