

Recruitment and Selection Policy

Document Control

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6.	Sep 22	Updated KCSIE 22	IW
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Approval		
Meeting	**Date**	**Chair**
Resources Committee	5.11.21	John Greenhough
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Wirksworth Junior School

The purpose of this policy is to set out the school's approach to ensuring it is effectively resourced with staff to meet the school's needs. The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Wirksworth Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Wirksworth Junior School is also committed to providing a supportive and flexible working environment to all its members of staff. Wirksworth Junior School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

Wirksworth Junior School recognises the value of, and seeks to achieve a diverse workforce, which includes people from different backgrounds, with different skills and abilities, thereby enhancing the quality and range of people employed in the school to enrich the education of students. Wirksworth Junior School seeks to eliminate discrimination and promote equal opportunities in employment. It 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. This policy takes account of relevant legislation, case law and best practice in human resource management. This policy is consistent with, and links with other, model human resources policies provided by the Local Authority. The Local Authority has no formal statutory role in the recruitment and selection of staff in schools, excepting that of Headteachers. Wirksworth Junior School will uphold its obligations under law (e.g., Equality Act 2010) and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, gender re-assignment, ~~marital status~~, marriage and civil partnership, disability, race, ~~colour,~~ ~~nationality~~, ~~ethnic origin~~, religion or ~~creed~~ belief.

The aims of Wirksworth Junior School's recruitment policy are:

- to achieve a consistent and equitable approach to recruitment and selection which will be used by all Governors, Headteachers and school employees involved in this policy.
- to ensure that the best possible staff are recruited based on their merits, abilities and suitability for the position;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (**DFE**), *Keeping Children Safe in Education (2026) (KCSIE)* ('The Guidance') and any advice published by the Disclosure and Barring Service (**DBS**);
- to deter, identify, and support the school in rejecting people who may be unsuitable to work with children and may present a risk of abuse to children.
- to ensure that the school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.
- to ensure safe recruitment practices are considered at every stage of the recruitment process.

All positions within Wirksworth Junior School are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Disclosure & Barring Service Check. Wirksworth Junior School is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s).

Volunteers

When recruiting volunteers, Wirksworth Junior School will apply the stages of the Safer Recruitment process appropriately. This will include providing information, prior to considering the individual for the role, on any criminal records checks that may be made, the school's safeguarding policy and a role descriptor. Currently an enhanced DBS check may be undertaken on a supervised volunteer, a Barred List check and enhanced DBS check will be necessary for a volunteer who is undertaking 'regulated activity'. This will therefore include an identity check. There should also be an interview/discussion to ascertain the person's suitability to work in a setting with children and any recommendations that can be provided from other settings. References should be sought. Induction, ongoing supervision and mentoring/guidance will be important to ensure appropriate conduct in relation to the safety and welfare of children. Volunteers will be subject to the school's Code of Conduct.

Pre-employment checks

In accordance with the recommendations set out in the Guidance, and the requirements of the Education (Independent School Standards) (England) Regulations 2010 Wirksworth Junior School carries out a number of pre-employment checks in respect of all prospective employees.

Online checks on shortlisted candidates may form part of the school's safeguarding due diligence, this would include a search on social media and search engine presence.

If it is decided to make an offer of employment following a formal interview, employment with Wirksworth Junior School will be conditional on the following:

- completion of DCC or Wirksworth Junior School Application Form, with satisfactory records for reasons for any gaps in employment;
- verification of the applicant's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006;
- production of evidence of the right to work in the UK (for any member of staff who is not a national of a European Economic Area (EEA) country);
- receipt of at least two references which are satisfactory to Wirksworth Junior School, one of which will be from the applicant's most recent employer. If a verbal reference is taken, detailed notes will be taken, dated and signed. Applicants will be informed that any previous employer may be contacted.
- If an applicant is offered the position a wet copy of references will be requested and stored in their personnel file.
- confirmation that the applicant is not barred from working with children [and / or vulnerable adults];

