

# **Recruitment and Selection Policy Statement**

## **Caedmon School**

Caedmon School aims to select and appoint the best people for the job and develop them to perform to the highest standards.

The Headteacher and Governors will work to ensure that:

- No unsuitable person is appointed to a post.
- Equality and diversity considerations are fully embedded in the recruitment, selection and appointment processes.
- Appointments are made on merit leading to the recruitment of highly competent individuals.
- A positive, professional image of the School is given throughout the process to encourage applicants for the future.

### **Equality and recruitment and selection**

Caedmon School is committed to equality, and to making fair and equitable treatment an integral part of everything we do. We will take action to identify and eliminate all forms of discriminatory practices that act as barriers to achieving this objective.

All arrangements for, and the implementation of, all recruitment and selection activities will comply with sex, sexual orientation, transgender race, religion, rehabilitation of offenders, disability and age anti-discriminatory legislation.

All those participating in recruitment and selection activities are expected to make judgements and exercise discretion. Judgements and choices should be made within the parameters of the information provided within the “*Recruitment and Selection Guide for Schools and Colleges*” to appoint individuals whose skills, behaviours and competencies are best matched to the duties of the post, in order to deliver the highest quality education to children and young people within the school / college.

### **Safer Recruitment**

Caedmon School will take in to consideration the advice provided in the DCSF Guidance document “*Safeguarding Children and Safer Recruitment in Education*”.

In particular, the Headteacher and Governors will work to ensure that:

- At least one member of any selection panel has undertaken the recommended training in safer recruitment.
- All documentation and / or information used within the recruitment process incorporates the appropriate elements of safer recruitment.
- Satisfactory CRB clearances and other mandatory checks are completed as soon as possible for successful candidates.