

RECRUITMENT & SELECTION POLICY

1. Summary

1.1 This recruitment & selection policy has been produced in line with the Department for Children, Schools & Families (the 'DCSF') guidance 'Safeguarding Children and Safer Recruitment in Education' (January 2007) and the UK Border & Immigration Agency guidance 'Prevention of Illegal Working' (February 2008). This policy aims to ensure both safe and fair recruitment and selection are conducted at all times. Safeguarding and promoting the welfare of QM pupils are an integral factor in recruitment and selection and an essential part of creating safe environments for children and young people.

2. Recruitment and Selection policy statement

- 2.1 QM is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- 2.2 QM is committed to attracting, selecting and retaining employees who will successfully contribute to the aims of the school. A motivated and committed staff with appropriate knowledge, skills, experience and ability to do the job is essential to QM's success as an independent boarding and day school for girls.

3. Purpose

- 3.1 To ensure the recruitment of staff (including voluntary staff) is conducted in a fair, effective and economic manner.
- 3.2 To achieve this purpose those responsible for each stage of the recruitment process will deal honestly, efficiently and fairly with all internal and external applicants.

4. Scope

- 4.1 This policy applies to all school employees responsible for and involved in recruitment and selection of all staff. When a Head is being appointed the Governors' Executive is responsible for all aspects of the recruitment process.
- 4.2 The ultimate responsibility for recruitment and selection lies with the Governors, who have delegated the responsibility to the Head for appointing staff other than the Deputy Head and Bursar.

5. Aims & Objectives

- 5.1 To ensure that the safeguarding and welfare of QM girls takes place at each stage of the process.
- 5.2 To ensure a consistent and equitable approach to the appointment of all QM staff.
- 5.3 To ensure that all relevant equal opportunities and illegal working legislation is adhered to and that candidates are not discriminated against on the grounds of ethnicity, gender, religion, age, disability, marital status or sexual orientation.

6. Principles

The following principles are encompassed in this policy:

- All candidates will receive fair treatment;
- The job description and person specification are essential tools used throughout the process;
- Staff will be recruited on the knowledge, experience and skills needed for the job;
- Selection will be carried out by a panel of at least two but preferably three members. At least one panel member will have received appropriate training on the recruitment and selection process as recommended by the DCSF;
- Selection will be based on a minimum of completed application form, short listing and interview;
- All posts will normally be advertised;
- The Disability Discrimination Act requires that reasonable adjustment is made to the recruitment process if a candidate makes QM aware that he/she has a disability. This applies to the whole recruitment process from advertisement to appointment.

7. Equal Opportunities

7.1 The school is committed to providing equality of opportunity for all and ensuring that all stages of recruitment are fair. Recruitment and selection processes will be reviewed regularly to ensure that candidates are not discriminated against on the grounds of ethnicity, gender, religion, age, disability, marital status, or sexual orientation. QM has retained its legal right to appoint only female boarding staff.

8. Safer Recruitment - Recruitment & Selection Training

8.1 It is a requirement that at least one member of the interview panel has completed the National College for Leadership of School & Children's Services Safer Recruitment Training successfully before the start of the recruitment process.

9. Pre-recruitment process

9.1 Objective

9.1.1 The objective of the recruitment process is to attract, select and retain staff who will contribute positively and successfully to the future development of QM. The first experience of QM for a candidate is important, therefore all those responsible for recruitment will ensure that they:

- Leave a positive image with unsuccessful candidates;
- Give successful candidates a clear understanding of the post and what is expected of them;
- Reduce the risk of a bad selection decision which can be expensive, problematic or may not meet QM's commitment to safeguarding its pupils.

9.2 Application Form

9.2.1 A standard application form will be used for all vacancies in order to obtain a common set of core data from all candidates. Application forms must be completed in full, in English.

9.2.2 Candidates who do not comply with the requirements of 9.2.1 will not be considered further for the post.

9.2.3 A candidate's date of birth is required to provide evidence to support;

- i) work and education history
- ii) identity

and a candidate's age will not be a relevant factor in the recruitment process.

9.2.4 The school can, at its sole discretion, waive the requirement for the standard application form to be completed if an insistence to do so would result in discrimination against a particular candidate that cannot be reasonably justified.

9.3 Job Description & Person Specification

9.3.1 An accurate job description is required for all posts. A person specification, which defines the ideal candidate for the role, qualifications and experience, is also required for all posts. Both documents must define the individual's responsibilities for promoting and safeguarding the welfare of children.

