



OLD BUCKENHAM HALL

Brettenham Park
Ipswich, Suffolk, IP7 7PH
Website: www.obh.co.uk

Recruitment and Selection Procedure

Reviewed October 2017



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Recruitment & Selection Procedure

Introduction

The following procedure is to be followed to ensure that OBH undertakes recruitment in a fair and open manner. By following this procedure we are also demonstrating a commitment to safeguarding all children and young people at Old Buckenham Hall and following the requirements of Part 3, Keeping Children Safe in Education (March 2015). (KCSIE)

Definition

A 'sponsor' is the individual within the School who is authorised to recruit into a post and will generally manage, in liaison with the Business Manager, the recruitment process. The sponsor will originate such elements as the job description and person specification and will agree the terms and conditions of the post with the Headmaster & Business Manager.

Equal Opportunities and Dignity at Work (Equality Act 2010)

Direct discrimination

Direct discrimination occurs when, because of one of the protected characteristics, a job applicant or an employee is treated less favourably than other job applicants or employees are treated or would be treated. The treatment will still amount to direct discrimination even if it is based on the protected characteristic of a third party with whom the job applicant or employee is associated and not on the job applicant's or employee's own protected characteristic. In addition, it can include cases where it is perceived that a job applicant or an employee has a particular protected characteristic when in fact they do not. The School will take all reasonable steps to eliminate direct discrimination in all aspects of employment.

Indirect discrimination

Indirect discrimination is treatment that may be equal in the sense that it applies to all job applicants or employees but which is discriminatory in its effect on, for example, one particular sex or racial group.

Indirect discrimination occurs when there is applied to the job applicant or employee a provision, criterion or practice (PCP) which is discriminatory in relation to a protected characteristic of the job applicant's or employee's. A PCP is discriminatory in relation to a protected characteristic of the job applicant's or employee's if:

- it is applied, or would be applied, to persons with whom the job applicant or employee does not share the protected characteristic
- the PCP puts, or would put, persons with whom the job applicant or employee shares the protected characteristic at a particular disadvantage when compared with persons with whom the job applicant or employee does not share it
- it puts, or would put, the job applicant or employee at that disadvantage, and

it cannot be shown by the School to be a proportionate means of achieving a legitimate aim.

The School will take all reasonable steps to eliminate indirect discrimination in all aspects of employment.

Recruitment, advertising and selection

The recruitment process will be conducted in such a way as to result in the selection of the most suitable person for the job in terms of relevant experience, abilities and qualifications. The School is committed to applying its equal opportunities policy statement at all stages of recruitment and selection.

Advertisements will aim to positively encourage applications from all suitably qualified and experienced people. When advertising job vacancies, in order to attract applications from all sections of the community, the School will, as far as reasonably practicable:

1. Ensure advertisements are not confined to those areas or publications which would exclude or disproportionately reduce the numbers of applicants with a particular protected characteristic.
2. Avoid setting any unnecessary provisions or criteria which would exclude a higher proportion of applicants with a particular protected characteristic.

Where vacancies may be filled by promotion or transfer, they will be published to all eligible employees in such a way that they do not restrict applications from employees with a particular protected characteristic.

However, where, having regard to the nature and context of the work, having a particular protected characteristic is an occupational requirement and that occupational requirement is a proportionate means of achieving a legitimate aim, the School will apply that requirement to the job role and this may therefore be specified in the advertisement.

The selection process will be carried out consistently for all jobs at all levels. All applications will be processed in the same way. The staff responsible for short-listing, interviewing and selecting candidates will be clearly informed of the selection criteria and of the need for their consistent application. Person specifications and job descriptions will be limited to those requirements that are necessary for the effective performance of the job. All applicants will be interviewed by at least two interviewers and all questions asked of the applicants will relate to the requirements of the job. The selection of new staff will be based on the job requirements and the individual's suitability and ability to do, or to train for, the job in question.

Under the Equality Act 2010 the School will have regard to its duty to make reasonable adjustments to work provisions, criteria and practices or to physical features of work premises or to provide auxiliary aids or services in order to ensure that the disabled person is not placed at a substantial disadvantage in comparison with persons who are not disabled.

If it is necessary to assess whether personal circumstances will affect the performance of the job (for example, if the job involves unsociable hours or extensive travel), this

will be discussed objectively, without detailed questions based on assumptions about any of the protected **characteristics**.

Recruitment Statement

The following statement is to be included in:

- Publicity materials
- Recruitment websites
- Advertisements
- Candidate information packs
- Person specifications
- Job Descriptions
- Induction Frameworks
- Competency frameworks

‘We are committed to safeguarding children and expect all staff and volunteers to share this commitment. All successful applicants are required to complete Disclosure Application Forms which means providing criminal conviction information.’

Advertising

All advertisements are to be prepared in consultation with the Business Manager and the Registrar; this will ensure consistency, best value and continuity of image.

- The following items are to be included in all advertisements:
 - Job Title
 - Contact details for applications
 - How to apply ie: application pack
 - Safeguarding statement
 - School Name / Charity number

The following may be considered for inclusion:

- Mix of qualities, qualifications and experience required
- Interview date/s
- Visits welcome by appointment

Job Description and Person Specification

Job Descriptions are to be drafted/reviewed by the sponsor of the post to be recruited and agreed with the Business Manager for consistency. All sponsors are to ensure that

- The Job description includes the main duties and responsibilities of the post and the statement at the beginning of this procedure.
- Job Descriptions are referred to the Business Manager to ensure consistency.
- The Person Specification includes the qualifications and experience and any other requirements needed to perform the role, the qualities and competences that the successful candidate should be able to demonstrate and the statement at the beginning of this procedure.

