



LOCATION : SCHOOL HANDBOOK,SECTION 2, DOCUMENT 9

RECRUITMENT AND SELECTION POLICY
(INCLUDING DISCLOSURE & BARRING SERVICE)

**The Governing Body of Abbey Court School have formally adopted
Medway Local Authorities Recruitment and Selection policy
for its own use.
Adopted on 14.5.2019**

This policy was last reviewed to ensure appropriateness and relevance in:

March 2019

Recruitment and Selection (Including: Disclosure & Barring Service)

Medway's HR Schools team undertakes to check and review this model policy annually, and where necessary, update it to comply with current legislation and good HR practices.

All trade unions and professional associations formally recognised by Medway Council have been consulted in the development of this policy.

Latest revision – March 2019

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1. Policy Statement

This policy has been adopted by the Governing Body of this school/academy to provide a policy framework for the recruitment and selection of staff to all posts within the approved staffing structure. The school/academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

Members of the Governing Body/Trust Board of this school/academy fully understand their responsibilities in ensuring that recruitment procedures are free from unlawful discrimination in line with the Equality Act 2010. The Governors/Trustees also fully appreciate the importance of fair, open and effective procedures to enable the school to recruit people with the right skills, aptitudes and attitudes.

The Governors/Trustees of this school/academy will ensure compliance with all relevant legislation, recommendations and guidance, including the statutory guidance published by the Department of Education (DfE), including:

- Keeping Children Safe in Education (KCSIE) 2018;
- Disqualification under the Childcare Act (DUCA) 2006 and related updates (where applicable),
- Guidance or codes of practice published by the Disclosure and Barring Service (DBS).

In addition the school/academy takes seriously its responsibilities in relation managing the personal data of job applicants in line with the General Data Protection Regulations (GDPR).

All staff, governors and volunteers are expected to share a commitment to safeguard children and vulnerable groups and, as part of that commitment, will follow 'Safer Recruitment' guidance in line with the Keeping Children Safe in Education – statutory guidance for schools and colleges (2018).

As part of this commitment, Enhanced DBS checks and/or Barred List checks on all posts will be carried out wherever they are required.

All staff and Governors involved in recruitment and selection decisions are required to work in ways that are entirely consistent with this policy at all times. This school/academy will ensure that recruitment and selection training is provided for staff and Governors involved in the recruitment and selection of staff and that the level of training received is appropriate to their role.

It is a statutory requirement (School Staffing (England) Regulations 2009) for maintained schools, and a recommendation for academies, that all selection panels must include at least one member who has successfully completed safer recruitment training.

2 Scope

This policy applies to all employees of this school/academy, who are involved in recruitment and selection activities, and where stated it applies to job applicants, volunteers, agency staff, contractors, and other categories of people who are involved in 'regulated activities' within, or for, this school/academy.

3. Equal Opportunities Statement

This school/academy is committed to ensuring that each stage of the recruitment and selection process is accessible to all. We will review recruitment procedures regularly to ensure that they take account of the Equality Act 2010 and do not discriminate against applicants on the grounds of race, religion or belief, disability, age, pregnancy and maternity, gender reassignment, marriage and civil partnership, sex or sexual orientation.

4. Prior to Advertising

When a vacancy occurs the recruiting manager will review the need for the post and consider all options (internal and external) before determining there is a need to recruit.

If there is a need to recruit, the job description and person specification should be reviewed in line with the school's/academy's workforce plans, prior to seeking the approval (as necessary) from the Headteacher/Governing Body to commence recruitment.

Consideration will be given to the working hours and contractual arrangements for each vacancy to ensure that posts are open to applicants wishing to work on a part-time or job-share basis wherever this is practical for this school/academy.

5. Job Description

The job description is a statement of purpose and scope, and defines both the job role and expectations of the postholder. It will:

- Summarise the job purpose/impact
- Set out key responsibilities and accountabilities
- Set out reporting and line management arrangements

An up-to-date job description and person specification will be available for each vacancy advertised.

For teaching vacancies, the recruiting manager will refer to the Professional Standards for Teachers and to the School Teachers' Pay and Conditions Document (which sets out the expected attributes of Main Scale, Post Threshold, Advanced Skills and Excellent Teachers) when creating job descriptions for teaching posts.

