



Recruitment & Selection Policy & Procedure

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We Cann...

Together, we aspire to create a nurturing school community by being aspirational, learner focused, collaborative and progressive.

We develop each learner's communication and independence through their school journey to prepare them for the wider world through creative and personalised learning, actively contributing to society, leading to healthy and fulfilled lives.

Together, 'We Cann...' be



Aspirational



**Learner
Focused**



Collaborative



Progressive

1. Introduction and Purpose

This policy provides the approach to recruitment and selection of employees. The school holds a separate policy for volunteers. This policy is designed to ensure that people who are unsuitable to work with children, young people and their families are deterred and prevented from working within the school environment. This policy directly endorses and supports the mandatory guidance in the latest nationally published Keeping Children Safe in Education Document. Recruitment and selection will focus on safeguarding children by reducing the risk of harm through the employment of suitable, appropriately screened, vetted and checked individuals.

- Cann Bridge School is the employer of all employees and has overall responsibility for employee matters including recruitment.
- Cann Bridge School actively promotes equality, diversity and inclusion, aims to eliminate discrimination, promotes positive attitudes to disabled people and takes account of disabilities in any employee dealings, including recruitment.

2. Policy Statement

Cann Bridge School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

Cann Bridge School aims to ensure that recruitment effectively and efficiently supports the provision of high-quality education. Cann Bridge School's objective in carrying out recruitment is to fill vacancies with people of the highest quality, drawn from the widest possible 'pool', cost effectively and without undue delay, whilst adhering to principles of fairness and equality.

No employee, potential employee or applicant will be unlawfully disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief or pregnancy and maternity.

In adopting this policy, Cann Bridge School is committed to:

- Developing and promoting our school
- Appointing on merit
- Being open and transparent
- Valuing all individuals involved in the recruitment process
- Valuing existing employees and helping them realise their potential
- Working towards developing a workforce that embodies the school's values of being aspirational, learner focused, collaborative and progressive
- Giving appropriate and proper consideration to all applicants
- Working towards developing a workforce that in its diversity can provide an appropriate and professional education to the children
- Actively engaging with under-represented sectors of the community where possible
- Using flexible working arrangements, where appropriate, to encourage a diversity of applicants
- Ensuring that assessment techniques and tests are free from any bias that might unlawfully discriminate
- Giving consideration to making reasonable adjustments at all stages of the recruitment process for applicants with a disability

3. Key Legislation, Policy and Guidance

This Policy is underpinned by:

- Legislation specifying employment rights
- Equality Legislation
- Legislation and guidance for the protection of children

- Legislation, policy and guidance giving rights of access to information at all stages of the recruitment process.

A full list of this legislation can be found at Appendix 1.

The Equality legislation applies to everyone, including:

- employees including apprentices;
- workers who are not employees but who work under a contract for services;
- applicants for jobs;
- volunteers;
- agency workers;
- contract workers;
- trainees undertaking or seeking vocational training;
- students / pupils.

In addition to the other forms of discrimination set out in the Equality Act, people with a disability, as defined in the Equality Act 2010, are protected from:

- Unfavourable treatment due to something connected with their disability – this differs from direct / indirect discrimination because there does not have to be anyone to compare the treatment of the disabled person with;
- Failure to make “reasonable adjustments” – these must be made if a disabled candidate is placed at a substantial disadvantage, i.e., anything that is not minor or trivial, by any aspect of the recruitment process. What is reasonable will depend on the effectiveness of the adjustment in overcoming the disadvantage and the ability of the employer to make the required changes. Changes may have to be made to the recruitment process, duties, working practices and terms and conditions of employment, even when that involves treating disabled people more favourably.

4. Selection Panel

Cann Bridge School has overall responsibility for all employee appointments in our school.

