



Safer Recruitment Policy

Issue 2 – December 2014

The Spencer Academies Trust has delegated Full responsibility to the Local Governing Body (LGB) of Wyndham Primary Academy for this Policy. It is the LGB's responsibility to ensure this Policy is implemented and reviewed in accordance with statutory and legislative arrangements.

The Spencer Academies Trust may, on an annual, basis undertake audits to confirm that appropriate arrangements are maintained by the Academy.

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Changes to policy: Issue number and date

Issue No.	Date	Approved	Signature	Revision Notes



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1.0 Statement of Intent

The Governors and Principal recognise the importance of their responsibility of recruiting, selecting and retaining quality teaching and support staff for Wyndham Primary Academy as part of the Spencer Academies Trust.

At every stage of the Appointments Process, the Governing Body is committed to upholding all the principles of its Equal Opportunities Policy and to the highest possible standards of child protection. The school pays full regard to all Department of Education guidance regarding safeguarding children and safer recruitment in education. We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult. These principles apply to all categories of employees at the school as well as contractors and volunteers.

All appointments to the school, whether teaching or support staff, will be subject to satisfactory Disclosure Barring Service (DBS) checks, satisfactory health reports and supportive confidential references, which will be taken up immediately after short listing. The Governing Body is committed to the highest standards with regard to child protection and will take all necessary steps to check identity, residency, qualifications, employment history and suitability to work with children.

The Governing Body firmly supports the assertion that without a committed quality staff it is not possible to provide the required quality of education for the students of Wyndham Academy. Therefore, within its powers, the Governing Body will make every attempt to recruit the best possible candidate for any post in this school, irrespective of the nature of that post.

The Governing Body will at all times act in accordance with the Safeguarding Vulnerable Groups Act 2006, the School Staffing (England) Regulations 2009, the Education (Specified Work Regulations)(England), the Education (School Teachers' Qualifications Regulations) (England) and the requirements of both the 1998 School Standards and Framework Act and the Education Act 2002:

Procedures for the appointment of members of staff will be reviewed annually by our Resource Committee and an agreed staffing structure will be approved and attached to the pay policy. Any subsequent recommendations will be brought to a meeting of the full Governing Body for consideration and approval.

2.0 Procedures

All recruitment documentation will include our safeguarding statement.

In each opportunity the intention is to appoint the person who is, in the view of the panel, the candidate most suitable for and the best equipped to meet the demands of the position advertised – irrespective of gender, gender re-assignment, race, disability, age, faith, sexual orientation or religion.

The management of the recruitment process is delegated to the Principal, assisted by appropriate members of staff and the Governing Body. The Trust HR Team will deal with



administration arrangements. Details of the process can be found in Appendix 2. The application form will include a self-declaration section where the candidate may disclose any information deemed relevant. This section also clarifies that the position is exempt from the Rehabilitation of Offenders Act 1974. It may however be discriminatory to use any self-disclosed information for short-listing therefore this alone will not be used to prevent shortlisting of a candidate. Fair assessment criteria will always be applied.

Vacancies will be advertised internally via e-mail / notice boards and externally in the local and/or national press as appropriate. Principal and Deputy Principal posts will be advertised as specified in the Pay Policy. Depending on prevailing market forces, the Principal will exercise discretion regarding advertisements for other leadership and management posts whether funded from the Academy budget or external sources.

As vacancies arise the Principal or nominated Vice-Principal will consider whether a replacement is required or whether internal re-structuring is more appropriate. The recommendation will take into account the staffing structure of the school, curriculum needs and budgetary situation.

A recruitment pack will be issued to all applicants for each post advertised. This pack will contain the job description, person specification, current safeguarding procedures, expectations of staff, general information about the Academy, the department, the working environment and health and safety. Full details of the method of application, and the appropriate application form will also be included in the pack provided

The closing date for applications will normally be two weeks after the appearance of the advertisement, allowing time for information exchange. For internal posts the closing date is usually one week.

The school maintains a Single Central Record (SCR) detailing all the necessary checks carried out on our staff. All new appointees to the school workforce who have lived outside the UK will be subject to additional checks as appropriate. The SCR includes records of the necessary checks on supply staff For the Appointment of the Principal the panel shall consist of --- governors together with such professional support as the Governing Body deem appropriate.

For the appointment of a Head of School/Vice-Principal, the panel shall consist of --- governors and the Principal, together with such professional support as the Principal and Governing Body deem appropriate.

The Governing Body has delegated support staff appointments to the Principal and the school Senior Leadership team.

For all other appointments to the support staff of the school, the appointment will be delegated to the Principal, Head of School/Vice Principal plus Phase Leader.

3.0 Short listing.

The Principal and will scrutinise all applications in conjunction with the person specification, to determine the short list and also agree the organisational arrangements. The HR Team will send for professional references, invite short listed candidates for interview and implement the organisational and hospitality arrangements.



Candidates will be invited for interview and requested to bring photographic identification and original certificates as evidence of their qualifications beyond A level including QTS, which will be checked during the selection process.

A Governors' selection panel will be involved in the appointment of Principal and Vice Principal. At least one Governor will be involved in the selection procedure for all teaching staff where possible.

The Principal and appropriate member(s) of the SLT team have the delegated responsibility for the appointment of all other staff.

A set of common questions commensurate with the post, will be agreed beforehand.

Governors who are attending interviews will be given details of arrangements before the day of interview and will have an opportunity to read all application forms in advance of the interview date. A set of common questions commensurate with the post, will be agreed with the Governors beforehand.

