



Recruitment and Selection Policy and Process

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This document sets out the Trust's policy on Recruitment and Selection. The Trust is committed to a policy of treating all its employees and job applicants equally and to recruit the best person for each vacancy.

No employee or potential employee shall receive less favourable treatment or consideration during recruitment or selection on the grounds of age, disability (or a long term health condition), gender re-assignment, marriage and civil partnership, pregnancy and maternity, race (which includes ethnic origin, colour and nationality), religion or belief, sex (previously referred to as gender), sexual orientation or part-time status or will be disadvantaged by any conditions of employment that cannot be justified as necessary on operational grounds.

Related Policies and Procedures

This policy is to be read in conjunction with the Trust's policies on Equal Opportunities, Data Protection and Safeguarding. No decisions regarding recruitment or selection should be made by a person who has not read and understood these policies or without the involvement of the Human Resources department.

Scope

This policy is applicable to the recruitment and selection of all employees engaged to provide services to the schools in the Trust, or the Trust itself, irrespective of whether such a contract is for a temporary or fixed term or is of a permanent duration. This policy will be made available to all employees and applies to all internal and external recruitment. The policy also applies to recruitment and selection of contractors for contracts for services.

Policy Statement

This policy seeks to ensure that the best candidate is chosen for each job vacancy. Existing employees will be invited to apply for transfer or promotion opportunities whenever possible.

Principles

The following principles will apply whenever recruitment or selection for positions take place:

- Individuals will be screened against the job requirements as laid out in the job description, person specification and competency profile (if applicable).
- Any qualifications or requirements applied to a job that have or may have the effect of inhibiting applications from certain groups of the population should only be retained if they can be justified in terms of the job to be done.
- Information on ethnic origin, sex, disability and nationality will be collected in order to monitor the number of applicants from different groups. This information will not be used in the selection process or for any other purpose.
- Selection tests, where used, should be specifically related to job requirements and should measure the person's actual or inherent ability to do or train for work.
- Selection tests should be reviewed regularly to ensure they remain relevant and free from bias, either in content or in scoring mechanism.

- All managers involved in appointing staff will have appropriate skills and experience for the task. At least one member of the recruitment panel will have successfully completed Safer Recruitment Training.
- Interviews will assess candidates against job-related criteria only.
- All information held about a candidate must be used only for the purpose for which the information has been collected.
- Written records for unsuccessful applicants, including interview notes, reasons for decisions made at each stage of the process and reasons for non-appointment should be kept by Human Resources for six months, unless a longer period can be justified, and is in compliance with the Data Protection Act 2018. Records should then be disposed of confidentially.
- All candidates will be asked at the first interview stage to provide documentary evidence of their right to live and work in the UK, to ensure compliance with the Immigration, Asylum and Nationality Act 2006. A photocopy of the accepted documentation will be taken. The Human Resources department can provide a full listing of what documentation is acceptable.
- Reasonable adjustments should be made to minimise any disadvantage faced by disabled people in making an application in response to an advertisement.
- The recruitment and selection process for disabled candidates should take into account such adjustments to working arrangements or physical features of the work place/station/premises as are reasonable to accommodate their needs and be such that they are not placed at a substantial disadvantage compared with non-disabled candidates.
- Decisions to interview, shortlist or offer employment will take no account of an applicant's trade union membership or non-membership.

Process

The recruitment process should be followed in accordance with the following steps:

- Authority to Recruit form **must** be completed and permission to recruit must be granted by the Chief Operating Officer.
- A job description should be produced with full details of the position, tasks, reporting line, responsibilities of the job holder and number of sub-ordinates, if applicable. The skills, experience and qualifications of the job holder should be laid out in the person specification and the competencies relevant to the role should be provided.
- Job advertisements will be based on the job description, person specification and the competency profile. Internal vacancies will be notified to staff via email. For external positions a variety of advertising mediums will be used. Positions may be simultaneously advertised internally and externally. The Trust reserves the right to only advertise some positions internally.
- Applicants are encouraged to apply via an online system unless this puts an applicant at a disadvantage.
- Every applicant for an appointment must disclose, before appointment, any personal relationship to a Trust employee, Trustee or Governor. Deliberate non-disclosure will disqualify the applicant and if already appointed they may be liable to dismissal. An existing employee who is aware of a relationship with an applicant must declare the details to the appropriate manager of the department making the appointment.
- If the best candidate for the job is someone who is a relative of or who has a close personal relationship with individuals in a line management or contractual relationship, the Chief

Operating Officer will give serious consideration to the implications of this. They will need to identify appropriate means of dealing with conflicts of interest should these occur as a result of the appointment. There may be some circumstances when such an appointment is not appropriate because it is not possible to deal with the organisational problems that occur and because the public confidence would be compromised, leaving the Trust open to criticism.

