



## RECRUITMENT POLICY

### 1 INTRODUCTION

The purpose of this policy is to set out the minimum requirements of the Sharmans Cross Junior School recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people

### 2 STATUTORY REQUIREMENTS

The Governing Body of Sharmans Cross Junior School will ensure that statutory requirements for the appointment of its entire staff, notably the headteacher and deputy head teachers, will be met.

### 3 IDENTIFICATION OF RECRUITERS

Subject to the availability of training, the school will move towards a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

### 4 ADVERTISING & INVITING APPLICATIONS

4.1 Advertisements for posts - whether in newspapers, journals or on-line - will include the statements:

*"Sharmans Cross Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure".*

and

*"All prospective applicants must complete, in full, an application form. CVs alone will not be accepted. References will be sought directly from referees prior to selection. No open references will be accepted."*

4.2 Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the school's child protection policy;
- a code of conduct

- the school's recruitment policy (this document);
- the selection procedure for the post;
- an application form.

4.3 All prospective applicants must complete, in full, an application form. CVs alone will not be accepted.

## 5 SHORT-LISTING AND REFERENCES

5.1 Short-listing of candidates will be against the person specification for the post.

5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the interview process.

5.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

5.4 Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

5.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

5.6 Referees will always be asked specific questions about:

- Their performance and conduct, including their attendance and relationships with staff;
- Their suitability to work with children;
- Their ability to succeed in this post;
- Any concerns you may have in regard to any of the above.

5.7 School employees are entitled to see and receive, if requested, copies of their employment references.

5.8 All shortlisted applicants will be notified in writing of their successful application. This letter [Appendix 2] will outline:

- the post applied for;
- the date and time of the interview;
- the location of the interview;
- directions to the interview;
- panel membership;
- the interview process, with timings if applicable;

- details about any presentation, including requirements and resources available;
- what documentation to bring;
- a contact in school.

## **6 THE SELECTION PROCESS**

6.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

6.2 Interviews will always be face-to-face and on the same day as other candidates where possible.

6.3 Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a CRB disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.
- To bring actual proof of identity [driving licence, passport or current utility bill]; certificates of qualifications and, where necessary, proof of eligibility to live and work in the UK.

6.4 Successful candidates will be offered the post subject to the completion of satisfactory employment checks.

## **7 EMPLOYMENT CHECKS**

7.1 All successful applicants are required:

- to complete a CRB disclosure application [See Appendix 3] and receive satisfactory clearance, or provide a certificate of good conduct from the applicant's home police force, if from overseas;
- to complete a confidential health questionnaire.
- to sign a copy of the school's Code of Conduct.

## **8 INDUCTION**

8.1 All staff who are new to the school will receive full induction training that will include the school's safeguarding policies and guidance on safe working practices.

8.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

## Appendix 1 – Reference Request

*Sharmans Cross Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.*

Dear Sir / Madam,

We have recently received an application from *Candidate's Name* for the position of *Post* at our school. We would very much like to explore this application with them at interview. As they have named you as a referee on their application, we would very much value your thoughts about them on the following points:

- Their performance and conduct, including their attendance and relationships with staff;
- Their suitability to work with children;
- Their ability to succeed in this post;
- Any concerns you may have in regard to any of the above.

Please return your thoughts in writing or by email to Mark Pratt at one of the addresses above by *date three days prior to interview*.

Please be aware that this reference will be available to the candidate if they request to see it.

Thank you for your time in helping us to make a safe and successful appointment.

Yours Sincerely,

Mark Pratt  
Head Teacher

## Appendix 2 – Example Invitation to Interview Letter

*Sharmans Cross Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.*

Dear Candidate,

TITLE: Post of French and Spanish teacher, Mulberry Secondary School

Following receipt of your application form you have been short listed for the above post and are therefore invited to an interview on Thursday, May 12th.

The interview will take place at 11.45 am and will be held at the school. Directions to the venue are enclosed for your information and you will be met on arrival at the main reception area.

The purpose of the interview is to assess your suitability for the above post and give both the panel and yourself an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information which you have provided on the application form and accompanying information. The interview will also assess your suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

The panel will comprise of myself, in my capacity as headteacher, and Ms Jacqueline Meopham, head of modern languages.