- Person Specifications are referred to the Business Manager to ensure consistency.

Interview Panel

- Interviews are to be carried out by a minimum of 2 persons.
- If possible, one of the members of the interview panel will have completed the Safer Recruitment training programme.
- All members of the interview panel are to be involved in short listing candidates

Short listing

Sponsors are to note the following guidelines when undertaking short listing:

- When scrutinising application forms, ensure that information provided is consistent and does not contain discrepancies.
- Any gaps that can be identified in working history are to be noted so that they can be part of the short listing consideration.
- As well as obvious gaps in employment, repeated changes of employment without any clear career or salary progression, mid career moves and moves from a permanent to supply post or temporary work need to be explored and verified.
- All candidates should be assessed equally against the criteria in the Person Specification without exception or variation.
- The Application Pack will contain information regarding checks which will be carried out on the interview day.
- References should be taken up before interviews if at all possible and must be made using the standard reference request forms and letter, available from the Business Manager. (Please see Recruitment Policy for overseas candidates.)
- **Social Media** – Where a job applicant provides a link to their social media profiles, this is to be disregarded during the initial part of the recruitment process and the applicant advised accordingly. (Standard letter on file.)
- Upon receipt, references are to be checked by the Business Manager to ensure they have been fully completed. Where appropriate they are to compare the information from the reference to the application form to check for consistency.
- Referees are to be contacted by the Sponsor or Business Manager to confirm that the reference was written and provided by them.
- References or testimonials provided by the candidate cannot be relied upon. Similarly, ‘open’ references or testimonials may be the result of a compromise agreement and are unlikely to include any adverse comments.

Interviews

Sponsors and interviewers are to note the following guidelines:

- Members of the panel should meet before interviews to consider what questions should be asked, who will ask them and any specific issues to be explored.

- The same initial questions must be asked of each candidate although ‘follow-up’ questions will be determined by answers given / received.
- Avoid asking questions which could be deemed discriminatory. ie: Are you planning on having a family in the near future?
- Notes and other paperwork relating to interviews must be validated by the senior interviewer and thereafter kept on file in the Bursary

Offer of Employment

- Offers of employment should be made using the standard letter framework and will normally be originated by the Business Manager.
- Any offer of employment is conditional upon a successful enhanced DBS check, satisfactory medical declaration and any other checks deemed appropriate by the Sponsor/Business Manager or required by Part 3 of KCSIE.

Single Central Record of Recruitment and Vetting Checks

The Business Manager is to maintain a single, central HR record; the following principles apply to that record:

- All recruitment checks are to be recorded using PASS and held in the Bursary.
- An Enhanced DBS check is to be carried out by the Business Manager for all appropriate staff posts (Please refer to the Recruitment Policy and part 3 KCSIE for details of other checks required)
- Matronal/Boarding/**Residential** staff are NOT to begin work under any circumstances, **until all checks including** DBS have been completed successfully.
- In some cases staff may need to begin work before their DBS has been received. In these cases, **a satisfactory barred list check and all other checks to be completed. Then,** risk assessment is to be undertaken with assistance from the Business Manager if required, to assess whether the start date can be delayed and if not, what level of supervision, if any, is required.

Induction and Probation

All staff are to undergo a period of probation as shown in their individual contract. The Sponsor in consultation with the Business Manager is to arrange for newly appointed staff to undertake an induction process and the Business Manager is to ensure that such is noted on the individual’s personal file

Self Employed Staff, Coaches and Peripatetic

The same recruitment checks apply to these staff. Sponsors are to notify the Business Manager of any proposed appointments and are to ensure that the necessary checks are completed before a position is offered.

Agency Staff

Agency staff are only be booked through the Business Manager with approved agents. The Business Manager is to carry out the necessary checks before the member of staff begins their work.

Governors

Governors will be subject to identity checks before confirmation of appointment and are required to undertake an enhanced DBS check. Where Governors have been working overseas in the previous five years, the School will make additional checks in accordance with statutory guidance. The Business Manager is to ensure that such checks are undertaken, recorded and any significant matters arising, brought to the attention of the Chairman of Governors.

The Chair of Governors is to complete an Enhanced DBS via the DfE.

Volunteers

Regular ‘Regular’ volunteers will be subject to the same checks as paid staff in most cases. (‘Regular’ is defined as 4 or more times in a 30-day period, once a week or more or overnight.) Sponsors are to ensure that **UNDER NO CIRCUMSTANCES MUST A VOLUNTEER WHO HAS NOT OBTAINED AN ENHANCED DBS DISCLOSURE, BE LEFT UNSUPERVISED WITH CHILDREN.**

Non-Regular Where a volunteer is not classed as ‘regular’ and does not have unsupervised contact with the children, a pro-forma disclosure is to be obtained by the Sponsor from the volunteer. The Sponsor is also to ensure that the Business Manager is notified before the volunteer begins their work.

Reporting Requirements

OBH has a legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child; where the harm test is satisfied in respect of that individual; where an individual has received a caution or conviction for a relevant offence, or if there is reason to believe that individual has committed a listed relevant offence; and that individual has been removed from working (paid or unpaid) in regulated activity. Or would have been removed had they not left.

Monitoring and Review

This procedure is to be monitored by the Business Manager as part of her monitoring process for the Recruitment and Selection Policy. This procedure will be reviewed annually by the Business Manager and designated Governor, when the recruitment Policy is reviewed and also when there are changes in guidance and /or legislation.

Anne-marie Shropshire (Assoc CIPD)
Business Manager

~~October 2013~~
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(Amended 16 May 2015)