Compass Learning Centre
Recruitment & Selection Policy 2026-27

Statutory Policy: NO	**Governor Action:** NO
Governors' Committee Responsible:	Personnel, Finance & Resources
Link Governor:	Chair of Committee
Link SLT:	Headteacher
Person Responsible:	HR Officer
Date Reviewed:	October 2026
Next Review Date:	October 2027 (DC led policy)
Key Link Policies / Documents: *This list is not exhaustive and further policies / documents may also need to be consulted in addition to these dependent on circumstances*	Staff Code of Conduct Safer Recruitment Policy & Guidelines Whistleblowing Policy Safeguarding Policy Criminal Records & DBS checking Policy

Policy Suite:

HR	Curriculum	Student Behaviour & Welfare	Finance	Premises & Health & Safety
✓				

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Signed: Alison Glazier **Headteacher** **Date: 22/10/26**

Signed: **Link Governor** **Date: 19.11.26**

Equality Impact Assessment – initial screening record

• What area of work is being considered? • Upon whom will this impact?	Recruitment & Selection Policy Safeguarding / Statutory/All Staff

• How would the work impact upon groups, are they included and considered?

The Equality Strands	Negative Impact	Positive Impact	No impact
Minority ethnic groups		√	
Gender		√	
Disability		√	
Religion, Faith or Belief		√	
Sexual Orientation		√	
Transgender		√	
Age		√	
Rurality		√	

• Does data inform this work, research and/or consultation. And has it been broken down by the equality strands?

The Equality Strands	No	Yes	Uncertain
Minority ethnic groups	√		
Gender	√		
Disability	√		
Religion, Faith or Belief	√		
Sexual Orientation	√		
Transgender	√		
Age	√		
Rurality	√		

• Does the initial screening highlight potential issues that may be illegal? **No**

Further comments:-

Do you consider that a full Equality Impact Assessment is required? **No**

Initial screening carried out by HR Officer

Signed: Michelle Nokes Dated: 01/10/25

Comment by Headteacher: Alison Glazier

Date 01/10/25

Recruitment and Selection Policy – (A Framework for Schools)

(Updated by Dorset Council December 2024)

1 Introduction

1.1 Employees are a school's most important resource. In serving the needs of its pupils, the school can only be as effective as the people it employs.

1.2 Successful and thorough recruitment and selection has a fundamental role to play in ensuring the people with the right combination of knowledge, competencies and personal attributes are appointed.

1.3 Under sections 175 and 157 of the Education Act 2002 and Keeping Children Safe in Education 2025, Governing Bodies in all schools must ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children. It is vital that schools adopt recruitment and selection procedures that help deter, reject or identify people who might abuse children or are otherwise unsuited to work with them, in order to safeguard children.

2 Scope

2.1 This procedure is recommended to Governing Bodies for adoption by all schools.

2.2 It is vital that measures described in this guidance are applied thoroughly whenever someone is recruited to work in a school. Those are not only people who regularly come into contact with children or are responsible for children, but who regularly work in a setting where nevertheless, they will be seen as safe and trustworthy because of their regular presence.

2.3 The Local Authority will not accept liability for any actions, claims, costs or expenses arising out of a school's decision not to follow this recommended policy or procedure, where it is found that the school's Governing Body has been negligent or has acted in an unfair or discriminatory manner.

3 The Policy

3.1 This policy and procedure has been designed to provide detailed guidance to schools to develop and maintain high standards of professional and effective recruitment practice.

3.2 The policy guides schools in planning, monitoring and carefully undertaking recruitment.

3.3 Compass Learning Centre is committed to safeguarding and promoting the welfare of children and young people in its recruitment practice and expects all school based employees and volunteers to share this commitment.

3.4 Good practice and equality of opportunity are integral to Compass Learning Centre's recruitment and selection processes. Recruitment and selection in Compass Learning Centre shall be approached in a fair, consistent, equitable, transparent and effective manner, with due regard for equal opportunities legislation (Equality Act 2010).

3.5 In cases of redundancy and redeployment, alternative recruitment practices will apply.

4 Guiding principles

4.1 Guiding principles, which reflect good employment practice and appropriate employment legislation, are the minimum principles established by the council, in consultation with Headteachers and the

recognised Trade Unions and professional associations. These principles must be observed in recruitment and selection in schools.

4.2 These principles are highlighted as key steps in the following procedure summary.

4.3 These principles should be viewed as minimum 'must dos' designed to assist schools in making sound, informed employment decisions. The standards ensure measures to safeguard children.

