

OUR LADY OF LOURDES POLICY AND PROCEDURES GUIDE

Subject: RECRUITMENT POLICY

Issue Date: 01.09.2015

Review Date: 01.09.2017

Status: NON STATUTORY POLICY

To be reviewed: FGB to determine.

To be ratified by: A, B& S C'ttee

Mission Statement

At Our Lady of Lourdes Primary School we learn to live and love like Jesus, to help one another and treat everyone with kindness, tolerance, respect and understanding.

God is always with us.

INTRODUCTION

The safe recruitment of staff and volunteers in schools is the first step to safeguarding and promoting the welfare of children in education. Our Lady of Lourdes School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff and volunteers to share this commitment.

In line with recent and relevant legislation the school takes very seriously its duty of care for all pupils. In order to help safeguard and promote the welfare of all its pupils, the school is committed to a thorough and consistent Safer Recruitment Policy. This policy deals with the recruitment of paid employees. The policy "The Use of Volunteers in School" deals with the recruitment and approval of volunteer placements.

AIMS AND OBJECTIVES

The aim of the Safer Recruitment policy is to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them through the adoption and rigorous application of appropriate procedures for appointing staff.

The School has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the school based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

The policy objectives are to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at Our Lady of Lourdes School.

ROLES AND RESPONSIBILITIES

It is the responsibility of the governing body to:

- Ensure the school has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.
- Monitor the school's compliance with them.

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It is the responsibility of the Headteacher & other Managers involved in recruitment to:

- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school. These include, but are not restricted to: criminal background (DBS), suitability for teaching (Prohibited List), qualification & right to work in the UK.
- To monitor contractors' and agencies' compliance with this document, obtaining written evidence of this.
- Promote welfare of children and young people at every stage of the procedure.

In accordance with the School Staffing Regulations, the governing body has delegated responsibility to the Headteacher to lead in all appointments. School governors may be involved in staff appointments but the final decision will rest with the Headteacher.

RECRUITMENT AND SELECTION PROCEDURE

Advertising

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement.

Any advertisement will make clear the school's commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA)

Application Forms

Our Lady of Lourdes School uses the Catholic Education Service application form and all applicants for employment will be required to complete this application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A personal CV will not be accepted.

All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies (eg: National College for Education & Standards).

Job Descriptions and Person Specifications

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

References

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References for short listed applicants will be sent for immediately after short listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any formal offer of employment being made. Two professional/character references must be provided. One of these must be from the applicant's last employer. Referees will be contacted via their place of work (ie personal email addresses will not be accepted). These will be obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up. Direct contact by phone or face-to-face may be undertaken with each referee to verify the reference.

The School does not accept open references, testimonials or references from relatives.

Dealing with convictions

The school operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the employee and the Head teacher. A decision will be made following this meeting.

In addition, applicants who have lived/travelled abroad for more than 3 months will need to obtain a police check from the relevant Country.

Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status.

All applicants invited to attend an interview at the school will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

Medical Fitness

Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required.

Overseas checks

All new employees where persons have lived outside the UK are subject to additional checks in accordance with Immigration, Asylum and Nationality Act 2006. The School, in accordance with the UK Border Agency Code of Practice, will, if applicable, sponsor all new foreign members of staff.

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In addition, applicants who have lived/travelled abroad for more than 3 months will need to obtain a police check from the relevant Country.

Induction Programme

All new employees will be given an induction programme which will clearly identify the school policies and procedures, including the Child Protection & Safeguarding Policy, and make clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities.

Single Centralised Register of Members of Staff

In addition to the various staff records kept in school and on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with the DfE requirements. This is kept up-to-date.

The Single Centralised Register will contain details of the following:-

- all employees who are employed to work at the school;
- all employees who are employed as supply staff to the school or whether employed directly or through an agency;
- all others who have been chosen by the school to work in regular contact with children. This will cover volunteers, governors, peripatetic staff and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members eg: sports coaches etc.
- all others who work regularly in the school whether employed, self employed or employed by a company and contracted to work at the school.

A designated Governor will be responsible for auditing the Single Central Register and reporting his/her findings to the Full Governing Body .

Record Retention / Data Protection

Our Lady of Lourdes School will retain all interview notes on all applicants for a period of 6 months, after which time the notes will be securely destroyed. The 6 month retention period is in accordance with the Data Protection Act 1998 and will also allow the school to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal.

All information retained on employees is kept centrally in a locked and secure cabinet.

Ongoing Employment

Our Lady of Lourdes School recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The school will therefore provide ongoing training and support for all staff, as identified through the Annual Review/appraisal procedure. If, once appointed, information is revealed which relates to an adult who is employed at Our Lady of Lourdes School, appropriate action will be taken to decide if it is appropriate for the adult to continue in their role. The Headteacher will lead in this process.

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Monitoring and Evaluation

The Senior Manager with overall responsibility for Safeguarding will be responsible for ensuring that this policy is monitored and evaluated throughout the school. This will be undertaken through formal audits of job vacancies and a yearly Safer Recruitment Evaluation audit which will be presented to the Headteacher to report to the governing body.

.....GovernorDate

.....Headteacher.....Date