



VISION

Our central belief is that everyone is a learner and everyone is a teacher

PURPOSE

At The Bourne Academy we develop literate, numerate global citizens who ASPIRE: **A**mbitious, **S**elf-confident, **P**hysically Literate, **I**ndependent Learners, **R**esilient, **E**motionally Literate

RATIONALE

The recruitment and selection process is of paramount importance in order to recruit staff with the necessary skills and attributes to enable the Academy to fulfil its aims and objectives. The Recruitment and Selection Policy and Procedures aim to provide clear guidance in relation to both the selection and appointment of staff. This policy is designed to assist the Academy in recruiting and selecting the best candidate for a vacancy. In doing so it also enables the Academy to take account of:

- The Bourne Academy's equal opportunities policy
- Legislation including the Equality Act 2010, and the Data Protection Act 1998
- Requirements for compliance with UK Immigration legislation

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

Our Child Protection Policy and procedures apply to all staff, governors and volunteers working in the Academy.

The school is opposed to any form of discrimination, harassment or victimization against staff or potential staff in connection with their race, colour, nationality, ethnic or national origins, sex, marital/civil partnership status, gender reassignment, disability, pregnancy, maternity, sexual orientation, age, religion or belief .

OBJECTIVES

Appointments must be made in accordance with this policy and must, therefore, be subject to advertisement and interview and aims to achieve the following objectives:

- Recruit staff with the appropriate skills, both technical and personal, in order to meet the Academy's current and future needs
- To ensure that staff appointed to posts involving teaching responsibilities are qualified to carry out such duties or are working towards an appropriate qualification
- Work to a fair and effective recruitment procedure, which is consistent with employment legislation and the Academy's Equality and Diversity policies and practices

Internal candidates or others personally known to the interview panel must be treated in exactly the same way as all other candidates.

PROCEDURES

Justification for Recruitment

Before recruitment begins, the following will be given consideration:

- is it necessary to fill the vacancy?
- does the role require changes in duties and responsibilities?
- is it appropriate to evaluate the grade of the post?
- could the work be accommodated in other ways?
- what terms and conditions are being offered for the post? Are they appropriate and consistent with the rest of the Academy?
- are there any staff 'at risk'? Staff at risk within the organisation must be given first consideration for any vacancy prior to an external / internal advertisement being placed
- Managers should consider widening the diversity of the team which could include consideration of part time working / jobshare / positive action initiatives

Filling the Vacancy

In order for the recruitment process to commence, the following documentation must be completed:

- Recruitment Request Proforma to given to the Principal for approval
- Job Description
- Person Specification

Advertising

It is normal practice that all vacancies are advertised, both internally within the Academy, as well as externally. However, where it is considered that existing staff have the prerequisite skills, consideration may be given to advertising posts internally only. Staff who have been identified to be 'at risk' may be considered for vacant posts prior to internal / external advertising if they meet all the essential criteria of the vacancy.

Enquiries

All enquirers will receive a recruitment information pack detailing the requirements of the post. Wherever possible, this will be provided in electronic format and in alternative formats where requested.

Application Form

- Applications will only be accepted from candidates submitting a cover letter and completion of The Bourne Academy Application Form in full. CVs are also requested, but will not be accepted in substitution for completed Application Forms
- Candidates should be aware that all staff in the Academy will have some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for the post
- All posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared
- The successful applicant will be required to undergo a Disclosure and Barring Service check prior to the commencement of employment
- The Academy will seek references on short listed candidates and may approach previous employers for information to verify particular experience or qualifications, before interview

- If a candidate is currently working with children, on either a paid or voluntary basis, their current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether they have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If they are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither their current nor previous employment has involved working with children, their current employer will still be asked about their suitability to work with children
- Candidates should be aware that provision of false information could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DFE Children's Safeguarding Operation Unit

Selection

Shortlisting

Candidates will only be shortlisted for interview if they meet all the essential criteria defined in the person specification. If the number of candidates meeting the essential criteria is excessive, further selection must be undertaken utilising the desirable criteria to achieve a workable shortlist (suggest no more than 6).

Candidates equality and diversity monitoring forms are separated from the application forms prior to the shortlisting process. The shortlisting panel will not have access to this information. Shortlisting must be undertaken by at least two individuals who are experienced in the recruitment process and who will go on to be involved in the interviewing process. At least one member of the panel should have attended Safer Recruitment and Selection training.

