Safer Recruitment and Selection Policy

2025-26

Approved by:		**Date:**
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Purpose

The Key Educational Trust is committed to attracting, selecting and retaining individuals who have the right motivation, skill and experience to make a positive contribution to the organisation's success and the delivery of high quality education.

The Key Educational Trust is committed to achieving this through:

- Systematic recruitment and selection processes that are applied consistently and fairly in accordance with good practice and equal opportunities
- Attracting and drawing on applicants from a range of backgrounds reflecting the communities being served
- Adhering to the legislation and guidance which governs recruitment and selection

Scope

This policy applies to all school staff including volunteers, temporary and fixed term staff, casual staff and all governors/directors responsible for and involved in recruitment and selection. The Local Governing Committee/MAT Board will liaise with the local authority where required. Safer Recruitment practices apply to all vacancies, including positions that need to be filled quickly.

Guiding Principles

In recruiting all staff, the following guiding principles will apply:

Safer Recruitment – The safeguarding of young people is a priority for The Key Educational Trust. There must be compliance with safer recruitment procedures and processes. All individuals responsible for recruitment and selection have a duty to scrutinise documentation and comply with appropriate regulatory body requirements.

Equitable and Fair – We will safeguard individual's rights to fairness and equality of opportunity in conjunction with the business needs and values of The Key Educational Trust. We promote diversity in the workforce.

Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.
[All disabled applicants who meet the minimum requirements of the job as set out in the job description and employee specification will be guaranteed an interview.]

Consistent and Objective - The selection criteria must be communicated at the outset of the process and consistently adhered to throughout each recruitment and selection process, with clarity of process and policy for managers and applicants.

Merit Principle – Recruitment and selection will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job. The candidate determined to be the best match with the stated requirements of the role (detailed in the person specification) should be offered the post.

Efficient and effective – The Key Educational Trust will ensure best value and the best outcome for the organisation.

Accountabilities

The appointing manager is responsible for ensuring the recruitment and selection process is administered in line with this policy. The appointing manager should determine whether a vacancy should be recruited to, seek the appropriate authority to progress, undertake job design and analysis, establish a selection panel, and manage a valid selection process, and any associated administrative arrangements, ensuring process compliance. If they choose to delegate parts of this task to others, overall accountability still remains with the appointing manager.

At least one member of the interview panel must be trained in Safer Recruitment principles as identified in Keeping Children Safe in Education. The chair of the interview panel is responsible for ensuring that other members comply with the relevant Safer Recruitment legislation and guidance.

If a member of staff involved in the selection process has a close personal or familial relationship with any applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the decision-making process.

Academy Responsibilities

Within The Key Educational Trust the Trust Board has overall responsibility for staffing matters; however, it may delegate this responsibility to the Principal/Headteacher of an individual Academy in line with its Scheme of Delegation. The appointed person leading the recruitment and selection retains accountability and responsibility for the process and decision making.

Where responsibility is delegated, the Principal/Headteacher may involve other governors/directors in selection processes, for example in interviewing candidates and consulting on their suitability.

Maximising Existing Human Resources

It is the organisation's policy that all vacancies will be advertised externally and/or internally (ring fenced if necessary) and existing staff are to be encouraged to apply for vacant posts if they have the appropriate qualifications, experience and skills. The Key Educational Trust aims at all times to recruit the person who is most suited to the particular job.

Appointing managers are expected to consider redeployment of existing staff prior to recruiting externally, particularly during a period of change when significant numbers of staff are likely to be displaced.

The Key Educational Trust will consider redeployment opportunities for staff across all schools in the multi academy trust as appropriate.

Approach

Those responsible for recruitment and selection will ensure that all applicants and candidates are treated in a non-discriminatory way, with the focus on the needs of the job and the skills required to perform it effectively.

Safer Recruitment and Selection Process

Advertising

Prior to advertising a vacancy, the job description and person specification for the job will be either drafted or reviewed and updated. The job description should specify the postholder's responsibilities for safeguarding young people and the person specification should set out the required skills and competencies to demonstrate this commitment.

