



POLISI RECRIWTIO

RECRUITMENT POLICY

ADOLYGWYD REVIEWED	Mai / May 2024
CADARNHAWYD gan ByC RATIFIED by BoD	Mehefin / June 2024
ADOLYGIAD NESAF - NEXT REVIEW	Mai / May 2026
CYLCH ADOLYGU REVIEW CYCLE	2 flynedd / years

Safer Recruitment Policy

YGLL/LWS has adopted the model Recruitment and Selection Policy from the Ealing Local Authority.

This Recruitment and Selection Policy has been produced in line with

Keeping Children Safe in Education (September 2023 [KCSIE])

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181955/Keeping_children_safe_in_education_2023.pdf

Working Together to Safeguard Children (July 2018, updated December 2020) [WTTSC]

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf

The Equality Act <https://www.gov.uk/guidance/equality-act-2010-guidance>

The policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people. The school is also committed to ensure that recruitment and selection is undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable, securing the position.

Recruitment and Selection Policy Statement

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The School is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing the very best education for our students/children. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high quality education.

Purpose

To ensure the recruitment of both permanent and temporary staff is conducted in a fair and effective manner.

To help achieve this, those that are responsible for each stage of the recruitment process will at all times be expected to demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

Scope

The policy applies to all school employees employed at YGLL/LWS as well as governors responsible for and involved in recruitment and selection of all school based staff. Where the Lead Teacher is being appointed, the Board of Directors will consult with an external consultant about the recruitment process. The ultimate responsibility lies with the Board of Directors.

Aims

To ensure that the safeguarding and welfare of children and young people is put first, consideration for safeguarding is given at each stage of the process.

To ensure a consistent and equitable approach to the appointment of all school based staff.

To ensure all relevant equalities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, and sexual orientation.

Process

- All recruitment advertising will contain a safer recruitment statement and be advertised externally
- The job description and person specification are essential tools. They will be used throughout the process and will encompass safeguarding and child protection responsibilities
- Two references must be taken up prior to interview, one of which must be the current or most recent employer
- When requesting references the referee will be asked about the candidate's suitability for working with children
- A panel will carry out selection with at least two panel members but preferably with three. At least one panel member will have carried out and passed appropriate safer recruitment training on the selection process through the CWDC online training package or by attending a Local Authority training on Safer Recruitment
- Selection will be based on a completed application form, a short listing process and an interview and a test where appropriate to the job vacancy.
- Gathering information and carrying out relevant background and vetting checks on a candidate for appointment will be followed up.
- The candidate's suitability to work with children will be explored at interview by asking open ended questions, as well as questions which explore the candidates attitude towards child protection
- The candidate's mental and physical fitness can be checked by asking relevant questions about disability and health in order to establish their capacity to do the job (Section 60 of the Equality Act)
- Employees will be recruited on the knowledge, experience and skills needed for the job
- The candidate's identity must be verified against the most recent and original documentation
- Teachers' qualifications must be provided and the QTS (Qualified Teacher Status) number recorded
- Appointment will only be confirmed after all checks have been completed satisfactorily
- Monitoring and Evaluation are essential for assessing the effectiveness of the recruitment and selection process
- The Disability Discrimination Act (DDA) 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.

The school will follow its legal duty to refer to the DBS (Disclosure and Barring Service) anyone who has harmed or poses a risk to a child or if they have a reason to believe the member of staff has committed an offence.

Validation of Recruitment Checks

- All checks will be confirmed in writing
- The school may not obtain an enhanced DBS check for anyone who is not in regulated activity but may request an enhanced DBS without a barred list check.

- These checks will be retained in a personal file and will include: candidate's application form and supporting statement, two references, DBS and medical clearance
- A Single Central Record with details of the disclosure number will be kept of all school staff, Governors and volunteers who are involved in regular regulated activity with the children.
- Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in the school

Equalities

The School is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair and transparent. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation. The School acknowledges that unfair discrimination can arise on occasion and therefore will ensure that the Equal Opportunities Policy is the foundation for all its activities.

Monitoring, reviewing and assessing impact

This policy will be regularly monitored and reviewed by staff and governors on an annual basis at the same time as the Child Protection policy to ensure that it is effective in helping the school recruit and retain excellent, well motivated staff who share the ethos of safeguarding and promoting the welfare of children and young people.

Signed Chair of Directors: *G. Roberts*

Signed by Headteacher: *J. Watkins* [Headteacher]

Next review: May 2026