Constitution:

- The Governing Board holds delegated responsibility for determining the appointment of the Headteacher. Plymouth City Council must be consulted and will retain involvement via membership of the selection panel. The Chair of Governors will be full panel members.*
- The Headteacher holds delegated responsibility for determining leadership appointments below the level of Headteacher. A Governor will also be part of full panel members.*
- The Headteacher holds delegated responsibility for determining employee appointments outside their own school leadership group and should establish an appropriate panel in accordance with the requirements below.

*For senior level appointments the panel may wish to consider the merits of engaging an external panel member with specialist knowledge, expertise or experience that would bring an additional dimension and increased level of robustness to the interview process.

Requirements for all Panels:

- The Chair of the appointment panel has the overall responsibility for ensuring that the selection process is compliant with the Recruitment and Selection Policy and Safer Recruitment principles. Therefore, before advertising, the Chair should approve the Job Description and Person Specification, selection criteria, panel membership, process to be followed / timetable and the advertising strategy, including how best to attract a strong and diverse field of applicants.

- Membership of the panel should be diverse and inclusive to help ensure an equal and fair recruitment process. In particular:
 - Panels should consist of a minimum of 3 members for leadership positions and 2 members for non-leadership positions.
 - Will, where possible, consist of a balance of genders.
 - At least one member of the panel (and preferably more) will be current “Safer Recruitment” trained.
 - All members will, where possible, conduct the whole recruitment and selection process i.e., shortlisting and interview.
 - All panel members will familiarise themselves with Cann Bridge School’s Equality Information & Objectives Policy and avoid decision making biases prior to taking part in shortlisting or interviewing.
 - Panel members must declare any conflict of interest including prior knowledge of any applicant and, where it appears an actual or perceived conflict may exist, the Chair must ensure a record is kept of how any such conflicts were dealt with.
- At the end of the process the Chair should ensure that there is a record briefly describing the outcome, on what evidence the assessment of appointment was made, whether each candidate was appointable (and the order of merit) and the strengths and areas of development for each candidate to be used for feedback. A Recruitment Summary is kept with scores and how appointment decisions were made. Evidence of questions asked and answers provided should be retained for the appointed candidate for the duration of their employment and for other candidates for the designated retention period.

5. Analysis of Post Requirement and Seeking Relevant Approvals

When a post becomes vacant the Headteacher will undertake a thorough review to assess whether a replacement is necessary (like for like or changed and refocussed) and in the interests of the School as a whole and in light of its financial health and specific needs and objectives. Careful consideration should be given to the financial implications of creating a new post, or increasing the working hours of an existing post. Any review should include the working pattern and hours of the post and suitability for flexible working. Where structures and roles are changed, this should be presented to Governors as a business case for approval.

All jobs will be considered suitable for flexible working using the Flexible Working Policy should this be appropriate.

6. Review and Production of Job Description

The job description for the vacant post will be reviewed to ensure it reflects the requirements of the post. If there is no job description, one will be produced.

The job description will state:

- The main duties and responsibilities of the post
- The postholder’s responsibility for promoting and safeguarding the welfare of children and young persons, including the extent of the contact the person will have with children and their degree of responsibility for them.

The Plymouth City Council job evaluation template should be used as the basis for reviewing and revising all job descriptions and associated person specifications.

7. Review and Production of Person Specification

The person specification sets out the selection criteria - specifying the essential and desirable attributes needed by the successful candidate.

These attributes will include:

- Qualifications, experience and any other requirements needed to perform the role
- Competencies, qualities and values that the successful candidate should be able to demonstrate, including suitability to work with children and the school's values

These requirements will be justifiable and clearly defined to show that no section of the community is being unlawfully discriminated against.

Where the post is considered 'customer facing', i.e., where the post holder is required to speak with members of the public (including children) as a regular and intrinsic part of their role, the Public Sector 'fluency duty' will apply and the person specification will note as an essential criterion the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Applicants will be made aware that these requirements will be tested and assessed during the selection process.

8. New or Amended Posts

All changed and new support staff job descriptions will be evaluated under the Job Evaluation by Plymouth City Council. All proposed posts and / or changes to job descriptions should be discussed with the school's HR Consultant to assess grading and / or implications.