- confirmation that the applicant is not subject to a prohibition order issued by the Secretary of State.
- the receipt of an enhanced disclosure from the DBS which Wirksworth Junior School considers to be satisfactory. Number, date and name of person who completed check to be recorded;
- verification of the applicant's medical fitness;
- verification of the applicant's qualifications;
- confirmation that the applicant is registered with the appropriate professional or regulatory body as required from time to time;
- obtain a Certificate of Good Conduct for applicants who were born or have worked abroad where the applicant has not worked in a School in the UK since moving from overseas;
- completion of a self-declaration to identify staff for whom "by association" rule applies.
- interview, with written record of outcome. At least one panel member will have completed and been accredited with the DFE Safer Recruitment Training.
- the school considers the applicant is suitable for the position

Roles and Responsibilities

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.
It is the responsibility of the Head teacher and other managers involved in the recruitment process to:

- ensure that the School operates safe recruitment procedures and carries out all appropriate checks on all staff and volunteers who work at the School;
- monitor contractors' and agencies' compliance with this policy; and
- promote the welfare of children and young people at every stage of the procedure.

It is the responsibility of all contractors and agencies that provide services to Wirksworth Junior School to comply with safer recruitment practices. It is the responsibility of Wirksworth Junior School, in conjunction with the Head teacher, to ensure all pre-employment checks are complete before employment begins.

Verification of Identity and Address

All applicants who are invited to an interview will be required to bring the following evidence of identity, right to work in the UK, address and qualifications:

- passport, photo-card (together with counterpart) driving licence and original birth certificate;
- two utility bills no older than three months (from different sources) showing their name and current home address;
- where an applicant has moved addresses within the last five years proof of address for each property they have lived at;
- documentation confirming their National Insurance Number (P45, P60 or National Insurance Card);
- original documents confirming any educational and professional qualifications referred to in their application form;
- where an applicant claims to have changed his/her name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

The Procedure

Reviewing the Vacancy

When a vacancy occurs the need for the post will be reviewed before a recruitment process is undertaken. This will establish whether the need for the duties and responsibilities of the post still exist, have increased, decreased, or changed in any way, taking into account developments that are predicted or anticipated in the foreseeable future. If a change to the nature of the post is planned, the Governing Board will follow an agreed consultation process to amend the staffing structure.

Redeploying Existing Employees

Existing employees at risk of redundancy or subject to redeployment, protection of earnings or buy out of hours issues must be considered for suitable vacancies which match their skills. It is recognised that retaining such employees captures their existing knowledge and experience and, where appropriate, avoids the expense, delay and potential risk of taking on a new employee.

Workforce Planning

The school will take an active approach workforce planning, in seeking to develop employees to potentially fill any gaps which arise, as colleagues move on or when the schools staffing needs change. Succession planning will benefit both individuals and the school by increasing skills and experience.

Planning the Process

Once it has been determined to recruit to a vacant post, a panel will be set up in accordance with the Governing Board's policy. (*Insert here your own decision, following Governing Board consideration of School Staffing Regulations, updated 2009).*

The selection panel will:

- Agree the panel member(s) responsible for scrutinising the applications, for inconsistencies and gaps, prior to short listing and references prior to interview. This member to also receive notification if any applicant has declared a criminal conviction.
- Agree a timetable with panel members.
- Review the job description and person specification and ensure any necessary re-evaluation of grade, salary and conditions of service is undertaken when necessary.
- Draft the advertisement and covering letter or delegate this to one member.
- Plan the methods of assessment to be utilised during the selection process.
- Consider whether it would be appropriate to invite external advice or support from the Local Authority, or a trade union observer to attend for monitoring of equal opportunities.

A selection panel will always be of at least 2 people, preferably a minimum of 3.
For the recruitment of a Headteacher, Deputy or Assistant Headteacher the selection panel must consist of at least 3 Governors. Specific advice will be obtained whenever the appointment of a Headteacher is undertaken.

The members of the selection panel will, wherever possible, be:

- appropriately trained, one member at least holding the 'Safer Recruitment Training' certificate.
- available for all stages of the process.
- balanced in respect of race, gender, etc.

