



# *Upton Hall School, FCJ*

## **RECRUITMENT POLICY (Draft)**

### **1. INTRODUCTION**

1.1 Upton Hall School is committed to ensuring that the school provides a safe environment for all pupils. The purpose of this policy is to set out the minimum requirements of the recruitment and appointment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- enable good candidates to demonstrate their potential;
- identify and reject applicants who are unsuitable to work with children and young people.

### **2. STATUTORY REQUIREMENTS AND GOOD PRACTICE**

- 2.1 The Governing Body will ensure that statutory requirements will be met for the appointment of all staff.
- 2.2 At least two recruiters will have accredited training in safer recruitment procedures.

### **3. ADVERTISING AND INVITING APPLICATIONS**

3.1 All advertisements for posts will include the following statement, *'Upton Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced CRB disclosure'*

3.2 Prospective candidates will be supplied, as a minimum, with the following:

- job description and person specification;
- the school's child protection policy;
- the school's recruitment policy (this document)
- the selection procedure for the post
- an application form

3.3 All prospective candidates must complete in full an application form. CVs alone will not be accepted

### **4. SHORT-LISTING AND REFERENCES**

4.1 Short-listing of candidates will be against the person specification for the post.

- 4.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be addressed during the interview process.
- 4.3 References will be sought directly from the referee. References or testimonials provided by the candidate will not be accepted.
- 4.4 Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 4.5 Where necessary, previous employers not named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed note will be kept of such exchanges.
- 4.6 Referees will always be asked specific questions about:
  - the candidate's suitability for working with children and young people;
  - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
  - the candidate's suitability for this post.
- 4.7 School employees are entitled to see and receive, if requested, copies of their employment references.

## **5. THE SELECTION PROCESS**

- 5.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- 5.2 Interviews will always be face to face.
- 5.3 Candidates will always be required to:
  - Explain satisfactorily any gaps in employment;
  - Explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
  - Declare any information that is likely to appear on a CRB;
  - Demonstrate their capacity to safeguard and protect the welfare of children and young people.

## **6. EMPLOYMENT CHECKS**

- 6.1 All successful applicants are required to:
  - Provide proof of identity;
  - Complete a CRB disclosure application and receive satisfactory clearance;
  - Complete a confidential health questionnaire counter signed by a medical practitioner;
  - Provide proof of eligibility to live and work in the UK.

## **7. INDUCTION**

- 7.1 All staff who are new to the school will receive full induction training that will include the school's safeguarding policies and guidance on safe working practices.
- 7.2 Regular meetings will be held during the first three months of employment between the new employee(s) and the appropriate line manager(s).