Adverts must include whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. This means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

All advertisements must include the organisation's statement demonstrating its commitment to safeguarding young people and safer recruitment practice which is:

The school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

Each Academy website must contain the organisation's safeguarding policy for prospective candidates to access.

Shortlisting

Applications will be assessed against the criteria identified in the person specification. The shortlisting panel will be a minimum of two individuals and the applicants will be scored against an agreed scoring criteria.

The shortlisting panel should annotate the application forms to identify any employment gaps or matters that need to be followed up or explored at the selection and interview stage.

Shortlisted candidates will be sent an invitation for an interview that will reiterate the KET's commitment to safeguarding and the requirement for pre-employment checks. All shortlisted candidates must complete a self disclosure form in full and return the form prior to interview.

Shortlisted candidates will be subject to an online search which may identify any incidents or issues that have happened and are publicly available online. Relevant information may be explored with the candidate at interview.

Identity and proof of right to work in the UK should be checked at interview stage.

Selection Activity and Interview

The interview panel/s must consist of at least one individual who is safer recruitment trained. The panel/s will ask pre-determined questions and record responses on a standard interview notes form, marked against an agreed scoring criteria.

Where a number of selection activities have taken place, the scores and feedback from those activities should be taken into account before a decision is made. A weighting can be applied to selection activities if appropriate.

Candidates should be asked questions relating to safeguarding and child protection that are specific to their role and position within the organisation.

The Key Educational Trust does not make payment for interview expenses.

References

References will be requested prior to interview and be available to the chair of the interview panel on the day of selection and interview. References must be obtained for all internal candidates. One of the referees must be the candidate's current or most recent employer. The Academy reserves the right to seek a reference from the current or most recent employer even if they are not listed as a referee on the candidate's application form. Open references or those provided by the candidate will not be accepted. References must be requested using the KET standard reference request form.

The appointing manager should be responsible for cross referencing employment dates and job detail with the candidate's application form. Any discrepancies or issues should be explored and all the facts should be available to the panel before any offer of employment is made.

Pre-employment Checks

Relevant documentation must be fully completed at each stage of the process. This will include the verification of original documents of candidates at the interview stage and the completion of all necessary pre-employment checks as specified in the Keeping Children Safe in Education guidance document which includes but is not limited to, a Disclosure and Barring Service Check, Self Disclosure Form, Teacher Prohibition Check, Childcare Disqualification, satisfactory references and medical assessment. The pre-employment checking and appointment process will not be circumvented for the sake of expediency.

At the end of the selection process, the preferred choice candidate will be made a conditional offer of employment subject to the acquisition of satisfactory preemployment checks.

All pre-employment checks must be recorded on the Academy Single Central Record in line with the guidance published in Keeping Children Safe in Education. Documents verifying the employee's identity, right to work and required qualifications should be retained on their personal file.

Adults working with children who are not employed directly by the school

Supply Staff

The Academy will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. We will carry out identity checks when the supply staff member arrives at [school/academy].

Volunteers

The Academy will carry out DBS and pre-start vetting checks appropriate to the post (as above) and require regular volunteers to provide details of two referees. References are taken up, as detailed in this policy. Volunteers who help on an occasional basis (e.g. trips/PTA events) are supervised, in accordance with legislation.

Students on placement

When volunteers are working in school as part of a recognised training course (such as PGCE, NVQ etc.), references and completion of an application form will not be required. However, [school/academy] will require proof of DBS enhanced clearance with barred list check as appropriate and will carry out identity checks when the student arrives on site. We will also require students to complete the Childcare Disqualification Declaration if they are working within the EYFS.

Students on work experience

Students on work experience will always be supervised.

Contractors

The Academy ensures that contractors, or any employee of the contractor, working at the Academy have been subject to the appropriate level of DBS check, if any such check is required. Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with children. We will check the identity of contractors and their staff on arrival.

Data Protection

The organisation will comply with the provisions of the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR). Employee data will be processed by the organisation in accordance with the principles of that legislation, as necessary for the performance of the employee's contract of employment and/or the conduct of the organisation's business. The organisation will ensure that personal information about an employee, including information in personnel files, is securely retained.

This policy will be regularly reviewed and updated to reflect any changes to legislation and statutory guidance.