Any amendments to teachers' job descriptions will be made in line with the conditions of service and the framework of professional standards for teachers as set out in the School Teachers' Pay and Conditions Document; Hr Consultant can provide guidance on conditions of service and their implications

9. Advertising the Post

Where to Advertise

For each vacancy which may arise, the Responsible Officer will consider the most appropriate way of advertising the post and the best way of reaching the most suitable target audience. A decision not to advertise will only be taken if the Responsible Officer can demonstrate there is good reason not to. In some circumstances the vacancy may only be advertised internally. All decisions will be documented fully, as the Responsible Officer will need to demonstrate that they have acted reasonably if they are challenged. For more specialist roles advice should be sought from the HR Consultant about suitable places to advertise to ensure that the widest pool of suitably qualified candidates is attracted to the role.

In the case of a vacancy for a Headteacher or Deputy Headteacher, the school will consider the most suitable way of advertising and filling this vacancy.

Writing an Advertisement

Advertisements will be appropriate, cost effective and non-discriminatory and will:

- be based on the details in the job description and the agreed selection criteria in the person specification.
- avoid any gender, age or culturally specific language or implication, e.g., for teaching posts, wording specifically targeting Early Career Framework or MPS Teachers must not be used as this may imply that a younger person is required.
- be clear and precise to attract applicants to seek more detail.
- include the statement: "We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will need to undergo an enhanced DBS check and provide satisfactory references."
- give an agreed reason for the appointment being temporary if the post being advertised is for a fixed term or temporary period.

- If applicable, state that the “‘fluency duty’ applies to this post, and therefore the successful candidate would have the ability to fulfil all spoken aspects of the role with confidence and fluency in English”.
- A link to the Child Protection & Safeguarding Policy must be included in the advert/or application pack.

10. Shortlisting

All applicants must complete an application form; CVs will not be accepted.

All application forms will be scrutinised to ensure that they are fully completed, and that the information provided is consistent and does not contain any discrepancies. Any anomalies or gaps in employment will be noted and taken up as part of the consideration of whether to shortlist the candidate. Where applicants are shortlisted, any gaps identified from the application form and not adequately explained therein must be explored and recorded at interview.

Each member of the selection panel will score each applicant privately before the overall scores are agreed collectively and the panel agree a final shortlist of applicants to invite to the selection process.

Late applications will not generally be considered, and not once shortlisting has commenced.

Shortlisting will be made by reference to the essential, and if necessary, the desirable criteria detailed in the person specification.

Applicants will be asked to complete an Equal Opportunities Monitoring Questionnaire as part of the application form. This will be detached from the application form prior to shortlisting and the anonymous details recorded by the School for monitoring purposes only and will be retained for a period of 6 months, before being securely disposed of. Applicants will not be eliminated from the shortlist on the grounds of:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation or
- ‘spent convictions’ unrelated to the job

other than where a genuine occupational requirement applies. These are situations when it is possible to specify the sex, racial background, religion or sexual orientation of the person that we wish to carry out a role, if there is an objective justification for doing so and where this requirement is a proportionate means of achieving a legitimate aim. Advice will be sought from the HR Consultant before advertising a role where it is believed a genuine occupational requirement applies.

The Equality Act 2010 also limits the circumstances when an employer can ask general health-related questions before a job offer has been made. Prior to making an offer of employment to an applicant, health-related questions will only be asked to help the Trust to:

- decide whether there is a duty to make any reasonable adjustments for the person to undertake any part of the assessment / selection process;
- decide whether an applicant can carry out a function that is essential (“intrinsic”) to the job once reasonable adjustments are in place;
- monitor diversity among those making applications for jobs;
- take positive action to assist people with disabilities;
- be assured that a candidate has the disability where the job genuinely requires the jobholder to have a disability.

This means that applicants will not be asked, as a matter of course, to complete generic health questionnaires as part of the application process.

