



IPSWICH SCHOOL

RECRUITMENT AND SELECTION POLICY

1. INTRODUCTION

The School recognises the need for fair, efficient and effective recruitment and selection of staff.

This Policy aims to ensure that the methods we use comply with employment law, statutory guidance and with other relevant School policies, whilst meeting the School's recruitment and retention needs and maintaining the most effective skills mix throughout the School.

Additionally, as part of the School's approach to safeguarding children, this policy follows the government recommendations on Safer Recruitment as outlined in the *Keeping Children Safe in Education* document which is updated annually:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/835733/Keeping_children_safe_in_education_2019.pdf

All Senior Managers involved in the recruitment of staff, and the HR Manager and HR Administrator, complete the recommended Safer Recruitment training at regular intervals.

The School will 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.

Our full recruitment and selection process includes preparation, efficient use of vacancy advertising, fair and objective selection, record-keeping and induction of new staff.

This policy covers all current employees and applicants for employment within the School.

2. EQUAL OPPORTUNITIES IN RECRUITMENT AND SELECTION

The School is committed to ensuring that there is no discrimination on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation, (or any other protected characteristic) at any stage of the recruitment process, or in the terms and conditions offered to new employees or promoted employees.

All recruitment advertising aims to encourage applications from anyone who is suitably qualified and experienced and who is interested in working at the School. At the shortlisting stage, the monitoring process requires that a brief note, giving the reason for non-selection, is recorded for each applicant who is not invited for interview.

In interviews, the questioning of any candidate must avoid discrimination of any kind. The questions posed must be equally applicable to all candidates, except where they are based on a candidate's application or references. The questions are based on the skills, competencies and experience required for the post; questions put to any candidate must be comparable to those put to other candidates for the same post. All candidates, both internal and external, have rights of confidentiality and parity of process and treatment.

When interviewing is completed, reasons will be recorded to illustrate why an offer has been made (if one has) to the successful candidate, rather than any other suitable candidate, also illustrating, if appropriate, why a candidate was found unsuitable. Panel members must be prepared and able to justify their decisions if challenged. All application forms and other relevant documentation will be retained securely (in line with relevant data protection legislation) for twelve months from the date of the interview.

3. JOB DESCRIPTION

If the decision to recruit is made, the job description is drawn up with input from the line manager, HR Manager, Headmaster, Prep Head and/or Bursar as applicable, to include all relevant information.

4. ADVERTISING VACANCIES

All vacancies are usually advertised internally to staff in the School (via email and noticeboards) and on the Vacancies Page of the School's website www.ipswich.school/vacancies. In addition, the senior manager responsible for the post liaises with the HR Manager/Headmaster/Prep Head/Bursar in order to place external advertisement(s), for example with TES (for teaching vacancies) and in the local media (EADT, Evening Star, Suffolk Jobs Direct).

An information/application pack will be provided for all applicants (available on the website or hard copy by telephoning the School), which will include a job description, a person specification if applicable, information on safeguarding and the School's recruitment process, a standard application form and other relevant and interesting information about the School and the post.

For the Headmaster and Bursar, the appointment is managed and made by the Governing Body. Except for the appointment of a new Headmaster, the Governing Body includes the Headmaster in the shortlisting and interview panel.

For all other posts, the appointment is managed and made by the Headmaster or nominated member of staff on behalf of the Governing Body as the employers.

5. INTERNAL CANDIDATES

Internal candidates are treated in the same manner as external candidates; it is their responsibility to ensure their application contains all relevant information and at interview they answer the questions fully, rather than relying on reputation. Internal candidates may request feedback from their interview, which will be based on their own application, and given as soon as practicable after the decision.

6. INTERVIEW PANEL

The panel consists of at least two people, one of whom is the manager responsible for the post. One member of the panel should have appropriate Safeguarding Children training. Other persons

whose specialist knowledge is useful in the selection process may be involved, e.g. to observe a demonstration lesson or other skills test.

7. INTERVIEW RECORDS

Written records detailing the process adopted and the reasons for the actual outcome are maintained confidentially (in accordance with data protection legislation) for twelve months from the date of the interviews.

The new member of staff is welcomed and given the necessary induction training to enable them to fulfil their role effectively. Any initial professional training that has been agreed at interview will be provided as soon as is reasonably practicable.

