Hamwic Education Trust

Recruitment Policy

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1 Introduction

Hamwic Education Trust (HET) is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

This policy sets out HET's approach to its recruitment and selection activity. It includes information about job descriptions and employee specifications, assessment criteria, interviews and equity, diversity and inclusion.

At all times recruitment and selection must be fair, effective, robust and safe for the purpose of building and maintaining an effective workforce, ensuring individuals with the right skills are in the right post at the right time and that vulnerable children have their needs securely met.

Recruiting the best people to our schools is vital for our continued success in providing the highest standards of education to our pupils.

The school leader is responsible for deciding on the arrangements to recruit to any post, with the exception of school leader recruitments where the HET will be responsible. The CEO is responsible for all decision making around recruitment for posts within the Manged Service (MS) Team.

In carrying out our recruitment processes, we are committed to the creation of a safe environment for our pupils by operating safer recruitment practices in line with the statutory requirements and guidance.

This document is available to all members of HET staff and to any prospective applicant.

2 Safer Practice and Safer Recruitment

HET is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Safeguarding and Child Protection Policy and all staff will receive training relevant to their role at induction and throughout their employment within the HET. We expect all staff and volunteers to share this commitment.

Safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the process. It starts by planning the recruitment exercise and requires a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about applicants.

All recruitment must follow safer recruitment practices to ensure that we identify, deter and prevent people who pose a risk of harm from working with our pupils. Any person who becomes aware that this is not being followed must inform the school leader/chair of governors/HET immediately.

Safer practice continues beyond recruitment and requires everyone to be vigilant to maintain an environment which deters and prevents abuse and challenges inappropriate behaviour. HET follows Keeping Children Safe in Education (KCSIE) guidance updated and published annually by the DfE.

Employees and governors/trustees involved in the recruitment and selection of staff and volunteers are responsible for reading and complying with this policy.

2.1 Identifying the need

Prior to advertising a vacancy, the school leader or HET Executive Team will consider the full requirements of the vacancy, the context of the role and the qualities and skills needed to perform it successfully. Having clearly identified the needs of the post, they will articulate the need in the job description and person specification (see 2.4)

2.2 The recruitment process

The main elements of the recruitment process include but are not limited to the following:

- All recruitment must be planned to ensure that there is adequate time available to recruit safely.
- Any person involved in recruiting to our schools must read the "Keeping Children Safe in Education" guidance (or updated statutory guidance) produced by the DfE and our HET's Safeguarding policy in addition to documentation surrounding disqualification. These can be obtained from either the school or HET Head office.
- Ensuring that advertisements, job descriptions and person specifications refer to the responsibility for safeguarding and promoting the welfare of children; the safeguarding requirements and responsibilities of the role; our commitment to safeguarding and promoting the welfare of children; and whether the post is exempt from the Rehabilitation of Offenders Act 1974 and relevant Exemptions Order.
- The recruitment of all applicants and volunteers to our schools must, without exception, follow the processes of safer recruitment. All offers of employment will be subject to us being satisfied that the applicant or volunteer is a suitable person to work with children and young people.
- Advertisements should be on the HET template and refer to the need for the successful applicant to undertake the relevant safer recruitment pre-employment checks, as well as the usual details of the post, salary, qualifications required, etc, including a specific reference to suitability to work with children in the person specification.
- Where the role involves engaging in regulated activity, a clear statement to applicants in the application form that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.
- Requesting applicants who are shortlisted to complete a self-declaration of any information that would make them unsuitable to work with children.
- Obtaining and scrutinising comprehensive information from applicants to determine their suitability and taking up and resolving any discrepancies or anomalies.
- Obtaining independent professional references that answer specific questions to help assess an applicant's suitability to work with children and following up any concerns, having regard to KCSIE guidance on references.
- A face-to-face interview that explores the candidate's suitability to work with children as well as their suitability for the post; and
- Conducting all pre-employment checks, as required and detailed below.

2.3 Assessment criteria

HET always aims to recruit the person who is most suited to each particular job. Recruitment is solely on the basis of the applicant's abilities and individual merit as measured against the predetermined criteria for the job. Qualifications, experience and skills are assessed at the level that is relevant to the job.

