

Recruitment Policy Trust Policy

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Related Documents

Trust Policies

- Trust Capability Policy
- Trust Child Protection & Safeguarding Policy
- Trust Data Protection Policy
- Trust Data Retention Procedure
- Trust DBS Re-Check Guidance
- Trust Disciplinary Policy
- Trust Health and Safety Policy
- Trust Pay Policy
- Trust Probationary Policy
- Trust Staff Code of Conduct
- Trust Whistle-blowing Policy

School Policies None

External

- DfE Keeping Children Safe in Education
(published by Department for Education)
- DfE Teachers' Standards
(published by Department for Education)

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Please note this list may be updated by the responsible officer when change arises in the organisation, without the need for committee meeting review/approval.

1 Introduction

This policy has been introduced to provide a framework for the efficient and effective recruitment of all categories of staff at Learning Partners Academy Trust (the “trust”).

The Board of Trustees values the contribution of all staff and recognises that the recruitment of appropriately skilled staff is key to the provision of a safe and successful teaching and learning environment in which students can thrive.

The trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Accordingly, this policy complies with the current DfE guidance document ‘Keeping Children Safe in Education Part Three (Safer Recruitment)’.

The content and operation of this policy is reviewed as and when deemed necessary by the trustees. The policy is discretionary and does not confer any contractual rights.

2 Aims of the Policy

- To ensure that newly recruited staff possess the most appropriate blend of qualifications, experience, knowledge, skills and abilities to meet the demands of the post and the needs of the school.
- To ensure a consistent and equitable approach to the appointment of all staff.
- To ensure that all relevant equal opportunities legislation is adhered to and that staff are recruited without regard to age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, nationality, race, religion or belief, sex or sexual orientation.
- To ensure that the recruitment and selection process is accessible to all by giving appropriate regard to the needs of individuals with a disability, with provision of reasonable adjustments where necessary.
- To ensure that all recruitment practices are compliant with DfE safeguarding guidance, with clear links to child protection policies and procedures, thereby ensuring as far as possible that all staff are suitable to work with children and young people.
- To ensure the most cost-effective use is made of resources in the recruitment and selection process.

3 Responsibilities

In line with the scheme of delegation, the

- Trustees are accountable for the recruitment of the CEO
- CEO is accountable for the recruitment of the central team, and headteachers. Headteacher recruitment will be conducted with Local Governing Body (LGB) representation on the panel.
- Headteacher is accountable for the recruitment of Senior Leadership Team within agreed structures approved by the trust’s Executive Team and responsibility for the appointment of teachers and other staff outside of the leadership group.

Once the selection team has been agreed, the lead person, in conjunction with the team, will be responsible for drawing up the relevant documentation and planning the selection process.

The selection team for any position will have responsibility for ensuring that a fair, equitable and non-discriminatory process is maintained throughout the recruitment and selection activities.

Where the term headteacher is used within this policy, it may also relate to a nominated deputy or in the case of the Central Team, the Chief Executive Officer (or nominated deputy).

4 Safer Recruitment

Matters relating to child protection, safeguarding and the promotion of the welfare of children will be central to the recruitment process, starting with the planning of recruitment needs through to the selection exercise and appointment itself. Particular measures to ensure safe recruitment practice, compliant with DfE advice, are identified throughout this policy. The selection team have responsibility for ensuring the implementation of these measures. The safeguarding measures noted in this policy are neither exhaustive nor intended to obviate the need to refer to the most recent DfE guidance.

In order to ensure the safer recruitment practices described in this policy are followed, at least one member of the selection team must have completed appropriate safer recruitment training, Safer recruitment training must be refreshed every 3 years.

5 The Planning Process

The headteacher and Senior Leadership team will review the ongoing staffing requirements of their respective schools, assessing the short and long-term recruitment needs. This will be strategically overseen by the relevant Committee of each LGB so that, as far as possible, a planned approach to resourcing the school can be taken.

Before the start of the recruitment process, there will be a review of the requirements of the specific role. Where a job description or person specification does not exist (e.g. for new posts) then these will be drawn up for agreement by the selection team. For support staff roles, the job description will then be passed to the trust's HR department for confirmation of the grade.

