



Recruitment, Selection and Induction Policy

**(including Safer
Recruitment)**

This policy applies to Community and Voluntary Controlled Schools and is advisory for Foundation and Voluntary Aided Schools

April 2013

Recruitment, Selection and Induction Policy

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INTRODUCTION

The aim of this document is to provide a flexible systematic recruitment and selection framework in which roles and responsibilities are clearly defined to ensure that the recruitment and selection process is carried out in a fair, professional and lawful manner. This policy is supported by the more detailed 'Guidance on Recruitment, Selection and Induction' document that follows.

As part of the School's commitment to safeguarding children, 'Safer Recruitment' is undertaken at all times when recruiting to all posts within the school.

OBJECTIVES

These are to:

- Demonstrate that recruitment and selection has been conducted fairly through a consistent and uniform approach for all
- Attract the widest number of candidates appropriate for the job
- Ensure that all employees have the competence and commitment to meet the requirements of the post to which they are appointed
- Achieve equality of opportunity for all applicants
- Ensure a planned approach that is conducted on an objective basis and shows that candidates are measured against pre-determined, specific and relevant job requirements
- Ensure that roles and responsibilities at all stages of the process are clearly defined for all those involved
- Enable applicants, whatever the outcome, to feel that they have had a positive learning experience
- Enhance the reputation of the school and Lincolnshire County Council as an employer and service provider
- Ensure staff and governors responsible for recruitment, selection and induction will be given appropriate training
- Ensure that at least one member of the Recruitment and Selection panel has successfully completed the Safer Recruitment in Schools training
- Ensure that new staff participate in an induction process including the school Code of Conduct, Safeguarding Policy and all other relevant policies and procedures

MINIMUM STANDARDS

An Appointing Officer must be appointed to manage the recruitment process. They will be trained accordingly and have the authority to recommend to the Governing Body the decision to appoint. As a minimum, the Appointing Officer of the recruitment and selection panel will have undertaken safer recruitment training and adhere to the standards for Safer Recruitment outlined in the Safer Recruitment Toolkit (Lincolnshire Safeguarding Children Board).

Recruitment and Selection is a confidential process where Appointing Officers, interview panels and administration staff will see confidential information of a personal nature. All must provide due care and consideration for this information during and after the process.

The Appointing Officer will ensure that they comply with employment legislation and statutory requirements.

Posts in Schools require an Enhanced Disclosure and Barring Service (DBS) and Barred List check.

Equality Considerations through Recruitment

Appointing Officers will implement recruitment practices which support the aim of this policy and give due consideration to positive action, reasonable adjustments and equality which can help to address any under representation.

- The wording used within advertising must not discriminate or be construed to be discriminating against any person or group of people.
- The Appointing Officer must establish a selection Panel that will consist of a minimum of two people.

Vacancies

When a vacancy is identified it is necessary to review the nature of the post in line with the needs of the school – this review may include the exit interview of the previous post holder where applicable.

Part of this review will include updating the Job Description and Person Specification which reflects the duties, responsibilities, skills and attributes required for the post, including reference to the post holder's responsibility for safeguarding and promoting the welfare of children and young people. If the Job Description is amended and it has previously been assessed through the County Council's Job Evaluation Scheme, then the Job Description will need to be resubmitted for re-evaluation.

The School should inform the Local Authority of any vacancies and provide copies of the Job Description and Person Specification

Through the Redeployment Scheme for School Staff, the School should consider the nomination of any employees from Lincolnshire County Council for the vacancy.

Advertisements

All Head Teacher and Deputy Head Teacher vacancies within the School will be advertised appropriately to attract the widest number of candidates appropriate for the job. All other posts will be advertised to attract the widest number of candidates appropriate for the job.

All advertisements will be written so as not to discriminate against any group or individual.

In most circumstances advertisements will be placed county wide, however a local advert may be considered appropriate where posts are outside of normal working time or are for very few hours.