Description/Job Profile

The job description will describe the purpose, scope, duties and responsibilities of the job. The existing job description will be checked for accuracy regardless of the type of job, and for support staff alongside the Job Family Role Profile(s) before a new post holder is recruited. This is to check that the duties, responsibilities and grading of the post are still correct, conform to the parameters of the role and in line with the School Staffing structure and in accordance with the Restructuring and Redundancy Policy

For support staff, the emphasis of the Job Family is to focus on a group of similar jobs, rather than individual jobs. A Job Family considers how many levels of that type of work there are and describes the key factors that differentiate one level from the next and can be used to provide a clear structure for defining how individuals may progress and develop, as well as providing a tool to allow managers to put the right people in the right job.

Each level in a particular Job Family is differentiated by changes in accountabilities, technical knowledge and skills expected at each level. It can be used to identify and understand the work expected at each and where individual roles fit against each level. The appropriate level of responsibility for the safeguarding and welfare of children must be included in the job description for all posts, not just with direct responsibility for children.

In terms of recruitment, the job and person profile format should be used rather than the previous 'job description', other than for those posts which are not Single Status posts.

The job description will provide the basis of the selection procedure along with the person specification. The appropriate level of responsibility for the safeguarding and welfare of children must be included in the job description.

Person Specification/Person Profile

Every post will have a person specification. It will be reviewed along with the job description and, for support staff the job family role profile before recruitment is undertaken. The person specification may identify both essential and desirable criteria which are required to perform the duties of the post. The skills, attitudes and expertise required for the level of responsibility for the safeguarding and welfare of children must be included in the person specification. The selection panel will use the person specification at both shortlisting and interview.

The person specification should indicate how the requirements of the post will be tested and assessed during the selection process.

Job Evaluation

Grading and designation of posts:

All teachers are required to meet the National Standards for Teachers but for specific posts of responsibility additional standards/criteria apply as follows:

- Leadership Group - Headteacher Standards (2020) which are non-statutory and intended as guidance to be interpreted in the context of each individual headteacher and school. They are designed to be relevant to all headteachers. School's pay policy and STPCD.

- Posts of Responsibility for Teachers - The criteria for the award of Teaching and Learning Responsibility (TLR) payments, in line with the school's pay policy and staffing structure.

- Pay Policy criteria and guidance in the STPCD for the award of allowances for Special Education Needs – for teachers in relevant circumstances.

Support Staff Roles:

Following the implementation of Single Status in schools all support staff jobs in Local Authority maintained schools are allocated into a job family and evaluated using the Hay Job Evaluation scheme adopted by the Local Authority (LA). Where schools have adopted the Single Status scheme, job and person profiles are evaluated by the LA and awarded a points score in relation to common work elements, of knowledge & skills, problem solving, accountability and additional work elements. Each element is scored on a separate matrix to arrive at a grade for the post. This enables the school and authority to operate a fair and equal pay structure. Schools should seek HR advice when identifying benchmark roles or school support staff posts. (see Advice & Guidance for further information in relation to job evaluation when support staff roles are changed).

Advertising

To ensure equality of opportunity, Wirksworth Junior School will advertise all vacant posts to encourage as wide a field of candidates as possible. In circumstances where attracting good quality candidates from diverse backgrounds is not easy, the school will explore other ways of publicising vacancies which might appeal to potential candidates. Normally this will entail an external advertisement. However, where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement may be considered appropriate. Also, where there is no vacancy, but it has been decided to incorporate additional temporary or permanent allowances, or promoted posts in the staffing structure, an internal advertisement will be placed. Consideration will be given by the panel as to where the post should be advertised in addition to the Local Authority media. Only essential elements of the person specification will be included in the advert, not desirable criteria. The school's safer recruitment policy statement will appear in the advert. Only genuine occupational qualifications will be included. Advertisements for Headteachers will be placed in the electronic media, except where

the Governors secure confirmation from the Local Authority that the situation is one where this may not be required.

Applications

Applicants will receive a job description for the role applied for. All applicants for employment will be required to complete an Application Form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. Wirksworth Junior School does not accept a curriculum vitae in place of an application form.

After the closing date and prior to shortlisting taking place, the delegated panel member will scrutinise all application forms. Discrepancies, anomalies or concerns identified will be considered during shortlisting and further investigated prior to interview.