Interviewing

The interview will be conducted by a panel and all interviews for one post must be conducted by the same panel. All candidates will be asked a standard format of questions, which will have been decided by the interview panel prior to the interviews, although supplementary questions may be asked where further clarity is needed. Candidates will always be asked a safeguarding question.

Invitation to Interview

If a candidate is invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring original documents confirming any educational and professional qualifications that are necessary or relevant for the post (eg the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them 3 forms of ID from the list below:

- A passport or a full birth certificate
- A current driving licence including a photograph (if the candidate has one)
- A utility bill or financial statement showing the candidate's current name and address
- Where appropriate, any documentation evidencing a change of name

ID documents are used to ensure that the person selected for interview is the person present for interview on the day. Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. Please note that under the Academy's data protection policy, any copies of personal documents that are no longer required will be destroyed.

Skills assessment

As part of the selection process, the Academy may ask candidates to partake in a series of skills tests. These tests must be directly related to the role in question and must be measurable against objective criteria. Candidates will be informed of the details in the letter inviting them for interview. Details of any skills tests, including the criteria to be measured and the method of measuring will be provided in advance. Skills tests should be held in accessible rooms where required and requested by a disabled candidate. Other adjustments will also be made where a candidate is dyslexic or the provision of instructions in an accessible format

Conditional Offer of Appointment: Pre-Appointment Checks Any

offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references (if these have not already been received)
- confirmation of identity and qualifications
- a satisfactory DBS check
- verification of professional status such as GTC registration, QTS Status (where required), NPQH
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- verification of medical fitness in accordance with DFE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

Appointments will be confirmed following completion of a satisfactory probationary period

Where a candidate is:

- found to be on DFE List 99 or the Protection of Children Act List, or the DBS check shows s/he has been disqualified from working with children by a Court; or
- found to have provided false information or failed to disclose information; or
- the subject of serious expressions of concern as to his/her suitability to work with children **the facts will be reported to the Police &/or DFE Children's Safeguarding Operation Unit.**

Confidentiality

All application details are treated with the utmost confidentiality. It is the responsibility of the Principal/HR to ensure that suitable arrangements are made for confidentiality to be maintained.

Feedback

All applicants can receive formal written communication informing them of the status of their application upon request. Feedback will be provided by the Chair of the panel at the request of any applicant at any stage of the recruitment process.

It is Academy policy that feedback after interview will usually be provided by the Chair of the panel. It should be honest, but constructive. It is important to realise that a prospective employer can be held liable for unfair selection by a candidate and this feedback can be used as evidence. This, however, is a rarity if the feedback is honest and appropriate to the candidate.

Interview Expenses

Expenses will be reimbursed to unsuccessful candidates on completion of an expense claim form for the following items:

- Accommodation up to the value of £65.00 to include breakfast if the candidate has an early interview and cannot reasonably make the journey in the morning
- Evening meal to the value of £15.00 (alcohol will not be reimbursed)
- Petrol/Diesel at .40p per mile (mileage based upon AA route finder from postcode to postcode)
- Public transport expenses

Valid receipts must be produced for all items. Expenses will be paid by cheque.

DBS RECRUITMENT POLICY STATEMENT

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience. We have a written policy on the recruitment of ex-offenders (see below), which is made available to all Disclosure applicants at the outset of the recruitment process.

As an organisation using the Disclosure and Barring service to assess applicants' suitability for positions of trust, The Bourne Academy complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The Academy undertakes DBS checks for all staff recruited. All application forms and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Due to the Disclosure requirements, we encourage all applicants called for interview to voluntarily provide details of their criminal record at an early stage in the application process. Unless the nature of the position allows The Bourne Academy to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974, although the DBS check will advise the Academy of all convictions spent as well as unspent.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. **Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of your offences.

POLICY ON THE RECRUITMENT OF EX-OFFENDERS AND SECURITY OF DISCLOSURE INFORMATION

The Requirement for Criminal Record Checks by the Academy

It is of fundamental importance to The Bourne Academy to ensure so far as possible that those who take up appointments do not pose a risk to the children in its care. It is therefore important for the Academy to apply for and review the past criminal records of any successful applicants for positions, before making a formal offer of appointment. The Academy considers it also essential that the confidential and personal Disclosure information from the Disclosure and Barring Service is used fairly and sensibly in order to avoid unfair discrimination of applicants for appointments at the Academy. Candidates are selected for interview based on their skills, qualifications and experience: The Bourne Academy actively promotes equality of opportunity for all with the right mix of talent, skills and potential.

