



## Safer Employment and Recruitment Policy

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**Prepared:** Sue Simmons 30/06/2014

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## **Safe Employment and Recruitment Policy**

### **Introduction**

The Thomas Deacon Academy is committed to safeguarding and promoting the welfare of children and young people and requires all employees in their employment to demonstrate this commitment in every aspect of their work.

The Academy has an expectation that staff will provide a positive contribution of all aspects of Academy life and recognizes that effective employment policies are essential to the achievement of this goal.

The Academy will comply with education and employment legislation and guidance with regards to Safeguarding Children and recognises that safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. This will be achieved by our having sound recruitment processes that are consistently and fairly applied.

This Policy sets out the Thomas Deacon's Academy's approach to filling vacancies and provides guidance on what to do when a vacancy arises. This applies to filling vacancies with permanent, temporary, contractor and voluntary staff.

This policy also acknowledges that a review will take place when a vacancy arises to consider the necessity to fill, and or the possibility of looking at alternative solutions through re-organisation, internal promotion or succession planning. Not all vacancies will be filled as a matter of course. Filling a vacancy will be at the approval of the CEO in consultation with Directorate Colleagues and in line with Academy affordability.

### **Principles**

The overall objective of the Academy's Recruitment Policy is to fill each approved vacancy in a timely manner, with the best possible candidate for the job. In order to meet this basic requirement the following principles apply:

- It is the Academy's policy to select the best qualified applicant for a particular position whilst also demonstrating its commitment to recruit or promote employees internally whenever possible. A mix of internal and external advertising may be used and this will be determined on a vacancy by vacancy basis.
- The Academy is committed to Equality of Opportunity and all positions will be filled purely on the basis of individual merit, regardless of a person's actual or perceived race, ethnic or national origin, caste, nationality, religion or belief, gender, gender reassignment, sexual orientation, disability, marital status or civil partnership, pregnancy or maternity, or age. Further information is available with the Academy's Equality Policy.
- The appropriate Academy leaders will be involved at each stage of the recruitment process and must therefore be competent, by means of training, coaching and/or experience to take part in selection procedures, including an awareness of Equal Opportunities, "Best Practice" legislative and safeguarding requirements.
- The selection techniques used will be determined by the level and complexity of the job and may include interviews, teaching practice, presentations, and group exercises where appropriate. Whatever technique is used, care will be taken to ensure objectivity.

- Questions regarding health will only be asked where it relates to a genuine occupational requirement and is 'a proportionate means of achieving a legitimate aim', e.g. in order to monitor equal opportunities, to make appropriate access arrangements for interviews.
- Focus will be built in to all stages of the recruitment process to making reasonable adjustments where necessary to ensure equality of opportunity and access.
- Notes from interviews and other selection activities will be retained by the Human Resources Department for 12 months. Following this date all data will be destroyed.

### **Recruitment Authorisation**

Following CEO/Directorate approval to recruit key information will be ascertained from the Leader recruiting for the post. (A minimum of two leaders and or an HR representative will be used for all recruitment interviews – at least one of the panel will have undertaken and passed the DfE Safer Recruitment Training)

Key information should include:

- The job level of the post;
- Whether the recruitment is for permanent or a temporary replacement and for how long;
- A job description/specification, bringing together the main aspects and responsibilities of the job incorporating the skills, knowledge, competencies and experience required for filling the role;
- A plan and timing for the recruitment activities;
- The method of recruitment;

It is important when defining the person specification to consider only those attributes that are strictly relevant to the job and exclude any which may be discriminatory to any particular group.

### **Advertising the Vacancy**

Where a direct headcount impact is seen as a result of a resignation our practice will generally be to advertise externally for a replacement. This will not prevent internal applicants applying for the advertised post.

Posts that may require job search outside the UK where we might be subject to the regulations of the Immigration, Asylum & Nationality Act 2006, will ensure compliance with the requirements within these regulations and the terms of the Academy's Sponsor Licence with the Border Agency.

### **Internal Advert**

All vacancies will be advertised on our website/VLE. Advertisements will state the level of the post and the preferred method of application and to whom the application should be made. Vacancies will usually have a closing date of up to ten working days from the day posted although should we need to consider applicants from overseas we will follow the guidelines as set by the home office in respect of our sponsorship licence. All employees are responsible for informing their Line Manager of their application at the time of application.

## **External Advert**

The appropriate leader will be responsible for giving full details of the information to be included in the advert to the Human Resources department in a timely manner and within the guidance issued on advertising guidelines. The Human Resources Department will be responsible for liaising with external companies with regards to the content, cost, and selected media.