2.4 Job descriptions and employee specifications

A job description will be required for all posts which describes the duties and responsibilities of the post; it must be up to date, accurate and specific to the role. All job descriptions and person specifications must make reference to the responsibility for safeguarding and promoting the welfare of children.

Before initiating any recruitment process, the responsible individual must ensure that there is an up-to-date job description for the role and a clear employee specification.

The job description must include the duties, responsibilities, level of seniority associated with the role and pay and benefits, while the employee specification will describe the type of qualifications, training,

knowledge, experience, skills, aptitudes, competencies and personal qualities required for effective performance of the job.

All job descriptions are job evaluated by the HET and can be found on the Manual of Personnel Practice (MOPP) on the intranet. Any new or amended job descriptions must be evaluated by HET HR.

2.5 Advertisement of vacancies

Any vacant position will be advertised using the HET template via the appropriate channels to ensure the most appropriate field of applicants is obtained.

It is HET's policy that all external vacancies are placed on the School and HET website and in the appropriate chosen forms of media. This may include Dorset for You, Hantsweb, TES, with the Government's Find a job service/through an employment agency/on LinkedIn/on Twitter etc.

Line managers should encourage existing employees to apply for vacant posts if they have the appropriate qualifications, experience and skills.

All advertisements will have the following statement about safeguarding children and young people and the requirement to have a DBS check:

'All schools within HET are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to disclosure and barring service checks along with other relevant employment checks".

2.6 Internal Recruitment

HET is committed to the principle of open competition to attract the best candidates. HET may advertise internally within schools and the MS Team, in order to provide valuable career opportunities and enable managers to target opportunities to existing staff and support promoting internal talent. Any external vacancies advertised will also be open internally within HET.

2.7 Equity, diversity and inclusion

HET is committed to applying its equality, diversity and inclusion policy at all stages of recruitment and selection. HET always carries out shortlisting, interviewing and selection without regard to an applicant's sex, gender identity, sexual orientation, marital or civil partnership status, skin colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.

HET will never exclude any candidate with a disability 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. Individuals involved with recruitment must only ask a candidate questions about their health where this is directly necessary for a particular role and, in any event, only once they have been shortlisted.

To prevent any candidate from being disadvantaged because of a disability, when a candidate is invited to interview, they are asked if they require reasonable adjustments to be made to enable them to participate in the interview and selection process. These may include for example ensuring easy access to the premises for an interview, providing a suitable chair for an interview with a candidate suffering from back problems etc.

3 Application Form

All applicants must complete the HET application form in full which can be found on HET's website. CV's will not be accepted.

4 Shortlisting

All candidates will be assessed equally against the criteria contained in the person specification and a short-list will be drawn up. The outcome of the short-listing process will be recorded and retained. Shortlisting (sharepoint.com). Incomplete applications will not be accepted and will be returned for completion.

Where possible, the same people should carry out the short-listing and the interviews. All applications will be considered by at least two appropriate senior members of staff to ensure that:

- They are fully and properly completed.
- The information provided is consistent.
- The information provided does not contain any discrepancies or inconsistencies.
- Any gaps in employment are identified.
- Any potential concerns are identified and explored.

As well as reasons for gaps in employment, the reasons for a history of repeated changes of employment without any clear career or salary progression, or a mid-career move from a permanent post to supply teaching or temporary work, will also be noted and will need to be explored and verified during the later stages of the process.

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children, and will be asked to sign a declaration confirming that the information they have provided is true. The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

The equal opportunities monitoring form must be removed from the application and not provided to the short-listing panel.

5 References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions.

All offers of employment will be conditional upon receipt of at least two satisfactory written references (2 pre-interview references and 2 post-offer references for each post). Reference templates can be found on the Manual of Personnel Practice (MOPP) References (sharepoint.com).

Wherever possible, references will be obtained before the interview so that any issues of concern can be explored further with the referee and taken up with the candidate at interview. Where it has not been possible to obtain references before the interview, any concerns that are subsequently raised will need to be resolved before the appointment is confirmed.

