



Archbishop Holgate's School

A Church of England Academy

SAFE RECRUITMENT POLICY

In this policy we explain how we follow our safer recruitment procedures to ensure the safeguarding of our students.

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Member of staff responsible: DI – Head Teacher

Governor's sub-committee responsible: Pastoral

Archbishop Holgate's School is committed to developing to the full, the potential of each member of the school community, within the context set by its mission, its strategic aims, and its Christian values as a Church of England Academy.

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Vision and Values of Archbishop Holgate's School

As a Church of England school we strive to ensure that all of our young people are cared for, given every opportunity to develop through academic study, to grow personally and spiritually and to live into being those Values we hold dear in our community and in wider society. Our role as a Church school is to help nurture both academic excellence and to help shape young people who can make a significant contribution to the community they serve. Key to this is a clear recognition that all students have individual gifts and talents and with support every young person can flourish.

Archbishop Holgate's School is distinctive and effective as a Church of England school because our Christian vision and values are very explicit and drive all areas of school life. Our Vision is one which combines Values, Care and Achievement.

“A threefold cord is not easily broken.” Ecclesiastes 4:12

Through this vision we seek to be a Church of England School which is deeply Christian. As such, the three themes of our vision, Values, Care and Achievement are deliberately expressed in that order, our distinct Christian Values help ensure that every child is cared for as an individual and this in turn will help them to succeed academically.

Our school values of **Justice**, **Compassion**, **Forgiveness** and **Trust** have been embedded across our school community and permeate all areas of school life.



This policy is to complement our vision and values and to enable the school to allow all members of Archbishop Holgate's community to live them into being every day.

RECRUITMENT POLICY

1. Policy

The safe recruitment of staff at Archbishop Holgate's School is the first step to safeguarding and promoting the welfare of the young people in education. Archbishop Holgate's School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment as outlined in the Archbishop Holgate's School Safeguarding Policy. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

Archbishop Holgate's School recognises the value of, and seeks to achieve, a diverse workforce which includes people from different backgrounds with different skills and abilities. Archbishop Holgate's School is committed to ensuring that the recruitment and selection of all who work within Archbishop Holgate's School is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, nationality, ethnic origin, religion or creed. This document provides a good practice framework to comply with the principles set down in the Archbishop Holgate's School's Equality and Diversity Policy.

Archbishop Holgate's School will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this policy. Archbishop Holgate's School will monitor the compliance with these measures. For further information, please see the DfE Safeguarding Children and Safer Recruitment in Education (2007) guidelines: Appendix 1 for the Appointment of Supply Staff and Appendix 2 for the Appointment of Contractors.

Roles and responsibilities

It is the responsibility of the Governing Body to:

- ensure the school has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.
- monitor Archbishop Holgate's School's compliance with them.

It is the responsibility of the Senior Leadership Team (which includes the Headteacher) and other managers involved in recruitment to:

- ensure Archbishop Holgate's School operates safe recruitment procedures and ensures all the appropriate checks are carried out on all staff and volunteers who work for the school.
- to monitor contractors' and agencies' compliance with this document.
- promote welfare of young people at every stage of the procedure.

It is the responsibility of all potential and existing workers, including volunteers to comply with this document.

It is the responsibility of all contractors and agencies to comply with safe recruitment pre-employment checks.

It is the responsibility of the Headteacher and Head's PA to deal with the administration of the disclosure system for Archbishop Holgate's School.

The Governing Body has delegated responsibility to the Senior Leadership Team to lead in all appointments outside the leadership group.

2. Training for Managers

At least one member of SLT should be involved in a recruitment process and they should have attended appropriate recruitment and selection training.

3. Recruitment and selection process

3.1 Requirement for Role

The SLT should firstly ensure that there is a need for the role or establish whether the requirement has changed. If there are substantial changes to the job description, a re-evaluation may need to be undertaken and a relevant salary determined before recruitment begins.

3.2 Recruitment Authority

Appropriate authority must be obtained from SLT and the Finance Director. Recruitment must not be attempted until the necessary authorisation has been sought.