The interview will take place as follows:

10.30 am	Panel Interview	45 minutes
11.15 am	Questions from panel and candidate	20 minutes
12.00 noon	<u>Presentation</u>	15 minutes

With regard to the presentation, we will make a flip chart and overhead projector available but please do not hesitate to contact us if you require other equipment or resources.

The selection process and interview questions have been structured around the person specification and job description which were provided with details of the vacant post. We have enclosed an extra copy of these with this letter to assist you with your preparation.

Please also bring with you original documents confirming your qualifications gained and an original document verifying your identity, i.e. a valid passport or driver's licence.

I would be grateful if you could contact our school secretary, Sue Jackson, on 01456-789321 to confirm your attendance at the interview and whether you require any other equipment or resources for your presentation. If you have any questions/queries relating to the selection process he/she will be happy to respond to them.

I look forward to meeting you on Thursday, May 12th.

Yours sincerely,

Mark Pratt

Head Teacher

### Appendix 3 - CRB Portability 8 Point Checklist

A CRB may be carried over from one Solihull establishment to another if the decision is generally taken as part of an overall risk management process that we do not need to check an individual unless there is a legal requirement to do so.

Check	Tick
<ol style="list-style-type: none"> <li>1. Are you required by law to get a check? <i>See section 3 The legal basis for CRB checks.</i></li> <li>2. Is the level of CRB check (enhanced or standard) the same as the level you need?</li> <li>3. Is the position for which the previously issued CRB check was obtained similar to the position for which you need a CRB check?</li> <li>4. Have all the checks you need been carried out? <i>These would include taking references and interviewing potential volunteers</i></li> <li>5. Have you validated and authenticated the person's identity to ensure that the person presenting the CRB check is the person on whom the check was done? <i>For instance, have you seen a range of identity documents that confirm their name, address, date and place of birth?</i></li> <li>6. Is the applicant still living at the same address as the one printed on the CRB check?</li> <li>7. Have you obtained the consent of the applicant to approach the organisation that carried out the previous check?</li> <li>8. Has the CRB check been undertaken in the last six months?</li> </ol>	

If the answers to all of the above is yes, and there is no strong and demonstrable reason for not doing so, then CRBs may be carried over.

## Appendix 4 - ISA Registration

Dear All

We have now received copies of the new CRB application form which allows applicants to apply for ISA registration. Any applications on the new forms, however, will not be accepted by the CRB until 28<sup>th</sup> June 2010 and the CRB will not start processing the new forms until 26<sup>th</sup> July 2010.

Although ideally we would like to start using the new forms as soon as possible, if we delay sending the applications forms through to the CRB until 28<sup>th</sup> June we are concerned that clearance may not be received in time for the autumn term. The CRB will stop accepting the current application forms on 26<sup>th</sup> July 2010.

We therefore need to balance the requirement to receive CRB clearance in time for the autumn term with the need to ensure that any of the current CRB application forms are received by the CRB before the cut off date.

In order to achieve this - the following timetable is proposed:

From now until 28<sup>th</sup> June 2010    The current application form is used for CRB checks.

28<sup>th</sup> June 2010                      New starters for September 2010 use the new CRB application form

26<sup>th</sup> July 2010                      CRB checks on current applications forms are no longer accepted by the CRB

To ensure that we process CRBs in good time please could any completed new starter documentation be sent to HR as soon as possible? We will be sending the new CRB forms to schools around the middle of June.

As there is likely to be a high number of new starter CRB applications to be processed in the next few weeks we would ask that CRB checks for volunteers are only requested if absolutely necessary. Please be reminded of paragraph 4.56 of the 'Safeguarding Children and Safer Recruitment in Education' document that specifies volunteers only need undergo checks if their usage is deemed 'regular'. See 4.56 of document for definition of regular.

N.B. From 1<sup>st</sup> November 2010 it will be illegal to employ a new starter or anyone moving jobs in a regulated activity (e.g. a school) who is not ISA registered.

Thank you for your help in this matter - if you have any queries please do not hesitate to contact me.

Kind regards

Jayne

*Jayne Loach*

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*Human Resources & Equalities*

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