



GREENHAUGH PRIMARY SCHOOL

RECRUITMENT AND SELECTION POLICY AND PROCEDURE

In keeping with Greenhaugh Primary School's other policies and procedures, this document is issued for guidance and is not intended to have contractual effect. Greenhaugh Primary School reserves the right to vary, amend or depart from the contents of this policy and procedure from time to time in appropriate circumstances.

1. Policy

Greenhaugh Primary School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people.

Greenhaugh Primary School recognises that it is of fundamental importance to attract, recruit and retain staff and volunteers of the highest calibre who share this commitment.

Greenhaugh Primary School will ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

Greenhaugh Primary School's selection processes will be based only on a candidate's ability to do the job and their ability to make an effective contribution to the operation and development of Greenhaugh Primary School.

2.0 Scope

This recruitment and selection policy and procedure applies to all staff and governors responsible for and involved in the recruitment and selection of all staff who work and volunteer in the Greenhaugh Primary School.

3.0 Definitions

Employee: full time, part time, permanent and temporary teachers and support staff who undertake to do work under an employment contract for Greenhaugh Primary School, personally. Employees are entitled to a wide range of employment rights.

Worker: full time, part time, permanent, temporary individuals who undertake to do, or perform personally, work or a service for Greenhaugh Primary School, whether under a contract of employment or any other contract for a reward. 'Worker' includes agency workers, casual workers, but normally excludes those who are self-employed and work that is part of a client or customer relationship. Workers are entitled to some employment rights, including holiday pay and protection against unlawful discrimination.

Volunteer: individuals who willingly, without being required to, carry out unpaid work for Greenhaugh Primary School.

Staff: employees, workers and volunteers.

4.0 Principles

The recruitment and selection policy and procedure will be operate in line with Safer Recruitment and Keeping Children Safe in Education principles and procedures.

The safeguarding and welfare of children and young people will be considered each stage of the process.

The best possible staff will be recruited on the basis of their merits, abilities and suitability for the position.

All job applicants are considered equitably and consistently.

No job applicant is treated unfairly on the grounds of any protected characteristic as defined by the Equalities Act 2010.

All recommendations issued by the Department for Education, the Disclosure and Barring Service and current legal requirements will be complied with.

Staff who meet the criteria of the Greenhaugh Primary School's redeployment policy and procedure will be considered for redeployment into vacancies under that policy and procedure.

5.0 Responsibility

5.1 Governing Body

The Governing Body has responsibility for adopting, developing and reviewing this policy and procedure and ensuring that effective monitoring systems and procedures are in place. The Governing Body will ensure:

- The school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements.
- The Greenhaugh Primary School's compliance with the policies and procedures is monitored.
- That appropriate employees and governors have completed Safer Recruitment training.

5.2 The Headteacher

The headteacher will:

- Ensure that the Greenhaugh Primary School operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance.
- Ensure that all appropriate checks have been carried out on staff and volunteers in the Greenhaugh Primary School.
- Monitor any contractors' and agencies' compliance with this document.

- Promote the safety and well-being of children and young people at every stage of this process.

6.0 Advertising

After considering any obligations to staff who meet the criteria of the Greenhaugh Primary School's redeployment policy and procedure, in order to ensure equality of opportunity, Greenhaugh Primary School will advertise all vacant posts to encourage as wide a field of applicant as possible; normally this entails an external advertisement.

Any advertisement will make clear Greenhaugh Primary School's commitment to safeguarding and promoting the welfare of children, that online searches will be carried out on shortlisted candidates, that an enhanced DBS Check is required and will identify that the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Internal vacancies copies of all advertisements will be placed on internal notice boards with a note informing existing staff how they may apply. For external positions a variety of advertising mediums may be used. Greenhaugh Primary School may use an external recruitment service to assist with the recruitment process. Positions may be simultaneously advertised internally and externally.

All adverts will specify the skills, abilities, attitude and behaviours required for the role, and will include a job description and person specification.

