



Recruitment and
Selection Policy

March 2018



celtic cross
education

Contents

1.	Introduction	2
2.	Scope and Purpose.....	2
3.	Safer Recruitment	2
4.	Advertising.....	3
5.	Job Description	3
6.	References	3
7.	Application form	4
8.	Job Information Pack	4
9.	Short-listing	4
10.	Interviews	5
11.	Conditional Offer	5
12.	Pre- employment checks.....	6
13.	Disclosure and Barring Service (DBS) checks	6
14.	Agency staff	7
15.	Single Central Record of Recruitment Vetting Checks	7
16.	Safeguarding	7
17.	Breaches of the policy.....	7
16.	Record keeping and data protection	7
17.	Review of policy	8
	Appendix 1	8

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 The CEO is responsible for deciding on the arrangements to recruit to any post, with the exception of the CEO role.
- 1.4 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.
- 1.5 We are also 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.
- 1.6 In the very exceptional cases where we are required to discriminate due to an occupational requirement this must be approved by the Board who will provide reasons for this requirement.
- 1.7 Recruitment will be solely based on 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.
- 1.8 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.

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 11 on Disclosure and Barring Service checks also applies to any applications from volunteers to work 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 Safeguarding Children and Keeping Children Safe in Education 2016 (or updated statutory guidance) produced by the DfE and our School / trust's child protection policy. These can be obtained from the schools offices / MAT Website.

- 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 Head of School or CEO immediately.
- 3.6 All the checks described in Sections 10 and 11 must be carried out and have been determined as satisfactory before an applicant can start their employment in the trust.

4. Advertising

- 4.1 Any vacant position will be advertised via the appropriate channels to ensure the most appropriate field of applicants is obtained. In the interests of clarity, this could be internally or externally first. This will be the CEO's decision in consultation with HR and the school.
- 4.2 All advertisements will have the following statement about safeguarding children and young people and the requirement to have a DBS check:

Celtic Cross Education is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the trust to share this commitment.'

5. Job Description

- 5.1 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. The job description must also include a person specification which outlines all the necessary skills, experience, qualifications and knowledge requirements for the post.
- 5.2 All job descriptions and person specifications must refer to the responsibility for safeguarding and promoting the welfare of children.

6. References

- 6.1 All offers of employment will be conditional upon receipt of satisfactory references.
- 6.2 Two written references will be requested to obtain information to support appointment decisions. References will;
 - (a) be requested for all shortlisted applicants, including internal applicants
 - (b) include the applicant's current or most recent employer
 - (c) be directly from the referee
 - (d) not be accepted if they are 'to whom it may concern' letters
 - (e) request information on the applicant's suitability to work with children and young people
 - (f) be requested before the interview

- (g) be explored further with the referee and with the applicant during the interview if necessary.

6.3 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.

6.4 In order to comply with the Equality Act 2010, information in a reference relating to sickness absence will only be considered after an offer of employment has been made.

7. Application Form

7.1 The Academy will use a specific application form for teaching posts and an application form for support staff posts.

7.2 The use of an application form as a standard recruitment tool is intended to contribute to ensuring that the recruitment process is non-discriminatory.

8. Job Information Pack

8.1 A job information pack should be produced for all vacancies prior to advertising the vacancy. The pack should include:

- (a) Application form (teaching or support staff role)
- (b) Equal Opportunities Monitoring form
- (c) Job description
- (d) Person specification
- (e) Background information on the Academy (where appropriate)
- (f) Contextual information, where appropriate (e.g. staffing structure)

8.2 Applicants should receive the job information pack promptly after their enquiry.

9. Short-listing

9.1 Applicants will be short-listed against the requirements of the person specification. The same people should carry out the short-listing and the interviews. The outcome of the short-listing process will be recorded and retained.

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

9.2 The short-listing panel are 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.

10. Interviews

- 10.1 All those involved in interviewing must be properly trained. At least one person on the interview panel must have passed the appropriate safer recruitment training. A Director or School Councillor will be on the recruitment panel for teaching posts, and a Director for Head of School or senior leadership posts.
- 10.2 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.
- 10.3 Interviews should be conducted with a minimum of two interviewers on the panel to enable one interviewer to assess the applicant, observe and make notes whilst the applicant talks to the other interviewer. In the case of a head or deputy post this must be at least 3 interviewers.
- 10.4 Before the interview commences the interview panel 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 or if there are gaps in employment etc
 - (d) agreed assessment criteria which reflects the person specification
 - (e) decided a structure to the interview and established which member of the panel will ask which questions.
- 10.5 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.
- 10.6 Any gaps in employment history or declaration of a criminal record or caution must be explored further during the interview process.