All job descriptions will clearly state the postholder's responsibility for promoting and safeguarding the welfare of children and young people.

6. Person Specification

The person specification is a description of the qualifications, experience, knowledge, skills, competencies and other attributes of the ideal person needed to fill the role. It will classify each attribute as either 'Essential' to do the job or as a 'Desirable' attribute for the ideal applicant to have and indicate how each attribute will be assessed e.g. application form, interview, reference, test etc.

All attributes will be measurable and quantifiable and care will be taken to ensure that they do not to unlawfully discriminate against particular groups of people, either directly or indirectly.

7. Advertising

All vacant posts will be advertised by giving a fair, open and honest account of the duties and responsibilities of the vacant role and will normally be advertised by means of a formal notice on the staff notice board as a minimum. In most cases, vacant posts will be advertised internally and externally.

To demonstrate to potential job applicants our commitment to Safeguarding and the welfare of children, the following statement will be included on every advertisement and supporting documentation sent out to applicants:

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.

The requirements when advertising for Headteacher and Deputy Headteacher vacancies are set out in the School Staffing (England) Regulations 2009 which require the Governing Body to advertise Headteacher and Deputy Headteacher vacancies “unless it has a good reason not to” and also in sections 35 and 36 of the Education Act 2002.

Any decision not to advertise externally for a Headteacher or Deputy Headteacher post will be documented to include the reasons so that this decision can be referred to in the event of a challenge.

8. Applications

All applicants will be required to complete the relevant application form in full to enable the panel to shortlist the applications in a fair and objective manner.

The application form will include an explanation that all posts in school are exempt from the Rehabilitation of Offenders Act 1974, therefore all convictions, cautions and bind-overs (including those regarded as 'spent') must be declared unless they are considered a protected offence. Further guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

Failure to declare relevant information may disqualify the candidate from appointment and, if appointed, may render the individual liable to immediate dismissal without notice.

The application form should also state that providing false information may constitute a criminal offence and could also result in de-selection. All applicants are required to sign and date the declaration part of their application form.

The school may reasonably decide to reject an application where incomplete and/or ambiguous information is provided.

Applications made by CV or letter alone, will not be considered.

9. Shortlisting

Normally at least 2 people will be involved in the shortlisting process, one of whom should be the recruiting manager.

All shortlisting decisions will be made with clear reference to the skills and qualities set out in the person specification using an agreed method of scoring against the essential and desirable criteria. Each candidate will be considered on their own merit and shortlisting panels should bear in mind that positive discrimination (i.e. giving preferential treatment to applicants from under-represented or disadvantaged groups regardless of their ability to do the job) is unlawful.

The equal opportunities monitoring form (if used) will be separated from the main application form to reduce any likelihood of conscious or unconscious bias.

The notes of the shortlisting panel and details of the scoring will be retained for six months from the appointment date in line with the school's document retention schedule.

10. References

In order to comply with Keeping Children Safe in Education, it is the policy of this school/academy that all references will be taken up before interview, wherever possible. This will be done either by letter seeking to verify the skills, experience, competencies and employment history of the applicant, or by a standard reference form.

On receipt, references will be checked to ensure that all specific questions have been answered satisfactorily. Any discrepancies or anomalies should be noted and addressed during the applicant's interview, or in a post interview discussion with the successful applicant.

Specific questions will normally be included to explore the applicant's suitability to work with children and if the referee has any concerns, they should be asked to give their reasons.

In order to comply with the Equality Act 2010, reference requests sent prior to issuing a conditional offer of employment will not request details of attendance or absence however further information may be requested and compared with the medical questionnaire following the applicant's acceptance of an offer of employment.

References will be sought from the current or most recent employer and references will only be obtained directly from the referee: testimonials or open references (those addressed 'To whom it may concern') will not be considered. Referees will be provided with a copy of the job description and person specification to assist them in their response.

Where a candidate is not currently working in a school or childcare setting but has done so in the past, one reference should be from their most recent children's workforce employer in line with Safer Recruitment guidelines.

When obtaining a reference we will seek to confirm whether the candidate has been subject to any formal disciplinary procedures within the last two years and to establish any details, outcomes or 'live' sanctions which are in place.

