

# LION HOUSE SCHOOL

## SAFEGUARDING - RECRUITMENT POLICY

### GENERAL STATEMENT

This policy covers all job vacancies that occur within the school in respect of teaching and support staff posts and non teaching posts. The document highlights the school's commitment to equality of opportunity for each and every member of its workforce in the areas of recruitment, promotion, training and all other employment practices. The school intends that the same treatment should be given to all applicants for employment. In this way, it is believed that the policy will enhance the quality of life for its existing staff and encourage people from all sectors of the community to apply for appropriate vacancies.

### AIMS

- ◆ To ensure that the selection and recruitment process is objective, fair and efficient, taking into account the school's strategic objectives and current legislation, and undertaken as soon as possible.
- ◆ This policy aims to safeguard and promote the welfare of our staff and pupils through an effective and thorough recruitment and selection procedure.
- ◆ The school is committed to the Disclosures Barring Service (DBS) Disclosure process. The appointment of a new member of staff is subject to an Enhanced DBS Disclosure check. A central record is maintained by the school and includes all adults who have regular contact with pupils (teachers and support staff both full time and supply whether part time or full time) as well as administrative, catering, cleaning and volunteers.
- ◆ The school is committed to promoting equality of opportunity and opposing all forms of discrimination, and providing genuine equality of opportunity to make full and effective use of its workforce.
- ◆ The school asserts that it will apply the same principles to other categories of employee or job applicant who may be vulnerable to discrimination.
- ◆ The school asserts its full compliance with the requirements of the Race Relations Act 1976, the Sex Discrimination Act 1975 (as amended), the Disability Discrimination Act 1995, the Equal Pay Act 1970 (amended 1983), and the various Codes of Practice dealing with the avoidance of race, sex and disability discrimination.
- ◆ Our policy is to attract high quality applicants and to progress recruitment efficiently in accordance with best practice, policies on equal opportunities and in a cost effective manner. All candidates for a particular post are assessed against the same criteria.

### *School Recruitment*

#### **Job Description and Person Specification**

All posts will have a job description and a person specification:

- ◆ The job description describes the post in detail and is a guide to the level and range of responsibilities the post holder will be expected to undertake initially. It is neither exhaustive nor inclusive and may be changed from time to time to meet changing circumstances and demands. It includes reference to the responsibility for safeguarding and promoting the welfare of pupils. It will not form part of the post holder's contract of employment.

- ◆ The person specification identifies the minimum skills, experience and qualifications needed by the post holder to carry out the job effectively and the level of competencies required. It includes specific reference to the suitability of working with pupils.

## **Advertising Procedure**

All permanent posts will be advertised either externally or internally, in line with national guidelines. If it is felt that there are likely to be few existing staff who meet the essential criteria on the person specification for a post, it will also be advertised externally. A decision on where to advertise will be taken by the Principal and the Heads of Departments.

## **Application Form**

Applicants will be required to complete an application form as the first part of the recruitment process. The contents of the school application form are in line with new Government requirements. CVs or other testimonials will not be considered in place of the application form. The application form is a key part of the selection process. Applicants should ensure that applications are related to the requirements of the person specification. This information will be used to decide how applicants may meet the job requirements and they will be selected for interview on this basis.

Regarding employment history, correct dates must be stated and in chronological order. If there are employment gaps, then these should be explained.

Applicants will be asked to give their present or most recent employer as one of their referees. Posts will not be confirmed until two satisfactory references have been received. These must confirm that the candidate is suitable to work with children.

Unless candidates specify otherwise, the school will write for references after a candidate has been short listed. Ideally, references will be available to the interview panel at the time of the interview.

If an individual requires special facilities at interview, this must be requested when accepting the school's invitation to attend. Every effort will be made to meet the identified need.

## **Data Protection Regulations**

The storing and processing of personal data provided by candidates is subject to the strict guidelines provided by the school within our Data Protection Policy on security and confidentiality. The application forms of unsuccessful candidates will be kept on file for six months from the date of the interview and then destroyed.