4.4 Schools may introduce further standards, providing they do not conflict with these essential requirements.

5 Responsibilities

5.1 The Headteacher and the Compass Learning Centre Governing Body will be responsible for the management and implementation of this policy.

5.2 They will ensure that managers involved in recruitment and selection in Compass Learning Centre are aware of their responsibilities within this policy.

5.3 The Governing Body will ensure that at least one person on an interview panel has received Safer Recruitment training in accordance with the School Staffing (England) (Amendment) Regulations 2013.

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Compass Learning Centre is committed to safeguarding and promoting the welfare of children and young people; this is a commitment which we expect all staff and volunteers to share. Successful candidates will be required to have a Disclosure & Barring Service check in line with the Government's safer recruitment guidelines. We value the diversity of our workforce and welcome applications from all sectors of the community.

Compass Learning Centre will conduct a number of online searches of shortlisted candidates. Part of which will be a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination a person who will not be on the appointment panel will conduct the search and will only share information if and when findings are relevant and of concern.

Compass Learning Centre is unable to provide individual feedback for unsuccessful applications.

Recruitment & Selection Procedure (Updated December 2024)

STEP 1: ESTABLISH THE VACANCY NEED

- The Headteacher should establish whether the vacancy must be filled and if so the nature of the work that will be undertaken.
- The cost implications on the school's budget and any applicable Individual School Pay Range will be a consideration as will any changes in workload that are foreseen or any plans for restructuring posts and or work allocation.

STEP 2: PREPARE THE JOB DESCRIPTION AND PERSON SPECIFICATION

- A job description should be made available for each vacancy, outlining the job purpose and principal duties and responsibilities. The pay range for the post must be established at this stage ensuring that the pay range reflects the level and responsibility of the post.
- Every job description should make reference to the employee's responsibility for safeguarding and promoting the welfare of children.
- Job descriptions for non teaching employees can be accessed via the schools' JD portfolio. If you cannot find a suitable job description within the portfolio and wish to create a new job description please discuss this with the HR Advisory team before advertising the position.

A person specification should be drawn up for each vacancy, outlining the essential qualities (i.e: skills, qualifications, experience and personal attributes) required in the post. The person specification should include specific reference to the suitability of the person to work with children and the degree of responsibility they will have for children in the particular role

STEP 3: PLAN THE RECRUITMENT TIMETABLE

- Every appointment should be carefully planned and a clear, realistic timetable produced covering each stage of the recruitment process. Ensure enough time is allowed for each stage, incorporating adequate time for potential candidates to serve notice in existing employment.
- Within each stage of the timetable, the following should be included:
  - The methods to be used in the selection process (e.g. psychometric testing, group exercises, lesson observations etc)
  - Who will be involved at each stage of the process and what their responsibilities will be (book the necessary times, dates, room locations in their diary for shortlisting, interview planning, ensure at least one person on the interview panel has successfully completed safer recruitment training, testing and interviews etc)

STEP 4: ADVERTISE THE VACANCY

- Vacancies should be advertised in appropriate media allowing adequate time for its publication.
- Headteacher and deputy headteacher vacancies should be advertised in National Press unless there is a good reason that has been agreed with the LA as to why not (e.g. a restructure)
- The content of the advertisement should include:-
  - An appropriate headline (e.g. job title and location)
  - A brief summary of the role and person specification
  - The rewards (e.g. pay and other benefits e.g. TLR or SEN)
  - Terms and conditions (e.g. teachers or non teaching pay and conditions, part time, status etc)
  - If the post is fixed term, include reason and duration of the fixed term period (see Appendix 20 for a list of suitable reasons for a fixed term contract)
  - The action necessary to respond
  - The closing date for applications
  - Equal opportunities statement
  - Safeguarding of Children statement
  - Statement informing that an online check of candidates suitability to work with children will be conducted
  - The disability 'two tick' symbol (optional)
  - The date the interviews will be held

- Right to work in the UK Statement
- The school and (if appropriate) the Council logo
- See the toolkit (job application pack checklist)

STEP 5: PROVIDE A JOB INFORMATION PACK & CONFIRM ARRANGEMENTS FOR SELECTION PROCESS

- On receipt of application requests, the school should issue a job information pack.
- The nature of the post to be filled will determine the precise information to be sent. As a minimum the following is recommended:
  - Application form
  - Appropriate information about the school
  - Job description
  - Statement of the school's child protection policy
  - Person specification
  - Statement of the terms & conditions relating to the post
  - Criminal Records Declaration Form

NB: if advertising online please ensure you send attachments electronically so they can be linked to the advert.

