



MILLFIELD

MILLFIELD SCHOOL POLICY ON SAFER RECRUITMENT AND SELECTION

Aims

The staffing process is governed by the Schools' principles of non-discrimination and is designed to achieve the best match between the individual's knowledge and skills, experience and character, the requirements of the vacant post and recognition of the need for flexibility to respond to changing conditions.

Millfield relies on the skills, competencies and contribution of all employees to ensure the smooth running of the Schools. The overall aim of this policy, therefore, is to recruit and retain high calibre staff.

Millfield are committed to tackling discrimination and promoting inclusion through equality and diversity. The Safety and Well Being of all our pupils at Millfield is our highest priority. We all share an objective to help keep children and young people safe by contributing to providing a safe environment for children. We therefore take great care in the recruitment and selection process at Millfield School to achieve this to the best we can.

Scope of the Policy

The policy applies to all Millfield posts.

Authorisation of Posts

All posts (both new and replacement) must be authorised by the Headmaster (for teaching staff – including coaching staff and classroom assistants) and Bursar (for non teaching staff) to ensure consistency of employment practice and that the budget requirements are met. For non-teaching positions an Authority to Recruit form needs to be completed and can be obtained off the Intranet (Under Staff only, Personnel).

Advertising of Posts

All agreed appointments of three months duration or more will be advertised and subject to competitive selection procedure. Advertisements may be internal only or published simultaneously internally and externally. Posts may be advertised internally where it is anticipated that a suitable field of candidates exists and in response to specific needs such as redeployment.

The aim of advertising is to attract a wide range of high quality candidates from diverse backgrounds.

Recruitment Documentation

Prior to advertising, a job description which describes the purpose, duties and responsibilities of the post will be prepared.

The qualifications, skills, experience, knowledge, aptitudes and abilities that are essential and desirable for the post will also be identified. They will not include any potentially discriminatory requirements.

A draft advertisement will be drawn up by Personnel and forwarded to the relevant line manager where it will be checked before Personnel advertise the role. All adverts will state that employment is subject to an enhanced CRB check and satisfactory references.

The requirements of the Data Protection Act will be strictly adhered to.

Short listing

Short listing will be based on the selection criteria which assess the candidate's qualifications, skills, experience, knowledge, aptitudes and abilities. The capability of the individual to perform in the position will be the major factor and in certain roles the ability to work with others will be taken into account.

Adequate staff recruitment checks are needed for all those with substantial unsupervised access to pupils. They are an essential part of our responsibility under the Children Act and an expectation of the National Boarding Standards and DfES circular 1568/2005: Safeguarding Children: Safer Recruitment and Selection in Education settings. No system will guarantee that no one unsuitable is ever recruited to Millfield but a high standard of scrutiny should reduce the potential for harm being done to the children in our care.

Routine procedure for checks

1. Two written references and declarations (including the last employer) which make specific reference to candidates suitability to work with or near children. These are in addition to other reference procedures such as verbal references and follow up telephone calls. The identity of referees will be checked prior to interview.
2. A personal interview (at least of which should be in front of two interviewers) with a written record and assessment by the interviewer(s). At least one of the interviewers should have received 'Safer Recruitment' training.
3. An explanation of any gaps in the C.V. (recorded in writing by an interviewer).

4. A verification of relevant qualifications at interview. Originals of all recent and relevant as well as degree or similar professional qualifications must be seen.
5. A verification of identity at interview (Copy of passport, birth certificate or driving license).
6. An Enhanced Criminal Records Bureau check and the inclusion of the Vetting and Barring system when it comes into play. Should the individual have lived abroad for a period of time then a Certificate of Good Standing may be requested.
7. Medical Check to be completed prior to employment.

The Interview Process

Interviews where possible will be conducted by at least one individual who has attended Safer Recruitment Training. Candidates will be asked both technical / competency based questions as well as questions that attest to the match of the Person Specification in the Job Description. The interview team will ensure that candidates with a disability or special needs are fully provided for at interview provided notification has been made in advance.

After Interview

Offers of appointment are subject to the receipt of satisfactory checks (as outlined in the Routine Procedure for checks). No employee will be able to work alone and will be supervised until CRB clearance has been received. All appointments are subject to the continued declaration of any charges, arrests or convictions, including serious driving offences. Failure to disclose as stated could lead to the termination of employment.

No contract of employment will be issued until the successful candidate (if external) has provided proof of their ability to work in the UK.