



STAFF RECRUITMENT POLICY (INCLUDING SAFER RECRUITMENT)

Review Date: Apr 25

Next Review Date: Apr 27

The Governing Body of Uplands Community Primary School will carry out recruitment in accordance with all applicable employment policies, including but not limited to:

- Gloucestershire County Council Staff Handbook staff recruitment guidelines
- Guidance for Safer Working Practice for Adults who work with Children issued by both the Department for Education (DfE) and the Gloucestershire Safeguarding Children Board.

Relevant legislation to include:

- Keeping Children Safe in Education (KCSiE) 2024 Part 3 – Safer Recruitment.
- Data Protection Act 1998
- General Data Protection Regulations (GDPR) 2018
- The Asylum and Immigration Acts (1996 & 1999)
- Immigration, Asylum and Nationality Act 2006
- Immigration (Restrictions on Employment) Order 2007
- Equality Act 2010.

The Governing Body are equal opportunities employers and are committed to ensuring the fair and equal treatment of all employees and job applicants. No-one will receive less favourable treatment on any grounds including age, sex, marital status, colour, race, political or religious belief, disability and sexual orientation.

1. Rationale

To ensure that the Governing Body appoint the very best people to both teaching and support staff posts in the school and that safe recruitment and equal opportunities practices are rigorously enforced. The guidelines contained within Gloucestershire County Council's Staff Handbook are to be followed and in all cases, the County's Application for Employment forms used and procedures closely followed.

2. Purposes

- 2.1. To ensure all those employed at Uplands School are suitable individuals to work with children and others
- 2.2. To ensure all those employed at Uplands School are the best qualified and experienced to work with children and others
- 2.3. To ensure all those employed at Uplands School share the school's ethos, values, ways of working and aspirations for its pupils and the community it serves
- 2.4. To meet the requirements of the safeguarding agenda and protect both pupils and employees within the establishment
- 2.5. To meet government recommendations for appropriate training especially for safe staff recruitment
- 2.6. To ensure all employees understand the requirements within safeguarding and their role.

3. Guidelines for Implementation

3.1. Identification of the need for an appointment

Vacant or new posts required should result in an evaluation of the school's position. The need for certain posts will be assessed as appropriate e.g., when a member of staff leaves; when the budget is under review. The Headteacher should consult with the SLT in order to assess that resources are adequate and the financial implications of any proposed appointments advised to the Governing body.

3.2. Advertisements & 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 as well as a statement stressing the Governors' commitment to Safer Recruitment. Potential candidates who request details will be sent a candidate information pack which will contain the following:

- 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
- Gloucestershire County Council Application for Employment forms

All literature pertaining to posts will contain the following statement of The Governing Body's commitment to safeguarding children and young people:

"The Headteacher and the Governing Body of Uplands 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 Criminal Records Bureau Certificate is required for this post prior to commencement."

This statement will be included in:

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

3.3. Applications and shortlisting

Applications for advertised posts can be accepted both electronically or as hard copy, but in all cases Gloucestershire County Council "Application for Employment (Teaching and Support Staff Posts)" forms must be used. Candidates will be requested to sign the electronic application form if selected for an interview. KCSiE part 3 requires that 'a curriculum vitae (CV) should only be accepted alongside a full application form and is not sufficient on its own to support safer recruitment.'

A selection panel normally responsible for both shortlisting and interviewing candidates will be established when posts are advertised. The panel which will usually consist of:

- The Headteacher or other senior member of staff who will be chair.
- A Governor for appointments of a Senior Leadership Team member and if possible, for all other teaching staff and support staff key appointments.

Selection panels should consist of at least two suitable persons. Whilst members of panels will normally be involved in both shortlisting and interviewing, additional members can be drafted (if required) onto the interviewing panel. However at least one member of the interviewing panel must have passed approved Safer Recruitment training.

For Headteacher appointments the Governors will seek the advice and assistance of the Local Authority and the selection/interviewing panel will consist of up to 7 members, i.e., up to 5 governors (including representatives from the Finance and Resources Committee), one LA adviser/SIP and a staff governor.

Whenever possible, all interviewing panels should consist of an odd number of members. In cases when this is not possible, the panel chair (Headteacher) shall, if necessary, have the right to exercise a casting vote.

