

William Gilpin CE VA Primary School

Safer Recruitment Policy

Introduction

This document is a statement of the aims, principles and strategies for ensuring safer recruitment at William Gilpin CE VA Primary School.

Key statement

Recruitment is the first important step in ensuring the work force needed to carry out the aims of the school. It is therefore essential that rigorous strategies are in force prior and during recruitment to ensure successful employment and effective child protection through use of Safer Recruitment practices.

Aims

To ensure:

- **That all recruitment processes comply with recommendations in 'Safeguarding Children: Safer Recruitment and Selection in Education Settings' DFES 2005 and paragraph 9 of 'Safeguarding Children in Education' 2004.**
- **Operation in accordance with the School Child Protection Policy.**
- That all appointments are made with paramount priority given to child safety and protection.
- Appointments are made which are conducive to achieving the school aims.
- There is a correct match to need when recruiting.
- That equality of opportunity is given to all applicants.
- A professional and organised recruitment process is run.
- Applicants have a good knowledge of the position advertised and the working environment.
- Current staff are aware of and understand the recruitment process and decisions made

Policy Into Practice

All areas detailed in this policy must also include at each headed stage total compliance with the aims identified in bold.

Upon a Vacancy Arising

The Senior Management Team /Governors will meet to discuss the vacancy and decide upon:

- Whether it should be filled.
- The job description - based upon school requirements and the School Improvement Partner's requirements. This will detail duties, roles and responsibilities.
- The scale/grade, salary for the position.
- Person specification - detailing skills, knowledge, experience, attitudes, personality traits of the suitable candidate.
- The means of advertising - these will include internally, Hampshire jobs vacancies sheets, internet and local press. Key management roles may be advertised nationally in the TES.
- Application and interview procedures will follow Hampshire Safer Recruitment guidance.

Prior to Interview

Adverts will include a statement about Safer Recruitment and Equal Opportunities, brief details of the position, salary and contact names, numbers and addresses. All applicants will be welcome to visit the school.

All applications will be read by the Headteacher and Chair of Governors before shortlisting. Shortlisting criteria will mainly be the requirements of the job description and the Person Specification.

Applicants invited to interview will be supplied with:

- Letter confirming details of the interview day.
- Location map/directions.
- Expenses claim form.
- School Prospectus.
- Police Check forms.
- Medical Declaration form.
- Application form.
- Job description.
- Person specification.

Applicants will be asked to confirm their intention to attend the interview.

The interview panel will receive written details of the timetable for interview and copies of:

- Job Description.
- Person Specification.
- References.
- Application forms and letters.
- Expenses form.
- Interview questions.

The Headteacher will devise a list of questions which will be shared with interviewers in advance. Interviewers will receive instructions from the Headteacher about the asking of differentiated questions and how to ensure people's rights are regarded.

All applicants not shortlisted will be informed, out of courtesy, by letter.

All references will be taken up and no candidates will be interviewed/offered a job before references have been read.

At Interview

Candidates will be given a tour of the school by pupils.

All candidates will be asked identical initial questions and given the same time to answer; however differentiated questions may be asked later.

All candidates will have equal access to resources.

It will be the duty of the Office Staff to ensure good hospitality.

Candidates will be asked upon conclusion of interview if they would accept the job/if they have any questions or require further information.

The interview panel will assess each candidate's contribution after interview and make notes to allow for detailed feedback.

After Interview

All candidates will be telephoned personally by the Headteacher and informed of the interview outcome. Feedback will be offered and given.

Interviewees will be thanked and written to.

Unsuccessful candidates will receive a 'thank you for attending' letter.

Various correspondences, as detailed below, will be sent to the successful candidate and the County.

All Staff, Governors, parents and pupils will be informed of the appointment.

Induction procedures will be initiated.

Correspondence

Upon verbal offer of the post (subject to various terms and conditions being met), the office will:

- Write a formal letter of offer to new staff member.
- Send bank details form for completion and return.
- Arrange for HCC to send a contract of employment and check the copy of the contract for accuracy.
- Send and initiate the appropriate Induction Policies, Performance Management Policy, Equal Opportunities Policy, and Staff Handbook.
- A job description and 1265 hours (if teacher) Directed Time sheet for agreement.
- Provide a memo for all Staff/Governors re: the appointment.
- Inform County through correct channels of the appointment.

Next Steps

Headteacher will invite the new staff member in to meet Staff/pupils etc.

Headteacher will allocate a direct line manager for the operation of the Induction Policy.

Inform parents of Staff changes.

Review at the next Governing Body meeting the interview and recruitment process.

Update the Staff Handbook to show the new Staff member and adjust any rotas etc.

Upon Leaving William Gilpin CE VA Primary School Employment

Headteacher to provide reference.

Headteacher to conduct an exit interview.

TA with 'leaving' responsibility to organise gift collection and card - Headteacher to make presentation.

Parents, Governors, Staff, pupils to be informed by Headteacher of Staff member leaving.

Related Policies

All processes within this policy will operate in conjunction with the following policies: School Equal Opportunities, Child Protection, Racial Equality, Disability Discrimination, Pay, Confidentiality and Complaints.

Responsibilities of Headteacher

For ensuring that the legal requirements are met and that time and resources are available, enabling the implementation of this policy.

Monitoring and Review:

This policy will be reviewed in the Spring Term 2012 or in the light of new legislation.

Signed:

Date: