



Croydon High School GDST Whole School Recruitment, Selection & Disclosure Policy

Responsibility: Director of Finance & Operations
Last review: November 2021
Next review: November 2023

This policy originates from the Girls' Day School Trust.

Introduction

The School complies with the GDST policies on recruitment. Selection and disclosure as follows:

1. Equal Opportunities Policy Statement

The Council of The Girls' Day School Trust 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.

Please see the full Equal Opportunities (Employment) Policy in Appendix A.

2. Recruitment Policy

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 Policy document (7a). 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.

3. Safeguarding Children

The GDST is committed to the safeguarding of children and child protection screening will apply to all posts. See also Safeguarding Policy document (7a).

4. Recruitment & Employment of Relatives & Close Friends

The GDST's policy on recruiting and employing relatives and close friends and is set out in the policy document below (Appendix B).

Appendix A: Equal Opportunities

The School is committed to equal opportunities in employment, training and development. The School'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 School'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 School ("**Workers**").

The School 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 School 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 School has a separate "Dignity at Work" Policy which deals with this latter issue. The School 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.

(a) 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.

(b) 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 Disclosure and Barring Service 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 School will consider the nature of the offence and whether in the opinion of the School 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.

(c) Pay and conditions

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

(d) 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. It is the School'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.

(e) 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 School encourages any employee who is disabled or becomes disabled in the course of their employment with the School, to tell their line manager or the HR Department about their condition. This will enable the School to support its employees as much as possible. The School 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 School to accommodate these suggested adjustments and the School will ensure that it provides the employee with information as to the basis of its decision not to make any adjustments.

The School 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 School will take steps to

improve access for disabled workers and service users and the School has a published Accessibility Plan. Some of the School's existing premises cannot readily be modified.

(f) 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 (and the School) monitors racial origins, gender, disability, and age of its workforce. The Trust (and the School) 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.

(g) Breaches of the policy

If an employee believes that they have been disadvantaged on any of the unlawful grounds listed in this policy they are encouraged to raise the matter through the School's grievance procedure. If an employee believes they may have been harassed on any of the unlawful grounds listed at in this policy they are encouraged to raise the matter through the "Dignity at Work" policy. Allegations regarding potential breaches of this policy should be made through the appropriate procedures and may be treated in confidence and investigated in accordance with the relevant procedure. Workers who make such allegations in good faith will not be victimised or treated less favourably as a result. False allegations of a breach in this policy which are found to have been made in bad faith will, however, be dealt with under the Trust's (and School's) disciplinary procedure.

If, after investigation, an employee is proven to have harassed another Worker on the grounds of sex, sexual orientation, religion or belief, race, disability, gender reassignment or age or otherwise act in breach of this policy, she or he will be subject to disciplinary action. In serious cases, such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. The School will take appropriate action with regards to serious breaches of this Policy.

This policy applies equally to the School Workers' relations with pupils, visitors, clients, customers and suppliers. If, after investigation, an employee is proven to have discriminated against or harassed a pupil, client or supplier the employee will also be subject to disciplinary action.

(h) Review

The School 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 School is committed to providing relevant training for all employees on their responsibilities and duties under this policy.

Appendix B: Policy on Recruiting and Employing Relatives & 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 favoritism 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.