References will:

- Include the applicant's current or most recent employer and where an applicant for a teaching post is not currently employed as a teacher, will include the applicant's most recent employer as a teacher. If the applicant has previously worked or volunteered with children, one reference must be from the most recent employer/organisation from this child focused role.
- Ask the current employer for details of any capability history in the previous two years, and the reasons for this.
- Always be requested directly from the referee and from a senior person with appropriate authority, not just a colleague.
- Not be accepted if they are 'to whom it may concern' letters.

- Request information on the applicant's suitability to work with children and young people.
- Be compared with the application form to ensure that the information provided about the candidate and their previous employment by the referee, is consistent with the information provided by the applicant on the form. Any discrepancy in the information should be taken up with the applicant at the interview.
- Be checked to ensure that all specific questions have been answered satisfactorily.
- Be followed up by a phone call to confirm that the reference is authentic. Where necessary, this call should also be used to clarify any points in the reference that are vague or unspecific.

In some cases, a referee may, for whatever reason, either refuse or simply not reply to a reference request made by the school. Follow up requests should be made and the candidate should be made aware that a reference cannot be obtained. This gives the candidate the opportunity to chase the referee themselves. If after repeated requests a reference has still not been received, copies of all correspondence (e.g. chase up emails) should be printed and placed on the personnel file. As at least 2 suitable references must be held on file, the candidate should provide details of a suitable alternative referee.

Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case.

In order to comply with the Equality Act 2010, information relating to sickness absence will only be requested after a conditional offer of employment has been made.

6 Checking qualifications and experience before interview

If a short-listed applicant claims to have a specific qualification or previous experience that is particularly relevant to the post for which they are applying that will not be verified by a reference, it is good practice to verify the facts before interview so that any discrepancy can be explored at interview. The qualification or experience can usually be verified quickly by telephoning the relevant previous employer and asking for written confirmation of the qualification and/or experience.

7 Invite to interview and assessment

Where an applicant has provided an email address the invitation to attend interview will be sent by email, and where an applicant has indicated that they are not able to access email a letter will be sent. HET template letters should be used and interview invites will always contain the following:

- Date, time/s and venue for interview and assessment.
- Directions to the venue.
- The names and positions of panel members/assessors.
- An outline of what to expect and details of any preparatory work that may need to be undertaken.
- A request that a named person is notified within a specified timescale if the candidate requires any reasonable adjustments to be made, to enable them to attend and fully participate in the interview and assessment process.
- A Disclosure of Criminal Record Form, to be completed, sealed in an envelope marked private and confidential and brought to interview.
- A request that the following documents are brought to interview

- Original copies of qualifications declared as part of the application.
- Birth Certificate
- Valid Passport or Photo Driving Licence.
- A recent utilities bill or other form of verification of current address.

8 Interview Panel

A panel of at least two people will conduct the interview. This allows at least one member to observe and assess the candidate and make notes, while the candidate is talking to the other panel member/s. At least one member of the panel must have received accredited training in Safer Recruitment. For school leader recruitment, the interview panel would typically consist of a school leader and governor from the partnership, senior member of the team and 3 members of the school Governing Body. The CEO would typically attend on day 2 of the interview process for school leaders.

Panel members must disclose any conflict of interest in making appointment decisions. In order to avoid any possible accusation of bias, panel members should not be involved in any appointment where they are related to or have a close personal relationship outside work with the applicant.

9 Interviews

9.1 Interviewing

This will assess the merits of each candidate against the job description and person specification, alongside, assessing their suitability to work with children and young people.

All Interview and assessment activities are a two-way process; an opportunity for the hirer to select the best candidate for the role, and also an opportunity for a candidate to determine whether the HET is the right organisation for them.

All interviewers should receive copies of the full application form, letter of application and any available written references for each candidate prior to interview. The interview panel should decide a structure to the interview and establish which members will ask which questions.

A list of questions and matters to explore at interview should be created for each candidate prior to interview. This list will not be exhaustive. Assessment sheets may be used and questions relating to safeguarding and child protection will be asked.

In addition, the interview panel should also explore:

- The candidate's attitude towards, and motivation for working with, children.
- Their ability to support the school's ethos which naturally encompasses safeguarding and promoting the welfare of children.
- Gaps in the candidate's employment history or where the candidate has changed employment or location frequently.
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee and/or from online checks.
- If the candidate wishes to declare anything in light of the requirement for a DBS check.
- If references are not obtained before the interview, the candidate should be asked at the interview if there is anything they wish to declare/discuss in light of the questions that have been (or will be) put to their referees.
- The candidate's suitability for the role.

