



YSGOL BRO GWAUN

SAFER RECRUITMENT POLICY POLISI RECRIWTIO'N DDIOGEL

Adolygiad/Review: Blynnyddol / Annually

Adolygiad nesaf/Next Review: 10/2023

Wedi Cytuno gan Bwyllgor y Llywodraethwyr

Approved by Governors Committee

Arwyddwyd/Signed:

Pennaeth/Headteacher: _____

Llywodraethwr/Governor: _____

Rhiant/Parent: _____

Disgybl/Pupil: _____

Dyddiad/Date: _____

SAFER RECRUITMENT POLICY

POLISI RECRIWTIO’N DDIOGEL

Rheoli Dogfennau / Document Control :

Fersiwn/ Version	Adolygiad/ Reviewed	Crynodeb o Newidiadau / Summary of changes	Wedi cytuno / Approved:
1.0		Adapted from PCC Policy Aug 2019	02/2021

Mae copi cyflawn o’r polisi hwn ar gael o swyddfa’r ysgol ar gais, gyda dyddiad cymmeradwyaeth, dyddiad adolygu a llofnod bob rhanddeiliad oedd yn rhan o cymmeradwyaeth polisi.

A complete copy of this policy is available from the school office upon request, they include an approval date, a review date and signatures of all stakeholders involved in the approval of the policy.

HR DIVISION GUIDANCE FOR HEADTEACHERS AND GOVERNORS ON APPOINTMENTS AND SAFE RECRUITMENT PRACTICE

1. Introduction

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

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- Attract and select the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable to work with children or young people
- Identify and reject applicants who are unsuitable to work with children and young people

The School will operate safe recruitment practices ensuring that all staff in “regulated activity” have appropriate Disclosure and Barring Service (DBS) and reference checks undertaken according to Welsh Government circular 158/2015 ‘Keeping Learners Safe’.

The circular emphasises:

It is vital that schools, Further Education (FE) colleges and other education establishments adopt recruitment and selection procedures, and other HR management processes that help to prevent, identify and reject people who might abuse children, or are otherwise unsuited to work with them.

Recruitment and selection to positions in schools must be conducted in accordance with the principles and provisions of the Equality Act 2010.

2. Before Advertising

- 2.1. When a vacancy occurs the school needs to consider whether the job in its present form is still needed. This should be done after a full financial and curriculum review.
- 2.2. If there is a vacancy the school should inform the HR Division of that vacancy by completing an Employee Requisition Form and forwarding to the HR Adviser (Appendix 1). If the vacancy has arisen due to a resignation, please ensure that a copy of the letter of resignation has been sent to the HR Division together with a termination form.
- 2.3. The Governing Body may delegate an appointment to an appropriate sub-committee.
- 2.4. A specific panel comprising at least three governors should be established by the full Governing Body for Headteacher or Deputy Headteacher appointments. The panel membership for other posts should be agreed by the Governing Body.

- 2.5. An appointment panel should never consist of more than 50% of the Governing Body, but as a minimum one governor and the Headteacher should be panel members for any contracted post.
- 2.6. At least one member should have attended the Safer Recruitment Training module delivered through the Council.
- 2.7. For new posts, the Headteacher and governors shall produce a job description and person specification for the post. The job description will capture the key accountabilities of the post, and define the competencies and knowledge range required to deliver them including attitude/motivation and values towards children and young people. When recruiting to existing posts, the Headteacher and governors should review the job description to ensure it remains fit for purpose.
- 2.8. Generic job descriptions for teaching and support staff can be used and are located on the HR folder of the Pembrokeshire Hwb site. All job descriptions must contain specific reference to safeguarding responsibilities and requirements. The generic job descriptions already contain these references. In instances where Headteachers and Governors choose to write a job description for a unique post, they must ensure that these safeguarding references are included.
- 2.9. Prior to advertising, the School should give prior consideration to any suitable candidate within the Council who has been nominated for redeployment in line with the Redeployment Protocol . The HR Division will provide the school with a list of these employees on receiving information about the vacancy.
- 2.10. There is no need to advertise a temporary post which is for 4 months or less even though such posts will be subject to the same vetting procedures as all other posts.

3. The Advertisement

Having prepared a job description and person specification for the vacancy and considered the scope for redeployment, attention can now be given to advertising the position.

- 3.1. All adverts for Headteachers and Deputies must be advertised nationally. They will be advertised on the Council's website as a minimum; governors may choose to advertise nationally in other publications such as the TES. However this requirement does not extend to all other school based posts. The current advertising protocol for non-teaching vacancies, determines that all posts will be advertised internally in the first instance. The exception being where the Headteacher has a genuine occupational requirement which supports the need for an external advertisement.
- 3.2. Advertisements for posts will include the statement:
"Safeguarding and Child Protection are key priorities for Pembrokeshire's Children & Schools' Directorate. We aim to support vulnerable children and young people to ensure they are as safe as they can possibly be. Our schools are committed to

ensuring the safety and protection of all children and will take action to safeguard their well-being, and acknowledge that children have a right to protection. This is supported in the general ethos of all schools.
This post is subject to an Enhanced DBS check.”