3.3 Recruitment Advertising

All posts should be advertised internally and/or externally and usually for a minimum period of two weeks.

Posts will be advertised using the most appropriate and cost-effective medium to maximise the number of suitably qualified applicants. Contact with agencies may only be done through the Head's PA.

Any external adverts must conform to the Archbishop Holgate's School's corporate standards, include a short statement on equal opportunities and diversity and, where applicable, that the role will require the candidates to apply for a DBS check. Standard templates should be used wherever possible.

SLT will place all vacant posts on the external website.

In certain circumstances, a decision may be taken by the Headteacher in conjunction with SLT not to advertise a post. This is likely to include the following circumstances:

- Where positions may provide suitable alternative employment for existing staff whose post has been identified for redundancy, including the termination of fixed term contracts or following a restructuring exercise.

- Where the Headteacher can verify that the work is required for a specific period of no more than six months.

3.4 Methods of application

Depending on the medium used, this may be by CV, with supporting personal statement and completion of the Archbishop Holgate's School's application form. A supporting statement should address how the applicant's (including internal candidates) experience, skills, knowledge and qualifications meet the needs of the post.

3.5 Shortlisting

This will normally be carried out by a maximum of two staff (one must be SLT) who will then form the interview panel – often with a third panel member, such as a Governor or LA representative, where applicable. Archbishop Holgate's School ensures every interview panel to include one member who has received safe recruitment training.

After the closing date, recruiting managers should undertake a shortlisting exercise and must complete a shortlisting form to demonstrate how they have selected candidates for interview. This should review applications against agreed criteria. Neither internal nor external applicants should be shortlisted if they do not meet the minimum criteria outlined on the person specification.

All interview arrangements must be confirmed in writing, with preferably at least one week's notice being given to shortlisted applicants. Where the recruitment process has not stated that "ONLY SUCCESSFUL APPLICANTS WILL BE CONTACTED", those candidates not shortlisted for interview should be informed in writing within 7 days of the shortlisting process.

Any internal applicants who are not successfully shortlisted for interview must be informed in writing of the reasons. Should an internal candidate be unsuccessful in securing a post then a member of SLT should meet formally with the member of staff to discuss career aspirations and to put in place a programme of support for this, where appropriate.

3.6 The Interview process

Interviews should be conducted by the line manager of the role and the Headteacher. The panel may need to be larger for certain roles, particularly those where the Governing Body has requested involvement. Full notes should be taken on the Archbishop Holgate's School Interview Form, recording in detail relevant answers. All interviews for one post must be conducted by the same panel.

A set of questions should be agreed in advance of the interview and all interviewees asked the same questions so that performance at interview can be compared objectively. However, there will be a need to probe on an individual basis, depending on initial answers given. Questions should focus on the needs of the job and skills/experience to perform it effectively, as outlined in the person specification. Questions should be designed to test candidates for evidence of their key skills, abilities and knowledge as they apply to the role in question.

Internal candidates – in the case of a transfer to a similar generic role at the same grade and where an internal employee is the only applicant, SLT may use discretion to hold a less formal interview. However, both parties should explore and understand the key aspects of the role.

For a promotional transfer, internal applicants will be subject to the standard recruitment and selection process.

3.7 Temporary to Permanent appointments

It may on occasion be appropriate to recruit staff through a recruitment agency initially on a temporary basis and then appoint them permanently, if they prove successful in the role. The normal assessment period is 12 weeks and a full interview must be undertaken prior to recruiting staff on this basis. This should only be undertaken with staff on the Archbishop Holgate's School's Preferred Supplier List, where specific "Temp to Perm" contracts have been negotiated. There will, of course, be no requirement for an assessment for these roles since the 12-week period counts as the assessment.

Where an agency candidate has been taken on in a temporary capacity only, and there subsequently becomes a need to recruit to the post on a permanent or fixed term basis, the post must be advertised internally first before giving consideration to appointment of the temporary member of staff. All agency temps must undergo the full recruitment and selection process before being appointed.

3.8 Selection assessment tests

For certain level posts, eg managerial or specialist posts, a selection test will also be required for the role. Shortlisted applicants must be notified of the details of any skills tests and advised of equipment available when they are invited to interview.