Internal advertisements may be appropriate for:

- Temporary posts of less than 4 months
- Where the vacancy is considered to be a promotion opportunity for current staff

If there is scope to make a temporary post permanent, advertisement will take place unless the temporary contract has been in place for 2 years or more and the post remains the same. If this is the case the holder of the temporary post will be offered the permanent position, with the exception being unqualified teachers who can only be appointed on temporary contracts.

All advertisements (and further details information) will include the School's safeguarding statement (see Recruitment, Selection and Induction Toolkit) and the requirement for an enhanced DBS and Barred List check application.

All advertisements will include the details for the post including hours, salary and any qualifications required. If the post is temporary then the temporary reason and end date will be specified

Applications

No late applications can be accepted once the closing date and time has passed. CVs are not acceptable in any circumstances.

Data Monitoring

All Recruitment Monitoring Forms are to be removed from candidate's applications prior to shortlisting.

Recruitment Monitoring Forms are not to be stored on the successful candidate's personal file.

Recruitment Monitoring Forms are collated and reviewed to inform equality and diversity within the School.

Scrutinising and Shortlisting

All applications will be scrutinised to ensure that they are fully and properly completed; that information provided is consistent and is without discrepancies and to identify any gaps in employment. Incomplete applications will not be accepted.

Any anomalies or discrepancies identified by the scrutiny will be noted so that they can feed into the shortlisting process.

Obvious gaps in employment, the reasons for a history of repeated changes of employment, or a move from a permanent post to supply teaching or temporary work, will be explored through references (where appropriate) and at interview.

All candidates will be assessed equally against the criteria contained in the person specification without exception or variation.

The Council operates a guaranteed interview scheme. All applicants with a disability as defined under the Equality Act 2010 who advise the School at the time of their application and who meet the minimum criteria of the post must be offered an interview. This is in accordance with the Two Ticks 'Positive about Disability' scheme.

If the post does not attract Sponsorship (previously Work Permits) then any candidates from countries who require sponsorship will not be shortlisted.

References

The Head Teacher will request two references for all external candidates. Where an applicant is already employed in the School, then a reference from the current line manager is sufficient.

At least one referee will be the current or last employer; however, if the last employment was not a post that worked with children, then a reference will be sought from the applicant's last employer where they did work with children.

Referees must meet the agreed eligibility criteria as defined in the Recruitment, Selection and Induction Toolkit.

References will be sought directly from the referee on all shortlisted applicants before interview so that any concerns they raise can be explored further with the referee and taken up with the candidate at interview.

In exceptional cases where it is not possible to receive a reference before interview, it must be received and scrutinised with any concerns resolved satisfactorily before the appointment is confirmed.

On receipt, references will be checked to ensure all questions have been answered satisfactorily and that information is consistent with the application form. The Appointing Officer should contact the referee via telephone to verify the authenticity of the reference and to clarify any information that is not clear. A record should be kept of this conversation.

Past disciplinary action or allegations will be considered in context and advice from the schools HR Provider sought.

Selection

The School is committed to ensuring that all employees or job applicants will only be assessed according to their capability to carry out a given job, based on justifiable,

objective criteria which are clearly related to the duties of the Job Description and Person Specification.

The Chair of the selection panel is responsible for ensuring that the assessments/interviews are chaired effectively and conducted fairly with equal treatment of all candidates. All candidates must be subjected to the same selection process.

The minimum requirement through 'Safer Recruitment' is for a face to face interview. Other selection methods may be used in addition to an interview and observed interactions with pupils may be used for part of the selection process where considered appropriate.

Disabled candidates should not be asked about the nature of their disability. If they wish to discuss adjustments to the working environment as a result of being invited to attend an interview, a candidate led discussion is acceptable.

