



Rossett School
Success for everyone

Recruitment and Selection Policy

1. Introduction

- 1.1 The aim of this Recruitment and Selection Policy and Procedure is to attract, select and retain staff who will successfully and positively contribute to the work and development of the Trust.
- 1.2 In addition, this policy and procedure aim to ensure that Rossett School recruits and selects staff in a safe and fair manner at all times. Safeguarding and promoting the welfare of children and young people is an integral requirement in recruitment and selection processes and is an essential part of creating safe environments for children and young people.
- 1.3 It is also imperative that recruitment is planned and conducted with due regard to equality legislation and to ensure appointments are made on merit. However, recruitment processes will also be designed to attract suitable applicants within difficult labour markets, will consider the use of a wide range of attraction techniques and make appropriate use of the discretions within the Trust's Pay Policy.

2. Recruitment and selection policy statement

- 2.1 This Trust is committed to attracting selecting, vetting and retaining employees who will successfully and positively contribute to its school and pupils ensuring that they achieve their full potential. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the Trust's and school's performance and fundamental to the delivery of high quality educational services.
- 2.2 This policy seeks to ensure that the Trust demonstrates good practice regarding keeping children safe in education, with the aim of deterring and preventing people who are unsuitable to work with children from applying for or securing employment within the Trust. It will do this by basing its recruitment and selection procedures on the prevailing statutory guidance and good practice on safer recruitment and reviewing this practice as and when guidelines and practices change.
- 2.3 This Trust has adopted the following statement which details its safeguarding commitment and will be included in relevant recruitment documentation:

Rossett School is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment with the Trust. We expect all staff and volunteers to share this commitment. All posts are subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

3. Scope

- 3.1 This policy will apply to the appointment of both permanent and temporary roles within the Trust, and sets out the standards and stages for all recruitment activities. The safer recruitment principles of the policy should also be applied to the appointment and vetting of volunteers to ensure they are in appropriate placements and are suitable to work with children.
- 3.2 The policy applies to all individuals involved in the recruitment process including members of Governing Body and Trust Board. Those involved at each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants in line with the principles of public life.

3.3 The Trust will ensure it complies with statutory and good practice guidance around recruitment including in the appointment of senior leadership roles, including the Headteacher. This includes the requirement to undertake a range of statutory pre-employment vetting checks on all staff as required by the Education (Independent School Standards) Regulations 2014.

3.4 The Trust delegates arrangements for making appointment decisions to the Headteacher except in the case of the appointment of the Headteacher.

4. Equal opportunities

4.1 This Trust is committed to providing equality of opportunity for all and ensuring that all stages of the recruitment and selection process are free from unlawful discrimination and bias. Recruitment and selection procedures may be monitored to ensure that applicants are not being discriminated against on the grounds of any protected characteristic; sex, race, disability age, religion or belief, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy or maternity.

4.2 Applicants will be asked what adjustments they might require to participate in the recruitment process. The Trust will make every effort to make reasonable adjustments at each stage of the recruitment process.

5. Safer recruitment

5.1 Safeguarding and promoting the welfare of children and young people is an integral part of the recruitment and selection process. Through each stage of this process the Trust will seek to deter and reject those applicants whom it considers unsuitable to work with children and young people.

5.2 To this end the following measures will be taken through the recruitment process:

- Information on the Trust's commitment to safeguarding children will be included in the advert, job description, person specification and any other relevant documentation (see paragraph 2.3 above)
- At least one member of every interview panel will have successfully completed the Safer Recruitment Training prior to the start of the recruitment process
- Comprehensive information will be obtained from all applicants which will be scrutinised, investigating any discrepancies or anomalies, including gaps in employment and education
- Shortlisted applicants will be asked to make a self-declaration of their criminal record or information that may make them unsuitable to work with children
- Specific questions relating to the applicant's suitability and motivation to work with children will be asked of each candidate at interview and their suitability to work with children will be explored
- Robust, relevant and appropriate references that fully cover the candidate's recent work history will be obtained, usually prior to interview
- Satisfactory statutory clearances will be obtained prior to the candidate commencing in post, except in exceptional circumstances and with an appropriate risk assessment

5.3 At all times the Trust will adhere to the legislative data protection requirements. All information gathered during the recruitment and selection process will be treated confidentially and handled and stored securely. Application and assessment data for unsuccessful applicants will be held for 6 months, or until any complaints arising from the process have been dealt with, and then confidentially destroyed. Any copies of identity or qualification information obtained through the interview process will be confidentially destroyed for unsuccessful candidates when an appointment decision has been made. Information collected in relation to successful applicants will be retained on their confidential employee files.

6. DBS Policy

- 6.1 The Trust has a policy on when it requests criminal conviction information and DBS disclosures and how it uses, stores, retains and destroys this information.
- 6.2 Applicants for roles with the Trust will only be asked to declare any relevant conviction information if they are selected for interview. For unsuccessful candidates, any information provided will be destroyed following the selection decision.
- 6.3 The Trust has adopted a policy on the Recruitment of Ex-Offenders which is available at appendix 1 of this Policy.

7. Individuals involved in the recruitment process

- 7.1 Where possible, the same individuals will be involved throughout the whole recruitment and selection process i.e. planning, shortlisting and interviewing.
- 7.2 The shortlisting and selection panel will consist of at least two members but will usually have more depending on the post being filled. The members of the panel will have the necessary authority to make decisions about appointments and be appropriately trained (see paragraph 5.2 above). Where possible, interview panels will be balanced in terms of the protected characteristics e.g. gender, age, ethnicity, etc.
- 7.3 Where a candidate is known to a member of the selection panel, either personally or professionally, it should be declared when shortlisting takes place. All applicants must be considered on merit and it is, therefore, important to ensure there is no conflict of interest or perception of unfair advantage for any particular applicant. Where a potential conflict of interest or previous association has been declared, consideration will be given to changing the selection panel or adding additional members.



Policy Statement on the Recruitment of Ex-offenders

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), this Trust complies fully with the DBS [code of practice](#) and undertakes to treat all applicants for positions fairly.
2. This Trust undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. This Trust can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Police Act Regulations as amended) this Trust can only ask an individual about convictions and cautions that are not protected.
4. This Trust is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
5. This Trust has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
6. This Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience and criminal record information is only requested from short-listed candidates.
7. A disclosure is only requested from the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position.
8. This Trust ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
9. This Trust also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
10. At interview, or in a separate discussion, this Trust ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
11. This Trust makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.
12. This Trust undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.