



HIGH WELL SCHOOL
Preparing for Positive Futures

Recruitment and Selection Policy and Procedure

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Signed by Chair of Governors:	<i>Margaret Turner</i>
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36	<p>Recruitment Toolkit for SLT/Governors only (Separate Document)</p> <ul style="list-style-type: none"> ▪ A variety of letters outlining invitation to interviews, offers of employment, complaints template ▪ Employment checks and SCR steps ▪ Missing References for existing staff guidance 	

1.0 Introduction

- 1.1 High Well School's governing body adopted the Recruitment & Selection Policy on 12th July 2022. The Resources Committee of the governing body will review and monitor the impact of the Recruitment & Selection policy annually. The next review will take place on Autumn term 2023, or before where legislation determines amendment.
- 1.2 The governing body has adopted the policy set out in this document along with the guidance and toolkit to provide an agreed framework for the exercise of its powers and discretions in relation to all staff employed by High Well School and paid from within the school budget.
- 1.3 The governing body understands its statutory responsibilities and is committed to ensuring that effective safer working practices are robustly embedded within the school as set out in the latest version of Keeping Children Safe in Education (KCSIE) and Working Together to Safeguard Children 2018.
- 1.4 The governing body recognises the legal requirements placed upon them by:
 - The Education Act 2002
 - The School Staffing (England) Regulations 2009
 - The School Staffing (England) (Amendment) Regulations 2006
 - Current employment legislation
 - The requirements of DfE and current documents of "Keeping Children Safe in Education and Working Together to Safeguard Children"
 - Equality Act 2010
 - Immigration Act 2016, in particular the "Code of Practice on the English language requirement for public sector workers" which came into force in November 2016 under Part 7 of the Act
 - ACAS advisory booklet 'Recruitment & Induction'
- 1.5 The policy set out in this document has been agreed by the appropriate committee of the and full governing body. The governing body is aware that full consultation with the school's Employee Consultative Forum has been undertaken by the HR Manager. Staff have been consulted and informed. The policy will be reviewed annually by Consultative Forum prior to it being ratified by the governing body.
- 1.5 The governing body will take into consideration advice and guidance from the school's Senior Leadership Team (SLT) relating to safer working practices.
- 1.7 References to the governing body should be taken to refer to the entity that is responsible for exercising governance functions for High Well School.
- 1.8 In fulfilling staffing responsibilities, the governing body may delegate its staffing functions in accordance with its articles of government. In delegating functions, the governing body will not lose sight of the fact that it retains overall accountability for the decisions made by those to whom the function has been delegated. As a result, the governing body will regularly review their arrangements for managing staffing functions and that the right people are fulfilling these roles on its behalf.

2.0 Consultation and Agreement

- 2.1 This policy has been agreed with the school's Employee Consultative Forum, Senior Leadership Team, governing body and meets legislative requirements.

3.0 Equalities and Equal Opportunities

- 3.1 The governing body recognises its legal responsibilities to staff under the Equality Act 2010 and this policy will ensure equality and fairness regardless of race, sex, sexual orientation, religion or belief, gender re-assignment, pregnancy and maternity, marriage and civil partnership, disability or age. All recruitment related decisions will be taken in accordance with relevant equalities legislation, the Employment Relations Act 1999, the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000; the Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002; and the most recent statutory guidance, including Working Together to Safeguard Children. In doing so the governing body will ensure that all recruitment and pay decisions and processes are open, transparent and fair.
- 3.2 The governing body is aware of its responsibilities under the Data Protection Act 2018, General Data Protection Regulations 2018 and Freedom of Information Act 2000 and to make available this policy to all staff at the school.

4.0 Aims of the Policy

4.1 The aims of the Recruitment and Selection Policy are as follows:

- a) To recruit the best person for each vacancy through a fair, systematic, effective recruitment and selection procedure.
- b) Deliver the recruitment and selection of staff in a professional, timely and responsive manner.
- c) To ensure that all candidates will be treated fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome
- d) To provide a sound framework for the recruitment and selection of staff based upon relevant employment legislation and other statutory guidance, including the latest version of KCSIE.

5.0 Underlying Principles

- 5.1 The appointment of a new member of staff to our school is a major investment. It is important therefore to ensure that the recruitment process is carefully managed to ensure that a successful appointment is made, in line with statutory requirements. The school recognises the importance of ensuring that recruitment procedures are robust so that potential applicants understand the school's commitment to recruit suitable people which deter and prevent unsuitable people from applying for or securing employment or volunteering opportunities at this school.
- 5.2 The recruitment process can be broken down into five main phases:
- Planning the recruitment process
 - Advertising and application
 - Shortlisting candidates for interview
 - Interview process
 - Appointment procedure and induction/probation
- 5.3 The policy should be read in conjunction with the guidance and toolkit documents.