Observing short-listed candidates' interaction with pupils is part of the interviewing process for teaching posts and procedures will vary according to the vacancy.

All documentation relating to the recruitment and selection process must be held securely for six months after the appointment date of the successful candidate and then shredded. The application form and related documents for the successful candidate should be held on their personal file.

9.2 Other selection methods

In addition to a face-to-face interview with the interview panel, a variety of other selection methods may be used, such as:

- Observation of teaching.
- An activity demonstrating interaction with pupils.
- One or more additional panel interviews (for example, a panel made up of pupils from our school).
- A presentation.
- In tray exercises.
- Psychometric testing.

Those responsible for deciding the arrangements for recruitment to a specific post will determine the selection method(s). They will be relevant and appropriate to the role and will be based on the requirements for the particular post as set out in the job description and person specification.

Candidates will be informed in advance if any selection methods are to be used in addition to a face-to-face interview and what these will be.

9.3 Assessment

Use of a scoring matrix (HET template can be found on the HET Intranet) is encouraged to ensure objective assessment against agreed criteria (i.e. skills/behaviours essential to the role which appear in the job description / person specification). The marking system agreed before-hand must be used and applications must be scored separately before a final mark is given.

9.4 Conditional offers of employment/engagement and pre-employment checks

A selection decision will be made based on a fair and thorough assessment of the skills and abilities demonstrated by all the candidates against the requirements of the person specification/job description during the selection process.

The preferred candidate should be contacted to ascertain whether, following the assessment and selection process, they are still interested in the post.

For staff, governors and volunteers, schools must use the pre-employment checklists which are located on the MOPP.

All offers of employment/engagement are conditional and are subject to:

- Satisfaction that any gaps in employment have been sufficiently explained.
- The receipt of at least two references which are satisfactory to the HET (one of which must be their current or most recent employer). The HET reserves the right to request further or alternative references from applicants in order to verify their suitability for employment.
- Verification of identity using photo ID and proof of address.
- Verification of right to work in the UK.
- Overseas checks where required (including but not limited to criminal records checks for overseas applicants and a letter (via the applicant) from the professional regulating authority (this is often the Department/Ministry of Education but varies across the world) in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach). As a minimum, overseas checks will be undertaken in respect of any person that has been in a country outside of the UK for a period of 3 months or more during the last ten years, and additional checks required at the School/HET's discretion.
- Verification of mental and physical fitness to carry out the role. This is ascertained via the completion of a confidential Occupational Health questionnaire, and where required a medical examination carried out by the HET's Occupational Health provider.
- Verification of qualifications as detailed as 'essential' on the person specification for the role, including Qualified Teacher Status and completion of statutory induction where required.
- For teachers, verification that they are not subject to a prohibition order by checking the Teacher Regulation Agency Employer Access Online.

- A clear children's barred list check (except supervised volunteers);
- Verification of clean driving licence if the role requires the candidate to drive.
- Satisfactory enhanced DBS check.
- Confirmation that the applicant is not disqualified from providing childcare.
- Section 128 check on all senior leader positions.

Conditional offers of employment must only be confirmed once all pre-employment checks have been satisfactorily completed.

Checks must be confirmed in writing, retained on the personnel file and recorded in the single central record (SCR).

Contracts of employment must be given to the individual on or before their first day of work. It is important, therefore, that pre-employment checks are carried out as soon as possible.

9.5 Online searches

Online searches will be carried out on successful candidates as part of the safer recruitment due diligence process.

Candidates will be notified that they will be subject to an online check and that anything of concern will be discussed with them post interview. An online check will consist of a search on the candidate's name, location and current employer, and may include social media platforms, including but not limited to, Twitter, Facebook, Instagram, TikTok, and LinkedIn.

If incidents or issues that are publicly available online in relation to the successful candidate are identified, this may be explored with the applicant.

9.6 Deciding not to appoint

Selecting the best candidate for the role is essential and managers should not feel compelled to appoint a less than satisfactory candidate regardless of the demands of the service. Appointing the wrong candidate can be extremely costly and detrimental to the quality of education and services provided.

