



St Mary's Catholic Primary School

Safer Recruitment & Selection Policy

Ratification:	November 2016
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Recruitment & Selection Policy

1 – INTRODUCTION:

1. This policy has been adopted by the governors in order to share our policy commitment to recruiting excellent staff for our school and to promote effective and efficient practices so that everyone who is involved in recruitment works consistently, knowing what to do and why it matters.
2. This policy covers recruitment to permanent and fixed term posts in both teaching and support roles.
3. The school is committed to appointing excellent staff.
4. 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.
5. The school is committed to social inclusion and will treat all applicants with equal fairness, respect and dignity in line with the Equality Act 2010.
6. All employees leaving the school may have an exit interview or will be encouraged to complete an exit questionnaire.

2 – PREPARING TO RECRUIT:

1. The school will take the opportunity to review and consider changes to the content and conditions of a post before recruiting.
2. A job description and person specification document will be produced for every post.
3. All new job descriptions will be evaluated. This also applies to jobs where the duties of the post have been significantly changed.
4. The school will ensure that only directly relevant criteria are included in the person specification document and criteria do not unfairly discriminate against any individual or group.

3 – ADVERTISING THE POST:

1. All recruitment advertising will comply with current legislation.
2. Adverts will ensure that it is known that the school is vigilant in its selection process to make it as difficult as possible for unsuitable people to gain access to children or young people.

3. Recruitment packs will contain consistent, relevant and up-to-date information that allows potential applicants to make informed decisions about their suitability and desire to submit an application.
4. CVs will not be accepted as a means of application.

4 – SHORTLISTING:

1. Only the criteria contained in the person specification document will be used for short-listing
2. At least one member of the short-listing panel will have completed approved safer recruitment training.
3. When short-listing, age, disability, gender, race, disability, sexual orientation, religious belief, gender reassignment, pregnancy, maternity, marriage or civil partnerships will be disregarded.
4. The disclosure of a criminal conviction will not in itself debar an applicant from a post.
5. Short-lists will be compiled as soon as possible after the closing date so that the recruitment process is not unnecessarily delayed

5 – REFERENCES:

1. Two references will be obtained. One reference must be from the applicant's present or most recent employer.
2. Reference requests will pay particular attention to safer recruitment guidance.

6 – INTERVIEWS & OTHER SELECTION ACTIVITIES:

1. All short listed applicants will be informed in advance of their interview, date, time and venue and provided with information about any selection activities to be undertaken
2. Special arrangements or adaptations for candidates with a disability attending for interview will be identified and organised.
3. Interviews will not be conducted by less than 2 panel members. At least one, if not more, will have attended an approved safer recruitment training course.
4. Foundation Governors will, where possible, be part of the interview panel and process. Recruitment excluding Foundation Governors will only take place with prior agreement of the Full Governing Body.

5. Questions about health and disability will not be asked in advance of an offer being made to a candidate except in specific circumstances in line with the Equality Act 2010.
6. Assessment activities will be appropriate and relevant to the level and needs of the job and techniques should be fairly and consistently applied.
7. Specific consideration will be given to safer recruitment guidance.

7 – REACHING A DECISION:

1. Assessment of evidence gathered during the recruitment process will be made against the person specification document and not in comparison with other candidates.
2. A member of the recruitment panel will discuss any possible modifications or adaptations required for disabled candidates where applicable
3. Any offer of employment will be conditional upon satisfactory employment checks being completed.
4. Candidates who have not been selected for the post will be contacted as soon as possible.
5. All candidates who have attended for interview will be entitled to feedback.

8. – COMPLETING THE RECRUITMENT PROCESS:

1. All preferred candidates will undergo thorough pre-employment screening before having a confirmed offer of employment with the school. Checks will be carried out in accordance with existing legal frameworks.
2. Arrangements will be made for the induction of new starters
3. Clear and comprehensive records of all stages of the process will be made. All recruitment documentation, including interview panel notes will be kept securely for 12 months before being destroyed.
4. If any applicant considers that he or she has been unfairly treated in relation to the recruitment and selection policy or procedures, s/he can make a complaint which will be dealt with in accordance with the appropriate school procedure.