STEP 6: SHORTLIST CANDIDATES

- Each applicant should be individually assessed against the criteria specified in the person specification
- Decisions should not be based on assumptions or generalisations about particular groups or categories of people. Care should be taken not to discriminate unfairly in any short-listing decision.
- Shortlisting should be carried out by a minimum of 2 people (as nominated by the Chair of the interview panel who may themselves be involved), maintaining a gender balance where practicable.
- Generally, all candidates who meet the essential criteria should be shortlisted for interview unless large numbers are involved, when it may be necessary to shortlist against both essential and desirable criteria in order to produce a suitable final shortlist.
- Once the shortlisting has been completed, those candidates selected for interview should be written to and invited to attend interview. In accordance with the KCSIE guidance, it is good practice to inform shortlisted candidates that online searches will be carried out.
- Also included with the invite to interview letter should be the criminal records self declaration form, HR14**,** a request that the candidate brings appropriate identification with them to enable completion of the employee identity and right to work in the UK check and any qualification certificates to be viewed and recorded, as these will be needed for the DBS and single central record. Where the applicant falls under the requirements of the Childcare (Disqualification) Regulations, you should also send the form entitled 'Form to assess suitability of staff and volunteers - Childcare Disqualification Regulations' for completion and for them to bring to interview.
- Those applicants who have not been shortlisted should be written to and advised that they have been unsuccessful on this occasion. Alternatively, the original advert for the post can state the date by which candidates can assume they haven't been successful if they do not receive a response from the school.
- Records of all applicants (successful and unsuccessful) and the justification for the shortlisting decision must be maintained for up to a year in order to respond to any claims of unfair discrimination.

STEP 7: OBTAIN REFERENCES

- Obtain references from two sources for all shortlisted candidates including internal and external applicants, one of which must be a previous employer.
- References must be in writing and should ask specifically about a candidate's suitability to work with children, as well as their suitability for the post, and should be obtained prior to interview.
- Offers of employment can be made subject to references where not available at interview.

STEP 8: ON ARRIVAL FOR INTERVIEW

- Record details on Employee ID check and view original documents for DBS check.
- View and record Right to Work in the UK information and keep a copy of the evidence. In line with right to work in the UK flowchart
- View and record Qualification certificates for the single central record.

- Give candidate medical questionnaire and ask them to complete and return to Occupational Health asap if they are successful at interview.
- View completed Childcare Disqualification form (where applicable) to ascertain whether they are eligible to work with this group of children.

STEP 9: INTERVIEW

- The interview panel should consist of at least 2 people, maintaining a gender balance where practicable. At least one member of the interview panel MUST have successfully completed the safer recruitment training.
- The interview should be held in a suitable room where the interviews can take place uninterrupted
- Interview questions should be planned and structured in advance.
- Core questions should be applied consistently and asked of all candidates.
- If a fixed term appointment, explain reasons and duration during interview.
- Notes of each interview should be recorded with due regard to equal opportunities legislation**.**
- Following interviews, all candidates should be assessed against all aspects of the objective selection criteria.

STEP 10: THE SELECTION DECISION

- The decision taken should be based on determining who is the most suitable candidate as assessed against the person specification and job description.
- All candidates should be given equal consideration.
- Reasons for selection/non selection of candidates should be objective, relevant and clearly recorded.

STEP 11: PRE EMPLOYMENT CHECKS

- Post offer, IT IS ESSENTIAL THAT all pre employment checks should be obtained as quickly as possible to include:
  - Identity checks;
  - Confirmation of the right to work in the UK (retain copies of documents seen).
  - Any outstanding references;
  - DBS with barred list check;
  - Medical clearance (**ONLY** send for clearance once offer has been made and accepted);
  - Verification of qualifications where a requirement of the job;
  - Prohibition from Teaching check;
  - Online search of candidates suitability to work with children – care should be taken to ensure the search is purely about the candidates suitability to work with children and to avoid any unconscious bias or risk of discrimination. A person not involved with the appointment panel should conduct the searches and only share if and when findings are relevant and of concern.
  - Childcare (Disqualification) Regulations 2009 requirements are met (where applicable)
  - If the person has lived or worked outside of the UK, make any further checked the schools or college consider appropriate
  - For management positions in Independent schools, including academies and free schools a check that a person is not subject to a Section 128 direction is required.
- SCHOOLS SHOULD NOT START APPOINTEES IN POST, until all of the appropriate checks have been carried out, in order to ensure that children are safeguarded and that the individual is fit to undertake the role. (See further guidance on pre-employment checks)
- Successful candidates should be advised not to resign from any existing employment prior to clearance being obtained**.**

