



Wynstones Recruitment and selection policy and procedure

Purpose

This document sets out Wynstones' policy on recruitment and selection. Wynstones is committed to a policy of treating all its employees and job applicants equally and to recruiting the best person for each vacancy.

No employee or potential employee shall receive less favourable treatment or consideration during recruitment and selection on the ground of race, colour, religion or belief, nationality, ethnic origin, sexual orientation, gender, age, disability, marital status or part-time status nor will be disadvantaged by any conditions of employment that cannot be justified as necessary on operational grounds.

Related policies and procedures

This policy is to read in conjunction with the Wynstones Equal Opportunities and Data Protection policies and procedures. No decisions regarding recruitment or selection should be made by a person who has not read and understood this policy and the two related policies nor without the involvement of the Chair of College or other person or department responsible for Human Resources.

Scope

This policy is applicable to the recruitment and selection of all employees engaged to provide services for Wynstones, irrespective of whether such a contract is for a temporary or fixed term or is of a permanent duration. The policy will be made available to all employees and applies to both internal and external recruitment. The policy also applies to recruitment and selection of contractors for contracts for services.

Policy statement

This policy seeks to ensure that the best candidate is chosen for each job vacancy regardless of age, sex, race, disability or other personal characteristics. Existing employees will be eligible to apply for transfer and promotion opportunities wherever relevant.

Principles

The following principles will apply whenever recruitment or selection for positions takes place:

- Applications will be screened against the job requirements as laid out in the job description and personal specifications

- Any qualifications or requirements applied to a job that have or may have the effect of inhibiting applications from certain groups of the population should be retained only if they can be justified in terms of the job to be done
- Information on ethnic origin, gender, disability and nationality may be collected in order to monitor the numbers of applications from different groups. This information will not be used in the selection process or for any use other than this purpose
- Interviews will assess candidates against job-related criteria only
- Selection tests should be specifically related to job requirements and should measure the person's actual or inherent ability to do or train for the post being recruited
- Selection tests should be reviewed regularly to ensure they remain relevant and free from bias, either in content or in scoring mechanism
- All nominated persons taking part in recruitment and selection will have been trained in interviewing skills and equal opportunities
- Written records of interviews, reasons for decisions made at each stage of the process and reasons for appointment or non-appointment should be kept for six months, unless a longer period can be justified and is in compliance with the Data Protection Act 1998. Records should then be disposed of confidentially
- All information held about a candidate must be used only for the purpose for which the information has been collected
- All candidates will be asked at the first interview stage to provide documentary evidence of their right to live and work in the UK, to ensure compliance with the Immigration, Asylum and Nationality Act 2006. A photocopy of the accepted documentation will be taken. The College Secretary can provide a full listing of what documentation is acceptable.
- Reasonable adjustments should be made to reduce any disadvantage faced by disabled people in making an application in response to an advertisement.
- The recruitment and selection process for disabled candidates should take into account such adjustments to working arrangements or physical features of the work place/station/premises as are reasonable to accommodate their needs and be such that they are not placed at a substantial disadvantage compared with non-disabled candidates.
- Decisions to interview, shortlist or offer employment will take no account of an applicant's trade union membership or non-membership

Process

The Recruitment process should be followed in accordance with the following steps

- Authority to recruit will be granted by the Chair of College before advertising a vacancy
- A job description should be produced with full details of the position, tasks, reporting line, responsibilities of the jobholder and number of subordinates, if applicable. Any pre-existing job description will be reviewed at each recruitment process to ensure that it makes reference to the responsibility for safeguarding and promoting the welfare of children, as well as meeting the current legal requirements. The skills, experiences, qualifications and competencies of the jobholder should be laid out in the person specification
- Job advertisements will be based on the job and person specifications and/or competency profile. Internal vacancies will be posted in the Staff Room. For external positions a variety of

advertising media will be used. Positions may be simultaneously advertised internally and externally. All job descriptions will make clear reference to the school's commitment to safeguarding and promoting the welfare of children. The wording:

“As a school, Wynstones is committed to safeguarding and promoting the safety and welfare of children. Successful applicants will be subject to an enhanced Disclosure and Barring check and successful reference checks.”

will appear on all advertisements.

