



# Recruitment Policy

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## 1. Introduction

This recruitment and selection policy has been produced in accordance with the statutory guidance Keeping Children Safe in Education 2023.

- South Brockwells Farm School is committed to safeguarding and promoting the welfare of children and young people. It is an integral factor in the recruitment and selection process and is an essential part of creating safe environments for children and young people.
- this policy aims to ensure that safer and fair recruitment and selection is conducted at all times at South Brockwells Farm School and :-
  - expects all staff and volunteers to share in this commitment.
  - is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to our performance and fundamental to the delivery of a high-quality service.

## 2. Purpose

- to ensure the recruitment of both, fixed-term and temporary staff (including volunteers) is conducted in a fair, effective and economic manner.
- to achieve this, those who are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

## 3. Scope

The ultimate responsibility for recruitment and selection lies with the Director of Education.

## 4. Aims and objectives

- to ensure that the safeguarding and welfare of children and young people takes place at each stage of the process.
- to ensure a consistent and equitable approach to the appointment of all staff
- to ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation and pregnancy and maternity.
- to ensure the most cost-effective use is made of resources in the recruitment and selection process.

## 5. Principles

The following principles are encompassed in this policy :-

- all applicants will receive fair treatment and a high-quality service.
- the job description, and in particular the section entitled 'Key skills and experience', are essential tools and will be used throughout the process.
- employees will be recruited on the knowledge, experience and skills needed for the job.
- selection will usually be carried out by the Farm School Board of Directors.
- selection will be based on a minimum of completed application form, shortlisting, interview and references.
- all posts will normally be advertised. The following will be carried out in connection with the advertising of vacancies :-
  - roles will usually be advertised externally. In some cases, recruitment may be undertaken through an agency where this is the most appropriate route.
  - advertisements will not be confined unjustifiably to those geographical areas or publications that would exclude or disproportionately reduce the numbers of applicants from a particular racial group.
  - advertisements shall not state a specific length of residence or experience in the United Kingdom as a requirement for a vacancy.
  - advertisements shall not differentiate between qualifications obtained in the UK and those that are fully comparable but obtained outside the UK.
- all applicants for posts will be sent a copy of South Brockwells Farm School Equality and Diversity Policy, if requested.
- where an advertisement contains an informal contact point, this shall be for the purpose of expanding on the job details and requirements and not as an informal selection procedure.
- The Equality Act makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

## 6. Equal opportunities

- South Brockwells Farm School is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair.
- recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race (which includes colour, national or ethnic origins), gender, religion, age, disability, sex, gender reassignment, pregnancy, marital status or sexual orientation.
- South Brockwells Farm School acknowledges that unfair discrimination can arise on occasion and so will ensure that the equal opportunities policy is the foundation for all its activities.

## 7. Pre-recruitment process

South Brockwells Farm School will ask for a CV and personal statement for all applicants

## 8. Objective

The objective of the recruitment process is to attract and select staff who will successfully and positively contribute to the future development of South Brockwells Farm School.

The first experience an individual has of South Brockwells Farm School is important, so the experience should be positive and all those responsible for recruiting will:-

- leave a positive image with unsuccessful applicants
- give successful applicants a clear understanding of the post and what is expected of them
- strive to reduce the risk of a bad selection decision that can be expensive and may cause line management problems in the future or may not meet South Brockwells Farm School's commitment to safeguard children and young people.

## **9. Application form**

An application form will be used to obtain a common set of core data from all applicants.

## **10. Job description and person specification**

An accurate job description is required for all posts, using South Brockwells Farm School job description format. The job description contains a section outlining the key skills and experience of the post (a 'person specification').

## **11. References**

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained in writing/e-mail directly from the referee, who must have the authority to give a reference on behalf of their organisation.

- two references will be sought as minimum and cover, typically, employers for the previous five years. Where an applicant has not been in employment during this period, then independent personal referees will be contacted.
- in the case of roles with significant and unsupervised contact with pupils, written references will be sought on all shortlisted candidates, and will be obtained before interview where practicable so that any issues of concern that they raise can be explored further with the referee, and taken up with the candidate at interview.

## **12. Interviews**

- the interview will assess the merits of each candidate against the job requirements, and explore their suitability to work directly with or in a working environment with children and young people.
- the selection process for people who will work with children and young people will usually include a face-to-face interview, even if there is only one candidate.

## **13. Interview panel**

The South Brockwells Farm School Board of Directors will form the interviewing panel.

