

Recruitment and Selection Policy

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Applies to	All Trust Schools, all Trust staff

Version	Date	Reason
1.0		To establish a Trust wide policy

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1. Introduction

- 1.1 Recruiting the best people to our Trust is vital for our continued success in providing the highest standards of education to our pupils.
- 1.2 Not appointing the right people to our roles can have a negative impact on the performance of our Trust.
- 1.3 Authority to recruit across the Trust is governed by the Trust Scheme of Delegation and shown at Appendix B. Should schemes of delegation and/or responsibility alter at any time, Appendix B will be updated without the need for consultation with staff or Unions.
- 1.4 Headteachers will also be expected to consult with their line manager over any recruitment plans via regular meetings with Headteachers within the Trust, so that any recruitment is in line with the agreed staffing structure or any future plans for the Trust.
- 1.5 In relation to the recruitment and selection of Headteachers and Executive, recruitment the Trust will, where appropriate, give due regard to any additional recruitment and selection requirement(s) of the Articles of Association and Memorandum of Understanding with the Diocese of Salisbury and Wimborne Minster Governors.
- 1.6 Recruitment processes will follow the relevant recruiting checklist and procedures set out from time to time. This may vary depending whether the school is a church or non-church school. An up-to-date recruitment checklist and supporting templates can be found on the [Trust's HR Drive](#).
- 1.7 Any matters of recruitment to be actioned outside of this policy will be permitted only in exceptional circumstances. A business case will be provided and the decision will be recorded.
- 1.8 In carrying out our recruitment processes we:
 - (a) 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;
 - (b) comply with the requirements of Data Protection Legislation (being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time;
 - (c) our Data Protection Policy sets out how we will comply with Data Protection Legislation;
 - (d) will comply with the requirements of the Equality Act (2010) and are committed to ensuring that throughout our recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation;
- 1.9 In the exceptional cases where we are required to discriminate due to an occupational requirement, this must be approved by the CEO supported by a business case from the HR advisor and will be actioned in line with Appendix B.

- 1.10 Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, knowledge, experience and skills will be assessed at the level that is relevant to the job.
- 1.11 If an applicant makes the Trust aware, at any stage of the recruitment process, that they have a disability then reasonable adjustments must be considered to ensure the applicant is not disadvantaged by the process.
- 1.12 Applicants will not be asked to provide photos as part of the application process and blind screening will take place to eliminate any bias either unconscious or otherwise.

2. Scope and Purpose

- 2.1 The purpose of this policy is to set out our processes for recruiting, selecting and appointing any employee to work within our Trust.
- 2.2 Section 13 on Disclosure and Barring Service checks also applies to volunteers in our Trust.

3. Safer Recruitment

- 3.1 All recruitment must be in line with this policy to ensure that we identify, deter and prevent people who pose a risk of harm from working with our pupils.
- 3.2 The recruitment of all applicants and volunteers to our Trust 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.
- 3.3 Any person involved in recruiting to our Trust must read the latest "Keeping Children Safe in Education" guidance produced by the DfE and our Trust's Child Protection Policy.
- 3.4 All recruitment must be planned to ensure that there is adequate time available to recruit safely.
- 3.5 Any person who becomes aware that this policy is not being followed during recruitment must inform the Headteacher or relevant Designated Safeguarding Lead immediately.
- 3.6 All of the checks described in Sections 12 and 13 must be carried out and have been determined as satisfactory before an applicant can start their employment in the Trust.
- 3.7 The Trust Safeguarding officer reviews recruitment processes within schools to ensure compliance with safer recruitment principles.

4. Advertising

4.1 Any vacant position will normally be advertised via the appropriate internal and external channels to ensure the most appropriate field of applicants is obtained. Adverts may be published internally only, as determined by the responsible person at Appendix B. Any role advertised externally will also be available for internal applicants.

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

Wimborne Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and, where applicable, a prohibition from teaching check will be completed for all applicants.

4.3 All advertisements will also include the following statement if the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020:

'This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

[https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974.](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)

4.4 Under Part 7 of the Immigration Act 2016, the public sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English. For example, a teaching assistant required to communicate with pupils to support their learning, would be viewed as operating in a public-facing role. Adverts (and job descriptions) should make clear the necessary standard of spoken English required for the role.

5. Job Description

5.1 A job description will be required for all posts which describes the duties, skills, responsibilities and accountabilities and expectations of the post. It must be up to date, accurate and specific to the role. The job description must also include a person specification which outlines all of the necessary skills, abilities, experience, attitude, behaviours, qualifications and knowledge requirements for the post.

