



NORTHWOOD COLLEGE

FOR GIRLS

GDST

GIRLS' DAY SCHOOL TRUST

RECRUITMENT POLICY

Table of Contents

1.	Policy	2
1.1	Summary	2
1.2	Recruitment and selection policy statement	2
1.3	Purpose	2
1.4	Scope	2
1.5	Aims and Objectives	2
1.6	Principles	3
2.	Equal Opportunities	3
3.	Recruitment and Selection Training	3
4.	Pre-Recruitment Process	3
4.1	Objective	3
4.2	Request to Recruit	4
4.3	Advertising	4
4.4	Application Forms	4
4.5	References	4
5.	Interviews	5
5.2	Interview Panel	5
5.3	Scope of the Interview	6
6.	Conditional Offer of Appointment: Pre Appointment Checks	6
6.2	Health Checks	7
7.	Unsuccessful Candidates	7
8.	Criminal Convictions	7
9.	CRB Checks	7
10.	Induction	8
10.1	Welcome Pack	8
10.2	Post Appointment Induction	8
11.	List of Appendices	9

Review date due: Sept 2022

1. Policy

1.1 Summary

1.1.1 This Recruitment and Selection Policy has been produced in line with the DfES guidance 'Safeguarding children: Safer Recruitment and Selection in Education Settings' (June 2005). This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Making safeguarding and promoting the welfare of children an integral factor in recruitment and selection is an essential part of creating safe environments for children.

1.2 Recruitment and selection policy statement

1.2.1 The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

1.2.2 The College is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high quality service.

1.3 Purpose

1.3.1 To ensure the recruitment of both permanent and temporary (including voluntary) staff is conducted in a fair, effective and economic manner.

1.3.2 To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

1.4 Scope

1.4.1 The policy applies to all employees and governors responsible for and involved in recruitment and selection of all school based staff.

1.4.2 The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated the responsibility to the Head Mistress for appointing staff other than the Head, The Bursar, the Deputy Head Teachers and the Head of Junior School.

1.5 Aims and Objectives

1.5.1 To ensure that the safeguarding and welfare of children and young people occurs at each stage of the process

1.5.2 To ensure a consistent and equitable approach to the appointment of all school based staff.

1.5.3 To ensure all relevant equal opportunities legislation is adhered to and that candidates for appointment are not discriminated against either directly or indirectly on the grounds of race, nationality, gender, religion, belief, age, disability, marital status, sexual orientation or on account of gender reassignment, pregnancy or maternity.

1.5.4 To ensure the most cost effective use is made of resources in the recruitment and selection process.

Review date due: Sept 2022

1.6 Principles

1.6.1 The following principles are encompassed in this policy:

- All applicants will receive fair treatment and a high quality service
- The job description and person specification are essential tools and will be used throughout the process
- Employees will be recruited on the knowledge, experience and skills needed for the job
- Selection should be carried out by a panel with at least two members or by two different interviewers. At least one panel member should have received training on the recruitment and selection process through the Children's Workforce Development Council (CWDC) online training package.
- Selection should be based on a minimum of completed application form, shortlisting and interview
- Monitoring and Evaluation are essential for assessing the effectiveness of the process
- All posts will normally be advertised
- The Disability Discrimination Act (DDA) makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

2. Equal Opportunities

2.1 The College is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against, either directly or indirectly, on the grounds of race, nationality, gender, religion, belief, age, disability, marital status, sexual orientation or on account of gender reassignment, pregnancy or maternity. The College acknowledges that unfair discrimination can arise on occasion and therefore will ensure that the Equal Opportunities Policy is the foundation for all its activities.

3. Recruitment and Selection Training

3.1 Safer Recruitment is an online training package developed for Head Teachers and Governors, which aims to improve recruitment processes in schools to help deter, identify and reject applicants who might be unsuitable to work with children.