11. References

The purpose of seeking references is to obtain objective and factual information to support the selection panel’s decisions. References will always be sought and obtained directly from the referee, not via the candidate themselves. Open references for example addressed ‘To whom it may concern’ are not acceptable.

Regardless of the type of post being applied for, references from the previous two employers covering at least the previous three years’ employment history will be taken up on. This also applies to internal candidates. Where candidates do not have 3 years of employment history appropriate alternative references must be obtained e.g., from education providers. For posts involving children, young people and vulnerable adults, the references may be obtained before interviews take place on all short-listed candidates so that any issues of concern they raise can be explored further with the referee, if appropriate, and taken up with the candidate at interview. In exceptional circumstances it might not be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate strongly objects to their current employer being approached at that stage, but that will be the aim in all cases.

References will not request details about the candidate’s sickness record or disability, in order to ensure that they comply with The Equality Act 2010 and the Data Protection Act 2018.

References should be scrutinised, and any concerns resolved satisfactorily, before the appointment is confirmed, including for any internal candidate. Obtaining references before interview, will allow any concerns they raise to be explored further with the referee and taken up with the candidate at interview. They should always be requested directly from the referee and preferably from a senior person with appropriate authority, not just a colleague. Employers should not accept open

references, for example in the form of 'to whom it may concern' testimonials, nor should they only rely on information provided by the candidate as part of the application process without verifying that the information is correct. Where electronic references are received, employers should ensure they originate from a legitimate source.

In line with best practice safer recruitment guidance all references are followed up by telephone.

On receipt, all references will be checked to ensure all the questions have been answered satisfactorily. The referee will be contacted to provide further clarification as appropriate, for example if answers are vague or if insufficient information is provided. They should also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies should be taken up with the candidate.

Any information about past disciplinary actions or allegations will be considered carefully when assessing the candidate's suitability for the post.

If a referee fails to provide a reference the candidate will be contacted to provide an alternative referee. If a candidate for a teaching post is not currently employed as a teacher, a check will be carried out with the school, college or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving.

References for candidates for posts not involving children, young people and vulnerable adults, should be obtained after interview, and for the successful candidate only. This is because these posts are not involved in regulated activity under the Safeguarding Vulnerable Groups Act 2006.

The Reference Request template letter and form will be used to seek references to ensure legal compliance.

12. Online Search

In addition, as part of the shortlisting process Cann Bridge School will carry out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview. This should be conducted by an appropriate staff member not involved in the selection panel.

13. Assessment and Selection

Assessment and selection methods will be used to assess the candidates' suitability to the role and whether the candidate meets the criteria for the role. The selection methods used will be relevant, non-discriminatory and cost effective.

Appointments will be based on merit and the suitability of each candidate for the job, as evidenced against the person specification, and demonstrated by the selection methods. Selection methods will not disadvantage any particular group and all applicants will be treated in a consistent and a non-discriminatory manner.

Appropriate and effective selection tools and processes will be used and a range of selection methods will be considered in order to test candidates' suitability for the role. For example, teachers will be observed teaching as well as attending an interview.

Selection will be based on a formal structured interview except where this would place a disabled candidate at a substantial disadvantage.

All candidates will be notified in advance, with reasonable notice, of any test / assessment methods to be used.

14. Pre-employment Health Enquiries

Pre-employment health enquiries will only be made for applicants with disabilities for the specific purpose of allowing the school to make reasonable adjustments to an assessment that is part of the recruitment process. Applicants will be contacted by the selection panel and informed of the selection process, and checks made of what 'reasonable' adjustments might be required to meet their needs.

15. Interview

Each shortlisted candidate will be invited to interview in writing to ensure appropriate documentation is brought to interview for checking of identity and eligibility to work in the UK. All shortlisted applicants for posts which are eligible for an Enhanced or Standard DBS disclosure will be asked to complete and provide to the interview panel a self-disclosure form.