9.7 Candidate Feedback

The recruitment process is not complete until all candidates who have attended selection are aware of the outcome of the process. Any candidate who attends an interview or undertakes an assessment is entitled to feedback from the person responsible for making the decision. Failure to provide timely and appropriate feedback can result in negative perceptions of the organisation.

A note on the HET shortlisting template should be made of the time and date of the calls to all candidates.

Where requested we would always aim to provide feedback to candidates who have been shortlisted for interview.

10 Barred List and Enhanced DBS Clearance

Once received by the applicant, the original DBS certificate must be shown to one of the designated persons at the relevant school. In the event that a DBS certificate contains information, schools should use the HET's DBS risk assessment available on the Manual of Personnel Practice and contact made with the HET HR team for further guidance.

Any failure to meet the conditions specified will result in an offer of employment/engagement being withdrawn.

If any candidate is found to be prohibited or disqualified from working with children and young people, to have provided false information or where serious concerns arise, HET will comply with its obligations to report these matters to the Police and DBS as required.

Information regarding pre-employment checks will be recorded on the relevant school's Single Central Record (SCR), and copies of documents retained on the individual's personnel file in accordance with the requirements of Keeping Children Safe in Education, and as stated in HET's Policy on the secure handling of information provided by the DBS and Data Protection Policy.

In exceptional circumstances a new employee or unsupervised volunteer may be able to start before the enhanced DBS check has been received, but not before the children's barred list check has been completed. The school must ensure that appropriate supervision is in place until the DBS check has been received. See section 11.

10.1 DBS Update Service

Individuals can register for the DBS Update Service at the point they are issued with their DBS certificate. This enables future status checks to be carried out to confirm that no new information has been added to the certificate since its issue and provides portability across employers. There is an annual fee for this service which is the responsibility of the individual to pay.

Before checking the DBS update service, HET must obtain consent from the individual, confirm the certificate matches the individual's identity and see the original certificate to ensure it is at the appropriate level of check.

Following this, HET is able to complete a free online check which would identify whether there has been any change to the information recorded since the initial certificate was issued. Individuals will be notified each time an organisation accesses their records.

Where applicants are already signed up to the DBS Update service, and providing the individual consents, the HET can access the update service in order to check the individual is suitable for employment with children. The date this check was completed should be recorded on the SCR.

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

11.1 Agency staff

HET will only use those agencies which operate Safer Recruitment procedures. Schools must ensure that the arrangement with the agency imposes an obligation on the agency to carry out all recruitment checks as set out above, including DBS and children's barred list checks, that the school would otherwise complete for its staff. The school must obtain written confirmation from the agency that these checks have been carried out and are satisfactory. This must be recorded in the single central record (SCR).

11.2 Volunteers

There must be compliance with Safer Recruitment and selection when looking to appoint volunteers. Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

All volunteers must complete a Volunteer Application form explaining the reasons behind why they would like to complete voluntary work and why they feel they would be suitable to do so. In addition, we will require that all necessary identity checks and DBS requirements have been satisfactorily completed for each volunteers. Schools must use the volunteer pre-employment checklist which is available on the MOPP.

A volunteer who works unsupervised or looks after children without supervision on a regular basis (e.g., a reader) or provides personal care on a one-off basis in a school will be in regulated activity. They must therefore have an enhanced DBS certificate with barred list information completed prior to commencing this role.

Where volunteers are not engaged in regulated activity, risk assessments should be completed to decide whether to obtain an enhanced DBS certificate or a standard DBS certificate.

A volunteer who is not engaging in regulated activity but has the opportunity to come into contact with children on a regular basis (e.g., a supervised volunteer) must have an enhanced DBS certificate but there is no requirement for this to include barred list information. The HET is not legally permitted to request barred list information on a volunteer who, because they are supervised, is not in regulated activity.

Volunteers that have not been checked against the relevant DBS barred list will not be permitted to undertake regulated activity.

Any volunteers whose role would fall within the Childcare Regulations will be asked to confirm that they are not disqualified from early- or later-years childcare under the Child Care Act.