The reference request will state the schools safeguarding statement include specific enquiries about the applicant's background in relation to safeguarding, any disciplinary action taken or pending.

4.0 Interviews.

Our policy is that the interview is a two way process. The normal interview procedures are as follows:

- Candidates are welcomed at the start of the day by the Principal, Head of School/Vice Principal and Phase Leader and are given an introduction to the school and full details of the day's arrangements.
- The Phase Leader gives an introduction to the Team and arranges for a tour of the school, by staff and students. Every opportunity will be made for the candidates to meet colleagues and students and to obtain information they require.
- Candidates will be observed teaching where appropriate.
- Other arrangements will be dependent upon the nature of the post being filled, e.g. desk-top exercise, panel interviews, demonstration of practical/presentation skills, student representative panel.
- Subject to cover arrangements, the final formal interview will involve a panel comprising:
 - The Principal, Head of School/Vice Principal or other member of the SLT.
 - An appropriate Phase Leader and Governors, where appropriate.
- One member of the interview panel must have successfully undertaken the Children's workforce development council safeguarding training.



- The interviewing panel will agree questions deemed to be relevant and appropriate, including those of a pastoral and welfare nature relating to Child Protection.
- All candidates will be asked core questions plus pertinent ones arising from individual application forms.
- Salary offer and details, which are confidential to individuals, will be confirmed at the time of the interview. Governors may exercise their discretion regarding starting salary where they feel headroom for growth is appropriate. Reference to the Trust Business Manager must be sought before agreeing changes to standard salary bands.
- The panel will establish that each person is a firm candidate and ensure that candidates know the arrangements for communicating the outcome of interviews.

5.0 Appointments

When agreement to appoint is reached the chosen candidate will be offered the post.

A verbal agreement is binding on all parties. The person advising the successful candidate must make it clear that the offer is subject to agreed timescales and start dates.

The appointment of staff who are new to the school will be subject to confirmation of satisfactory references, medical checks and appropriate DBS checks.

The Phase Leader involved in the interview will ensure that all relevant details relating to the successful candidate – e.g. spinal point, salary scale – are immediately communicated with the School Business Manager.

The School Business Manager will confirm the appointment by letter, requesting written acceptance as soon as possible.

A Senior Member of the interview panel will offer to debrief unsuccessful candidates as soon as possible after the interview either face-to-face or by telephone, as appropriate.

The outcome of the interview will be published on staff room notice boards or via e-mail as soon as possible after all candidates have been contacted.

6.0 Internal posts.

Internal posts will be advertised via e-mail or the staff notice boards.

Applicants will be requested to submit an expression of interest, usually a letter of application and Curriculum Vitae or other appropriate documents. Internal references may be taken up.

In the event of there being a large number of candidates – e.g. more than 4 – the usual short listing process will take place. Brief feedback and advice on the application would be offered to staff who were not short-listed.



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The outcome of internal interviews will be communicated to all the short listed candidates before publication, ideally at the same time. Senior staff will offer debriefing opportunities within a week.

This policy should be read in conjunction with the Continual Personal Development Policy.



Appendix 1

Recruitment Procedure



The following list will be considered during any recruitment activity at Wyndham:

- Identification of need
- Determination of the type of contract
- Determination of the salary or salary range to be offered
- Preparation of person specification and concise job description and other necessary documentation
- Determination of the job search and advertising strategies
- Determination of closing date
- Long and/or short listing of applicants for interview
- Decision on the obtaining references and detail to be requested for each candidate
- Planning the structure of the interview selection day or days
- Determination of reclaimable expenses (particularly relevant in the case of candidates travelling from places outside of the United Kingdom. Normal practice is to pay expenses from the point of entry to the UK)
- The final selection process and the formal offer of appointment
- Completion of the necessary Pre employment checks including:
 - A DBS (at enhanced level), health checks any other check appropriate to ensure child protection and suitability for the post.
 - Checking of qualifications and recognition by the General Teaching Council
 - Identity and current address checks
 - Checking of last 5 years of employment history
 - Ensure the candidate has a valid work permit where necessary



Appendix 2

SLT Checklist for Recruitment



Job Title:

Start date:

Pre-interview	Date	Initial
Timetable decided, job advertisement, job specification and person specification drawn up and/or reviewed		
All relevant information passed to the Office to enable them to advertise the position- i.e. start date, term if temporary/maternity cover, special responsibilities, TLR payments		
Applications received and scrutinised by a minimum of 2 people. Any anomalies, discrepancies etc explored if candidate is to be short listed including notes to be made to ask pertinent questions at interview		
Shortlisting grid completed for all candidates giving details of reasons for not shortlisted where applicable		
Details of shortlisted candidates passed to office to request references and invite candidates to interview. Give details of date of interview and requirements of interview ie lesson plan/ delivery etc. Advise office if qualification documentation is to be requested.		
References scrutinised and checked against application form. Any discrepancies or issues of concern noted to discuss with candidate at interview		
Interviewers meet and agree issues, questions, assessment criteria		
Check with HR Team any conditions of employment that must be agreed		
Post-interview		
Conditional offer of employment-subject to pre appointment checks: DBS, permission to work in the UK, Health clearance, GTC registration, QTS. Be clear of start dates or any other criteria		
Advise office who has been appointed and reasons why those not successful not appointed		
Complete post interview checklist and pass to School Business Manager to enable offer of employment documentation to be completed.		