



## RECRUITMENT POLICY STATEMENT

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### 1 INTRODUCTION

- 1.1 The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:
- attract the best possible applicants to vacancies;
  - deter prospective applicants who are unsuitable for work with children or young people;
  - identify and reject applicants who are unsuitable for work with children and young people.
- 1.2 In recruiting new members of staff we do not discriminate in terms of race, gender, ethnicity, sexual orientation or disability.

### 2 STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in schools – notably headteachers and deputy headteachers. These requirements change from time-to-time and must be met.

### 3 IDENTIFICATION OF RECRUITERS

Subject to the availability of training, the school will ensure that at least one recruiter has successfully received accredited training in safe recruitment procedures. Please refer to BPA Safeguarding Policy for information on safer recruitment.

### 4 INVITING APPLICATIONS

- 4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:
- “The 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 successful appointments are subject to a satisfactory references & a Disclose and Barring Service check”*
- 4.2 Prospective applicants will be supplied, as a minimum, with the following:
- Job description and person specification
  - An application form
  - Safeguarding policy
  - A confidential medical form
  - Bank details form
  - Safeguarding training form
  - Right to work in the UK form
  - Disqualification form



- 4.3 BPA uses a number of recruitment options to ensure we best the best calibre of staff
- Advertisement of vacant posts on the Ealing Council website
  - Advertising on the DfE recruitment website
  - Use of a range of agencies to 'head hunt' the best qualified and skilled, child centred teachers for the vacancies. The fee for finding teachers ranges between 15% and 25% of the post salary.
  - BPA also operates a staff referral scheme for any staff member wishes to recommend someone they know for a vacant position at the school.
- 4.4 Candidates recruited from agencies will stay as agency employees until BPA are satisfied they are a good fit for our school at which time they will receive an offer of employment from BPA.
- 4.5 All prospective applicants must complete, in full, an application form and provide their most recent employer as one of the 2 requested referees.
- 4.6 The aims and objectives is of the BPA recruitment process are
- To ensure that the safeguarding and welfare of children and young people takes place at each stage of the recruitment process. To ensure a consistent and equitable approach to the appointment of all school staff.
  - To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation.
  - To ensure the most cost effective use is made of resources in the recruitment process.

## **5 SHORT-LISTING AND REFERENCES**

- 5.1 Short-listing of candidates will be against the person specification for the post
- 5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- 5.3 Two references will be sought from all short listed candidates prior to interview. The purpose of seeking references is to obtain objective and factual information to inform judgements on the suitability of the candidates for the role they are applying for.
- 5.4 Any issues of concern they raised in the references will be explored further with the referee, and taken up with the candidate at interview.
- 5.5 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- 5.6 Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 5.7 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.



- 5.8 Referees will always be asked specific questions about:
- The candidate's suitability for working with children and young people;
  - Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
  - The candidate's suitability for this post

5.9 School employees are entitled to see and receive, if requested, copies of their employment references.

## 6 THE SELECTION PROCESS

6.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

6.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

6.3 Interviews may include a task based section. Candidates will be given details and adequate time to prepare for any tasks they may be asked to perform as part of the interview process.

6.4 A minimum of two interviewers will form the interviewing panel, but preferably three.

The members of the panel will:

- Have the necessary authority to make decisions about appointments;
- One member of interview panel will have undertaken the training in accordance with the DfE Safer Recruitment Training.
- Ensure one question scrutinises safeguarding and child protection issues.
- Agree their assessment criteria in accordance with the person specification
- Agree a standard set of questions in order to assess the candidates' suitability for the role.

6.5 Where a candidate is known personally to a member of the selection panel it will be declared before short listing takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

6.6 Candidates will always be required:

- To explain satisfactorily any gaps in employment;
- To explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- To declare any information that is likely to appear on a DBS check;
- To demonstrate their capacity to safeguard and protect the welfare of children and young people.



## 7 EMPLOYMENT CHECKS

7.1 All successful applicants are required:

- To provide proof of identity
- To complete a DBS check application and receive satisfactory clearance
- To provide actual certificates of qualifications
- To complete a confidential health questionnaire
- To provide proof of eligibility to live and work in the UK
- To complete a Declaration form in relation to the application of the Childcare (Disqualification) Regulations 2009 & Childcare Act 2006 in Schools
- Teachers are required to provide their QTS certificate
- To provide details of 2 referees
- BPA will undertake a NCTL sanctions check for all staff in teaching & management positions.

7.2 All checks will be:

- Documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS regulations).
- Recorded on the school's single central record database.

7.3 Further investigation will be held where they are unsatisfactory or there are discrepancies in the information provided, or the following occurs:-

- Where the candidate's DBS shows disclosures
- Where the candidate's Teacher Employment Check shows s/he has been sanctions against them.
- Where an applicant has provided false information in, or in support of, his/her application.
- There are serious concerns about an applicant's suitability to work with children.
- Unsatisfactory references are received.
- Declaration in relation to the application of the Childcare (Disqualification) Regulations 2009 & Childcare Act 2006 in Schools .
- Information is uncovered regarding a candidate that causes a concern (i.e social media check)

## 8 INDUCTION

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

8.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

8.3. The following BPA policies will be issued with a contract of employment:-

- Code of Conduct for School Staff
- Staff Health & Safety Procedures and Guidelines
- Keeping children safe in education (Part 1)
- Appendix 1 terms and conditions (Support Staff only)
- E-Safety Policies
- Staff Code of Conduct for ICT
- Sickness & Absence policy



## 9 OFFERS OF EMPLOYMENT

- 9.1 Offers of employment will be confirmed in writing.
- 9.2 All offers of employment are made subject to receipt of a satisfactory DBS check.
- 9.3 All offers of employment are made subject to receipt of 2 satisfactory references.

## 10 PROBATION PERIOD

- 10.1 BPA operates a probation period which can last from 1 month to a year.
- 10.2 Written confirmation of completion of the probation period will be provided.
- 10.3 Within the probation period employment can be terminated by either party with two weeks notice.

## 11 EQUAL OPPORTUNITES

- 11.1 BPA expect that all applicants will receive fair treatment and a high quality service.
- 11.2 Brentside Primary Academy is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair.
- 11.3 Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation.
- 11.4 The School acknowledges that unfair discrimination can arise on occasion and therefore will ensure that the Equal Opportunities Policy is the foundation for all its activities.
- 11.5 In line with the Disability Discrimination Act (DDA) the school will make reasonable adjustments to its recruitment process if an applicant makes us aware they have a disability. This applies to the entire recruitment process, from advertisement to appointment.
- 11.6 Where a candidate is known personally to a member of the selection panel it will be declared before short listing takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.