The members of the panel :-

- should be aware of the duty to make reasonable adjustments for a candidate with a disability. Examples of reasonable adjustments could include changing the interview location, and/or providing a hearing loop for an applicant with a hearing impairment.
- will meet before the interviews to :-
  - reach a consensus about the required standard for the job to which they are appointing.
  - consider the issues to be explored with each candidate and who on the panel will ask about each of those. Care must be taken to avoid questions that could be construed as discriminatory (e.g. questions about personal circumstances that are unrelated to the job).

- agree their assessment criteria in accordance with the person specification.
- independently make appropriate notes during and immediately after the interview on each applicant. Notes must relate to how applicants demonstrate their knowledge, skills, experience and abilities in relation to the person specification. The Data Protection Act allows applicants to request disclosure of such notes and the lack of such notes would seriously impede the Directors' ability to contest a complaint about the recruitment process.

#### **14. Longlisting and shortlisting**

- if a large number of applicants are received for a post it may be necessary to both long and subsequently shortlist applications. Both processes must be carried out by the interview panel, who will meet to discuss the applications in accordance with the pre-agreed selection criteria and a written record of the long and shortlisting processes kept.
- where a candidate is known personally to a member of the interview panel, it will be declared before shortlisting takes place to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

#### **15. Scope of the interview**

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:-

- the candidate's attitude towards children and young people (using a 'values based assessment' approach, as designed and supported by the NSPCC in their Safer Interviewing Skills Training work).
- his/her ability to support the South Brockwells Farm School agenda for safeguarding and promoting the welfare of children.
- gaps in the candidate's employment history.
- concerns or discrepancies arising from the information provided by the candidate and/or a referee.
- whether the candidate wishes to declare anything in light of the requirement for a Disclosure and Barring Service (DBS) check.

If, for whatever reason, references are not obtained before the interview, the candidate will also be asked at interview if there is anything they wish to declare/discuss in light of the questions that have been (or will be) put to his/her referees. It is essential that the references are obtained and scrutinised before a person's appointment is confirmed and before they start work.

#### **16. Conditional offer of appointment: pre-appointment checks**

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

- the receipt of at least two satisfactory references.
- the receipt of a fully completed and signed Application Form.
- verification of the candidate's identity.
- verification of eligibility to work in the UK.
- verification of the candidate's medical fitness.
- verification of qualifications, where required for the role.
- completion of a Child Care Disqualification form, if appropriate.
- an overseas police check will be required if a candidate has lived overseas within 5 years of their application for 3 months or more.
- a satisfactory DBS enhanced disclosure.

## **17. Post-appointment induction**

- there will be a Safeguarding and Child Protection Induction Programme for all staff and other volunteers newly appointed to South Brockwells Farm School, regardless of previous experience.
- this induction will, in all but the most exceptional of circumstances, take place prior to the commencement of employment and will be undertaken by an appropriately trained member of staff, normally the Designated Safeguarding Lead (DSL) or the Designated Safeguarding Person (DSP).

## **18. Complaints procedure**

Applicants for employment concerned about the recruitment process should write to the Director of Education, South Brockwells Farm School in the first instance. This does not preclude them taking the matter to an employment tribunal or civil court.

Any member of staff with concerns about the application of this policy should refer to South Brockwells Farm School Complaints Policy.

For guidance on the Equality Act and making reasonable adjustments :-

<https://www.gov.uk/government/publications/equality-actguidance>

For further guidance on recruitment and induction :-

<http://www.acas.org.uk/media/pdf/8/d/Recruitment-and-induction-advisorybooklet.pdf>

For guidance on DBS :-

<https://www.gov.uk/government/news/disclosure-and-barring-service-filtering>

## **Policy status and review**

## 19. Policy status and review

<b>Written by:</b>	Director of Education
<b>Owner:</b>	Director of Education
<b>Status:</b>	V1 = 04/03/2022 Submitted to Partners, SBF Partnership V2 = 14/05/2023 Submitted to Partners, SBF Partnership V3 = 28/08/2023 Submitted to Partners, SBF Partnership V4 = 06/11/2023 Submitted to Board of Directors, SBF School
<b>Approval date:</b>	V1 = 05/03/2022 V2 = 15/05/2023 V3 = 31/08/2023 V4 = 28/11/2023
<b>Date reviewed</b>	V1 =01/05/2023 V2 = 02/08/2023 V3 = 03/11/2023
<b>Next review date:</b>	V4 December 2024