



Recruitment and Selection Policy 2022

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This Policy must be read and applied in conjunction with the School's Recruitment and Selection Guidance Document.

1. Introduction

This policy is intended to support Governing Bodies when appointing school-based employees, both teaching and non-teaching. It will detail the steps schools need to take to ensure they get the best person for the job. This process is governed by extensive legislation, particularly the laws relating to keeping children and young people safe and discrimination.

2. Safer Recruitment

2.1 Recruitment, selection and pre-employment vetting

It is vital that schools create a culture of safe recruitment and, as part of that, adopt recruitment procedures that will help to deter, reject or identify people who might abuse children and young people. This part of the guidance describes in detail those checks that are or may be required for any individual working in any capacity in a school.

2.2 DBS Checks

Governing bodies must act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence, including criminal record checks (Disclosure and Barring Service (DBS) checks), barred list checks and prohibition checks, together with references and interview information.

As outlined in the Department of Education's document [Keeping Children Safe 2022](#), the level of DBS certificate required, and whether a check for any prohibition, direction, sanction, or restriction is required, will depend on the role that is being offered and duties involved.

As the majority of employees will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information will be required for most appointments. In summary, a person will be considered to be engaging in regulated activity if, as a result of their work, they:

- will be responsible, on a regular basis (in a school) for teaching, training instructing, caring for or supervising children; or
- will carry out paid, or unsupervised unpaid work regularly in a school where that work provides an opportunity for contact with children; or
- engage in intimate or personal care, or overnight activity, even if this happens only once.

A more detailed description of regulated activity, plus further information on Disclosure & Barring checks (DBS) is available in the Department of Education's document [Keeping Children Safe 2022](#). Please refer to this document before commencing the recruitment and selection process.

All staff and workers that are employed or volunteer at the school, including Governors will have, at least, appropriate checks in accordance with [Keeping Children Safe 2022](#) and a record of these checks will be added onto the School's Single Central Record.

2.3 Online Searches

As part of Keeping Children Safe in Education, Schools are advised to undertake online searches of shortlisted candidates. This may identify any incidents that have happened, and are publicly available online, which the school might want to explore with the applicant at the interview stage.

The council also advocate that schools undertake online searches on all new posts.

The search does not require schools to delve into locked areas on websites, nor does it require requests for access to private/locked content of social media accounts or login details. The school should obtain information that is widely available to anyone through the usual search engines and websites - a Google (or equivalent platform) search will be sufficient to meet this requirement.

The school should conduct the search itself and the person carrying out the check must be independent of the recruitment process. They will need training on how to search and what information to filter out.

If the search identifies any incidents or issues of concern i.e. only information relevant to an individual's suitability to work with children, the panel will need to review the information supplied and consider discussing it with the applicant (if appropriate). Any potential risk will need to be assessed in determining whether to offer the role and whether there are risk management requirements post appointment.

3. Policy Statement

The aim of this policy is to create a structure and process to facilitate the recruitment and retention of high calibre employees to the School and to:

- Ensure that the recruitment processes are safe and fit for purpose.
- Appoint the best person for each position.
- Ensure equality of opportunity for all applicants.
- Ensure the recruitment process does not unfairly discriminate against any applicant based on conviction or other details disclosed.
- Offer career development prospects and create opportunities for employees to apply for internal promotion.
- Ensure compliance with relevant safeguarding and employment legislation.

- Promote the School's values.
- Meet the School's operational requirements and strategic aims.
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4. Key Principles

- This policy is intended to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010 on any of the characteristics protected by law.
- This policy is intended to ensure that recruitment and selection is carried out in an open, transparent and measurable manner, and that employees are appointed for their abilities and the role that they will carry out.
- This policy is intended to ensure that employees of the school are not influenced by prejudice, bias or conflicts of interest which would influence a future employee's ability to perform their duties and responsibilities objectively.
- The Council/School aims to develop a workforce that reflects the local labour market and is representative of the citizens of Sandwell.
- Recruitment for any vacancy will only commence once all necessary authorisations and permissions have been received.
- Any newly created posts or amendments to existing posts must adhere to the requirements of job evaluation for non-teaching posts only. Teaching posts must adhere to the requirements of the current STPCD.
- It is recommended that there are at least three panel members on an interview panel. The panel must be gender diverse and where possible diverse in terms of other protected characteristics under the Equality Act 2010, especially in terms of race.
- The panel make-up should give consideration to the Governing Body's Delegations document.
- As a minimum, the Chair of the panel should have attended recruitment and selection training within the last three years, but preferably all panel members.
- At least one of the persons who conducts an interview must have completed safer recruitment training.
- Selection decisions will be carried out using pre-agreed objective criteria included on the Personnel Specification.
- The safety of children and young people are paramount, and we are fully committed to safeguarding and promoting the welfare of children and young people.