11.3 Trainee Teachers

Where applicants for initial teacher training are salaried by HET, all necessary checks must be carried out as per normal recruitment procedures. As trainee teachers are likely to be engaged in regulated activity, an enhanced DBS certificate including barred list information must be obtained. These individuals must be recorded on the SCR in the same way as other teaching staff.

Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. They should then provide written confirmation to the that the pre-employment checks have been completed satisfactorily and the trainee is considered suitable to work with children. These individuals should be recorded on the SCR in the same way as supply staff.

11.4 Governors / Trustees

It is HET policy that we should obtain an enhanced DBS for all governors. However, if the governor is not working in a regulated activity, DBS regulations stipulate that only an enhanced check without a barred list check can be obtained. In addition, a section 128 check must be obtained.

All governors/trustees are required to sign and adhere to the governance code of conduct and staff code of conduct (included in the staff handbook) and are required to complete a business interest declaration following appointment.

11.5 Students on Work Experience

Please see guidance for work experience students.

11.6 Contractors

HET ensures that contractors, or any employee of the contractor, working in our schools 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.

The identity of contractors and their staff will be checked on arrival at reception

12 Delays in obtaining Criminal Record Disclosure or Overseas Checks

In wholly exceptional circumstances as determined by HET a prospective employee or worker may be allowed to commence work prior to satisfactory Criminal Record Disclosure and/or relevant overseas checks having been received.

No prospective employee or worker will be allowed to commence work before ALL other pre-employment checks have been completed, and where it is identified that a prospective employee or worker will commence work prior to the above:

A risk assessment must be undertaken using HET's DBS risk assessment available on the Manual of Personnel Practice (MOPP). The form must be fully completed and signed by the school leader and responsible line manager; and the prospective employee or worker must be appropriately supervised at all times.

13 New Starter Engagement- Building the employment relationship

The majority of candidates will have to give notice to their existing employer and, depending on the role, there will be some delay between the candidate being appointed and starting in post. It is important to maintain regular contact with your new appointee, providing them with any information that they need.

The new employee's career with HET starts as soon as they accept their new role, so any development areas identified during the selection process should be used to inform their probationary and induction documentation.

14 Induction and probation

On-going vigilance and training is critical to establishing a robust safeguarding culture. There is an induction programme for all teaching and non-teaching staff appointed to HET regardless of previous experience, which includes online and face to face child protection training and assessment. The purpose of induction is to:

- Provide training and information about HET's policies and procedures including those in relation to the safeguarding of children and young people.
- Establish clear expectations regarding the standards of conduct, behaviour and performance required.
- Ensure staff know when and how to raise any safeguarding concerns, including low level concerns.
- Facilitate the identification of any concerns regarding conduct, behaviour or performance, and enable support to be provided to achieve the standards required.
- Provide opportunities for staff to discuss any issues or concerns they may have regarding their role or responsibilities.

It is the line manager's responsibility to ensure that an induction programme is put in place for new employees and that regular meetings and probation meeting dates are held. Probation forms can be found on the MOPP (HET Intranet) – Probation (sharepoint.com). All probations must be signed off by the line manager. If it looks like an employee is unlikely to successfully complete their probation or the probation period needs to be extended, advice from HET HR must be sought.

15 Data protection

HET processes all personal data collected during the recruitment process in accordance with our Data Protection policy and Privacy Notices.

Personal data from applicants during the recruitment process is not collected unnecessarily. For example, bank account details and next-of-kin contact details will only be collected from successful applicants. Data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals

only for the purposes of managing the recruitment exercise effectively to decide to whom to offer the job. Employees should report immediately any inappropriate access or disclosure of job applicant data in accordance with HET's data protection policy. It may also constitute a disciplinary offence, which will be dealt with under the Disciplinary policy.

16 Links to other polices and documents:

- HET Safeguarding Policy
- HET Code of Conduct
- DBS Guidance – HET Intranet
- HET Disciplinary policy
- HET Employee handbook
- HET Equal Opportunities Policy
- Fitness and suitability for work Guidance – HET Intranet
- HET Grievance policy
- HET Guidance for Work Experience Students
- Keeping Children Safe in Education guidance
- Overseas criminal records guidance – HET Intranet
- HET Privacy Notices