



SAINT JOHN'S

Safer Recruitment Policy

Designated Member of Staff	Headteacher
Committee with responsibility	Resources
Date of Issue	Spring 2021
Frequency of Review	Annual

Issue Number	Issue Date	Summary of Changes
1	March 2022	Re-format of the policy
2	May 2023	Review of policy by Resources committee

This policy is written with the overall aim and ethos of Saint John's CE Primary School to be a place "where we all flourish". The Governors recognise the tremendous importance associated with employing all levels of staff to work in our school. It is the staff rather than any policy or documentation that enables the aims and visions of the school to be realised. The effectiveness and efficiency of any school is intrinsically linked to the quality of staff employed.

The aim of this policy is to clarify the school's position in accordance with the school ethos and national legislation regarding the recruitment and selection process.

Maintaining the Ethos of the School

It is essential that the employment of any staff is conducive to the special nature of our church school. The Governing body has a clear vision of building a school on firm Christian foundations through our school's Christian values, and invite applications from teachers who will enthusiastically give of their best to help us make that vision a reality. It should be noted that due to the increased involvement of non-teaching adults in children's learning, applicants with interests and expertise relating to Christian experience may be an asset to the school. Careful consideration should be given to the aims of the school when both advertising and recruiting new members of staff.

Selection Responsibilities

The responsibility for employing both support staff and teaching staff, below deputy head teacher level, has been delegated to the head teacher

For the appointment of a head teacher or deputy head teacher, the full governing body should nominate a recruitment and selection committee to undertake the selection process.

Declaration of interest

Governors must declare any direct personal interest in applying for a post at the earliest possible opportunity of the recruitment process. This normally disqualifies them from any further involvement in the process. Governors who have a personal association or any other interest with any candidate must declare this an interest, although this does not necessarily disqualify them from the process, but is at the discretion of the panel as a whole.

Governor Training

All governors involved in the recruitment and selection of staff should normally have completed appropriate training from the School Governor Service.

Identification of staffing needs: School / Finance

Before undertaking the recruitment process, the Resources committee should establish long term funding arrangements of posts. Consideration should then be given to whether:

- the post can be filled internally;
- if appropriate to consider a redeployed person;
- the post be permanent, temporary or casual;
- commencement of appointments
- standard periods of notice.

Job Description & Personnel Specification

The recruitment and selection panel should agree the job description and the person specification, noting the requirements of the school where appropriate. These two documents must be used as a basis for the appointment.

Advertising

All teacher appointments are to be advertised via the Local Authority's internal staffing bulletin. The School website, newsletter or a local recruitment agency may be used to advertise for Teaching Assistants, Caretaker, Lunchtime Supervisors, Cleaners and Casual non-contractual staff.

The timing of adverts should aim to maximise the potential number of candidates and to ensure the best possible continuity for the children.

Safer Recruitment

A statement relating to safeguarding children should be incorporated in the advertising process and included explicitly in the job description and personnel specification e.g. *This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This post is subject to an enhanced DBS Disclosure check.*

Internal applicants

To ensure equality of opportunity, posts should generally be advertised at either School, Local or National level. The exceptions to this rule being:

- Allocation of teacher's additional allowance points
- Temporary staff who have undergone interview, who can then be made permanent
- Increase in hours of existing staff
- Interviewed staff, who are not appointed and who may be suitable for subsequent posts
- On advice of GCC HR department

Visits to school

Potential staff should be encouraged to visit the school during the normal school day. This is not an element of the recruitment process but is regarded as important in helping potential staff clarify questions and aid their decision-making.

The Recruitment & Selection Panel

The constitution of the recruitment and selection panel at the outset should be decided at a Full Governors meeting for the appointment of a Head or Deputy and at a Committee meeting for the appointment of teaching staff. When appointing support staff, the R&S panel can be agreed by the Head and Chair of Governors.

When appointing a Head or Deputy, wherever possible the recruitment and selection panel should include a parent Governor and a foundation Governor. When appointing a Class teacher, the staffing committee should include wherever possible one parent Governor or one foundation Governor and the Head teacher. When appointing support staff or other employees, the staffing committee should normally include the Head teacher and a governor. Members of the R&S panel should all be Recruitment & Selection trained and at least one member be Safer Recruitment trained.

Post:	Invited Personnel:	Minimum No:	Maximum No:
Head Teacher	LA advisor DBE advisor	5	10
Deputy Head	DBE advisor	3	8
Class Teacher		3	5
Support Staff		2*	4*
		*One of which can be an associate governor	*One of which can be an associate governor

The Short Listing

Any discrepancies/anomalies/gaps in employment should be noted and explored if candidate is to be shortlisted. All parts of the application form should be fully completed. Applications submitted on-line should be signed by the candidate prior to interview. All application forms for unsuccessful candidates should be kept for a minimum of 6 months and reasons as to why they were not short listed must be documented. All shortlisted candidates must complete the school 'Self-Disclosure for Short-listed Candidates' form.

References

References will be sought for short listed candidates, including internal candidates and must be verified. These are used to confirm a decision made by the panel and are therefore read after a potentially successful candidate has been agreed upon. Three references will be required for appointments of Head teachers, including a reference from a church leader. Teaching and Support staff will require two referees.

The Interview

The nature of interview questions should address the different elements of the job description and must include a safeguarding question. The same questions should be asked of each candidate. A matrix should be used to record the candidates' answers for later discussion. Interviewers asking questions should not record interviewees' answers, other panel members should complete this. Candidates should be asked if they have any questions and if they are willing to accept the post if offered. During the interview, follow-up may be necessary after the online check. Please be aware of the following arrangements for this:

- Online checks will only be done for shortlisted candidates and not all applicants.
- The same designated two members of staff will complete the search once only, gathering information through a general search engine, e.g. Google. No access will be required to password-protected online material and school staff will not attempt to 'friend' a candidate to elicit information.
- The fact that a shortlisted candidate has a limited or no online footprint will not be used to form adverse judgements about them.
- Details of the search, including the names of sites and platforms viewed, and when they were viewed, will be recorded.
- Any information gathered through an online search that gives rise to legitimate areas of concern will be raised with the candidate directly in the interview.

Consideration should be given to making the interview as friendly and informal as possible. A timetable for the interviews should be provided for all participants. Photographic evidence, confirmation of address, permission to work in the UK, details of contact numbers and proof of qualifications should be checked prior to interview. The procedure for informing both successful and un-successful candidates should be agreed in advance - as should the length of interview and consultation period.

Post Interview

The successful candidate should be offered the post in writing and other candidates should be informed of the outcome by telephone and informed of the opportunity for feedback from a selected panel member. The Office Manager should complete the necessary monitoring forms and inform Payroll and Human Resources of the appointment.

Volunteer Recruitment

The recruitment for volunteers must be the same as that of paid staff. Prior to placement, the volunteer will be required to attend a short, informal interview with the Head Teacher. Prior to interview, voluntary posts are assessed to determine whether they meet the definition of a regulated activity with an audit trail.