ST PETER'S RC
PRIMARY SCHOOL

Recruitment and Selection Policy

Version	Effective Date	
Version 2	December 2014	December 2024
Version 3	January 2025	

Approved by Gareth Rein Headteacher Date: 07.10.25

Approved by P M A McManus Chair of Governors Date: 07.10.25

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SECTION 1 - INTRODUCTION, ROLES and RESPONSIBILITIES

PREAMBLE

This is a model Recruitment and Selection Policy and Procedure recommended by the Council for adoption by Governing Bodies. It is based on the Council Policy and adapted as appropriate for schools.

1.1 Introduction

The Staffing of Maintained Schools (Wales) Regulations 2006 states that it is the responsibility of Governing Bodies to employ and engage suitable employees for their individual school. The school fully recognises that its ability to recruit the best quality employees has a direct bearing on the quality of education provided to its pupils and the wider community. This policy outlines the key principles which the school will follow in relation to all recruitment and selection activity, and the responsibilities of Governing Bodies and managers in properly implementing the policy.

1.2 Roles and Responsibilities

It is important that everyone clearly understands their roles and responsibilities within this process.

1.3 Employee/ Applicants Responsibilities:

- Complete all documentation honestly and accurately.
- Understanding that canvassing any Officers or Elected Members involved in the selection process, or attempts to influence on a candidate's behalf, may result in disqualification of that candidate or the withdrawal of a job offer, and disciplinary action may result.
- Understand that while you may use AI and other resources for your application, please ensure all information you provide is factually accurate, truthful, original and does not include ideas or work that is not your own.

1.4 Management Responsibilities:

In addition to responsibilities as employees, managers are also responsible for:

- Maintaining confidentiality as appropriate throughout the process.
- Consulting with HR People Services as necessary.
- Consulting HR People Services if they are unsure of the appropriate course of action in relation to their prior knowledge of a candidate.
- Being aware that if they fail to declare an actual or potential interest, the appointment could be jeopardised and disciplinary action may result.
- Reading the Recruiting Manager's Guide, which provides practical guidance for the full process.
- Ensuring the safe and secure retention of paper documents relating to candidates, and that they are destroyed after 6 months.
- Ensuring that at least one panel member has undertaken Cardiff's Recruitment and Selection training including unconscious bias training. It is the Councils' preference that all panel members who are Cardiff employees should have completed the training to support safer recruitment.
- Ensuring that appropriate pre-employment checks are completed before the employee commences employment.
- Promoting the safety and wellbeing of children or adults with care and support needs at all stages of the procedure.

- Informing applicants that all relevant checks will be carried out.
- Providing verbal feedback to all applicants who request it.
- Ensuring the Chair of Governors/Governors are provided with all relevant details of vacancies prior to advert.

Advertising a Post

- Ensuring they read, understand and comply with the policy and procedure.
- Cooperating fully with the requirements of the policy when recruiting and apply it fairly, consistently and in a timely way.
- Reviewing the need to recruit to the position considering changes to curriculum requirement and / or budgetary position of the school.
- Where it is a new non-teaching post, submitting the Job Evaluation Questionnaire and following the Post Creation process, prior to commencing the advertising process.
- Ensuring that the post that they are recruiting to exists in the establishment, is funded and is vacant or due to become vacant.
- Reviewing the job description / person specification to ensure that it is current and appropriate.
- Complying fully with the requirements of the School Redundancy and Redeployment Policy where a post has been identified as a possible redeployment opportunity.
- Providing appropriate information for the advertisement and confirming any media to be used other than the eteach.
- Adhering to a minimum 2 weeks posting of adverts.
- Ensuring all posts are advertised as suitable for job share unless an exemption has been obtained from the Chief HR Officer or nominated representative.

Shortlisting

- Ensuring that if they have a personal, financial or any other relationship with a candidate, that they declare this and do not become involved in any recruitment decisions.
- Ensuring that shortlisting takes place as soon as possible after the closing date and that it is undertaken by a minimum of 2 panel members.
- Ensuring at least one panel member has undertaken Cardiff's Recruitment and Selection training including unconscious bias training. It is the Councils' preference that all panel members who are Cardiff employees should have completed the training to support safer recruitment.
- Shortlisting candidates based on an objective review of the supporting information provided against the criterion required on the person specification.
- Ensuring that candidates who do not meet the essential requirements of the Person Specification are not shortlisted.

Interviewing

- Chairing the interview panel.
- Preparing questions for the interview and providing model answers based on the requirements set out in the person specification.
- Preparing the packs for the interview panel.
- Ensuring that the interview panel consists of a minimum of two managers or
- Governors and preferably three.
- Ensuring at least one panel member has undertaken Cardiff's Recruitment and Selection training including unconscious bias training. In addition refresher training should be considered as appropriate.

- Recording candidate responses on the Interview Record Sheet.
- Ensuring candidates have seven calendar days' notice of interviews.
- Making appropriate venue arrangements.