Checks to be carried out during the selection process

During the assessment/interview day, the Head Teacher must see documentation to evidence the candidates':

- Identity check (All candidates internal/external unless evidence is already on file).
- Right to work in the UK (All candidates internal/external unless evidence is already on file)
- Qualifications and Professional Accreditations (All candidates internal/external unless evidence is already on file).
- Conflict of Interest – the Chair of the panel must ask all candidates if they have any outside business interests that may conflict with those of the School's and the County Council's business.
- DBS document checking. The Head Teacher can undertake completion of section W and X on the DBS application form for all candidates during the selection process. Candidates do not have to comply with this request at this stage within the recruitment process.
- If any candidates have lived, studied or worked overseas for a period of more than three months in the last five years, then they are expected to obtain a statement of good conduct (sometimes referred to as a certificate of good repute) that relates to the time they resided in that country. A candidate is only expected to apply for this after an offer of employment is made.
- Completion of Disqualification from Caring for Children Regulations Disclosure form (DCCR form) (Only required for posts that involve caring for children eg. Day nurseries, pre-schools, etc).

Any documents that have been provided that are not in English must be accompanied by a certified translation. The translator credentials should be provided, along with their official declaration that the translation is accurate.

The Chair of the panel should take photocopies of all documents presented to evidence the above, date and sign them, and store these securely until a decision to appoint is made.

Interviews

A face-to-face interview that explores a candidate's suitability to work with children as well as suitability for the post is always undertaken. Interviews will be conducted by a minimum of two people who have the authority to make appointment decisions.

At least one of the panel will have completed the online or face-to-face Safer Recruitment Training for Schools.

Unsuccessful Candidates

Internal candidates should be given an adequate de-briefing and signposting of future development areas.

Any documents and information provided by unsuccessful candidates during the selection process must be confidentially shredded at this time.

Decision to appoint

Where satisfactory references have been received and the Appointing Officer wishes to make an offer of employment they should ensure that the offer is made subject to 'positive information being received from the DBS (if applicable) and the County Council's medical adviser'.

The Appointing Officer must be aware that a verbal offer of appointment is as binding in law as a written offer.

Appointment must be on merit and made in writing.

Processing the Appointment

All successful candidates must be medically cleared before they commence work.

The Appointing Officer must complete the appropriate Starter Form and confirm all relevant checks have been undertaken before payroll can be set up.

Assessment material on unsuccessful candidates should be retained in a secure place by the Appointing Officer for six months, after which time they should be confidentially shredded.

Induction

There will be an induction programme for all staff and volunteers newly appointed in the school. The purpose of induction is to:

1. provide training and information about the school's policies and procedures;
2. support individuals in a way that is appropriate for the role for which they have been engaged;
3. confirm the conduct expected of staff and volunteers;
4. provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and,
5. enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The content and nature of the induction process will vary according to the role and previous experience of the new member of staff or volunteer. The information provided for safeguarding and promoting the welfare of children will include information about, and written statements of policies and procedures in relation to safeguarding and promoting welfare, e.g. child protection, anti-bullying, anti-racism, physical/intervention/restraint, intimate care, whistle blowing, social media, etc.

The programme will also include attendance at child protection training appropriate to the person's role.

Newly qualified teachers will be required to complete the NQT Induction Programme.

Probation

All staff on Local Government Employee's terms and conditions in their first appointment in a Lincolnshire County Council school will be subject to a six month probationary period. During which time their performance will be monitored and appropriate action taken if required. Staff will be informed in writing when they have successfully completed this period.

Complaints

It is the Head Teachers responsibility, in the first instance, to respond to any complaints from job applicants regarding the failure of the School to follow its policy. The Head Teacher should be aware of the stages an internal employee can follow.

Further Information

For further information and guidance Schools should contact their HR Provider or view the Recruitment, Selection and Induction Guidance.

Links

School Employment Manual:
Pay Policy

Appraisal Policy
Capability Policy
Code of Conduct
Safeguarding and Child Protection Policies

Terms and Conditions:

Teaching Staff – School Teachers’ Pay and Conditions Document
Support Staff – Local Scheme of Conditions of Service
- Green Book

Statutory Documents:

School Staffing Regulations
Safeguarding Children and Safer Recruitment in Education