



New Horizon Community School

Recruitment and Selection Policy

2018-2019

Updated: January 2019

Date of next Review: November 2019

Introduction

This policy aims at ensuring that its recruitment and selection procedure focuses on the abilities and attitudes of all candidates for the post so that the school appoints the candidate who most closely meets the requirements of the job and is suitable to work at New Horizon School

Procedure

1- Advertising the position

All vacant positions will be advertised in a manner likely to bring them to the notice of the persons who are qualified to fill them. All applicants will be provided with the following information:

- An application form
- A job description and personal specification
- A prospectus
- Child protection policy

2-Short Listing for Interview

Short listing is focused on the requirements of the job description and personal specification. Short-listing decisions are made on the basis of information provided in the application form measured against the job description and personal specification. All applicants invited to an interview will be treated equally and the interview will be influenced by the same principles of objectivity and fairness that have been applied since the start of the process. The interview will focus on each applicant's skills. All candidates will be asked questions about their attitude toward children and young people and their ability to support the school's agenda for safeguarding and promoting the welfare of children. Questions about an applicant's disability will not be asked at interview expect to establish what, if any, reasonable adjustments might be needed to enable the applicant to meet the job requirements and to decide whether an applicant can carry out the work that is intrinsic to the role. Questions about marital status, dependants and family plans must not be asked at interview.

3. Selecting a Candidate

Successful applicants will be required to complete satisfactorily all pre- employment conditions and checks before a conditional offer is confirmed. A letter of confirming of employment will proceed upon satisfactory references obtained.

Unsuccessful candidates will be telephoned within one working day. They may ask for an explanation for the decision made.

4. Recruitment Panel

The Recruitment Panel will consist of at least one member who has successfully completed the Safer Recruitment course with the assistance of the link governor who is also fully trained.

Safer Recruitment trained:

- Head Teacher
- Deputy Head Teacher
- Link Governor

5. Single Central Records

There should be one central record with all people that have regular access to children in the school. This will mean all staff employed, including supply staff, governors and volunteers who work regularly in the school. This also includes the proprietarily body, whether or not they have access to children.

Appendix 2 sets out the guidance to help the appointed officer ensure that at the necessary information about the schools recruitment and vetting checks is contained in one central record. The aim of this process is to ensure that a summary of all the checks are kept together in one place.

Recruitment:

New Horizon School Recruitment Procedures

A. Application pack

- Application Form
- Job description
- School aims and ethos
- CP policy statement

B Recruitment checklist

- Job advertisement
- Receive Application and all requested info
- Short List
- Request for 2 references
- Check all documents for authenticity before interview
- Qualification

1. Interview for teaching post will involve HT or senior staff. For senior member of staff.
 - Letter for interview
 - Identify check (If applicant successful)
 - Qualifications (Original)
 - If change of name, appropriate documents
 - Set of questions to be asked and who (prepare before interview)

Recruitment and vetting checks

MUST

1. Enhanced DBS Check
2. Add to central record file
3. Overseas employees further appropriate check to be done using DBS
4. I.D. checks
5. Qualifications check
6. Right to work in UK check
7. Professional and character references
8. Medical Questionnaire (once pre contact offer made)
9. Past sickness records of candidate from former employers

Single Central Record –Guidance for Appointed officer

This guidance is to help the appointed officer ensure that all necessary information about the school's recruitment and vetting checklist contained in one central record. The aim of this process is to ensure that a summary of all the checks are kept together in one place.

One Single Central Record

There should be **one** central record with **all** people that have **regular** access to children in the school. This will mean all staff employed, including supply staff, but all governors and volunteers who work regularly in the school. For independent schools, this also includes the proprietarily body, if there is one, whether or not they have access to children.

Note that with regard to supply staff, the school will need written confirmation from the supply agency that the checks require have been completed. The school does not need to see these except where there is information disclosed on a DBS check. The school must

make sure that the identity of the supply person teaching in the school is the same that given in the information by the supply agency. Where internal supply is utilised, the school will keep records of valid DBS checks of all cover staff.

Identity

Each person's name ,address, date of birth , the evidence (e;g birth certificate, passport ,driving licence combined with proof of address and some form of photographic evidence) and date of the check and a record of who carried out the check should be recorded.

Qualifications

If qualifications are legally required for the post (and for some posts are not required), the evidence of the relevant certificate obtained, the date of the check and the record of who carried out the check, should be recorded.

DBS checks

Enhanced DBS check and a record of who carried out the check should be recorded.

Note: DBS disclosures are required for all those providing education and who regularly care, train, supervise or have sole charge of person under the age of 18.

Checks on the right to work in the UK

Employers must confirm the right of those they employ to work in the Uk. The evidence and date of these and a record of who carried out the check should be recorded.

Overseas Checks

Where individuals have lived abroad, DBS disclosures will not show any offences that may have been committed. Additional checks will need to be made such as obtaining good conduct certificates from embassies or police forces as needed. The evidence and date of these and a record of who carried out the check should be recorded.

What evidence must be seen and retained?

Below is a summary of the types of evidence which may be used.

The evidence seen must be copied and held on the employee's personal file (or secure central file in the case of agency supply staff/Volunteers). These records will be scrutinised by Inspector's checking single Central Records.

Check	Proof Required	Examples
Identity	Identity Name Address Date of Birth	Passport or UK photo driving licence Passport etc, birth (and marriage) certificate Utility Bill
Qualifications	Those legally required for the job e.g. QTS, NPQH For qualified teacher-GTC registration	Original certificate Original letter from awarding body School must undertake check with GTC
DBS	Disclosure Certificate	School must undertake Enhanced DBS if new employee not in possession of DBS or where the person in possession of such a check has had a break of more than 3 months
Overseas workers	UK or EEA Passport to verify permission Work permit Leave to remain	Passport School to obtain work permit Original copy of leave to remain
Medical	Self Certification Doctors letter	Employee self certification Survey.