6.0 Roles and responsibilities

- 6.1 The governing body has overall responsibility for staffing responsibilities in the school.
- 6.2 Responsibility to interview and appoint staff is delegated to the Head Teacher and other members of the Senior Leadership Team for roles other than senior leadership. However, wherever possible an interview panel consisting of the Head Teacher/member of the Senior Leadership team and 1-2 governors is convened to consider the important decision of who to appoint to a vacant post in school.
- 6.3 The School Staffing Regulations 2009 requires governing bodies of maintained schools to ensure that at least one member of the interview panel must be appropriately trained in safer recruitment and fully understand the content of KCSIE Part Three (Safer recruitment). The HR Manager will ensure panels comply with this requirement and act as the custodian across all recruitment and selection processes.
- 6.4 For recruitment to senior leadership posts the governing body are required to establish a selection panel to appoint a Head Teacher or Deputy Head Teacher and inform the Local Authority in writing of any Head Teacher vacancy, via the HR Manager. The governing body is required to inform the Local Authority of the names of the shortlisted candidates for Head Teacher posts, and the Local Authority has a right to make written representations to the selection panel and attend the interview. The governing body may access professional support through the School Improvement Partner Service when appointing a new Head Teacher, in addition to the professional advice given by the HR Manager.
- 6.5 The Local Authority remains the employer in law for all staff employed to work at High Well School.
- 6.6 It is the responsibility of governors and staff involved in any recruitment and selection process to ensure they adhere to the principles of equal opportunities and the relevant equalities legislation. High Well School will take account of the document 'Equality and Diversity in Employment' available on the school's website when appointments are being made.
- 6.7 High Well School is committed to safeguarding and promoting the welfare of all children and will robustly apply the procedures within this, and associated policies and procedures.
- 6.8 The governing body has Equal Opportunities and Safeguarding policies and will ensure their implementation, including the delegation of implementation to the Head Teacher and HR Manager.
- 6.9 Throughout the school's recruitment process, the local authority may refuse to appoint a candidate recommended by the governing body if that candidate fails to fulfil one of the requirements relating to suitability, qualifications, health and physical capacity, conduct, performance or suitability to work with children.
- 6.11 In the event of a complaint by an applicant that, for example, they have been discriminated against, the respondent at a tribunal will be the Governing Body.
- 6.12 The Recruitment and Advertising Team of the LA may be used to ensure that posts are advertised at competitive prices. The HR Manager will be responsible for managing the application and interview process, and additional recruitment advertising.

7.0 Planning the Recruitment Process

- 7.1 It is essential to plan the recruitment process carefully. Although High Well School may need to make appointments quickly in order to meet the timelines imposed by the final resignation dates for teachers, serious consideration will be undertaken to avoid making an inappropriate appointment because of the pressure to fill posts for the beginning of term. High Well School has established clear recruitment policies and procedures to:
- 7.2 Identify appropriately trained governors and staff to be involved in recruitment panels/procedures, remembering that it is mandatory for at least one member of the panel to have undergone appropriate safer recruitment training.
- Establish and regularly update a file of information about the school, e.g. policy Summaries and management structures for information packages;
 - Maintain an up-to-date file of template documents, e.g. outline job descriptions and person specifications;
 - Identify the types and location of application forms to be used for different posts;
 - prepare outline recruitment timescales for each term (i.e. advertising through to interview) for reference as needed;
 - Establish efficient record keeping systems in line with the Data Protection Act 2018 and the General Data Protection Regulations 2018.
- 7.3 A summary of the recruitment and selection procedures can be found in the school's toolkit.

8.0 Defining the vacancy

Determining the job

- 8.1 The school will ensure that an up-to-date structure plan for all staff, which maps out the way in which it will develop in staffing terms and this should be referred to before confirming any vacancy. The structure should be reviewed against any known changes e.g. budget, school roll and any factors which could impact on the staffing levels. Simply because a job has always been done in such a way, encompassed certain duties or has been paid at a certain level does not necessarily mean it should continue to be so.
- 8.2 The governing body will determine the pay range for each vacancy prior to advertising in line with the School Pay Policy, and after taking professional advice from the Head Teacher and HR Manager.
- 8.3 Prior to advertising the governing body may consider other options such as opportunities for job share and flexible working if this meets the organisational needs of the school.
- 8.4 Where governors are considering an appointment on a fixed term or temporary basis, they will consider the guidance from the HR Manager.

Timing the appointment process

- 8.5 The governing body will ensure that the Head Teacher and HR Manager plans a realistic outline timescale, which includes the main processes in filling the post, from advertising to appointment and the availability of governors.
- 8.6 For teachers this must also take account of their statutory resignation dates i.e. 31 May, 31 October and 28/29 February. The contractual notice periods are 3, 2 and 2 months respectively for the above dates plus 1 additional month notice for an existing Head Teacher.

