



## **North Star School**

# **Safer Recruitment and Selection Policy**

December 2021

Review date: December 2022

North Star School is committed to safeguarding and promoting the welfare of children and requires all staff to act in the best interests of our young people at all times.

### **Introduction**

North Star School recognises its duty under the Education Act 2002 to make arrangements to ensure that functions are carried out with a view to safeguarding and promoting the welfare of children. We follow current DfE guidance 'Keeping children safe in education' (2020), 'Working together to safeguard children' (2018), HM Government advice 'What to do if you're worried a child is being abused' (2015) and the Local Safeguarding Children Board's policies, procedures, guidance and protocols.

We use robust recruitment and vetting procedures to help deter, reject or identify people who might abuse children, or are otherwise unsuited to work with them. We will also take immediate action where we believe an individual may be at risk, or it is alleged that a child is suspected of being abused.

Our primary concern, at all times, is the welfare and safety of all members of North Star School's community including young people, staff and visitors.

This policy and all associated procedures apply to all staff and should be read in conjunction with other safeguarding and employment policies.

### **Authorisation for recruiting**

All advertisements for positions at North Star School will make clear:

- our commitment to safeguarding and promoting the welfare of children and
- the need for the successful applicant to undertake a range of vetting checks including a criminal record check via the Disclosure and Barring Service (DBS).

Other information will include the post title, salary and experience/qualifications necessary for the post.

### **Candidate information pack**



All prospective employees should be sent a candidate information pack which includes the job description, person specification (where appropriate), application form and associated guidance notes.

All applicants must complete the application form in full and return it in accordance with any deadline specified. We will not accept a curriculum vitae in place of an application form. However, applicants may attach relevant supplementary information and/or documents.

### **Short-listing**

On receipt all applications are scrutinised to ensure that:

- they are fully and properly completed
- the information provided is consistent and does not contain any discrepancies
- any gaps in employment are identified.

Incomplete applications are not accepted and may be rejected without further consideration. Any anomalies, discrepancies or gaps in employment, identified by the scrutiny, are noted and will be taken into account when considering whether to short-list the applicant. Short-listing is based on the information presented in the completed application form, as measured against the criteria detailed in a person specification. All successful applicants are to be invited for a virtual meeting with Directors.

### **Equality and Diversity**

North Star School adheres to a policy of equality and diversity and all applications will be considered on the basis of the knowledge, understanding, skills, qualifications and experience required to undertake the roles and responsibilities of the post. As a Disability Confident Committed employer we welcome applications from all sectors of the community, irrespective of age, disability, gender reassignment, marriage, civil partnership, pregnancy and maternity, race, religion, belief, sex or sexual orientation. Applicants will be invited to complete an equal opportunities monitoring form as part of the application process which will only be available to Senior Leaders and not used in the shortlisting process.

North Star School will apply the following principles in recruiting or selecting for positions, whether externally or internally:

- individuals will be assessed according to their personal capability to carry out a given job;
- assumptions will not be made that only certain types of person will be able to perform certain types of work;
- the required level of skills, knowledge or qualifications will not be overstated;
- avoid specifying an age requirement—while there may be instances where this can be objectively justified, these are likely to be rare;
- avoid asking for ‘so many years’ experience’—again, this will amount to indirect discrimination unless it can be objectively justified;



- avoid recruiting only internally or by word of mouth unless there is a good reason for doing so— advertising more broadly may help increase applications from a more diverse pool of talent;
- selection tests should be specifically related to job requirements and should measure the person's actual or inherent ability to do or train for the work;
- review selection tests regularly to ensure they remain relevant and free from any unjustifiable bias, either in content or in scoring mechanism;
- process all applications in the same way and ask the same questions at interview;
- keep written records of interviews and reasons for appointment and non-appointment
- ensure that questions at interview relate to the requirements of the job;
- if a provision, criterion or practice for recruitment and selection puts disabled people at a substantial disadvantage for a reason connected with their disability, ensure that reasonable adjustments are made to eliminate or, if that is not reasonably practicable, reduce the disadvantage. • decisions regarding the method of recruitment or selection or who is recruited or selected should only be made by a person who has read and understood this policy and undergone relevant training, including safer recruitment training.

### **Interview**

Candidates are normally interviewed by the Directors who are both Safer Recruitment Trained. The candidate's answers to the questions are then to be scored, interviewers are to take feedback once the interview has concluded. Interviews will take place virtually, unless otherwise stated.

### **Pre-appointment checks**

An offer of appointment to a successful candidate, including one who has lived or worked abroad, must be conditional upon satisfactory completion of pre-employment checks.

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References will automatically be taken for any candidate who is offered a position. We will obtain at least 2 references covering that past 5 years of employment.

### **DBS update service**

All employees are obliged to join the DBS update service when applying for a new DBS check; and give consent for the organisation to carry out instant checks online as and when appropriate. Online DBS checks will be carried out at least every three calendar years for any member staff who remains employed within the organisation.

### **Single central record**

In line with the requirements of the relevant legislation, North Star School keeps a single central record which covers the following people:

- all staff (including supply staff) who work at the school



- all others who work in regular contact with children in the school, including volunteers

We maintain and safeguard all records relating to the recruitment and appointment of staff, in accordance with the Data Protection Act 1998. The details in staff files must cross match exactly with the single central record.

### **Staff training**

All staff involved in the recruitment and selection process will receive training, appropriate to their role and responsibilities.

### **Implementation, monitoring, evaluation and review**

The designated senior members of staff with overall responsibility for the implementation, monitoring and evaluation of the 'Recruitment & Selection Policy' is the Directors. The Directors are also responsible for ensuring that all young people, staff, parents/carers and placing local authorities are aware of our policy.

An electronic copy is posted on our website [www.northstarschool.co.uk](http://www.northstarschool.co.uk)

This policy document will be reviewed at least annually and, if necessary, more frequently in response to any significant new developments in national, local and organisational policy, guidance and practice.