In cases where there have been disciplinary concerns which involved children or safeguarding that have been substantiated, the referee will be required to confirm details.

In accordance with Keeping Children Safe in Education (2018), cases in which an allegation is proven to be false, unsubstantiated or malicious should not be included in employer references.

In the case of recruitment to maintained schools

In accordance with the School Staffing Regulations 2012, we will **seek to confirm** whether candidates for teaching posts have been subject to formal capability proceedings in the past two years.

In the case of recruitment to all other posts we will **ask** referees to confirm whether candidates have been subject to formal capability proceedings in the past 2 years as part of our appointment process.

In the case of recruitment to Academies established from April 2013 where there is a requirement to disclose teaching capability information as part of the funding agreement.

When recruiting to teaching posts we will **seek to confirm** whether candidates have been subject to formal capability proceedings in the past 2 years as part of our appointment process.

In the case of recruitment to all other posts we will **ask** referees to confirm whether candidates have been subject to formal capability proceedings in the past 2 years as part of our appointment process.

In the case of Academies established prior to April 2013 (not covered by the funding agreement provisions). We will **ask** referees to confirm whether candidates have been subject to formal capability proceedings in the past 2 years as part of our appointment process.

11. Interview and Selection

This school/academy is committed to ensuring that all interviewees are assessed according to their ability to meet the criteria of the job description and person specification and to fulfil their obligation regarding keeping children safe.

Applicants who have indicated on their application form that they have a disability and, in order to promote fairness and to meet our obligations under the Equality Act 2010, the letter of invitation will normally encourage applicants to contact the school if they require any adjustments to enable them to attend the interview.

Candidates will be required to bring evidence of relevant qualifications to interview where the original documents will be checked, and a signed and dated copy retained. Documents relating to unsuccessful candidates will be retained with the interview papers and destroyed six months from the date on which the position was offered and accepted.

The interview panel will include at least one member who has undertaken safer recruitment training in accordance with the School Staffing (England) Regulations 2009. The panel will take notes during the interview to enable a scoring matrix to be completed and, at the conclusion of the interviews; the panel will consider each of the candidates against the criteria for the post before reaching their decision.

The notes for all interviewees will be retained for a minimum of 6 months from the date on which the position was offered to enable constructive feedback to be given to unsuccessful candidates.

12. Pre-employment Checks

All offers of employment will be conditional on the successful completion of the pre-employment checks listed below and will include confirmation of salary, start date and any information that the successful applicant needs before commencing employment e.g. DBS form and pre-employment questionnaire. All offers of employment will be subject to and conditional upon:

- Enhanced DBS check
- DBS Barred list check where applicable (i.e. if working in regulated activity)
- Verification of identity including Date of Birth
- Verification of entitlement to work in the UK
- Verification of any relevant qualifications
- Receipt of 2 satisfactory references
- Satisfactory pre-employment health clearance
- Prohibition checks for those in teaching work and those with previous teaching experience (including unqualified teachers, HLTA's etc)
- A section 128 Prohibition from Management check (Independent/free schools/academies only)..
- Overseas checks as appropriate

From September 2018, Keeping Children Safe in Education recommends that maintained school Governors have section 128 checks.

If these are not satisfactory an offer of employment may be withdrawn or where an individual has commenced work, employment may be terminated

13. Right to Work

In order to comply with the Asylum and Immigration Act 1996 – Prevention of Illegal Working – interviewed candidates will be asked to bring certain documentation to the interview which shows their eligibility to work in the UK. No offer of employment can be made unless one of the original documents listed on the Home Office Right to Work Checklist is produced.

The candidate's original documents must be checked, and a signed and dated copy retained. Documents relating to unsuccessful candidates will be retained with the interview papers and destroyed six months from the date on which the position was offered and accepted.

14. DBS and Barred List Checks

All those directly employed by this school/academy in a paid position are required to undergo an Enhanced Disclosure and Barring Service (DBS) check.

A check against the Children's Barred List will be requested as part of the enhanced DBS Disclosure for all employees working in regulated activity i.e. having unsupervised, frequent, or intensive contact with children as it is an offence to employ an individual who is barred from working with children

It is this school's/academy's practice that individuals obtain a satisfactory enhanced DBS check before commencing work. In exceptional circumstances where the applicant is required to commence work before the full disclosure certificate is received, a barred list check must be carried out before employment commences as a minimum and supervision must be in place until a satisfactory DBS check is obtained.