- All external applicants will be pre-screened. All applicants that meet the specified criteria will be sent to the relevant recruiting manager. Internal applicants' details will automatically be sent to the recruiting manager.
- All vacancies will require an interview of shortlisted candidates and all candidates will be considered on their ability to do the job at all stages.
- The organisation will not normally pay travel expenses for candidates travelling to interview, unless previously agreed with the Human Resources Director.
- When reviewing applicants based overseas, the first stage in the process will be a telephone interview. If the telephone interview is successful, a face-to-face interview will then be arranged.
- Prior to the interview the candidates will be provided with information about the organisation, role and responsibilities.
- All interviews should consist of at least two or three interviewers, including the recruiting manager and ideally a member of the Human Resources Team.
- If no HR representative is available, recruiting managers should ensure that all details are collected.
- A question sheet will be designed by the recruiting manager and the HR department based on the job description, person specification and competency profile, and the outcome recorded on a grid. Interview questions must be relevant to the requirements and circumstances of the job and not of a discriminatory nature.
- Candidates will always be required:
 - To explain satisfactorily any gaps in employments or any anomalies or discrepancies in the information available
 - To declare any information that is likely to appear on a DBS disclosure
 - To demonstrate their capacity to safeguard and protect the welfare of children and young people
- Each interviewer should complete the grid in the interview debrief recording a level – No evidence, Limited, Moderate, Good, Excellent – against each competency.
- All interview documentation must be returned to the HR department for secure storage. Only those that require access for specific and authorised purposes will be able to access the information.
- Where appropriate, valid and reliable psychometric testing will be conducted on short listed candidates, including the use of Occupational Personality Questionnaires. This information will be stored securely together with other assessment data.
- Upon selection of a suitable candidate the recruiting manager will liaise with the HR department to identify the appropriate starting salary.
- The Headteacher must approve all offers made to successful candidates.
- All offers are subject to two satisfactory references, medical clearance, a check on relevant qualifications, eligibility to work in the UK and a DBS (Please see section on recruitment of ex-offenders below). The HR department will apply for and verify all references prior to interview. Once candidates have indicated acceptance, a post-interview reference will also be

requested from referees. References will ideally come from current and/or previous employers, if applicable. If the reference, medical clearance or DBS are not satisfactory, the offer may be revoked.

- Induction of new employees will start as soon as a candidate accepts a position. The HR department will send out a copy of the written statement of terms and conditions of employment and all related new starter forms that need to be completed. All new starters will receive a timetable for their successful induction into the organisation.

Disclosure and Barring Service Checks

The Trust's schools will comply with the requirements of the Disclosure and Barring Service (DBS) code of practice and any associated guidance. It uses the Disclosure and Barring Service (DBS) to assess candidates' suitability for positions of trust working in an environment with children and young people and undertakes to treat all candidates fairly.

Where a post involves the requirement for the post holder to undergo a Disclosure and Barring Service check and barred list information, the applicant will always be informed of this requirement beforehand. The school will be responsible for ensuring the check is carried out and the results are satisfactory. Where a check reveals conviction or non-conviction information, the recruiting manager will make an assessment as to the suitability of the preferred candidate to the post applied for, taking into consideration the potential impact of the information obtained. If the result of the check is not deemed satisfactory, any conditional offer of appointment will be withdrawn following discussion with the individual.

If the check reveals the person is barred from working in regulated activity, any conditional job offer will be withdrawn, and details in relation to the application referred to the DBS.

All employment checks should be confirmed and recorded on the school's Single Central Record.

Recruitment of ex-offenders

The Trust undertakes not to discriminate unlawfully against any candidate who is required to provide information (a check) through this process. The nature of the roles in the Trust are such that the provisions of the Rehabilitation of Offenders Act in relation to spent convictions do not apply. As such, all convictions whether spent or otherwise, must be disclosed. Having a criminal record will not necessarily prevent a candidate from working with the organisation. Whether or not it does prevent a candidate from being offered a position will depend on the nature of the post and the circumstances and background of the offence/s.

As a check is part of the Trust's recruitment process, the Trust encourages all candidates called to interview to provide details of any criminal record at any early stage of the application process. The Trust requests that this information is sent under separate confidential cover to a designated person within the Trust who may vary from case to case depending on the nature of the post being recruited to. The Trust guarantees that only those who need to see it as part of the recruitment process will see this information.

The Trust will ensure that it discusses with the candidate the relevance of any offence to the job in question. A candidate's failure to reveal information directly relevant to the job could result in withdrawal of an offer of employment, or summary dismissal where the candidate has begun work.

The Trust will not automatically refuse to employ a particular individual just because he/she has a criminal conviction. The school will explore each case on its own merits.

Appeals procedure

Employees who have concerns about any aspect of this policy or its operation should use the Trust's Complaints Procedure.