## **Short Listing**

Appropriate school staff will be chosen for the short-listing panel. The panel will consist of members of management and staff with skills and expertise relevant to the vacancy under discussion.

The short-listing panel will decide on the evidence given in the application form which applicants best meet the criteria. Not all applicants who meet the minimum criteria are guaranteed an interview.

## **Interview Process**

Candidates will be contacted as soon as possible after the closing date on the advertisement if they are to be invited for an interview. An appropriate school contact name and telephone number will be provided.

Interview panels consist of two to three people with skills and expertise relevant to the post and will include someone who has had specific training on safer recruitment.

Short-listed applicants will be given details of the selection methods the school will be using. In appropriate circumstances, a tour of the school site will be organised.

All candidates will be asked the same core questions, with supplementary questions asked by panel members as they see fit and in response to the candidate's answer. Every candidate will be assessed for their capability/ suitability to work with children.

The interview panel will take notes during the interview. These notes will be kept with each individual's application form.

Applicants for teaching posts will often be required to teach part of a lesson.

### **Other Recruitment Information**

The decision of the interview panel is made on the basis of information given during the recruitment process.

The successful candidate will be required to complete a Disclosure Baring Service (DBS) police check form at the Enhanced Level. This is for the purposes of determining any criminal convictions and requires completion after an offer of employment is made. It will be forwarded to the Disclosure Baring Service via the agency used by the school. New employees will not be allowed to start work until they have been cleared on a 'List 99' check – pending the return of the full DBS check. This will also apply to staff who have a current DBS check from another school. A DBS check from another school cannot be accepted if the candidate has had an interruption of service for more than three months. If the school employs supply staff it will obtain written confirmation from the supply agency.

All offers of employment are subject to receipt of two satisfactory references (one of which must be the current or last employer and should be undertaken by a person who has the authority to write a reference). A successful applicant must also provide evidence of identity and address and sign a Health Declaration Form and must provide original qualifications. Employment will only be confirmed once all the checks have been carried out, suitable references obtained and the DBS check confirms suitability to work with children.

Offers of employment will be subject to confirmation that an individual is permitted to work in the United Kingdom in accordance with the provisions of the Asylum and Immigration Act 1996. Under Section 8 of the Act it is a criminal offence to employ someone who is subject to immigration control, but who does not have permission to live or work in the United Kingdom. All successful applicants will be required to provide documents identified in the Act. If an offer of employment is made, an individual will be advised of the acceptable documents.

The Rehabilitation of Offenders Act 1974 recognises the principle that people who have been convicted of an offence should not, as a result, be discriminated against for the rest of their lives and therefore it prohibits discrimination in employment within defined limits. For certain jobs there is a requirement to take into account any previous convictions. There are others where convictions which have not become 'spent' can be taken into consideration. Please ensure that this section of the application is completed.

New permanent staff employees are subject to a six months' probationary period before the appointment is confirmed.

Successful candidates are expected to take part in child protection training events organised by the school as appropriate.

### **Results of Selection Process**

We will normally let the successful applicant know by telephone on the day of the interview. This will be followed up by an offer letter within two days. Unsuccessful applicants will be contacted by phone or letter within five days.

Feedback from an interview will be provided if this is requested.

Successful candidates will be written to advising of what checks and clearances will be required prior to an appointment being confirmed. A temporary offer of employment will be made once all checks have been carried out, except for the DBS clearance provided the List 99 check is clear.

## Induction

New staff will be introduced to their work colleagues, be shown around the school premises and will be familiarised with appropriate school procedures and working regulations, including safeguarding policies and procedures and Health and Safety requirements within the workplace.

Appropriate training will be given that is relevant to the requirements of the post. This will be ongoing and individual needs will be monitored accordingly. Training is provided by appropriate staff within the school and/or by external providers.

This Statement will be reviewed annually

Reviewed Autumn Term 2015	Jane Luard and Susan Chappell	Changes made
Reviewed Autumn Term 2016	Jane Luard and Susan Chappell	No changes
Reviewed Autumn Term 2017	Jane Luard	No changes
Next review Spring Term 2018		