After the Interview

- Offering verbal feedback to candidates and providing it when requested.
- Informing all candidates of the outcome of the interview process in a timely manner.
- Retaining all panel member interview notes in a safe and secure place for a period of 6 months and then destroying them securely.
- Completing all necessary documentation fully and properly. Such documents will be used if there is any challenge to the recruitment process /decision.
- Confirming accurately all appointment details.
- Determining if references are required for internal candidates.
- Undertaking all relevant pre-employment checks prior to agreeing a start date.
- Ensuring that the employee induction training process includes guidance on safeguarding and protection best practice, and that employees are carefully and regularly supervised in their work with children and adults.

DBS Requirement

- Ensuring advert has the details of the required level of DBS check-enhanced with a check of the children's register.
- Ensuring that the outcome of the DBS check means there are no disclosures that would mean that the applicant is unsuitable for the role.
- Ensuring no new applicant commences employment prior to sight of the DBS certificate.
- Checking evidence of the individual's documents.
- Ensuring that the correct level of DBS disclosure is requested.
- Satisfying themselves of the identity of the person applying for a disclosure.
- Satisfying themselves that the evidence presented is genuine and in line with
- DBS requirements and complete the DBS Certification Pro-forma.
- Ensuring that appropriate questions about employment history gaps are asked at the interview.
- If appropriate/relevant completing the Record of Discussion Form.
- Dealing appropriately with information provided in respect of convictions.
- Ensuring that any matters revealed in a disclosure with the person seeking appointment are discussed with HR People Services before any decision is made to withdraw an offer of appointment.

1.5 Panel Member Responsibilities

- Maintaining confidentiality as appropriate throughout the process and afterwards.
- Consulting HR People Services as necessary.
- Consulting HR People Service where they are unsure of the appropriate course of action in relation to their prior knowledge of a candidate.
- Being aware that if they fail to declare an actual or potential interest, the appointment could be jeopardised and disciplinary action may result if they are Council employees.
- Ensuring they understand and comply with the policy and procedure.
- Fully cooperating with the requirements of the policy when participating in recruitment and where it is implemented, apply it fairly, consistently and in a timely way.

1.6 HR People Services Responsibilities

- Providing advice and guidance to Recruiting Managers to ensure the School Recruitment and Selection Policy is applied fairly.
- Providing advice and guidance to candidates as and when required.
- Maintaining confidentiality as appropriate throughout the process.
- Reviewing the application of the policy in the light of operational experience.
- Carryout quality assurance checks and publish posts submitted to HR in accordance with the SLA.
- Ensuring all recruitment documentation reflect the requirement for a disclosure as appropriate.
- Providing advice to managers/headteachers when a positive disclosure is received from the DBS for any new or renewed check.

1.7 Governing Body Responsibilities:

- Ensure that they adopt a Recruitment and Selection Policy.
- Ensuring they read, understand and comply with the policy and procedure.
- Fully cooperate with the requirements of the policy when recruiting and where it is implemented, apply it fairly, consistently and in a timely way.
- Attend training and ensure that those involved in the recruitment process have the necessary training in line with the policy requirements.
- Maintain confidentiality as appropriate throughout the process

ALN Statement

St Peter's RC Primary School is committed to providing an inclusive learning environment in line with the Additional Learning Needs and Education Tribunal (Wales) Act 2018 and the ALN Code for Wales 2021. We are dedicated to identifying, assessing, and making provision for Additional Learning Needs at the earliest opportunity, working in collaboration with pupils, parents, and relevant professionals. Our approach is based on promoting equity, respecting diversity, and ensuring that all pupils are provided with opportunities to meet success.

UNCRC statement

St Peter's RC Primary School is committed to creating a community where children's rights are respected, upheld, and fulfilled. We aim to foster a rights respecting environment that empowers pupils to become active and responsible citizens. Through collaboration with pupils, staff, parents/carers and governors, we aim to embed the United Nations Convention on the Rights of the Child (UNCRC) into our policies and practice.

SECTION 2 – POLICY

PURPOSE

2.1 The school recognises its responsibilities to provide job opportunities to internal and external candidates on a fair, consistent and equitable basis. **The school aims at all times to recruit the person who is most suited to the particular job. Recruitment will be on the basis of the applicant's abilities and individual merits, measured against the job criteria and competencies and as far as possible to ensure that there is objective evidence for the selection decision made.**

2.2 As part of the Council's and the school's commitment to providing equality of opportunity, it actively encourages candidates who experience difficulty in completing our standard application form, to seek help from the Council's Into Work Service, who will provide advice and support tailored to the need of each individual concerned.

WHO IS COVERED BY THIS POLICY?

2.3 The policy applies to the recruitment and selection of all employees to the school. Where a * is indicated, reference is made to headteacher posts. This policy applies to all managers involved in recruiting to school posts and all candidates applying for those posts, irrespective of status and/or grade, age, disability, gender reassignment/affirmation, marriage and civil partnership (including same sex couples), pregnancy and maternity, race, religion, or believe, sex, sexual orientation and the Welsh language. Under no circumstances will selection be made on the basis of these protected characteristics covered by the Equality Act 2010.

