



# STAFF SAFER RECRUITMENT POLICY

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Source:	General Seadown School
Person Responsible for Updating:	Steve Alexander

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## INTRODUCTION

Seadown School recognises the need to employ people that present themselves as having the ability and scope to provide a professional relationship with pupils and professionals involved.

*This policy should be read in conjunction with the Staff Handbook and the Staff Appraisal Policy.*

## OUR AIMS

Seadown School aims to provide a fair / anti-discriminatory approach to recruitment.

This will be achieved by the following contents of this document:

### **Advertising**

Seadown School will typically place vacancy advertisements in local newspapers, educational magazines and web-based recruitment services. We also have a page dedicated to recruitment on our website. All applicants can be forwarded to this site to complete all paperwork so as to reduce on our carbon footprint.

### **Short Listing**

On receiving applicant's details, they will be sent the following documents:

- Application Form
- Job Description
- Job Specification
- Relevant Professional Standards

Once returned, the Head Teacher, together with the Human Resources manager, or Deputy Head Teacher, will shortlist using the job description and application form as a guide to reference.

All short-listed applicants will be notified in writing or telephone call of the date, time and place of the interview.

After the initial screening of the applications received, a rejection letter will be sent to those people whom it is decided not to call to interview. All rejection letters and application forms will be held at the Head Office of Seadown School.

### **Interviewing**

The Headteacher and HR Manager have undertaken training in 'Safer Recruitment'. At least one of these personnel will sit on any interviewing panel.

There will be two principle forms of recruitment adopted at Seadown School. The first is when we will undertake a short-listing of applicants, according to experience, qualifications and/or suitability for post. These short-listed applicants are then invited for an interview after which we will select the successful applicant.

- The interview panel will consist of at least one member of senior teaching staff (ie the Head Teacher) and on some occasions, one person that is involved with Human Resources Management, ie the HR Manager.

- All applicants will be asked the same set of questions and written exercise to complete on the day.
- The applicant's answers will be noted on an interview rating sheet.
- The successful applicant will be informed of the decision.

After the interviewing of the applications, a rejection letter will be sent to those people whom it is decided not to call to employ. All rejection letters and application forms together with short-listing form, question paper and rating form will be held at the head office of Seadown School.

### **Safer Recruitment**

*All new staff will be invited in to complete a DBS form, on receipt of two references. No staff can begin in post until these checks have been done.*

All offers of employment are subject to two satisfactory references being supplied. They will be obtained prior to a prospective member of staff commencing their duties.

One of the references will be from a current or most recent employer. The other can be of a character status.

References will be at least satisfactory if any response indicates an area of concern or poor performance this will be followed by a discussion with the referee.

All references will be followed by a telephone call to verify the reference and to note any "soft" information they may have a bearing on the employment offer. All communication will be recorded and kept in the person's file.

**A DBS check will also be undertaken before the commencement of duties.**

### **Induction of new staff**

Once all checks have been successfully obtained, a start date will be given to new employees.

On the first day they will have been given the following documents to read and sign to show their understanding and agreement:

- Staff Induction Check List
- Health and Safety Policy and Procedures
- Safeguarding and Child Protection Policy
- Induction Handouts, according to role and responsibilities

All new employees will work on a 'supernumerary' basis for a period of, up to, one week (to be agreed with the headteacher).

All new employees will undertake an induction programme. The contents are as follows, but may vary according to the needs of the employee, pupil/s and class:

- Introduction to the school and its Aims
- Curriculum plans

- Principles of Boundaries and Good Practice
- Receiving Staff Appraisal
- Child Protection: Safeguarding
- Behavioural Monitoring and support
- Early Intervention Planning and De Escalation
- (SCIP) Physical Interventions
- Feedback and Marking procedures
- Pupil's Individual Behaviour and Education Plans

On successful completion of the induction programme staff will be given performance management targets and will be expected to read and sign all other related school policies. All staff will receive regular line management support.

### **Line Management Support Meeting**

This is a professional, recorded in writing, meeting between two people one of whom is the line-manager of the other.

The purpose of this relationship is to provide a better service to the pupils through the monitoring and development of the work of the employee, their targets, the professional standards which guide their role and areas identified in the School Development Plan. Meetings are carried out within a supportive framework. These areas are explored informally in a mutually, respectful accountable and confidential spirit.

### **Monitoring**

The Head Teacher will monitor the dates and times of each Staff Appraisal. Once the performance management meetings have taken place the employee will sign to indicate that they have agreed any targets set.

***Further details about Staff Appraisal is available in the Staff Appraisal Policy.***

## **EQUAL OPPORTUNITIES**

### **Statement of Policy**

1. We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.
2. The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, sex, marital status, sexual orientation, gender reassignment, age or disability.
3. We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.
4. The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.

5. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
6. We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

### **Recruitment and Selection**

1. The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.
2. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
3. Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
4. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
5. We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
6. All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
7. All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
8. Shortlisting and interviewing will be carried out by more than one person where possible. If this involves a managerial post this may involve a panel.