

Recruitment & appointments policy

This policy is concerned with how the school recruits and appoints staff.

Policy author:

Policy owner:

This policy is addressed to:

- prospective employees
- employees involved in the recruitment and selection process.

This policy is to be implemented by

- all employees involved in the recruitment and selection process.

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Guidance & procedures

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1. Policy statement

AST and the Rise School is committed to the vigorous selection and vetting of all staff, taking into account the DfE's statutory guidance on Safeguarding Children and Safer Recruitment in Education. The Rise School will also ensure compliance with all other legislative and regulatory requirements, including the Equality Act (2010).

We are committed to recruiting staff with the required skills, competencies, and experience to successfully fill the roles to make the organisation a success.

2. Vacancies

2.1 AST and the Rise School will advertise all vacancies on the Rise School website and by any other method which is considered most appropriate to attract suitable candidates**. Existing employees will be able to apply for vacant roles if they have the appropriate qualification, experience and skills.

3. Selection

3.1 Selection methods will be reliable, objective and avoid bias. Essential and desirable requirements for the role will be published in the job description and person specification. These requirements will not be directly or indirectly discriminatory.

3.2 The requirement of an enhanced Disclosure & Barring Service (DBS) check means and that all candidates will be vetted throughout the process for their suitability to work in an environment where they will have regular contact with vulnerable children and/or young adults.

3.3 The selection process may involve candidates completing application forms or submitting a CV with accompanying letter; the format to be used will be clearly stated in the advertisement and in the applicants information pack. The applications will be assessed by at least two members of staff against the job description and person specification to enable a shortlist to be drawn up. Applications will be scrutinised carefully to highlight gaps, areas not completed, altered or other inconsistencies. Shortlisted candidates are then invited to interview.

4. Interviewing

4.1 At least one member of the recruitment panel will be safer recruitment trained.

4.2 All candidates interviewed for posts will be asked a mandatory question (this question will also appear on the application form):

- have you at any time been subject to an interview, inquiry, children's services or social services investigation, suspension from work, disciplinary, police investigation, caution or conviction as a result of concerns about child abuse or neglect or the abuse or neglect of an adult?

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- 4.3 The panel should also ask questions to assess the candidate's personal competencies in relation to their:
- motivation for working with children and/or adults who may be vulnerable
 - emotional maturity and resilience
 - values and ethics
- 4.4 Questions on the above should have direct links to the person specification for the role. To assist the interview panel in measuring the responses, a standard set of questions will be provided with examples of positive and negative responses.
- 4.5 As part of the interview process, any gaps in employment and short periods of time in a post should be explored with the candidates, remembering that most of the time there are legitimate reasons.
- 4.6 It is good practice to ask probing follow up questions. Responses to questions should always be written down by a panel member on the interview template form.
- 4.7 As well as the mandatory question there should be a safeguarding question that relates to the post and tests safeguarding knowledge and understanding.
- 4.8 The panel will always meet face to face with the candidate, and at least one panel member will have sight of the original qualifications and any professional registration documents the candidate brings to the interview. These should be copied at the time and authenticated by the panel member or administrator.
- 4.9 Some roles may require additional assessments (task or test). If this is the case, details will be included as part of the recruitment documentation to the candidate. Any test used will have been validated in relation to the job and free from bias.
- 4.10 Temporary staff who are appointed on a fixed-term contract will only be appointed to a permanent position if the full recruitment, selection and vetting processes have been followed.

5. References

- 5.1 References are taken up for every AST/Rise School appointment, whether permanent, temporary, full or part time. The application form requires the name of two referees that can be obtained from the current or most recent employer. These will be requested. In the case of candidates who have lived or worked abroad, we will take up at least one reference from the employer in the relevant country and the referee will be verified by phone. Open references will not, generally, be accepted.
- 5.2 At least one reference must be obtained prior to interview. Two satisfactory references must be obtained prior to an individual starting work.

