

Recruitment Procedure

1. Introduction

This document sets out the safe recruitment and selection procedures which will be followed at the school and provides employees who have responsibility for recruitment and selection with guidance on legal requirements and best practice.

2. Policy Statement

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

This school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

This document provides a good practice framework to comply with the principles set down in the schools Equal Opportunities Policy. The practices described in this document are designed to ensure a fair and objective process.

All posts within the school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure. A previously issued Criminal Records Disclosure Certificate will only be accepted in certain restricted circumstances.

The School is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s). The School's Recruitment Procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.

The Criminal Records Bureau has published a Code of Practice and accompanying explanatory guide. This School is committed to ensuring that it meets the requirements of the Criminal Records Bureau in relation to the processing, handling and security of Disclosure information.

The school will:

1. implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

The following pre-employment checks will be undertaken:

- receipt of at least two satisfactory references
 - verification of the candidate's identity
 - a list 99 check
 - a satisfactory CRB disclosure.
 - verification of the candidate's medical fitness
 - verification of qualifications
 - verification of professional status where required e.g. GTC registration, QTS status (unless properly exempted)
 - the production of evidence of the right to work in the UK
 - (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
2. keep and maintain a single central record of recruitment and vetting checks, in line with the DfES requirements.
3. ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor the compliance with these measures.
4. require staff who are convicted or cautioned for any offence during their employment with the School to notify the School, in writing of the offence and penalty.
5. the school will refer to the Local Authorities internal registers of individuals whose previous employment history may give cause for concern and will refer names to the secretary of state in certain circumstances for possible inclusion on List 99 or PoCA list.

Scope

The measures described in this policy will be applied in relation to everyone who works and applies to work, within this school. Children are likely to perceive all members of staff as safe and trustworthy adults, therefore the measures include staff employed on a permanent basis, temporary and casual staff, unpaid volunteers and those employed by external organisations such as supply agencies and contractors.