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# Recruitment and Selection Model Code of Practice

Human Resources  
Schools Statutory and Strategic Team  
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## **RECRUITMENT AND SELECTION MODEL CODE OF PRACTICE**

This Model Code document has been developed as a comprehensive guide to the Recruitment and Selection Process for Local Authority Maintained Schools.

It is intended to be a working manual for all those involved in recruitment and selection activities. The Recruitment and Selection model Code of Practice is based on the City Council's Recruitment and Selection Code of Practice, the Education Act 2002, the School Staffing (England) Regulations 2003, 2009 (as amended), the DfES Code of Practice on LEA - School Relations, the Teaching and Higher Education Act 1998, other relevant education legislation, the DCSF Guidance on Safeguarding Children and Safer Recruitment in Education, DfE Keeping children safe in education, Bichard recommendations, other relevant DfES/DfE circulars, employment law and best recruitment practice.

This is a model which governing bodies can choose to adopt or reject. However, as governing bodies must comply with the law all Local Authority (LA) maintained schools are strongly advised to adopt the models presented. Being mindful that the status of the DfE Keeping children safe in education guidance is statutory/strongly recommended.

If a school is to provide the best possible education for the children of Sheffield, it is vital that the school recruits the best person for every job. The most important decisions governors, headteachers and line managers make will be recruitment and selection decisions. This guidance will help you comply with employment and education legislation, as it sets out the good practices you should follow to help you get it right first time, every time. Remember, governors, headteachers and line managers have a crucial role to play in the recruitment and selection process both for the school and the LA in the way in which they ensure quality customer care at all stages of the process.

A major barrier to equality in this country is access to jobs, therefore it is vital that any recruitment activity is undertaken in a fair and proper manner. It is also important to make the best use of the talents of the existing workforce by ensuring that barriers to promotion are removed. With this in mind this Recruitment and Selection Model Code of Practice aims to help the LA and governing bodies continue working towards achieving equality of opportunity.

It is vitally important that the employees who are selected to work with our children are suitably qualified and do not pose a risk to their safety or well being. This document incorporates the latest guidance in relation to Keeping children safe in education, which should underpin every aspect of the recruitment process.

# 1. INTRODUCTION

## 1.1 A guide to the Recruitment and Selection Model Code of Practice

Section A of the Model Code of Practice Document summarises the main stages in the recruitment of all school based staff. This section contains flowcharts for;

- Headteachers
- Deputy Headteachers
- Teachers
- Support Staff
- Volunteers

Section B describes in detail what should happen at each stage of the recruitment and selection process to ensure you comply with education and employment law and incorporate safer recruitment practices.

You will also find a range of quick reference checklists, flowcharts, references to where further information and documents can be obtained and useful links and websites. The appendices contain information and materials to support advice given in Sections A and B. In addition information and advice is available from the statutory HR team and your HR provider, further documents and templates are available on the CWLB Information centre.

## 1.2 Why have a Recruitment and Selection Model Code of Practice?

To help:

- improve management practices in recruitment and selection;
- ensure safeguarding and that the staff who are appointed pose no threat to the health and safety of children;
- achieve a balanced and talented workforce, thereby improving the school's service to the children and community;
- eliminate discrimination and promote equal opportunities;
- dismantle barriers to the recruitment of under represented groups through the use of positive action;
- ensure that appointments are made on the basis of merit and in compliance with relevant legislation;
- ensure the school appoints the best possible staff to continue to improve the quality of education provided and to raise the

achievement of its pupils;

### **1.3 Who is responsible for making sure the Model Code is followed?**

1. Every employee is required, as a condition of service, to comply with the City Council's policy on equal opportunities in employment and Governing Bodies equality policies and employment legislation. The selection panel are not the only people involved in the recruitment process. Many other people, such as governors, office staff, caretaking staff and teaching staff all play a part, the Guidance applies to everyone.
2. The Headteacher and Governing Body are responsible for ensuring the Model Code is followed in their school. They should ensure:
  - every employee has access to the Code;
  - everyone involved in recruitment is briefed on and understands the Code. It is a legal requirement for one member of the selection panel to have undergone the Children's Workforce Development Council (CWDC) training in Safer Recruitment.
  - systems are set up to monitor adherence to the Code
  - complaints of breaches of the Code are fully investigated in line with the Governing Body's Complaints Procedure and action taken when such breaches occur;
  - individual governors and line managers are clear about their specific responsibilities in ensuring the above.
3. Governors and line managers are responsible for:
  - informing themselves fully about the Code;
  - ensuring all line managers in school are fully briefed on the Code and have a copy and have access to recruitment and selection training;
  - ensuring all employees are aware of the Code and have access to a copy;
  - ensuring the Code is followed for all appointments in the school.
4. Human Resources will:
  - offer further advice and guidance on the Code where required;
  - Up-date the Code periodically in line with relevant legislation and provide updates via the CWLB Information Centre.

Schools that want advice on recruitment and selection are advised to contact their HR provider.