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6. Safer recruitment

6.1 AST and the Rise School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, volunteers and contractors to share this commitment. The list below details a checklist of our safer recruitment processes that are part of all recruitment. The checklist is not exhaustive and should be added to or adapted to improve the process where appropriate:

1. All advertised vacancies will include a line highlighting our commitment to safer recruitment.
2. Staff involved in recruitment will be briefed on safer recruitment by staff who have received safer recruitment training.
3. The selection process requires two panel members to shortlist which involves scrutinising application forms and highlighting any issues to be addressed at interview.
4. Questions are planned to fit with the job description and person specification and cross correlated with the areas detailed in the section on interviews above.
5. The mandatory safeguarding interview question must be asked at interview and the response noted and checked against the written answer on the application form.
6. Original qualification and professional registration documents should be inspected by a member of the panel (or an administrator), photocopied, signed and dated as true copies by the panel member/administrator.
7. The candidate's identity will be checked on the day of the interview by someone who understands what they are required to do. This should involve a check of identity that involved photographic ID such as a passport or driving licence, as well as ID which confirms where the person lives and should be checked to ensure that it corresponds to the job application.
8. References must cover at the least the last five years of employment and open or character references are not, generally accepted.
9. References that are not fulsome in response should be followed up with a phone call to the referee and the gaps addressed and details of the responses noted.
10. Candidates from abroad should have their references followed up with a phone call to the referee as this provides an additional measure as DBSs do not cover most offences committed outside of the United Kingdom.
11. Any criminal records disclosed by a candidate or positive DBS checks must be discussed with the Head Teacher. If a candidate with a disclosed criminal record or a positive DBS check is to be offered a post, the offences must be discussed with them and the result of those discussions be recorded.
12. All offers of employment will be conditional on satisfactory enhanced DBS check, two references, proof of rights to work in the UK, and health checks.
13. If an individual has been employed or resides abroad and is taking up a position with AST/Rise School, the individual is required to provide a Certificate of Good Conduct from their country of residence before they leave for the UK. These can be

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processed through the local police authority or Embassy. AST/Rise School must be provided with proof that the Certificate of Good Conduct has been processed before the individual commences employment. The original certificate should be provided to us as soon as it is received by the individual, which takes approximately six weeks. The individual will remain supervised until this check has been satisfactorily processed.

7. Equal opportunities & diversity

- 7.1 AST/Rise School is committed to applying its Equality & diversity policy at all stages of recruitment and selection. Shortlisting will always be carried out without regard to gender, sexual orientation, marital status, colour, race, nationality, ethnic or national origins, religion or belief, age or trade union membership.
- 7.2 Furthermore, any candidate with a disability will not be excluded unless it is clear that the candidate does not meet the minimum criteria outlined in the person specification. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.
- 7.3 We aim at all times to recruit the person who is most suited to the vacant role. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job.

8. Offers of employment

- 8.1 All offers of employment will be subject to eligibility to work in the UK, receipt of references that are satisfactory to us, qualification checks, medical and fitness assessment and enhanced DBS clearance.
- 8.2 Commencing employment prior to the receipt of an enhanced DBS will be by exception and can only be agreed by the Head Teacher. In this circumstance the individual will be closely supervised at all times.

9. Fraudulent applications

- 9.1 Providing false information could result in the application being rejected or summary dismissal if the applicant has been selected. If an application turns out to be fraudulent this may need to be referred to the police as a criminal act may have been committed – that is, Obtaining Pecuniary Advantage by Deception.

10. Candidate feedback

- 10.1 As part of our commitment to good practice, we offer feedback to all unsuccessful interviewed candidates, where possible, within three weeks from the date of interview. We are able to offer feedback on unsuccessful applications (those who are unsuccessful in being shortlisted for interview) to internal applicants only.

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11. Complaints procedure

11.1 Any candidate who considers that they have been unfairly treated or discriminated against should contact the Head Teacher within two weeks of a selection decision being made. Complaints received will be taken seriously and investigated promptly and sensitively, and an outcome given.

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