- 3.3. Completed application forms should be submitted for all posts on the Council's standard employment application. CVs will not be accepted as a substitute although they can be accepted in addition to the application form.
- 3.4. Allow reasonable time from the date of the advertisement to intended commencement date in order to obtain all relevant vetting documentation.

4. Shortlisting Meeting

- 4.1. The same appointment panel must be present to shortlist and to interview. If one of the panel members is unable to attend the interview, the remaining members should proceed with the interview.
- 4.2. For all Head and Deputy Headteacher appointments it is a requirement for the Director's representative to be present for the shortlisting meeting and the interview. For other appointments it is at the discretion of the governing body whether the Director's representative or HR Division representative is present.
- 4.3. If the Director's representative or HR Division representative is not involved, then responsibility for the appointment process and its outcome rests solely with the Governing Body.
- 4.4. Shortlisting will be based on the agreed and appropriate criteria. The criteria for shortlisting will be an assessment of each applicant's ability, based on available information, to meet person specification criteria. All applications and associated documentation should be returned to the HR Division and will be retained for a minimum of 6 months. This will ensure that any query about shortlisting decisions, whether or not this is based on a claim of discrimination, can be responded to properly.
- 4.5. The Panel could consider supplementing interview with other means of assessing candidates e.g. short presentation, informal discussion, classroom observation that may be deemed an appropriate assessment for the post in question. Where appropriate, involvement of children/young people is considered to be an appropriate tool to supplement the interview.
- 4.6. Once a shortlist has been decided upon, written references will be sought so that they are available for the Panel at the interview stage
- 4.7. Unsuccessful candidates should be informed by letter.

5. Selection

- 5.1. It is customary to invite candidates for teaching posts to visit the school prior to the interview.
- 5.2. The interview should adopt structured competency based format using the person specification criteria.
- 5.3. It is recommended that the interview include a selection of “Warner-style” questioning to assess values, motives and attitudes towards working with children and young people. Sample questions can be found on the HR folder of the Pembrokeshire Hwb site.
- 5.4. Candidates must always be required to:
 - Explain satisfactorily any gaps in employment
 - Explain satisfactorily any anomalies or discrepancies in the information available to recruiters
 - Declare any information that will appear on a DBS disclosure
 - Demonstrate their capacity to safeguard and protect the welfare of children and young people
- 5.5. A nominated panel member must ensure that the candidate evaluation record is completed according to the Council’s template.
- 5.6. This will ensure that any query about an interviewing decision, especially if this is based on an allegation of discrimination, can be dealt with in an informed way.
- 5.7. The job may only be offered conditionally subject to appropriate employment checks, including health checks, DBS disclosures, professional registration and the receipt of two satisfactory written references

6. Employment Checks

- 6.1. All successful applicants are required:
 - to complete an enhanced DBS disclosure application and receive satisfactory clearance (where applicable)
 - to provide original certificates of qualifications
 - to complete a confidential health questionnaire
 - to provide proof of eligibility to live and work in the UK, where appropriate
 - to provide proof of EWC registration (in the case of teaching staff and support staff directly supporting the delivery of teaching & learning, as defined by the EWC regulations)
- 6.2. Two Written references must be sought directly from the named referees. References or testimonials provided by the candidate should not be accepted. The standard PCC reference request form will be used in all cases. One reference must be from the applicant’s current or previous employer.

- 6.3. Any written references sought direct by the School must be forwarded to the HR Division within 7 days of the appointment panel's decision to confirm appointment for retention of central personnel records.
- 6.4. Unless there is evidence of satisfactory DBS disclosure and two satisfactory written references on the personnel file held in County Hall, new employees must not be allowed to commence employment.
- 6.5. Schools shall observe the requirements of the Council's Policy "Safe Recruitment: Statement of Policy and Practice on the use of criminal records information in employee selection."

7. Post-Interview

- 7.1. The successful candidate will be informed of the Panel's decision by the Chair of Governors or nominated person, where it will be confirmed that the offer is conditional upon satisfactory completion of the vetting procedure.
- 7.2. The Director's representative or nominated person will usually offer all unsuccessful candidates feedback on their interviews.
- 7.3. For out of county candidates it may be courteous to provide feedback immediately following the interview.
- 7.4. Schools should not show references to candidates.
- 7.5. Once the HR Division has been notified of the outcome of the interviews, the offer of the appointment will be confirmed in writing by the HR Division within 15 working days of receiving formal notification from a nominated member of the panel.
- 7.6. Schools are reminded that until all relevant checks are completed and evidence held on file, newly appointed staff cannot be permitted to take up their appointments and consequently cannot be placed on the payroll.