

# Conwy

**Gwasanaethau Addysg - Ysgolion /  
Education Services - Schools**

## **RECRUITMENT AND SELECTION MODEL POLICY**

**POLISI MODEL RECRIWTIO A DETHOL**

**Uned AD Addysg  
Education HR Unit**

# **Medi 2019 September**

## **MODEL RECRUITMENT AND SELECTION POLICY**

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## **1. Purpose**

The purpose of this policy is to support Headteachers/Governors to ensure that the best possible candidates are appointed to the posts taking into account skills, knowledge, experience, qualifications, ability and the School's values.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are committed to robust recruitment and selection procedures to ensure that all staff and volunteers have been appropriately screened prior to appointment. Ensuring we do everything that is reasonably practicable to prevent appointing people who may pose a risk to our most vulnerable service users, is an essential part of safeguarding.

We believe that safer recruitment contributes to a safer workforce and we will ensure that any vacancy takes into account the welfare of children and young people.

Recruitment to all jobs will be on merit, and selection criteria used will be relevant to the job and promote equality of opportunity. The principles of fair recruitment and selection apply equally to all posts including promotions, secondments, and temporary, fixed-term and casual contracts.

## **2. Scope**

This policy applies to all school based employees.

The Recruitment and Selection Policy will:

- Provide for an open, fair and transparent process
- Support creating a diverse workforce that reflects the local community
- Help attract high quality candidates for posts from within and outside the Council
- Provide equality of opportunity
- Enable the selection of candidates based on merit, using objective criteria
- Ensure the timely appointment of candidates
- Help us make good recruitment decisions, which contribute to reduced labour Turnover

## **3. Principles**

- Decide if a post is required each time a vacancy arises.
- Appropriate time will be invested in the recruitment process, to ensure the most Suitable candidates are selected for vacancies.
- Where it is possible for a position to be filled effectively on a part time, job share or other flexible working basis, this will be considered.
- Appropriate pre-employment checks will be carried out prior to start date to ensure safe recruitment.

- ensuring the job description makes reference to the responsibility for safeguarding and promoting the welfare of children
- ensuring that the person specification includes specific reference to suitability to work with children
- obtaining and scrutinising all information from applicants, and questioning and satisfactorily resolving any discrepancies or anomalies
- obtaining independent professional (where appropriate) and character references that answer specific questions to help assess an applicant's suitability to work with children, and following up any concerns
- a face-to-face interview that explores the candidate's suitability to work with children as well as his or her suitability for the post
- verifying the successful applicant's identity
- verifying that the successful applicant has obtained any academic or vocational qualifications stated
- checking his or her previous employment history and experience
- verifying that he or she has the health and physical capacity for the job
- when appropriate, where a person will be engaging in regulated activity, obtaining a certificate for an enhanced DBS check with barred list information
- Checking or verifying that the person (if applicable) is registered with EWC.

#### **4. Equalities**

The School is committed to ensuring that all recruitment is free from any form of discrimination on the grounds of:-

- Sex
- Race
- Age
- Disability
- Religion or belief
- Sexual orientation
- Gender reassignment
- Marriage / civil partnership
- Pregnancy / maternity

As part of this we guarantee an interview to all disabled candidates who meet the minimum essential criteria. This is stated in job advertisements and application forms. Feedback will be offered to disabled candidates following recruitment interviews.

Reasonable adjustments will be made where required for candidates who have a disability. We will also take into account needs associated with language, culture or any of the protected characteristics listed above. Recruiting Headteachers / Managers will establish if specific arrangements or adjustments are needed at any stage of the recruitment process. Applicants will be asked to declare any disability that may require reasonable adjustments to be considered, in order for them to carry out the role. Applicants will be informed in advance of any tests or assessments to allow time for adjustments to be requested.

## **5. Roles and Responsibilities**

### **5.1 Governing Body**

- Agree the schools staffing structure
- Adoption of a policy and procedure to meet its responsibilities with regards to recruitment and selection.
- Compliance with the Staffing of Maintained Schools (Wales) Regulations 2006 and subsequent legal requirements.
- All staffing matters at the school and should ensure that the school operates safe recruitment procedures and makes sure that all appropriate pre-employment and other checks are carried out on staff and volunteers who work with children in line with the Welsh Government guidance 'Keeping Learners Safe' (158/2015).
- Ensuring that all vacancies are advertised, internally and/ or externally as appropriate, except in specific circumstances when Headteacher/Governing Body determine restrictions are necessary or legal requirements are applied (i.e. appointment of Headteacher/ Deputy Headteacher).
- Ensure the School follows the Safeguarding framework and adhere to the safeguarding checks.
- Ensuring value for money in expenditure on recruitment.

