



**BLACON**  
HIGH SCHOOL  
SUCCESS THROUGH PARTNERSHIP

## Recruitment and Selection

### VISION STATEMENT

Blacon High School will inspire everyone to work together to create a successful, inclusive and forward looking learning community, supporting excellence for all to make a positive difference to society.

**Committee approved:** 12<sup>th</sup> December 2017  
**Ratified by Full Governing Body:** 11<sup>th</sup> January 2018  
**Next due for review:** Autumn 2019

## 1. Purpose

The purpose of this document is to set out **Blacon High School's** policy in relation to the recruitment and selection of staff.

## 2. Scope

The principles set out in this policy apply to all appointments made once a decision to recruit has been taken.

## 3. Policy Statement

Blacon High School recognises the need to recruit the best possible staff to all posts. We are also mindful of our overriding duty to safeguard and promote the welfare of children and young people. We are committed to a fair, thorough and consistent approach to recruitment and selection and believe this to be the most effective way of ensuring the delivery of quality services and of keeping children safe.

We believe that all applicants for jobs are entitled to fair and equal treatment and protection from discrimination.

Blacon High School will follow procedures that comply with employment law, relevant education legislation and codes of practice, other relevant national requirements and which aim to achieve best practice.

All appointees will be subject to a range of safer employment checks including:

- Appropriate references
- A Disclosure and Barring Service check
- Qualification certificates checks
- Prohibition from teaching check
- Proof of Right of Work eligibility
- Medical clearance
- Disqualification by Association check (if working regularly at before and after school clubs with BEV primary schools or similar) (see Appendix 1).

## 4. Principles

Our Policy is founded on the following key principles:

- ✓ Prior to a decision to recruit, all posts will be subject to a review which will cover the need for the post, the duties and responsibilities as set out in the job description and the skills and attributes required by the person appointed.
- ✓ Staff will be appointed on merit
- ✓ The process of selection will conform to all legal requirements and will reflect the need to safeguard children and young people and promote their welfare.
- ✓ The process of selection will be open and accountable taking account of the right to confidentiality of individual applicants.
- ✓ Managers involved in appointing staff will have the appropriate skills and experience for the task.

## 5. Recruitment and Selection Training

To support the principles of fair recruitment and selection in practice, individuals involved in the process will receive training which will include the technical skills required to prepare and review job descriptions and person specifications as well as interview and decision making techniques which will build competence in relation to child protection and promoting diversity and encouraging equality of opportunity.

## 6. References

Wherever possible, references will be taken up on all shortlisted candidates prior to interview. Any issues identified will be explored further with the referee and / or the candidate at interview.

References on behalf of the school will only be provided by the headteacher.

### Version Control

Number	Update	Date	By whom
0.1	Policy amendments – page 2 (employment checks), page 4 (add appendix 2)	09/10/15	Rachel Keating
1.0	Policy approved at Governor committee meeting	15/10/2015	Resources
	Policy approved by full Governing Body	05/11/2015	Governing Body
1.1	Policy reviewed against LA version – no changes made	05/12/2017	Tegan Whiteside
2.0	Policy approved at Governor committee meeting	12/12/2017	Resources
	Policy approved by full Governing Body	11/01/2018	Governing Body

## Appendix 1 - Staff Disqualification Declaration

In October 2014, the Department for Education (DfE) issued an update to its Statutory Guidance “Keeping Children Safe”.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/362919/Keeping\\_children\\_safe\\_in\\_education\\_childcare\\_disqualification\\_requirements\\_-\\_supplementary\\_advice.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/362919/Keeping_children_safe_in_education_childcare_disqualification_requirements_-_supplementary_advice.pdf)

This update requires schools which provide care for pupils under the age of 8 (specifically to this school, childcare outside of school hours, i.e. before or after school clubs), to ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009. Reference: <http://www.legislation.gov.uk/uksi/2009/1547/schedule/3/made>

A person may be disqualified through

1. having certain orders or other restrictions placed upon them
2. having committed certain offences
3. living in the same household as someone who is disqualified by virtue of 1 or 2 above (this is known as disqualification by association)

**If you provide before or after school clubs to students under the age of 8 you are required therefore to sign the declaration below confirming that you are not disqualified under those Regulations.**

<b>Section 1 – Disqualification by Association</b>			
To the best of your knowledge, is anyone in your household* disqualified from working with children under the Regulations?		YES / NO	
*household – includes family, lodgers, house-sharers, household employees			
<b>Section 2 – Provision of Information</b>			
If you have answered YES to the question above you should provide details below in respect of the relevant member of your household.			
Details of the order, restriction, conviction, caution etc.			
The date(s) of these			
The relevant court(s) or body(ies)			
<b>Section 3 - Declaration</b>			
In signing this form, I confirm that the information provided is true to the best of my knowledge and that:			
<ul style="list-style-type: none"> <li>• I understand my responsibilities to safeguard children.</li> <li>• I understand that I must notify my headteacher immediately of anything that affects my suitability including any cautions, warnings, convictions, orders or other determinations made in respect of me or a member of my household that would render me disqualified from working with children</li> </ul>			
Signed			
Print Name		Date	