3.2 At least one member of the interview panel should ordinarily have completed this training successfully prior to the start of the recruitment process.

4. Pre-Recruitment Process

4.1 Objective

4.1.1 The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the school. The first experience an individual has is important, therefore the experience should be positive and all those responsible for recruiting should:

- Leave a positive image with unsuccessful applicants who may currently be involved in the school in another capacity or may become future employees.

Review date due: Sept 2022

- Give successful applicants a clear understanding of the post and what is expected of them
- Reduce the risk of a bad selection decision that can be expensive and may cause line management problems in the future or may not meet our commitment to safeguard children.

4.2 Request to Recruit

- 4.2.1 When a new member of the non-teaching staff is required whether it be permanent or temporary, a Request to Recruit form should be completed and returned to the Head Mistress/Bursar. These forms can be obtained from the Bursar's PA. (See Appendix 1) This is not applicable for teaching staff appointments.

4.3 Advertising

- 4.3.1 The recruitment process will ordinarily include placing advertisements as appropriate in the Times Educational Supplement or the local newspapers.

Advertisement information should normally include the following:-

- Brief info about school
- Details about the position
- Contact details for an application pack
- Closing date for the receipt of application forms

All advertisements should include the following wording:

“Northwood College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.”

(See Appendix 2 for an example of a non-teaching post advertisement)

4.4 Application Forms

- 4.4.1 There are different application forms for Teaching and Non Teaching posts. (See Appendices 3 and 4). These application forms include the wording recommended under DfES guidance – “Safeguarding Children: Safer Recruitment and Selection in Education Settings”. When sending application forms out to prospective candidates, the following documents should also be sent:

Standard Letter of Response to candidates' expression of interest (Appendix 5)
 Background information for teaching and non-teaching staff (Appendices 6 and 7)
 Application Forms should include the Guidance Notes (Appendix 8)
 Explanatory Note to accompany application form (Appendix 9)
 Job Description (Appendix 10)
 Person Specification (Appendix 11)
 Child Protection Policy Statement (Appendix 12)

4.5 References

Review date due: Sept 2022

- 4.5.1 The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They should always be sought and obtained directly from the referee.
- 4.5.2 Ideally, references should be sought on all short listed candidates, including internal ones, and should be obtained before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.
- 4.5.3 A reference letter (see Appendix 16) and reference form (see Appendix 17) are sent to the two referees named in the application form for the successful candidate. The reference form includes questions as recommended in the DfES guidance “Safeguarding Children”.

See also Appendix 22 regarding “Preventing Illegal Working”.

5. Interviews

- 5.1.1 The short-listed candidates will be contacted by telephone or email inviting them to attend an interview. They will be advised of the date and time of the interview as well as who the interview will be with and how the event will be run. A letter is also sent out confirming the date and time and advising them to bring various documents confirming their identity as well as certificates etc with them. (See Appendix 13) The letter should also give the agenda of the interview.

Information to be included with the letter are:

- School Prospectus
- Annual Information Booklet
- Location Map
- Job Description (Appendix 10)
- Explanatory Note (Appendix 9)

- 5.1.2 The interview should assess the merits of each candidate against the job requirements, and explore their suitability to work with children. The selection process for people who will work with children should always include a face-to-face interview even if there is only one candidate.

5.2 Interview Panel

- 5.2.1 Although it is possible for interviews to be conducted by a single person it is not recommended. It is better to have a minimum of two interviewers, and in some cases, e.g. for senior or specialist posts, a larger panel might be appropriate. A panel of at least two people allows one member to observe and assess the candidate, and make notes, while the candidate is talking to the other. It also reduces the possibility of any dispute about what was said or asked during the interview.
- 5.2.2 The members of the panel should:
- have the necessary authority to make decisions about appointments;
 - be appropriately trained, (one member of interview panels in schools should have undertaken the training ‘Safer Recruitment’ (Section 3 in this document)
 - meet before the interviews to:
 - reach a consensus about the required standard for the job to which they are appointing;
 - consider the issues to be explored with each candidate and who on the panel will ask about each of those;
 - agree their assessment criteria in accordance with the person specification.