Reason for Requiring Disclosure

An Enhanced Disclosure will be requested for all staff. All application forms, and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Types of Disclosure

It is now a legal requirement for anyone working in a regulated activity, which includes working in a school, to have an Enhanced DBS check.

There are two types of Disclosure that may be requested depending on the nature of the position:

- (i) **Standard DBS check** – this is primarily available to those working in excepted posts as set out in the Exceptions Order to the Rehabilitation of Offenders Act (ROA) 1974. Standard DBS checks show current and spent convictions, cautions, reprimands and warnings held on the Police National Computer
- (ii) **Enhanced DBS check** – this is the highest level of check available to anyone working in regulated activity with children or vulnerable adults. It is also available in certain licensing purposes and judicial appointments. Enhanced DBS checks contain the same information as the Standard Disclosure, but with the addition of:
 - Any relevant information held by the police
 - any information stored on barred lists, where appropriate

Application Procedure

Successful applicants will be required to provide proof of their identity to the Academy in person including a birth certificate, one item of photographic evidence (such as a passport), plus at least one item of address related evidence (such as a utility bill). Where an applicant has changed his/her name by deed poll or for other reasons (e.g. marriage, adoption) the Academy will require evidence of this change of name. The DBS Application Form will be completed and signed by the applicant for the position and countersigned by a registered person at the Academy.

We ask all Applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within The Bourne Academy. This information will only be seen by those who need to see it as part of the recruitment process.

Consideration of Disclosure Information by the Academy

On receipt of Disclosure from the Disclosure and Barring Service the School shall consider the following:

- Whether the conviction or other information disclosed is relevant to the position in question
- The seriousness of the offence or other matter revealed
- The length of time since the offence or other matter occurred
- Whether the applicant has a pattern of offending behaviour or other relevant matters
- Whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters
- The circumstances surrounding the offence and the explanation(s) offered by the convicted person

We ensure that all those in The Bourne Academy who are involved in the recruitment process have received guidance in identifying and assessing the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Disclosure and Barring Service Code of Practice

The Academy agrees to comply with the provisions of the Disclosure and Barring Service Code of Practice, a copy of which is attached to this Policy.

Security of Disclosure Information

Given the confidential nature of the Disclosure information, the Academy will ensure that it is stored securely. Documents will be locked away separately from personal files, with restricted access limited to senior members of staff involved in recruitment. Once a recruitment decision has been made, the Academy will not retain the Disclosure information for any longer than necessary, which shall normally be 6 months or until after our next CSCI inspection. All disclosure information will be destroyed by secure methods (such as shredding or burning).

Consequences of failure to reveal information

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment, or the termination of the employment if it has commenced.

Offer of Employment

An offer of employment on behalf of the Academy can be made by the Principal or Team leader. It must be made clear, however, that the offer is conditional upon the satisfactory completion of references, satisfactory evidence of eligibility to work in the UK and satisfactory DBS clearance. An oral offer of employment must be followed up in writing by HR to include any relocation expenses agreed with the candidate.

Only when all of the above have been obtained and cleared will the Academy regard the offer of employment as legally binding.

Unsuccessful candidates must be notified as early as possible of the outcome of their interview by the Chair of the panel. Ideally this should be no more than three working days after the successful candidate has confirmed their acceptance of the post.

References

The taking up of references is the responsibility of HR. Employment references should be obtained from at least the last or current employer, either in writing or by initial contact via the telephone, to be confirmed in writing. The questions and information gleaned from the reference must be relevant to the aspects of the post in question. If time allows, references should be taken up prior to interview and, whilst this is acceptable, the wishes of candidates must be respected in this matter. The HR Manager will phone referees to ensure that references are genuine.

MONITORING, EVALUATION AND REVIEW

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

Policy written by the Principal in consultation with staff in March 2011

Signed off by the Chair of Governors on behalf of the Governing Body on 31.03.11

Reviewed by the Principal and Governing Body on 13.03.14

Next Review Date: March 2018