Each candidate will be asked:

- the same core set of questions and their answers fully noted. Answers may be probed further as appropriate;
- competency questions to assess personal behaviours towards safeguarding, with outcomes being fully recorded;
- where appropriate from the details on the self-disclosure form, discuss the circumstances of their declarations either at interview or in a separate meeting;
- Verification of the candidate's Right to Work in the UK (original documentation will be seen and a copy taken);
- Verification of qualifications (original documents will be seen and a copy retained);
- Questions about health will not be routinely asked until after an offer of employment has been made.

Some questions must explore the candidate's suitability to work with children as well as their suitability for the post.

All interviews must follow Safer Recruitment practices, with at least one panel member who has been Safer Recruitment trained in the last three years.

Discrepancies or anomalies in the information candidates have provided will be queried and satisfactorily resolved.

16. Remote Assessment

In ideal circumstances interview and assessment of shortlisted candidates will take place in person. However, remote assessment via video link and other collaborative tools is an option in exceptional circumstances or as part of the initial stages in a multi-stage selection process. Consistency of approach should be maintained between shortlisted candidates to ensure this does not disadvantage any particular group.

17. Decision Making, Feedback and Offers (including salary information) of Employment

When assessing candidates with disabilities, it is a requirement to consider their suitability on the basis that any reasonable adjustments that may be required have been made. Similarly, if special equipment is required the candidate's suitability will be evaluated on the basis that the equipment is in place.

Each member of the selection panel will score each candidate at the end of each interview privately before the overall scores are agreed collectively and the best candidate chosen. If additional selection methods are used, these will be fed into the decision-making process at the end, and the candidate who best meets the selection criteria chosen.

The selection panel will agree feedback for each candidate and record whether each candidate is suitable for appointment, even if not the first-choice candidate. Offers of employment will not be made at interview.

All candidates will be advised of the likely timescales for a decision and notified of the outcome of the interview as soon as possible. However, the selection panel will wait until the successful candidate has accepted the offer before informing unsuccessful candidates, unless they are clearly unsuitable for the post.

All candidates will be offered feedback on their performance during the selection process and an explanation of the decision, if requested.

The initial job offer to the successful candidate will normally be made verbally and followed up in writing within seven working days stipulating that appointment is subject to satisfactory employment checks of:

- References
- Medical fitness for successful candidate only
- Qualifications
- An enhanced DBS check
- Proof of identity and eligibility to work in the UK
- Membership of any appropriate professional body
- Disqualification under the Childcare Act 2006 for eligible employees see section 15
- Original documents should be produced and a copy of these will be taken and kept on the successful candidate's personal file with the exception of the DBS check

18. Remuneration

It is normal policy for support staff to be appointed to the minimum of the grade. However, it is recognised that starting salaries may need to be offered above the minimum in certain circumstances, e.g., to take account of current salary levels, experience or qualifications.

Teachers' remuneration will be in line with the School's adopted pay policy. Teacher salaries should be offered based on the teacher's current salary and not on the assumption of any performance management outcome.

19. Records of interviews

Cann Bridge School maintains a record of complete recruitment process for a minimum of 6 months. The following will be recorded:

- assessment and selection criteria used (person specification);

- application of assessment and selection criteria (e.g., application form);
- interview and other selection method notes (e.g., question proformas, test results);
- reasons for decisions made;
- any additional information such as copies of qualifications, etc.

All recruitment paperwork for the successful candidate will be retained on their personnel file.

Individuals are able to access all the paperwork relating to their recruitment process in accordance with the Freedom of Information Act and the Data Protection Act.

20. Eligibility to Work in the UK

Under the immigration, Asylum and Nationality Act 2006 it is a criminal offence to employ someone without entitlement or permission to work in the UK. Section 15 of the Act requires all employers in the UK to make basic document checks on every person before they start work to help ensure that they do not employ illegal workers. Employers are also required to recheck documents at least every 12 months if the employee has time-limited leave to enter or remain in the UK. Employers incur a significant fine if they employ an illegal worker. A new offence of knowingly employing an illegal worker can incur an unlimited fine and / or up to five years' imprisonment.