2.4 Specific arrangements which might apply to particular appointments e.g., headteachers or deputy headteachers are contained within the relevant guidance.

KEY PRINCIPLES

2.5 The school's recruitment and selection procedures will take full account of relevant legislative and best practice principles, and will be periodically reviewed in line with changes in the employment legislation.

2.6 Failure to adhere to this policy may leave the school and governing body vulnerable to challenge, and as such all employees, governors and external organisations involved in recruitment and selection should be made aware of their responsibilities for its proper implementation. The guidance within this document is a key element in achieving consistency of approach to recruitment and selection across the school and the Council as a whole.

2.7 The school selects and appoints its own employees, with the Council only able to decline to make an appointment if the candidate does not meet certain, specified, qualification requirements. These are:

- fitness to undertake duties
- satisfactory DBS
- evidence, where applicable, of appropriate qualifications
- in the case of teachers and Teaching Assistants, EWC registration.

2.8 The school will seek to ensure that all employees, governors and external organisations involved with recruitment and selection have received appropriate briefing and

training to ensure that procedures are followed properly, and all relevant equal opportunities issues are covered. At least one short listers and one interviewing panel member will have received Cardiff Council Recruitment and Selection and Equalities training. Those involved in the process are encouraged to regularly refresh training.

2.9 The selection method chosen must be appropriate to the level of post and type of job. A standardised approach to interviews should be applied to ensure that all interviewees are treated fairly and given equal opportunity to compete. Please ask HR People Services for advice on appropriate methods.

2.10 Line Mangers who are required to provide references under this policy must ensure that the information provided is true, accurate and fair. The Guidelines for Providing References must be referred to before providing a reference. Any reference must be true, accurate and fair.

2.11 The Data Protection Act 2018 and General Data Protection Regulations places responsibilities on organisations to process personal information that it holds on individuals in a fair and proper way. The legislation covers all aspects of the recruitment and selection process from the advertising of vacancies through to the deletion of information on unsuccessful candidates. All those involved in recruitment and selection must be aware that data protection rules apply and that information captured as part of the process is subject to disclosure.

2.12 Documentation and records relating to all aspects of the recruitment process, including information on the assessment of individual candidates will be retained. The sensitivity of information gathered on individual candidates will always be respected and treated as strictly confidential. However, there are occasions when the school may be required to provide such information, e.g. to an Employment Tribunal. Please access the Privacy Policy for further details.
https://www.jobscardiffcouncil.co.uk/internal/privacynotice/?lang=en_GB

2.13 During the interview process any mention of internal candidate/s intentions, whether solicited or not, is not an appropriate matter for discussion with any other potential candidate.

2.14 All appointments to jobs within the school will be subject to the receipt of satisfactory written references together with medical checks and any other vetting checks deemed necessary for the role. It is not possible to set up new appointments without Right to work checks or enhanced DBS checks having been carried out. The school is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

2.15 It is the responsibility of the headteacher to ensure the proper implementation of this policy within their school, and to ensure that the policy is communicated to all employees, governors and external organisations involved with recruitment and selection activity.

2.16 The school recognises the positive value of diversity, promotes equality and challenges unfair discrimination. We aim at all times to recruit the person who is most suited to the job and welcome applications from those currently underrepresented in our workforce. The school will not discriminate or tolerate discriminatory behaviour. The school is committed to improving the diversity of our workforce. Where two

candidates are equally scored following interview or assessment, the recruiting manager may appoint a candidate with a protected characteristic which is underrepresented.

SAFER RECRUITMENT

2.18 Safeguarding and Child Protection are key priorities for the Council. We aim to support children and vulnerable adults to ensure they are as safe as they can possibly be. Our services and schools are committed to ensuring the safety and protection of all children and vulnerable adults, and will take action to safeguard their well-being, and acknowledge that children and vulnerable adults have a right to protection. This is supported in the general ethos of the Council and all schools. This policy reflects requirements expected of safer recruitment practices.

2.19 At the start of the recruitment process it is important to define what the postholder's responsibilities towards children will be. This is the first opportunity to reinforce child welfare values to potential new employees. As a Issue:3 Page 10 of 24 minimum requirement, the following statement should always feature on all adverts to confirm the Council's and School's commitment to safer recruitment. This policy provides Governing Bodies with specific advice and guidance on how to approach a new or existing vacancy and ensures that the Governing Body's commitment to safeguarding is embedded within the process.