Once the closing date has passed, the Selection Panel will shortlist the candidates using an appropriate grid system relating to the job specification, and invite them for an interview, explaining what they need to do in preparation. This will include bringing appropriate documentation, including ID and original qualification certificates (if appropriate) and other details, so that an enhanced criminal record bureau check (Disclosure and Barring Service) can be initiated for the successful candidate.

Note re: Checks

KCSiE 2022 part three highlights that schools should consider online searches as part of their due diligence checks on shortlisted candidates.

3.4. Selection Procedures

Interviews will normally take place over the course of a day – more if it is for a senior post. e.g., up to 2 days for Headteacher appointments. The day will normally start with a welcome and introduction by the Headteacher and – at some stage – a tour of the school with pupils. Candidates will also 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 as appropriate to the post, for example:

- **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.
- **Student interview panel.** Candidates are questioned by pupils. This allows pupils to provide feedback to the final panel; and it often provides a fascinating and very useful insight into how candidates communicate with pupils.
Pupils very often provide interesting and perceptive feedback which adds much to the selection procedure. Normally, a member of staff will observe this panel to provide pupils with guidance and support.
- **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. For teaching posts, the Headteacher may take the decision to observe candidates in their current teaching posts.

- **In-tray exercises.** These show how effectively candidates can organise their work and communicate in writing. Time needs to be set aside later in the day for their work to be scrutinised.
- **Group exercise.** A structured discussion with other candidates to assess team working and negotiation skills.

The final 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.

3.5. 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 written references prior to interview. The Selection Panel will need to check and monitor replies prior to the interview to establish:

- The candidate's suitability for the post
- Attendance, health and punctuality
- Whether a teaching staff candidate has passed the pay threshold (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.

3.6. The Appointment

Taking all the evidence gathered, the Selection Panel makes its choice. The successful candidate is made a verbal offer of the post at the earliest opportunity. If they accept then they are sent a written formal offer which states that their appointment is subject to confirmation, satisfactory medical and enhanced DBS (Disclosure & Barring Service) checks and any other appropriate matters. The unsuccessful candidates are informed and offered a debrief on their performance.

3.7. Safeguarding procedures on the interview day:

- During the day, the following checks will be made:
- Proof of identity, if possible, a valid passport.
- Academic qualifications for teaching staff and any support staff if appropriate.
- Enhanced DBS (Disclosure & Barring Service) checks will be initiated for the successful Candidates
The application form will request, for teaching staff:
- DfE reference number, confirmation of registration with the Teaching Regulation Agency
- Confirmation of qualified teacher status
- The candidate will also be asked in the interview to explain any gaps in time in the application form.

3.8. After the Appointment

The successful candidate is sent a formal offer of the post to which they must respond in writing within

7 days. A Principal Statement of Particulars of Employment will be prepared by the employees

Administration, Business Service Centre at Gloucestershire County Council on the Governors' behalf and issued as soon as possible thereafter.

An induction programme is compiled by the relevant line manager which will include ensuring the appointee understands the school' safeguarding procedures.

Training will be provided where gaps have been identified. The School Business Manager will undertake an Administration Induction interview with all new staff and will vet, monitor and record all enhanced DBS certificates and other required documentation.

3.9 Headteacher Ratification

All Headteacher appointments must be ratified by the Full Governing Body before the post is offered.

4. Monitoring, Evaluation & Review

Appendix 1 is a monitoring checklist for the governor on the interview panel to use to ensure all the relevant safeguarding procedures have been followed. Both short-listing and interviewing panel evaluation sheets must be retained with the relevant job application forms of all unsuccessful candidates, including those not shortlisted for interview under key control by the Headteacher or School Business Manager for 6 months following appointments, in case of any subsequent challenge. Thereafter, all documentation will be carefully destroyed by shredding.

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.

5. Responsibilities

- The Headteacher – oversight of this policy and its implementation.
- Governor (representative from Finance and Resources) for appointments – to ensure the correct procedures have been used.
- School Administrator– to oversee post advertising and correspondence and to monitor responses and to hand documentation for the DBS check to the School Business Manager.