

G D S T

RECRUITMENT POLICY

Policy owner	Head (Miss AH Sefton)
Policy last reviewed	November 2022
Policy next review date	November 2023
Policy audience	Public

General

The Council of The Girls' Day School Trust (GDST) is committed to equal opportunities in employment.

The Council's policy aims to ensure that all employees are recruited, trained and promoted on the basis of ability, the requirements of the job and relevant and objective criteria.

- No employee or job applicant should receive more or less favourable treatment on the grounds of race, nationality, colour, ethnic or national origin, age, sex, marital status, sexual orientation, religion or belief, gender reassignment, creed or disability in any matters to do with employment.
- The GDST is committed to fair recruitment and selection, and to appointing on merit, in accordance with the following procedures which take best practice into account.
- The GDST is committed to the safeguarding of children and child protection screening will apply to all posts.

Norwich High School for Girls is committed to ensuring that the procedures detailed in the Human Resources section of the GDST HUB in relation to Recruitment and Selection Procedures are fully met. All members of staff taking the lead in recruitment should familiarise themselves with the relevant information on the GDST HUB and ensure that those assisting them in the recruitment process abide by these.

GDST Recruitment and Selection Procedures make reference to the GDST Equal Opportunities Policy (Employment) [reproduced here as [Appendix 1](#)], which summarises the approach to be adopted when recruiting candidates, and the GDST Safeguarding Procedures document.

The School Safeguarding and Child Protection Policy is also relevant when making appointments.

Equal Opportunities

The Council of the Girls' Day School Trust is committed to equal opportunities in employment, training and development. The Council's policy aims to ensure that all employees are recruited, trained and promoted on the basis of ability, the requirements of the job and relevant and objective criteria.

No employee or job applicant should receive more or less favourable treatment on the grounds of race, nationality, colour, ethnic or national origin, age, sex, marital status, sexual orientation, religion or belief, gender reassignment, creed or disability in any matters to do with employment.

Please see the full Equal Opportunities (Employment) Policy [reproduced here as Appendix 1].

Recruitment

The GDST is committed to fair recruitment and selection, and to appointing on merit, in accordance with the following procedures which take best practice into account.

All appointments of staff and volunteers after 1 May 2007 must comply with the Disclosure procedures set out in the Safeguarding Procedures document (via linked content). Details of checks carried out on existing and new staff must be entered on the school's Single Central Record as per the requirements set out in the Safeguarding Procedures document.

Safeguarding children

The GDST is committed to the safeguarding of children and child protection screening will apply to all posts. See also Safeguarding Procedures document and Policy.

Recruitment and employment of relatives and close friends

The GDST's policy on recruiting and employing relatives and close friends is set out in [Appendix 2](#).

Recruitment: Norwich High School Procedures

All appointments to the school include the involvement of at least one member of the Senior Leadership Team (SLT) in the short-listing and interviewing process. All members of SLT are required to have completed and passed the Safer Recruitment in Education training. Certificates are held on the personnel files and are valid for 5 years.

- Teachers: Short-listing and interviewing is done by the Head and the relevant Head of Department/Deputy Head Academic or Head of Prep School (depending on the role). Two references are taken up before interviews and interviewees are required to bring to interview evidence of qualifications, the right to work in the UK and paperwork required for DBS checks.
- Support staff: Short-listing and interviewing is done by the Head and another member of SLT for certain appointments (e.g. School Nurse, Librarian, Teaching Assistants etc.) or Director of Finance and Operations, where appropriate.

We follow the GDST and ISI checklists to record:

- (i) evidence of identity, including name, address and date of birth;
- (ii) employment history (in the format of an online application form) with check on any gaps in employment and a record that the reasons for any gaps are satisfactory;
- (iii) number and date of DBS or List 99 check (the 'disclosure' itself should normally be destroyed within six months);
- (iv) two references (following a letter requesting referees to give any reason why the applicant should not be employed for work with children); if a reference is taken over the telephone, detailed notes should be taken, dated and signed;
- (v) evidence of qualifications (if relevant);
- (vi) medical declaration;

- (vii) evidence of permission to work (for any member of staff who is not a national of a European Economic Area (EEA) country);
- (viii) evidence of checks provided by another country for an applicant who has worked abroad (if applicable);
- (ix) evidence from the agency supplying the member of staff (if applicable);
- (x) interview, with written record of outcome.
- (xi) Childcare Disqualification Declaration if working in Stafford House
- (xii) Prohibition from Teaching and Prohibition from Management checks conducted, if applicable

The procedure should include:

- (i) informing applicants that any previous employer may be contacted;
- (ii) following up references with telephone calls where this is considered desirable;
- (iii) making contact with the school at which the applicant last worked, if they are not currently working in a school (in order to confirm employment details and reasons for leaving);
- (iv) making clear that checks must be completed before an appointment can be confirmed.