9.0 Job Description

- 9.1 A formal written job description for the post must be agreed before the post is advertised. It should clearly state the grade (or range), the main duties and responsibilities of the post, the working hours, job title and a breakdown of any supervisory or budgetary responsibilities. This is essential not only for recruitment purposes but also for induction, appraisal and continuing professional development (CPD).
- 9.2 In line with “Safer Recruitment” guidance, all school job descriptions will include a reference to the safeguarding duties and responsibilities of the post. This will state the level of responsibility for promoting and safeguarding the welfare of children and young people assigned to the post. In the case of the Designated Safeguarding Lead, the job description should be explicit in broad areas of responsibility and activities related to the role.
- 9.3 In line with Part 7 of the Immigration Act 2016, all post holders, who as a regular and intrinsic part of their role are required to speak to members of the public, should have a statement in the job description and person specification to explain to candidates the requirement and necessary standard of spoken English required for the role.
- 9.4 All standard job descriptions have been agreed with the recognised trade unions and job evaluation has determined the appropriate grades. If the school wishes to establish a new job description or amend one through a restructuring exercise, the Head Teacher and HR Manager will consult with the governors and trade unions, where appropriate. The governors should be consulted on any changes to existing job descriptions in the school and this will typically be carried out within committees.
- 9.5 The governing body understands its responsibilities under the Equality Act 2010 in relation to equal pay legislation. The governing body will ensure that any appointments to support staff posts or proposed changes to support staff job descriptions, duties or responsibilities will be subject to the school’s job evaluation scheme and information will be provided to Local Authority’s Job Evaluation Team prior to the appointment process.

10.0 Person Specification

- 10.1 The next stage, before advertising the post, is to carefully establish a profile of the personal skills and characteristics required of the post holder. This person specification will inform the whole recruitment and selection process and forms a framework against which objective decisions can be made about each applicant’s suitability for the post.
- 10.2 The job description should be used as a basis for drawing up a person specification. The purpose of the person specification is to define the school’s expectations of the post holder by detailing the essential and desirable skills and aptitudes of the post holder. The person specification should:
- Include the qualifications/skills and experience needed to undertake the role and any other requirements needed to perform the role, including the necessary standard of spoken English required for the role and their suitability for working with children and young people.
 - Reflect the competencies and qualities the successful candidate will need to demonstrate during the selection process.

- 10.3 The person specification should **be precisely related to the requirements of the post** and should not contain experience, qualifications or characteristics which are not relevant to the post.
- 10.4 In considering the essential criteria, the selection panel may wish to consider their relative “weighting”. This allows the panel to take account of the relative importance of the essential elements, with regard to the duties and responsibilities of the post.
- 10.5 The governing body will ensure that the person specification agreed for each post does not breach equal opportunities legislation.

11.0 Advertising and Application

- 11.1 The purpose of the advertisement is to:
 - a) attract responses from suitable and appropriately qualified people and
 - b) deter responses from unsuitable and unqualified people.
- 11.2 Before advertising a post, school will always consider offering the vacancy to staff identified as at risk of redundancy in order to satisfy the requirement to seek to mitigate redundancy.

12.0 Redeployment

- 12.1 The governing body reserves the right to consider or reject the opportunity to assess staff placed in redeployment from within the Local Authority where appropriate.
- 12.2 In these circumstances, school would interview such a candidate prior to the post being advertised by the school. For avoidance of doubt, such redeployment does not contravene equal opportunity requirements.
- 12.3 There may be circumstances where staff employed on fixed term or temporary contracts should be considered for vacancies prior to general advertisement. Advice should be sought from the HR Manager where this applies.

13.0 Preparing the advert

- 13.1 Particular care needs to be taken with the wording of the advertisement so that it does not inadvertently contravene equality legislation.
- 13.2 The advert needs to focus on the key details of the post such as grade, key duties and responsibilities, required qualifications. School will also take account of our own policies relating to safeguarding, equal opportunities and job share. The advert will include a statement on the school’s commitment to safeguarding and promoting the welfare of all children and clearly state that the successful applicant will be required to undertake an enhanced DBS check and subject to other statutory pre-employment checks.
- 13.3 The School Teacher’s Pay and Conditions Document (STPCD) no longer requires a school to appoint a teacher in accordance with their previous salary. The pay band for the post should be clearly stated on the advert and that appointment will be to the minimum point of that band, unless the governing body decides otherwise after taking advice from the HR Manager.

- 13.4 In drawing up an advertisement, school will tailor the advert to attract candidates. Information about the numbers of pupils, the current Ofsted judgement and welcoming candidates to visit the school will encourage applicants to apply.
- 13.5 School will make clear in the advert, the necessary standard of spoken English required for the sufficient performance of any public-facing role.

14.0 Placing the Advertisement

- 14.1 The school will always consider the most efficient means to advertise for different roles and typically places adverts within various local authority block advertisement and TES which not only attract more attention but are more cost effective.

15.0 Advertising of posts

15.1 Head Teacher and Deputy Head Teacher posts

The School Staffing (England) Regulations 2009, Paragraph 15 states the governing body must advertise any Head Teacher or deputy Head Teacher post 'in such manner as it considers appropriate unless it has good reason not to'. The governing body will ensure that all appointments to the post of Head Teacher will be advertised externally, and usually on a national basis.