5.2 All job descriptions and person specifications must make reference to the responsibility for safeguarding and promoting the welfare of children.

6. Application form

- 6.1 All applicants are required to fill out our standard application form, as amended from time to time. CVs will be not be accepted.

7. References

- 7.1 All offers of employment will be conditional upon receipt of at least two satisfactory written references. References will:
- (a) be requested for all shortlisted applicants, including internal applicants;
 - (b) 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;
 - (c) ask the current employer for details of any capability history in the previous two years, and the reasons for this;
 - (d) be directly from the referee, who will be a senior person with appropriate authority and confirmed as accurate by the appropriate person in respect of any disciplinary investigations;
 - (e) not be accepted if they are 'to whom it may concern' letters;
 - (f) request information on the applicant's suitability to work with children and young people from the last employer where the applicant worked with children (if not currently working with children);
 - (g) be verified with the person who provided the reference and, where the reference is provided electronically, verify that it is from a legitimate source;
 - (h) be clarified with the referee where the information is vague or insufficient;
 - (i) establish the reason for the candidate leaving their current or most recent post;
 - (j) with the explicit consent of the prospective employee be requested before the interview; and
 - (k) be explored further with the referee and with the applicant during the interview if necessary.
- 7.2 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.
- 7.3 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. An offer of appointment will not be withdrawn solely on the basis of information received about previous absences.

8. Short-listing

- 8.1 Applicants will be short-listed against the requirements of the person specification.
- 8.2 The same people (at least two people) should carry out the short-listing and the interviews. The outcome of the short-listing process will be recorded and retained. Equal opportunities data is collected separately, and is not available to the shortlisting panel.
- 8.3 The shortlisting panel is responsible for scrutinising the application forms and identifying any gaps in employment or other areas that may affect an applicant's suitability to work with children and young people. A satisfactory explanation for any concerns must be obtained from the applicant during the interview process.

9. Interviews

- 9.1 A face-to-face interview must take place for all applicants to all posts. Where this cannot be accommodated as a result of recruitment from overseas or other exceptional circumstance, the use of video conferencing or other similar technologies originating from the Trust's ICT systems or cloud domains is acceptable for this purpose.
- 9.2 All those involved in interviewing must be properly prepared to undertake the role, which may involve appropriate interview training. At least one person on the interview panel must have passed the appropriate safer recruitment training.
- 9.3 The purpose of the interview is to assess the merits of each applicant against the job description and person specification to establish their suitability for the post and to work with children and young people.
- 9.4 Before the interview commences the interviewer should have:
 - (a) prepared appropriate questions for the role;
 - (b) prepared appropriate questions to test the applicant's suitability to work with children and young people;
 - (c) identified any areas for further probing, e.g. if a criminal record has been declared, any information about past disciplinary action/allegations or if there are gaps in employment etc;
 - (d) agreed assessment criteria which reflects the person specification; and
 - (e) decided a structure to the interview and established which member of the panel will ask which questions.
- 9.5 A set of common questions relating to the requirements of the post will be asked of each applicant. Their response will determine whether that is followed up through further questioning.
- 9.6 Any gaps in employment history must be explored during the interview process.

9.7 Candidates shortlisted for interview will be asked about their suitability to work with children. Areas that may be concerning and lead to further questions include:

- implication that adults and children are equal;
- lack of recognition and/or understanding of the vulnerability of children;
- inappropriate idealisation of children;
- inadequate understanding of appropriate boundaries between adults and children; and
- indicators of negative safeguarding behaviours

9.8 Shortlisted candidates will be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Applicants will only be asked to disclose and discuss criminal convictions and/or cautions which are not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) that may deem them unsuitable. Where this is provided electronically, the shortlisted candidate will be asked to physically sign a hard copy at the point of the interview.

10. Other selection methods

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

- (a) Observation of teaching practice in our Trust or in the applicant's current school or academy;
- (b) One or more additional panel interviews (for example, a panel made up of pupils);
- (c) A presentation;
- (d) In-tray exercises; and
- (e) Psychometric testing.

10.2 Those responsible for deciding the arrangements for recruitment to a specific post will determine the selection method(s) (see Appendix B). 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.

10.3 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 are.

11. Selection Panel

11.1 The selection panel shall be composed of at least two people, one of whom must be trained in safer recruitment. Additional panel members shall be determined by the Responsible Person set out in Appendix B.