Shortlisting decisions will be recorded. At shortlisting the qualifications, experience, knowledge and skills of the candidate will be assessed against the essential and desirable criteria of the person specification. The following principles will be followed:

- All members of the panel will be involved in the shortlisting.
- Shortlisting will be based only on the information contained within the application form and letter or arising from scrutiny.
- The criteria will be consistently applied to all applicants. Advice from the Schools HR Advisory Service should be sought where an applicant indicates a disability. Such applicants can anticipate an invitation to interview if they meet the essential criteria. It is advisable that schools receive support to ensure the shortlisting process is robust.
- Applications will be measured against the selection criteria and not other applications. Any applicants who do not meet the essential criteria should not be shortlisted.
- Selection criteria may be weighted to recognise more important aspects.
- Unless it is one of the criteria for the post, the application form should not be used as a test of literacy.
- Where the Equality Act may apply to the applicant, further advice will be sought in applying the shortlisting criteria to ensure such applicants are invited to interview where appropriate under the legislation.
- Any requirement for formal qualifications will be linked to the requirements of the post. Candidates will not be given priority, nor discriminated against, because they hold a higher qualification than specified.
- The reasons for selecting or rejecting candidates for shortlisting will be recorded.
- Applicants who are not shortlisted will be notified as soon as possible.
- A critical re-appraisal of the original documentation will take place if a sufficient field is not secured before re-advertisement.
- If an applicant declares a criminal conviction during the application process the Chair of the panel should discuss how this should be handled with the Schools HR Advisory Service.

The applicant may then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

Wirksworth Junior School requires applicants to account for any gaps or discrepancies in employment history on the application form, in accordance with Safer Recruitment. Where an applicant is shortlisted, any gaps will also be discussed at interview.

After shortlisting of candidates for interview, the school will complete online checks following KCSIE 23 guidance, which will form a basis of questions that could be asked and discussed at interview. The school will make applicants aware of the checks that maybe completed through the advertisement of the post.

Applicants should be aware that providing false information is an offence and could result in an application being rejected or summary dismissal if the applicant has been selected. Where false information is provided in support of an application to work at Wirksworth Junior School, the School is required to report the matter to the DBS, the police and other relevant professional bodies.

References

References for shortlisted applicants (to include the last employer the applicant worked for) will be requested immediately after short-listing, prior to interview. If, in exceptional circumstances, references are taken up after the offer of an appointment has been made, (for example: where applicants have indicated on their application forms that that they do not wish their current employer to be contacted), the selection panel will ensure that the references are obtained, scrutinised and any concerns resolved before the appointment is confirmed.

If the current/most recent employment does/did not involve work with children, then the second referee will be from the employer with whom the applicant most recently worked with children. If the applicant is working in a school, then the reference must be sourced from the Headteacher and signed. If the applicant is not currently working with children but has done so in the past, details will also be requested of that employer. References will be requested from work-based addresses. If references are emailed, then secure transfer of data must be ensured, and the source verified.

All referees will be asked whether they believe the applicant has the ability and is suitable for the job for which they have applied. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, position held, salary, reason for leaving, performance and disciplinary record;
- their relationship to the applicant e.g., how long they have known the applicant and in what capacity);
- whether they have any reason to believe that the applicant is unsuitable to work with children;
- 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);
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people;
- for teachers, the referee will be asked to state whether the candidate has been subject to Formal Capability (professional competence) procedures, within the last 2 years, and to provide details where this is the case.

In addition, the applicant's current and/or previous employers will be asked the questions recommended in the guidance on Safer Recruitment from the DfE, in Keeping Children Safe in Education.

Wirksworth Junior School will only accept references obtained directly from the referee and will not rely on references or testimonials provided by the applicant or open references or testimonials. Wirksworth Junior School will not accept references from relatives of the applicant or people writing solely in the capacity as a friend.

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant and/or the referee before any appointment can be confirmed. Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case.

Information concerning absence, of the candidate **who has received a conditional offer** only, will be requested from the current (most recent) employer after the interview process. In order to fulfil the school's responsibility to determine whether successful candidates have the physical and mental capacity for the role, where there are grounds for concern, a referral to Occupational Health, in addition to the medical questionnaire completed by all prospective employees, should be arranged. Where the information requires discussion with the candidate, this will be arranged before employment is confirmed. Wirksworth Junior School may take HR advice on the provisions of the Equality Act 2010.
Where such a discussion is held with the provisionally selected candidate who has declared a disability, this will include identification of any reasonable adjustments that may be relevant.