### **5.2 Headteacher (or designated Line Manager)**

- Agree the schools staffing structure
- Adoption of a policy and procedure to meet its responsibilities with regards to recruitment and selection.
- Compliance with the Staffing of Maintained Schools (Wales) Regulations 2006 and subsequent legal requirements.
- All staffing matters at the school and should ensure that the school operates safe recruitment procedures and makes sure that all appropriate pre-employment and other checks are carried out on staff and volunteers who work with children in line with the Welsh Government guidance 'Keeping Learners Safe' (158/2015).
- Ensuring that all vacancies are advertised, internally and/ or externally as appropriate, except in specific circumstances when Headteacher/Governing Body determine restrictions are necessary or legal requirements are applied (i.e. appointment of Headteacher/ Deputy Headteacher).
- Ensure the School follows the Safeguarding framework and adhere to the safeguarding checks.
- Ensuring value for money in expenditure on recruitment.

### **5.3 Human Resources**

- Providing advice and guidance to the Governing Body and Headteacher on procedural and policy matters on the application of the schools' policy.

- Providing advice to ensure the Recruitment & Selection policy is applied fairly and consistently.
- Where appropriate, assisting with the format of the recruitment process, including types of selection techniques and model questions.
- Supporting and advising Governor Selection panels where sufficient notice is provided.
- Providing advertisement and recruitment services.
- Carrying out relevant pre-employment checks.

## **6. Recruitment Procedure - Planning and Advertising**

**6.1.** Exit Interviews must be conducted for every leaver and this information should be taken into account when reviewing the job description and person specification, and as part of the subsequent recruitment process.

**6.2** The School will be clear about what combination of qualities, qualifications and experience a successful candidate will need to demonstrate, and whether there are any particular matters that need to be mentioned in the advertisement for the post in order to prevent unwanted applications. The School will plan the recruitment exercise, identifying who should be involved, assigning responsibilities and setting aside sufficient time for the work needed at each stage, so that safeguards are appropriately addressed e.g. organisation of the selection process and where possible allow for references to be obtained on shortlisted candidates before interview, arrange the time and location and the Panel in advance.

**6.3** The person specification will be given careful thought and drafting to help minimise the risk of making an unsuitable appointment. The School will make sure that all the other material that will form part of the candidate information pack is up-to-date and outlines clearly the extent of the relationships, contact and responsibility the successful candidate will have with children.

**6.4** The advertisement should include a statement about the School commitment to safeguarding and promoting the welfare of children, and reference to the need for the successful applicant to undertake an enhanced DBS check, where appropriate, as well as details of the post and salary, qualifications required and other appropriate information.

**6.5** Recruitment advertisements will normally be placed on the Authority's website, intranet, and other agreed websites. Some vacancies will also be advertised in the press. The Jobs board and e-Recruitment website pages will carry a clear statement on the School's commitment to Safeguarding. In addition advertisements for posts that require a DBS check will contain an explicit statement on Safeguarding.

## **7. On-line Application Form**

**7.1** The School will use an on-line application form to obtain a common set of core data from all applicants.

**7.2** For applicants for all types of post, the application form should obtain:-

- full identifying details of the applicant including current and former names, current address, and National Insurance number;
- a statement of any academic and/or vocational qualifications the applicant has obtained that are relevant to the position for which s/he is applying with details of the awarding body and date of award;
- a full history in chronological order since leaving secondary education, including periods of any post-secondary education or training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment, education or training, and reasons for leaving employment;
- a declaration of any family or close relationship to existing employees or employers (including Councillors and Governors);
- Details of referees. One referee should be the applicant's current or most recent employer, and normally two referees will be sufficient. Where an applicant who is not currently working with children has done so in the past a reference will also be obtained from the employer by whom the person was most recently employed in work with children. References will not be accepted from relatives or from people writing solely in the capacity of friends. (Schools to retain original references for auditing purposes in relation to Safer Recruitment and Safeguarding and copies sent to HR)
- A statement of the personal qualities and experience that the applicant believes are relevant to his or her suitability for the post advertised and how s/he meets the person specification.