- 11.2 The panel are entitled to seek advice and obtain information and feedback from others who have had contact with each of the candidates (e.g. those who hosted a school tour for candidates) but in order to ensure a fair and transparent process information should be shared with each member of the panel and a decision only made by the panel themselves.

12. Level of language proficiency

- 12.1 Under the “fluency duty” (Part 7 of the Immigration Act 2016), public authorities are required to ensure that workers in public facing roles are fluent in English. Public facing roles are those members of teaching and support staff who, as a regular and intrinsic part of their role, are required to speak to members of the public (including students in schools).
- 12.2 The Trust will accept a range of evidence of spoken English language ability as follows:
- competently answering interview questions in English;
 - possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English by a recognised institution overseas;
 - passing an English language competency test or possessing a relevant spoken English or Welsh qualification at CEFR Level B1 or above, taught in English or Welsh by a recognised institution overseas (and from September 2017 this includes Welsh second language GCSE).

13. Pre-employment checks

- 13.1 All appointments should follow the process in the Trust’s [appointment checklist](#)
- 13.2 An offer of appointment to the successful applicant will be conditional upon the following:
- (a) receipt of at least two satisfactory written references (one of which must be their current or most recent employer);
 - (b) verification of the applicant’s identity, preferably from current photographic ID and proof of address;
 - (c) verification of the applicant’s medical fitness;
 - (d) verification of qualifications where relevant;
 - (e) verification of professional status where applicable. For teachers, this will include checking that the individual has the required teaching qualification and has successfully completed any statutory induction, if required, through the Teacher Services System;
 - (f) satisfactory enhanced DBS check (see Section 14);
 - (g) for management positions (applicable to academy committee members/trustees, Headteachers, members of the Senior Leadership Team and departmental heads only), verification that

they are not subject to a section 128 direction by checking the Teacher Services System.

- (h) for teachers and other employees who hold QTS who are working in non-teaching roles, verification that they are not subject to a prohibition order by checking the Teacher Services System;
- (i) for teachers, satisfactory checks to determine any restrictions/sanctions that have been imposed in other EEA member states, through the provision of a letter of professional standing from the professional regulating authority in the country that they qualified.
- (j) a clear children’s barred list check (except supervised volunteers);
- (k) verification of right to work in the United Kingdom;
- (l) any further checks where the applicant has lived or work outside of the UK including receipt of criminal record information from overseas;
- (m) (for relevant posts in First School and nursery settings) confirmation that the applicant is not disqualified from providing childcare (Guidance and information on this can be found at Appendix A).

13.3 All checks must be confirmed in writing and originals seen, retained on the personnel file and recorded in the single central record (SCR).

14. Disclosure and Barring Service (DBS) checks – new employees and volunteers

14.1 The Trust will carry out a risk assessment to determine if a DBS check is required for each volunteer in accordance with the guidance in the latest version of Keeping Children Safe in Education. If a volunteer is assessed as requiring a DBS check, the following DBS checks will be undertaken for new appointments, before the employee or volunteer starts work:

Who?	Definition	Type of check
Employees who will be engaging in regulated activity	<p>As an educational institution which is exclusively or mainly for the provision of full-time education to children, the Trust is an establishment specified in the relevant legislation. Activity carried out in this establishment will therefore be regulated activity relating to children if it meets the definition in the relevant legislation, including that it is carried out:</p> <ul style="list-style-type: none"> (a) Frequently (for example once a week or more); or (b) On more than three days in any period of 30 days. <p>Note – personal care of a child because of age, illness or disability including physical help with eating, toileting, washing, bathing or dressing is always regulated activity regardless of how frequently it is carried out.</p>	An enhanced DBS check with children’s barred list check will be obtained

