



Rugby School

## Safer Recruitment and Selection Policy

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September 2020

## **1.0 INTRODUCTION**

1.1 Rugby School aims to recruit the best staff members in a fair and equitable way to deliver its operational activities.

## **2.0 PURPOSE**

2.1 To provide Rugby School with a set of recruitment and selection practices which will aim to:

- ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- ensure that all job applicants are considered equally and consistently
- ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age
- ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping children safe in education (September 2020) (KCSIE), Disqualification under the Childcare Act 2006 (DUCA) (July 2018), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- ensure 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.

2.2 This policy must be consistently implemented in accordance with the School policy on Equality and Diversity.

## **3.0 SCOPE**

3.1 This policy governs the recruitment and selection of all staff members either internally or externally to Rugby School. This policy must be followed by all staff members involved in the recruitment and selection decision-making process whether for established positions, fixed-term and / or other temporary contracts, both full-time and part-time, and includes positions advertised both internally and externally.

3.2 Staff members involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

## **4.0 POLICY STATEMENT**

4.1 Rugby School is committed to enhancing the quality and efficiency of the School by

attracting and recruiting the best individuals for positions within the School.

- 4.2 Equality of opportunity must be ensured during all stages of the recruitment and selection process. This includes the job description, person specification advertisement, shortlisting, the interview itself and or/other selection activities, and selection decisions.
- 4.3 The time taken in ensuring a robust recruitment and selection process for all staff members is critical to the ongoing success of Rugby School. The Human Resources Department play's an important advisory role throughout the recruitment process; however the Human Resources Department will also seek to ensure that any unlawful and/or unjustifiable practices do not occur. Where required, the Human Resources Department will offer assistance in the form of advice and guidance.

## **5.0 PROCEDURE**

- 5.1 All staff members involved in recruitment decisions must follow these procedures to attract and select the best person for the vacant position.

## **5.2 AUTHORISATION FOR RECRUITMENT**

- 5.2.1 The need to fill any job must be considered and clearly established before the recruitment process can commence. The Line Manager must complete a HR Change Notice Form. The Line Manager must attach a copy of the current job description and person specification (a template is available form HR) and obtain the relevant signatory approvals for this together with a job advertisement.

## **5.3 JOB DESCRIPTION AND PERSON SPECIFICATION**

- 5.3.1 An accurate and current job description and person specification, must be produced by the Line Manager recruiting for the vacancy. These must fully detail the accountabilities and responsibilities of the job along with essential and desirable criteria, including the relevant knowledge (both experience and qualifications), skills and attributes necessary to perform the job will be clearly stated and identified. These may be classified as essential or desirable characteristics of the job holder. An organisational chart demonstrating reporting relationships should also be included.

## **5.4 THE ADVERTISEMENT**

- 5.4.1 All vacancies will be advertised (where appropriate to do so) internally and, only when necessary, externally. External adverts will normally incorporate essential knowledge, skill and attributes taken from the person specification.
- 5.4.2 Advertisements will be drafted by the appropriate Line Manager and will be placed by HR via the School website. Advertisements will be as specific as possible and will take into account the School's commitment to diversity and equality.

## **5.5 METHOD OF APPLICATION**

5.5.1 It is a requirement for all internal and external applicants to complete the online application form for positions through the School's recruitment pages.

## **5.6 SHORTLISTING**

5.6.1 Shortlisting candidates for interview must be in accordance with the pre-determined selection criteria, considering only the information provided in the applications and avoiding any subjective assessment. A shortlisting summary sheet will be completed by the interview panel and signed by the chair.

5.6.2 Sufficient records should be kept which explain how the shortlist was compiled for a period of 6 months after the shortlisting has been completed. Unsuccessful applicants will be informed accordingly and feedback should be offered and, if required, provided by a member of the selection/interview panel.