**7.3** The application form should also record that:-

- where appropriate the successful applicant will be required to provide a DBS check at the appropriate level for the post;
- the prospective employer will seek references on short-listed candidates, and may approach previous employers for information to verify particular experience or qualifications, before interview;
- if the applicant is currently working with children, on either a paid or voluntary basis, his or her current employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children but has done so in the past, that previous employer will be asked about those issues
- Providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, as well as possible referral to the police.

## 8. Job Description & Person Specification

Headteachers and/or designated Line Managers must ensure the Job Description and Person Specification are up to date and any changes made to support staff posts must go through the Job Evaluation process.

The job description will clearly state:-

- the main duties and responsibilities of the post and
- the individual's responsibility for promoting and safeguarding the welfare of children and young person's s/he is responsible for, or comes into contact with.

The statement below must be included in the Job Description:-

***The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

The person specification should:-

- include the qualifications and experience, and any other requirements needed to perform the role in relation to working with children and young people
- describe the competences and qualities that the successful candidate should be able to demonstrate
- explain that if the applicant is shortlisted any relevant issues arising from his or her references will be taken up at interview where such references have been obtained in advance
- explain how these requirements will be tested and assessed during the selection process.

The statement below must be included in advertisements:-

“School/Conwy is committed to Safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales”

## **9. Advertising**

The prime purpose of the job advertisement is to attract a suitable number of appropriately qualified people to apply for a vacancy and to achieve this in the most cost effective way. The contents of adverts should be factual and non-discriminatory.

In the first instance, recruitment should be placed on the Authority and/or School website. The advert will be designed to attract the right candidates for the job, ensuring safe recruitment requirements are adhered to where appropriate.

## **10. Scrutinising and shortlisting**

**10.1** All applications will be scrutinised to ensure that they are fully and properly completed, that the information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment. Incomplete applications should not be accepted.

**10.2** All candidates will be assessed equally against the criteria contained in the person specification without exception or variation and Headteachers and/or designated Line Managers must ensure that essential and desirable criteria in the Person Specification are up to date, of a manageable number and accurately reflect the needs of the post. They are also responsible for short-listing and interviewing candidates in a consistent and objective manner. Candidates will be short-listed based on the essential (and possibly also desirable) criteria for the post.

**10.3** Applicants will be advised in the job advert that if they have not been informed within 3 weeks of the closing date, they must assume they have not been short-listed for interview. Unsuccessful candidates will be given feedback on their application, upon request.

## **11. Checks before interview**

If a short-listed applicant claims to have specific qualification or previous experience that is particularly relevant to the post for which s/he is applying that will not be verified by a reference, the School will endeavour to verify the facts before interview so that any discrepancy can be explored at interview.

## **12. Involving pupils and students**

For certain posts in schools, involving pupils and students in the recruitment and selection process in some way, or observing short-listed candidates' interaction with them is recognised as good practice and will be applied where appropriate.

### **13. Interviews**

All recruitment will involve formally interviewing short-listed candidates, combined with other selection methods or assessment where appropriate for the role. The interview will assess the merits of each candidate against the job requirements, and explore their suitability to work with children. The selection process for people who will work with children should always include a face-to-face interview, even if there is only one candidate.

### **14. Invitation to interview**

**14.1** In addition to the arrangements for interviews, the school will notify the candidates – time and place, directions to the venue, membership of the interview panel – the invitation should remind candidates about how the interview will be conducted and the areas it will explore including suitability to work with children.

**14.2** The invitation should also stress that the identity of the successful candidate will need to be checked thoroughly to ensure the person is who he or she claims to be, and that where a DBS check is appropriate the person will be required to complete an application for a DBS Disclosure. All candidates should be instructed to bring with them documentary evidence of their identity that will satisfy DBS requirements.

**14.3** Candidates should also be asked to bring documents confirming any educational and professional qualifications that are necessary or relevant for the post.

**14.4** A copy of the documents used to verify the successful candidate's identity and qualifications must be kept for the personnel file.

### **15. Interview panel**

**15.1** A minimum of two interviewers will normally be arranged and, in some cases, e.g. for senior or specialist posts within a school, a larger panel is considered appropriate. Please refer to the School Governors Guide to the Law for further details.

**15.2** The members of the panel should:

- have the necessary authority to make decisions about appointment;
- be appropriately trained ;( Please see Section 17 .2 Safer Recruitment)
- meet before the interviews to:
  - a. reach a consensus about the required standard for the job to which they are appointing;
  - b. consider the issues to be explored with each candidate and who on the panel will ask about each of those and;
  - c. agree their assessment criteria in accordance with the person specification.