SECTION 3– PROCEDURES

INITIAL STAGES – VACANT JOBS

3.1 All jobs which become vacant will be reviewed to confirm:

(i) that the job is within the current establishment of the school;
(ii) that budgetary provision for the job is available within current financial arrangements;
(iii) whether the job represents a suitable or appropriate opportunity for redeployment, where the school have adopted the Redeployment and Redundancy Policy;

3.2 The Staffing of Maintained School (Wales) Regulations 2066 require that a vacancy for the post of headteacher or deputy head teacher must be advertised on a national basis (subject to a limited specific circumstances linked to school closures). The governing body is responsible for the appointment of headteachers and deputy head teachers and they must notify the local authority of any vacancy in these posts. The appointment panel for these posts must consist of at least 3 but no more than 7 governors. The governing body can delegate responsibility for appointments below this level to:

- one or more governors;
- the headteacher; or
- one or more governors and the head teacher acting together

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

3.3 All vacant jobs will be reviewed to ensure that an up-to-date job description and person specification exists for the job. The job description will outline the duties and, where the post is subject to Job Evaluation, the responsibilities must reflect what is contained in the Job Evaluation Questionnaire (JEQ). The School Teachers Pay and Conditions Document is the primary source of job descriptions for Teachers including Head and Deputy Headteachers.

3.4 The person specification will be based upon the identified duties and responsibilities within the job description. The details within the person specification will distinguish clearly between those requirements which are essential for effective job performance, and desirable criteria which will enable a person to perform more successfully.

3.5 The person specification will not ask for any qualifications, experience, skills or abilities which are not required for the position or which are in any way discriminatory and are not a proportionate means of achieving a legitimate aim. The inclusion of such criteria that cannot be justified for the performance of a job may be deemed discriminatory under the Equality Act 2010, if these impact disproportionately to the disadvantage of specific groups.

3.6 Taken together, the job description and person specification will form the basis for advertisement of the job and subsequent appointment to the job.

3.7 If the post to be advertised is a new post, the Recruiting Manager must follow the Post Creation process before they can advertise a post.

Advertisement of jobs

3.8 All vacant jobs will be advertised to internal and external candidates on a concurrent basis, as far as this is practicable.

3.9 Where, the school has adopted the Redeployment and Redundancy Policy they will need to contact HR People Services in the first instance.

3.10 Appropriate use of publications, website/ jobs board, etc will be made in order to reach and attract the full range of potential candidates for jobs.

3.11 All vacancies and supporting information for application will be posted on E-Teach. The sites allow prospective applicants to view and download the job description and person specification as well as completing and returning their application form as directed on the advert.

3.12 All job advertisements will be written in plain language based on details contained within the job description and person specification. It will show the title of the job and salary details and the name of the school. There should be sufficient detail to allow prospective applicants to make an accurate assessment as to their suitability for the job. HR People Services will add to the advert all statutory and corporate conditions that apply to the role for adverts which are sent to them.

3.13 All jobs will be deemed to be suitable for post sharing, unless the governing body consider that a good case exists for it not to be considered as appropriate. Advice and guidance will be sought from HR People Services.

3.14 All jobs will be deemed to be suitable for post sharing, unless the governing body consider that a good case exists for it not to be considered as appropriate. Advice and guidance will be sought from HR People Services.

3.15 Late applications will only be accepted in exceptional circumstances as approved by the headteacher (*chair of governors) No further applications will be considered once candidates have been notified of interview dates.

Information to Applicants

3.16 As a minimum, all prospective applicants will receive, or in the case of on-line applicants have the ability to access, all of the following:

- A copy of the job description and person specification
- Application guidance
- A relevant Job Application Form
- Information on the school
- Recruitment of Ex-Offender's Guidance

3.17 The school/Council will maintain proper confidentiality by the circulation of papers related to an individual's application for a job only to those directly involved in the recruitment and selection process.

Shortlisting

3.18 The basis for shortlisting will be a matching of information from a candidate's written application assessed against the requirements of the person specification. No additional criteria will be introduced at the shortlisting stage. The shortlisting process must be undertaken on a fair and consistent basis and no-one should be shortlisted who does not, as a minimum, meet the defined essential criteria within the person specification. Where a large number of candidates meet the essential criteria of the person specification, desirable criteria can be used to shortlist.

3.19 No person who has a close personal, financial or other relationship with a candidate for a specific job may shortlist for the job.

3.20 Curriculum Vitae (CV) will not be accepted as they do not offer the applicant the opportunity to fully address the essential criteria in the personal specification that is required for shortlisting assessment. Failure to complete this section fully will considerably reduce the likelihood of an applicant being shortlisted. Additionally CV's may fail to provide details such as employment history, training and relevant declarations such as right to work, business interests and in the case of posts requiring a DBS, disclosure of relevant convictions.

3.21 The recruiting manager will clearly record the agreed shortlisting assessment decision together with the reasons for not shortlisting a particular candidate on the Shortlisting Assessment Chart.

3.22 Shortlisting will be carried out by at least two people, one of whom will be the manager to whom the job holder will report.

3.23 Disabled job applicants will be invited to interview if they meet the essential person specification criteria. In addition, it may be unlawful not to shortlist an otherwise suitable candidate because they may be prevented from carrying out the full range of duties by disabling barriers. In such cases 'reasonable adjustment' must be explored. Where a disabled candidate is not shortlisted, they will be advised that feedback on their application is available and will be provided by the headteacher or Chair of Governors for headteachers.