Unsupervised volunteers	As above. Although appropriate supervision arrangements will be in place for volunteers, we deem all volunteers to be potentially unsupervised.	An enhanced DBS check with children's barred list check will be obtained. Those applying for Chair of Trustee posts (after 01.04.17) must also have their identity verified for a stipulated professional as part of their DBS check as per the below link: https://www.gov.uk/government/publications/identity-verification-for-new-chairs-of-trustees
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- 14.2 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 Trust must ensure that appropriate supervision is in place until the DBS check has been received. The children's barred list check can be completed on the Teaching Regulation Agency's Employer Access portal accessible via DfE Sign-In.
- 14.3 DBS certificates will only be issued to the applicant. All applicants must produce the disclosure when requested to do so. The DBS disclosure number and date of the check must be recorded in the Single Central Record (SCR). We are not required to take a copy of your DBS certificate; however, we may choose to do so for decision making purposes. Any copy will be held for no longer than necessary and up to a period of six months, and be processed in line with Data Protection legislation.
- 14.4 Any applicant who refuses to produce their DBS disclosure will not be able to start work at the Trust and the conditional offer will be withdrawn as satisfactory checks are not in place. Any volunteer who refuses to produce their disclosure will not be able to volunteer in the Trust.
- 14.5 Applicants (free for volunteers) can have their DBS certificate kept up to date and take it with them from role to role where the same type and level of check is required. The cost of this service is £13 per year. The expectation is that individuals personally fund this if required. Where the applicant or volunteer has subscribed, they should provide the Trust with the original disclosure document to be verified and the Trust will check the online update for any changes.
- 14.6 Applicants will only be asked to declare convictions and cautions that are not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020).
- 14.7 Information relating to an individual's criminal record will only be shared with the relevant people to enable the Trust to make a decision about their suitability to work with children and young people.

15. Agency staff

- 15.1 In the case of agency staff, the Trust must ensure that the arrangement with the agency imposes an obligation on the agency to carry out all recruitment checks as set out in section 12, including DBS and children's barred list checks, that the Trust would otherwise complete for its staff. The Trust 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).

16. Breaches of the policy

- 16.1 Deliberate or negligent breaches of this policy may result in disciplinary action.
- 16.2 Any complaint in relation to this policy, including its application will be managed through the Trust's complaints policy or grievance procedure (for existing employees).

17. Record keeping and data protection

- 17.1 All written records of interviews, application forms and reasons for appointment or non-appointment will be kept by the Trust in line with the requirements of Data Protection legislation.

18. Review of policy

- 18.1 This policy is reviewed every 3 years by the Trust. We will monitor the application and outcomes of this policy to ensure it is working effectively.

Appendix A: Disqualification from Childcare information for new employees

This information is to make you aware of your obligations relating to disqualification under the Childcare Act 2006 which came into force in schools and academies in late 2014.

Your role within our school has been identified as one which the disqualification declaration applies to.

So what does this mean in practice?

We need to make you aware that there are certain things that may mean that you are automatically disqualified from providing childcare (affecting your role within this school) by you having committed a disqualifiable offence or a disqualifying event. These broadly fall into the four below categories:

1. That you have a caution/conviction for certain violent/sexual offences
2. Grounds relating to the care of children
3. That you have had registration refused/cancelled in relation to childcare
4. That you have committed an offence overseas which would constitute an offence regarding disqualification under the 2009 Regulations if it had been done in any part of the United Kingdom.

Ofsted have provided a list of disqualifiable offences/events in tables A & B of the guidance below

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>

You need to read through this and report to the Headteacher without delay if there is anything to declare under the disqualification guidance. It is only the offences/events on this list that we require you to declare. If you are unsure if a specific offence/event is applicable after reading the Ofsted lists, then please let us know so that we can advise you appropriately.

You should also be aware that from this point forward if your circumstances change relating to the disqualification guidance, you are obligated to inform us of this without delay.

You will be required to sign to confirm that you are clear relating to your obligations regarding disclosure pertaining to Disqualification under the Child Care Act 2016, so please do make sure that you ask any questions that you are unclear on. If you wish to do this, please speak with the Headteacher in person.

If you require additional information or help with any aspect of this, then please let the Headteacher know so that we can take advice from our HR provider on your behalf.

I have read and understood the information in this document.

Signed
Print name

Date

Appendix B – Authority to Recruit

The following table details those responsible for recruitment across the trust.

The Responsible Person must ensure that the requirements of the Recruitment and Selection Policy are met.

The Responsible Person must ensure that the recruitment is within the approved budget and staffing establishment. Budget variations must be requested in line with the Financial Regulations and as appropriate agreed at SRC.

Operational responsibility for the recruitment process and the recruitment decision can be delegated by the Responsible Person but accountability remains with them.

Recruitment Level	Responsible Person
Members	Members
Trustees	Members and Trust Board
Board Committee Chairs	Trust Board
Academy Committee Chairs	Trust Board
Clerk to the Academy Committee	Trust Board
Clerk to Board of Trustees	Trust Board
CEO	Trust Board Chair
Executive Management Team	CEO
Headteacher/Acting Headteacher	CEO
Wider SLT Positions	Headteacher
School Teaching Staff	Headteacher
School Support Staff	Headteacher
Central Trust Support Staff	Executive Director