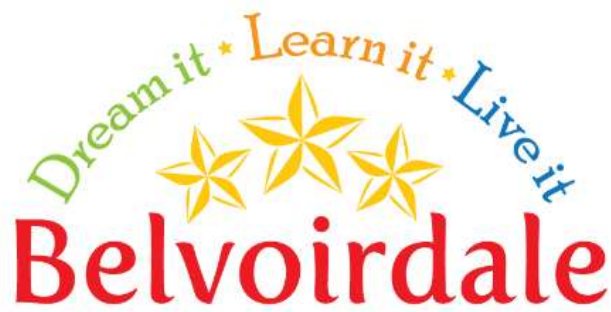




Belvoirdale Primary School

Recruitment and Selection Policy

Agreed by Governors:

Signed:

Dated:

To be reviewed:

Purpose

This policy has been designed to assist schools with the appointment of all vacant positions within their organisation. It should be noted that whilst there is separate recruitment guidance for Head Teacher/Principal posts, pre-employment checks for such posts remain the same as those required for teaching posts.

This document, and its associated guidance, will assist all those responsible for the recruitment process to ensure appropriate mechanisms for safer recruitment and selection are in place. This document also sets out best practice, taking in to account relevant legislation, the requirements of regulatory inspections (i.e., Ofsted) and the organisation's commitment to Equality and Diversity.

For the purposes of this policy Schools and Academies will be referred to as "schools", and Head Teacher/Principal will be referred to as "Head Teacher" throughout the document.

1. Equal Opportunities

1.1 Everyone involved in recruitment and selection processes must be mindful of the Equality Act 2010 to ensure that anyone wishing to apply for a position at the school has an equal opportunity to do so.

1.2 Reasonable Adjustments

Reasonable adjustments must be put in place for any candidate who has identified that they have a disability and require adjustments to be made to enable them to fully participate in the process. The candidate should be consulted with well in advance of any adjustments required/ made, these may include (but are not limited to):

- ensuring the interviewing room has a wheelchair ramp;
- providing a skills test printed in large font;
- providing additional time to complete a test or prepare a presentation

1.3 Criminal Convictions

Having a criminal record does not automatically prevent a person from being employed within a school and applicants should not be treated unfairly if they have a previous conviction. Whilst a criminal record cannot be disregarded, the school must seek advice to ensure a fair and consistent approach when considering an applicant's suitability for the role they are applying for.

2. Personal Relationships

2.1 Where an employee who is involved in any part of the recruitment process has a personal relationship with an applicant, they should declare this from the outset. Such employees must then **not** be involved in:

- the recruitment processes;
- providing a reference or acting as a referee for that person where possible;
- making decisions relating to pay in respect of that individual;
- making decisions related to or the management of the employee's performance;
- any conduct issues that arise that may involve the employee.

2.2 The recruitment panel should also check the application forms as candidates must also declare whether they have a personal relationship with any current members of staff.

3. The Recruitment Process:

STEP 1: Review the Vacancy:

Recruitment takes place either as a result of an existing post becoming vacant or the creation of a new post owing to changing organisational needs. It is good practice to consider the following points:

- Is this a new post or an existing post?
- If an existing post, is this post still required?
- Can the school afford to recruit to the post within both current and future budgets?
- Are the working hours/times/grade of the post still appropriate?
- Is there an up-to-date Job Description and Person Specification (see below)?
- Is recruitment to a permanent/fixed term/full time/part time position?
- Do you require supply cover in place whilst recruiting to a permanent position?

For details of the different types of contracts available, see associated guidance document.

4. Recruitment Documentation Retention

- 4.1 Interview notes for all candidates (both successful and unsuccessful) must be retained for a period of 6 months, in case they are required in connection with an Employment Tribunal claim or have been requested by a candidate under the Data Protection Act. After this stage the documents for unsuccessful candidates must be destroyed.

5. Pre-employment Checks

- 5.1 Pre-employment checks are an essential aspect of the recruitment process and should be conducted on both newly appointed employees **and** internal candidates (including those who have **TUPE transferred** into the organisation) prior to commencement in post. All checks undertaken must be accurately recorded on the **Safer Recruitment Checklist**.
- 5.2 In addition, and importantly, details of all checks undertaken should also be recorded on the School's **Single Central Record**.
- 5.3 For agency and third party supply staff, schools must also include on their single central record that written confirmation has been received from the agency/business supplying the individual that they have carried out relevant checks, obtained the appropriate certificates, the dates that confirmation was received and whether any enhanced DBS certificate check has been provided in respect of the individual.

6. Single Central Record

- 6.1 Schools must keep a single central record of all employment checks carried out. A template SCR can be found on LTS On-Line.
- 6.2 The single central record must cover the following people:
- All staff (including supply staff) who work at the school;
 - All other staff who work in regular contact with children in school or college, including volunteers;
 - For independent schools, including academies and free school, all members of the proprietor body.
- 6.3 Multi Academy Trusts (MATs) must maintain the Single Central Record detailing checks carried out in each academy within the MAT. Whilst there is no requirement for the MAT to maintain an individual record for each academy, the information should be recorded in a way that allows for the details of each individual academy to be provided separately to those entitled to inspect the information.

- 6.4 Ofsted will check the School's single central record during their inspection visits with the expectation that it will meet at least the statutory requirements.

7. Transfer of undertakings (Protection of Employment) (TUPE)

- 7.1 Employees who are TUPE transferred into the school, or from a school to academy or from an academy to Multi Academy Trust, must have their documentation checked within 60 days of the transfer. Head teachers should follow the required checking process set out in the associated guidance.
- 7.2 **Schools should be aware that sponsor licenses are non-transferable from one employer to another under TUPE Regulations.** In such circumstances the school must make an application for either a sponsor license or to extend the existing sponsor license. An application must be made with 20 working days of the move taking place.
- 7.3 If the school does not make a valid application to become a sponsor within 20 working days or does make an application, but this is refused, all of the migrants who have transferred, except those that can be sponsored under any existing licences, will have their leave, or worker authorisation shortened to 60 calendar days.