**15.3** The panel will agree a set of questions for the candidates relating to the requirements of the post together with the issues they will explore with each candidate, based on the information provided in the candidate's application and references (if available). Such questions will include competence based questions that ask a candidate to relate how s/he has responded to, or dealt with, an actual situation, or questions that test a candidate's attitudes and understanding of issues.

**15.4** If an interview panel member considers that there may be a conflict of interest due to a personal connection with a candidate, they must disclose this and if appropriate an alternative interview panel member identified. The panel should ensure that questions are open and non-discriminatory, information seeking and probing. Evidence should be sought, to show whether applicants meet essential and desirable criteria for the role and that the information on the application form is full and accurate.

## **16. Scope of the interview**

**16.1** In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will explore:

- the candidate's attitude toward children and young people;
- his or her ability to support the School agenda for safeguarding and promoting the welfare of children;
- gaps in the candidate's employment history and;
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee.

**16.2** The panel should also ask the candidate if they wish to declare anything in light of the requirement for a DBS Disclosure.

**16.3** If, for whatever reason, references requested by the schools are not obtained before the interview, the candidate should also be asked at interview if there is anything s/he wishes to declare or discuss in light of the questions that have been (or will be) put to his or her referees.

**16.4** References must be obtained and scrutinised before a person's appointment is confirmed and before s/he starts work. (Schools to retain original references for auditing purposes with Safer Recruitment and Safeguarding and copies sent to HR)

## **17. Safe Recruitment**

**17.1** The Governing Body is responsible for the recruitment process and subsequent appointments, and will ensure that all **safe recruitment** and routine pre-employment checks have been taken up and are evidenced, **prior** to arranging a start date.

**17.2** Safe practice in recruitment means thinking about understanding issues relating to child protection safeguarding and promoting the welfare of children at every stage of the process for all people being recruited, including Headteachers and Deputy Headteachers.

The main elements of the process include:

- Ensuring that all recruitment advertisements include the School's commitment to safeguarding and that a Disclosure Barring Service (DBS) check is required;
- Ensure the job description and person specification makes reference to the post holder's reasonability for safeguarding and promoting the welfare of children;
- Ensuring the person specification includes specific reference to suitability to work with children;
- Obtaining professional and character references which include specific questions relating to a candidates suitability to work with children, e.g. allegations relating to children and/or any disciplinary action taken in relation to their work or contact with children as a result of which penalties or sanctions have either expired or remain in force;
- A face to face interview, exploring a candidate's suitability for the post;
- Verifying the successful applicant's identity, eligibility to work in the UK and necessary qualifications;
- Undertake the appropriate Disclosure and Barring Service (DBS) checks;
- Reviewing and keeping evidence of qualifications essential for the role;
- Exploring gaps in employment with candidates through the recruitment process;
- Ensuring that employees are registered with the EWC, where appropriate;
- Ensuring the induction status of NQT's is checked with the EWC and the school is required to notify the EWC of NQT's still in their induction period.
- Ensure that good practice is followed and that staff and Governors who are involved in the recruitment process should undertake Safe Recruitment Training and if not possible, due to time constraints, one person MUST have good knowledge of safer recruitment practices.
- Checks to confirm the rights to work in the United Kingdom.

**17.3** The Headteacher is responsible for ensuring these checks are completed and are satisfactory prior to commencing work. In very exceptional circumstances, the school may determine it is necessary to start an employee, due to the impact on teaching and learning. In this scenario, the Headteacher must review which checks have not been received and consider overall suitability by carrying out a risk assessment. **This must be documented including evidencing that there are no associated risks and making any necessary provision for supervision/alternative working arrangements. A completed DBS risk assessment must be completed by the school.**

**17.4** This applies to all permanent, temporary and supply appointments and should be retained on file in school.

**17.5** The school has clear responsibilities for safe recruitment as parts of its safeguarding duties. This includes ensuring DBS check is in place, exploring any gaps in employment; confirming registration with EWC (where appropriate) and taking up written references for all employees prior to commencing employment.

**17.6** The School will ensure that persons appointed to work with children have appropriate training and induction so that they understand their safeguarding roles and responsibilities and are confident about carrying them out. The School will endeavour to ensure that staff feel confident that they can raise issues or concerns about the safety or welfare of children, and that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of safeguarding and promoting the welfare of children and young people.

