

**MARLBOROUGH PRIMARY SCHOOL  
RECRUITMENT AND SELECTION POLICY  
SEPTEMBER 2018**



**MARLBOROUGH  
PRIMARY  
SCHOOL**

<b>Date of Policy Review:</b>	<b>Reviewer:</b>	<b>Date Ratified by Governors:</b>	<b>Date Shared with Staff:</b>	<b>Date of Next Review:</b>
September 2018	Mrs D. Byron	September 2018	September 2018	September 2019

**Article 3:** The best interest of the child must be a top priority in all actions concerning children .

**Article 19:** Children have the right to be protected from being hurt or mistreated, in body or mind

**Article 28:** Children have a right to a good quality education

**Rights Respecting Schools**

As a Rights-Respecting School, we use children’s rights to underpin everything we do and learn. Marlborough Primary School has been working closely with [UNICEF](#), and is a 'Rights Respecting' School. The term is bestowed on those schools who, in the eyes of UNICEF, put the '[UN Convention on the Rights of the Child](#)', (UNCRC) at the heart of their planning, policies, practice and ethos.

UNCRC is a list of rights that all children, everywhere in the world, have. The rights are all the things that children and young people need to make sure they are healthy, happy and safe. A rights-respecting school not only teaches about children's rights, but also models rights and respect in all its relationships: between adults and children, between children themselves, and between adults themselves.

**Data Protection Statement**

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy. All data will be handled in accordance with the school’s Data Protection Policy.

Data Audit for this Policy					
What?	Probable Content	Why?	Who?	Where?	When?
Application information	Name, DOB, Address, Gender, Ethnicity, Qualifications, PM Records, Monitoring and Evaluation Records, Personnel Files	To ensure a high standard of education for the children and families of Marlborough Primary School  To ensure a duty of care is maintained at all times	All those accessing the school premises  Accessible by HT, SBM and Site Supervision Team only	Personnel files Hard-copy in sealed envelope in HR files.  Electronic record secured with access only available to SBM/HT	Retained for as long as employed within the school, archived thereafter

As such, our assessment is that this policy:

<b>Has Few / No Data Compliance Requirements</b>	<b>Has A Moderate Level of Data Compliance Requirements</b>	<b>Has a High Level of Data Compliance Requirements</b>
	✓	





## **1. Introduction**

1.1 It is recognised that the school operates within an environment in which other organisations are competing for the same talent and the school understands the value of making well-informed recruitment and selection decisions. This, supported by effective induction, will improve the school's ability to attract and retain employees as well as achieve full potential by meeting the school's priorities.

## **2. Policy Statement**

2.1 Marlborough Primary School will recruit, select and promote all employees in an open, fair, effective and efficient manner. We recognise that recruiting and selecting the right people is central to the provision of high quality education. The school will adopt a proactive approach towards equality and diversity when recruiting and selecting staff.

## **3. Scope**

3.1 This Policy applies to all individuals involved in recruitment and selection of permanent and fixed-term employees directly employed with Marlborough Primary School.

## **4. Principles**

4.1 The principles with which the school operates its recruitment processes are to ensure that:

- Processes are applied in a consistent, fair and open manner;
- All forms of unlawful discrimination are avoided;
- Safeguarding and pre-employment checks are carried out;
- Current legislation is complied with

### 4.2 Equality & Diversity

It is unlawful to discriminate directly or indirectly in recruitment and employment because of any of the nine "protected characteristics" in the Equality Act 2010. These are age, disability, gender reassignment marriage or civil partnership, pregnancy or maternity, race, sex, sexual orientation and religion or belief.

In line with best practice, references to an individual's name, address and their protected characteristics will not be released to the recruitment panel prior to interview and will be collated separately for equal opportunities monitoring purposes only. This assures the school that shortlisting is carried out on the basis of an assessment of knowledge, skills and experience against the requirements of the post.

Applicants will however be asked to provide information relating to their disability which will be disclosed to the recruitment panel to ensure that reasonable adjustments may be considered and made during the selection process and to the work environment.

### 4.3 Confidentiality

Application forms and all associated paperwork will be treated as strictly confidential and in accordance with the Data Protection Act 1998. Applicants will have the right to access any documentation held on them in accordance with the Act.

#### 4.4 Safeguarding

The school will use a range of pre-employment checks to assess the suitability of candidates, as part of measures to safeguard the welfare of clients, ensure the right to work, and manage any potential risk of financial and reputational damage to the school.

#### 4.5 Complaints

All complaints relating to recruitment and selection will be investigated by the Headteacher/Governing Body and appropriate action taken.

### **5. Compliance**

5.1 Failure to comply with the Recruitment and Selection Policy and processes or any acts that will or may result in unlawful discrimination may lead to disciplinary action.

5.2 The Policy and Procedure will be updated to reflect changes in legislation and best practice.