STEP 12: OFFER OF EMPLOYMENT

- A provisional verbal offer will normally be made in the first instance to the successful candidate. It must be explained this offer is conditional subject to pending DBS checks (where appropriate), medical clearance, and satisfactory references where not already obtained (and anything else, such as sight of original qualifications or visa and after the Childcare (Disqualification) Regulations requirements have been checked (where applicable).
- Once a verbal offer has been made this should be followed up in writing
- When offering a fixed term appointment, state the reason and duration of the appointment and follow this up in writing.

- Be careful not to quote full time salary rates for part time work.

STEP 13: RECRUITMENT FILE / COMPLAINTS PROCEDURE

- A structured recruitment file should be maintained for at least 6 months for each vacancy, including copies of all documents relating to the recruitment process.
- This should be stored for 6 months following the appointment to ensure any claims or requests for information made after the appointment can be appropriately responded to.

STEP 14: POST APPOINTMENT INDUCTION

- All new appointees must receive an appropriate induction programme regardless of previous experience.
- The purpose of the induction:
  - Provide training and information about the school's policies and procedures
  - Confirm the conduct expected by the school
  - Provide opportunities for the new employee to discuss any issues or concerns about their role or responsibilities
  - Enable the Headteacher or line manager to identify any concerns or issues about the person's ability or suitability at the outset and address them immediately

GUIDANCE ON PRE EMPLOYMENT CHECKS

Any offer of employment should be conditional upon:

- Receipt of 2 satisfactory references if not already received
- Satisfactory identity checks, and confirmation of eligibility to work in the UK
- Satisfactory enhanced DBS with barred list check
- Verification of candidate's occupational health clearance to teach / operate in support staff capacity
- Verification of qualifications
- Verification of professional status (e.g.: QTS, QTLS, NPQH, HLTA)
- For teaching posts – verification of a statutory induction period for those who obtained QTS status after 7 May 1999
- For ECT appointments please follow the statutory guidance information www.gov.uk/government/publications/induction-for-early-career-teachers-england
- Prohibition from Teaching check via the Teaching Regulation Agency Check a teacher's record - GOV.UK
- Online search of candidates suitability to work with children – care should be taken to ensure the search is purely about the candidates suitability to work with children and to avoid any unconscious bias or risk of discrimination. A person not involved with the appointment panel should conduct the searches and only share if and when findings are relevant and of concern.
- For non teaching posts – satisfactory completion of a 6 month probationary period (no probationary period is required for existing employees changing jobs within local government. However an appropriately structured induction is recommended)

In cases where it is essential, due to the needs of the pupils, to engage a new employee prior to the satisfactory completion of all pre employment checks, a risk assessment MUST be undertaken and a check made of the Children's barred list.

Further reference documents and other legal considerations

Keeping Children Safe in Education 2025 https://www.gov.uk/government/publications/keeping-children-safe-in-education--2
Disqualification under the Childcare Act 2006 Statutory Guidance: Disqualification under the Childcare Act 2006 - GOV.UK (www.gov.uk)
Staffing and Employment Advice for Schools 2024 Staffing and employment advice for schools (publishing.service.gov.uk)
Teaching Regulation Agency Teaching Regulation Agency - GOV.UK
Schools Standards and Framework Act 1998 School Standards and Framework Act 1998 legislation.gov.uk)
The Education Act 2002 Education Act 2002 (legislation.gov.uk)
School Staffing (England) (Amendment) Regulations 2013 The School Staffing (England) (Amendment) Regulations 2013 (legislation.gov.uk)
Equality Act 2010 Equality Act 2010 (legislation.gov.uk)
The Childcare Act 2006 Childcare Act 2006 (legislation.gov.uk)
Childcare (Disqualification) Regulations 2009 The Childcare (Disqualification) Regulations 2009 legislation.gov.uk)
PDSCP – Safer Recruitment training (bookable through NEXUS)
Physical and Mental Fitness to Teach of Teachers and Entrants
www.gov.uk/government/publications/teacher-training-physical-health-and-fitness?v=1733309983
Schools' Criminal Records Checking (CRC) Policy (available on Nexus)
Schools Equal Opportunities Policy (available on Nexus)