

## Woodmancote School and Little Chestnuts Recruitment and Selection Policy

Designated Member of Staff	G Tucker
Committee with responsibility	Safeguarding Committee
Date of Issue	September 2016
Frequency of Review	Yearly

Issue Number	Issue Date	Summary of Changes
1	September 2016	New Policy
2	September 2017	Reviewed
3	April 2021	Reviewed <ul style="list-style-type: none"> <li>• Additional Interview documentation from NSPCC included</li> <li>• Application Packs to have clear Safeguarding Statatement</li> <li>• Induction Policy written and included in application packs</li> </ul>
4	May 2022	<b>Reviewed</b> -no changes
5	January 2023	On line social media checks (Page 5)
6	July 2023	Further detail added for on-line checks and self-disclosure for shortlisted candidates (9.5 and 9.6) Reference to KCSIE 23
7	September 2024	Reviewed-No changes, other than inclusion of KCSIE 24
8	September 2025	Reviewed-

Further Guidance can be found at

[Gloucestershire Safeguarding Children Partnership - Gloucestershire Safeguarding Children Partnership](#)  
[Keeping children safe in education - GOV.UK \(www.gov.uk\)](#)

Gloucestershire Children's Services Front Door

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## 1. Summary

- 1.1. This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

## 2. Recruitment and selection policy statement

- 2.1 The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- 2.2 The School is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high quality service.

## 3. Purpose

- 3.1 To ensure the recruitment of both permanent and fixed-term staff (including voluntary) is conducted in a fair, effective and economic manner.
- 3.2 To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

## 4. Scope

- 4.1 This policy applies to all the school employees and governors responsible for and involved in recruitment and selection of all staff. Where a Headteacher or Deputy Headteacher is being appointed the Governing Body will consult with the Local Authority about the recruitment process.
- 4.2 The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated the responsibility to the Headteacher for appointing staff other than those to the leadership group.

## **5. Aims and Objectives**

- 5.1 To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process
- 5.2 To ensure a consistent and equitable approach to the appointment of all school staff.
- 5.3 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.
- 5.4 To ensure the most cost effective use is made of resources in the recruitment and selection process.

## **6. Principles**

- 6.1 The following principles are encompassed in this policy:
  - All applicants will receive fair treatment and a high quality service
  - The job description and person specification are essential tools and will be used throughout the process
  - Employees will be recruited on the knowledge, experience and skills needed for the job
  - Selection will be carried out by a panel with at least two members but preferably with three. At least one panel member will have received appropriate training on the recruitment and selection process.
  - Selection will be based on a minimum of completed application form, shortlisting and interview
  - Monitoring and Evaluation are essential for assessing the effectiveness of the process
  - All posts will normally be advertised.
  - The Disability Discrimination Act (DDA) makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

## **7. Equal Opportunities**

- 7.1 The School is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. 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. 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.

## **8. Safer Recruitment - Recruitment and Selection Training**

- 8.1 It is a requirement that at least one member of the interview panel has completed the Safer Recruitment Training successfully prior to the start of the recruitment process. Those with current training will be highlighted on the front of each personnel file.

## **9. Pre-recruitment Process**

### **9.1 Objective**

9.1.1 The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the school. The first experience an individual has is important, therefore the experience should be positive and all those responsible for recruiting will:

- Leave a positive image with unsuccessful applicants
- Give successful applicants a clear understanding of the post and what is expected of them
- Reduce the risk of a bad selection decision that can be expensive and may cause line management problems in the future or may not meet the school's commitment to safeguard children and young people.

### **9.2 Application Form**

9.2.1 A standard application form, produced by the Local Authority, will be used to obtain a common set of core data from all applicants.

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

9.3.1 An accurate job description is required for all posts. A person specification, which is a profile of the necessary requirements for the post, is also required for all posts.

### **9.4 References**

9.4.1 The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained directly from the referee.

9.4.2 References will be sought on all short listed candidates, including internal ones, and will be obtained before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.

### **9.5 On-line Checks**

9.5.1 As discussed with Governors in January 2023, the school will not conduct online social media checks as it does not have a school sign-in for social media platforms to enable this.

### **9.6 Self-Disclosure for Shortlisted Candidates**

9.6.1 All candidates invited to interview will be asked to complete a self-disclosure form in order to share details of any convictions, cautions, disqualifications etc. Any declarations made will be discussed further during the interview.

## **10. Interviews**

10.1 The interview will assess the merits of each candidate against the job requirements, and explore their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate.

## **10.2 Interview Panel**

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

10.2.2 The members of the panel will:

- have the necessary authority to make decisions about appointments;
- be appropriately trained, (one member of interview panel will have undertaken Safer Recruitment Training).
- meet before the interviews to:
  - reach a consensus about the required standard for the job to which they are appointing;
  - consider the issues to be explored with each candidate and who on the panel will ask about each of those;
  - agree their assessment criteria in accordance with the person specification.

10.2.3 Where a candidate is known personally to a member of the selection panel it will be declared before shortlisting 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.

## **10.3 Scope of the Interview**

10.3.1 In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- the candidate's attitude toward children and young people;
- his/her ability to support the school's agenda for safeguarding and promoting the welfare of children;
- gaps in the candidate's employment history;
- concerns or discrepancies arising from the information provided by the candidate on the self disclosure form completed prior to interview (any convictions / cautions / disqualifications)
- concerns or discrepancies arising from the information provided by a referee

10.3.2 If, for whatever reason, references are not obtained before the interview, the candidate will also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees. (And it is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.)

## **11. Conditional Offer of Appointment: Pre Appointment Checks**

11.1. An offer of appointment to the successful candidate will be conditional upon:

- the receipt of at least two satisfactory references
- verification of the candidate's identity
- Prohibition Checks
- Childcare disqualification requirement check
- verification of eligibility to work in the UK
- verification of the candidate's medical fitness

- verification of qualifications
- verification of professional status where required e.g. QTS status (unless properly exempted), NPQH;
- a check of List 99 and a satisfactory DBS Enhanced Disclosure
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999); and,
- (for non teaching posts) satisfactory completion of the probationary period.

271. For staff who work in childcare provision, or who are directly concerned with the management of such provision, employers need to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare Disqualification Regulations 2018.

272. Further information on the staff to whom these Regulations apply, the checks that should be carried out, and the recording of those checks can be found in statutory guidance Disqualification under the Childcare Act 2006.

### KCSIE 2025

11.2 The Local Authority's Human Resources will liaise with the School in order to follow relevant DBS guidance if a Disclosure reveals information that a candidate has not disclosed in the course of the selection process.

11.3 All checks will be:

- confirmed in writing;
- 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 central record database; and,
- followed up where they are unsatisfactory or there are discrepancies in the information provided.

11.4 Where:

- the candidate is found to be on List 99 or the PoCA List, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or,
- an applicant has provided false information in, or in support of, his/her application; or,
- there are serious concerns about an applicant's suitability to work with children,

The facts must be reported to the police and/or the DfE Children's Safeguarding Operations Unit. The school will liaise with Human Resources if this should be the case.

## 12. Post Appointment Induction

12.1 There will be an induction programme for all staff, governors and other volunteers newly appointed to the school, regardless of previous experience.

Personnel Folders will be kept secure and overseen by the School Business Manager.

The Governor with responsibility for Safeguarding may conduct a Governor risk assessment if aspects of documentation are missing from a member of staff's file.



Signed:..... Chair of Safeguarding Committee

## Appendix 1

### INDIVIDUAL INTERVIEW RECORD

This form should be completed for each interviewed candidate, and stored in line with retention guidelines. The information recorded on this form can be used to provide feedback to candidates. Candidates have the right to request access to their interview notes under the Data Protection Act 1998.

Post title: \_\_\_\_\_ Vacancy ref no.: \_\_\_\_\_ Candidate's name: \_\_\_\_\_

Interviewer: \_\_\_\_\_ Interview date: \_\_\_\_\_ Notice period: \_\_\_\_\_

Questions (based on person spec and role competencies)	Indicators		Interview Notes	Fully met	Partly met	Not met
	Positive	Negative				
1.						
2.						
3.						
4.						
5.						

Questions (based on person spec and role competencies)	Indicators		Interview Notes	Fully met	Partly met	Not met
	Positive	Negative				
6.						
7.						
8.						
9.						
10.						
11.						
12.						

The positive and negative assessment criteria must be developed from the person specification for the role. It is important that all interviewers complete all sections of the form. Use more sheets if necessary.

Tick box if photocopied ID, right-to-work and qualification documents are printed, signed and dated by recruiting manager with vacancy ref no. on the back.

