

Ryarsh Primary School

Staff Appointment and Safer Recruitment Policy

Introduction – Scope

This policy has been adopted by the Governing Body of Ryarsh Primary School to provide a clear framework for the recruitment and selection to all posts within the approved staffing structure of the school.

The Governors fully understand their responsibilities in ensuring recruitment procedures are free from unlawful discrimination. The Governors also fully appreciate the importance of fair, open and effective procedures to enable the school to recruit people with the right skills, aptitudes and attitudes. It is also recognised that poor recruitment practice can result in increased staff turnover, lowering of staff morale and increased costs for the school.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Consequently, all staff and governors involved in recruitment and selection decisions are required to work in ways that are entirely consistent with this policy at all times.

Aims and Objectives

The aims and objectives of this policy are to:

- Recruit high quality staff with the right skills, aptitudes and attitudes so that children in this school feel safe, supported and are able to achieve their full potential
- Ensure all staff are recruited on the most appropriate contract terms to meet the needs of the school whilst promoting and ensuring a satisfactory work life balance
- Ensure that equality of opportunity is a key consideration at each stage of the process, thereby encouraging diversity
- Ensure our recruitment practice reflects positively on the school as an employer
- Ensure that recruitment procedures are efficient and cost-effective
- Monitor, review and improve our recruitment practices continuously

The school recognises the value of a fully qualified teaching profession. Therefore the school will endeavour to only appoint a teacher holding QT status to teaching posts. Temporary appointments of staff not holding QTS will only be made where it has not been possible to appoint a qualified teacher to the teaching post from all reasonable recruitment action.

Safer Recruitment

Safer practice in recruitment means that child protection and safeguarding issues are at the heart of the recruitment process.

Ryarsh Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure Application to the Disclosure and Barring Service and check against the ISA Barred List for children.

The school will follow statutory guidance issued by DfE in Keeping Children Safe in Education. Section Three of this document details the required recruitment, selection and pre-employment vetting, types of check and pre-appointment checks.

At least one person on any appointment panel will have undertaken Safer Recruitment training.

Principles and Process

1. The Headteacher will ensure this policy is communicated to all staff and governors to be involved in the recruitment process.
2. The school will ensure that training is provided for all those involved in the recruitment and selection of staff and that it is appropriate to their role.
3. All appointments must be made by a panel of two or more and all panels must include at least one person who has successfully undertaken training in Safer Recruitment. Panels will be made up as follows:

Selection Panel for Headteacher appointments

- The Chair of Governors
- The Vice Chair of Governors
- Other available Governors (the number is flexible but an uneven number of Governors is required)
- Local Authority representative

Selection Panel for Deputy Headteacher appointments

- The Chair of Governors
- The Vice Chair of Governors
- Headteacher

Selection Panel for Teaching Staff appointments

- The Chair/Vice Chair of Governors/One other Governor (if available)
- Headteacher
- Member of Senior Leadership team

Selection Panel for Support Staff appointments

- Headteacher
- One other member of staff (as appropriate to the vacancy)

4. Careful consideration will be given to the working hours and arrangements for each vacancy so that posts will be open to applicants wishing to work on a part-time, job-share or flexible basis where possible and practical.
5. Prior to any recruitment advertisement appearing the headteacher will ensure that there is an up to date job description, person specification, a clear recruitment timetable and a relevant package of information for each post being advertised.
6. All vacant posts will be advertised by means of a formal notice on the staff notice board as a minimum. Unless there are good reasons to the contrary then any vacant post will be advertised externally through the www.kent-teach.com website. Use of other media, such as external notice boards, school newsletter, local or national newspaper will be carefully considered for cost effectiveness.
7. Recruitment advertisements will comply with all national and local guidance regarding commitment to safeguarding children. All job adverts and information to applicants will emphasise this school's commitment to safeguarding and promoting the welfare of children and young people.
8. All enquiries for further details, further information or informal visits to the school will be dealt with promptly and professionally to reflect positively on the school as a potential employer.
9. Deadlines for all advertisements will allow reasonable time for completing and submission of applications.
10. All applicants must complete the required application form in full and in particular ensure that the declaration is clearly signed and dated. The school may reasonably decide to reject an application where incomplete and/or ambiguous information is provided. Applications by CV alone will not be considered.
11. All shortlisting decisions will be made with clear reference to the skills and qualities set out in the person specification.
12. All selection decisions should be informed by relevant selection activities, where possible in addition to formal interviews. All selection activities will be clearly focussed on the priority needs from the person specification and will avoid any unlawful discrimination. Applicants for teaching and learning positions may be observed practising in their current school. Candidates will be informed of the selection activities to be used prior to being invited for interview.
13. The panel will ensure that they prepare properly for the interviews, having read the applications beforehand and considered any specific questions that need to be asked of each candidate. The panel will ensure that all candidates are received and treated in a way that reflects positively on the school and that generally the programme keeps to schedule.
14. All questions used in selection interviews will also be focussed on the priority needs of the post and will avoid any questions or language that could be held to be unlawful discrimination.