15.2 Other school posts

The governing body will advertise all vacancies externally, unless there is good reason not to do so. This will ensure that the school attracts a wide field of suitable applicants to recruit the best possible candidate and in the interests of fairness, openness and equal opportunity. The advertisement should include reference to the standard of spoken English required if applicable, as defined in the person specification and job description.

16.0 Information for Candidates

- 16.1 All potential applicants are able to obtain details of our recruitment procedures on our website. In all communications with potential candidates the following statement: ***“Wakefield Council is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. Successful candidates will receive the school’s Safeguarding Policy that outlines the duties and responsibilities of the school and all employees”.***
- 16.2 All potential candidates will be referred to the school’s equal opportunities policy statement and that disabled applicants who meet the essential criteria of the person specification will be guaranteed an interview.
- 16.3 The recruitment information will be prepared in advance of the advert so that potential applicants can receive the necessary information promptly.
- 16.4 The information shared with each candidate will provide a clear picture of the school and its expectations of the post holder. The aim is to encourage applications from those suitable for the post whilst deterring unsuitable individuals from applying.

16.5 The information shared with each candidate will contain the job description, person specification, application form and guidance notes, school information, interview procedure, requirements for references, a copy of the safeguarding policy, which sets out the pre-employment checks that will be undertaken as part of the recruitment process. The HR Manager will be listed as the main contact for any questions about the post.

17.0 Application Forms

17.1 It is essential that all applicants fully complete the standard application form appropriate to the post and High Well School will not accept applications made solely on the basis of a letter and/or Curriculum Vitae (CV) as these allow the applicant to decide which information to supply or omit. Candidates will be advised to review the school's candidate application guidance before applying to ensure they comply with these expectations.

17.2 Depending on the post, applicants should also be asked about any special areas of interest (e.g. age range, subject, leadership experience). All applicants will be asked to provide a statement about why they are applying for the post and what skills and attributes they would contribute as well as any other job-specific areas to be assessed, and these will in most cases be referenced within the application form.

17.3 The application form includes a signed statement that the person:

- Is not on the Children's Barred List
- Is not disqualified from work with children
- Is not subject to sanctions imposed by any regulatory body, e.g. The Teaching Regulation Agency

17.4 Applicants must also confirm that they have no convictions, cautions or bind-overs. Applicants for teaching posts will be subject to an enhanced Disclosure and Barring service check (DBS) with barred list check and prohibition from teaching check.

17.5 The issue and refer candidates to our guidance about how to complete the application form. The accompanying information will emphasise the school's commitment to safeguarding children and clarify the vetting procedures which will be applied to all applicants, namely:

- Successful candidates must fully meet all the essential criteria e.g. qualifications, experience and any other requirements in relation to working with children and young people;
- The interview process will be designed to assess the candidate's ability to meet the essential requirements of the post (including suitability to work with children);
- For shortlisted candidates any discrepancy or anomalies in the information provided, including any gaps in employment which are not accounted for or issues arising from references will be followed up during the interview;
- Current and/or previous employers will be contacted as part of the pre- appointment checks; where there has been a break in teaching service or for support staff, a break in school-based employment, a reference will always be sought from their last school even if the employer is not nominated by the applicant.
- Enhanced DBS checks will be required.

18.0 Shortlisting candidates

- 18.1 In line with the Equality Act 2010 and Wakefield Council's policy, all disabled candidates who meet the essential requirements will be shortlisted and interviewed by High Well School as a Disability Confident Employer. If a candidate has indicated that they are disabled in part 12 of the application form, they will be shortlisted if they meet the essential requirements of the person specification.
- 18.2 The equality and diversity monitoring part of the application forms will be detached from the rest of the application form before shortlisting. This can then be re-attached following completion of the appointment process.
- 18.3 The purpose of shortlisting is for the interview panel to take time to assess the returned application forms and references in order to identify who to call for an interview.
- 18.4 All candidates must be assessed equally against the criteria shown in the agreed person specification. There must be no exception or variation to this as this could render the whole process unfair and open to claims against the governing body. Knowledge of a candidate which is not relevant to the post should not be considered. This is particularly important where there are internal candidates.
- 18.5 The aim is to identify, from the information given in the application form, how each candidate meets the essential and desirable elements of the person specification. However, some elements of the person specification can only be verified or assessed at interview and these should be identified at the planning stage and noted on the person specification so that the applicant is aware. The job requirements must not be modified during or after the shortlisting process. Shortlisting must not be based on any criteria which are not included in the job description or person specification. The panel should be able to evidence, if required, that they did not make any assumptions and be able to ensure that any uncertainty should be tested at interview.
- 18.6 The panel should note that applicants providing false or misleading information in an application or interview process is a serious matter which could result in summary dismissal if the applicant has been selected and appointed by school. Failure to disclose information or providing false information in relation to criminal records is an offence which could lead to prosecution and High Well School will make all required referrals to other agencies where relevant, for example the Police, DBS, TRA.
- 18.7 The panel must be aware of the documents that the school are required to verify such as identity, qualifications and the right to work in the UK to prevent illegal working in line with the requirements of Immigration Act 2016. The HR Manager will ensure an administrator checks the documents for each candidate prior to the interview time, takes copies and signs and dates them. The completed pre-interview checks will be handed to the HR Manager for approval prior to the start of the interview, who will provide a copy of the pre-interview checks to the panel.
- 18.8 Shortlisted candidates will be asked to personally sign the application form at their meeting with the school's HR Manager and prior to commencing the interview process. The application form requires all candidates to make a self-declaration of their criminal record or information that would make them unsuitable to work with children.