SAFEGUARDING IN RECRUITMENT

Purposes

- To ensure all staff appointed to the Trust are safe to work with children.
- To meet national requirements for safe recruitment.
- To ensure all policies are clear and are consistently implemented by all staff.

Procedures and Practices

1. Advertising and information

- All recruitment advertising material will include a safer recruitment statement.
- Information given to interested applicants will highlight the importance placed by the Trust on rigorous selection processes. The information will also stress that the identity of the successful candidate will be checked thoroughly, and that an enhanced Disclosure & Barring Service (DBS) and barred list check is required. Where appropriate, a section 128 check will be made for any posts considered to be management posts. This includes Trustees, Governors and anyone with delegated management responsibilities. A job description and a person specification will be included in the application pack for all posts.
- All applicants for employment will be required to complete an application form containing questions about their academic and employment history (since leaving education) and their suitability for the role. Discrepancies and qualifications will be checked and followed up. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. Curriculum Vitae will not be accepted in place of the completed application form.

2. Short listing and interview

- All candidates will be assessed equally against the criteria contained in the person specification without exception and variation.
- All applications will be scrutinised to ensure that they are fully and properly completed, that the information provided is consistent and that any gaps in employment or educational history are explored at interview.
- All shortlisted applicants will have individual face-to-face interviews with at least two members of staff, at least one of whom has been trained in safeguarding practices.
- The panel will look for any safeguarding issues in applications and any history of repeated changes of employment without clear and verifiable reasons or movement from permanent posts to temporary or voluntary employment.
- As part of the interview process questions will be asked examining attitudes towards children and young people.

3. Pre-employment checks

- In accordance with the recommendations of the DfE in “Keeping children safe in education” and the Equality Act 2010 the school carries out a number of pre- and post-appointment checks in respect of all prospective employees. Following the offer and acceptance of employment, employees should not commence working at the school until full clearances have been received and checked.
- All offers of appointment are conditional upon pre-employment and post-appointment checks being satisfactorily completed:
 - An Enhanced DBS and Barred list check
 - A Certificate of Good Conduct relating to time spent living outside the UK if necessary
 - Verification of the candidate’s medical fitness
 - Verification of any relevant professional status and whether any restrictions have been imposed by a regulatory body
 - Satisfactory references

4. Verification of identity and address

- All candidates invited to interview will be required to bring documentary evidence of identity and eligibility to work in the UK. At least three forms of original identity are required including proof of current address. These could include: Valid Passport; Driving Licence, Utility Bill, Birth Certificate; NI Card; NHS Card. Where an applicant claims to have changed his/her name he/she will be required to provide documentary evidence of the change.
- Candidates will be instructed to bring original certificates confirming relevant educational and professional qualifications.

5. References

- References will be taken up on short listed candidates prior to interview unless otherwise stated on support staff application forms only. In line with the requirements of the Equality Act 2010, pre-employment references do not request information on absence details or medical information.
- Following a verbal offer of employment, a post-appointment reference will be sought which will include questions relating to attendance records.
- All offers of employment are subject to the receipt of these satisfactory references, one of which must be from the applicant’s current or most recent employer.
- All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.

6. Disclosure and Barring Service Check

- The Trust will obtain criminal record certificates from the Disclosure & Barring Service (DBS) in respect of all prospective staff members, governors and volunteers. The Trust will always request an Enhanced Disclosure once an offer of appointment has been made and a check shall be obtained before an individual begins work.
- In any case when an individual is required to commence employment pending receipt of a DBS check, the individual will be made aware that they are subject to additional supervision until the DBS check has been received.
- With regards to overseas staff, the same checks will be made as for all other staff, but in addition to the DBS check, the candidate is required to provide a certificate of good conduct from the overseas police force or embassy before commencing employment with the Trust.

7. Single central record

- The schools in the Trust will keep and maintain a single central record of all recruitment and vetting checks, in line with the DfE requirements for the following people:
 - All staff who are employed to work at the school
 - Staff who are employed as supply teachers
 - Volunteers
 - Governors
 - Non staff members based in school i.e. counsellors, invigilators, careers guidance staff etc.
 - Sports coaches, instructors and peripatetic teachers

8. Supply teachers

- Before employing a supply teacher provided from an agency the school will obtain written confirmation from the agency that the required checks necessary for its own employees have been undertaken by the agency.
- The written notification from the agency must confirm the DBS disclosure number and issue date including any relevant information shown up on the disclosure.
- All written confirmation for each individual supply teacher will be kept on file in accordance with the relevant retention periods.

9. Training

- All members the Leadership Team will complete Safer Recruitment training.
- It is Trust policy that the Chairs of Governors' will complete Safer Recruitment training.
- All staff will receive an induction as appropriate and regular training in Child Protection issues.