7.0 Application Forms

Greenhaugh Primary School uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history as well as their suitability for the role. In addition, all applicants are required to account for any gaps or discrepancies in employment history. Incomplete application forms will not be shortlisted.

A curriculum vitae will only be accepted alongside an application form.

8.0 Job Descriptions and Person Specifications

A job description is a key document in the recruitment process, and must be finalised, including job evaluation where appropriate, prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role. The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job.

9.0 Shortlisting

The basis for shortlisting will be the matching of information from a candidate's written application, assessed against the requirements of the person specification for the job. No additional criteria will be introduced at the shortlisting stage.

The shortlisting process must be undertaken on a fair and consistent basis. Usually, no-one should be shortlisted who does not, as a minimum, meet the defined essential criteria within the person specification.

No person who has a close personal relationship with a candidate for a specific job, may shortlist for the job, or be on the interview panel unless they have declared the relationship. In addition, where a candidate is known personally to a member of the selection panel this should also be declared before short-listing takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

Shortlisting will be carried out by at least two people, one of whom will, wherever possible, be the line manager to whom the vacant position being recruited will report. At least one person involved in shortlisting will have received Safer Recruitment training. At least one of the people involved in the shortlisting will have undertaken appropriate equalities training. Those who shortlist will also undertake the interview for consistency.

The reasons for not shortlisting a particular candidate will be clearly recorded.

Successful shortlisted candidates will be contacted and invited to attend for interview. Shortlisted candidates will be required to bring to the interview day a completed criminal records declaration, evidence of their qualifications, at least three forms of identity documentation and confirmation of their current address.

9.1 Online Search

Shortlisted candidates will be informed that an online search will be carried out and references obtained when they are invited to interview. The online search will be carried out as part of the due diligence recruitment process. If the search identifies any incidents or issues that are publicly available online, the Greenhaugh Primary School will explore these with the applicant at interview.

10. References

The Greenhaugh Primary School's approach to requesting and obtaining references is in line with Keeping Children Safe in Education (KCSiE) and is based on a number of guiding principles:

- All offers of employment will be subject to the receipt of a minimum of two references which will be considered satisfactory by the recruitment panel undertaking the recruitment and selection process for the role. One reference must be from the applicant's most recent employer/headteacher: this includes internal applicants.
- References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.
- All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.

- No information should be provided in a reference which the employee is not already aware of and cannot be objectively evidenced.
- References **must** be obtained for shortlisted candidates prior to interview, to allow the reference to be reviewed and any issues discussed during the interview process.
- References are an important part of the recruitment process and should be provided in a timely manner and not hold up any proceedings.
- The Greenhaugh Primary School will:
 - not accept open references eg to whom it may concern;
 - not rely on applicants to obtain their own reference;
 - ensure any references are from the candidate's current employer and have been completed by a senior person with appropriate authority;
 - secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then ensure a reference from their current employer;
 - always verify any information with the person who provided the reference;
 - ensure electronic references originate from a legitimate source;
 - compare the information on the application form with that in the reference and take up any discrepancies with the candidate;
 - establish the reason for the candidate leaving their current and previous employment(s); and
 - ensure any concerns are resolved satisfactorily before appointment is confirmed.
 - Confirm with the referee that they stand by their comments within the reference provided.

Further information on references is available in Greenhaugh Primary School's reference policy and procedure.

11.0 Interviews

There will always be a face-to-face interview except in extreme circumstances (for example recruitment of a teacher from overseas), and wherever possible, a minimum of two interviewers will see the applicants for the vacant position.

The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified from the employment history on the application form, in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria. The panel will also consider any information provided on online searches fairly and may ask questions at interview regarding these.

At least one member of any interviewing panel will have undertaken Safer Recruitment training or refresher training successfully, prior to the start of the recruitment process. The training should cover, as a minimum, the content of the DfE guidance in the document 'Keeping Children Safe in Education'.