Where possible, the start date should be set to allow sufficient time for the return and clearance of the DBS disclosure. If it is not possible to delay the start date, or if there is any delay in receiving the disclosure, the successful candidate may be permitted to start

employment subject to a satisfactory medical clearance and a second written reference. ***No unsupervised access to young people will be allowed prior to satisfactory disclosure.***

It is the responsibility of the Headteacher to establish appropriate supervision arrangements and/or adjustment to the individual's duties until a satisfactory DBS check is received. If appropriate supervision arrangements cannot be put in place, the individual will not be permitted to start work until the checks are received.

In cases where we are notified that a DBS check is positive for criminal convictions, cautions, warnings etc, the contents of the certificate will be referred to our HR provider for advice and to assess risk.

External agency staff placed with the Council can use an existing check providing it was undertaken within the last 3 years or give the Council permission to access the update service status check.

Applications can only be submitted to the DBS for standard or enhanced checks where the applicant is aged 16 or over at the time of making the application.

Disclosures are portable when employees move with continuity of service (including when there has been a break of no longer than 3 months) in the following scenarios:

- An individual transferring within the same local authority
- An individual transferring to a post in a different local authority
- An individual transferring to a different type of school
- An individual subscribed to the update service with the same level and type of check

The DBS has an update service. When applying for a job or a DBS re-check, applicants can subscribe to the update service with their new application or certificate number (within 14 days of receipt). The update service will then keep their certificate up-to-date. Once subscribed, the individual can then take their certificate with them from role to role where the same level and type of check are required. There is an annual subscription fee, free for volunteers, to be paid for by the individual by credit or debit card.

Applications can only be submitted to the DBS for standard or enhanced checks where the applicant is aged 16 or over at the time of making the application

15. Re-checking existing employees and volunteers

It is school's policy that anyone who is in a post where a disclosure is required will need to be re-checked periodically (e.g normally every three years).

If as part of the re-checking process the DBS certificate is returned and deemed unsatisfactory then a full investigation will need to be undertaken. This may result in the re-deployment or even the dismissal of the member of staff.

A recheck will be undertaken for any employees who have had a break in service of more than three months. Please note that extended sickness or maternity leave does not constitute a break of service. However, the school may request an enhanced DBS check with barred list information at any interval should any concerns come to light regarding an individual's

continued suitability to work with children.

16. People not requiring an Enhanced DBS check for regulated activity.

Examples of people who do not need to apply include:

- Visitors who have business with the Headteacher or other staff or who have only brief contact with children with a teacher present.
- Volunteers or parents who are accompanying staff and children on one-off outings or trips that do not involve overnight stays, or who only help out at specific events, e.g. school fete. These people should not be asked to help children with their personal care e.g. toileting.
- PTA members who, for example, are staffing stalls at the summer fete would not need to be checked, unless they are to have 'regular' contact with children in another capacity.
- Secondary pupils on Key Stage 4 work experience in other schools, FE colleges or nursery classes; secondary pupils undertaking work in another school or FE college as part of voluntary service, citizenship or vocational studies; or Key Stage 5 or sixth form pupils in connection with a short careers or subject placement. In these cases the school placing the pupil should ensure they are suitable for the placement in question. The host school is responsible for their supervision.
- People who are on site before or after school hours when children are not present, e.g. local groups who hire premises for community or leisure activities. (Note: if children are participating in the activity during the hire period, whether pupils of the school or not, then an Enhanced DBS check for regulated activity will be required).
- A tradesperson attending the school on a one-off basis, for example, an electrician making repairs, does not need to be DBS checked as it is expected that they would not be allowed to walk around the school unaccompanied. Building contractors may not need to be checked where the site area of works is clearly defined and segregated from general access, for health and safety reasons. Contractors visiting schools to carry out repairs, servicing or other short term work should be escorted to their working areas and appropriately monitored during their presence on site. They should be instructed not to encourage or enter into communication with pupils or students.

There may be situations that fall outside the scope of the above and in these circumstances a risk assessment should be carried out to determine what measures may be appropriate.