9.4 References

9.4.1 The purpose of references is to obtain objective and factual information to support either the selection process or appointment decisions. References will always be sought and obtained directly from the referee. At least two references are required, although the school reserves the right to contact any previous employer, educational or other institution. One referee should usually be the candidate's most recent employer, and in the case of teachers & boarding staff from their most recent **school** employer. The reference must be verified by direct telephone contact with the referee. Boarding Schools National Minimum Standards require the above approach to be taken.

9.4.2 All referees will be provided with a copy of the job description and person specification and will be asked, amongst other things, to confirm the following;

- i) whether they believe that the applicant is suitable for the job for which they have applied; &
- ii) whether they have any reason to believe that the applicant is unsuitable to work with children; &
- iii) the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, sickness and disciplinary record; &
- iv) whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired); &
- v) whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or their behaviour towards children or young people.

10. Interviews

10.1 The interview will assess the merits of each candidate against the job requirements and explore their suitability to work with children and young people. No job offer will be made without a face-to-face interview.

10.2 All candidates invited for interview are required to bring with them the following original documentation in order to verify their identity;

- i) valid EEA passport (including confirmation of right to work in the UK if this is required)
- ii) two utility bills or statements (from different sources) showing their name and home address
- iii) confirmation of their National Insurance Number (P45, P50 or National Insurance Card)
- iv) certificates or other appropriate documentation confirming any educational and professional qualifications referred to in the application form.

Failure to bring the above items to interview may result in the postponement or cancellation of the interview. The successful candidate will also be required to submit the same documents to the school (whereupon copies will be taken and retained) as part of the pre-appointment checking process.

10.3 The Interview Panel

10.3.1 A minimum of two interviewers will form the interview panel, but preferably three.

10.3.2 The members of the panel will:

- Have the authority to make decisions about appointments.
- Be appropriately trained (at least one member of the panel will have undertaken the National College for Leadership of School & Children's Services Safer Recruitment Training);
- Establish before the interview:
 - The required standard for the job to which they are appointing.
 - The issues to be explored with each candidate and which member of the panel will ask about each of them.

10.3.3 If a member of the interview panel knows any candidate personally he/she must declare this before short listing takes place. It may be necessary to change the interview panel to ensure that there is no conflict of interest and that equal opportunity principles are not compromise.

10.4 Scope of the interview

10.4.1 In addition to assessing and evaluating the candidate's suitability for the particular post the interview panel will also explore:

- The candidate's attitude towards children and young people;
- The candidate's ability to support QM's agenda for safeguarding and promoting the welfare of children;
- Gaps in the candidate's employment history;
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee;
- Ask the candidate if they wish to declare anything in light of the requirement for an enhanced CRB check.

10.4.2 If there is an occasion when references cannot be obtained before the interview, candidates will be asked at interview if there is anything he/she wishes to declare/disclose in light of the questions that will be put to his/her referees.

10.4.3 Notes made by members of the interview panel will be retained, and in the case of the successful candidate will form part of their employment records. The notes and other documentation for unsuccessful candidates will be shredded no later than six months after the date of interview.

11 Conditional Offer of Appointment: Pre Appointment Checks

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

- receipt of at least two satisfactory references;
- verification of eligibility to work in the UK;
- verification of the candidate's medical fitness to be able to undertake the role (usually by completion of a medical self-evaluation form, but occasionally by medical examination at the school's expense – consultation with the school's senior member of medical staff may be undertaken);
- verification of qualifications and professional status e.g. QTS, NPQH;
- receipt of a satisfactory DCSF List 99 check and CRB Enhanced Disclosure;

- receipt of a satisfactory Independent Safeguarding Authority ('ISA') status check (where available).

11.2 All checks will be:

- confirmed in writing;
- documented and retained on the personnel file (subject to certain CRB and Data Protection Act restrictions);
- recorded on school's central record database;
- followed up if they are unsatisfactory or there are discrepancies in the information received;

and in addition, employment cannot normally commence until all the checks and procedures required by this policy have been completed in full.

11.3 A Report must be made to the police, DCSF Children's Safeguarding Operations Unit:

- if the candidate is found to be on List 99 or the PoCA list or the CRB disclosure shows that he/she has been disqualified from working with children by a court; or
- if a candidate has provided false information in support of his/her application; or
- if there are serious concerns about the candidate's suitability to work with children.

12. Post Appointment Induction

12.1 There will be an induction programme for all staff (or volunteers) appointed to QM, regardless of previous experience.