Notes of the interviews will be taken by the recruiting panel.

Where appropriate, a presentation and/or work-based skills tests, relevant to the vacancy, will form part of the selection process.

12.0 Pre-employment Checks

Any provisional verbal offer of employment will be confirmed in writing to the successful applicant by the headteacher. Any offer of employment will be conditional on the following:

- The agreement of a mutually acceptable start date;
- Verification of the applicant's identity;
- The receipt of at least two satisfactory references. One reference must be from the applicant's most recent employer. A reference will be requested from the relevant employer for the last time the applicant worked with children (if not currently working with children);
- Greenhaugh Primary School being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition, which prevents the applicant working at Greenhaugh Primary School or which renders the applicant unsuitable to work at Greenhaugh Primary School;
- Greenhaugh Primary School being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant working at Greenhaugh Primary School or which, in the Greenhaugh Primary School's opinion, renders the applicant unsuitable to work at the Greenhaugh Primary School;
- Where the position amounts to "regulated activity" the receipt of an enhanced disclosure from the DBS which Greenhaugh Primary School considers to be satisfactory;
- Where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List;
- Verification of the applicant's medical fitness for the role;
- Verification of the applicant's right to work in the UK;
- Any further checks which are necessary as a result of the applicant having lived or worked outside of the UK;
- Verification of professional qualifications which Greenhaugh Primary School deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified); and
- Verification that the applicant is not disqualified under the Childcare Act 2006

13.0 DBS (Disclosure and Barring Service)

13.1 DBS Certificate

It is unlawful for Greenhaugh Primary School to employ anyone who is barred from working with children. All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

Greenhaugh Primary School will apply for an enhanced disclosure from the DBS and a check of the Children's Barred List in respect of all positions at the School which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information.

It is Greenhaugh Primary School's policy that the DBS disclosure must be obtained before the commencement of employment of any new employee, as it is assumed that all staff could have the opportunity to be in regulated activity, regardless of their role.

13.2 Portability of DBS Certificates Checks

Staff will be informed of the opportunity to join the DBS update service if they are likely to require another check in the future, but it is their own responsibility to do so, and any cost incurred will be at their own expense, unless agreed by the Governing Body.

Where the update service is used, Greenhaugh Primary School will also view the original DBS record.

13.3 Applicant Moving from previous Post


Whilst Greenhaugh Primary School recognises there is no requirement to obtain an enhanced DBS certificate, if, during a period which ended not more than three months before the person's appointment, the applicant has worked, in a school in England, in a post:

- which brought the person regularly into contact with children; or
- to which the person was appointed on or after 12th May 2006 and which did not bring the person regularly into contact with children or young persons.

Greenhaugh Primary School will require a satisfactory enhanced DBS certificate for all new staff.

13.4 Commencement Prior to Satisfactory Completion of DBS

All new employees must bring the original DBS certificate into the Greenhaugh Primary School for verification before their first day of employment, before any regulated activity commences.


In very exceptional circumstances, employment may commence before the DBS certificate is verified. This may only take place provided all other recruitment checks have been satisfactorily completed, a risk assessment is put in place and signed by the headteacher and the new employee is kept under supervision at all times whilst on site. This situation may occur if the DBS process is delayed to such an extent that, in the opinion of the headteacher, further delay to the start date of the new employee would be to the serious detriment of Greenhaugh Primary School. djhr form RECR20 should be used for this.  HR

13.5 Dealing with Convictions

If a DBS Certificate is returned with details of convictions, consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;

- changes in circumstances; and
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the headteacher. A decision will be made following this meeting. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the headteacher will evaluate all of the risk factors above before a position is offered or confirmed. 

