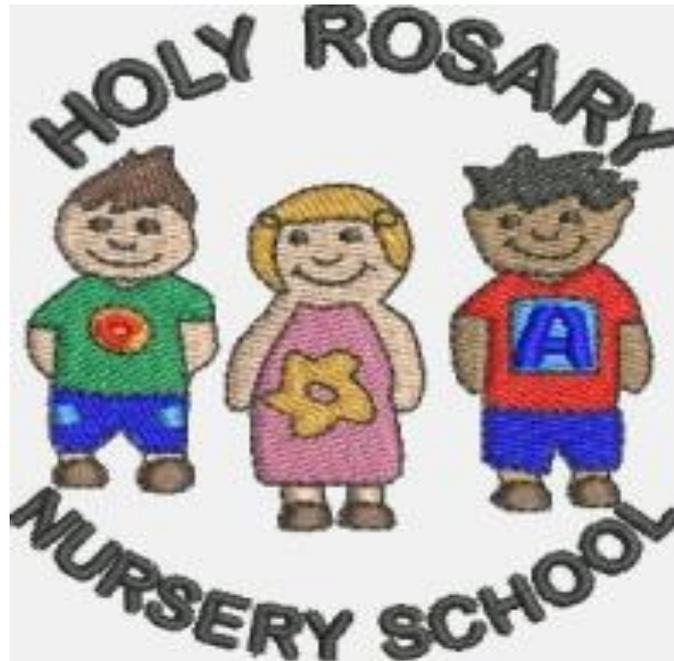


HOLY ROSARY NURSERY SCHOOL



Recruitment & Selection Policy

Ratified by *Governors* January 2020

Signed:

Review - September 2023

Recruitment and Selection Policy

The policy aims to ensure both safe and fair recruitment and selection is conducted at all times.

Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people. This process is the starting point for ensuring that only those who are suitable are employed to work in close proximity with children, in either a paid or unpaid capacity in our school.

The school is committed to ensure that recruitment and selection is undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable, securing the position.

Recruitment and Selection Policy Statement

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

The school is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing the very best education for our children. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the schools performance and fundamental to the delivery of a high quality education.

Purpose

To ensure the recruitment of both permanent and temporary (including voluntary) staff is conducted in a fair and effective manner, while applying value for money principles to the recruitment & selection process.

To help achieve this, those that are responsible for each stage of the recruitment process will at all times be expected to

demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

Scope

The policy applies to all school employees employed at Holy Rosary Nursery School as well as governors responsible for and involved in recruitment and selection of all school based staff. Where a principal or teacher is being appointed, the Governors will consult with CCMS / Nursery Assistant EA Office about the recruitment process.

Aims

To ensure a consistent and equitable approach to the appointment of all school based staff.

To ensure all relevant equalities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, and sexual orientation.

To ensure that the safeguarding and welfare of children and young people is first consideration at each stage of the process.

In order that all reasonable steps are taken to employ and engage suitable staff to work with the children in our care we follow the guidance on pre-employment checking and safe recruitment practices provided by the Department of Education and have adopted the new arrangements for vetting and checking of staff prior to appointment or use as long term volunteers within the school:

- DE Circular 2006/06. Child Protection : Recruitment of People to Work with Children and Young People in Educational Settings
- DE Circular 2006/07. Child Protection: Employment of Substitute Teachers

- DE Circular 2006/08 Child Protection: Training Requirements for School Governors on Staff Recruitment and Selection Panels
- DE Circular 2006/09 Child Protection: Criminal Background Checking of Staff in Schools - Programme to Extend Coverage
- DE Circular 2006/25 Child Protection: Vetting of School Governors
- DE Circular 2008/03 Pre-Employment Checking of Persons to Work in Schools - New Arrangements

Copies of these circulars are available on the DE website: www.deni.gov.uk. Click on 'Circulars'

Process

- The job description and person specification are essential tools. They will be used throughout the process and will encompass safeguarding and child protection responsibilities
- Two references must be taken up, EA post interview and CCMS prior to interview, one of which must be the current, or most recent employer
- When requesting references the referee will be asked about the candidates suitability for working with children
- A panel will carry out selection with at least 4 governor members. Members will have previously completed the required Safeguarding and also Recruitment & Selection training provided by EA.
- Selection will be based on a minimum of a completed application form, a short listing process and an interview
- The employing body i.e. EA or CCMS will gather information and carry out the relevant background and vetting checks on a candidate for appointment
- The candidates suitability to work with children will be explored at interview by asking open ended questions, as well as questions which explore the candidates attitude towards child protection
- Employees will be recruited on the knowledge, experience and skills need for the job

- Appointment will only be confirmed after all checks have been completed satisfactorily
- Monitoring and evaluation are essential for assessing the effectiveness of the recruitment and selection process
- The Disability Discrimination Act (DDA) makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

Validation of Recruitment Checks

- All checks will be confirmed in writing by EA or CCMS
- These checks will be retained in a personal file and will include: candidates application form and supporting statement, two references, Access NI details and medical clearance

Equalities

The school is committed to providing equality of opportunity for all an ensuring that all stages of recruitment and selection are fair. Recruitment and Selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation.

Safer Recruitment - Recruitment and Selection Training

It is a requirement that the members of the interviewing panel have successfully completed relevant safeguarding and also recruitment and selection training developed for Governors by the Education Authority.

Monitoring and evaluation

This policy will be reviewed and monitored in line with the school's policy review schedule or in light of new guidance from Department of Education, CCMS or EA.