**Appendix 1: Recruitment Campaign Plan**

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|  | **Initials** | **Date** |
| **Planning –Via ITRENT**  **Permission to advertise sought**  Timetable decided: job profile and other documents to be provided to applicants Via I Trent. Reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc. Job Profile should clearly state the individual’s responsibility for promoting and safeguarding the welfare of children and young people she/he is responsible for, or comes into contact with. |  |  |
| **Vacancy Advertised – Via ITRENT**  Advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of Children, and need for successful applicant to be DBS checked. |  |  |
| **Applications on receipt**  Scrutinised- any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short listing. |  |  |
| **Shortlist prepared – ITRENT updated** |  |  |
| **References – seeking**  Sought directly from referee for all shortlisted candidates via I Trent. All requests for references should seek objective verifiable information and subjective opinion.  **References- on receipt**  Checked against information on application; scrutinised; any discrepancy/issue of concern noted to take up with applicant (at interview if possible). |  |  |
|  | **Initials** | **Date** |
| **Invitation to Interview –via ITRENT**  Includes all relevant information and instructions. The invitation should remind candidates about how the interview will be conducted and the areas it will explore including suitability to work with Children. It should also include checks for:   * Identity * Qualifications * Permission to work in the UK * DBS * Barred List– person is not prohibited from taking up the post |  |  |
| **Interview Arrangement**  At least 2 interviewers: panel members have authority to appoint: have met and agreed issues and questions/assessment criteria/standards. |  |  |
| **Interview**  Explores applicants’ suitability for work with children as well as for the post. |  |  |
| **N.B** Identity and qualifications of successful applicant verifies on day of interview by scrutiny of appropriate **original** documents: copies of documents taken and placed on personal file; where appropriate applicant completed application for DBS Disclosure |  |  |
| **Conditional offer of appointment:**  **Pre- appointment checks**  Offer of appointment is made conditional on satisfactory completion of the checks as stated in the interview letter and non-teaching posts a probationary period. |  |  |
| **Health** – the candidate is physically capable of undertaking the duties of the post, if applicable. |  |  |
|  | **Initials** | **Date** |
| **Statutory Induction**  There should be an induction programme for all staff and volunteers newly appointed in an establishment, including teaching staff, regardless of previous experience and a Performance Management Cycle planned. |  |  |

NB Following the interview process, once the panel, which must include the accredited appointing officer, have decided who to appoint, the details of the successful candidate must be entered on I Trent.

The appointing officer must then follow I Trent procedures.