3.24 There is a standard format for shortlisting.

Selection methods and processes

3.25 Interview will be the primary means of recruitment to all vacant jobs. A range of other selection methods and processes may also be considered. The final selection process to be followed will be determined by the headteacher (* relevant governing body committee, with advice from HR People Services and where appropriate a representative of the Central South Consortium

3.26 Where HR People Services are supporting the recruitment process the shortlisting assessment form must be returned to HR People Services prior to any candidates being notified of the selection process. The school (or HR People Services, where applicable) will ensure that candidates are informed in writing of:

- the date, time, location and approximate length of the interview
- the format of the interview and details of the names of the interview panel
- details of any other selection methods which will be used in addition to interview
- the responsible officer who should be contacted for any further information on recruitment arrangements.
- their right to request special facilities or assistance to enable them to attend of take part in the interview.

3.27 All candidates invited for interview will be asked to indicate if they require any specific facilities or assistance. In particular, disabled applicants will be asked to specify any particular arrangements e.g. British Sign Language Interpretation, which they will require.

3.28 The selection process and selection methods will vary according to the vacancy to be filled. The selection methods must be appropriate to the vacancy and based on the requirements of the job. The purposes of any tests used will be clear, and objective criteria established for the evaluation of results.

Interviews and Interview Panels

3.29 It is vital that interviews are carried out in a systematic, objective and professional manner to ensure that the best candidate is selected for each vacant job. At least one member of interview panels should have received specific training in interview techniques as part of their general recruitment and selection training.

3.30 All interviews will be conducted by a panel of a minimum of two people, and preferably at least three (subject to requirements for headteacher and deputy headteacher appointments) and wherever possible it should have a gender mix. The interview panel should contain those that carried out the shortlisting. The Chief Education Officer is able to attend (or send a representative) to any interview and/ or selection process to a headteacher and deputy headteacher posts considered. Where the post involves direct work with children or vulnerable adults, consideration should be given to their inclusion of in the interview process, either as part of the formal panel or as a separate panel. In such cases it is important that they are appropriately supported at every stage, so that their participation is meaningful.

3.31 All interviewers must be aware that interviewees have a right to request access to their interview notes.

3.32 No person who has a close personal relationship of any nature with a candidate for a specific job may sit on the interview panel for that job. Where a manager or governor is unsure as to the appropriate course of action in relation to their prior knowledge of a candidate, they should consult with HR People Services. Managers and governors must be aware that if they fail to declare an actual or potential interest and this is found to be contrary to the above, the appointment could be jeopardised and disciplinary action may result.

3.36 Canvassing of anyone involved in the selection process by candidates or attempts to influence on a candidate's behalf may result in disqualification of that candidate or the withdrawal of a job offer, and disciplinary action may result.

3.37 The structure, format and core questions to be used within the interview process will be agreed with all panel members. Core interview questions will be based upon a proper consideration of the person specification for the job and will be agreed beforehand with all members of the interview panel. Supplementary questions are appropriate to clarify or expand on a candidate's response to a core question but must relate clearly to the duties and responsibilities of the job. Supplementary questions will be properly recorded and candidates' responses logged within the appropriate documentation.

3.38 Model answers will be recorded against each core question in bullet point form so that candidate responses can be effectively assessed. However, the model answer is only a guide and will not serve to devalue good candidate responses to questions in any way.

3.39 As safeguarding is a consideration for all school posts the use of probing questions into motives, attitudes and behaviours will be important, not just the skills and experience required for the role. Wherever possible these questions should be competency based i.e. "explain how you have managed …"

3.40 During the interview process care should be taken to avoid any questions which could be interpreted as discriminatory. The focus should always be on job-related criteria and any questions related to gender, ethnic origin, marital status, sex, age, family circumstances, religious belief or non-belief or sexual orientation, etc. must not be asked unless they can legitimately be related to the essential criteria of the person specification.

3.41 Arrangements will be made for Welsh language interviews where appropriate, e.g. when the post is Welsh essential or desirable and/ or when the candidate's level of linguistic ability needs to be assessed. This may include ensuring that some or all panel members are bilingual (if only some questions are in Welsh) or ensuring that a simultaneous translator is made available.

3.42 Reasonable adjustments will be made to the interview process so as not to substantially disadvantage any disabled applicant.

3.43 In accordance with the Person Specification, the recruiting panel should seek to identify the candidate's experience or views on the following points:

- Motivation to work with children;
- Ability to form and maintain appropriate relationships and personal boundaries with children;
- Emotional resilience in working with challenging behaviours;
- Attitudes to use of authority and maintaining discipline.

3.44 Asking candidates to draw on their experience of situations with children will give a good impression of the candidate's understanding of the points above. It will enable the panel to probe issues that the candidate may not discuss, allowing the panel to be aware of issues or a lack of knowledge that a candidate may have.

3.45 Where an applicant has gaps in their employment history that have not been explained on the application form then they must be asked at interview about the gaps and the reply should be recorded. It is important to robustly check to mitigate any attempt to disguise or deceive periods of employment or gaps that may call into question suitability for the role.

