



**BURGESS HILL**  
— GIRLS —

<b>Recruitment Policy (whole school including EYFS)</b>	<b>18 a</b>
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<b>Responsible for Initiating Review of Policy</b>	HR Manager
<b>Committee to Review</b>	SLT
<b>Last Review Date</b>	27 <sup>th</sup> April 2018
<b>Review Period</b>	Annual
<b>Approved by (Committee and Date)</b>	SLT April 2018
<b>Approved by Board of Governors</b>	Spring 2018
<b>Effective Date of Policy</b>	April 2018
<b>Next Review Date</b>	April 2019
<b>Related Policies</b>	Safeguarding Policy Staff Code of Conduct Whistleblowing Policy

Burgess Hill Girls is committed to safeguarding and promoting the welfare of children and expects all employees, agency workers and casual employees to share this commitment. The recruitment process supports the School in achieving this aim, both when the School recruits directly or where external agencies are used.

The aim of the School's recruitment policy is to:

Support the School in achieving its strategy and vision;

- Carry out safer recruitment in line with The Department for Education "Keeping Children Safe in Education" statutory guidance and the ISI Regulatory Requirements.
- Attract high calibre candidates and appoint the best candidate for each role;
- Ensure recruitment is carried out fairly with due regard to equal opportunities and current employment legislation, selecting the best candidate for the role regardless of race, sex, age, sexual orientation or disability.

### Recruitment Procedure

#### Approvals

All increases in headcount are to be referred to the Governors for headcount approval.

For replacement positions, these are to be approved as follows:

- All Teaching appointments and senior non-Teaching appointments – the Head
- All other Non-Teaching appointments – the Bursar

The following roles are Governor appointments and will be appointed by the Nominations Committee:

- Head
- Head of the Junior School
- Bursar

#### Direct Advertising

1. Agree where to advertise position, timescales and closing date with either the Nominations Committee, Governors, Head or Bursar as shown above.

2. All advertisements must include the following wording:

"The School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the 'Disclosure and Barring Service.'"

3. Agree interview date with relevant parties, together with selection methods for that role

4. Interview panel and selection methods agreed. The interview panel will meet before the interview to agree the standard set of interview questions, interview format

and specific questions for candidates for example to explore any gaps in application forms.

5. Agree wording of advertisement or if recruitment consultant to be used, agree their terms of reference.

6. Ensure advertisement and details of the vacancy together with job and person specification is included on the School's website.

7. Ensure copy advertisement goes on staff noticeboards and (for vacancies in the Senior School) the Head includes in the morning briefing for Senior School.

8. Copy advertisement to Head/Bursar/Governors (as appropriate) and Head of Department.

### Recruitment Pack

- Review and update job description and person specification
- Review and agree contents of pack for inclusion on the website:

#### Information to be available on vacancies page of website:

1. details of closing date and recruitment timetable and referencing the school's commitment to safeguarding
  2. Job description and person specification
  3. Application form
- Forms should be checked on receipt and incomplete forms returned to the candidate.
  - When closing date is reached, send application forms to Governors/Head/Bursar/Head of Department (as appropriate) for review. Details of any criminal records disclosed are not issued to members of the selection panel.

#### Invite to interview confirmation includes the following information:

Request to bring the following information to interview: confirmation of right to work in UK, proof of identity and original qualification certificates (if required).

Details of process for that day (including timings for the day).

Confirmation that referees will be contacted before interview.

(If a Teacher), details of lesson to be taught is provided by Head of Department.

### Interviews

Candidates are interviewed against the job description and requirements outlined in the person specification. Any gaps in career history are to be satisfactorily explained. The candidate's views and attitude to child protection will be discussed as part of the selection process.

At least one person on the interview panel will have successfully completed the "Safer Recruitment in Education" course.

### References

Two references will be requested for each candidate – one of those from the candidate's last employer and if the candidate has not recently worked with children, the last employer where the candidate has worked with children. The School has a standard reference questionnaire which asks for details of the candidate's suitability to work with children along with any disciplinary record.

Ideally these should be received before the interview and referees will be chased by telephone if not received prior to interview but if not received beforehand, they must be received before the successful candidate can commence employment with the School. The School requests references directly from the referee and never accepts open references. Upon receipt of reference letters, the referee is contacted to confirm they provided the reference.

### Post recruitment Processes

Interview notes will be taken during interviews. All notes relating to each candidate and completed application forms must be returned to the HR Manager for safe storage.

