



Walkwood

Church of England  Middle School

Recruitment and Selection Policy

Governing Body Committee responsible:	Staffing, Finance and Resources		
Approval granted:	28 November 2022	Review date:	Autumn Term 2023

“I know the plans I have for you, says the Lord, plans for your welfare and not for harm, to give you a future with hope.”

Jeremiah 29:11

“The vision, in line with the Church of England’s role as the established Church, is for the common good of the whole human community and its environment, whether national, regional or local. It is hospitable to diversity, respects freedom of religion and belief, and encourages others to contribute from the depths of their own traditions and understandings.”

Deeply Christian, Serving the Common Good, 2016

“The core purpose of any Church school is to maximise the learning potential of every pupil within the love of God.”

SIAMS (Statutory Inspection of Anglican and Methodist Schools) 2012



Guiding principles

Recruiting the best people to our school is vital for our continued success in providing the highest standards of education to our pupils. Not appointing the right people to our roles can have a negative impact on the performance of our school.

The purpose of this policy is to set out our processes for recruiting, selecting and appointing any employee to work within our school.

The Principal is responsible for deciding on the arrangements to recruit to any post, with the exception of the Principal role where the Governing Body will be responsible.

In carrying out our recruitment processes we:

- are committed to the creation of a safe environment for our pupils by operating safer recruitment practices in line with the statutory requirements and guidance;
- will comply with the requirements of Data Protection Legislation (being the United Kingdom's General Data Protection Regulation and the Data Protection Act 2018);
- our Data Protection Policy sets out how we will comply with Data Protection Legislation;
- will comply with the requirements of the Equality Act (2010) and are committed to ensuring that throughout our recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.

In the very exceptional cases where we are required to discriminate due to an occupational requirement this must be approved by the Governing Body who will provide reasons for this requirement.

Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, knowledge, experience and skills will be assessed at the level that is relevant to the job.

If an applicant makes the school aware, at any stage of the recruitment process, that they have a disability then reasonable adjustments must be considered to ensure the applicant is not disadvantaged by the process.

Safer Recruitment

All recruitment must be in line with this policy to ensure that we identify, deter and prevent people who pose a risk of harm from working with our pupils. Therefore, the recruitment of all applicants and volunteers to our school must, without exception, follow the processes of safer recruitment. All offers of employment will be subject to us being satisfied that the applicant or volunteer is a suitable person to work with children and young people.

Any person who has a lead role in the recruitment process, or is a key participant in a selection panel, will have undertaken safer recruitment training.

All recruitment must be planned to ensure that there is adequate time available to recruit safely.



Any person who becomes aware that this policy is not being followed during recruitment must inform the Principal and Designated Safeguarding Lead immediately.

All of the pre-employment checks and Disclosure & Barring Service check must be carried out and have been determined as satisfactory before an applicant can start their employment in the school.

Advertising

Any vacant position will normally be advertised via the appropriate channels to ensure the most appropriate field of applicants is obtained.

All advertisements will have the following statement about safeguarding children and young people and the requirement to have a DBS check:

“Walkwood Church of England Middle School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.”

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English (or English or Welsh in Wales). For example, a teaching assistant required to communicate with pupils to support their learning, would be viewed as operating in a public-facing role.

All applicants will have access to our Recruitment Privacy Notice which sets out how we will gather, process and hold personal data of individuals during and after the recruitment process. This is available on the ‘Recruitment’ section of the school’s website along with the appropriate application forms.

Job Description and Person Specification

A job description will be required for all posts which describes the duties and responsibilities of the post. It must be up to date, accurate and specific to the role. Alongside this there will be a person specification which outlines all of the necessary skills, experience, qualifications and knowledge requirements for the post. All job descriptions and person specifications shall make reference to the responsibility for safeguarding and promoting the welfare of children.

Application form

All applicants are required to fill out our standard application form. CVs will not be accepted and will not replace the application form.

As part of the application form, candidates are to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they



have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:

- if they have a criminal history;
- whether they are included on any barred list;
- whether they are prohibited from teaching (for teaching roles);
- information about any criminal offences committed in any country in line with the law as applicable in England and Wales;
- any relevant overseas information.

Applicants are to sign a declaration confirming the information they have provided is true.

References

All offers of employment will be conditional upon receipt of at least two satisfactory written references. References will:

- be requested for all shortlisted applicants, including internal applicants;
- include the applicant's current or most recent employer and where an applicant for a teaching post is not currently employed as a teacher, will include the applicant's most recent employer as a teacher;
- ask the current employer for details of any capability history in the previous two years, and the reasons for this;
- be directly from the referee;
- not be accepted if they are 'to whom it may concern' letters;
- request information on the applicant's suitability to work with children and young people;
- be requested before the interview; and
- be explored further with the referee and with the applicant during the interview if necessary.

Where it has not been possible to obtain references before the interview any concerns that are subsequently raised will need to be resolved before the appointment is confirmed. Any repeated concerns or allegations that have all been found to be false, unfounded, unsubstantiated or malicious in a reference will not be included.

In order to comply with the Equality Act 2010, information relating to sickness absence will only be requested after a conditional offer of employment has been made.

Short-listing

Applicants will be short-listed against the requirements of the person specification. Our shortlisting process will involve at least 2 people. It is preferable that same people should carry out the short-listing and the interviews. The outcome of the short-listing process will be recorded and retained.

The equal opportunities monitoring form must be removed from the application and not provided to the short-listing panel.



The short-listing panel are responsible for scrutinising the application forms and identifying any gaps in employment or other areas that may affect an applicant's suitability to work with children and young people. A satisfactory explanation for any concerns must be obtained from the applicant during the interview process.

Criminal history and suitability to work with children information should only be requested from applicants who have been shortlisted.

As part of the shortlisting process our school shall consider conducting an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview.

Interviews

The purpose of the interview is to assess the merits of each applicant against the job description and person specification to establish their suitability for the post and to work with children and young people. A face-to-face interview must take place for all applicants to all posts. The use of video conferencing is acceptable for this purpose.

All those involved in interviewing must be properly prepared to undertake the role, which may involve appropriate interview training. Interviews should be conducted with a minimum of two interviewers on the panel.

Before the interview commences the interview panel should have:

- prepared appropriate questions for the role;
- prepared appropriate questions to test the applicant's suitability to work with children and young people;
- identified any areas for further probing, e.g. if a criminal record has been declared or if there are gaps in employment etc;
- agreed assessment criteria which reflects the person specification; and
- decided a structure to the interview and established which member of the panel will ask which questions;
- a set of common questions relating to the requirements of the post will be asked of each applicant, and their response will determine whether that is followed up through further questioning.

Any gaps in employment history must be explored during the interview process.

Candidates shortlisted for interview will be asked about their suitability to work with children. They will also be required to disclose and then discuss criminal convictions and/or cautions that may deem them unsuitable.

Other selection tasks

In addition to a face to face interview with the interview panel a variety of other selection methods may be used, such as:

- observation of teaching practice in our school or in the applicant's current school or academy;



- one or more additional panel interviews (for example, a panel made up of pupils from our school);
- a presentation;
- an exercise that is reminiscent of one or more of the tasks of the role (such as a data task);
- in-tray exercises.

Candidates will be informed in advance if any selection methods are to be used in addition to a face-to-face interview and what these are. Such tasks may take place during the day of interview or may be set for short-listed candidates to complete by a specific date and time.

Those responsible for deciding the arrangements for recruitment to a specific post will determine the selection method(s). They will be relevant and appropriate to the role and will be based on the requirements for the particular post as set out in the job description and person specification.

Level of language proficiency

Under the "fluency duty" (Part 7 of the Immigration Act 2016), public authorities are required to ensure that workers in public facing roles are fluent in English. Public facing roles are those members of teaching and support staff who, as a regular and intrinsic part of their role, are required to speak to members of the public, including pupils in schools.

The school will accept a range of evidence of spoken English language ability as follows:

- competently answering interview questions in English;
- possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English by a recognised institution abroad;
- passing an English competency test or possessing a relevant spoken English qualification.

Pre-employment checks

An offer of appointment to the successful applicant will be conditional upon the following:

- receipt of at least two satisfactory written references (one of which must be their current or most recent employer);
- verification of the applicant's identity, preferably from current photographic ID and proof of address;
- verification of the applicant's medical fitness;
- verification of qualifications where relevant;
- verification of professional status where applicable. For teachers, this will include checking that the individual has the required teaching qualification and has successfully completed any statutory induction, if required, through the Teacher Services System;
- satisfactory enhanced DBS check;
- for leadership positions (applicable to Governors and Members, the Principal, members of the Senior Leadership Team and any teacher in receipt of a Teaching and Responsibility Allowance), verification that they are not subject to a section 128 direction by checking the Teacher Services System;
- for teachers and other employees who hold Qualified Teacher Status who are working in non-teaching roles, verification that they are not subject to a prohibition order by checking the Teacher Services System;



- for teachers, satisfactory check of the 'Teachers sanctioned in other EEA member states' list to determine any restrictions/sanctions that have been imposed in other EEA member states, through the Teacher Services System;
- a clear children's barred list check (except supervised volunteers);
- verification of right to work in the United Kingdom;
- any further checks where the applicant has lived or work outside of the UK including receipt of criminal record information from overseas.

All checks must be confirmed in writing, retained on the personnel file and recorded in the single central record.

Disclosure and Barring Service (DBS) checks

New employees and volunteers

The school will carry out a risk assessment to determine if a DBS check is required for each volunteer in accordance with Annex F of Keeping Children Safe in Education 2020. If a volunteer is assessed as requiring a DBS check, the DBS check will be undertaken for new appointments before the employee or volunteer starts work.

