

## **Recruitment**

### Rationale

1. Parkinson Lane CP School aims to provide a high quality education to all its pupils and therefore strives to recruit staff committed and able to support learning in accordance with our emphases on excellence, enjoyment and inclusion. The school is committed to safeguarding and promoting the welfare of our children and expects all staff and volunteers to share this commitment [DN: this sentence is a direct lift from DfES guidance on safer recruitment (ref.DfES/1568/2005, June 2005)]. This policy should be used in conjunction with those on child protection, equal opportunities, pay, performance management, improper use of school ICT equipment and job sharing for teachers and with local authority personnel guidelines.

### Purposes

- 2.1 To ensure that the school takes a fair, coherent and consistent approach to recruiting staff of the highest calibre.
- 2.2 To strengthen our safeguards for children by deterring unsuitable people from applying for jobs here and, as far as we can, rejecting those that do apply in accordance with national and local guidelines.

### Broad guidelines

3. The Governing Body has responsibility for ensuring that this policy is kept in line with national and local guidelines on personnel and child protection matters and for monitoring the effectiveness of recruitment and induction processes, e.g. through scrutiny of records of exit interviews.
4. The Governing Body is responsible for deciding how far recruitment of staff below Deputy Head should be delegated to the Headteacher.
5. The Governing Body is responsible for meeting the duties in 8-10 below in relation to the recruitment of a Headteacher or Deputy Headteacher.
6. The Governing Body has responsibility for ensuring that, at any time, there are at least two governors who have received recruitment training.
7. The Headteacher, or, in his/her absence for more than a few weeks, the Deputy Headteacher is responsible for monitoring how far our staffing structure meets the changing needs of the school and for making recommendations to the Governors when he/she feels changes may be needed (e.g. where a member of staff leaves and, in the view of the Headteacher, needs to be replaced).
8. The Headteacher, or, in his/her absence, the Deputy Headteacher is responsible for ensuring that advertisements for staff below Deputy Head and information packs provided to applicants enable potential applicants to make well-informed decisions about whether to apply, making clear our commitment to safeguarding and promoting the welfare of children and the need for the relevant checks to be satisfactorily completed before any appointment can be made. No post may be advertised, even internally, without clear and comprehensive job and person specifications having been prepared.
9. The office should be advised on a procedure for receiving applications and ensuring that copies are prepared for the shortlisting/interview panel without compromising confidentiality beyond this.
10. Every effort will be made to meet candidates' requests for further information or for opportunities to look round the school.
11. Shortlisting/interview panels (both tasks must be undertaken by the same people) should comprise at least 2 but no more than 5 people and may not include staff or governors with a family or other interest in any of the candidates being considered.

12. All members of the panel should record their personal assessments of each candidate, even if it is only a score against a criterion, and the assessments will all be kept as part of the documentation of that particular recruitment.
13. The person chairing the panel is responsible for ensuring that the panel treats all candidates respectfully and consistently, that panel members are introduced and that procedures are clearly explained.
14. Interviews will aim to help candidates to show why they should be considered for the post. They will also explore candidates' attitude toward children and their ability to support our commitment to safeguarding and promoting their welfare. They will probe unexplained gaps in career history, surprising choices of referees and panel members' concerns about information provided by the candidate. Every external candidate will be asked if there is anything they wish to declare or discuss in relation to the required CRB check or the questions that will be put to referees.
15. Unless already achieved before or during the interview, any offer of employment will be conditional on:
  - a. at least two satisfactory references having been received;
  - b. verifying the candidate's identity;
  - c. no traces of unsuitability being found through the checks recommended for the type of post in question (e.g. list 99, CRB, PoCA list);
  - d. verifying the candidate's medical fitness;
  - e. verifying the candidate's qualifications;
  - f. where appropriate, verification of the candidate's professional status;
  - g. verifying, for teachers obtaining QTS after 7 May 1999, the candidate's successful completion of the statutory induction period and, for non-teaching posts, the candidate's satisfactory completion of the probationary period.
16. All checks should be confirmed in writing and the documents retained on the personnel file (subject to any legal restrictions on this).
17. Candidates who have applied despite having been, as shown by checks undertaken, unsuitable for jobs working with children or who have been shown to have provided false information will be reported to the police and/or the DfES Children's Safeguarding Operations Unit.
18. No candidate should work unsupervised in school until all checks have been satisfactorily completed.
19. All newly appointed staff and volunteers will be required to complete an induction programme that will:
  - a. make them aware of our policies and procedures;
  - b. support them as they become familiar with their role in school, giving them opportunities to discuss any concerns they may have;
  - c. make clear to them the standards of conduct expected;
  - d. enable the Senior Management Team to recognise any concerns or issues about their ability or suitability at the earliest opportunity and address these.

### Conclusion

20. Parkinson Lane CP School strives to make the best appointments of staff it can in the interests of the children, and to do it in a way that is fair, is correctly documented and reflects our commitment to safeguarding and promoting the welfare of our children.

<b>Staff consultation:</b>	<b>Other consultation:</b>	<b>Governor approval:</b> 17/03/2014
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