- Applicants are encouraged to apply electronically but hard copies of application forms are also acceptable. The standard application form will be used in all recruitments
- The application form requires all applicants to declare all criminal convictions whether spent or unspent including any cautions and pending prosecutions. Such declarations should be made in writing and submitted to the Safeguarding Officer marked Private and Confidential. A separate meeting between the applicant and the Safeguarding Officer should be held to discuss such declaration in confidence. The disclosure of convictions, cautions or pending cases will not necessarily prevent employment with the school
- All external applicants will be pre-screened by the Head of the relevant department. All applications which meet the specified criteria will be sent to the relevant recruiting manager. Internal applicants' details will automatically be sent to the recruiting manager.
- Where an applicant is shortlisted for interview any anomalies or discrepancies and gaps of employment will be noted and questioning will be carried out during the interview which explores and verifies the reasons for such instances. All applicants will be made aware that providing false information is an offence and could result in the rejection of the application or summary dismissal if the applicant has started their employment
- Prior to the interview candidates will be provided with information about the school, and the role and responsibilities
- Applicants attending for interview will be required to provide proof of identity and right to work in the UK by producing documents on the day of the interview. Documentation will be in line with the Immigration, Asylum and Nationality Act 2006. Copies of proof of identity and address will form part of the recruitment file which will ultimately be subsumed into the applicant's personnel file
- Applicants attending for interview will be required to bring supporting documentation to fulfil the requirements of a Disclosure and Barring Service (DBS) check so that this can be pursued in respect of the successful applicant on their acceptance of the position. Where an individual has limited contact with children or is employed for a limited time or through a third party the school will not carry out a DBS check. We will however ensure that any third party we employ to carry out services has a robust background checking process. In circumstances where an individual is self-employed, the school will check their existing enhanced disclosure through the online process. If they do not possess such disclosure, individuals will need to finance this themselves.
- In line with volunteers, all members of Council are required to obtain an enhanced disclosure from the DBS.

- The interview panel for each recruitment will involve the Safeguarding Officer or other paid member of the working community who is qualified in Safer Recruitment Procedures and the panel will include at least one member of the College of Teachers
- A question sheet will be designed by the recruiting manager based on the job description and person specification/competency profile
- The interview process will always include questions regarding the suitability to work with children and all candidates will be asked a set of pre-agreed questions which aim to evidence the suitability of the candidate to work with children as well as to identify whether they have the necessary skills as laid out in the person specification
- Competency based questioning is strongly recommended. In practice, this means that interviewers should ask about why someone wants to work with children, how they deal with difficult issues in relation to work that involves children, and how individuals ensure they maintain professional boundaries. Interviewees should be asked a mixture of questions which attempt to identify the suitability to carry out the post and (in the case of teaching applicants) to teach children
- Where possible an interview should include a role play amongst its forms of assessment. Ideally it will include observation of the applicant with children where interacting with them is part of the role, or a presentation on a relevant prescribed topic. A case study is often an effective way of reviewing an applicant's competence.
- Notes will be taken throughout the interview so that the panel can discuss the suitability of a applicant after the interview. These notes will be objective and will be kept on file for six months after which time they will be confidentially destroyed. The six month period is to allow the school time to deal with any data access requests (refer to Data Protection policy), recruitment complaints as well as any complaints made to an employment tribunal. Under the Data Protection Act 1998 all applicants have a right to request access to documentation related to a recruitment process. The successful applicant's interview notes will be retained as part of their personnel file.
- Each interviewer will complete the grid in the interview debrief recording a level against each competency. The grids will be collated to gather an overall view
- The organisation will pay reasonable travel expenses for candidates travelling to interview, if agreed in advance. Travel arrangements for candidates based overseas should be discussed with the Council
- When reviewing applicants based overseas, the first stage in the process will be a telephone interview. If the telephone interview is successful, a face-to-face interview will then be arranged
- All interview documentation must be returned to the recruitment files for secure storage. Only those who require access for specific and authorised purposes will be able to access this information
- The recruiting manager should ensure that all details are collected and that candidates' expenses are dealt with
- Under no circumstances should recruiting managers offer or imply to a candidate the outcome of the selection process
- Upon selection of a suitable candidate the recruiting manager will liaise with the Finance Manager to identify the appropriate starting salary

