



# THE FULHAM BOYS SCHOOL

<b><i>Policy Title</i></b>	Recruitment Policy
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## **Revisions Table**

<b><i>Version</i></b>	<b><i>Date</i></b>	<b><i>Edited by</i></b>	<b><i>Description of Change</i></b>
			No changes to Summer 2018 version

The master copy of this document can be found on the FBS Google Drive, under the “Policies” folder. This is one of a number of policies that are reviewed by the Governing Body, the full list can be found on the FBS Google Drive in the Policies Folder. Minor revisions that just adjust factual items (eg contact details / names) can be made by the author without formal review, and must be recorded in the Revisions table above. Revisions table front sheet was added to all policies during policy review of Summer 2018.



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## RECRUITMENT POLICY

**Date of Next Review: Summer 2020**

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## **1. INTRODUCTION**

1.1 The purpose of this policy is to set out the School's commitment to ensure fair, safe and transparent procedures are in place for the recruitment of staff

1.2 We will endeavour to eliminate all unlawful discrimination and victimisation in the recruitment of staff

1.3 Central to our Recruitment Policy are the Christian principles upon which our school is built.

## **2. SELECTION AND RECRUITMENT**

2.1 Decisions regarding how and where advertising of vacancies are placed should take into account the school's commitment to enabling access.

2.2 Candidates for vacant posts will be assessed similarly against relevant criteria only (eg skills, qualifications and experience).

2.3 The Governing Body shall put in place arrangements to determine which vacancies must be advertised both internally and externally simultaneously. It is anticipated that senior posts would always be advertised externally.

2.4 Selection criteria, including job descriptions and postholder specifications, should be kept under review to ensure that they are justifiable on non-discriminatory grounds as being essential for the effective performance of the job.

2.5 Wherever possible, more than one person should be involved in the short listing and the selection interview.

2.6 All staff involved in the recruitment process should receive training in equal opportunities.

2.7 Wherever necessary, use should be made of lawful exemption to recruit suitably qualified people to cater for the special needs of particular groups.

2.8 The inclusion of women, minorities and disabled persons in the shortlisting and interviewing process should always be considered.

2.9 Efforts should be made to identify and remove unnecessary and unjustifiable barriers to access and to provide appropriate facilities and conditions of service to meet the needs of under-represented groups.

2.10 Reasons for selection and rejection of applicants for vacancies must be recorded.

## **3. SAFER RECRUITMENT**

3.1 The School shall ensure that it follows guidance on Safer Recruitment of staff which includes appropriate advertisement of vacancies stating our commitment to safeguarding and confirming that prior to confirmation of post enhanced DBS checks will be carried out; two satisfactory references will be obtained; and all other relevant checks will be finalised prior to confirmation of post and appointment.

3.2 All persons who will have any contact with students at the school will have a full interview (including safeguarding specific questions); DBS check prior to working at the School and all other necessary risk assessments will be conducted as required.

3.3 Our interview panels will always contain at least one member trained in safer recruitment practice.