## **Application**

An application pack will be sent to all applicants which will include an Introduction Letter, Application Form which will include equal opportunities monitoring information and Right to Work in the UK confirmation. Additional information will include a job description, person specification, candidate information pack and any other job-related information appropriate to the role.

## **The Selection Process**

The appropriate leader and Human Resources Department will agree on the most suitable method of selection for a position. This will include short listing activity with the line manager of the post. This decision will be based on scoring the candidates versus the requirements of the job and person specification. A member of the Human Resources Team will be involved within the process at all appropriate stages. At least one member of the interview panel will have undertaken and passed the DfE Safer Recruitment Training

## **Unsuccessful Candidates**

All unsuccessful candidates will have decisions confirmed (by telephone or in writing) as soon as possible after the recruitment activity. All applicants who attend recruitment activity will be given the opportunity for feedback on their application.

## **Interview Expenses**

Interview expenses will be paid within reason. All expenses will be paid through the Finance team. An expense form and associated receipts must be produced in order for a claim to be made.

## **Offers of Employment**

All offers of employment will be produced and issued by the Human Resources Team.

Checks will be undertaken for each new potential employee and all offers will be subject to certain criteria, namely:

- Enhanced DBS check with barred list information
- List 99 check
- References deemed suitable to the Academy (at least 1 professional and 1 character reference should be obtained). The Academy expects that the professional reference will come from the most recent employer
- Verification of identity
- Evidence of qualifications and, for teachers, confirmation of professional registration
- Evidence of right to work in the UK
- Medical questionnaire to be completed

The Human Resources Department will send to the successful candidate all relevant administration required for new starters joining the organisation.

Starter pack contents will be:

- Offer letter
- Statement of terms of employment
- Personal details form, including next of kin details
- Bank and payroll details
- Pension information
- Request for P45/6 documents
- Request for copies of other relevant qualifications
- Medical Questionnaire (issued post offer to assess whether any reasonable adjustments are required)

### **Start Dates**

In all cases of internal recruitment, the Managers will agree a transfer/start date. For external offers a start date will be agreed and confirmed in writing to the individual.

As part of the offer process, consideration will be given, in consultation with the employee, to making reasonable adjustments where necessary in time for start date. This may include working with external agencies (e.g. Access to Work) to obtain or source additional resources.

An induction programme will be planned for each new starter whether the starter is external to the Academy or whether undertaking an internal move/transfer.

### **Procedure for employing casual and voluntary staff at Thomas Deacon Academy**

An approval form must be completed and approved by line manager and the Director of Human Resources before any casual or volunteer attends the Academy.

### **Casual staff could include the following:**

- Duke of Edinburgh staff
- Supply – own
- Supply – agencies
- Invigilators
- Casual TAs
- Coaches
- Peripatetic music teachers

***The following must be strictly adhered to.***

### **Casual staff**

Issue an application form, right to work in the UK form and request that the applicant provides an application letter or statement explaining why they wish to undertake casual work at the Academy.

If application is successful at this stage, arrange an interview with a representative from appropriate College plus one member of the HR Team

Discuss the following: pay rate, when working and how long will they be working for, which budget the pay should be coming from, and issue a CRB Form.

Obtain references and undertake a List 99 check. When the Enhanced DBS check is cleared and references have been received together with the appropriate evidence to support the right to work in the UK a letter will be sent out to arrange a start date. Induction training and CP training will be arranged at this point.

The HR team will then ensure all other relevant documentation is completed.

On arrival at the Academy an ID badge will be arranged and all relevant internal departments will be advised of the commencement of this staff member.

**Volunteer staff would include the following:**

- Board members
- Trustees
- Chaplaincy
- Community Police
- Connexions
- Counsellors
- External trainers
- Mentors
- Paired Readers
- PGCE Students
- Youth Project Workers
- Volunteers – general within Colleges
- Health Trainers

**Volunteers**

Issue a Volunteer Application form, and request that the applicant provides an application letter or statement explaining exactly why they wish to volunteer at the Academy.

If application is successful at this stage, arrange an interview with representative from appropriate College plus one from HR. Discuss the following: agreed working pattern and duration, confirm arrangements for arranging DBS clearance. Undertake a List 99 check.

The HR team will then ensure all other relevant documentation is completed.

When the Enhanced DBS check is cleared and references have been received (if applicable), send a letter out to arrange a starting date. Arrange Induction and CP training at this point.

On arrival at the Academy an ID badge will be arranged and all relevant internal departments will be advised of the commencement of this staff member.