Recruitment and Selection Policy

Date of review:	November 2025
Next review date:	November 2026
Staff responsible for policy:	JIL

RECRUITMENT AND SELECTION POLICY

1. Introduction

The school is committed to providing the best possible care and education for its students and to safeguarding and promoting the welfare of young people. We are also committed to providing a supportive and flexible working environment for all staff. To achieve these aims, it is vital that the school attracts, recruits and retains staff of the highest calibre.

The aims of the school's Selection and Recruitment policy are to ensure:

- Recruitment of the best possible staff are on the basis of their abilities and suitability for the position;
- Equitable and consistent consideration of all applicants
- No applicant is treated unfairly on any grounds including ethnicity, nationality, religion, gender, sexual orientation, pregnancy or maternity, marital or civil partnership status, disability, gender reassignment or age;
- Compliance with all relevant recommendations and guidance;
- that the school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks. 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

All involved in the recruitment and selection of staff will adhere to this policy.

2. Recruitment & Selection Procedure

a) Advertising

All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that where there are sufficient, suitably qualified, internal candidates, or staff who are at risk of redundancy, vacancies may be advertised internally before an external advertisement is placed.

b) **Review / 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.

c) **Review / 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. 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.

d) Information for Applicants

All applicants will be required to complete and sign an Application Form containing questions about their academic and employment history and their suitability for the role. Incomplete Application Forms will be returned to the applicant if the deadline for completed Application Forms has not passed. Curriculum Vitae will not be accepted in place of the completed Application Form. Candidates submitting an application form on line will be asked to sign the form if invited to interview.

Applicants will be given a relevant Job Description and Person Specification.

Applicants will be directed to the school website for additional information about the school, its policies and guidance on the recruitment process.

e) Shortlisting

The selection panel will shortlist applicants against the Person Specification for the post. The criteria for selection will be consistently applied to all applicants. 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. A shortlisting template is available.

Late applications will not generally be considered, and not once shortlisting has commenced.
Two references, one of which must be from the candidate's current/most recent employer, will be taken up before the selection interview stage if consent is obtained from the applicant so to do.

The applicant may then be invited to attend an interview and a selection process to demonstrate and discuss his/her relevant skills and experience in more detail.

As part of the recruitment process, we will conduct an online search on all shortlisted candidates. This may help identify any incidents or issues that have happened and are publicly available online, which we might want to explore with the applicant prior to their volunteering with the school. This should be conducted by an appropriate staff member not involved in the selection panel.

f) 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. Assessment and selection methods should be discussed with the school's HR Manager prior to any choices being made

Every selection panel will have at least one member who has undertaken Safer Recruitment Training.
Wherever possible, interviews will take place face to face.

The same areas of questioning will be covered for each applicant. There will be no questions discriminating directly or indirectly on protected characteristics under the Equality Act 2010.

The selection process will always include exploration of the candidate's understanding of Safeguarding issues.
Candidates will always be required:

• To explain satisfactorily any gaps in employment. The reasons for any gaps should be recorded on the interview form. Any remaining concerns will be followed up to ensure they are fully explained and, where required, evidenced.
• To explain satisfactorily any anomalies or discrepancies in the information available to the selection panel
• To declare any information that is likely to appear on a DBS disclosure
• To demonstrate their capacity to safeguard and protect the welfare of children and young people

The interview will explore any relevant convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared.

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

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

g) Offers of Employment

Any Offer of Employment will be conditional on:

- The agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
- The receipt of a minimum of two satisfactory references (one of which must be from the applicant's most recent employer);
- The receipt of a satisfactory check by the Disclosure and Barring Service;
- The receipt of a satisfactory medical questionnaire,
- Evidence of the right to work in the UK.
- Proof of relevant required qualifications which for teaching posts include 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);
- Verification of the applicant's mental and physical fitness to carry out their responsibilities
- verification of professional status where required e.g., TRA registration, QTS status (unless properly exempted),
- a check that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State.