In the event that a disclosure is obtained relating to a potential governor, the matter will be referred to the chair of Governors.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position, were it not for the disputed information Greenhaugh Primary School may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

14.0 Section 128 Direction (Secretary of State)

A section 128 direction prohibits or restricts an unsuitable individual from participating in the management of schools and academies from:

- being a governor in a maintained school;
- taking up a management position in an independent school, academy, or in a free school as an employee;
- being a trustee of an academy or free school trust;
- being a governor or member of a proprietor body of an independent school; or
- being a governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities.

Management of a school includes teachers with additional management responsibilities.

Where the position meets the above criteria, Greenhaugh Primary School will check that the applicant is not subject to a section 128 direction made by the Secretary of State.

Greenhaugh Primary School will carry out this check through the Government's '[Individuals prohibited from managing or governing schools](#)' website and will confirm the details of the check on the single central record.

14.1 Undertaking S.128 Checks for Governors

Greenhaugh Primary School will use the same procedure as above to check the individual is not prohibited or restricted to take part in the management or governance of a school.

15. Prohibition from Teaching

Teacher prohibition and interim prohibition orders prevent a person from carrying out teaching work. Prohibition from Teaching checks will be carried out on new teachers and staff who carry out 'teaching work' ie planning, preparing, delivering (including online) lessons and assessing and reporting on the development, progress and attainment of pupils. These checks will also


be carried out on anyone who has an influence on a pupil education/curriculum and will include teachers, teaching assistants and governors.

Greenhaugh Primary School will carry out this check through the Government's '[Check a Teacher's record](#)' website and will confirm the details of the check on the single central record.

16.0 Proof of identity, Right to Work in the UK and Verification of Qualifications and/or Professional status

All applicants invited to attend an interview at Greenhaugh Primary School will be required to bring their identification documentation such as a passport, birth certificate and driving licence with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006.

17.0 Medical Fitness

Greenhaugh Primary School will only verify the medical fitness of someone to be appointed to a post, after an offer of employment has been made but before the appointment has been confirmed. The successful applicant will be required to complete a medical questionnaire and where appropriate a medical report may be required. This information will be reviewed against the job description and the person specification for the particular role, together with details of any other physical or mental requirements of the role. Key:  HR

Greenhaugh Primary School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, and considering reasonable adjustments and suitable alternative employment.

18.0 Overseas Checks

Applicants who have lived/travelled abroad for more than 3 months will need to obtain criminal records check from the relevant country. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by Greenhaugh Primary School.

However, there is no requirement for Greenhaugh Primary School to carry out checks for events that may have occurred outside the UK if, during a period which ended not more than three months before the person's appointment, the applicant has worked, in a school in England, in a post:

- which brought the person regularly into contact with children; or
- to which the person was appointed on or after 12th May 2006 and which did not bring the person regularly into contact with children or young persons.

19.0 Induction Programme

All new staff will be given an induction programme which will clearly identify Greenhaugh Primary School policies and procedures, including the Safeguarding Policy, the Behaviour Policy and Part One of Keeping Children Safe in Education and make clear the expectations which will govern how staff carry out their roles and responsibilities.

20.0 Single Central Record

In addition to the various staff records kept by Greenhaugh Primary School on individual personnel files, a single central record of recruitment and vetting checks will be maintained. The single central register will contain details of the following:

- All employees who are employed to work at Greenhaugh Primary School;
- All employees who are employed as supply staff to Greenhaugh Primary School;
- All staff of contractors who are in Greenhaugh Primary School on a frequent basis (eg catering and cleaning contract staff);
- All peripatetic music teachers working at Greenhaugh Primary School
- Coaches (such as sports coaches) brought in by Greenhaugh Primary School to work with pupils/students;
- Volunteers who may be in regulated activity and for whom therefore checks have been completed;
- All governors of Greenhaugh Primary School.

A designated governor will be responsible for auditing the single central register reporting his/her findings to the Governing Body termly.

21.0 Contractors and Agency Staff

Contractors engaged by Greenhaugh Primary School must complete the same checks for their employees that Greenhaugh Primary School is required to complete for its staff. Greenhaugh Primary School will request written confirmation that these checks have been completed before employees of the Contractor can commence work at Greenhaugh Primary School.