17. Prohibition of Teachers

This school/academy is required to check that anyone appointed to teach has not been prohibited from doing so by the Secretary of State in accordance with the Teachers' Disciplinary (England) Regulations 2012. Therefore all those in teaching work, or those with previous teaching experience, will require a prohibition check. Teaching staff will be checked on the Teacher Regulation Agency self-service portal to ensure that they have the required teaching qualifications, have successfully completed statutory induction where it is necessary i.e. for teachers who obtained QTS after May 1999, and have not been prohibited from teaching.

18. Section 128 Management Checks (Academies and Free Schools only)

Section 128 directions are made by the Secretary of State under s. 128 of the Education and Skills Act 2008, barring individuals from taking part in the management of Independent schools, Academies and Free Schools. We will undertake a section 128 check for those taking up management positions at Independent Schools, Academies and Free Schools to ensure they are not prohibited under the provisions. This includes Governors, Directors and Trustees.

19. Overseas Checks

In accordance with Keeping Children Safe in Education (2018), overseas checks will be undertaken on applicants where obtaining an enhanced DBS certificate is not sufficient to establish his or her suitability to work with children, due to having worked overseas.

Since 6 April 2017 for all Tier 2 Visa applicants it is a requirement that they must provide a criminal record certificate from any country where they have lived for 12 months or more (whether continuously or in total) in the last 10 years.

Checks on individuals who have lived or worked outside the UK will include recording checks for European Economic Area (EEA) teacher sanctions and restrictions which can be checked on the Teacher Regulation Agency Self Service Portal.

20. Proof of Qualifications

Proof of qualifications will be checked to ensure that they match with the candidate's application form. The name of the qualification, awarding institution, date of qualification and candidate name will be checked. A signed and dated copy of the certificate will be retained as evidence on the personnel file to show when the check was carried out, and by whom.

In the case of teachers, Qualified Teacher Status (QTS) will be checked via the Teacher Regulation Agency's Self Service Portal at <https://teacherservices.education.gov.uk/>

In the event of any concerns regarding the validity of the qualification, a candidate may be required to obtain confirmation or clarification in writing from the exam board or awarding institution.

21. Follow-up References

Following a written conditional offer of employment to the successful candidate, a supplementary reference request will be sent to their original referees. This is an opportunity to request information about sickness absence and attendance records which cannot be requested prior to an offer of employment in order to comply with the Equality Act 2010. In cases where it has not been possible to obtain references prior to interview a detailed reference request asking for information about sickness absence and attendance will be sent to the named referees.

Where two reference requests have been sought from one referee, the offer of employment is conditional of both parts of the reference being satisfactory.

22. Pre-employment Medical History Questionnaire

This school/academy will require all successful applicants to complete a medical history questionnaire to verify their medical fitness. In addition we will require that staff appointed to teaching posts have the necessary physical and mental fitness to teach under the Education (Health Standards) (England) Regulations 2003.

Completed medical history questionnaires will then be considered in conjunction with the follow-up references which specifically explore sickness absence and attendance issues and, where appropriate, further advice about fitness to carry out a role will be sought from Occupational Health.

In order to comply with the Equality Act 2010, reasonable adjustments will be made to enable a candidate to take up their role.

23. Withdrawal of Offers

In the event that the pre-employment checks are unsatisfactory, or where the identity, qualifications or right to work in the UK of a successful candidate cannot be verified, we will consider withdrawing the conditional offer of employment.

Where the successful candidate has started in post and information becomes available which would have caused the offer to be withdrawn, employment may be terminated. In these circumstances, advice will be sought from the school's HR provider.

24. Single Central Record

In accordance with the terms of the School Staffing (England) Regulations (as amended) we will retain details of recruitment and vetting checks undertaken in a Single Central Record (SCR). This data will be collated, used and stored and deleted in line with the General Data Protection Regulations.

25. Complaints

An individual who feels that their treatment during the recruitment and selection process has been unfair may raise a formal complaint. This can be done by writing to the Chair of Governors setting out the key points of their complaint. The complaint will be investigated in line with the school's/academy's Complaints Procedure.

Existing employees of the school should raise any concerns through the internal Grievance Procedure.

26. Induction

Induction is essential in ensuring that all new employees are properly equipped for work, for their role in the life of the school, and that they feel part of the school community.

