**Recruitment and Selection Policy**

**1. Introduction**

* 1. The aim of this Recruitment and Selection Policy and Procedure is to attract, select and retain staff who will successfully and positively contribute to the work and development of the school.
  2. In addition, this policy and procedure aim to ensure that Romanby Primary School recruits and selects staff in a safe and fair manner at all times. Safeguarding and promoting the welfare of children and young people is an integral requirement in recruitment and selection processes and is an essential part of creating safe environments for children and young people.
  3. It is also imperative that recruitment is planned and conducted with due regard to equality legislation and to ensure appointments are made on merit. However, recruitment processes will also be designed to attract suitable applicants within difficult labour markets, will consider the use of a wide range of attraction techniques and make appropriate use of the discretions within the school’s Pay Policy.

**2. Recruitment and selection policy statement**

2.1 This school is committed to attracting selecting, vetting and retaining employees who will successfully and positively contribute to the school and its pupils ensuring that they achieve their full potential. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to the job is critical to the school’s performance and fundamental to the delivery of high quality educational services.

2.2 This policy seeks to ensure that the school demonstrates good practice regarding keeping children safe in education, by basing its recruitment and selection procedures on the prevailing statutory guidance and good practice on safer recruitment and reviewing this practice as and when guidelines and practices change.

2.3 This school has adopted the following statement which details its safeguarding commitment and will be included in relevant recruitment documentation:

*Romanby Primary School is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.*

**3. Scope**

3.1 This policy will apply to the appointment of both permanent and temporary roles within the school, and sets out the standards and stages for all recruitment activities. The safer recruitment principles of the policy should also be applied to the appointment and vetting of volunteers to ensure they are in appropriate placements and are suitable to work with children.

3.2 The policy applies to all individuals involved in the recruitment process including members of the Governing Body. Those involved at each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants in line with the principles of public life.

* 1. The school will ensure it complies with statutory and good practice guidance around recruitment including around the appointment of Headteachers and Deputy Headteachers. The statutory requirements, including for the appointment of teachers, Deputy Headteachers and Headteachers, are detailed in section 8 below.

3.4 The Governing Body may delegate any of their functions relating to the appointment of teaching and support staff (other than the Headteacher or Deputy Headteacher) to;

* The Headteacher
* One or more of the governors (for teaching appointments the Headteacher is entitled to attend all relevant procedures and offer advice, which the governors must consider)
* The Headteacher and one or more governors

**4.** **Equal opportunities**

4.1 This school is committed to providing equality of opportunity for all and ensuring that all stages of the recruitment and selection process are free from unlawful discrimination and bias. Recruitment and selection procedures may be monitored to ensure that applicants are not being discriminated against on the grounds of any protected characteristic; sex, race, disability age, religion or belief, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy or maternity.

4.2 Applicants will be asked what adjustments they might require to participate in the recruitment process. The school will make every effort to make reasonable adjustments at each stage of the recruitment process.

**5. Safer recruitment**

5.1 Safeguarding and promoting the welfare of children and young people is an integral part of the recruitment and selection process. Through each stage of this process the school will seek to deter and identify those applicants whom it considers unsuitable to work with children and young people.

5.2 To this end the following measures will be taken through the recruitment process:

* Information on the school’s commitment to safeguarding children will be included in the advert, job description, person specification and any other relevant documentation (see paragraph 2.3 above)
* At least one member of every interview panel will have successfully completed the Safer Recruitment Training prior to the start of the recruitment process
* Specific questions relating to the applicant’s suitability to work with children will be asked of each candidate at interview and their suitability to work with children will be explored
* Comprehensive information will be obtained from all applicants which will be scrutinised, investigating any discrepancies or anomalies, including gaps in employment and education
* Robust, relevant and appropriate references that fully cover the candidate’s recent work history will be obtained, usually prior to interview
* Satisfactory statutory clearances will be obtained prior to the candidate commencing in post, except in exceptional circumstances and with an appropriate risk assessment

5.3 At all times the school will adhere to the legislative data protection requirements. All information gathered during the recruitment and selection process will be treated confidentially and handled and stored securely. Application and assessment data for unsuccessful applicants will be held for 6 months, or until any complaints arising from the process have been dealt with and then destroyed. Any copies of identity or qualification information obtained through the interview process will be destroyed for unsuccessful candidates when an appointment decision has been made. Information collected in relation to successful applicants will be retained on their confidential employee files.

**6. DBS Policy**

6.1 The school has a policy on when it requests criminal conviction information and DBS disclosures and how it uses, stores, retains and destroys this information.

6.2 Applicants for roles with the school will only be asked to declare any relevant conviction information if they are selected for interview. For unsuccessful candidates, any information provided will be destroyed following the selection decision.

6.3 The school has adopted a policy on the Recruitment of Ex-Offenders which is available at appendix 3 of the Recruitment and Selection Procedure.

**7. Individuals involved in the recruitment process**

7.1 Where possible, the same individuals will be involved throughout the whole recruitment and selection process i.e. planning, shortlisting and interviewing.

7.2 The shortlisting and selection panel will consist of at least two members but will usually have more depending on the post being filled. The members of the panel will have the necessary authority to make decisions about appointments and be appropriately trained (see section 8 below). Where possible interview panels will be balanced in terms of the protected characteristics e.g. gender, age, ethnicity, etc.

7.3 Where a candidate is known to a member of the selection panel, either personally or professionally, it should be declared when shortlisting takes place. All applicants must be considered on merit and it is, therefore, important to ensure there is no conflict of interest or perception of unfair advantage for any particular applicant. Where a potential conflict of interest or previous association has been declared, consideration will be given to changing the selection panel or adding additional members.

**8. School Staffing Regulations**

8.1 The school will ensure it complies with the statutory requirements detailed in the School Staffing (England) Regulations 2009. The main provisions of the regulations are:

* at least one member of every interview panel will have successfully completed the Safer Recruitment Training prior to the start of the recruitment process
* For Headteacher and Deputy Headteacher vacancies:
  + The vacancy will be notified to the Local Authority
  + posts will be advertised nationally, unless the school has good reason not to
  + the LA will be notified of shortlisted candidates and may make written representations which the Governing Body will consider
  + a representative from the Local Authority may attend and offer advice at any selection proceedings and the Governing Body will consider any such advice when making its selection decision
* that a range of vetting checks must be undertaken to each member of staff appointed and recorded on the school’s single central record

8.2 Prior to commencing the recruitment process for Headteacher posts, the Governing Body will ensure that it takes relevant professional advice, including around an appropriate salary range.