Information provided about past disciplinary action or allegations, which would only relate to harm to the safety and welfare of children, will be considered in the circumstances of each individual case and will not automatically rule out an applicant before the selection procedure. Allegations that were found to be unsubstantiated, unfounded, false, or malicious will not be included in references.

The selection criteria based on the person specification and job description will be applied to all candidates equally and fairly.

Medical Fitness

Wirksworth Junior School is required to verify the medical fitness of anyone to be appointed to a post at the school, **after** an offer of employment has been made. If the School has any doubts about an applicant's fitness the school will consider reasonable adjustments in consultation with the applicant. The school may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

The school is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments and suitable alternative employment.

Criminal Records Check

Due to the nature of the work, Wirksworth Junior School applies for an enhanced disclosure from the DBS in respect of all prospective members of staff, governors and volunteers.

An enhanced disclosure will contain details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. An enhanced disclosure will also reveal whether an applicant is barred from working with children or vulnerable adults by virtue of his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the DBS. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.

If there is a delay in receiving a DBS disclosure the head teacher has the discretion to allow an individual to begin work pending receipt of the disclosure. This will only be allowed if all other checks, including a check of the Children's Barred List, have been completed and once a Risk Assessment has been completed and appropriate supervision has been put in place. (These measures are recorded on the Single Central Register (SCR) and evidence is maintained in the employee's HR file.

DBS checks will be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including the equivalent of a DBS disclosure (Certificate of Good Conduct), from the relevant jurisdiction(s).

Selection Process

Candidates shortlisted for interview will, wherever possible, be given at least 7 days written notice of the procedure. Candidates will be informed what selection procedures will be included in the recruitment process and approximately how long it will take. Candidates will be asked to bring all relevant documentation to verify qualifications and form of identity to the selection procedure. They will also be asked to bring, in a sealed envelope, a list of any convictions, spent or otherwise, they may hold, and any sanctions imposed by a regulatory body. Arrangements will be made to copy the documentation of the successful candidate for retention on file.

Candidates should be asked if they have any specific requirements that need to be taken into account. Where necessary, advice will be sought in relation to making adjustments under the Equality Act 2010.

Verification of Qualifications and/or Professional Status

Short-listed applicants will be required to provide proof of their qualifications and professional status by producing original documentation. Wirksworth Junior School will verify that applicants have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant original certificate, or a letter of confirmation from the awarding body / institution. If the original documents are not available, the school will require sight of a properly certified copy.

Where applicants have obtained qualifications abroad, a certified comparability check by NARIC will also be requested if there is any query over the qualification.

Interviews

The selection process for people employed to work with children should always include a face-to-face interview, even if there is only one candidate. The interview will assess the candidate against the job requirements and explore their suitability to work with children. The content of the questions will be planned by the panel beforehand and will reflect the guidance on Safer Recruitment from the latest DfE in Keeping Children Safe in Education and in safer recruitment training.

The selection process will also include the following:

- a face-to-face professional interview including questions related to safeguarding children; and
- Tasks which will are related to the job description/role

All recruitment will be undertaken with at least one member of the panel having undertaken Safer Recruitment Training.

If, for whatever reason, references were not available before the interview, the candidate will be asked if there is anything they wish to declare or discuss as a response to the questions that will have been put to the referees. They will be informed that the appointment will not be confirmed until responses to the range of checks and references have been received.

Questions will be agreed in advance by the panel. The panel may then need to reconvene to discuss any issues arising from the references or online checks with the preferred candidate.

Candidates will be asked if they would require any adjustments to carry out the role. Where an intrinsic part of the job requires a significant amount of manual handling, for instance, it is legitimate for the panel to ask about the candidates' experience and skills in relation to fulfilling this aspect of the roll.

The panel will undertake a regular review of safer recruitment procedures.