This school/academy will put in place an induction programme for all staff joining the school. This will vary taking into account previous experience and the nature of the role but will ensure that all staff and volunteers receive guidance on safe working practices and the safeguarding policies of the school.

27. Referring an employee to the DBS

Where an employee is dismissed or removed from regulated activity or resigns before any dismissal or removal because they have harmed or posed a risk of harm to a child or

vulnerable adult, this school/academy has a legal duty to refer the person to the DBS.

The DBS can make barring decisions about people who are referred to it (usually following a disciplinary process) with the possible consequence of the person being barred from working or volunteering with children and/or vulnerable adults.

Consequently:

- the Hearing Officer in any disciplinary hearing must consider whether the conduct requires a DBS referral; or
- where there is a resignation prior to the conclusion of any disciplinary proceedings, the Headteacher must consider whether a DBS referral is required; or
- where an employee becomes aware of any conduct which could require a referral they must report it to their Headteacher

The Headteacher (or the Chair of Governors where the Headteacher is the subject) will then determine what action is required including whether a DBS referral is required.

The school's/academy's HR provider will be informed prior to any decision to make a DBS referral and will support advise the school/academy on how to make a DBS referral.

The Headteacher (or Chair of Governors) will be responsible for completing and checking the referral form particularly with reference to the reasons for concern and evidence base for the referral. The Headteacher (or Chair of Governors if it is the Headteacher who is being referred to the DBS) is responsible for ensuring that the referral is made as soon as possible and within a maximum 4 week period.

The flow diagram at appendix A outlines when a referral to the DBS should be made.

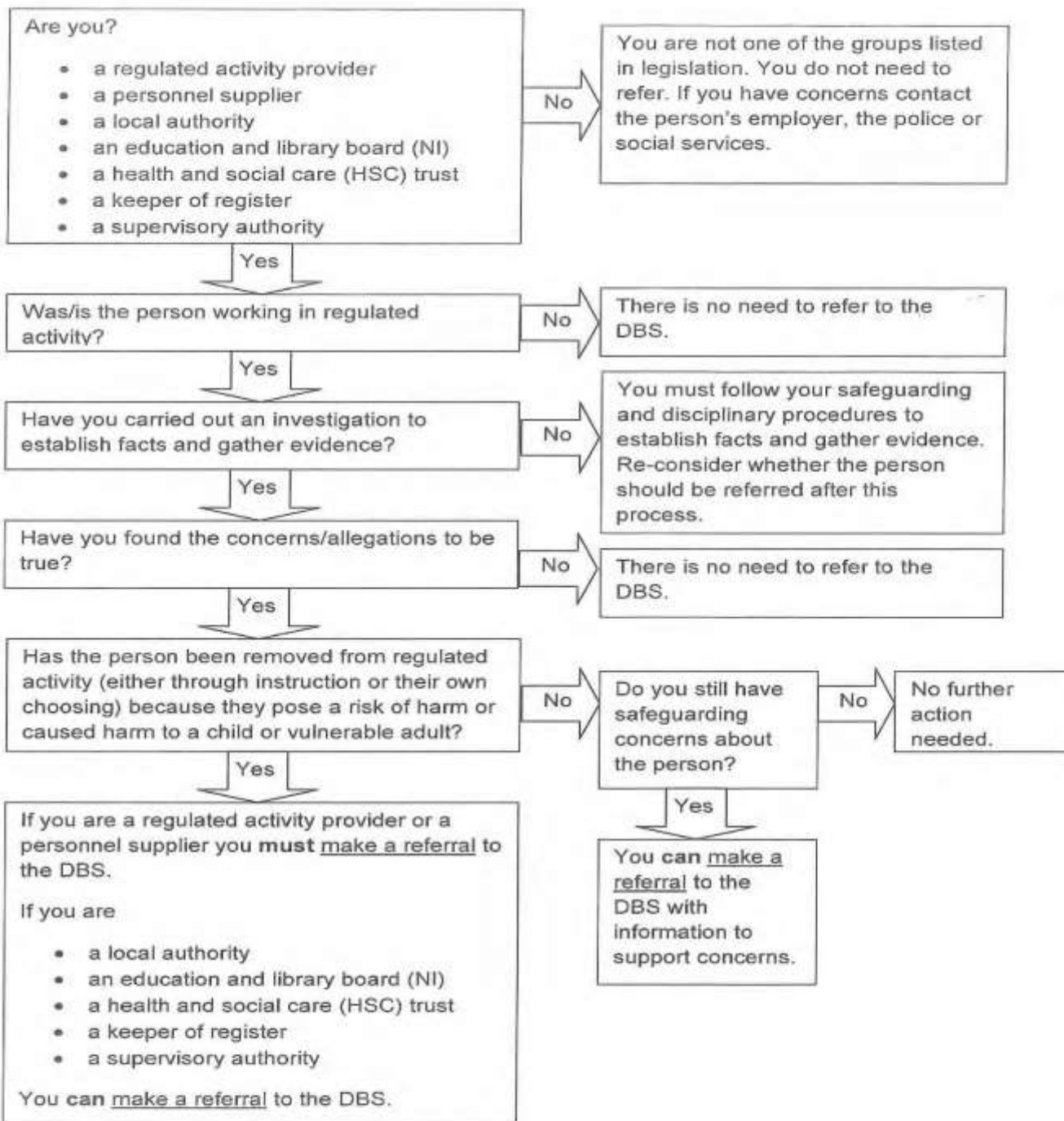
If the school believes an employee or volunteer has committed a criminal offence, information will be passed to the police