15. At the end of the selection programme the respective merits of each and every candidate will be carefully considered and the position will be offered to the person best meeting the skills and qualities set out in the person specification.
16. In the event the person offered the position declines the appointment then the panel will consider carefully whether to offer the position to the next best candidate, whether to re-advertise the vacancy or whether to cover the duties in another way.
17. If it is felt that none of the available candidates fully meet the requirements of the person specification then the panel must not rush into an appointment but must take time to carefully weigh up the various alternative actions.
18. All appointments must be made subject to satisfactory recruitment checks. The school will ensure all persons appointed have satisfactory and up to date enhanced Disclosure Application to the Disclosure and Barring Service, check against the ISA Barred List for children and any other recruitment and/or security checks required by national or KCC/LA policy prior to the contract position being confirmed. This includes work permits or other evidence of the ability to work in the UK.
19. Documentary proof (not photocopy) will be required and checked for any qualification specified in the person specification for the post or otherwise required by national or local policy.
20. The school will ensure that two satisfactory references are obtained prior to any contract position being confirmed. At least one reference will be from the applicant's current employer, or immediate previous employer if not currently employed. This reference must be signed by or on behalf of the most senior person appropriate to the position and must be on the organisation's headed notepaper.
21. As far as possible references will be obtained prior to the selection interview so that any relevant questions arising can be raised with the candidate before a selection decision is made.
22. The school will ensure that all new appointments are subject to satisfactory health report and will ensure that the employer's duty to fully consider any reasonable adjustments is fulfilled prior to an offer of employment being confirmed.
23. The school will ensure that an appropriate induction programme is available to all new staff and this will be developed following a discussion between the individual and the headteacher.
24. Any applicant may request feedback on the reasons why they were not shortlisted or appointed and this will be provided verbally within a reasonable period of the request.
25. Notes and records from the recruitment/selection process, including notes from interviews will be kept securely for a period of 6 months from the date on which the position was offered and accepted.
26. As far as is reasonably practical the school will make any reasonable adjustments to accommodate the needs of a disabled person. This will apply to the recruitment

process and to the workplace or working arrangements on appointment. The school will seek appropriate advice from relevant agencies to achieve this where necessary.

Roles and Responsibilities

The Governing Body has overall responsibility for the adoption and review of this policy, including approval of any amendments.

The Headteacher has responsibility for the implementation of the policy and ensuring that all recruitment and selection actions are consistent with the aims, objectives and principles set out above.

Responsibility for the day to day operation of this policy, including management of the administration process rests with the Headteacher.

The application of this policy will be monitored through the use of the Staff Appointment Checklist (See Appendix 1).

Legal Framework

This policy has been drafted to ensure compliance with current employment legislation and also contractual requirements as set down by national and KCC conditions of service. The school will ensure it fulfils its obligations as an employer under all relevant legislation and case law.

Complaints

Anyone who feels that their treatment has been in breach of this policy may bring a formal complaint. Existing staff of the school should use the established grievance procedure. External applicants should raise their complaint by writing to the Chair of Governors setting out the relevant details, who will ensure that a full investigation of the complaint is undertaken and that a written response is provided within 15 working days of receiving the complaint.

This policy will be reviewed every three years and at any other time if changes are required to comply with changes in legislation, regulation or national or KCC/LA advice. Any amendments will require the approval of the full Governing Body.

Policy adopted by Governing Body	Spring 2017
To be reviewed	Spring 2020
Signed by Head Teacher	
Signed by Chair of Governors	

Ryarsh Primary School staff appointments checklist

Appendix 1

This document is to be completed for the appointment of any new member of staff and retained on their file in school. The Head teacher should initial where indicated to confirm information completed, and the office manager should do the same.

Name of new member of staff		HT	
Post appointed to		HT	
Type of contract (permanent / fixed term)		HT	
Start date		HT	
Contract end date (if fixed term)		HT	
Pay scale starting point		HT	
References received	Reference 1		OM
	Reference 2		
Letter of confirmation sent		OM	
Paperwork received	Letter of acceptance	OM	
	PAY301	OM	
	DBS application completed	OM	
	Medical clearance	OM	
	DBS clearance	OM	
	Disqualification by Association	OM	
	P45 or P46 completed	OM	
Date paperwork sent to SPS		OM	
Contract received in school		OM	
Update Single Central Record for safeguarding		OM	
Additional information received	Severe Weather		
	Register of Business Interest		
	Contingency Planning for Industrial Action		
	Staff Acceptable Use Policy		
	Manual Handling		
Additional information issued	Staff handbook issued		
	Pigeon hole		
	System login		
	Sims login		
	Email address		
	Name badge		

Completed by.....Date.....

Approved by.....Date.....