To ensure that recruitment practices are not discriminatory, all short-listed applicants, regardless of their colour, race, nationality, or ethnic or national origin, will be asked to produce original documents as evidence of their right to work in the UK.

Where a preferred candidate requires a Skilled Worker Visa (previously Tier 2 General) status to work for the School the appointing officer will contact their HR Consultant for advice before an offer of employment is confirmed.

21. Overseas Trained Teachers (OTTs)

OTTs are allowed to work as unqualified teachers for a maximum of four years without the need to gain qualified teacher status (QTS).

Details can be found in the Guidance from the DfE on Overseas Trained Teachers
<https://www.gov.uk/government/publications/teach-in-england-if-you-qualified-outside-theuk/teach-in-england-if-you-qualified-outside-the-uk>

22. Appointments

Pre-employment checks

An offer of appointment to the successful candidate will be conditional upon:

- verification of the right to work in the UK (original documents will be seen and a copy retained – section 14)
- the receipt of at least two satisfactory references (if those have not already been received – see section 12);
- verification of the candidate's identity (original documentation will be seen and a copy taken at interview stage);
- where appropriate, a satisfactory Enhanced DBS Check (before working unsupervised with children) including barred list checks;
- pre-employment health screening that is targeted, necessary and relevant to the job which has been offered

- verification of qualifications (original documents will be seen and a copy retained at interview stage);
- verification of professional status where required e.g., TRA registration, QTS/QTLS status (unless properly exempted),
- For teaching posts - verification of successful completion of statutory induction period (applies to those who obtained QTS after 7th May 1999) for newly qualified teachers (before 1st September 2021) or early career teachers (from 1st September 2021);
- For non-teaching posts - satisfactory completion of the probationary period;
- If appropriate, declaration by the employee that they are not disqualified under the Childcare Act 2006 (see below);
- For qualified teachers applying for support staff posts - a check against the TRA registration list to establish whether the applicant has been deregistered from the teaching profession.
- a check that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State.
- Completion of an online check by an appropriate member of staff not included in the selection panel.

23. Disqualification under the Childcare Act 2006

Employees are covered by this legislation if they are employed and / or provide early years childcare (this covers the age range from birth until 1 September following a child's fifth birthday i.e., up to and including reception age) or later years childcare (this covers children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if they are directly concerned with the management of such childcare. This includes:

- Early years provision - employees who provide any care for a child up to and including reception age. This includes education in nursery and reception classes and / or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during and outside of school hours for children in the early years age range; and
- Later years provision (for children under 8) - employees who are employed to work in childcare provided by the school outside of school hours for children who are above reception age but who have not attained the age of 8. This does not include education or supervised activity for children above reception age during school hours (including extended school hours for co-curricular learning activities, such as the school's choir or sports teams) but it does include before school settings, such as breakfast clubs, and after school provision.

Further information can be found in the DfE Statutory Guidance on Disqualification under the Childcare Act 2006 issued in February 2015:

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>.

24. Contracts of employment

All employees will be provided with written details of the main terms and conditions of employment on or before their start date in post as per the statutory stipulation. This is known as the Statement of Particulars.

The type of contract and the terms and conditions of employment will be clear and appropriate for the category of job and the needs of the service. If the contract is temporary the reason for this will be written in the contract.

25. Administration

All employment checks, including qualifications, DBS, identity and right to work in the UK will be placed on a single central record at the school which will be subject to Ofsted inspection.

Evidence of compliance with safer recruitment practices should be retained on the personal file. This includes a copy of the advertisement, shortlisting grid and annotated interview questions.

26. Induction

The Appointing Officer will make appropriate induction arrangements for all newly appointed employees.