19.0 References

- 19.1 High Well School will always request written information about previous employment history in advance of interview and carefully check that information is not contradictory or

incomplete. References will be scrutinised, and any concerns resolved satisfactorily before the appointment is confirmed, including internal candidates.

- 19.3 The purpose of obtaining references is to enable the selection panel to carefully consider objective and factual information from previous employers to inform and support their appointment decisions. They also help ensure that panels are selecting a candidate who is competent and suitable to work with children. For any appointments to Head Teacher posts, the governing body will insist that one of the teaching references is provided by the current employer/employing local authority, and if there has been a break in service for any reason an additional reference will be obtained from their last teaching employer/employing local authority.
- 19.4 As part of the appointment process the governing body may ask for details about whether a Head Teacher or teacher at a school has been subject to capability procedures in the previous two years. *The 'School Staffing (England) (Amendment) Regulations 2012 require governing bodies of maintained schools to confirm, if asked for a reference, whether or not a member of the teaching staff, has within the last 2 years, been subject to capability procedures.*
- 19.5 One of the references requested must always be from the current or most recent employer. High Well School would be in breach of our safeguarding responsibilities if we do not seek to obtain a reference from the current employer before the governing body make an appointment. If an applicant has previously worked with children, either in paid or voluntary activities, an additional reference should be obtained from that school or organisation.
- 19.6 References should always be sought directly from the referee and by the school's HR Manager. The referee will be advised that they have a responsibility to ensure that the reference they supply is accurate and does not contain any material misstatement or omission. They will also be informed that our policy is one of an 'open reference' where the factual content of their reference is able to be disclosed to the applicant and discussed.
- 19.7 Information disclosed about past disciplinary action (including misconduct for Teacher Service checks) must be considered very carefully when assessing the candidate's suitability for the post.
- 19.8 References which are not specific to the post applied for, which have been supplied to the applicant on a previous occasion or 'to whom it may concern', photocopies or testimonials will not be accepted unless they are current and have been verified with the referee and meet all requirements; where electronic references are received the HR Manager will ensure that the references originate from a legitimate source in line with our safe recruitment practice. Once received, references must be checked to ensure that all specific questions have been answered satisfactorily, and the referee should be contacted to provide further clarification where appropriate. For example, where vague or incomplete information is provided. Any discrepancies or inaccuracies completed on the application form will be taken up with the candidate, if shortlisted, at interview and before any offer of employment is made.
- 19.9 Reference requests should be in the same format for all candidates and ask specific questions, on High Well School's standard pro-forma so that there is a clear understanding as to why a candidate left their previous employment.

20.0 Interview Process

- 20.1 Having confirmed the shortlist, the panel must confirm any other activities they wish to include in the selection process. They should again refer to the person specification to ensure that such activities will allow the candidates to demonstrate how they meet the criteria and consult with the HR Manager to check suitability.

21.0 Selection Activities

- 21.1 The selection process does not only enable the selection panel to assess the individual candidates but also allows the candidates to find out about the school and the post for which they are applying.
- 21.2 A number of informal preliminary activities can be used to put the candidates at their ease before the actual selection procedures begin. These are likely to include a tour of the school, a short presentation about the school and the job and an opportunity to meet staff, pupils and governors.
- 21.3 For some posts additional activities will help the panel gain information which would not easily be obtained in a formal interview. A programme should be planned to include a range of activities appropriate to the post. The governing body will ensure that they assess candidates working with our students and as such the selection/interview process will provide opportunities for each candidate's suitability for work to be assessed. In addition, where possible school leaders will embrace the opportunity to involve our students in the recruitment and selection of school staff.
- 21.4 If a candidate has disclosed a disability which may affect their performance at interview, adjustments will be made to the interview arrangements to accommodate this.

