



Recruitment and Selection Policy

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Basic Principles

York Steiner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This policy forms part of a management process to help to deter, reject, or identify people who might abuse children, or are otherwise unsuited to work with them

The aims of this policy are to:

- enable the selection of the best available candidate(s)
- ensure job selection is carried out with recognition of York Steiner School's Equal Opportunities Policy.
- ensure that where appropriate the process of advertising is open, inclusive and appropriate
- ensure that selection procedures are fair and transparent, while preserving confidentiality about any individual's personal information
- ensure that no-one is appointed to do a job for which they are, for whatever reason, not capable or suitable
- enable existing staff to progress and prosper within the organisation insofar as this is compatible with the previous aims
- ensure clarity about the nature of any vacant post and its terms and conditions, in order to avoid misunderstandings and dissatisfaction at a later date
- ensure that potential and actual applicants are treated with courtesy and respect.

York Steiner School is conscious of its legal obligation under the Equality Act 2010 not to discriminate upon the grounds of any protected characteristic including; sex, race, disability, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity.

1. Permanent Posts

1.1. Allocation of Responsibilities

The Board of Trustees

The Board of Trustees will agree that any new post (as opposed to a change of personnel in an already defined post which is within budget) is financially viable and that an appointment process should be instigated. They hold ultimate responsibility for the terms on which all posts are offered and for ensuring that this policy is adhered to at all times.

The School Management Group (SMG)

The SMG are responsible for agreeing to instigate the recruitment process for any job that is within budget and is not a newly created position. The SMG may dictate the terms and conditions relating to the post.

Mandate Groups

The School Administrator in conjunction with the Education Mandate, Early Years and HR Mandate group will be responsible for determining the timescale for the appointment; the job description, person specification and advertisement; and for servicing the selection panel, advertising the post and dealing with enquiries.

Selection panel

The selection panel will be formed after discussion between the HR Mandate, relevant Education Mandates and the School Administrator, being aware of the need to keep the size of the panel to a minimum but also for it to adequately represent all relevant parties.

The Selection Panel will be responsible for:

- overseeing the recruitment process
- agreeing a shortlisting and interview process consistent with this policy
- devising interview questions and tests and agreeing how these are to be marked/weighted if appropriate
- carrying out the selection process in a manner consistent with equality and diversity principles

They will be responsible for making a job offer and monitoring references. Where necessary they will review the appointment process to see where it could be improved, in particular with regard to equality and diversity and where, when and how job advertisements are placed.

1.2. *Job Description/Person Specification*

No selection process can be put in motion until the job description and person specification are agreed. These will as far as practicable be drawn up in consultation with all relevant members of staff, particularly those who will work in the same team. All decisions relating to the job description and the terms and conditions will be based on a dispassionate analysis of the needs of the organisation.

Where it is a new job that has been approved by the Board of Trustees the job description will be scrutinised by the School Management Group in order to avoid anyone in the organisation acting out of possible self-interest, for example where existing staff and/or committee members might themselves be potential applicants for the job in question.

Job descriptions

These should be reviewed each time a job is advertised (or re-advertised). The tasks involved and the skills/qualities required should be analysed and a job description drawn up on the basis of this analysis.

Person specifications

This should be drawn from the job description. They should list both essential and desirable qualifications/attributes. For equal opportunity reasons, it is important that the 'essential' requirements are **genuinely** essential. The selection panel will then be able to form a judgement as to a) who appears to meet the basic requirements and who does not, and b) who meets the requirements most convincingly and comprehensively.

1.3. Selection Panel and Recruitment Timetable

Panel

The panel should be selected on the basis of relevant knowledge (including experience/training in personnel selection) and availability. The panel should normally comprise no fewer than three people and no more than five and where possible should reflect the diverse composition of the organisation. The selection panel will contain at least one member who has undergone safer recruitment training.

Timetable

A timetable including advertising, closing date, shortlisting, interviews and probable start dates will be drawn up by the relevant Education / Admin department, subject to agreement by the selection panel. Otherwise, the selection panel will be responsible for the appointment process.