11. Conditional Offer

- 11.1 The offer of appointment is typically conditional. Confirmation of the appointment may be conditional on receipt of:
- (a) Satisfactory references
 - (b) Enhanced Disclosure and Barring Service Clearance
 - (c) Proof of qualifications
 - (d) Medical Clearance
- 12.2 A conditional offer must state clearly that it is conditional, indicating the information on which the offer is dependent.

12. Pre- employment checks

- 12.1 An offer of appointment to the successful applicant will be conditional upon the following;
- (a) receipt of at least two satisfactory references (one of which must be their current or most recent employer)
 - (b) verification of the applicant's identity
 - (c) verification of the applicant's medical fitness
 - (d) verification of qualifications where relevant
 - (e) verification of professional status where required
 - (f) satisfactory enhanced DBS check (see Section 14)
 - (g) a clear children's barred list check (except supervised volunteers)
 - (h) verification of right to work in the United Kingdom
 - (i) confirmation that the applicant is not disqualified or disqualified by association from providing childcare
- 12.2 All checks must be confirmed in writing, retained on the personnel file and recorded in the single central record (SCR).

13. Disclosure and Barring Service (DBS) checks

- 13.1 The Trust will carry out the following checks before an employee or volunteer starts work:
- (a) Employees - enhanced DBS check with children's barred list check (formerly List 99)
 - (b) Unsupervised volunteers - enhanced DBS check with children's barred list check
- 13.2 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. In the interests of clarity appropriate supervision means that the person will not be alone with pupils or have access to any sensitive data or information concerning pupils at that or any other school.
- 13.3 DBS certificates will only be issued to the applicant. All applicants must produce the disclosure when requested to do so. Any applicant who refuses to produce their DBS disclosure will not be able to start work at the trust. Any volunteer who refuses to produce their disclosure will not be able to volunteer in any of the schools within the trust.
- 13.4 The disclosure will be scrutinised to ensure it is authentic and to detect any fraud.

- 13.5 The DBS disclosure number and date of the check must be recorded in the Single Central Record (SCR).
- 13.6 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. Applicants or volunteers should be asked if they have subscribed to this service. 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.
- 13.7 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. It will be held for no longer than is necessary and will be processed in line with the General Data Protection Regulation.

14. Agency staff

- 14.1 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 including DBS and children's barred list checks. The agency must confirm that these checks have been carried out and this must be recorded in the single central record (SCR).

15. Single Central Record of Recruitment Vetting Checks

In line with DfE requirements, the Trust will keep and maintain a Single Central Record of recruitment and vetting checks. The central list will record all staff who are employed at the trust, including casual staff, volunteers and those who provide additional teaching or instruction for pupils but who are not staff members, eg: specialist sports coach.

16. Safeguarding

All new Academy staff will be given an induction with a copy of the DfE guidance on Safe Working Practice, KCSIE September 2016, Safeguarding and Child Protection policy and asked to sign a declaration that they have read and understood the document and will follow the guidelines required to maintain professional boundaries at all times. They will also be issued with the relevant Prevent Duty guidance leaflet – Departmental Advice for Schools and Childcare Providers – June 2015. They must also refer to the Staff Induction policy March 2018.

17. Breaches of the policy

- 17.1 Any instances of this policy not being adhered to will be taken very seriously and appropriate disciplinary action may be taken.
- 17.2 Any complaint in relation to this policy, including its application will be managed through the Trust's complaints policy or grievance policy (for existing employees).

18. Record keeping and data protection

- 18.1 All written records of interviews, application forms and reasons for non-appointment for unsuccessful candidates will be kept by the trust for one year unless a longer period can be justified by the CEO. All written records of interviews, applications forms and reasons for appointment for successful

candidates will be kept on their personnel file. Records will be treated as confidential and kept for no longer than necessary in accordance with the General Data Protection Regulation.

19. Review of policy

- 19.1 This policy is reviewed annually by trust. We will monitor the application and outcomes of this policy to ensure it is working effectively.

This policy was adopted by the Board of Directors on

.....

The policy is to be reviewed in Spring Term 2020.

Signed Date

Dr. John Kidman, Chair of the Board of Directors

Appendix 1

Additional information on criminal records and DBS checks for existing staff.

1. An enhanced DBS check and a children's barred list check will be carried out for all existing staff where their contact with children or young people has increased from that at their time of appointment.
2. An enhanced DBS and barred person check may be carried out on any employee where the Trust has concerns about an employee's suitability to work with children and young people.
3. DBS certificates will only be issued to the applicant. The Trust expects all applicants to produce the disclosure when requested to do so. Any existing employee who does not produce their DBS disclosure will be managed through the disciplinary procedure.
4. All existing employees are required to inform the Trust of any change in their criminal record. This includes convictions, cautions, arrests and police investigations. The Trust may require all employees to sign a declaration on an annual basis that there has been no change in their criminal record. Action may be taken because of any change or any failure to inform the Trust of any change.
5. Employees (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.