3.9 Required proof of right to work in the UK and qualifications

Unless an applicant is recruited through a process other than via a Recruitment Agency who have already checked documents, candidates will be required to provide proof of identity and right to work in the United Kingdom by producing documents on the day of interview in line with those set out in the Immigration, Asylum and Nationality Act 2006. They will also be required to provide proof of their qualifications and professional status by producing documentation on the day of interview. If the original documents are not available, Archbishop Holgate's School will require sight of a properly certified copy. All relevant documents must be signed off as seen on the interview score sheet and kept with interview notes.

3.10 Appointment criteria

A successful candidate must obtain a mean average score of eg 60% or more from the combined interview score and assessment test score where applicable. Managers should bear in mind that the scoring system can be adapted for each post to highlight the most significant criteria that meet current needs in that division or department.

4. Offers of employment / DBS checks

This should be made verbally and then followed up in writing by the HR Team. Offers are conditional upon receipt of references, Disclosure and Barring Service and satisfactory Home Office check (if applicable). The roles for which DBS checks apply are generally positions of trust involving working with children on a regular, unsupervised basis and Archbishop Holgate's School currently carries out Enhanced DBS checks on all staff. List 99 checks must also be completed on all candidates.

5. Types of contract

- Fixed term contracts (one-year) will be offered to all new staff in the first instance.
- Permanent contracts will be offered dependent upon expertise, experience and performance.
- Temporary contracts are for periods of employment of three months or less and should only be made via SLT, who will liaise with the recruitment agency.

6. Offers of employment

6.1 Salary on appointment

Archbishop Holgate's School's normal policy is to appoint new staff to the minimum point of the salary scale for that role. However, line managers do have discretion to appoint at a higher level, but this needs to be discussed with SLT and agreed with Finance. This should only be done where certain criteria are met and this includes relevant and critical experience above the minimum criteria for the role, or where external market rates are making it very difficult to recruit to the post.

6.2 Salary point for internal appointments

Internal applicants will remain on their current salary point if transferring on the same grade. If appointed to a higher graded post, an internal candidate would normally be appointed on the bottom point of the new scale, unless the criteria outlined above apply and a higher salary point can be justified.

There is no need for internal staff to give notice from their current post or to technically resign from Archbishop Holgate's School. Once the offer has been accepted, the recruiting line manager should liaise with the current line manager and arrange a mutually agreeable transfer date. Unless there are exceptional circumstances, staff should not be held back in their current role for longer than what would be their notice period if they were to leave Archbishop Holgate's School.

Probation – staff transferring internally will not be placed on probation, unless there is a promotion involved. Where a promotion is involved, it must be made clear to the appointee and then followed up in writing that the position is offered with a probationary period of twelve months and that if the probationary period is not satisfactorily completed, then Archbishop Holgate's School cannot guarantee that it will be able to offer suitable alternative employment at that time.

6.3 Equal Opportunities Monitoring

Archbishop Holgate's School strives to operate a policy of equal opportunity and not discriminate against any person on any basis. To help monitor our effectiveness as an equal opportunities employer, all new employees will be asked to complete the equal opportunities monitoring form. This should be detached if submitted at shortlisting stage and should not be seen by the interview panel members.

This information will be held confidentially and will be used only for the purpose of monitoring equal opportunities statistics and to help ensure overall recruitment reflects the communities that Archbishop Holgate's School serves.

6.4 References

SLT will ensure that two references are taken up and that these are satisfactory to Archbishop Holgate's School. Both of these must be professional references with one from a current or most recent employer. Where it is not possible to obtain two professional references, one may be a personal reference from someone (not a partner or relative) who has known the candidate for at least 5 years.

Standard template letters are used, but if verbal references are obtained in addition to a written record, notes of the conversation should be kept and given to the Head's PA so they may be kept on the recruitment file.

6.5 Disclosure and Barring Service (DBS) check

Archbishop Holgate's School's site is considered 'regulated premises' and therefore all staff require an enhanced DBS check. SLT must follow the Archbishop Holgate's School's guidance on DBS checks.