1.4. Advertising

Advertisements should clearly state:

- the job title
- hours
- salary
- whether it is a permanent or contract appointment i.e. maternity cover

Where appropriate advertisements will make it clear:

- whether the salary is on a scale or hourly paid
- if the job is part-time, the full-time and pro rata salary.

(These details should *always* be made clear in supporting information sent to enquirers.)

It should include details of how to get the information pack (address, phone number and email address) and give the closing date for applications. Where possible interview dates should also be included.

Copies of all recruitment advertisements should be published internally

1.5. Information Pack

The information pack made available should include:

- the application form and explanatory notes about completing the form
- the job description and person specification • any relevant information about the local school
- the recruitment process including timings
- statements of relevant policies - equal opportunities, the recruitment of ex-offenders, child protection policy statement
- a statement of the terms and conditions relating to the post.

1.6. Selection of Candidates

All applicants will be assessed equally against the criteria contained in the person specification without exception or variation.

Safe recruitment means that all applications will additionally be:

- Checked to ensure that they are fully and properly completed. Incomplete applications will not be accepted and will be returned to the candidate for completion. Completed applications must be returned by the closing date otherwise they will not be accepted.
- Scrutinised for any anomalies or discrepancies in the information provided.
- Considered with regard to any history of gaps, or repeated changes, in employment, or moves to supply work, without clear and verifiable reasons.

All candidates should be instructed to bring with them documentary evidence of their identity, for example: passport or photo card driving licence and additionally a document such as a utility bill or bank statement that verifies the candidate's name and address.

Where appropriate, change of name documentation must also be brought to the interview.

Candidates should also be asked to bring original or certified copies of documents confirming any necessary or relevant educational and professional qualifications. If the

successful candidate cannot produce original documents or certified copies written confirmation of his/her relevant qualifications must be obtained from the awarding body.

All candidates must where appropriate provide proof of their ability to work in the UK.

1.7. *Scope of the Interview*

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel should also explore:

- the candidate's attitude toward children;
- his or her ability to support the schools policy on 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 reference
- the panel should also ask the candidate if they wish to declare anything in light of the requirement for a DBS Disclosure.

1.8. Internal or External Recruitment

The School Management Group will make the decision as to whether the post should be open to internal candidates only or whether to invite applications from external candidates as well. Any decision will be made having considered the schools equal opportunities policy, the need to develop and retain existing staff and the need to bring new staff and skills into the organisation.

1.9. Equality and Diversity

We will always seek to recruit the best person for the job on merit and to avoid discrimination.

1.10. Health and Disability

To ensure we do not discriminate against disabled people we will comply with the Equality Act which requires employers to make reasonable adjustments and bans employers from asking about health and disability until after a (conditional) offer of employment has been made, except:

- a) to check whether the applicant can do the intrinsic parts of the job
- b) to check whether reasonable adjustments should be made to the interview process, test etc.
- c) for monitoring purposes

1.11. Criminal Record

It will state on the job description that an enhanced Criminal Records Bureau check will be required. In the application form Candidates will have to declare any convictions, cautions or bind-overs, they will also be informed of the need for an enhanced CRB check.

1.12. Immigration and Asylum Act

All candidates will be informed that, if successful, they will be required to show evidence of their eligibility to work in the UK. Acceptable evidence might be a UK or European passport or other documents from the Home Office list of acceptable documents.

1.13. References

The application form will request both professional and character references, one of which should be from the applicant's current or most recent employer. Additional references may be asked for where appropriate. For example, where the applicant is not currently working with children, but has done so in the past, a reference from that employer should be asked for in addition to that from the current or most recent employer if this is different.

References from friends or relatives will not be considered.

References should be sent wherever possible to business addresses, not a home address.

Wherever possible references will be obtained prior to the interview so that any issues of concern raised by the reference can be explored further with the referee and taken up with the candidate during interview.

References should contain objective, verifiable information and in order to achieve this, a reference pro-forma with questions relating to the candidate's suitability to work with children will be provided.