Staff Training on Safer Recruitment

Key staff involved in the recruitment of new personnel will undertake Safer Recruitment training:

Certificates of qualification are held on the individuals' personnel file.

Offer of Appointment

The successful candidate will be verbally informed of the intention to offer them the post. It will be made clear that this does not constitute a formal offer of appointment and that a number of checks are required before such an offer can be made. Any written communication will also make this clear. Information on health and attendance will now be requested from the current employer of the candidate who has received a conditional

offer of employment. Arrangements will be made to discuss this information prior to confirming the employment where relevant.

Detailed information on the range of checks required, including for internal appointments, is available in the LA advice on the Single Central Record and Disclosure & Barring checks. The 'Disqualification' check, for relevant employees only, is carried out by the school.

When an offer of employment is made it should be made clear to the successful candidate that the offer of employment is conditional upon receipt of a satisfactory employment clearance, this will include an enhanced DBS disclosure. The disclosure will contain details of all spent and unspent criminal convictions as this post is exempt under the Rehabilitation of Offenders Act 1974. At this point the candidate should be given the opportunity to disclose any relevant information that they wish to discuss prior to the receipt of the enhanced DBS.

As already outlined above, successful candidates will be required to complete a medical questionnaire, which may be followed by an appointment with Occupational Health, where this is appropriate in order to ascertain their fitness for the role and any reasonable adjustments that may be necessary. Arrangements will be made to discuss this information prior to confirming the employment, where relevant. In particular, the school will explore with a candidate for a teaching post any information that calls into question their potential fitness and capability for the role. Where this information raises any concerns about the candidates' suitability, the school/academy will contact their HR provider for advice.

In the event that the candidate does not take up the appointment any decision to offer the appointment to a second choice candidate will be taken by the whole panel. Unsuccessful candidates will be advised as soon as possible after the interview. Feedback will be offered after the recruitment process to all applicants. All documentation relating to the selection process will be retained for 12 months.

Whenever possible, the panel will review the process and communicate any learning points to the wider group of those undertaking recruitment for the school.

Contractors, Agency and Peripatetic Staff

Contractors engaged by Wirksworth Junior School must complete the same checks for their employees that the school is required to complete for its staff. The school requires confirmation that these checks have been completed before employees of the Contractor can commence work at the school.

Agencies who supply staff to Wirksworth Junior School must also complete the pre-employment checks which the school would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the school.

Peripatetic staff will complete the same checks the school is required to take for all other staff.

The school will independently verify the identity of staff supplied by contractors or an agency.

Policy on Recruitment of Ex-offenders

Wirksworth Junior School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The school makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar him/her from employment within the school. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All positions within Wirksworth Junior School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions, including those which would normally be considered "spent", when applying for a position at the school. A failure to disclose a previous conviction may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for the school to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the school. The school will make a report to the Police and/or the DBS if:

- it receives an application from a barred person;
- it is provided with false information in, or in support of an applicant's application; or
- it has serious concerns about an applicant's suitability to work with children.

Assessment Criteria

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process, online search or obtained through a disclosure check, Wirksworth Junior School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the school's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences:

- murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence; or
- serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the school's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the school's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

Assessment procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, Wirksworth Junior School will carry out a risk assessment by reference to the criteria set out above. Such convictions will also be discussed with the applicant at interview.

If an applicant wishes to dispute any information contained in a disclosure, he/she can do so by contacting the DBS directly. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the school will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Retention and security of DBS disclosure information

Wirksworth Junior School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

In particular, the school will:

- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the school's senior management team; Management team will consist of Head and Deputy Head
- not retain disclosure information or any associated correspondence for longer than is necessary, but with due regard for safeguarding requirements to evidence the security of the school's procedures. (Refer to our Data Protection policy and Retention Schedule) The School will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question and the unique number issued by the DBS.

Record Retention / Data Protection

If an applicant is appointed, the school will retain any relevant information provided on his/her application form, together with any attachments and evidence of the pre-employment checks completed on his/her personnel file, which is located in the school office. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after one year, until that point, they are locked away in the staff room.

