

Fairisle Junior School

Recruitment and Selection Policy

INTRODUCTION

1. This policy sets out the recruitment practices and procedures in place at Fairisle Junior School. It is designed to support the 'safer culture' that has been developed at our school, and reinforce our commitment to the safeguarding and well-being of children and young people in our care.
2. The main aims of the policy are to:
 - 2.1 Ensure that the best possible staff are recruited to support the learning journey of pupils, based on the merits of their skills and experience.
 - 2.2 Ensure all job applicants are treated equitably and consistently.
 - 2.3 Ensure no job applicant is treated unfairly on any 'protected characteristic' grounds as outlined in the Equality Act 2010.
 - 2.4 Ensure that the school meets its commitment to the safeguarding and promoting the welfare of children and young people and ensuring compliance with all statutory guidance including *Keeping Children Safe in Education* (2018) and *Disclosure and Barring Service code of practice*.

RECRUITMENT AND SELECTION PROCEDURE

3. Inviting Applications

- 3.1 All advertisements will include a safeguarding statement.
- 3.2 All applicants will have access to a pack of information to include:
 - Job Description (advert)
 - Person Specification (advert)
 - Application Form (advert)
 - Child Protection Policy (school website)
 - Recruitment and Selection Policy (school website)
- 3.3 Prospective applicants must complete, in full, and return a signed application form.
- 3.4 On-line applicants will be asked to sign the form if called for interview.

3.5A Curriculum Vitae (CV) will not be accepted.

4. Short-listing and references

4.1 Short-listing of candidates will be against the person specification for the post.

4.2 Two references one of which must be from the applicant's current/most recent employer, will ideally be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure.

4.3 References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Written records will be kept of such exchanges.

4.4 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. Written records will be kept of such exchanges.

4.5 Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people.
- Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people.
- The candidate's suitability for the post.

4.6 If any references are not received prior to interview, any subsequent offer will be subject to two satisfactory references and offers of employment may be withdrawn if this criteria is not met.

5. The Selection Process

5.1 Selection techniques will be determined by the nature and duties of the post. All vacancies will require a face-to-face interview for those short-listed.

5.2 Candidates will be required to:

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel

- Declare any information that is likely to appear on the DBS disclosure
- Demonstrate their ability to safeguard and protect the welfare of children and young people

6. Employment Checks

6.1 All successful applicants are required to:

- Provide proof of identity
- Complete a DBS disclosure application and receive satisfactory clearance
- Provide actual certificates of qualifications
- Complete a confidential health questionnaire
- Provide proof of eligibility to live and work in the UK

7. Induction

7.1 All staff and volunteers who are new to the school will receive induction training that will include the school's Child Protection policies and guidance on safe working practices.

7.2 Regular meetings and monitoring will take place during the first 6 months of employment between the employee and appropriate management.

Policy Reviewed: Autumn 2018

Next Review: Autumn 2020