Review date due: Sept 2022

- 5.2.3 Where a candidate is known personally to a member of the selection panel it should be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

5.3 Scope of the Interview

- 5.3.1 In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel should also explore:
- the candidate's attitude toward children and young people;
 - his/her ability to support the authority/establishment's agenda for safeguarding and promoting the welfare of children;
 - gaps in the candidate's employment history;
 - concerns or discrepancies arising from the information provided by the candidate and/or a referee; and,
 - ask the candidate if they wish to declare anything in light of the requirement for a CRB check.
- 5.3.2 If, for whatever reason, references are not obtained before the interview, the candidate should also be asked at interview if there is anything he/she wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees. (And it is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before he/she starts work.)
- 5.3.3 Details on conducting an interview effectively are covered in the online training.

6. Conditional Offer of Appointment: Pre Appointment Checks

- 6.1.1 An offer of appointment to the successful candidate should be conditional upon:
- the receipt of at least two satisfactory references
 - verification of the candidate's identity
 - 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), NPQH
 - a check with the Independent Safeguarding Authority (ISA) and a satisfactory Criminal Record Bureau (CRB) Enhanced Disclosure Report
- (N. B. In the case of candidates who are resident overseas, or who have lived overseas for an extended period, such equivalent checks as may be undertaken will be made);
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999); and,
 - (for non teaching posts) satisfactory completion of the probationary period.
 - Verification of eligibility to work in the UK
- 6.1.2 The school will follow relevant CRB guidance if a Disclosure Report contains relevant information that a candidate has not disclosed in the course of the selection process.
- 6.1.3 All checks should be:
- confirmed in writing;
 - documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by CRB regulations); and,
 - followed up where they are unsatisfactory or there are discrepancies in the information provided.

Where:

Review date due: Sept 2022

- a candidate is found to be on the register of proscribed persons held by the ISA, or the CRB Disclosure shows that he/she has been disqualified from working with children by a Court; or,
- an applicant has provided false information in, or in support of, his/her application; or,
- there are serious concerns about an applicant's suitability to work with children, the facts should be reported to the police and/or the DfES Children's Safeguarding Operations Unit (formerly the Teachers Misconduct Team) and a Referral made to the ISA .

6.1.4 Following the interview, the successful candidate will be sent a formal Offer of Employment Letter which should be signed and returned to the College, signifying acceptance of the offer. (See Appendices 14A and 14B).

6.2 Health Checks

Health checks are carried out as appropriate via the School Medical Advisor. A confidential medical questionnaire is sent to the candidate, if appropriate, which is then returned direct to the School Medical Advisor. (See Appendix 15) In all cases, successful candidates for employment with the College will be required to confirm their medical fitness for the employment offered.

7. Unsuccessful Candidates

- 7.1.1 Applicants who have returned a completed application form but who have not been called for interview will be sent a letter thanking them for their interest but advising they have been unsuccessful. (See Appendix 18).
- 7.2.1 Applicants who have reached the interview stage, but were unsuccessful, will receive a letter advising them that they have not been successful and wishing them well. (See Appendix 19)

8. Criminal Convictions

- 8.1.1 Because of the nature of work at the College and the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 candidates for all posts are required to give details of all criminal offences for which they have been convicted, including 'spent' convictions.
- 8.1.2 Candidates are required to provide details of any convictions on a separate sheet and enclose it with their application in an envelope marked 'Confidential'.
- 8.1.3 Previous convictions will not automatically bar candidates and convictions will only be considered if relation to the post for which the applicant is being considered. Successful candidates will be required to consent to a Criminal Records Bureau check.