## **18. Conditional offer of appointment & Pre-appointment checks**

An offer of appointment to the successful candidate will be conditional upon:

- the receipt of at least two satisfactory references;
- verification of the candidate's identity;
- where appropriate, a satisfactory DBS check;
- verification of the candidate's medical fitness;
- verification of qualifications (if not verified after the interview) ;
- verification of professional status where required e.g. EWC registration, QTS status (unless properly exempted), National Professional Qualification for Headship (NPQH);
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- (For non-teaching posts) satisfactory completion of the probationary period (if applicable).

**18.1** Pre-appointment checks will be made on all new appointees and the following recruitment and vetting checks will be carried out on all intended new appointments:  
(See: Section 17.2- Safer Recruitment in conjunction with the above list)

**18.2** Schools must ensure that their contracts or arrangements with supply agencies impose an obligation on the agency to carry out the same checks as schools do for their staff. For each individual supply staff member, schools must confirm with the agency that the appropriate checks have been carried out and are satisfactory.

**18.3** The School will ensure that the terms of any contract they have, that requires the contractor to employ staff to work with or provide services for children for whom the local authority or school is responsible, also requires the contractor to adopt and implement measures described in this policy and will monitor the contractor's compliance.

**18.4** All of the relevant checks must be satisfactorily completed before a person's appointment is confirmed. In the case of DBS checks, the certificate should be seen before or, as soon as practicable, after appointment.

**18.5** A record will be kept to show that the above checks have been carried out for all relevant employees.

**18.6** All checks will be:

- confirmed in writing (in the case of agency staff, head teachers must ask supply agencies to verify in writing that the relevant checks have been made)
- documented on the personnel file (subject to relevant advice contained in the DBS Code of Practice and the Authority/School's own GDPR and Data Protection arrangements)
- Followed up where they are unsatisfactory or where there are discrepancies in the information provided.

**18.7** Serious deliberate fraud or deception in connection with an application for employment may amount to a criminal offence (Obtaining Pecuniary Advantage by Deception). In such cases, the School will consider reporting the matter to the police.

## **19. References**

**19.1** It is important that recruitment checks are undertaken by the School to minimise the risk of fraud via access to false papers from the intranet or ghost employers. Recruiters are therefore required to request sight of the highest relevant qualification from the successful applicant and to undertake a validation check through the relevant examining board before an appointment can be confirmed.

**19.2** References should also be validated by contacting the referee and confirming that they have provided the reference for the candidate, before the appointment is confirmed. The Authority/School will not rely on references or testimonials provided by the candidate, or on open references and testimonials, e.g. those that begin: "To whom it may concern".

**19.3** The School will seek information about previous employment and obtain satisfactory explanations for any gaps in employment.

**19.4** Requesting employment references which include a question about health, medical history or disability prior to making an offer of employment is not permitted under law. A work and health related reference will therefore be requested in one stage after a provisional job offer has been made, for the successful candidate only. If a provisional offer of employment has been made and health or absence information is received which identifies a potential problem, this information must be risk assessed with input from HR prior to considering any withdrawal of an offer of employment. At this point, reasonable adjustments should be considered for the employee if appropriate.

**19.5** References should be sought for all short-listed candidates, including internal ones, and should be obtained before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview. In exceptional circumstances it might not be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate strongly objects to their current employer being approached at that stage, but that should, nevertheless, be the aim in all cases. It will be a matter for the person conducting the recruitment process to decide whether to accede to a candidate's request to approach his or her current employer only if they are the preferred candidate after the interview.

**19.6** Where a reference has not been obtained for the preferred candidate before interview, the School will ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, **before the person's appointment is confirmed.**

## **20. Health Check**

**20.1** The School will ensure that all appointments to a post involving regular contact with children or young people comply with the requirements of the Education (Health Standards) (Wales) Regulations 2004.

**20.2** The School will ensure that checks on a new appointees' identity, medical fitness and references and previous employment history are undertaken. The same range of checks required for staff employed by schools will also be required for supply staff, including those employed through employment agencies.

## **21. DBS**

**21.1** All School based staff are subject to an Enhanced DBS check. It is an explicit requirement of this policy that **Headteachers must always complete a formal risk assessment before they allow a new starter to commence before they receive DBS clearance.**

**21.2** Applicants who have undergone gender reassignment do not need to declare this information to their prospective employer, however applicants must disclose any previous names and/or gender to the DBS. Transsexual applicants may make use of a confidential checking procedure established by the DBS so that their previous name and gender does not need to be disclosed to the School.

