

## Recruitment Policy 2012

All Kings' policies, including this Recruitment Policy, will be ratified by the Board of Directors and signed by the Chairperson. Each policy will be co-signed by the principal of each school. Review dates will be similar for each school.

Date	Review Date	Coordinator	Reviewer
28/11/11	28/11/12	PRINCIPAL	PRINCIPAL

We have a statutory duty to safeguard and promote the welfare of students as described in section 175 of the Education Act 2002<sup>1</sup> and we have due regard to the guidance 'Safeguarding Children and Safer Recruitment in Education DfES 2007'<sup>2</sup> as the safety and protection of children is of paramount importance to everyone in this school. "Kings Colleges is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment".

We will include the above statement in:

- all publicity material
- recruitment websites that we use
- advertisements in either print or online media
- candidate information packs
- person specifications
- job descriptions
- competency frameworks
- induction training

<sup>1</sup> The National Archives, HM Government, (2002) *Education Act 2002, c.32, part 11, General Duties of LEAs and governing bodies*, - Section 175 <http://www.legislation.gov.uk/ukpga/2002/32/section/175>, accessed 09.02.12

<sup>2</sup> The Department for Education, (2006) *Safeguarding Children and Safer Recruitment in Education DfES 2007*, <https://www.education.gov.uk/>, accessed 09.02.12

In order to ensure that recruitment procedures are thorough Kings School encourages all staff involved in recruitment to adhere to the following stages:

### Planning and advertising stage

The key member of staff involved will decide who should participate. Responsibilities should then be assigned. The selection process can then be organised. Time should be allowed for references to be obtained on shortlisted candidates before interview.

### Person specification

All work in a school involves some degree of responsibility for safeguarding students and the extent of that responsibility will vary according to the nature of the post. The kind of qualifications and experience being sought should be clearly stated. Any competencies and qualities that a successful candidate should be able to demonstrate need to be highlighted. An explanation of how these will be measured during the selection process must be given. In all cases we must expect motivation to work with children and young people as well as the ability to form and maintain appropriate relationships.

It is essential that personal boundaries with children and young people are maintained at all times. It is also important that shortlisted candidates display emotional resilience in working with challenging behaviours. All candidates will be expected to have a positive attitude to authority and maintaining discipline.

### **Job Description**

Each job description should present the main duties and responsibilities of the post in question. Attention should be drawn to the individual's responsibility for promoting and safeguarding the welfare of children and young people.

### **Application Form**

It is essential that the following information is supplied:

- Full identifying details. The original of the candidate's passport should be seen and the identification pages copied for school records. It is essential to confirm a candidate's right to live and work legally in UK
- Current and former names. Proof of name changes and any supporting documentation
- Date of Birth
- Current address
- NI number
- Qualifications plus dates and awarding bodies
- Full chronological history since secondary school
- Referees
- Statement of personal qualities
- Explanation of exemption from Rehabilitation of Offenders Act. All criminal convictions etc must be declared.
- Requirement to provide CRB disclosure

### **Criminal Record Bureau Checks and List 99 Checks**

All staff are CRB checked as part of the recruitment process. Their CRB check is considered valid at all Kings schools, both in the UK and the USA. Therefore staff providing training, attending training, giving lectures or visiting any other of the Kings schools for any other purpose will not need a further check.

Marketing and recruitment staff are ID and CRB checked at their 'host' school and are able to visit and work at all other Kings schools without a further check being required.

Staff working in the Central Marketing Unit who visit schools and have contact with students are required to undergo ID and CRB checks at one of the schools and these checks will be accepted by all Kings schools.

In compliance with the Education (Restriction of Employment) Regulations 2003 we will ensure that no new employee will commence their appointment without the completion of a List 99 check.

We will consider any person with a criminal record equally with others applying for any vacant post at this school unless their CRB disclosure check indicates that they present a risk to children.

### **Scrutinising and shortlisting**

Those responsible for recruitment will:

- carefully scrutinise all applications to ensure all necessary information has been supplied;
- identify and note any discrepancies for follow up clarification at interview stage as appropriate;
- check gaps in employment and elicit satisfactory explanations. In particular, investigate any sudden changes or unexplained moves at interview.