References should include:

- length of time the person has known the applicant and in what capacity;
- post held with dates , salary and reasons for leaving;
- ability and suitability to work with children and young people;
- skills, strengths and weaknesses and how these have been demonstrated;
- any current disciplinary investigation and/or sanction;
- any allegations and/or disciplinary investigations relating to the safety or welfare of children and young people and the outcome of these (including where any sanction has expired);
- sickness record;
- if the referee would re-employ the applicant and, if not details of why

The referee should be asked to confirm whether the applicant has been the subject of any disciplinary sanctions and whether the applicant has had any allegations made against him/her or concerns raised which relate to either the safety or welfare of children and young people or about the applicant's behaviour towards children or young people. Details about the outcome of any concerns or allegations should be sought.

Open references or testimonials should not be accepted.

1.14. Recruiting Without an Interview

In exceptional circumstances, the shortlisting panel may agree to proceed to making a job offer without holding an interview. This might happen, for instance, where there is only one candidate who has already been performing in the same or similar role within the school and who meets the criteria of the person specification so that the panel feels that there is nothing new to be learned by interview or tests. This is to avoid being tied to excessively formal procedures in denial of common sense considerations.

However applicants may still be required to submit an application form/letter and the principle of rigorous checking of the applicant's abilities against the job description would still apply.

1.15. *Declarations of Interest*

If any of the selection panel knows any of the applicants, personally or professionally, they should declare this to the rest of the panel. It will be for the panel to decide whether this could be prejudicial and whether that member should withdraw. Their decision should be recorded with brief reasons. In general, personal knowledge of a candidate will not debar a panel member unless the applicant is a close relation or partner. If a panel member wishes to withdraw from the process, however, they should be allowed to do so and a replacement nominated.

1.16. *Job Offers*

An offer of appointment should be conditional upon pre-employment checks being satisfactorily completed, including:

- A DBS check appropriate to the role.
- Verification of the candidate's medical fitness.
- Verification of any relevant professional status and whether any restrictions have been imposed by a regulatory body such as the General Teaching Council (GTC).
- Verification of the applicants ability to work in the UK

All checks should be confirmed in writing and retained on the candidate's personnel file, together with photocopies of documents used to verify his/her identity and qualifications.

Satisfactory references must be kept on the candidate's personnel file or,

Where information gained by the employer from either references or other checks calls into question the candidate's suitability to work with children, or where the candidate has provided false information in support of the application the facts should be reported to the Police and/or the ISA.

A conditional oral offer should be made as soon as possible to confirm that the successful candidate wants the job. If they do, a letter should be sent offering the job subject to the satisfactory outcome of checks as above.

The offer letter should also state the main terms (i.e. pay, hours of work, pension entitlement and whether the job is temporary or permanent), give a proposed start date and state any arrangements for interim contact etc.

Unsuccessful candidates

Rejection letters should be sent to unsuccessful candidates as soon as possible. These candidates should be offered the opportunity for feedback about their performance in the application process (application form, interview and tests) and a member (or members) of the selection panel should be nominated to do this. They should keep notes of scores and discussion in order to help them to do this. Feedback should not make reference to the identity of other candidates, or to their performance/skills except in the broadest of terms.

2. Increased Hours on Existing Positions

Occasionally work may increase and/or additional funding may become available to allow extra hours to be added on to existing posts. It may also be the case that a current worker voluntarily reduces the hours they work for reasons other than reduced funding, potentially releasing hours for another worker. Where appropriate, the post will be advertised internally in the first instance, and appointments made on the same procedure as for a temporary post. If sensible the school will try to allocate any extra hours fairly between suitably qualified staff. If the increase in hours is temporary, this must be made clear in writing as an addition to the post holder's Written Statement of Employment Particulars (written contract). If there is insufficient take-up from existing staff, the hours should be advertised and selection carried out as normal.

Relevant Legislation

1. Employment Rights Act 1996
2. Equality Act 2010
3. Data Protection Act 1998
4. Nationality, Immigration and Asylum Act 2002
5. Rehabilitation of Offenders Act 1974
6. Safer Recruitment Training
7. Keeping Children Safe in Education (July 2015) available from:
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
8. Working Together to Safeguard Children (March 2015) available from:
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Approval & Review

This policy has been approved by the Board of Trustees on 3rd March 2016

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