## **22. Identity**

In all cases the School will establish that the person appointed is who they claim to be. The School must ask to see proof of identity, such as a birth certificate, driving licence or passport. If a teacher or worker is provided by a third party, such as an employment business or agency, the school must check that the person who comes to them is the person referred by the

employment business or agency, by carrying out these identity checks. Proof of identity will always be required for application to the DBS for a standard or enhanced check.

### **23. Registration with the Education Workforce Council (EWC)**

**23.1** Where the post determines, the Headteacher and/or designated line manager must ensure that the applicant (both contracted and supply) are registered with the EWC **prior** to arranging a start date.

**23.2** Details must be recorded on the application form and confirmation must be obtained with the appropriate body.

### **24. Migrant Workers**

Most European Union (EU) nationals have the right to come to the UK and look for work. Nationals from the newer EU member States in Eastern Europe, however, have restrictions placed upon their employment. There are other categories of overseas workers who do not need work permits. The UK Border Agency website has Further details.

Any person subject to immigration control and who comes with the intention of working in the UK must have permission to work here, and documentary proof of this must be obtained. Advice must be sought from Human Resources before an offer of Employment is made to a worker from outside the EU.

### **25. Induction**

**25.1** The School will arrange an induction programme for all newly appointed staff and volunteers, including teaching staff regardless of previous experience. The induction should include attendance at child protection training appropriate to the individual's role.

### **26. Newly Qualified Teachers (NQTs)**

**26.1** Induction is a statutory requirement for all NQTs in Wales who gain QTS after 1st April 2003. The School will ensure that the statutory induction period provides all NQTs with a bridge from initial teacher education and training to effective professional practice. The induction period will usually take place over three full terms (one school year) or the equivalent, though there is flexibility for teachers who work part-time, have breaks in their employment or work on a short-term supply basis.

## **27. Probationary Period (Support Staff)**

**27.1** Regardless of previous Local Government service all new appointees to Conwy County Borough Council must satisfactorily complete a 6 month probationary period. Headteachers need to ensure a new employee's probationary period is properly managed, with the performance of a new employee being monitored on a regular basis.

**27.2** During this period it is the new employee's responsibility to establish their suitability for the post. However, this does not imply any right to be employed for the whole of this period where capability or other concerns are identified. Headteacher and or designated Line Managers may, on occasion, extend probationary periods for a further specified period of time. However, this will only be done in exceptional circumstances, and following consultation with Education HR.

## **28. Volunteers**

If the school is actively seeking volunteers, it should adopt the same recruitment measures as it would for paid staff.

## **29. Governors**

If the school is actively seeking Governors, it should adopt the same recruitment measures as it would for paid staff.

## **30. Record Keeping**

Schools will keep a recruitment file for each vacancy. This will clearly document the progress of the recruitment process and contain evidence of all selection decisions made. Successful candidate's information will be incorporated into personal files. The integrated HR and Payroll system will capture and record key recruitment information. All information will be managed, stored and processed in accordance with the GDPR and Data Protection.

## **31. Monitoring and Assurance**

**31.1** The School will ensure monitoring of both the recruitment process and induction arrangements to help better inform future recruitment practices. This monitoring should cover staff turnover and reasons for leaving, exit interviews and the attendance of new recruits at child protection training.

**31.2** In adopting this policy/procedure, due regard has been given to Guidance Document No 158/2015 "Keeping Learners Safe" issued by the Welsh Government and further guidance on areas of this policy can be found within the guidance Document issued by Welsh Government.

### **32. GDPR and Data Protection**

You must ensure that all information stored and accessed (including that held on computer) is secure and cannot be accessed by anyone other than yourself, in order to comply with the General Data Protection Regulation 2016 and the Data Protection Act 2018. To this end, the computer must not be used by anyone other than you. Failure to keep information secure will be considered a serious matter and may lead to disciplinary action.

When working from home or a public area, it is the responsibility of the employee to ensure any data or information is concealed from view to any unauthorised individual.

Reference to:-

Welsh Government Guidance Document No 158/2015 “Keeping Learners Safe”  
Chapter 5 – Recruitment and Selection.

<https://gov.wales/sites/default/files/publications/2018-11/keeping-learners-safe-the-role-of-local-authorities-governing-bodies-and-proprietors-of-independent-schools-under-the-education-act-2002.pdf>

Welsh Government Guidance – School governors’ Guide to the Law  
Section 10 - Staffing

<https://gov.wales/school-governors-guide-law>