



MILTON ABBEY

RECRUITMENT POLICY

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Approved by:	

Milton Abbey School is committed to providing the best possible care and education to its pupils, and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a safe and supportive working environment to all its members of staff and volunteers.

The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who are aware of and share this commitment. Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

This policy and procedure aims to provide clear guidance in relation to both the selection and appointment of staff to achieve the following:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position.
- to ensure that all job applicants are considered equally and consistently, and to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DofE) and any guidance or code of practice published by the Disclosure and Barring Service (DBS).
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

There are several stages of the school recruitment process:

Stage 1

Once a need is established, a 'Request to Recruit' form (appendix 1) should be completed by the person wishing to recruit and forwarded with a copy of the relevant Job Description, Person Specification and advert draft, authorisation to proceed is required by the Head and Director of Finance.

Please note:

Job Descriptions should clearly state the main duties and responsibilities of the post

Person Specifications should include:

- *the qualifications, skills, experience, and any other requirements necessary to perform the role with regard to working with children and young people*
- *the competences and qualities that the successful candidate should be able to demonstrate*

On receipt of the completed and signed 'Request to Recruit', the HR Team will liaise to determine timescales for advertising, closing dates and potential interview dates. The HR Team will also liaise to ensure that the content of the advertisement is appropriately worded and non-discriminatory.

To ensure equal opportunities for recruitment vacancies, adverts are placed externally. However, where it is considered that existing staff have the prerequisite skills, consideration may be given to advertising posts internally only.

The vacancy can be advertised in a number of free forums, typically:

- TES
- School Website & School Social Media
- The Indeed Jobsite

For costed forums, please contact the Head of Operations for guidance.

Once the advert has been placed, potential candidates can apply either online or via request for details made to the HR Team. All applicants for employment will be required to complete either an online application or a paper application form containing questions about their academic and employment history and their suitability for the role. A Curriculum Vitae cannot be accepted in place of the completed application form.

On requesting an application form or applying on line, to assist in the application process applicants will normally also be offered:

- Guidance notes on the recruitment process
- Equal Opportunities Monitoring form
- Job Description
- Person Specification
- An Information Pack (including Terms and Conditions of Employment)
- other documents (appropriate to the position)

On receipt of the completed application form, the Equal Opportunities Monitoring form will be kept separate, as it does not form part of the selection process.

After the closing date, all application forms and any attachments will be photocopied, and distributed to the interview panel, with the original documentation retained by the HR Team.

Stage 2

Once the closing date has arrived, and the applications are collated by the HR Team, we now move to stage 2 of the process – shortlisting and interviewing.

An appropriate interview panel should consist of a minimum of two people. At least one member of the interview panel must hold a recent 'Safer Recruitment Training' certificate.

To ensure impartiality, if a member of the panel is known to the candidate, this should be disclosed at the time. All panel members should be able to attend all interviews for the duration of the recruitment process, to maintain consistency and fair treatment of all candidates.

Each member of the interview panel should individually review and scrutinise all applications to ensure:

- they are fully and properly completed
- the information provided is consistent and does not contain any discrepancies
- any anomalies, discrepancies or gaps in employment identified are noted.

As well as reasons for obvious gaps in employment, a history of repeated changes of employment without any clear career or salary progression, or a mid-career move from a permanent post to perhaps supply teaching or temporary work, will need to be noted for further verification if the applicant is shortlisted for interview.

All candidates should be assessed equally against the agreed criteria (usually Job Description and Person Specification) and results scored against the 'School Shortlisting Matrix' (Appendix 2).

Once this process is complete, panellists should compare 'matrix scores' and agree a final shortlist of candidates to progress to interview – all connected paperwork should be submitted to the HR Team.

All applicants will receive written notification (via email) of the outcome of their application from the HR Team as soon as possible after the closing date. This notification will either be an invitation to interview (outlining date, time and place, format of the interview etc) or a notification informing them that their application has not been successful.

All applicants who are invited to an interview will be required to bring with them evidence of identity, including date of birth, right to work in the UK, address and qualifications.

The HR Team will provide an interview timetable, copies of relevant application forms, references and other associated paperwork to the interview panel prior to the interview day.

It is best practice for the interview panel to meet prior to the interview to discuss questioning, format and required criteria. A list of questions should be agreed and should reflect the needs of the school, and post. These questions and answers should be recorded and signed as a 'true record' of the interview (see appendix 3).