Employees who will be engaging in regulated activity

As an educational institution which is exclusively or mainly for the provision of full-time education to children, Walkwood Church of England Middle School is an establishment specified in the relevant legislation. Activity carried out in this establishment will therefore be regulated activity relating to children as it meets the definition in the relevant legislation, including that it is carried out:

- frequently by the same person (for example once a week or more); or
- on more than three days in any period of 30 days.

Note – personal care of a child because of age, illness or disability including physical help with eating, toileting, washing, bathing or dressing is always regulated activity regardless of how frequently it is carried out. An enhanced DBS check with children's barred list check will be obtained.

Supervised volunteers

Where an individual is a volunteer (e.g. carrying out activity that is unpaid) they will not be engaging in regulated activity if:

- they are being supervised by someone that is in regulated activity; and
- the supervision is regular and day to day (e.g. it is ongoing); and
- the supervision is reasonable in all the circumstances to ensure the protection of children (this may take into account for example, the age (including the variation in ages), number and vulnerability of children the individual is working with, the nature of the work and opportunity for contact with children, whether other individuals are helping to look after them and how many workers a supervisor is supervising).

We are unable by law to obtain a barred list check on a supervised volunteer. We will however obtain an enhanced DBS check (with no barred list check) for supervised volunteers.

Unsupervised volunteers

An enhanced DBS check with children's barred list check will be obtained.



Chair of Governors

Those who have been so elected must also have their identity verified for a stipulated professional as part of their DBS check as per the below link:

<https://www.gov.uk/government/publications/identity-verification-for-new-chairs-of-trustees>

DBS certificates will only be issued to the applicant. All applicants must produce the disclosure when requested to do so. The disclosure will be scrutinised to ensure it is authentic and to detect any fraud. The DBS disclosure number and date of the check must be recorded in the Single Central Record (SCR).

We are not required to take a copy of your DBS certificate, however we may choose to do so for decision making purposes. Any copy will be held for no longer than necessary, and up to a period of six months and be processed in line with Data Protection Legislation.

Any applicant who refuses to produce their DBS disclosure will not be able to start work at the school and the conditional offer will be withdrawn as satisfactory checks are not in place. Any volunteer who refuses to produce their disclosure will not be able to volunteer in our school.

Applicants (free for volunteers) can have their DBS certificate kept up to date and take it with them from role to role where the same type and level of check is required. Applicants or volunteers should be asked if they have subscribed to this service. The cost of this service is £13 per year. The expectation is that individuals personally fund this if required. Where the applicant or volunteer has subscribed they should provide the school with the original disclosure document to be verified and the school will check the online update for any changes.

Information relating to an individual's criminal record will only be shared with the relevant people to enable the school to make a decision about their suitability to work with children and young people.

Existing employees and volunteers

An enhanced DBS check and a children's barred list check will be carried out for all existing staff and unsupervised volunteers (subject to risk assessment) where their contact with children or young people has increased from that at their time of appointment.

An enhanced DBS and children's barred list check may be carried out on any employee or unsupervised volunteer (subject to risk assessment) where the school has concerns about an individual's suitability to work with children and young people. An enhanced DBS (no barred list check) may be carried out on any supervised volunteer (subject to risk assessment) where the school has concerns about their suitability to work with children and young people.

DBS certificates will only be issued to the applicant. The school expects all applicants to produce the disclosure when requested to do so. Any existing employee who does not produce their DBS disclosure will be managed through the disciplinary procedure.

All existing employees are required to inform the school of any change in their criminal record. This includes convictions, cautions, arrests and police investigations. Action may be taken as a result of any change or any failure to inform the school of any change.

Contractors



We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check. This will be:

- an enhanced DBS check with barred list information for contractors engaging in regulated activity;
- an enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

We will check the identity of all contractors and their staff on arrival at the school.

Trainee/student teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

For other trainee teachers, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

Agency staff

In the case of agency staff, the school shall ensure that the arrangement with the agency imposes an obligation on the agency to carry out all recruitment checks as set out herein, including DBS and children's barred list checks, that the school would otherwise complete for its staff. The school must obtain written confirmation from the agency that these checks have been carried out and are satisfactory. This shall be recorded in the single central record (SCR).

Upon the engagement of an agency worker, the agency must be supplied with a copy of the school's Managing Allegations Against Staff policy unless they have previously been provided with the most recent version of this.

Breaches of the policy

Any instances of this policy not being adhered to will be taken very seriously and appropriate disciplinary action will be taken. Any complaint in relation to this policy, including its application will be managed through the school's complaints policy or grievance policy (for existing employees).

Record keeping and data protection



All written records of interviews, application forms and reasons for appointment or non-appointment will be kept by the school in line with our Recruitment Privacy Notice, our Staff Privacy Notice, our Data Protection Policy and in line with the requirements of Data Protection Legislation.

