

Disclosure via the CRB, as well as the usual details of the post and salary and that applications are welcome from all sections of the community.

2. Applications

- Candidates will be required to complete the Hellesdon High School application form.
- Candidates will have access, via the School website, to an application pack including application form, job description, person specification and relevant information about the School. Alternatively, an application pack can be posted to prospective candidates on request.

3. Informal Contacts

- It is not considered professionally appropriate to solicit applications from individuals before the public advertisement of the post.
- It is not appropriate to seek to entice a person to leave their post and take up another on the basis of private, informal contact.

4. Scrutinising and Short listing

- All applications will be scrutinised to ensure that they are fully and properly completed, that the information provided is consistent, and to identify any gaps in employment. Incomplete applications will not be accepted and will be returned.
- Any anomalies, discrepancies or gaps in employment identified by the scrutiny will be noted so that they can be taken up as part of the consideration of whether to short-list the candidate.
- All candidates will be assessed equally against the criteria without exception or variation.

5. References

- References will be sought from all short listed candidates, including internal ones, and should be obtained before interview so that any issues of concern can be explored further with the referee and taken up with the candidate at interview.
- In exceptional circumstances, it might not be possible to obtain a reference prior to interview, either because of delay on the part of the referee, or because a candidate strongly objects to their current employer being approached, but that should be the aim in all circumstances.
- In the case where a reference has not been obtained for the preferred candidate before interview, the School will ensure that it is received and scrutinised, and any concerns are resolved satisfactorily before the person's appointment is confirmed.
- All requests for references will seek objective verifiable information. A pro forma will be provided with a copy of the job description and person specification for the post for which the person is applying.
- On receipt, references will be checked to ensure that all specific questions have been answered satisfactorily. If all questions have not been answered or the reference is vague or unspecific, the referee will be contacted and asked to provide written answers or amplification as appropriate.
- Receipt of satisfactory references will be recorded on the School's Information Management System (SIMS).

6. Interviewing

- The interviewer, or at least one member of the interview panel, must have received formal training in Safer Recruitment practices.

- The interview should assess the merits of each candidate against the job requirements, and explore their suitability to work with children. The selection process for people who will work with children should always include a face-to-face interview even if there is only one candidate.
- Where possible, students will be involved in the interview process, either as tour guides or as part of the interview panel.
- In addition to the arrangements for interviews – time and place, directions to the School, membership of the interview panel, accessibility arrangements (where applicable) – the invitation will remind candidates about how the interview will be conducted and the areas it will explore including suitability to work with children. A copy of the School's Safeguarding and Child Protection Policy will be provided to candidates.
- Candidates will be advised of the need for the completion of an electronic CRB Disclosure and will be instructed to bring with them documentary evidence of their identity that will satisfy CRB requirements.
- Candidates will be asked to bring documents confirming any educational and professional qualifications that are necessary or relevant for the post for which they are applying. A copy of the documents used to verify the successful candidate's identity and qualifications will be kept on their personal file.
- Where the interview process for a full teaching post is to include observed teaching by the candidate, clear details of the teaching task(s) and the evaluation of the process is to be given to the candidate as far in advance as possible.
- Where a process of short listing may take place during the interview process, all candidates should be made aware of this from the outset.
- All unsuccessful candidates should be entitled to feedback on their performance after the interview and the reasons why they were not selected for the post.

7. Alternative offers of Posts or Salaries

- It is important that the Leadership Team (LT) are fully aware of the national regulations governing the award of salary. The LT must operate legally and professionally within these regulations.
- It is recognised that in a context of recruitment difficulty, candidates may become accustomed to negotiating with more than one prospective employer about the nature of a post and the associated salary. It is important to maintain a climate of professional trust, and it is School policy not to negotiate against another school for a candidate.
- Where a candidate has already verbally accepted a post in one institution, it is considered wrong to attempt to persuade him or her to renege on that verbal contract and accept a post elsewhere.
- Candidates should be encouraged to make a clear and final acceptance or rejection of an offer within a set time. It is important to maintain a climate so that trust of the word of either an institution or a candidate can be acted upon.

8. Conditional Offer of Appointment

An offer of appointment to the successful candidate will be conditional upon: (See Appendix C):

- receipt of two satisfactory references
- verification of identity
- a satisfactory CRB Disclosure
- verification of the candidate's medical fitness
- verification of qualifications (if appropriate)

- verification of professional status where required e.g. GTC, QTS
- for teaching posts, verification of successful completion of statutory induction period
- for non teaching posts, satisfactory completion of the probationary period.