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

- the candidate's attitude toward children and young people and suitability for working in a School environment and ability to support the School's commitment for safeguarding and promoting the welfare of children and young people
- gaps or any issues relating to the candidate's employment history
- concerns or discrepancies arising from the information provided by the candidate and/or a referee

To comply with The Employment Practices Data Protection Code, the interview panel must ensure that all applications are kept in a secure location and remain confidential throughout the process.

The interview panel will meet to discuss the outcome of the selection process and make recommendations regarding the candidate selection. Whilst a member of the panel will contact the successful applicant to offer the post, the HR Team will contact the unsuccessful interview candidates via email.

Stage 3

Following verbal acceptance of the job, a conditional offer of employment will be sent to the successful candidate. It will outline the details of the position, job title and suggested start

date. This start date can only be a guideline date, as no employee may start work without a satisfactory DBS check, and two references that have been received and verified.

Documentation included in the offer will include:

- Offer letter
- Contract of Employment
- Job Description
- Emergency Contact Details/Bank Details/Next of Kin
- Medical Questionnaire (and Declaration)
- DBS information, including Rehabilitation of Offenders Act 1974
- Payroll Statement
- Pension opt-out
- Service Licence Agreement (if residential accommodation is applicable)

The Offer of Employment will be conditional upon the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment
- verification of the applicant's identity (where this has not previously been verified) using appropriate ID, including at least one photographic identification source.
- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory. References will be taken up for shortlisted candidates and verified prior to interview, and will form part of the information available to interview panel members, to assist with decision making.

One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be sent the standard 'School Reference Request Form' for completion (Appendix 4). This form covers all of the main areas of requirement (suitability to work with children, safeguarding allegations or concerns, absence history, performance, etc). The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.

- for teaching positions, confirmation from the National College for Teaching and Leadership that the applicant is not subject to a prohibition order
- the receipt of an Enhanced disclosure from the DBS which the School considers to be satisfactory and confirmation that the applicant is not named on the Children's Barred List administered by the DBS. All of our school staff are required to hold an Enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the School. It is a condition of employment with the School that the original disclosure certificate is provided to the School within two weeks of it being received by the applicant
- verification of the applicant's medical fitness for the role. The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made but before the appointment can be confirmed. It is the School's practice that all applicants to whom an offer of employment is made must complete the Medical Questionnaire. This information will be reviewed against the Job Description and the Person Specification for the role. If the School has any doubts about an applicant's fitness, the School will consider reasonable adjustments in consultation with the applicant.

The School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment. In accordance with the Equality Act 2010 the School will not withdraw a job offer without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

- verification of the applicant's right to work in the UK. Appropriate checks will still be required for applicants with recent periods of overseas residence and those with little or no previous UK residence – in these cases the school will follow the current Home Office guidance.
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK
- verification of professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified).

Miscellaneous Information

Contractors regularly engaged by the School are subject to the same checks that the School is required to complete for its staff. The term contractor includes everyone without a contract of employment (agency staff, coaches, umpires, speakers, consultants, construction workers, etc).

All 'ad hoc' contractors working on the school site should all be DBS checked or working with someone who is checked (provided they are supervised at all times by this nominated person).

Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School.

The School has a separate policy for the assessment of offences in recruitment which can be found at Appendix 6 of this document.

The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information (staff or contractor). In particular, the School will:

- store disclosure information and other confidential documents issued by the DBS in locked, storage containers, access to which will be restricted to the Head of Operations and HR Team members.
- not retain disclosure information or any associated correspondence for longer than is necessary, and only retain it for a maximum of six months. The School will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken.
- ensure that any disclosure information is destroyed by suitably secure means such as shredding.
- prohibit the photocopying or scanning of any disclosure information without the express permission of the individual to whom the disclosure relates.

The School is legally required to undertake pre-employment checks. Therefore, if an applicant is successful in their application, the School will retain on his/her personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications.

Medical information may be used to help the School to discharge its obligations as an employer (so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue). This documentation will be retained by the School for the duration of the successful applicant's employment with the School. After employment ends it will be retained in accordance with the School's document retention guidelines. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.

Where references are requested for our own staff, responses will be made using a standard 'School Reference Response Letter' (see appendices 5 and 7), and a copy will be retained on the relevant personnel file for the duration of employment at our school.

The School also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the School despite being barred from working with children; or
- has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.
- If the individual referred to the DBS is a teacher, the School may also decide to make a referral to the NCTL.

In addition to applying for an Enhanced DBS clearance for all new staff, all Governors, Volunteers and all adults living on site (as partners and family members of residential staff over the age of 16) should also hold an Enhanced DBS and all relevant checks undertaken (barred list).