8. PRE-EMPLOYMENT CHECKS

Any offer of appointment made to a successful candidate, including one who has lived or worked abroad, will be conditional on satisfactory completion of the following necessary pre-employment checks:

- we will verify a candidate's identity as required by the DBS, see GOV.UK: <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>
- we will obtain (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity)
- we will obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available. A risk assessment will be completed and authorised by the Headmaster in these circumstances, and the risk assessment will be reviewed regularly pending receipt of the *disclosure* certificate.
- we will ensure we hold a satisfactory explanation of any gaps in employment history
- we will ensure at interview that an appropriately trained member of staff confirms that there are no concerns (based on the questions answered, conversation and application form/references received), that the applicant has the ability to support the School's Safeguarding Policy.
- we will verify the candidate's mental and physical fitness to carry out their work responsibilities and consider the need for any special adjustments or adaptations. An applicant can be asked at interview relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role for which they are applying. Candidates are also asked to confirm this on their application form. Following an offer of employment, we ask applicants to complete a health questionnaire which is reviewed by the School's Occupational Health Practitioner who will confirm the person is fit to work in the role, and also whether special adjustments or adaptations are required.
- we will verify the person's right to work in the UK
- we will check for any restrictions to the applicants right to live and work in the UK which might affect their right to take up employment with us in a specific post
- if the applicant has lived or worked outside the UK, we will make any further checks we consider appropriate after referring to the Home Office guidance on criminal records checks for overseas applicants, which can be found at GOV.UK. We will also check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, using the TRA Teacher Services' system
- we will verify professional qualifications as appropriate
- we will ensure that a candidate to be employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012;

- we will check that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State.

References

We will always ask for written information (by way of two satisfactory references) about an applicant's previous employment history and check that information is not contradictory or incomplete. The purpose of seeking references is to allow the School to obtain objective and factual information to support appointment decisions.

References are always obtained from the candidate's current employer. Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving are obtained from the school, college, local authority or organisation at which they were employed.

References are scrutinised and any concerns discussed and resolved satisfactorily, before the appointment is confirmed, including for any internal candidate.

Unless candidates have clearly indicated that they do not wish referees to be approached prior to interview we will obtain references before interview. **There must be exceptional circumstances for the School not to request references prior to interview, or prior to an offer of employment being made.** Obtaining references before interview, allows any concerns they raise to be explored further with the referee and taken up with the candidate at interview.

References are always requested directly from the referee and preferably from a senior person with appropriate authority, not just a colleague.

We do not rely on open references, for example in the form of 'to whom it may concern' testimonials, or on information provided by the candidate as part of the application process without verifying that the information is correct.

We may contact the referee if necessary to provide further clarification as appropriate, for example if the answers are vague or if insufficient information is provided. Any discrepancies are taken up with the candidate.

Any information supplied about past disciplinary action or allegations that are disclosed is considered carefully when assessing the applicant's suitability for the post.

The HR Manager/Headmaster/Prep Head considers the references to ascertain whether there are any issues that need to be discussed with a potential employee to ensure a fair and effective appointment. The School may contact any previous employer (particularly where past employment has involved working with children), to ensure that appropriate enquiries are made to prevent unsuitable people from working with young people.

Both reference replies must be received, verified and found to be acceptable before employment commences.

Safeguarding

The School adopts recruitment procedures that help deter, reject or identify people who might abuse children. As outlined in section 8, the School carries out checks of potential employees' criminal records (via the Disclosure and Barring Service) and by asking applicants to obtain overseas criminal record checks (if appropriate). The School checks applicants are not disqualified

from working with children by checking the Barred List and undertaking (DofE) Prohibition Order checks, including prohibition from teaching in the UK and EEA and prohibition from the management of Schools (as appropriate), for all successful applicants.

The conditional offer of employment is effectively a proposal to enter into a contract of employment subject to receipt of all necessary pre-employment checks. All important terms and conditions must be explained and agreed before commencement of employment.

Details of pre-employment checks completed will be entered on the School's SCR (Single Central Register of appointments).

9. RECORDS

The School collects and processes certain types of data about applicants applying to work at the School and does so in line with the General Data Protection Regulation and the Data Protection Act in force from time to time. For more information please refer the School's Employee Privacy Notice which is available on the website: www.ipswich.school.

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