



# Recruitment and Selection

Policy Document No. 16

**Eastcourt Independent School**  
**May 2009**  
**Last reviewed: August 2014**  
**Next review: August 2015**

The following extract, from the document *Safeguarding Children and Safer Recruitment in Education* [SC&SRE, DCSF 2007], forms our Recruitment and Selection policy (PD16) on the advice of Ofsted.

Key element	The procedures should ensure	Important points
Job description	The job description includes reference to the responsibility for safeguarding and promoting the welfare of pupils	
Person specification	The person specification includes specific reference to the suitability of working with pupils	
Information on applicants	The school obtains and scrutinises comprehensive information on applicants, takes up references and solves discrepancies or anomalies	The application form is used to obtain a common set or core criteria from all applicants such as identity details, full history in chronological order since leaving school, details of two referees, where one is the most recent employer.
Character references	The school obtains independent professional and character references that answer specific questions to assess an applicant's suitability to work with pupils and follow up specific concerns	<u>These should not be provided by the candidate directly and documents which say "to whom is my concern" cannot constitute references.</u> Questions should ask referees about details of disciplinary action, allegations or concerns. Answers must be specific and any discrepancies taken up with the applicant. <u>The referee should also be asked if he/she is completely satisfied that the candidate is suitable to work with children and, if not, the specific reasons for the concerns.</u>
Interview	That there is a face to face interview that explores the candidate's suitability to work with pupils as well as suitability for the post	It is good practice to verify facts as far as possible before an interview. Pupils are involved in the interview process, being in an observed lesson.
Identity	The school verifies the successful candidate's identity	Proof of identity (which includes name, DOB, address) should be provided including photographic proof. If the person is from an agency, then the school must check the identity of the person who comes in from the agency. A CRB check is not, in itself, an identity check and this is stated on the document
Qualifications	The school verifies the successful candidate's qualifications where these are required for the post	
Employment history	The school checks previous employment history	Gaps in employment must be questioned and explained at the interview and justifications must be kept on file
Health	The school verifies the candidate's health and physical capacity for the job	

<p>Mandatory checks / CRB</p>	<p>The school carries out the mandatory enhanced CRB check</p>	<p><u>Anybody who works with children on a regular basis requires an enhanced CRB to be made.</u>  In addition, in schools those who do not work directly with pupils also require a CRB check (eg office staff/technicians).</p> <p>When someone moves school or LA a new CRB disclosure is only required if the individual has not worked in a school in a post which brought him/her into regular contact with children. More specifically, a new CRB clearance is not required for newly appointed staff who have come from a similar post in another school and have had no more than 3 months' break in service.</p> <p>The school will need written confirmation from a supply agency that all the necessary checks have been made and are satisfactory including CRB. If information is disclosed on a CRB the school should see it.</p> <p>Information on a CRB is confidential. It can be passed on if the subject gives permission. It can be legally passed on from agencies to schools and LAs. It must be destroyed as soon as it is no longer needed. Before this, records need to be kept detailing the date of the disclosure, who obtained it, level of disclosure and the reference number (details are logged on the Single Central Register).</p>
<p>Mandatory checks – right to work in UK/ overseas checks</p>	<p>Checks include the right to work in UK and further checks where the appointee has lived outside the UK</p>	<p>CRB checks need to be made. Employers must make further checks they consider appropriate for those who have lived outside the UK. These can include certificates of good conduct from embassies and police forces. Where no such information can be obtained employers must make additional background checks. Employers must confirm the right of those they employ to work in the UK regarding permits and immigration document.</p>