

BYRON COURT PRIMARY SCHOOL RECRUITING, VETTING AND RETENTION

1.0 INTRODUCTION

- 1.1 Byron Court Primary School recognises that the employment of high quality staff, both support staff and teaching staff, is critical to the quality of education offered to its pupils.
- 1.2 The school and staff need both stability and change. Stability to maintain consistency and a sense of achieving longer-term goals, and change to present the school with challenge and new ideas.
- 1.3 The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education. At Byron Court we are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- 1.4 This school recognises the value of, and seeks to achieve a diverse workforce, which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity.
- 1.5 The employment of staff involves three aspects: recruitment, vetting and retention.
- 1.6 It is the responsibility of each person involved in the recruitment and selection process to follow Local Authority and Government guidelines and seek further advice, if necessary, from HR.
- 1.7 Internal applicants will be assessed in the same way as external candidates.

2.0 AIMS

- 2.1 To implement robust recruitment procedures and checks for appointing staff and volunteers.
- 2.2 To ensure objective selection criteria are defined for all vacancies.
- 2.3 To ensure the selection methods are appropriate to the requirements of a post.
- 2.4 To ensure all those involved in making appointments are appropriately skilled and trained.
- 2.5 To ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
- 2.6 To keep and maintain a single central record of recruitment and vetting checks in line with DfE requirements.

BYRON COURT PRIMARY SCHOOL RECRUITING, VETTING AND RETENTION

3.0 RELATIONSHIP TO OTHER POLICIES

3.1 This policy relates to the Child Protection Policy, the Equalities Policy, the Pay Policy and the Performance Management Policy.

4.0 THE ROLE OF THE HEADTEACHER

- 4.1 To evaluate, at least annually, and whenever a vacancy arises, the staffing structure to ensure that it meets the changing needs of the school.
- 4.2 To ensure that staff and governors involved in recruitment procedures are trained.
- 4.3 To monitor the number and role of support staff to ensure that their skills and talents, and those of the teachers, are used to the full.
- 4.4 To use the performance management strategy to identify, share and celebrate good practice and to generate evidence for threshold applications and salary reviews.
- 4.5 To ensure that appropriate checks are carried out on all applicants for positions in the school – paid and voluntary. This will include checking identity, qualifications, professional and character references, health and physical capacity, previous employment history to ensure gaps are accounted for, and criminal records checks.

5.0 THE ROLE OF THE GOVERNING BODY

- 5.1 To ensure the school has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.
- 5.2 To monitor the school's compliance with the legal requirements for safer recruitment and the guidance given by the DfE.
- 5.3 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.
- 5.4 To ensure that all decisions about salaries are based on evidence and are applied equitably.
- 5.5 When formulating the budget for the school, take steps to ensure that the training needs identified in the School Development Plan and through the Performance Management process are addressed.

6.0 THE PROCEDURE TO ENSURE THE SAFER RECRUITMENT OF STAFF

6.1 Stage 1: Advertising and Inviting Applications

All advertisements for all posts will clearly stipulate the stance adopted by the School by the inclusion of the following statement:

“The school is committed to safeguarding children and young people. All post holders

BYRON COURT PRIMARY SCHOOL RECRUITING, VETTING AND RETENTION

are subject to a satisfactory enhanced Criminal Records Bureau disclosure.”

Stage 2: Pre -Application Pack

- Prospective applicants are supplied with the following:
- Application Form;
- Job Description & Person Specification;

All applicants must complete the application form in full.

Stage 3 Applicant Short-Listing

Candidates for the post and suited to the job description and person specification following analysis of their applications will be short-listed following consultation between the Headteacher and others involved in the interviews process. Where possible, references are taken up before the short-listing stage. However should a candidate progress to selection and interview stage prior to their receipt, appointments would be subject to satisfactory references.

Stage 4 Interview

Candidates selected for interview will have to provide:

- proof of identity
- certificates of qualifications
- eligibility to live and work in the UK

The interview process will seek to assess each candidate in terms of fulfilling the requirements of the post and significantly in terms of safer recruitment practices will explore attitudes towards working with children.

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to the interviewers;
- to declare any information that is likely to appear on a CRB disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

References

References are sought directly from the referee. References or testimonials provided by The candidate are never accepted instead of a signed reference from a referee
In cases of applicants being invited to interview, referees can be contacted by telephone or e- Mail prior to receiving a written, signed reference.

BYRON COURT PRIMARY SCHOOL RECRUITING, VETTING AND RETENTION

Stage 5 Successful Candidate: Pre Employment Checks

Further to those checks at the point of interview the candidate will be required to provide all of the following prior to taking up the post being undertaken:

- receipt of at least two satisfactory references
- verification of the candidate's identity
- a list 99 check or emerging practice demanded by the ISA
- a satisfactory Enhanced CRB disclosure.
- verification of the candidate's medical fitness
- verification of qualifications
- verification of professional status where required e.g. GTC registration, QTS
- the production of evidence of the right to work in the UK

Stage 6 Induction

All newly appointed staff will, either prior to or at the point of taking up the post, undergo a programme of induction appropriate for their post. The induction will specifically address issues concerning the safeguarding of children and young people as well as matters directly related to the operation the post.

7.0 THE HOLDING OF PERSONAL FILES RECORDS

7.1 The following information which will make up part of the personal file, for the successful candidate will be retained by the school

- Application form
- References
- Disclosure of convictions form
- Proof of identifications
- Evidence of the enhanced CRB clearance (ie: notification form from EPM or the CRB certificate reference number

8.0 SINGLE CENTRAL RECORD OF RECRUITMENT AND VETTING CHECKS

8.1 In line with DfE requirements, the school will keep and maintain a single central record of recruitment and vetting checks. The central list will record all staff who are employed at the school, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors who also work as volunteers and those who provide additional teaching or instruction for pupils but who are not staff members, eg: specialist sports coach or artist.

8.2 The central record will indicate whether or not the following have been completed:

- Identity checks
- Qualification checks for any qualifications legally required for the job

BYRON COURT PRIMARY SCHOOL RECRUITING, VETTING AND RETENTION

- Additionally for those applying for teaching posts, registration check with the GTC where appropriate
- Checks of right to work in the United Kingdom
- List 99 checks
- CRB Enhanced Disclosure
- Further overseas records where appropriate

It shall also indicate who undertook the check and the date on which the check was completed or the relevant certificate obtained.

8.3 In order to record supply staff provided through an agency on the record, the school will require written confirmation from the supply agency that it has satisfactorily completed the checks described above. The school does not need to carry out checks itself except where there is information contained within the disclosure. However identity checks must be carried out by the school to check the person arriving is the person the agency intends to refer to them.

9.0 REVIEW

9.1 Date of policy: June 2014

9.2 Review date: June 2017