Prior to the appointee/member of staff starting work we have on file the following forms relating to safeguarding signed by the applicant:

- (i) Disclosure of criminal background of those with access to children.
- (ii) Agreement to work in accordance with the Norwich High School for Girls Safeguarding and Child Protection Policy and Safeguarding Code of Practice.

Appendix 1 - Equal opportunities policy (Employment)

Policy statement

The Council of the Trust is committed to equal opportunities in employment, training and development. The Council's policy aims to ensure that all employees are recruited, trained and promoted on the basis of ability, the requirements of the job and relevant and objective criteria.

The policy applies to the Trust's employees, whether permanent, temporary, casual, part-time or on fixed term contracts, to ex-employees, to job applicants and to individuals such as agency staff and consultants who work for the Trust ("Workers").

The Trust will not unlawfully discriminate against any Worker on the grounds of race, age, gender, marital or civil partner status, sexual orientation, gender reassignment, religion or belief (or lack thereof), disability, or pregnancy and maternity (together the 'protected characteristics'), part-time or fixed term status in any matters relating to employment, training and development. The Trust will also not discriminate against, or treat less favourably, any Worker because they are perceived to have a protected characteristic or are associated with someone who has a protected characteristic.

All Workers have a duty to act in accordance with this policy, and therefore to treat colleagues with dignity at all times and not to discriminate against or harass other Workers, whether junior or senior to them. The Trust has a separate "Dignity at Work" Policy which deals with this latter issue. The Trust will also take reasonable steps to prevent harassment of its staff by people who are not employees e.g. parents, suppliers & contractors.

This policy applies to the advertising of jobs and recruitment and selection, to training and development, opportunities for promotion, to conditions of service, benefits and facilities and pay; to health and safety and to conduct at work, to grievance and disciplinary procedures and to the termination of employment, including redundancy.

Recruitment and promotion

All posts are advertised, either internally or externally as appropriate. Vacancies for Heads and deputy Heads are always advertised nationally, save for in exceptional circumstances to be determined by the Chief Executive of the Trust in consultation with the Chairman.

All Heads and others with responsibility for recruitment are required to adhere to the guidance on fair recruitment procedures provided by the Trust and shall take steps to ensure that knowledge of vacancies reaches a wide labour market. Where appropriate, use may be made of lawful exemptions to recruit suitably-qualified people to cater for the special needs of particular groups.

Recruitment is done on the basis of matching skills, qualifications and experience with a person specification for the post in accordance with recommended best practice for ensuring equality of opportunity in employment.

Employment of ex-offenders

Many posts involve substantial opportunity for unsupervised access to children and are exempt from the Rehabilitation of Offenders Act, 1974. Applicants are therefore required to declare any criminal convictions, including those normally regarded as 'spent' under the Act. All candidates offered an appointment to an exempt post are required to obtain an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed, which will include details of cautions, reprimands or final warnings as well as convictions.

In the event that the Disclosure reveals a criminal record or other information of concern, this will be discussed with the candidate before a decision is made whether or not to confirm the offer of employment. In making this decision, the Trust will consider the nature of the offence and whether in the opinion of the Trust this makes the applicant unsuitable for the type of work to be undertaken or unacceptable to other employees, how long ago the offence was committed and the age of the prospective employee at that time, together with any other factors that may be relevant.

Pay and conditions

The Council's pay policy, pay scales and other employee benefits and policies apply to all employees. Part-time employees benefit on a pro-rata basis from the same pay scales and benefits as full-time employees.

Access to training and development

Training and development opportunities are open to all employees as appropriate, and all employees are entitled to discuss such opportunities in their annual appraisal. In schools, it is the Trust's policy that all newly qualified teachers are provided with an appropriate induction training programme in accordance with national guidelines. A Central Training and Staff Development Programme provides opportunities for all employees to apply for training grants, and to attend central training programmes as appropriate.

Disability and access for people with disabilities

In this policy disability has the meaning set out in the Equality Act 2010, that is, a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

The Trust encourages any employee who is disabled or becomes disabled in the course of their employment with the Trust, to tell their line manager or the HR Department about their condition. This will enable the Trust to support its employees as much as possible. The Trust also encourages employees to advise their line manager or the HR Department of any reasonable adjustments to their working conditions or the duties of their job which they consider necessary or which would assist them in the performance of their duties. The line manager or HR Department may wish to consult with the employee and their medical advisor(s) about possible reasonable adjustments. Careful consideration will be given to any such proposals and they will be accommodated where possible and proportionate to the needs of the job. Nevertheless, there may be circumstances where it will not be reasonable for the Trust to accommodate these suggested adjustments and the Trust will ensure that it provides the employee with information as to the basis of its decision not to make any adjustments.