- The Chair of College must approve all offers made to successful candidates
- All offers are subject to three satisfactory references, medical clearance, DBS check, a check on relevant qualifications and eligibility to work in the UK. The Education Support Lead will apply for and verify all references immediately after shortlisting (subject to veto by the applicant with reference to a current employer). References will ideally come from current and /or previous employers; the school will not accept open testimonials that are addressed 'To whom it may concern' or references supplied directly by the applicant
- If the references, medical, DBS, qualification check or employment eligibility are not satisfactory, the conditions of the offer will be deemed not fulfilled and the offer will be automatically withdrawn
- A letter offering a contract of employment will be issued once a verbal offer has been extended and accepted. The job offer letter will remind the applicant is subject to conditions
- In unusual circumstances it is permitted to commence employment or volunteering prior to receiving a satisfactory DBS clearance. In such circumstances the individual needs to be closely supervised and not left in sole charge of any children, unless a DBS Risk Assessment Checklist has been completed and is appropriate.
- Induction of new employees will start as soon as possible after a candidate accepts a position. A copy of a written statement of terms and conditions of employment and all related new starter forms that need to be completed will be issued. All new starters will receive a timetable for their induction into Wynstones

Personnel Files

The school will retain the following information which forms the initial personnel file (as from July 2013) for all employed and paid members of our working community:

- Application form
- References
- Disclosure of convictions
- Proof of identification
- Foreign national checks
- Prohibition order check
- Childcare disqualification checks
- Evidence of an enhanced DBS check, ie the DBS number or a notification from the DBS Update Service and the date of the DBS certificate
- In cases where a criminal conviction or allegations exist, details retained of what they consist of and notes from discussions arising from such convictions and allegations
- Proof of academic qualifications
- Medical history
- Emergency contact details
- Bank details

Single Central Record

In line with DfE requirements, the school will maintain a single central record of all recruitment and vetting checks. The central record will record any member of our working community past and

present. Members of our working community are people directly employed by the school, self-employed individuals (either directly or through a third party), volunteers and members of council, as well as any individual who is hired to provide specialised therapies, artists, after-school clubs and sports coaches.

Induction

All members of the working community will participate in the appropriate amount of safeguarding training, commensurate with their responsibilities. All members of the working community will be told who the person responsible for safeguarding is, and will be provided with copies of the Safeguarding policy and procedures along with the document “Guidelines for adults working with children”. Members of our paid working community will complete annual safeguarding / child protection training as part of their induction process.

Probationary Periods

All members of our working community will be subject to the school’s probationary period as laid out in their terms and conditions of employment. Throughout the probationary period a mentor will be allocated to each new member of the working community. Any concerns that a mentor has regarding suitability to the role should be brought to the attention of the Chair of College and the Safeguarding Officer if relevant. The most appropriate processes will be invoked as a result of any such concern.

Matters relating to suitability to work with children arising after appointment

If the school receives substantive information about any member of members of our working community in relation to their suitability to work with children, they have a right to review that person’s employment at the school. The school will also notify the appropriate agencies of the information received.

If the conduct of a member of members of our working community, duly investigated, leads the school to conclude they are not suitable to work with children, this will be notified to the appropriate bodies.

In line with current guidance, any serious concern raised, whether proven or not, will be reported in members of our working community references.

Appeals procedure

Employees who have concerns about any aspect of this policy or its operation should use the Wynstones Grievance Policy and Procedure.

Issue Date: April 2016	Review Date: Autumn Term 2019
<p>Authorised by:</p> <p>Name:</p>	<p>Sign:</p>

Job title:	
Date:	