

RECRUITMENT POLICY

Last Review – November 2015

Next review: November 2018

Committee: Personnel

1 INTRODUCTION

The purpose of this policy is to set out the minimum requirements of the JCoSS recruitment process that aims to

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people

2 STATUTORY REQUIREMENTS

The Governing Body of JCoSS will ensure that statutory requirements for the appointment of its entire staff, notably the headteacher and deputy head teachers, will be met.

3 INTERVIEW PANEL

At least one recruiter will have successfully received accredited training in safer recruitment procedures.

4 ADVERTISING & INVITING APPLICATIONS

4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All posts are subject to satisfactory enhanced Disclosure & Barring Service (DBS) clearance. A similar statement is also included on the job description.

4.2 Prospective applicants will be supplied with or directed to, as a minimum, the following:

- job description and person specification;
- the school’s safeguarding policy;
- the school’s recruitment policy (this document);
- an application form.

4.3 All prospective applicants must complete, in full, an application form. CVs alone will not be accepted. Any gaps in employment must be explained and unsatisfactory answers or missing information will be questioned during the recruitment process including at interview.

5 SHORT-LISTING AND REFERENCES

5.1 Short-listing of candidates will be against the person specification for the post.

5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the interview process.

5.3 References will be sought directly from the head of the organisation, eg Headteacher using an official postal or email address.
References or testimonials provided by the candidate will never be accepted.

5.4 Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

5.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

5.6 Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for this post.

5.7 For teaching posts, the status of each shortlisted candidate will be checked against the DFE teacher record list prior to interview. This check will include prohibition and conditional orders.

6 THE SELECTION PROCESS

6.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

6.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

6.3 Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

7 EMPLOYMENT CHECKS

7.1 All successful applicants are required:

- to provide proof of identity;
- to complete a DBS disclosure application and receive satisfactory clearance which will include a barred list check
- to provide an overseas police check where necessary
- to provide original certificates of qualifications;
- to complete a confidential health questionnaire;

to provide proof of eligibility to live and work in the UK.

8 INDUCTION

8.1 All staff who are new to the school will receive full induction training that will include the school's safeguarding policies, reporting procedures and guidance on safe working practices.

8.2 Regular meetings will be held during the first 3 months of employment between the new employee and their line manager or appropriate senior staff.

Adopted by the Governing Body
Amended and approved by Personnel Comm.