Single Central Register of Recruitment Vetting Checks (SCR)

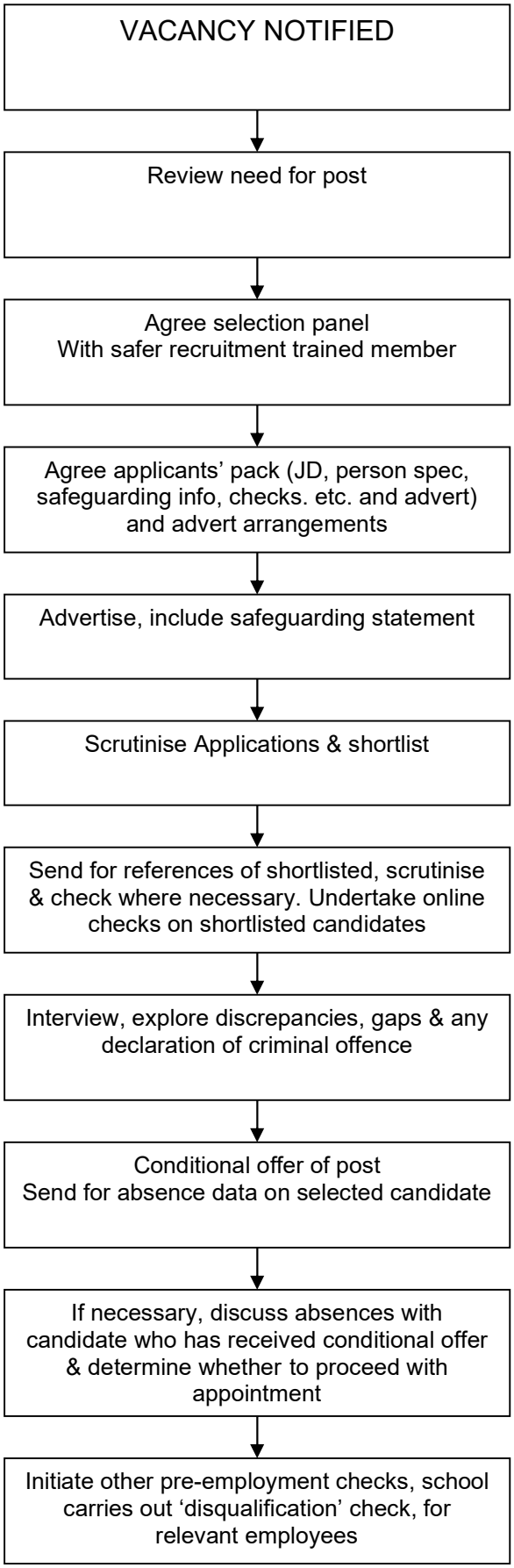
In line with DFE requirements, Wirksworth Junior School will keep and maintain a SCR. The SCR will list all staff who are employed at the school, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors, and those who provide additional teaching or instruction for pupils but who are not employed by the school e.g. specialist sports coach. The SCR will indicate whether the required pre-employment checks have been completed, what documents have been checked, when and by whom.

Monitoring and Evaluation

This policy will be monitored through:

- Feedback from applicants.
- Staff turnover – reasons for leaving.
- Feedback from selection panels.
- Reflection from Headteacher on effectiveness of appointments.
- When the school has access to the equalities monitoring data, the Governing Board will compare with the LA's data to consider whether the school should address any areas of potential discrimination identified. From time to time the Local Authority may conduct an analysis of equalities monitoring information. The school will co-operate with any such initiative and take on board any conclusions.

This policy will be reviewed annually, or when changes in legislation, best practice indicate/dictate.


VACANCY NOTIFIED
Review need for post
Agree selection panel
With safer recruitment trained member
Agree applicants' pack (JD, person spec, safeguarding info, checks. etc. and advert) and advert arrangements
Advertise, include safeguarding statement
Scrutinise Applications & shortlist
Send for references of shortlisted, scrutinise & check where necessary. Undertake online checks on shortlisted candidates
Interview, explore discrepancies, gaps & any declaration of criminal offence
Conditional offer of post
Send for absence data on selected candidate
If necessary, discuss absences with candidate who has received conditional offer & determine whether to proceed with appointment
Initiate other pre-employment checks, school carries out 'disqualification' check, for relevant employees