5. Recruitment of Ex-Offenders

The School will not unfairly discriminate against any applicant for employment based on conviction or other details disclosed. The School makes appointment decisions based on merit and ability. If an applicant has a criminal record this will not automatically bar them from employment with the School. Each case will be decided on its merits in accordance with the objective assessment criteria.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered “spent” except those received for an offence committed in the United Kingdom, if it has been filtered in accordance with the DBS filtering rules.

A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the School.

The School will make a report to the Police and / or the DBS if:

- it receives an application from a barred person;
- it is provided with false information in, or in support of an applicant's application; or
- it has serious concerns about an applicant's suitability to work with children.

Assessment criteria

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and the circumstances surrounding the offence and the explanation(s) offered by the applicant.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences:

- murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence; or serious class A drug related offences, robbery, burglary, theft, deception or fraud. .If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving [within the last ten years].

Assessment procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will carry out a risk assessment by reference to the criteria set out above.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

If a DBS Certificate reveals any convictions, the person concerned will be invited to attend an interview with the Head Teacher and Human Resources to discuss the conviction(s) and circumstances. Following this meeting a risk assessment will be carried out and a decision made and communicated back to the person concerned. For safer recruitment purposes, until this decision has been made the applicant should not commence employment.

Risk assessments may need to be authorised by the relevant Local Authority Director with responsibility for education before a position is offered or confirmed

6. Scope of the policy

This Policy applies to all School based employees (Non-Teaching and Teaching staff, including Headteachers .

6.1 Agencies

Before engaging agencies, it is important to be assured they have robust systems in place in terms of pre-employment checks. Each agency should be fully vetted to ensure that the appropriate checks are carried in terms of suitability and validity to work with children and young people, eligibility to work in the UK and past criminal convictions.

Where an agency has obtained a DBS which has disclosed any matter or information, or any information that has been provided to the employment business, the School must obtain a copy of the certificate from the agency. When an agency is providing a worker for positions requiring a children's barred list check, this must be obtained prior to the individual attending our School.

Agency staff are not employees of the school and are engaged as workers through the agency. You should ensure that any agency providing workers also adopt and implement the

measures described in this policy and guidance. In respect of the enhanced DBS check, the School will ensure that written notification confirms the certificate has been obtained by either the employment business or another such business

The agency should provide written confirmation that necessary clearances have taken place.

The School will check that the person presenting themselves for work is the same person on whom the checks have been made.

7. Statement of Process

7.1 Approval to recruit

All necessary authorisations and permissions must be obtained before any recruitment activity can take place.

Job Descriptions and Person Specifications should be reviewed as part of this process to ensure they accurately reflect the requirements of the job. All new and amended non-teaching posts must go through the job evaluation process.

7.2 Advertisement

Safeguarding statements on adverts which confirm pre-employment checks will be carried out in line with KCSIE.

It is important to know where suitable applicants can be found, how best to make contact with them, and to secure their application. This involves a thorough knowledge of sources of potential job applicants and methods of recruitment. For further information, please refer to the guidance within this document.

7.3 Selection

The selection process should follow a systematic approach that is fair, unbiased and objective.

Governing Bodies should short-list candidates based on how well they match the Personnel Specification.

It is recommended that there are a minimum of three interview panel members, with the panel being gender diverse, and where possible, diverse in terms of other protected characteristics under the Equality Act 2010, especially in terms of race.

8. Monitoring and Review

The Recruitment and Selection Policy will be reviewed and updated in line with current legislation and best practice.