22.0 Interview Preparation

- 22.1 All selection procedures should involve an interview to assess each candidate against the requirements of the job (person specification), even if there is only one shortlisted candidate. The interview process and selection techniques should also be used to identify the most suitable person for the post and fully explore each candidate's suitability to work with children.
- 22.2 The panel should meet before the interviews to:
- Review the person specification and job description to determine assessment criteria and questions.
 - Agree the questions to ask candidates.
 - Agree who will chair the interview and who will ask each question.
 - Decide on a model answer and scoring system, ensuring they have an objective method of evaluating candidates against the criteria.
 - Decide who will take notes when a panel member is asking the interview the questions.
 - Prepare the interview evaluation sheets.
 - Confirm arrangements for the day with the school; that appropriate rooms are available, cover for staff involved, who will collect and return candidates from/to a waiting room, meet candidates upon arrival, check and photocopy candidates' documents.
 - Ensure that arrangements are in place for the panel to receive the completed pre-interview information from candidates

- Ensure candidates are aware of the activities to be undertaken.
- 22.3 Before the interview, each member of the panel should have received and read copies of the application forms and references for the shortlisted candidates.
- 22.4 Questions for candidates, model answers and a scoring system should be prepared in advance. The interview evaluation sheets should be prepared with the questions listed on them.
- 22.5 The letter of invitation to interview, will be sent promptly usually by email to give candidates reasonable notice and time to prepare for any specific activities such as a presentation. Candidates should be asked to confirm that they are able to attend. If a candidate has disclosed a disability which may affect their performance at interview, ask the candidate to contact the school to confirm if they require any adjustments to be made to the arrangements.
- 22.6 The letter will also include a request for candidates to bring relevant documents for identity, enhanced DBS, Children's Barred List and qualification checks to be made.

The letter should explain that these personal documents will be shredded if they are not the preferred candidate after the interview stage.

23.0 Interview Panel

- 23.1 The interview panel should, ideally, consist of 3 people and at least one of them must be trained in safer recruitment procedures. The panel should also be balanced in terms of sex and other relevant factors. The governing body may decide to delegate full responsibility to the Head Teacher or Senior Leadership Team for some recruitment decisions and this will be recorded at the appropriate committee and regularly reviewed. However, High Well School will ensure it includes at least one governor on all interview panels wherever possible and to ensure that recruitment decisions are always made by at least two people. For some staff, e.g. Head Teacher and senior leadership posts the governing body will be involved in the process and final decision. Alongside the formal recruitment panel, other panels may be used to support final appointment decisions such as staff and pupil panels. The governing body will agree the weighting of such other panels as appropriate.

24.0 Questioning candidates

- 24.1 The structure of the interview should be carefully planned. The prepared questions (which must specifically relate to the job description and person specification) should be asked of each candidate. Supplementary questions can be asked which are specific to a particular candidate. The panel should consider and agree any issues which need to be explored arising from the information contained in the application form and references so that all potential concerns are explored and resolved, including any inconsistencies in the information provided, gaps in employment and reasons for them.
- 24.2 Candidates must not be asked at interview about their personal circumstances i.e. their marital status, sexual orientation, family, religion, politics, trade union affiliation, etc.
- 24.3 When assessing the applicant's suitability for the post as described, the interview panel should also explore the following issues:
- any gaps in the candidate's employment record. (or study record, from the age of 16)

- concerns or discrepancies arising from the application or references.
- whether there are any issues which the candidate wishes to declare in the light of DBS checks etc.
- the candidate's attitudes towards children and young people.
- What attracted the person to the post and their motivation for working in a school/with children.
- their ability to understand and support the school's policies, including the need to safeguard and promote the welfare of children.
- Information provided about the candidate's previous disciplinary record in references.

24.5 Under the Equality Act 2010, employers are prevented from asking potential recruits questions about their health (and this should not be requested or detailed on the application) before a job offer is made in order to avoid liability for disability discrimination. The only exception to this is to establish the applicant's capability to carry out a function intrinsic to the work concerned, which is a specific requirement of the person specification – a 'genuine occupational reason' (GOR).

24.6 If the role is public-facing, under the Immigration Act 2016, all applicants should be assessed on their English-speaking ability either through a formal test if the role requires this, or more usually as part of the interview questioning process. Alternatively, evidence can be provided of suitable proficiency in the English language by qualifications from UK establishments, specific courses in English, or having undertaken a comparable qualification which was delivered in English. Post that are likely to be public-facing, for example school reception or attendance officer.

25.0 Managing the interview

25.1 The chair of the selection panel should ensure all panel members are clear about their specific roles and clarify any issues to be explained with individual candidates.

25.2 When conducting the interview, the members of the panel should introduce themselves and encourage the candidates to feel at ease. All panels will start the interview on familiar ground with questions about the candidate's current job or their background and experience.

25.3 High Well School will link the areas of questioning so that the interview flows naturally. The chair of the panel will keep an unobtrusive eye on the time. All panel members must remain objective and guard against subconscious prejudice or stereo typical views of particular candidates. Assessments should be based on whether or not the candidate meets the person specification on the basis of an objective assessment.

25.4 Selection decisions should not be influenced by any protected characteristics, the sex, race, disability, age, sexual orientation, religion or belief, gender reassignment, pregnancy or maternity, marriage or civil partnership of the candidate. It is illegal to discriminate on such grounds and such a decision can be challenged in an Employment Tribunal.

25.5 The interview is a two-way process and candidate, should be given the opportunity to ask questions, be informed when they will hear the outcome, and thanked for attending the interview.