3.46 There is a standard Interview Record Sheet for recording core questions, model answers and candidate responses. The Recruiting Manager is responsible for completing the Overall Interview Assessment Form which records the assessed performance of each candidate against the defined criteria. This will provide the objective basis for determining who should be appointed to the position.

3.47 A clear recommendation to 'accept' or 'reject' against each candidate must be given and the form signed by the Recruiting Manager. Where appropriate the panel may identify a candidate as reserve.

PRE-EMPLOYMENT CHECKS

3.48 All individuals commencing employment with the Council will be subject to preemployment checks. Employees will not commence employment until the Council is in receipt of satisfactory pre-employment checks. Recruiting Managers must understand that any conditional offers of employment are dependent on satisfactory receipt of the pre-employment checks. Managers should build this into their timescale for recruitment and must not compromise on the requirements set out in this policy, in order to make a quicker appointment.

3.49 Pre-employment checks are designed to ensure that the person who may be recruited is who they say they are and is competent and suitable to undertake the role effectively. The checks should confirm that information provided by the candidate is accurate. The checks should also confirm that there is no bar to the candidate's

employment, e.g. a criminal conviction that would prevent their employment, or a lack of an essential qualification, or statutory registration with a professional body.

3.50 Pre-employment screening checks are a key part of safe recruitment. These checks should be considered alongside the range of information gathered during recruitment, including the application form and the selection interview, to determine a candidate's suitability for a specific job.

3.51 The checks to be carried out will depend on the position the individual is being considered for:

- Written references.
- Copies of qualifications.
- Pre-Employment Health Checks.
- Disclosure and Barring Service Criminal Record Check.
- Identity (Asylum and Immigration) Check.
- Confirmation of appropriate professional registration e.g. Education Workforce Council registration.
- Candidates should be required to provide an explanation of full employment history, including any gaps in employment.
- Driving Licence, if required to drive as part of the duties of the job.
- Overseas' 'right to work' check.

3.52 Only when all these checks are completed and returned should an unconditional offer of employment be confirmed. It is strongly advised that candidates do not physically commence employment prior to that point. If the candidate commences employment before then the school risks having a potentially unsuitable individual on the premises. the Council considers that the potential dangers associated with this, no matter how unlikely, far outweigh the benefits of a slightly earlier employment commencement date. Urgent staffing needs should be met using agency staff in the short term. In exceptional circumstances employees may start employment with a risk assessment as long as they have completed application forms, reference requests and medical clearance have been made and the DBS application has been submitted. The risk assessment is therefore only required when responses from these processes are awaited and on no account should employees commence work until these requirements have been completed, otherwise this could have an impact on their eligibility for payment.

References

3.53 All appointments will be subject to the receipt of at least two satisfactory references to ensure as wide a perspective as possible. Further references should be requested if there are any areas of concern or insufficient information is provided. No appointment will be confirmed, nor start date set, until satisfactory replies have been received from identified referees. Where a candidate is not currently working with children or vulnerable adults but has done so in the past, it is important that a reference is also obtained from the employer by whom the person was most recently employed in work with those groups. If the applicant has never worked with children then a reference must be secured from their current employer.

3.54 If a candidate has had a number of employers over a relatively short period of time then it may be appropriate to request references from all previous employers over the last 2/3 years. Please consult with HR People Services if this is the case. This is

particularly relevant regarding recruitment for positions in schools where it is important to robustly check to mitigate any issues that may call into question suitability for the role.

3.55 One reference must be from a candidate's current/most recent employer. Telephone references will only be acceptable if they are subsequently confirmed in writing. References will be taken up once a selection decision has been made on the successful candidate and first reserve (for the latter, this will be provided if the candidate has given permission for their referee to be contacted). A copy of the relevant job description and person specification for the job should be included with the request for reference.

3.56 Where a successful applicant has not been employed previously then it may be necessary to accept personal references. Personal references should only be accepted where professional/ employer references are not available. By their very nature personal references have a degree of bias as the candidate is unlikely to nominate a referee who may provide an unsatisfactory reference. There may be circumstances where candidates have not been employed previously or for some time or have been self-employed. Flexibility and judgement will be required to ensure as much information as possible has been obtained before determining the suitability for a post.

3.57 References will be requested and held (by HR People Services, where applicable), separately from the selection documentation contained within the recruitment file. References should be used as a means of confirming or corroborating the decision reached through the selection process.

3.58 The same principles will apply to applications from internal candidates, and internal references will be sought in the same way. However, we will only require one reference and it will be from their current line manage (exception to this is for headteacher and deputy headteacher posts)

3.59 All information obtained through a reference will be treated in confidence, however it is subject to the provisions of the Data Protection Act. Any request for a copy of a reference should be handled as a Subject Access Request in line with the Councils Data Protection Act – Requests for Information Policy .

3.60 In order to comply with the requirements of relevant regulatory bodies Education Workforce Council, when appointing to certain posts it is necessary to seek information about the appointee's previous employment and obtain a satisfactory explanation for any gaps in employment. This verification will include dates they were employed and why the employment ended.