28. Monitoring and Review

This policy was adopted by the Governing Body on [add date] and supersedes any previous Recruitment Policy.

This policy will be reviewed by the Governing Body every three years or earlier if there is a need.

Appendix A – When to refer an employee to the DBS



Appendix B – Safer Recruitment

1. **Appointment of Headteacher**

- a) Governors agree the job description.
- b) The Governors advertise the vacancy and handle the administration (with the assistance of the school Human Resources advisors).
- c) The Chair of Governors meets with the Staffing Committee of Governors to draw up the shortlist of candidates. The detailed arrangements of the selection procedure are agreed.
- d) All Governors will participate in the selection procedure with normally 3 Governors present on the Interview Panel.
- e) The Governor panel will recommend appointment of the successful candidate to the full Governing Body for approval.
- f) The school, with the support of HR, administers the contract procedure.

2. **Appointment of Assistant/Deputy Headteacher(s)**

- a) The Headteacher will write the job description in consultation with the Governing Body.
- b) The Headteacher advertises the vacancy and the school office undertakes the administration.
- c) The Chair of Governors and Headteacher short-list candidates and agree selection procedure. Informal visits to the school prior to interview are mandatory.
- d) The Headteacher and up to two Governors will participate in the selection procedure.
- e) The Governor panel will recommend appointment of the successful candidate to the full Governing Body for approval.
- f) The School Office staff initiate the contract procedure.

3. **Appointment of Teaching Staff**

- a) The Leadership Group will write the job description.
- b) The Headteacher will advertise the vacancy and the school office undertakes the administration.
- c) The Headteacher and Deputy Headteachers shortlist candidates and agree on selection procedure. (Informal visits to the school prior to interview are mandatory).
- d) The Headteacher, Deputy Headteacher and Chair of Governors, (or her representative), participate in the selection procedure.
- e) The school office staff initiate the contract procedure.

4. **Appointment of Teaching Assistants**

- a) The Leadership Group will write the job description.
- b) The Headteacher will advertise the vacancy and the school office undertakes the administration.
- c) Members of The Leadership Group/Senior Management Team will shortlist candidates and agree the selection procedure.
- d) Members of The Leadership Group/Senior Management Team will participate in the selection procedure.
- e) The school office staff initiate the contract procedure.

5. **School Office, Site, Cleaning and Catering staff**

- a) The Leadership Group will write the job description.
- b) The Headteacher will advertise the vacancy and the school office staff undertake the administration.
- c) The Headteacher, Deputy Headteachers and Business Manager will shortlist candidates and agree selection procedure.
- d) The Headteacher, Deputy Headteacher, Business Manager and Chair of Governors, (or her representative), participate in the selection procedure.
- e) The school office staff initiate the contract procedure.