All document checks will be recorded on the individual's SIMS file and recorded on the School's Single Central Record database (See Appendix B).

9. Where:

- the candidate is found to be on List 99, or the CRB Disclosure shows he/she has been disqualified from working with children by a court; or
- the candidate has provided false information in, or in support of, his or her application; or
- there are serious concerns about a candidate's suitability to work with children

then these facts must be reported to the police and/or the Children's' Safeguarding Operations Unit of the DfE.

10. Retention of Records

Records of recruitment activities including:

- any notes made by the interviewer / interview panel during the interview/selection process
- application records/references from unsuccessful Short-listed Candidates

will be held on file for a minimum of 6 months.

All records pertaining to successful candidates shall be retained as detailed in section 8 above.

11. Arrangements for monitoring and evaluation

- The governing body will monitor the implementation and impact of this policy by receiving termly reports from the Head Teacher on recruitment activities and any related safeguarding issues.

12. Related Policies

Equality Policy

Safeguarding Children incorporating Child Protection Policy

Hellesdon High School Recruitment and Selection Checklist

TITLE OF VACANCY:		
PRE-INTERVIEW:	Initials	Date
PLANNING Timetable decided: job specification and description and other documents to be provided to applicants reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc.		
VACANCY ADVERTISED (where appropriate) Advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children, and need for successful applicant to be CRB checked		
SALARY SCALE Salary Scale: Point on Scale: Hours per week: Weeks per year: Contract Type: Permanent/Temporary Reason for Temporary Contract:		
APPLICATIONS on receipt scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short listing		
SHORTLIST PREPARED		
REFERENCES - seeking sought directly from referee on short listed candidates: ask recommended specific questions: include statement about liability for accuracy		
REFERENCES - on receipt Checked against information on application; scrutinised; any discrepancy/ issue of concern noted to take up with applicant(at interview if possible)		
INVITATION TO INTERVIEW Includes all relevant information and instructions and copy of Safeguarding Children incorporating Child Protection Policy and Whistle Blowing Policy		
INTERVIEW ARRANGEMENTS At least 2 interviewers: panel members have authority to appoint, at least one interviewer is trained in Safer Recruitment practices: have met and agreed issues and questions/assessment criteria/standards		
INTERVIEW Explores applicants' suitability for work with children as well as for the post		

HELLESDON HIGH SCHOOL Safer Recruitment Procedures

Name of Applicant:

	Date Sent	Date Received	Entered on SIMS
Invited for Interview (Safeguarding Children Policy sent)			
Application Form entered on SIMS			
Reference 1			
Reference 2			
Appointment made and offer letter sent			
Identity check complete (Address, Photo)			
Photo taken for staff identity badge			
CRB Form Completed			
CRB Form Clearance received			
Evidence for CRB entered on SIMS <ul style="list-style-type: none"> • Passport • Driving Licence etc 			
Evidence of Qualifications seen			
Check if Registered with GTC – QTS and any restrictions in force? Employer Access Line 0870 001 4823			
National Insurance Number entered on SIMS			
Date of Birth entered on SIMS			
Immigration, Asylum and Nationality Act 2006 Form returned and recorded			
New Staff Information Sheet completed			
Payment of Salary Form completed			
Employment Details on SIMS <ul style="list-style-type: none"> • Contract • Pay Scale • Allowance • Role 			
Safeguarding and Child Protection Meeting arranged with SENCO			
Introduction to SIMS Meeting arranged with Data Manager			
Introduction for new teachers with NQT/ITT Co-ordinator arranged			
Guidance for Safer Working Practice for Adults issued			
Induction Checklist issued to Employee/Line Manager for completion.			
Completed Induction Checklist returned and filed.			

Recruitment Process Complete:

Signed:..... Date:.....

HELLESDON HIGH SCHOOL

New Staff Information Sheet

Name:

Date of Birth:

National Insurance Number:

Teacher Number (if relevant):

Registered with the GTC (if a teacher)?

Yes

No

Do you consider yourself to be disabled?

Yes

No

Do you consider yourself fit to work?

Yes

No

Please enter any medical information you wish us to know about in the box below?

Next of Kin

Name:

Telephone (please * which is the best number to contact this person on)

Home:

Work:

Mobile:

Address (leave blank if this is same as your own):