3.61 There are approved letters for reference requests. References must be used as a means of confirming or corroborating the recruitment decision reached through the selection process, rather than informing it. Therefore, references must not be accessed prior to the recruitment decision being reached. Open references such as to whom it may be concerned will not be accepted.

Assessment and Recording

3.62 Proper records will be kept relating to candidates' responses to questions (Interview Record Sheet) and performance in all selection activities for a period of at least 6 months. Following completion of the selection process, all available information on assessment of the candidate against the person specification will be evaluated using the candidate assessment matrix before a final decision is reached.

3.63 The Chair of the interview panel is responsible for completing the Overall Interview Assessment Form which records details of the performance of each candidate against the defined criteria. This will provide the objective basis for determining who should be appointed to the job. There is an approved Overall Interview Assessment Form. 3.66 A clear recommendation to accept or reject each candidate must be given and the form signed by the Chair of the panel. Qualifications

3.64 Verification of the original documentation relating to qualifications that are relevant to the job, as set out in the person specification, will be requested from the successful candidate by the recruiting manager. If original documents are not available the recruiting manager must seek advice from HR People services, and where appropriate any qualifications bodies, to see if anything can be done to verify the information. However, this cannot circumvent safer recruitment procedures. Pre-Employment Health Checks

3.65 All new applicants recommended for appointment to the Council are required to undergo a pre-placement health assessment to assess their fitness to undertake the duties of the post under offer. This is a condition of employment, which means that the offer cannot be confirmed until medical clearance has been received from the Occupational Health Unit.

3.66 The successful candidate will be issued with a pre-placement health questionnaire, in which they are asked to provide information about their medical background, past and present state of health. The completed questionnaire is confidential, for the consideration of the Occupational Health Service only. Where the applicant has a disability, this may include an assessment of the implications for the particular job and determine what if any reasonable adjustments are necessary.

3.67 The Occupational Health Service may make recommendations to the recruiting manager in relation to adjustments. The recruiting manager is responsible for considering any recommendations and acting, as appropriate.

Immigration, Asylum and Nationality Act 2006

3.68 In accordance with the Immigration, Asylum and Nationality Act 2006, the Council as a UK employer is required to undertake Right to Work Check on every person it intends to employ. At the appointment stage, all new appointees to the Council will be required to produce evidence of their right to work acceptable documents from list A & B, and to take these to their school. List A contains the range of documents which are acceptable for a person who has a permanent right to work and List B contains the range of documents for a person who has as temporary right to work. Managers are required to check the validity of the documents in the presence of the holder, either physically or via live video link. Further information on conducting right to work checks may be found by clicking the following link :-
https://www.gov.uk/government/publications/right-to-work-checks-employersguide

Registration with professional bodies

3.69 Where statutory provision requires registration with professional bodies to enter into certain types of employment e.g. Teachers and Teaching Assistants must be registered with the Education Workforce Council, recruiting managers must make candidates aware of this requirement at interview and are responsible for confirming registration with the relevant professional body.

Employment History

3.70 Candidates are required to explain satisfactorily any gaps in employment and explain satisfactorily any anomalies or discrepancies in the information available to the panel. The candidate should be able to account for their history from school leaving date to present.

3.71 Recruiting Managers should scrutinise the application form before the interview and ensure that they address any gaps or anomalies at the interview.

Driving Licences

3.72 It is important to check that the person has the right licence for any vehicle they may be required to drive. The recruiting manager should have regard to the Council's Occupational Road Risk Policy, ensuring compliance with declaration and record checking requirements.

Overseas Checks

3.73 All relevant 'right to work' documentation should be checked. A Certificate of Good Conduct will also be required where there are no details available through the DBS Check process (if required).

Disclosures and Barring Service (DBS) Criminal Records Check

3.74 DBS disclosures are not a substitute for any of the full range of preemployment checks. Disclosures are complementary to other preemployment checks and will only be sought after a candidate has been offered a post with the Council/ school. A robust approach to pre-employment should always be maintained. The DBS will not disclose all risks whereas thorough checks on employment history, gaps in employment, references and asking appropriate questions at interview will help to provide this.

3.75 The aim of a disclosure certificate is to help prevent unsuitable people from having access to jobs and positions that provide opportunities to harm children under the age of 18 and/ or vulnerable groups and to assist the Council and schools in making safer recruitment decisions.

3.76 Schools should be aware that even the most careful selection process cannot identify all those who may pose a risk to vulnerable groups (children and/or adults). Therefore, managers and employees should always be alert to inappropriate behaviour. The emphasis should be on enabling a culture which allows and provides the people we work with the confidence and mechanisms to raise any concerns they may have.

3.77 People who have been convicted will be treated fairly and given every Issue:3 Page 21 of 24 opportunity to establish their suitability for posts with the Council/ school. A criminal record will not necessarily bar an individual from obtaining a post and the Council/ school will not discriminate unfairly against an individual based on convictions or other details revealed on the. The Council is also committed to preventing unfair discrimination against existing and prospective employees on the grounds of offending behaviour that does not, on the basis of a careful and objective assessment, pose unacceptable risks to the safety of children or vulnerable adults.