9. CRB Checks

- 9.1.1 The College carries out Enhanced CRB checks for all new members of staff. This is carried out by an umbrella body – Atlantic Data Ltd. Once the offer letter has been sent to the candidate, the Bursar's PA will contact the candidate to request that they either complete the CRB Application form online or come into the College in person with their relevant documents so that the Application form can be filled in electronically. A check of the relevant identity documents can then be carried out at the same time as completing the form.
- 9.1.2 The Bursar's PA can track the checking process of the CRB check by logging onto the disclosures website – www.disclosures.co.uk

Review date due: Sept 2022

9.1.3 The Bursar's PA keeps a record of CRB applications on a central register. Once the Disclosure Certificate is received, it is date stamped and filed in a secure cabinet. The register is updated with the date and certificate number. Disclosure Certificates are kept for a maximum of 6 months and then destroyed.

10. Induction

10.1 Welcome Pack

10.1.1 When the new member of staff starts at the College they are handed a welcome pack by the Bursar on their first day. Teaching staff are given a welcome pack which contains the following:

- Induction Letter (See Appendix 20)
- copies of their Teaching Contract
- Employment Manual
- Fire Drill and Emergency Evacuation Procedures
- Form for New Employee Personal Details
- Health & Safety Policy
- Procedure for Notifying Sickness Absence

10.1.2 Both copies of their Teaching Contract should be signed and returned to the Head Mistress' PA. The Head Mistress will then countersign the contracts. One copy will be returned to the member of staff and the other copy is filed in the Employee File in the Bursar's PA's office.

10.1.3 The Form for New Employee Personal Details should be completed, signed and returned to the Bursar's PA so that the staff database can be updated and the bank details can be recorded for payroll purposes.

10.1.4 Non-teaching staff are given a welcome pack which contains the following documents:

- Induction Letter (See Appendix 21)
- Statement of Terms & Conditions of Employment for Non-Teaching Staff
- A copy of the Main Terms and Conditions of Employment Manual for Non-Teaching staff
- Fire Drill and Emergency Evacuation Procedures
- Form for New Employee Personal Details
- Health & Safety Policy
- Procedure for Notifying Sickness Absence

10.1.5 The Form for New Employee Personal Details should be completed, signed and returned to the Bursar's PA so that the staff database can be updated and the bank details can be recorded for payroll purposes.

10.2 Post Appointment Induction

10.2.1 There is a child protection induction programme for all staff, governors and other volunteers newly appointed in the school, including teaching staff, regardless of previous experience. For further information please refer to the Guidance document or the DfES document "Safeguarding Children: Safer Recruitment and Selection in Education Settings".

10.2.2 Additional induction sessions are arranged for new members of staff during their first two terms of employment at the College covering a wide range of topics.

11. List of Appendices

[Note: Copies of all the Appendices are available from the Bursar's PA. They are subject to change from time to time and are not saved together with the main Policy document for this reason.]

Appendix 1	Request to Recruit Form
Appendix 2	Advertisement
Appendix 3	Teaching Application Form
Appendix 4	Non-Teaching Application Form
Appendix 5	Standard Letter of Response to Candidates' expression of interest
Appendix 6	Background Information for Teaching Staff
Appendix 7	Background Information for Non-Teaching Staff
Appendix 8	Guidance Notes
Appendix 9	Explanatory Note to accompany application form
Appendix 10	Job Description
Appendix 11	Person Specification
Appendix 12	Child Protection Policy Statement
Appendix 13	Interview Letter
Appendix 14A	Offer Letter – Teaching Staff
Appendix 14B	Offer Letter – Non Teaching Staff
Appendix 15	Confidential Medical Questionnaire
Appendix 16	Reference Letter
Appendix 17	Reference Form
Appendix 18	Unsuccessful Application Letter
Appendix 19	Unsuccessful Interview Letter
Appendix 20	Induction Letter for Teaching Staff
Appendix 21	Induction Letter for Non-Teaching Staff
Appendix 22	Preventing Illegal Working