If the offer is accepted and the above conditions are satisfied, the applicant will be issued with a Contract of Employment as confirmation of employment.

3. Pre-employment Checks

The school conducts the following pre-employment checks in respect of all prospective employees:

a) Verification of Identity and Address

All applicants attending an interview will be asked to bring the following evidence of identity, address and qualifications examples of these can include:

- Current driving licence (including photograph) or passport or full birth certificate;
- Two utility bills or statements (from different sources) showing their name and home address;
- Documentation confirming their National Insurance number (P45, P60 or National Insurance card);
- Documents confirming any education or professional qualifications referred to in their Application Form.

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (eg marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change prior to commencement of employment with the school.

b) References

References will be taken up on shortlisted candidates prior to interview.
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.

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

They will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the relevant Job Description and Person Specification. If the referee is a current or previous employer, they will also be asked to confirm the following:

- The application's dates of employment; salary, job title/duties, reason for leaving, performance and disciplinary record;
- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired);
- Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards them.

We will only accept references obtained directly from the referee and we will not rely on references or testimonials provided by the applicant or on open references or testimonials.

We will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

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..

c) Criminal Records Check

The school will apply for a Disclosure from the Disclosure and Barring Service (DBS) in respect of all prospective employees, governors and volunteers.
There are two types of Disclosure that the School may apply for depending on the nature of the position:

- Enhanced Disclosure – for positions in the School which do not involve "regulated activity".

- Enhanced Disclosure with list check – for positions in the School which involves "regulated activity". Most positions in the School will fall within this category. This will also involve a check of the Children's Barred List (formerly List 99).

Applicants with periods of overseas residence within the last 5 years of 3 months or longer and those with little or no previous UK residence may also be asked to apply for the equivalent of a Disclosure, if one is available in the relevant jurisdiction(s).

The school requires evidence that agencies/contractors have carried out DBS checks on their staff.

The school will ensure an overseas check is obtained for any employee who is recruited from outside the UK. The candidate will be asked to provide proof of their past conduct and as if a teacher evidence as issued by the professional regulating authority in the country in which they worked. This will be considered together with information obtained through other pre-appointment checks. The candidate is responsible for obtaining this documentation and will need to provide translation where required. (The school will ensure it has been accurately translated by a validated source.)

The school may also conduct an internet search check and record this on the SCR, including its outcome, who conducted the check and the date. This could apply to employees, governors, volunteers and anyone who will be unescorted in school premises.

If there are any disclosures on the DBS or any other concerns following completion of these checks, they will be highlighted to the headteacher immediately. Procedures must then immediately ensure the person is safe to be on school premises. A full risk assessment must be kept as evidence of the steps taken to eliminate any risk.

In the case of any role within the school likely to involve an aspect of its management, a Section 128 check will be made to ensure the applicant is not subject to any relevant prohibition or restrictions. These roles may include, but is not limited to, the headteacher, deputy headteacher, assistant headteacher, other members of the Senior Leadership Team and governors.

The offer of employment by the selection panel and acceptance by the candidate is binding on both parties, subject to satisfactory completion of the pre-employment checks and satisfactory references. The successful candidate will be informed, normally in writing, that the appointment is subject to satisfactory completion of these checks. Personnel File and Single Central Record Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment

Droitwich Spa High School and Sixth Form Centre takes its responsibilities as a data controller and data processor seriously and are committed to using any personal data collected and held in accordance with the law. The schools policies, privacy notices and forms in relation to personal data are available for you to view on our web site at www.droitwichspahigh.worcs.sch.uk or by using the https://website.droitwichspahigh.worcs.sch.uk/index.php/communications/information-management-and-data-protection/
The School's Data Protection Officer is the *Governance Manager* who can be contacted at Droitwich Spa High School and Sixth Form Centre, Briar Mill, Droitwich, WR9 0AA or by email at privacy@droitwichspahigh.worcs.sch.uk