



Saint **GREGORY'S**
Bath

Recruitment and Selection Policy and Procedure

Key Information

Title	Recruitment and Selection Policy and Procedure	
Prepared By	Karen Howard, Director of Finance & Premises	24.5.2018
Checked By	Lisa Slater , Governor	16.1.2019
Approved By	Jude Starkey, Governor on behalf of Staffing Committee	29.8.2021
Version	V06.00	
Document Update	August 2022	

Version History

Version	Date	Amendments
V01.00	5.6.2018	First issue for review to Staffing Committee
V05.00	29.08.2020	Approved by Jude Starkey, on behalf of Staffing Committee
V05.00	21.09.2021	Reviewed by Mellissa Jackson and Ann Cusack
V06.00	27.09.2021	Amendment approved by Staffing Committee.

1. Introduction

- 1.1. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.
- 1.2. The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the school's Equalities Statement and Disability Equality Scheme, (except insofar as it is a requirement of the role holder that they be a practising Catholic, e.g. in the case of the Headteacher).
- 1.3. We will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, (except insofar as Catholicity is a requirement of their role) trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other protected characteristic.
- 1.4. We will comply with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.
- 1.5. We will ensure compliance with the Data Protection legislation including the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. Our Privacy Statement for Applicants provides specific details in accordance with the GDPR principles and can be found on our website www.st-gregorys.org.uk. Our Data Protection Policy can be found on our website www.st-gregorys.org.uk.

2. Delegation of Appointments and Constitution of Appointments Panels

- 2.1. The power to offer employment for all posts below the level of Deputy Head is delegated to the Headteacher. The Headteacher may not delegate the offer of employment to any other senior manager or governor.
- 2.2. The Headteacher will notify Governors of interviews for Senior Colleague vacancies so that they might attend, if possible.
- 2.3. Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training. All panel members will adhere to the school's Disability Equality Scheme and Equality Statement.

3. Advertising

- 3.1. All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised only internally and external advertisement may only be considered if no internal appointment is made. In these circumstances, the selection panel may decide that certain parts of the recruitment process may be omitted but all candidates will be subject to a formal interview, the satisfactory reference requirements and any other necessary checks.

4. Information for Applicants

All applicants for all vacant posts 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. A person specification may also be provided.
- 4.2. A CES application form. CVs will not be accepted.
- 4.3. An Information pack containing:
 - ✓ A description of the school relevant to the vacant post.
 - ✓ Reference to the school's statement on Equality and Diversity.
 - ✓ Reference to the Child Protection/Safeguarding Policy.
 - ✓ DBS and other pre-employment checks required.
 - ✓ The closing date for the receipt of applications.
 - ✓ An outline of the terms of employment including salary.
 - ✓ Reference to this Policy.

5. Short Listing and Reference Requests

- 5.1. The selection panel will use an agreed short listing form. The criteria for selection will be consistently applied to all applicants based on the essential and desirable criteria for the post. The selection panel will agree the candidates to be called for interview.
- 5.2. The selection panel will take up at least two references on each shortlisted candidate. If a candidate for a post working with children is not currently working with children, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving.
- 5.3. Reference requests will ask the referee to confirm:
 - ✓ The referee's relationship with the candidate.
 - ✓ Details of the applicant's current post and salary.
 - ✓ Performance history and conduct.
 - ✓ All disciplinary action which may include those where the penalty is "time expired" and relate to the safety and welfare of children.
 - ✓ Details of any substantiated allegations or concerns relating to the safety and welfare of children.
 - ✓ Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.
- 5.4. References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references', i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate unless no other references are available.

Primary references will be verified and any discrepancies will be discussed with the candidate at interview or at the earliest opportunity.

- 5.5. 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 Headteacher to decide in consultation with any governors involved in the process 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 suitability of the advertised job.

6.1.2. The formal interview:

Before the interviews the selection panel will agree on the interview format. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and 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 protected characteristics under the Equality Act 2010 will be asked. The selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment. All candidates will be asked how they would support the Catholic Ethos of the school, should they be appointed.

- 6.2. The recruitment documentation will be retained for six months from the date of interview. Applicants have the right to request access to notes written about them during the recruitment process. After six months all information about unsuccessful candidates will be securely destroyed.

7. Offer of Employment by the Selection Panel

- 7.1. The offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to verification of right to work in the UK, qualifications requirements, satisfactory DBS Enhanced Disclosure, teacher prohibition and barred list checks, pre-employment medical screening and satisfactory references. On occasion the successful applicant may be subject to an Occupational Health referral. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.
- 7.2. All support staff will be subject to a six month probationary period during which time the employee is required to demonstrate their suitability for the position in which they are employed. To this end progress is assessed on a regular basis. The probation period may be extended at the Governors' discretion for a maximum of six months and is without prejudice to the Governors' right to terminate the employment before the expiry of the probation period.

During the probation period the notice period is one week and the Governors' disciplinary procedure applies to the employee.

8. Personnel File and Single Central Record

- 8.1. Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the school including:
- ✓ Completed Application form
 - ✓ Interview notes – including explanation of any gaps in the employment history
 - ✓ References – minimum of two
 - ✓ Proof of identity
 - ✓ Proof of right to work in the UK
 - ✓ Proof of relevant academic qualifications
 - ✓ Certificate of Professional Standing (where applicable)
 - ✓ Certificate of Good Conduct / overseas check (where applicable)
 - ✓ Evidence of medical clearance from the Occupational Health service
 - ✓ Evidence of DBS clearance, barred list and teacher prohibition checks
 - ✓ Offer of employment letter and signed contract of employment
 - ✓ Any other relevant documents
- 8.2. The school will maintain a Single Central Record of employment checks in accordance with Keeping Children Safe in Education.

9. Start of Employment and Induction

- 9.1. The pre-employment checks listed in paragraph 8.1 above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the barred list and teacher prohibition checks.
- 9.2. All new employees will be provided with an induction programme which will cover all relevant matters of school policy but in particular safeguarding and promoting the welfare of children.