6. **Temporary Staff**

- a) The Leadership Group will write the job description.
- b) The Headteacher or Deputy Headteacher (as appropriate) will advertise the vacancy and the school office will handle the administration.
- c) The Leadership Group/SMT will shortlist candidates and agree the selection procedure.
- d) The following staff will participate in selection procedures:

| | |
|--|---|
| Temporary Class Teacher: | Headteacher Senior Staff Member |
| Temporary Classroom Assistants: | Senior Staff Members |
| Temporary Office, Site, Cleaning Or Catering Staff: | Headteacher Senior Staff Member (Business Manager for Office Staff) |
- e) The school office staff initiate the contract procedure

7. **Governors**

Governors will be selected according to their skills, experience and expertise, and their suitability to enhance the Governance team. All Governors will be elected by a majority vote at a Governing Body meeting, and will be subject to all checking procedures as for any other member of staff. Governors will also sign and abide by the Governor Code of Conduct (Managing Complaints against School Governors, School Handbook, Section 1, Document 44, Appendix 1).

8. **Volunteers and Students and supply staff**

The Deputy Headteachers and Business Manager have the responsibility to seek and appoint volunteers and to place and supervise students. Please refer to (School Handbook, Section 2, Supply Staff policy, Document 7 and Student/Volunteers Policy Document 6)

9. **Friends and Relatives**

The Headteacher's attention must be drawn to any friend or relative of existing staff who is seeking employment at the school. This also applies to Students and Volunteers.

10. **Pay Policy**

In all cases, i.e., 1 to 6 above, it is the responsibility of the Governing Body through their Pay Policy, to determine salaries (see Pay policy, School Handbook, Section 2, Document 12).

11. **Equal opportunities**

When any appointment is made full reference will be made to the school and Medway Councils Equal Opportunities Policy (see Single Equality Scheme, School Curriculum Handbook, Document 35).

12. **Part-time working**

All posts which involve teaching and learning at Abbey Court School are "full-time" posts (N.B TA's work 32.5 hours). Part-time/job share arrangements are not encouraged as this is not felt to be in the best interests of the pupils in the school. The needs of pupils with severe challenging behaviours, severe medical needs and/or life-limiting/life-threatening conditions demand continuity and consistency of approaches and a staff group who are fully trained and able to respond rapidly to their changing needs. The health and safety of pupils and staff are paramount and part-time working has the potential to put pupils at greater levels of risk.

13. **Ensuring the safety of pupils (safeguarding)**

It is important that the following checks are carried out during the recruitment process for all groups of staff.

i) The advert placed advises all potential applicants that the school rigorously promotes the safety, welfare and safeguarding of all pupils.

ii) That all sections of the application form are completed. Special attention should be given to the career history (there should be no breaks in service), referees are given and the disclosure section is signed appropriately by the candidate.

iii) Satisfactory references must be provided by previous employers. These must be approved by the Headteacher prior to confirmation of offer of employment,

iv) All staff will undergo identity checking. These checks are performed in conjunction with the Enhanced Disclosure and Barring Service application for all staff and information is logged on to the schools Single Central Record. This includes agency staff.

v) Enhanced DBS checks must be carried out on all staff and Governors, and must be clear before any member of staff takes up post. These must be shown to the Headteacher.

vi) Subsequent DBS checks must be carried out on all employees on a 3 year basis.

vii) In the case of teachers, checks must be carried out to ensure they have Qualified Teacher Status, and have carried out their induction year satisfactorily (this includes agency staff).

viii) All interviewees will be asked appropriate questions at interview to ensure that potential staff are aware of the culture of the school with regard to safeguarding and understand the schools safeguarding procedures and policies, so that risks to pupils are minimised.

14. **Probationary period**

All new employees will be subject to a probationary period in accordance with Medway's conditions of employment guidance (see Probationary Period, document 17).

15. **Checks**

No appointment for any post will be confirmed until:

- ✓ satisfactory references
- ✓ proof of identity
- ✓ proof of qualification
- ✓ satisfactory medical advice re fitness for duties of the post
- ✓ documentation regarding individual rights to work in the United Kingdom
- ✓ the enhanced safeguarding (DBS) and prohibition checks are in place
- ✓ checks for any information about any teacher sanction or restriction that a EEA (European Economic Authority) professional regulating body has imposed.