## **5.7 REFERENCES**

5.7.1 References are taken up after interview and any employment offer will be made subject to references satisfactory to the School and in accordance with the Pre-employment and Vetting Policy. For teaching appointments where possible references are taken up in advance of interview.

## **5.8 THE SELECTION PROCESS**

5.8.1 All interviews must be structured around the selection criteria and must follow a consistent format. Questions asked should normally only relate to areas detailed in the application, the job description and person specification. Interviewers must be mindful of the importance of consistent questioning on job related areas only.

5.8.2 Other forms of assessment in addition to the interview may be used. These activities must be directly linked to the job description and person specification. These may include, for example presentations, work simulation exercises and psychometric tests.

5.8.3 Notes relating to each candidate should be made on an evaluation sheet provided by Human Resources to support each decision. These notes, together with any other notes made during the interview should then be forwarded to the Human Resources Department for record purposes.

## **5.9 SELECTION DECISION**

5.9.1 The recruitment objective is to appoint the best person for the job. The person to be appointed must normally meet all of the essential selection criteria. If the applicant is informed verbally that they have been successful they should be advised that this is a conditional offer, subject to satisfactory vetting checks in accordance with the Pre-Employment and Vetting checks.

5.9.2 Where none of the candidates interviewed fulfil all essential selection criteria, no appointment should normally be made. All candidates interviewed should be informed of the outcome of the selection process as soon as possible.

## **6.0 TRAINING**

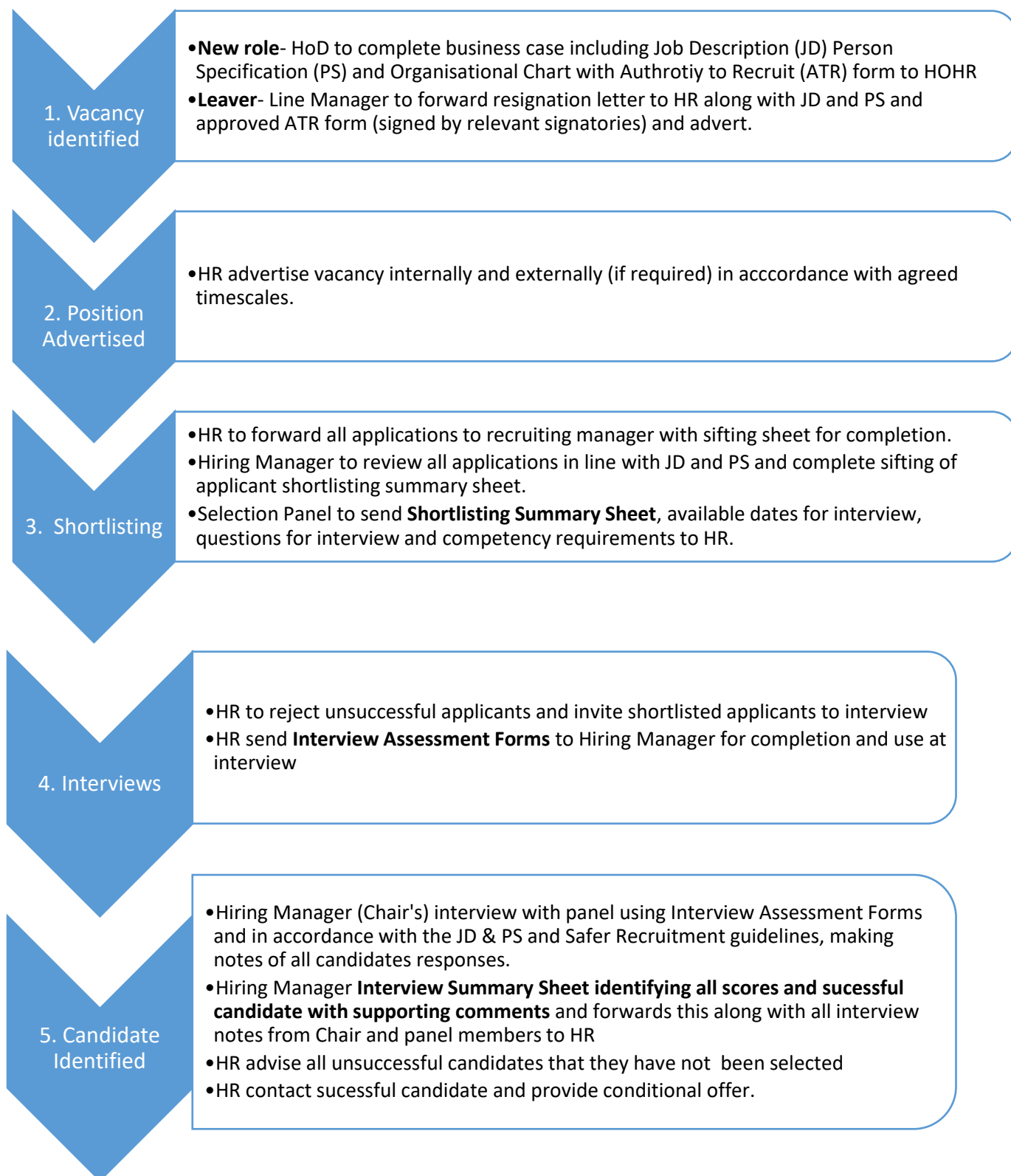
6.1 The Recruiting Manager and any other staff members who regularly sit on interview selection panels will be expected to have attended Safer Recruitment Training from an approved provider and have certificated evidence that this has been completed and is current. In exceptional circumstances staff members who have not received training may sit on interview selection panels provided that one of the panel member has the relevant formal training as described previously.