25.6 Notes must be taken by all members of the interviewing panel to assist with assessment of the candidates and to help form the rationale for the decision. Notes and application forms for all candidates interviewed will be retained for at least 6 months by the HR

Manager. All information considered in decision making should be clearly recorded along with the reasons for the decision made, including the names of the panel.

- 25.7 It may be appropriate to confirm and/or discuss salary and conditions of service within the interview. Where this happens a record of this will be recorded on the candidates record.
- 25.8 It is usual for the decision to be made directly after the interviews. Candidates should be informed of when the decision is likely to be made and advised whether they may leave the school and be notified later or whether they should remain. Candidates should be thanked for the time and energy they have invested in the process as they will judge the school by the way they have been treated throughout the process, regardless of whether or not they are appointed.

26.0 Appointment Procedure

Decision

- 26.1 Following the final interview of the shortlisted candidates, the selection panel should immediately discuss each candidate, carefully recording where essential and desirable criteria have been met during the course of the interview. The panel's decision must only be made against the defined requirements of the job as detailed in the person specification.
- 26.2 Selection decisions should not be influenced by the sex, race, disability, age, sexual orientation, religion or belief, gender reassignment, pregnancy or maternity, marriage or civil partnership of the candidate. These are protected characteristics and it is illegal to discriminate on such grounds and such a decision can be challenged in an Employment Tribunal
- 26.3 The selection panel should be asked to share their records of each candidate with each other and attempt to reach a consensus about which candidate best fits the person specification. Where there is more than one candidate who meets all the essential criteria, reference should be made to the desirable criteria applying the relative weightings agreed in advance where appropriate. If it is not possible to reach a unanimous decision, the panel will need to decide whether they are prepared to proceed on the basis of a majority decision.
- 26.4 Where there is uncertainty the panel would be asked to consider whether it is appropriate to make an appointment or whether the post should be re-advertised. Once a decision has been made, the panel should confirm and record why the other candidates have been rejected and include the information with the application forms in case of a challenge at a later date.
- 26.5 The appointing panel, with advice from the HR Manager, will determine the starting salary to be offered to the successful candidate, in line with the School Pay Policy and in accordance with information contained within the advertisement and other recruitment information. The appointment to all leadership roles will usually be to the minimum point of the pay range, and appointment to MPR and UPR will normally be to the minimum point within the pay band advertised. Where a candidate is simultaneously employed by another school, High Well would not bound to make any pay decision based on their employment by another school. Where teachers have been appointed to the school during a cycle of additional support within appraisal or subject to the formal capability process the governing body will, where necessary, seek evidence from the previous school to assist pay decisions and any ongoing support that maybe required in the new post.

27.0 Conditional Offers and Pre-employment checks

- 27.1 Once a decision has been made the successful candidate should be made a conditional offer of appointment, initially verbally and must be followed by written confirmation as soon as possible by the HR Manager. All offers of employment should be conditional until satisfactory completion of the mandatory pre-employment checks.

The offer of employment forms a legally binding contract which can only be withdrawn in certain circumstances. Further advice can be obtained from the HR Manager should this instance apply. Once the pre-employment checks are completed a further formal confirmatory letter of appointment should be sent to confirm the offer.

- 27.2 A copy of High Well School's Safeguarding Statement must also be sent to the successful candidate with the offer letter.

The offer of appointment is conditional upon all of the checks set out in the Single Central Record (SCR) Guidance and template document. The school will:

- Verify the candidate's identity (if not already established). It is essential to ensure the person is who they claim to be, this includes the potential for an individual changing their name.
- Obtain an Enhanced DBS check which will include barred list information, for those who will be engaging in regulated activity.
- Obtaining a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available, or where an individual has worked in a post in a school or college that brought them into regular contact with children or young persons which ended not more than three months prior to that person's appointment to the organisation and where all other relevant checks have been carried out.
- Verify the candidates mental and physical fitness to carry out their work responsibilities.
- Verify the person's right to work in the UK.
- Verify the at least 2 satisfactory references from appropriate sources;(1 of the references must be from the current or last employer).
- Verify qualifications.
- Verify professional status, e.g. QTS/ECT status, NPQH; For teaching posts this must include verification of successful completion of the statutory induction period, applicable to those obtaining QTS after 7 May 1999.
- Complete prohibition from teaching check for teachers and relevant support staff where they meet the statutory definition of undertaking "teaching work." Checks on other staff may be undertaken but not a statutory requirement. This check provides confirmation that an applicant is not subject to a prohibition order issued by the Secretary of State to confirm an individual is not barred from teaching.
- A disqualification under the childcare act 2006 check if the new starter works in a relevant setting, and a waiver form obtained from Ofsted if necessary.

- Satisfactory completion of probationary period for support staff who hold continuous service within the local authority.
- For candidates who have lived or worked abroad the same checks must be undertaken as well as any further checks considered appropriate so that any relevant events that have occurred outside the UK can be considered. These could include:
 - Criminal record checks for overseas candidates
 - Obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked.
- For a candidate taking up a management position a check that they are not subject to a 128-direction issued by the Secretary of State.

