



Recruitment and Selection Policy

The Rivers C of E Academy Trust
Cherry Orchard Primary and Pre-School

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Introduction and scope

This policy on recruitment and selection applies to the appointment of all staff (including Headteachers) to Rivers' schools.

Safeguarding and Safer Recruitment

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all school employees and volunteers to share this commitment.

The safeguarding of children and young people must be central to every stage of the recruitment and selection process.

➤ A Safer Recruitment Process

Those responsible for recruitment need to ensure that:

- time is set aside for planning the process;
- there are clear Job Descriptions and Person Specifications for every post within the school, which state the boundaries and expectations of the role and include a statement of the post holder's responsibility for safeguarding;
- clear messages about safeguarding are sent to candidates from the outset. All recruitment documentation, starting with the job advert, **must** include an explicit statement confirming the school's commitment to the safeguarding of children and young people, as well as the requirement for successful applicants to undertake a Disclosure & Barring Service (DBS) check.

The following example may be used:

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure via the Disclosure & Barring Service.

- only application forms are used, not CVs;
- appropriate on-line searches are undertaken on all shortlisted candidates, for safeguarding suitability, as part of the due diligence
- references are obtained, before interview wherever possible, which include specific enquiries about the applicant's background in relation to safeguarding, and ensure that references are given proper weight and consideration in the selection process;



- as a minimum, the selection process involves a face-to-face interview and where possible another appropriate method (role-play, presentation, teaching a lesson, participating in activities with children under observation, etc).
- probing questions are asked at interview to assess candidates' motives, attitudes and behaviours, as well as skills and experience, including questions that cover safeguarding issues;
- there is an ongoing culture of vigilance in the school through effective induction and regular discussion;
- ensure that panel members are familiar with the principles of Safer Recruitment. At least one member of the panel must have undertaken Safer Recruitment training.

Equal Opportunities and avoiding Discrimination

Every applicant, whether internal or external, will be treated fairly throughout the recruitment process and that they are assessed against selection criteria which relate **only** to the requirements of the job. Selection criteria must comply with the Equality Act 2010 and relevant codes of practice and should not be unnecessarily restrictive in terms of other factors, e.g. qualifications.

The Equality Act 2010 prohibits:

- direct discrimination
- indirect discrimination
- harassment
- victimisation.

A robust and clear recruitment and selection process will give all applicants a fair opportunity to be considered for the post, irrespective of his/her age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation. These are known as 'protected characteristics'.

More information on protected characteristics is in the Recruitment and Selection Guidance.

Other relevant legislation

The Rehabilitation of Offenders Act 1974 states that a conviction is said to be 'spent' if it did not carry a sentence excluded from the Act and there are no further convictions during a specified period. In most situations, a person is not required to reveal spent convictions. However, posts in schools are exempt from the Act and a statement explaining this is included in the job application forms.

Please refer to the Recruitment and Selection Guidance document for further information.