

GILLINGSTOOL PRIMARY SCHOOL

Inspire ~ Believe ~ Achieve



RECRUITMENT POLICY

Signed ... 

Name: Dave Llewellyn

Chair of Governors

Date: November 2020

Signed 

Name: Caroline Carter

Headteacher

Date: November 2020

Stages Of The Recruitment Process

Advertising the Post

The advertisement will include a reference to safeguarding and promoting the welfare of children and young people as well as the requirement for completion of Disclosure and Barring Service (DBS) check. This will also be reflected in the information pack sent to all applicants.

Application Process

Official South Glos LA application forms will be used to enable all potential applicants to provide a common set of core data as follows:

- Current and former names, date of birth, current address, NI number and evidence of eligibility to work in the UK;
- Full details of qualifications relevant to the position applied for including awarding body and date of award;
- Teachers will need to provide their DfE number;
- Full history in chronological order showing employment, study, voluntary work, with explanations for any periods not covered, and reasons for leaving employment;
- Declaration of any family or close relationship to existing or potential employees or employers;
- Details of referees – one of whom must be current or most recent employer. For an employee not currently working with children, but who has done so in the past it is important that the past employer should also be contacted;
- A statement from the applicant of their personal qualities and experience, which they believe, meets the person specification;
- There will be a statement explaining that the post is exempt from the Rehabilitation of Offenders Act 1974, requiring a signed statement that the individual is not on List 99, disqualified from work with children;
- Indication that the post requires evidence of the employee holding, or being issued with South Glos LA enhanced DBS clearance;
- Applications will be carefully scrutinised upon receipt in order to identify any anomalies or areas of concern, which need to be followed up at interview. This will include any gaps in service or mid career moves from permanent to supply or temporary work.

Taking up references for shortlisted candidates

References will be sought for all shortlisted candidates, including the most recent, using the proforma reference request forms. All references received by the school must be signed or countersigned by the Headteacher if the last employment was in a school. These will be scrutinised to identify any gaps or contradictions, which will then be explored at interview. Where references may be emailed to the school, hardcopy will be required for successful employment. Open testimonials or references will not be accepted under any circumstances

The Interview

These will be on a face to face basis where conditions allow. During times such as the coronavirus pandemic, interviews will be held remotely using video conferencing. The same panel will see all the candidates for a post. At least one member of every panel will have completed Safer Recruitment training.

The schools will carry out some straightforward pre-employment checks such as verification of the applicant's identity, right to work in this country (a national insurance number does not automatically indicate this right) and relevant academic and vocational qualifications from original documentation.

The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified so far in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria identified above. Discussion will also take place regarding any significant periods of sickness absence.

Pre-Employment

In addition to the checks already detailed the school will ensure that a pre-employment health check is completed, as well as obtaining a DBS Enhanced Disclosure and a disqualification by association declaration. For teachers the school will verify successful completion of the statutory induction period. These together with the collection of all necessary references will be completed before staff start work, unless there are very exceptional circumstances. Any offer made to a candidate will be conditional on all the pre-employment checks being completed satisfactorily.

Induction

All members of staff will be given an induction programme which will clearly identify the school policies and procedures, including child protection, and make clear the expectations and codes of conduct which will govern how staff carry out their roles. This will give the opportunity to provide discussion of any relevant issues. The programme will ensure that all new staff are aware of the following policies and procedures and how to access them:

- Safeguarding and welfare e.g. child protection, anti-bullying, anti-discrimination, physical intervention/restraint, intimate care, internet safety,
- Behaviour and discipline and whistle-blowing.

- Fire action
- In addition all staff will be made aware of the channels for raising any concerns.

Ongoing Employment

The School recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. We will therefore provide ongoing training and support for all staff, as identified through performance management. We will also provide a range of opportunities where concerns can be raised, in order that staff feel that the school culture embraces safeguarding and communicates a clear framework to employees, parents and pupils. We will monitor issues as they arise, and through the use of such strategies as exit interviews will seek to continually improve the school environment, for the benefit of both staff and pupils.