### Offer to successful candidate

The successful candidate will be contacted by telephone and an offer letter will be confirmed in writing. The offer pack will include:

- The job title
- Salary and expected start date, taking account of the candidate's notice period,
- The job description for the role
- Confirmation that offer is subject to receipt of satisfactory references (if not yet received), enhanced DBS clearance, prohibition from teaching or management, medical fitness via completed medical questionnaire, completion of the disqualification from childcare form (where relevant) and that offer will be subject to a probationary period
- Details of forms of ID for processing DBS application.
- Safeguarding policy and Section 1 and Annex A of Keeping Children safe in Education statutory guidelines
- Medical questionnaire
- Completed declaration under the childcare (Disqualification) Regulations where relevant. The declaration forms will be updated and re-completed by relevant individuals every 3 years.

Upon receipt of the above forms and on conclusion of the pre-employment checks, a contract of employment is sent out to the candidate. The new starter forms will also be included in this pack (bank details, emergency contact details forms).

A recruitment checklist is completed once an offer is made (copy attached). The Single Central Register will be completed with details of all pre-employment checks and they are transferred across to the Current Staff worksheet once pre-employment checks have been completed and their start date is agreed.

Unsuccessful interview candidates will be either telephoned or written to. Feedback is offered to unsuccessful candidates following interview.

### Induction

Following a detailed Induction discussion with all new staff by the HR Manager, individual areas of the school focus on the requirements specific to their area.

### Senior School Teachers

All new Senior School Teachers are sent an induction booklet together with details of buddy allocation, their timetable, duty allocation and they attend an induction meeting with the Assistant Head Pastoral & Boarding and Assistant Head Academic.

On the first day of employment, the candidate will meet the HR Manager to finalise any outstanding paperwork.

### Junior School Teachers

The induction of new Junior School teachers is the responsibility of the Head and Deputy Head of the Junior School and there is a comprehensive induction booklet for new Junior School teaching staff.

### Non-Teaching staff

All non-teaching staff meet with the HR Manager in the first instance to go through key policies and HR matters before handing across to the line manager for role related aspects of the induction process.

Nursery staff

The induction of nursery staff is the responsibility of the Nursery Manager with support from the HR Manager as required.

Supply and Agency staff

The School will only work with external agencies who commit to carrying out the following activities:

- Request an enhanced DBS clearance for all employees working for the School in any capacity and for any duration.
- Request and receive two satisfactory references as per the School's referencing policy as outlined above.
- Provide a statement to the School that they have satisfactorily completed these checks.

The School will also send agency supply candidates:

- School's Safeguarding policy and Section 1 and Annex A of Keeping Children Safe in Education,
- Emergency contact form
- Senior staff – the supply staff induction document

The School will also check their identity on their first day via either sight of their original passport, photo driving license or full birth certificate plus recent utility bill or financial statement sent to home address. Their original DBS certificate should also be brought into School on or before their first day.

**New Starter Checklist**

Name		Start Date	
Job Title		Nationality	

Completed application form/CV received and checked		Has candidate received Job Spec	
Offer pack sent out		Acceptance received	
Medical questionnaire back and checked		Overseas checks required?	
Pension form out (non teaching staff)		Pension form back and passed on (non teaching staff)	

**Safeguarding**

Safeguarding policy sent with Part 1 and Annex A of Keeping Children Safe in Education		Signed and returned	
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**DBS**

DBS submitted (application details to be printed prior to on-line submission)		Number/Date:	
DBS Seen		Date seen	
Risk Assessment required?		Date approved and signed off:	
If Risk Assessment in place, diarise to review every 2 weeks			
Barred list check required?		Date carried out:	

**Teachers and those providing instruction to students eg Peripatetic staff only**

If a qualified teacher, carry out a Teaching Prohibition check via DfE – copy printout for file		Date:	
If not a qualified teacher, checked against the alphabetical listing of those barred from teaching or subject to any sanctions		Date:	

**Managers and Heads of Department and above only**

Management Prohibition check (S128 Direction)		Date:	
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**Staff teaching pupils in Early Years and working with Under 8s in pre or after school provision**

Disqualification by association form sent if required		Date received and checked:	
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**References**

References written to		Date	
Ref 1 returned & verified		Date verified and initials of verifier?	
Ref 2 returned & verified		Date verified and initials of verifier?	

**Other checks**

How has identify been checked? List these and copy for applicant's file		Right to work in UK checked. Copy of documentation copied for file	
Qualifications checked if required? Copy certificate(s) for file		Log on Single Central Register	

**Once appointment confirmed:**

Induction organised		Email/Gmail set up organised	
Contract out		Signed Contract returned	
Logged on ISAMS HR Manager module (include job info, Census and Emergency contact)		Forms sent to payroll with either P45 or P46 and salary details	
Probationary period diarised and logged?		(if SS teacher), inform Timetabler	
If Key role, add to staff list and ensure website is updated		Name badge/signing in sheet/ISAMS training	
Prevent training link sent and completed		Add to the list for the next safeguarding training	

**All year around Support staff only:**

HR induction checklist completed and forwarded to line manager after initial induction	
calculate pro-rata holiday entitlement and set up on the holiday booking system	



Notes

Date checks completed /initials