The Trust will continue to monitor the physical features of its premises to consider whether they place disabled workers, job applicants or service users at a substantial disadvantage compared to other workers in compliance with the Equality Act 2010. Where possible and proportionate the Trust will take steps to improve access for disabled workers and service users and the Trust has a published Accessibility Strategy. Some of the Trust's existing premises are subject to listed building and other planning restrictions or cannot readily be modified. However, each school has its own accessibility plan, which sets out a structured programme to increase access to its facilities over time.

Monitoring of policy implementation

To ensure that this policy is operated effectively and to identify those sections of the local community which may be under-represented in employment the Trust monitors racial origins, gender, disability, and age of its workforce. The Trust also maintains records of this data in an anonymised format solely for the purposes stated in this policy. Ongoing monitoring and regular analysis of the data provide the basis for taking appropriate steps to eliminate unlawful direct and indirect discrimination and to implement this policy.

Breaches of the policy

The Trust will regularly review and monitor the effectiveness of this policy to ensure it is achieving the objectives stated in the equal opportunities statement by monitoring the composition of job applicants. The Trust is committed to providing relevant training for all employees on their responsibilities and duties under this policy.

Appendix 2 - Policy on recruitment and employment of relatives and close friends

The GDST recognises that there may be occasions when relatives or close friends of existing members of staff or governors apply for vacant roles within the GDST or are employed in roles which need to interact with one another. In such cases, the following guidance should be followed.

Overall, the principles of merit, equality and fairness must apply to all staff, potential or existing, regardless of their status as family members or otherwise. Relatives or close friends of managers or existing staff or governors therefore should not benefit unfairly nor receive any favouritism as a result of their relationship.

As a general rule, GDST staff should not place themselves in a situation where others might reasonably believe there has been, or could be, a conflict of interest or improper conduct, and staff should not allow close personal relationships to influence their conduct at work.

Recruitment

- Specifically, relatives and close friends of staff who are members of the Senior Leadership Team must not be appointed to work at the same school as the SLT member, unless there are extenuating circumstances.
- Members of staff are required to declare an interest if they know that a relative or friend has applied for a role at the same school.
- Managers must not either solely or with other staff take part in the recruitment and selection process where the candidate is a relative or friend, or a relative or friend of their own line manager (i.e. they must not shortlist or take part in an interview panel).
- Managers must ensure that applicants, who are their relatives or friends, or relatives and friends of other staff or governors, follow the normal GDST recruitment procedures and are subject to the same scrutiny as all other candidates for the role.
- Managers should consider if appointing an existing employee's family member or friend would negatively affect the department, office or school, or create a potential or perceived conflict of interest.
- The only exceptions to these points above are for temporary jobs during school holidays and opportunities for internships or periods of work experience. In these cases, relatives of staff or governors may be appointed, but all positions available must be advertised internally to allow the relatives of all staff to apply, and normal GDST recruitment procedures must otherwise be followed.

Employment

- Ideally, there should not be a direct or indirect line management relationship between relatives.
- In exceptional circumstances, where this is unavoidable, and a manager is involved in decisions affecting the employment of a family member or friend (i.e. promotion, appraisal, performance rating), their interest must be declared and such decisions must be reviewed
- independently by a suitable, unrelated manager. The same procedure must apply with regard to actions such as allocating overtime, approving expenses and granting leave.
- Where relationships already exist, develop after appointment, or where such a relationship breaks up; **and** where the situation may create a conflict of interest, potentially affect or overlap with a professional relationship, or otherwise lead to detrimental impact on the running or reputation of the school, the situation must be declared to the Head or a line manager at the earliest opportunity and will be kept confidential if the parties so wish. In such situations, staff should be mindful of continuing to behave professionally and of ensuring that any personal dynamics do not unduly affect work. In such cases, a review of responsibilities and line management may be required and Heads/managers should consult with their HR Business Partner for advice. Alternative arrangements should be considered including changing reporting relationships.

- Similar principles apply to an employee who begins a close personal relationship with a parent, contractor or supplier; the relationship must be declared to the Head or line manager. If the employee's job allows him/her authority over the person (for example if the employee has the authority to decide, or contributes to the decision, to whom to award contracts) a review of responsibilities and level of decision making should take place.
- Staff who work with relatives or close friends should be mindful of inadvertent or deliberate disclosure of confidential school or business information.