## References

Those responsible for recruitment will:

- obtain factual information to support employment decisions directly from referees;
- not accept references and testimonials provided by candidates;
- not accept open references.

## The Single Central Record (SCR)

We are obliged by the UKBA, Ofsted and British Council to maintain accurate personnel data on a single central record. This data will be held confidentially on the SCR, and includes the following:

- Full name
- Nationality
- Date of birth
- Primary Form of Identification, such as Passport or Driver's License
- CRB Declaration
- List 99 Declaration (this data should be held while awaiting CRB Declaration result)
- Teaching Qualification
- Medical Information
- Right to Live and Work in the UK

## Candidate Information Packs

This should usually include:

- Application form plus explanatory notes
- Job Description
- Person Specification
- Child Protection Policy statement
- Terms and conditions

## Associated Policies and Publications

This policy has been written with reference to and in accordance with the following policies and publications:

- Safeguarding Children and Safer Recruitment in Education (DfES 2007)
- Kings Safeguarding Policy 2012

- Kings Visitors and Contractors Policy 2012
- Kings Staff Handbook
- Kings Equality Policy 2012
- Kings HR Manual and associated HR forms

**Monitoring the Effectiveness of the Policy**

The effectiveness of this policy will be reviewed annually or when the need arises and the necessary recommendations for improvement will be made to the Board of Directors.

<b>Principal:</b>		<b>Date:</b>	
<b>Chair of Board of Directors:</b>		<b>Date:</b>	

Recruitment Policy Appendix A:

**Annual Review of Recruitment Management for Kings LOCATION School:  
Recruitment Policy 2012**

Date	Review Date	Coordinator	Reviewer
28/11/11	28/11/12	PRINCIPAL	NIGEL PAMPLIN

This Appendix A to the Recruitment Policy contains information which is specific to Kings School LOCATION and will be reviewed and updated **annually** by the Principal and HR Coordinator.

<b>Date of Last Review:</b>	00/00/12
<b>Number of new appointments in the last 12 months:</b>	0
<b>For all new employees, the HR Coordinator should confirm the following:</b>	
<b>CRB checks have been conducted by or requested from the Criminal Records Bureau for all new employees, as recorded on the Single Central Record Database. This is in accordance with the Recruitment Policy 2012.</b>	YES/NO
<b>References have been received or requested for all new employees, as recorded on the Single Central Record Database. This is in accordance with the Recruitment Policy 2012.</b>	YES/NO
<b>A primary form of identification has been seen and copied for all new employees, as recorded on the Single Central Record Database. A paper copy of the identification is stored in the employee's HR File.</b>	YES/NO
<b>Medical information has been requested and received for all staff. A paper copy of the identification is stored in the employee's HR File.</b>	YES/NO
<b>Medical information has been requested and received for all staff. A paper copy of the identification is stored in the employee's HR File.</b>	YES/NO
<b>Where the new employee is a teacher, original teaching qualification certificates have been seen and signed copies stored in the employee's HR File.</b>	YES/NO

<p>The Policy conforms with the latest versions of any regulations and guidelines referenced in the Policy document.</p>	<p>YES/NO</p>
<p>Students, host parents, parents' representatives and parents are aware of relevant information regarding the latest policy through the Student Handbook, the online policies and the Parents' Handbook respectively.</p>	<p>YES/NO</p>
<p><b>Monitoring the Effectiveness of the Policy</b></p> <p>The information in this policy and appendix will be reviewed annually by the Principal, or when the need arises, and the necessary recommendations for improvement will be made by the Principal to the Board of Directors.</p> <p>Comments or recommendations for changes should be summarised below:</p>	
Empty space for comments	

<p>Coordinator:</p>	<p>_____</p>	<p>Date:</p>	<p>00/00/12</p>
<p>Principal:</p>	<p>_____</p>	<p>Date:</p>	<p>00/00/12</p>
<p>Name of School:</p>	<p>Kings School LOCATION</p>		
<p>Next Review Date:</p>	<p>00/00/13</p>		