

Safer recruitment, selection and induction policy



Gretton School is owned and operated by Cavendish Education; the Proprietary Body also known as the Governing Body. Any reference to Governors means

This Policy document is one of a series of Gretton School Policies that, taken together, are designed to form a comprehensive, formal Statement of Gretton School's aspiration to provide an outstanding education for each and every one of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this Policy needs to be read alongside all of these Policies in order to get the full picture; in particular it should be read in conjunction with the ***Equality Policy, the Health and Safety Policy*** and the ***Safeguarding Children & Child Protection Policy***.

All of these Policies have been written, not simply to meet statutory and other requirements, but to evidence the work that the whole School is undertaking to ensure the implementation of its core values.

In all Gretton School Policies, unless the specific context requires otherwise, the word "parent" imports the meaning parent, guardian, carer or any other person in whom is vested the legal duties and responsibilities of a child's primary caregiver.

Gretton School employs the services of the following consulting companies to ensure compliance is met and best practice is implemented

Peninsula HR Online
Peninsula Business Safe (Health and Safety)
Carecheck (DBS)
Educare (online CPD)

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This policy applies to anyone responsible for recruiting, selecting and inducting staff and volunteers in Gretton School and all who participate in shortlisting and interview panels.

Introduction

Gretton School is committed to promoting the welfare of children and young people and keeping them safe.

We are also committed to equality, valuing diversity and working inclusively across all of our activities.

We aim to have a workforce that represents a variety of backgrounds and cultures and can provide the relevant knowledge, abilities and skills for our school.

The purpose of the policy

- to recruit and select the best people available to join our workforce
- to take all reasonable steps to prevent unsuitable people from joining our school
- to recruit, select and manage our staff in a way that complies with legislation designed to combat inequality and discrimination
- to do all we can to achieve and maintain a diverse workforce
- to ensure that our recruitment and selection processes are consistent and transparent
- to ensure candidates are judged to be competent before we make them an offer of a job
- to ensure that new members of staff are given a proper induction.

We recognise that

- our workforce is our most important resource
- unsuitable individuals sometimes seek out opportunities via employment or volunteering to have contact with children in order to harm them
- some groups face unfair discrimination in the workplace
- children, young people and families benefit from our efforts to recruit and select a skilled and committed workforce from a diverse range of backgrounds
- new staff and volunteers cannot perform their role effectively

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unless they are inducted properly and receive ongoing support and supervision.

We recruit and induct our workforce by

- advertising posts through appropriate media and in a way that ensures that we attract high quality applicants from diverse backgrounds
- providing an application pack with relevant information for anybody who expresses an interest in an advertised job
- ensuring that all applications for both paid and volunteer positions are made using our standard application form
- involving more than one person to shortlist applicants for interview
- having at least two people conducting a face-to-face interview with anyone we may want to appoint
- incorporating the views and perspectives of pupils and staff into the recruitment and selection process whenever appropriate
- obtaining three references, two pieces of identification and original copies of any necessary qualifications from candidates
- requiring that all staff and volunteers have an up-to-date relevant DBS check where their post is eligible for this (including a check against the barred list if the post involves regulated activity),
- providing an appropriate induction for all new staff and volunteers
- ensuring that all staff are made aware, during their induction period, of how to keep children and young people safe in our school
- appointing all staff and volunteers on a probationary period initially, with a review before they are confirmed in post
- using the list of processes below to follow a consistent procedure for recruitment, selection and induction.

Recruitment, selection process

1. Plan your recruitment and selection process.
2. Advertise the vacancy.
3. Review all applications against the criteria in the job/role description .
4. Create a shortlist of suitable applicants.
5. Agree the interview questions and selection tools eg tests, role play etc.
6. Invite your chosen candidates to be interviewed.
7. Conduct interviews and verify every candidate's identity and qualificati
8. Make decision on suitable appointment of candidate(s).
9. Make a conditional offer of employment or a volunteer position, subject to satisfactory references and checks.
10. Consider any confidential information that the candidate has submitted along with

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- his/her application, and discuss this with the candidate.
11. Complete the take up of references and checks.
 12. Are all issues arising from the references, checks and self-disclosed information resolved?
 13. **Yes** - confirm the offer on a probationary period.
 14. **No** - withdraw the job offer
 15. Agree a start date.
 16. Plan the induction.
 17. New staff member starts. Follow through the induction programme.
 18. Conduct scheduled reviews within the probationary period to check progress.
 19. After the probationary period, are you satisfied with their progress?
 20. **Yes** - confirm new staff member in post.
 21. **Not completely** – consider extending the probationary period and agree a further support package if appropriate.
 22. **No, progress has been highly unsatisfactory** - end the contract at this point.
 23. At the end of the trial period extension, are you still unsatisfied with the new recruit's progress?
 24. **Yes** - end contract at this point.
 25. **No** - confirm new staff member in post.