3.78 Enhanced DBS checks will be required for all posts, please refer to the DBS policy for specific details.

Appointment

3.79 The successful candidate will be contacted by the recruiting manager to advise of the job offer as soon as practicable after the interview process has been completed, and the decision to appoint has been made. The full Governing Body will ratify the appointment of Headteacher and Deputy Headteacher posts before the successful candidate is offered the position. Once an acceptance of the job offer has been secured verbally the unsuccessful candidates will be notified of the outcome verbally by the recruiting manager and confirmed in writing.

3.80 It is the responsibility of the headteacher (chair of the panel) to ensure that all candidates are advised by letter, telephone or face-to-face of the outcomes of their application. Where this is not possible, a 'holding' letter will be issued stating the reasons for the delay in making a decision.

3.81 As a matter of good practice, feedback on their application and/ or interview will be made available by schools to unsuccessful applicants on request.

3.82 Applicants will be positively encouraged to provide feedback to the school on their experience of our recruitment and selection processes, to improve the quality of those processes in line with continual improvement principles.

Reserve Candidates

3.83 In addition to selecting a successful candidate, recruiting managers may also nominate a reserve candidate to whom the position should be offered, should the successful candidate not wish to accept the offer, or does not meet the requirements of the pre-employment recruitment checking process.

3.84 In the course of a recruitment process should the successful candidate withdraw, before the start date or within 1 month of starting, it is reasonable to offer the position to a reserve candidate in that specific process. This is subject to the required financial and Governor approvals.

3.85 If an identical role becomes available for recruitment within 3 months of the date of the previous interview, then this role can be offered to the reserve candidate from the previous interview process without the need to readvertise.

Appointment Letter

3.86 The school (via HR People Services, where applicable) will ensure that a letter of appointment will be issued to the successful candidate outlining:

- the job title
- the date of commencement of employment
- salary
- the term of the employment [whether permanent, temporary, fixed-term or a contract to perform a specific task - where the contract is not permanent reasons must be provided in the appointment letter]
- medical clearance, if required
- Disclosure and Barring Service form
- documents that are required to fulfil the terms of the appointment.

3.87 The appointment letter and all related documentation will be in the same language as the application form received.

3.88 Upon receipt of the applicant's acceptance letter and other required documentation, a Contract and Statement of Particulars will be issued (by HR People Services, where applicable).

Review and Monitoring of Appointments

3.89 Applicants for all jobs will be asked to provide details of their ethnic origin, gender, sexual orientation, religious belief/ non belief, marital status and disability status by completing the monitoring documents issued with the application form. Also, all candidates will be asked to provide information relating to the language(s) they speak and their level of proficiency in those languages. This information is confidential and will not be seen nor used by the panel or used in selection in any way.

3.90 The aim of recruitment monitoring is to enable the school/ Council to identify the numbers and relative proportion of various groups participating in the selection process at application, shortlisting and appointment stages. This information will also help to assess progress in implementing the school's Equal Opportunities Policy and identify actions which might improve the fairness of our recruitment and selection procedures.

Induction And Continued Awareness

3.94 It is imperative that child safeguarding and welfare values are reinforced during the induction period and throughout the period of employment. Schools should ensure that staff receive appropriate documentation and training in relevant areas, i.e. child protection, anti-bullying, anti-racism, physical intervention or restraint, intimate care, health and safety, internet safety, counter terrorism and any local safeguarding and reporting procedures.

3.95 Schools should ensure awareness is maintained through performance management appraisals, day to day supervision and generally by sustaining a positive culture and outlook that is inherent across all school functions.

3.96 Induction for Teachers is carried out during their first year in post by encouraging them to focus and reflect on the advancement of their professionalism, knowledge, understanding and skills.

3.97 Induction is a statutory requirement for all NQT's in Wales who gain QTS after 1 April 2003 and provides all NQT's with a bridge from initial teacher education and training to effective professional practice. The induction period usually takes place over three full terms (one school year).

Probation (Support Staff Only)

3.98 All newly appointed employees to this Council shall be subject to a period of probation in line with the Probationary Policy. At the end of the probationary period and, subject to satisfactory performance, the employee will have their employment confirmed.

Agency Workers

3.99 Schools must obtain written notification from any agency, or third party organisation, that they have carried out the checks on an individual who will be working at the school that the school would otherwise perform.

3.100 In respect of the enhanced DBS check, schools must ensure that written notification confirms the certificate has been obtained by either the employment business or another such business. Where the agency or organisation has obtained an enhanced DBS certificate before the person is due to begin work at the school, which has disclosed any matter or information, or any information was provided to the employment business, the school must obtain a copy of the certificate from the agency.

3.101 Where the position requires a children's barred list check, this must be obtained by the agency or third party by obtaining an enhanced DBS certificate with children's barred list information, prior to appointing the individual.

3.102 The school should also check that the person presenting themselves for work is the same person on whom the checks have been made.