Agencies who supply staff to Greenhaugh Primary School must also complete the pre-employment checks which Greenhaugh Primary School would otherwise complete for its staff. Again, Greenhaugh Primary School will request written confirmation that these checks have been completed before an individual can commence work at Greenhaugh Primary School.

Greenhaugh Primary School will independently verify the identity of staff supplied by contractors or an agency on their first day of working at Greenhaugh Primary School. Contractors who come on site only to carry out emergency repairs or service equipment and who are not expected to be left unsupervised on the premises do not need a DBS Disclosure.

22.0 Volunteers

Greenhaugh Primary School will request the following checks on all volunteers who are involved on a regular basis, undertaking regulated activity or accompanying children on an overnight trip:

- Identity checks;
- Enhanced DBS Disclosure;
- Barred List check;
- Qualifications, if applicable;
- References; and
- Online Search.

Appropriate risk assessments and/or additional supervision will be planned to ensure safety as necessary. Under no circumstances will Greenhaugh Primary School permit an unchecked volunteer to have unsupervised contact with pupils.

Volunteers or parents who accompany staff on one-off outings or trips and do not have unsupervised access to children, will not need to be vetted.

22.1 Governors

Governors will be required to have enhanced DBS, prohibition from teaching checks and S.128 (section 14) checks and satisfactory references obtained. As governance is not a regulated activity relating to children, Governors will not need a children's barred list check unless, in addition to their governance duties, they also engage in regulated activity.

23.0 Data Protection and Retention of Records

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act.

Records relating to the successful applicant will be retained on the employees personnel file for the duration of their employment and in accordance with legislative requirements, once the employment has ended.

Unsuccessful applicants' documents will be destroyed six months after the recruitment process is concluded.

24.0 Monitoring and Review

This policy and procedure will be monitored and reviewed annually by resources committee. Where there are issues with the way the policy and/or procedure are working, these will be looked at closely with a view to identifying measures to improve their effectiveness.

Signed: Jo Trotter, Interim Headteacher

Signed: Sarah Barnes, Chair of Governors

Date:

Document Record

| Version | Reason for Amendments/Update/Review | Date of Adoption by Greenhaugh Primary School | Date of next review |
|----------------|---|--|----------------------------|
| 1.0 | New policy and procedure provided by debbiejuddhr. | | |
| 1.1 | Updated with changes from Keeping Children Safe in Education 2021 in sections: 6.0, 7.0, 10.0, 11.0 (previously 9.0), 12, 13.2, new section 14.0 and 15 and numbering amended. Amended sections 17.0 and 20.0 amended. New section 22.1. Wording amended in sections 2.0 and 10.0. | | |
| 1.2 | Updated with changes from Keeping Children Safe in Education 2022; 1.7 wording amended regarding the acceptance of CV's. | | |
| 1.3 | November 2023: Section 6, second paragraph updated to include online search checks. Section 9.0, final two paragraphs wording amended. Section 11.00 second paragraph wording amended and duplication deleted. Section 22 amended to include online searches as a bullet point. Section 22.1 to include S128 and reference checks. | | |
| 1.4 | Section 10: Amended to include wording taken from djhr reference policy and procedure. | October 2024 | |
| 1.5 | Section 4.0 re-written. Addition of section 9.1 Section 12 addition of 'at least' in second bullet point and amendment to disqualification under Childcare Act 2006. Section 12: updated last bullet point. Section 13.2: reworded. Section 14 updated guidance on how to check a Teacher record. Section 14.1 reworded. Section 15 updated with correct website details. <u>After Union Consultation:</u> Section 4.0: rewritten. Section 6.0: first paragraph reworded. | September 2025 | |
| | | May 2026 | May 2027 |

Key:  It is recommended that HR advice is sought in relation to this.

