

BRIGSTOCK LATHAM'S PRIMARY SCHOOL

SAFER RECRUITING POLICY



Forward thinking and creative; valuing faith, tradition, community and achievement.

1. Introduction

- 1.1 The Governing Body of Brigstock Latham's Primary School is committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to demonstrate this commitment in every aspect of their work

The Governing Body regards its staff as its most important asset. It is the policy of the Governing Body to ensure an adequate supply of suitably qualified and experienced staff to meet the school's human resource requirements and to deliver the school improvement plan.

- 1.2 The appointment of all employees at Brigstock Latham's Primary School will be made on merit and in accordance with the provisions of Employment Law; the Education Act 2002, The Children's Act 2004; Working Together to Safeguard Children 2015; *Keeping Children Safe in Education (Sept 2016)* and the school's Equality Duty and Policy.
- 1.3 The Governing Body will ensure that people are treated solely on the basis of their abilities and potential, adhering to the principles of the Equality Duty. In addition to the Protected Characteristics issues such as Trade Union membership or political affiliation will not be factors in any recruitment process. Information relating to any of the protected characteristics will only be asked for where it is needed to ensure that no candidate is disadvantaged in the selection process. *(Information that is requested for monitoring purposes should not be presented to the selection panel).*
- 1.4 The procedure for the appointment of the Head Teacher or Deputy Head Teacher differs from that of other staff. The procedure is in Appendix 1.
- 1.5 At least one member of the selection panel will have completed a recognised 'Safer Recruitment' training course.

2. General Principles Concerning Appointments

- 2.1 The Governing Body delegates all support staff appointments and all teaching appointments below the level Deputy Head to the Head Teacher. The Head Teacher is expected to involve at least one member of the Governing Body in all appointments, except support staff, and governors who wish to be routinely considered for involvement will be expected to undertake recruitment selection training, including "Safer Recruitment" training.
- 2.2 No governor is to be excluded from being involved in staff appointments unless there is a conflict of interest. (e.g. a candidate is related to one of the Governors).
- 2.3 At least one member of each selection panel will have completed 'Safer Recruitment' training provided by a suitably qualified agency.
- 2.4 The Head Teacher may not delegate the final decision of appointment to any other senior manager or governor.
- 2.5 The staff structure is set by the Governing Body. When recruiting to fill a post within this structure, the Head Teacher is authorised to advertise the post and send out relevant job descriptions and person specifications without referral to the Governing Body. When the Head Teacher wishes to create a new post which adds to or alters the staff structure, approval must be sought from the Governing Body in advance.

3. Advertising Vacancies

- 3.1 Every vacant post (including acting posts of one term or more) will be advertised in a manner likely to bring it to the notice of persons qualified to fill the post. The Head Teacher will decide whether the post should be advertised internally, on the school website and/or on the NCC website.
- 3.2 All posts will be advertised a minimum of 5 days (one working week) before the closing date.
- 3.3 All advertisements will make clear that all candidates will need to undergo an enhanced DBS check and that references will be sought in advance of interview.

4. Information for Applicants

All applicants for all vacant posts advertised internally or externally will be provided with:

- 4.1 A Job Description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school
- 4.2 A Person Specification indicating the qualifications, skills and types of experience or expertise which the Governing Body regard as essential or desirable in relation to the job.
- 4.3 An Application Form.
- 4.4 Information about the School and Other General Information:
 - a description of the school relevant to the vacant post.
 - a statement about access to the school for applicants who may wish to see it or who may wish to consult the Head Teacher before making an application.
 - a statement that canvassing any member of staff, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification.
 - reference to the school's Equality Policy.
 - reference to the legislation concerning Safeguarding.
 - the name of any person who will be available to provide additional information about the post.
 - the closing date for the receipt of applications.
 - salary level of the post.

5. Short Listing

- 5.1 For all posts outside of the leadership group short listing will be the responsibility of the Head Teacher; at least one Governor will also be present for teaching posts.
- 5.2 The selection panel will take up two references on each short listed candidate. For teaching posts the references will, where appropriate, include the applicant's current Head Teacher or LA. (Where a candidate does not put their current Head Teacher - or other relevant senior leader - down as a referee, the school will make enquiries to ensure that there are no concerns that might preclude the candidate from the selection process.)
- 5.3 References shall be taken up by the person delegated to receive the application. References are the "property" of the selection panel and strict confidentiality will be observed. References

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will be sought, set against the requirement of the job description and person specification and information regarding issues relating to child protection.

- 5.4 Short listing will be based only on substantial information. The **job description** and the **person specification** will be used to set the criteria and standards for inclusion on the long list and for reducing this to the shortlist of candidates to be invited for interview. Short listed candidates will be expected to meet essential criteria on the person specification.
- 5.5 The criteria for selection will be consistently applied to all applicants.
- 5.6 If the field of applicants is felt to be weak the post may be re-advertised.

6. Interviews

- 6.1 The format, style and duration of the interviews are matters for the Head Teacher in consultation with governors involved in the process to decide but the following will be adhered to:
 - 6.1.1 Briefing:
All candidates will be given relevant information about the school to enable the candidate to make further enquiries about the advertised job.
 - 6.1.2 Observed Tasks:
Candidates may be asked to complete one or more observed tasks.
 - 6.1.3 The formal interview:
Before the interviews the selection panel will agree on the line of questioning to be followed and will ensure that the same questions are put to each candidate. The questions asked will be aimed at obtaining evidence of how each candidate meets the criteria listed on the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on grounds of sex, marital status, sexual orientation, race, religious belief, disability or age will be asked. The interview will also deal with the issues of child protection with each candidate.
 - 6.1.4 Before the interviews the Head Teacher, in consultation with the governors involved with the interview, will decide a procedure for evaluating the candidates at the end of the interviews. The notes taken and documentation used in this evaluation process will form part of the formal record of why candidates were or were not selected and will be retained for six months; after that time, they will be destroyed.
 - 6.1.5 Before the interviews the Head Teacher, in consultation with the governors involved in the interview will decide the structure of the interview, determining which area each interviewer will cover and the approximate time allocation.
 - 6.1.6 At least one question will focus on the candidate's knowledge of and commitment to safeguarding requirements.

7. Offer of Appointment by the Selection Panel

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- 7.1.1 The offer of appointment by the selection panel is binding on both parties, subject to staff qualification requirements, satisfactory DBS Disclosure, proof of identity, the right to work in the UK, and qualifications and medical checks and satisfactory references.

- 7.1.2 Appointments will be confirmed in writing and reported to the Governing Body

APPENDIX I

The Selection and Appointment of the Head Teacher or a Deputy Head Teacher or an Assistant Head Teacher

1. The Governors will notify the LA and Diocese of any vacancy for the Head Teacher or Deputy Head Teacher.
2. The Governing Body will appoint a Selection Panel containing at least two Governors. The proceedings of the Selection Panel shall be under the control of the Selection Panel. The Governing Body will **not** delegate the power of appointment, only the selection process. The LA and the Diocese will be invited to have a representative on the selection panel.
3. The Selection Panel will determine the interview process and seek approval from the Governing Body before commencing the process.
4. If the need arises the Selection Panel will appoint an Acting Head Teacher/Deputy Head Teacher. Where it is intended to fill an acting position by external temporary appointment of more than one term the post will be advertised within the area.
5. If an external appointment is to be made to an acting position the governors will seek to do so by secondment and will seek advice from the personnel service provider on the contracting of such a secondment.
6. The Selection Panel will advertise the permanent post in such publications circulating throughout England and Wales as they consider appropriate. In the case of an Assistant Head Teacher vacancy the Governing Body may decide that it will not be advertised nationally. All applicants will receive the information set out in paragraph 4 of the Governing Body's policy statement.
7. The selection panel shall shortlist such applicants for the post as they think fit. In the case of a Head or Deputy Head Teacher appointment, if it is able to do so, the Selection Panel will recommend one of the interviewed applicants to the Governing Body. The decision of the selection panel will be approved by a meeting of the Governing Body, which must be quorate. The Selection Panel may make a decision about the appointment of an Assistant Head Teacher without recommendation to the Governing Body.
8. If the Governing Body approves the recommended candidate for a Head or Deputy Head Teacher appointment, the applicant will be offered appointment subject to staff qualification requirement, medical, DBS Enhanced check and references. A decision by the Selection Panel regarding the appointment of an Assistant Head Teacher will also be subject to staff qualification requirement, medical, DBS Enhanced check and references.
9. If the Selection Panel cannot agree or Governing Body does not approve the recommendation then the Governors may re-advertise as in step 5 or may require the Selection Panel to repeat step 6.

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