



Recruitment

At Herrick Primary School we aim to recruit staff who will join our school team and support the ethos, aims and values of the school in order to bring about school improvement.

Advert

Posts will be advertised in any or all of the following, depending on the post advertised: Eteach, individual leaflet circulated to schools, Leicester Mercury, Times Educational Supplement, poster displayed in school and locality.

Information to Candidates

All candidates will be informed that the post is subject to a satisfactory CRB Disclosure and Health Check. The time span from advert to interview will take a maximum of 6 weeks (preferably 4 weeks). All candidates will receive information about the school, a Job Description, a Personnel Specification, other documentation as necessary.

Personnel Specifications

Every post advertised will have a written Personnel Specification drawn up by the headteacher in consultation with members of the interviewing panel which will be sent to all prospective candidates. The interviewing panel will use this for shortlisting purposes. The Personnel Specification will list requirements as 'Essential' or 'Desirable'.

Job Descriptions

Every post advertised will have a written Job Description drawn up by the headteacher in consultation with members of the interviewing panel which will be sent to all prospective candidates. The successful candidate will sign the job description and a copy will be kept in the employee's personnel file.

Application Forms

Application forms will be circulated only to the interviewing panel members who will keep these confidential. Application forms will be safely stored prior to the interview, with access only as necessary e.g. the Business Manager will access addresses of referees. After the interview, application forms with accompanying notes will be kept for 6 months before being destroyed.

Disclosure & Barring Service - DBS

We follow our written policy statement on the recruitment of ex-offenders (Appendix 1) and follow the guidance notes provided (copy in office). We follow our written policy for the correct handling and safekeeping of disclosure information. Recommendations from the Healthy Schools Programme were taken into account when this document was prepared. (Appendix 3)

Interviewing Panel

Interviews will be conducted by two or preferably three interviewers of which one will be the Headteacher or Assistant Headteacher. At least one member of the panel must have attended Safer Recruitment Training. Governors and/or line managers will be involved in interviews as necessary. If possible there will be a gender and race mix within the panel. The Interviewing Panel members will choose one person to chair the interview and the discussion session afterwards. Questions will be agreed by the interviewing panel before the interview and with reference to the Personnel Specification and Job Description.

Shortlisting and Interview

Candidates will be invited to interview by letter/email. Candidates will be informed of any additional requirements which will be required at interview e.g. skills tests. All candidates will be shown around the school. The letter will ask candidates if they have any special requirements and these will be responded to as necessary and as reasonably practicable within budget constraints. Candidates will be provided with an area to sit, with access to refreshments whilst awaiting their interview. Candidates will be welcome to look around the school site during this time.

Interview

A quiet room will be set aside for the interview and water provided for the candidate. The chair will invite the candidate into the prepared room, introduce the panel, set the candidate at their ease, explain the format of the interview and explain that follow up questions may be asked. The chair will invite the candidate to ask for explanations if there is anything which they don't understand. Questions will be asked by specific members of the panel and this will be arranged before the interview starts. The panel member who has asked the question will retain eye contact with the candidate and they will make any notes at the end of the question.

Panel members will keep notes on each question and rate each answer as 1-poor 2-satisfactory 3-good. Questions will always include one concerning the candidate's understanding of Equal Opportunities and Race Equality and also Safeguarding. Questions are designed to find out about the candidate in order to make the best selection decision.

At the end of the interview the candidate will be told how and when the results of the interview will be made known to them. All candidates will be offered a debrief which will be conducted by the chair of the interviewing panel.

Follow up discussion

The chair will lead this discussion and each candidate will be discussed and graded with relation to their performance at interview and any skills test or assessment procedure. A decision will then be arrived at to either make a selection or not to appoint a candidate at all. The decision will be recorded in writing and each candidate's suitability recorded in order of suitability.

References

Referees will be asked to provide a written reference and will be informed that the reference may be shown to the candidate. References will be read before the interview. References will be stored safely with the application form and notes and

will be destroyed after 6 months. If necessary one written reference or a verbal reference will suffice.

Induction

When appointed all new employees will take part in an induction process following our Induction Policy. This will include the allocation of a mentor. New employees will need to provide school with their satisfactory CRB disclosure as soon as possible. If the DBS is not readily available then the Headteacher will decide whether to start their employment in school whilst the form is being processed.

Recruitment and the Law

Due regard is given to the Equal Opportunities Act, the Race Discrimination Act, the Disability Discrimination Act, the Human rights Act and the Data Protection Act.

Training

All interviewers will be provided with suitable training as necessary. At least one member of the Interviewing Panel must have attended the Safer Recruitment Training.

Review

The policy will be reviewed in 2019

APPENDIX 1 - Recruitment of Ex-offenders

As an organisation using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, Herrick Primary School complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Herrick Primary School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Herrick Primary School and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Herrick Primary School to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Herrick Primary School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

APPENDIX 2 – Correct handling & safekeeping of disclosure information

General Principles

As an organisation using the Disclosure & Barring Service sure service to help assess the suitability of applicants for positions of trust, Herrick Primary School complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage & Access

Disclosure information is never kept in an applicant's personnel file and is always kept separately and securely, in lockable, non-portable, storage container with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six-months, we will consult the CRB about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strict controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

APPENDIX 3 – Criminal Records Bureau Checks (CRBs)

At Herrick Primary School the following procedure is followed as per instructions by the Department for Education Skills (DfES).

- All staff complete a DBS disclosure form when offered a position at Herrick Primary School which is processed by Children & Young People's Services Human Resources Team at Leicester City Council. This procedure also applies to all volunteers and mature students.
- Headteacher undertakes an induction for all new members of staff and volunteers. This includes providing information on the ethos the school and the mission statement.
- All outside Agencies have to produce DBS information before carrying out their duties within the school.
- Visitors/ speakers are not requested to have DBS clearance but they are given an information sheet and are asked to sign to say they have read it. They are also supervised at all times whilst on the premises and never left alone with children.
- Visitors are made clear about their roles and responsibilities and boundaries when working – within the curriculum – on a one to one basis – supporting teachers- the aims of the overall programme and that the input meets the needs of the pupils.
- Visitors are made aware of all relevant policies, e.g. Child Protection, safety issues, PSHE (including Drug Education etc.)
- General information of all volunteers and visitors are kept in the Central Check System file e.g. DBS, telephone numbers and contacts.