No employee who requires an Enhanced DBS check will be allowed to commence work before that DBS clearance is received, unless they are supervised in each relevant situation by a staff member who has DBS clearance. It is the responsibility of that new employee's line manager to ensure this restriction is adhered to at all times.

When advertisements are placed for roles that require DBS clearance, it must be made clear that a satisfactory disclosure check is a pre-requisite for the role.

Candidates who are offered an interview should be requested to bring the 'proof of identity' documents that are required on the DBS form, so that these documents can be checked face to face. It is not acceptable to have copies of such documents posted for enclosure with the DBS application.

Archbishop Holgate's School normally re-runs checks every three years, but this may be reviewed when legislation of the Vetting & Barring Scheme has been enacted.

6.6 Home office based workers

All Archbishop Holgate's School staff are site-based with the exception of Pastoral Support Worker(s) who, at the discretion of the Deputy Head: Pastoral Care, may be off-site for part of the day.

6.7 Right to work in the UK

This must be checked in line with the Asylum and Immigration Act 1996 and is the responsibility of the school.

6.8 Part time staff

All offers to part time staff should include the pro rata salary and agreement on a normal working pattern.

6.9 Unsuccessful candidates

Archbishop Holgate's School will endeavour to contact all unsuccessful candidates in writing after the interview and offer feedback if requested. Where the recruitment process has not stated that "ONLY SUCCESSFUL APPLICANTS WILL BE CONTACTED", those candidates not shortlisted for interview should be informed in writing within 7 days of the shortlisting process.

7. Storage of records

The lead interviewer must send all relevant documentation to the Head's PA to process the appointment. The line manager and Head's PA must ensure that all documentation relating to the recruitment and selection process is kept and stored for 6 months after the closing date. This is necessary to respond objectively should the recruitment decision be challenged or should the applicant apply for other posts within 6 months. This is confidential data and must be stored in a locked area and only disclosed to appropriate parties when necessary.

After 6 months, the Head's PA will ensure that the contents of the recruitment file are disposed of as confidential waste.

8. Single Central Record of Recruitment Vetting Checks

In line with DfE requirements, Archbishop Holgate's School will keep and maintain a single central register of recruitment and vetting checks. The central list will record all staff who are employed at Archbishop Holgate's School, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide additional teaching or instruction for students but who are not staff members, eg: specialist sports coach or artist.

The central record will indicate whether or not the following have been completed:

- Identity checks.
- Qualification checks for any qualifications legally required for the role.
- Checks of right to work in the United Kingdom.
- List 99 checks.
- DBS Enhanced Clearance.
- Further overseas records where appropriate.

It shall also indicate who undertook the check and where possible the date on which the check was completed or the relevant certificate obtained.

In order to record supply staff provided through an agency on the record, Archbishop Holgate's School will require written confirmation from the supply agency that it has satisfactorily completed checks described above. Archbishop Holgate's School does not need to carry out checks itself except where there is information contained within the disclosure. However identity checks must be carried out by Archbishop Holgate's School to check the person arriving is the person the agency intends to refer to them.

9. 'Acting Up'

The term 'Acting' is used where an employee has good knowledge of a higher level role and the ability, skills and experience to undertake it for a fixed term, eg during maternity leave. In such cases, rather than recruit externally, Archbishop Holgate's School will offer the higher position on an 'Acting' basis, eg 'Acting Head of Sixth Form', on the understanding that they will return to their original role with the relevant salary and terms, once the higher role is no longer available.

10. Secondments

Where the need for a position has not been fully defined, is for a short term only, and/or will aid in the development of an employee's career progression, and can be undertaken without disruption to the department where that employee is located, Archbishop Holgate's School will use secondment of a current staff member rather than recruiting externally.

Once the role has been properly defined and a decision made as to whether the role will become permanent or not, the secondment will cease. If it is made permanent, the employee who undertook the secondment may be offered the role as will other suitable internal candidates before it is opened up to external applicants.

11. Appointment of Headteacher

Separate arrangements are in place for appointment of the Headteacher and rest with Foundation Governors.