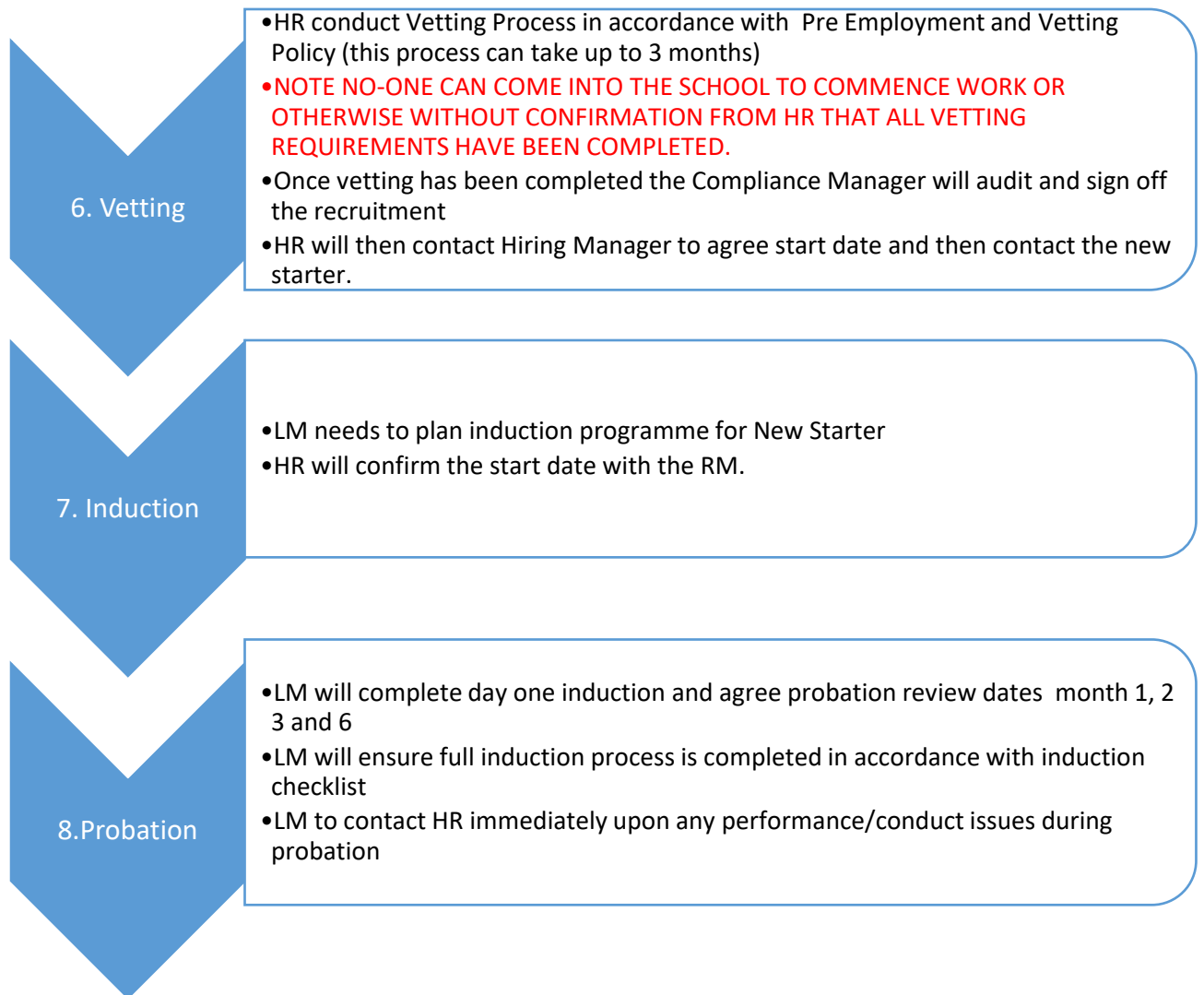
## **7.0 DATA PROTECTION**

7.1 The school is legally required to carry out the pre-employment checks detailed in the pre employment and vetting policy. Staff and prospective staff will be required to provide certain information to the School to enable the School to carry out the checks that are applicable to their role. The School will also be required to provide certain information to third parties, such as the Disclosure and Barring Service and the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership (NCTL)). Failure to provide requested information may result in the School not being able to meet its employment, safeguarding or legal obligations. The School will process personal information in accordance with its Staff Privacy Notice.

7.2 All recruitment and selection records will be retained by the Human Resources Department in accordance with the principles set out in the Data Protection Act 1998.

## 8.0 RECRUITMENT AND SELECTION PROCESS





**\*The School is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". The School is required to carry out an enhanced DBS check for all staff, supply staff and governors who will be engaging in regulated activity. However, the School can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.**

**Whether a position amounts to "regulated activity" must therefore be considered by the School in order to decide which checks are appropriate. It is however likely that in nearly all cases the School will be able to carry out an enhanced DBS check and a Children's Barred List check.**

## **9.0 PRE-EMPLOYMENT CHECKS**

9.1 In accordance with the recommendations set out in KCSIE, DUCA and the requirements of the Education (Independent School Standards) Regulations 2014 the School carries out a number of pre-employment checks in respect of all prospective employees.

- 9.2 If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on subject to successful completion of the requirements within the Schools Pre-Employment and Vetting Procedure.
- 9.3 In addition to the checks set out in the Pre-Employment and Vetting Policy the School reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the School. This may include internet and social media searches.
- 9.4 In fulfilling its obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.
- 9.5 No one will be allowed to commence employment or training at the School without the conditions of the Pre-Employment and Vetting checks having being met and confirmed in writing form the Human Resources Department.

## **10.0 BREACHES**

- 10.1 Breaches of this policy by any staff member will be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

## **11.0 RELATED POLICIES**

Equality Opportunities Policy  
Pre-employment and Vetting Policy  
Staff Code of Conduct  
Discipline Policy and Procedure

## **12.0 FURTHER INFORMATION**

Further information and guidance regarding this policy or its application can be obtained from the HR Department; [hr@rugbyschool.net](mailto:hr@rugbyschool.net)