27.3 The HR Manager will ensure that the above checks have been completed and appropriate records established and retained including the Single Central Record as required by the latest version of the statutory guidance, Keeping Children Safe in Education (KCSiE) and Ofsted.

27.4 If a school has concerns about an existing staff member's suitability to work with children or an employee moves from non-regulated activity to a post that is considered to be regulated activity, then the relevant checks must be carried out (see current version of KCSiE, and School's Disciplinary Policy).

27.5 High Well School will not allow an individual to start work in regulated activity relating to children, before the DBS certificate is available and all pre-employment checks, including the separate children's barred list check are completed.

28.0 Candidate's Debrief

28.1 The Head Teacher or HR Manager will provide candidates with detailed feedback on their performance at the selection process should a candidate request this. This will help unsuccessful candidates to identify areas of improvement for future applications and assist with the induction of the successful candidate into school by identifying any particular areas for support and training.

28.2 Copies of personal documents of unsuccessful candidates' documents provided to the school as part of the interview process for checking, should be either returned to them or destroyed in line with the school's retention policy.

29.0 Recruitment Appeals

29.1 Any written complaint about the recruitment decision or procedures should be referred to the Head Teacher or chair of governors, copying in the HR Manager. Advice will then be sought from the HR Manager who will investigate all recruitment and selection complaints and provide an appropriate response in line with the school's Complaints Procedure.

30.0 Induction

30.1 All new staff (and volunteers) should have access to a carefully planned induction programme when they take up their new appointment. Line managers should ensure that staff are inducted in accordance with the School Staff Induction policy. The Induction checklist for Safeguarding should be completed for all new starters and the School Employee Code of Conduct for School Staff should be discussed with all staff each year.

who should then sign to confirm their understanding on a regular annual basis or as considered appropriate by the school. Governors should be inducted in line with the Governors Induction template by the Chair of Governors and members of the Senior Leadership Team, and completed forms returned to the HR Manager for retention.

31.0 Employment of Agency and Supply staff

- 31.1 The Governing Body will need to ensure that where the requirement exists to employ agency staff or their own supply staff on an ad-hoc basis that all of the required safer working checks are completed and recorded on the Single Central Record by the HR Manager.
- 31.2 Agency or supply staff will also be required to comply with the Fluency Duty under the Immigration Act 2016 if they undertake a relevant public-facing role, such as teaching, HLTA and teaching assistant duties.
- 31.3 The Governing Body may consider the recruitment of agency and supply staff on a temporary to permanent basis where it concludes this model best serves the school.
- 31.4 Any agency or supply staff recruited via a temporary to permanent recruitment model will be required to undergo all safer recruitment procedures including a new DBS, health checks, employment references, right to work in the UK and any other such check as required to ascertain their suitability to work within regulated activity.

32.0 Volunteers

- 32.1 The school has a separate Volunteers policy that is robustly implemented and all relevant checks including DBS with a barred list check, and referencing are undertaken prior to commencing placement. Volunteers will typically be supervised by school staff at all times. High Well School will undertake a further check on any volunteer should there be any concerns. Volunteers referencing, and appointment will be managed by the HR Manager.

32.2 Risk Assessments and DBS checks

Senior Leaders may undertake a written risk assessment and use their professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity. In doing so they are expected to consider:

- the nature of the work with children.
- what the school knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers.
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability.
- whether the role is eligible for an enhanced DBS check.

- 32.5 Following the successful completion of the safer recruitment checks and or risk assessment the school will decide for the volunteer to undertake an induction programme tailored to their placement and learning aspirations.

33.0 School governors

- 33.1 Governors in maintained schools are required to have an enhanced DBS check. It is the responsibility of the governing body to apply for the certificate for any of their governors who do not already have one. Governance is not a regulated activity and so governors do not need a barred list check unless, in addition to their governance duties, they also engage in regulated activity. Due to the size and nature of High Well School, all governors are typically engaged in activities involving access to children and as such a barred list check will be undertaken.
- 33.2 Governors of maintained schools are also required to undergo a section 128 direction check.
- 33.3 A record of all checks undertaken for governors will be entered on the school's Single Central Record (SCR).

34.0 Ongoing vigilance

- 34.1 KCSiE reminds all schools of the need for ongoing vigilance beyond the recruitment process to ensure the safety of children. Good safeguarding must be embedded in the school ethos and all policies and procedures to maintain an educational environment deters and prevents abuse and challenges inappropriate behaviour.

35.0 Definitions

- 35.1 When reading this policy, you are likely to wonder what certain words refer to and to help guide consistent understanding, definitions are show below:

DBS	Disclosure and Barring Service, previously CRB
KCSiE	Keeping Children Safe in Education
Children	Refers to any child under the age of 18 years
Staff and Volunteers	Refers to any adult who is employed, commissioned to work with or on behalf of children, in either a paid or unpaid capacity
Governing Body	Body responsible for the school
HR	Human Resources
DSL	Designated Safeguarding Lead