In accordance with the Keeping Children Safe in Education statutory guidance, new employees will, as part of induction, be given a copy of 'Part one' of that guidance. Where these policies are used, the school will also provide a copy of (or provide access to) the Child Protection & Safeguarding Policy, the Staff Code of Conduct and the Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings, with the expectation being that these are read fully and thoroughly. New employees will also receive training in the systems within the school which support safeguarding, including the role of the designated safeguarding lead. A record will be made and kept on personal file of these documents having been provided and / or signposted as part of the induction.

Where applicable, the Headteacher will follow the statutory induction programme for Early Career Framework Teachers.

27. Probationary Period

The performance of new support staff will be rigorously monitored during a probationary period of six months with close attention being paid to learning needs and performance issues. The line manager will read and follow the Induction & Probationary Policy in managing the probationary period of a new member of support staff.

New support staff will have a probationary review meeting with their line manager at months 2, 4 and 6 after they commence employment with the School. A record of this will be provided to the new member of support staff with a copy held on their personnel file; digitally stored within the HR > Induction / Probation folder.

Advice will be sought at an early stage from the school HR Consultant if there are performance concerns about a new member of support staff.

28. Volunteers

Recruitment of volunteers will be in line with this policy and all appropriate recruitment checks should be made on volunteers as would be done for substantive, fixed-term and temporary employees.

29. Casual / Supply Workers

Recruitment of casual / supply workers will be in line with this policy and all appropriate checks will be made on casual workers as would be done for substantive, fixed-term and temporary employees.

Appendix 1: Key Legislation, Policy and Guidance

Legislation specifying employment rights:

- Employment Rights Act 1996
- Employment Act 2002
- Fixed Term Employee Regulations 2002
- Part-time Workers Regulations 2000 (Amendment) 2002
- Education Act 2002
- Equality Act 2010
- Immigration Act 2016, Part 7 – Fluency Duty

Equality legislation:

Equality legislation covers all aspects of the recruitment and employment process and protects applicants with “protected characteristics” against discrimination. “Protected characteristics” are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Legislation and guidance for the protection of children:

- Children Act 1989
- Education Act 2002
- Children Act 2004
- Rehabilitation of Offenders Act 1974
- Working together to safeguard children
- Keeping children safe in education DfE (latest nationally published version)

Legislation, policy and guidance giving rights of access to information at all stages of the recruitment process:

- Data Protection Act 2018
- Freedom of Information Act 2004
- Equality Standard for Local Government
- Best Recruitment Practice
- Conditions of Service

Appendix 2: Administrative Procedures for Staff Employment

Advertising the Vacancy:

- Submit advert proof to School Post for checking and costing.
- Advertise the position online including school website, social media, LinkedIn, DfE website.
- Leadership and Teacher posts may also be advertised nationally in TES (contact details available on FMS).

Application Process:

- Prepare application packs, including:
 - Application Form
 - Covering Letter
 - Job Description/Person Specification/Candidate Information Pack
- Store all completed and returned applications in a secure file until the closing date.
- Remove personal information, number applications, and pass them to the Headteacher for shortlisting.

Interview Arrangements:

- Contact shortlisted applicants to arrange an interview. The Headteacher will confirm the date, time, and content (e.g., school tour, classroom time).
- Request references before the interview.
- Complete online searches
- Ensure the interview panel includes a member with Safer Recruitment Training (valid for 3 years).
- Advise candidates to bring photo identification and proof of eligibility to work in the UK.
- Prepare sufficient copies of applications and references for each panel member.
- Print a set of interview questions for each panel member to record responses.
- Reception staff should verify candidates' IDs during the sign-in process.
- Verification of candidate's Right to Work, ID/DBS documents and qualifications (original documentation will be seen and a copy taken and dated)
- Where applicable collect self-disclosure forms in sealed envelopes from candidates and pass to Headteacher.
- Ensure two references for each candidate are received (where possible), follow up if applicable

Post-Interview Procedures:

- Once an appointment is made by the Headteacher and Governors:
 - The Headteacher will confirm details via a purple form, including start date, grade, and scale (copy on file).
 - Notify the successful candidate of the job offer.
 - Send Conditional Offer Letter
 - Send appropriate letters/emails to unsuccessful candidates (copies on file).
 - Process pre-employment job screen assessment - seek advice from HR on any recommendations made by Occupational Health
 - For Teaching Posts - verification of professional status & Prohibition Check carried out

- Send a Starter Pack to the successful candidate, requesting prompt return (copy on file). The pack includes:
 - Letter of Appointment
 - Statement of Particulars
 - New Staff Checklist (green)
 - Payroll Starter Forms (yellow)
 - Information Sheet (blue)
 - Pre-Employment Health Questionnaire (with follow-up Medigold check if required)
 - School 1 - New Starter Form
 - Annual Declaration of Business Interest (buff)
 - Staff Disqualification Declaration (yellow)
 - Staff Declaration for Safeguarding (purple)
 - Staff Handbook and relevant policies (Emailed once offer accepted)

DBS Application Process:

- Email the DBS guidance for documents required, declaration to be signed and privacy notice.
- Verify and copy ID before scanning and submitting to the DBS team, include the general ledger charging sheet with the applicants email contact details.
- The DBS team will email the candidate with the online link to complete their application
- Once cleared the DBS team will send a confirmation email to the school, the certificate will be sent direct to the candidate this will need to be presented at school to ensure there are no disclosures.
- Enter details into the Single Central Record.
- Any disclosures must be referred to the Headteacher and LADO.
- As per audit advice, shred the certificate copy after recording details.
- Implement a risk assessment if employment begins before receiving the new DBS certificate.

Office Procedure for Completed Starter Packs:

- Create a Personnel File, including a copy of the advert and job description.
- Enter staff details into MIS to generate a personnel record and create a financial commitment.
- Copy payroll forms, obtain Headteacher's signature, and scan originals to payroll.
- If the pre-employment health form indicates any concerns, refer the individual to Medigold and request completion of the online questionnaire.
- Produce an employment contract and retain a signed copy on file.
- Request an email address setup through IT.
- Order a staff ID badge from Reprographics using photograph from induction meeting
- Assign a staff pigeonhole for internal mail.
- Set up National College account
- Discuss training needs during the HR induction meeting
- Ensure references are chased, authenticated, and filed.
- Update the Single Central Record with DBS details.
- Update induction booklet and have ready for first day of employment

Appendix 3: Administrative Guidelines for Booking Temporary/Supply/Cover Staff

The school frequently employs staff on a short-term, non-contractual temporary basis for various reasons, such as:

- A single session within a day
- Lunchtime duty
- Covering an absent staff member

The following guidelines apply:

- Staff cannot be booked for non-contractual work without Senior Leadership Team (SLT) approval.
- Administration staff should prioritise the preferred list of cover staff; if unavailable, agency staff may be used with SLT approval.
- All cover/supply bookings must be recorded in the designated logbooks at the administration desk.
- The appropriate Senior Leadership Team (SLT) member must approve cover requests.
- Whenever possible, cover should be arranged in advance. Contracted staff should notify the administration team using the appropriate form.
- At Cann Bridge, cover for MTA/TA absence is not typically arranged for the first three days unless prior notice is given (e.g., illness, family emergency). Cover starts as soon as possible after the third day.
- Short-term Class Teacher cover may be provided by a Level 4 Teaching Assistant with additional TA support to maintain appropriate staffing levels.

Criteria for Booking Cover:

- Use a single person for cover whenever possible.
- For full-day cover, select individuals without conflicting commitments to maintain classroom routine.
- When a single person is unavailable for a block of cover, assign one staff member for the longest possible period (e.g., morning or afternoon).
- For repeated cover needs, aim to use the same individual to ensure continuity.
- If advance notice is available, consult the class teacher to select a cover person familiar with the class group.

Important Note: To comply with Local Safeguarding Board requirements related to DBS checks, all non-contracted staff on the preferred cover list must work at least once every three months.