

Recruitment, Induction and Selection Policy

Agreed by Governors – Autumn 2020

Review date – Autumn 2023

Grand Avenue Primary and Nursery School is committed to promoting the welfare of young people and keeping them safe.

Grand Avenue Primary and Nursery School is committed to equality, valuing diversity and working inclusively across all of our activities. We aim to have a workforce that represents a variety of backgrounds and cultures and can provide the relevant knowledge, abilities and skills for our school.

This policy applies to anyone responsible for recruiting, selecting and interviewing staff and volunteers at Grand Avenue Primary and Nursery School. It also applies to those who participate in shortlisting and interview panels.

Purpose of policy

- To recruit and select the best people available to join our workforce
- To take all reasonable steps to prevent unsuitable people from joining our school
- To recruit, select and manage staff in a way that complies with legislation designed to combat inequality and discrimination
- To do all we can to achieve and maintain a diverse workforce
- To ensure that our recruitment and selection processes are consistent and transparent
- To ensure candidates are judged to be competent before we make them an offer of a job
- To ensure all new members of staff are given a proper induction

We recognise that

- Our workforce is our most important resource
- Unsuitable individuals sometimes seek out opportunities via employment or volunteering to have contact with children in order to harm them
- Some groups face unfair discrimination in the workplace
- Children, young people and families benefit from our efforts to recruit and select a skilled and committed workforce from a diverse range of backgrounds
- New staff and volunteers cannot perform their role effectively unless they are inducted properly and receive ongoing support and supervision

We recruit and induct our workforce by

- Advertising all posts through appropriate media and in a way that ensures that we attract high quality applicants from diverse backgrounds
- Providing an application pack with relevant information for anybody who expresses an interest in an advertised job
- Ensuring that all applications for both paid positions are made using our standard application form. CVs will not be accepted.
- Ensuring that all applications for Voluntary work are sent to the Deputyhead for induction and approval (including student placements)
- Involving more than one person to shortlist applicants for interview
- Having at least two people conducting a face to face interview with anyone we may like to appoint
- Incorporating the views and perspectives of children, young people and families into the recruitment and selection process whenever appropriate
- Obtaining two references, two pieces of identification and original copies of necessary qualifications from candidates
- Requiring that all staff and volunteers have an up-to-date relevant DBS check where their post is eligible for this; including a check against the barred list if the post involves regulated activity.
- Staff and volunteers requiring a DBS check are aware of the DBS online update service
- Carrying out the pre-employment checks i.e. Right to work in UK, Teacher Prohibition check, Pre-employment medical check.
- Providing an appropriate induction for all new staff and volunteers
- Ensuring that staff are made aware, during their induction period, of how to keep children and young people safe in our school

We are committed to reviewing this policy and practice frequently ,at least every 3 years.