Job descriptions and person specifications for existing posts will also be reviewed to determine whether the roles and responsibilities of the post need to be revised and to update the necessary qualifications, knowledge, experience, skills or abilities required by the post holder. Where it is possible that the grade of a support staff role may be different due to the amendments, the job description will be passed to the trust's HR department for confirmation of any change in grade before the start of the recruitment process.

6 Job description and Person Specification

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, abilities, experience, attitude, behaviours, qualifications and knowledge requirements for the post.

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

The job description and person specification should describe fully and in plain language, the responsibilities and duties of the post, as follows:

- The job title
- The job purpose – why the job exists
- The reporting structure – to show where the role is placed within the school or trust
- Main duties
- Salary grade and band (if applicable)

An up to date person specification is an essential feature of the recruitment process. A person specification enables a shortlist of applicants to be drawn up and a final selection to be made based on fair, equitable and consistently applied criteria.

The person specification should include:

- The knowledge, skills, experience and qualifications and other requirements needed to perform the role in relation to working with children and young people.
- The competencies and qualities that the successful candidate should be able to demonstrate

The person specification will also be assessed to ensure that it does not unlawfully discriminate on the basis of gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave.

Safeguarding Measures

- A statement of the school's commitment to the safeguarding and promotion of the welfare of students will be included in both the job description and the person specification.
- All job descriptions will make reference to the responsibility for safeguarding and promoting the welfare of students. The job description will clearly set out the extent of relationships and contact with children and the degree of responsibility for children that the post holder will have.
- All person specifications will give consideration to the need for the job holder to be suitable to work with children. Qualifications, experience, competencies and qualities needed for the role will be identified,
- All shortlisted applicants will be notified that any relevant issues arising from references will be taken up at interview.

7 Advertising

Any vacant position will be advertised via the appropriate internal/external channels to ensure the most appropriate field of applicants is obtained. All posts must be advertised internally within the trust.

This may be superseded by the requirements of the Restructuring and Redundancy Policy, for example when a member of staff is at risk of redundancy. In certain circumstances a temporary, acting or fixed term post or promotion opportunity will be ring fenced for current staff in the first instance. Any such ring-fencing will be done according to business need and in a transparent manner. Where there is a demonstrable good reason not to advertise, and the school/trust chooses not to do so, the decision-making process will be clearly documented to ensure that it will stand up to scrutiny. This may occur, for example, when a similar post has recently been advertised and an appointment can be made from the subsequent interviewees, or because a temporary appointment needs to be made as soon as possible to ensure continuity within a post. In these circumstances, approval must be obtained from the Central HR Team.

All adverts will include the following Equality, Diversity and Inclusion (EDI) statement:

We want to attract the broadest range of talented people to be part of Learning Partners Academy Trust. We aspire to have a diverse and inclusive workforce and particularly welcome suitably qualified applicants from a wide range of backgrounds to join our trust.

Safeguarding Measures

All advertisements will include:

- a statement about the school's commitment to safeguarding and promoting the welfare of children and young people, making clear that safeguarding checks will be undertaken; Information about the safeguarding responsibilities of the post (as per the job description and person specification); and

Learning Partners Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. All successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check.

- Whether the post is exempt from the Rehabilitation of Offenders Act 1974, subject to the filtering rules which 'protect' certain spent convictions and cautions from disclosure.
- Reference will also be made to the fact that all posts are exempt from the Rehabilitation of Offenders Act and that there will be the requirement for the successful applicant to undertake an enhanced-level check via the Disclosure & Barring Service (DBS).

8 The Application Process

The information pack for advertised posts will generally consist of:

- a job description and person specification;
- the trust's standard application form, including an equality monitoring form, with details for completion or a link to the trust's ATS system, SAMPeople Recruit;
- a copy of the school's child protection policy statement;
- a copy of the school's equality, diversity and inclusion statement;
- a copy of the Recruitment and Retention policy
- a copy of the trust's recruitment brochure
- a statement of terms and conditions relating to the post (hours, salary etc);
- information about the recruitment process (interview dates, closing date etc);
- any other relevant information regarding the post and the school.

All applicants are required to fill out the trust's standard application form. CVs will be accepted alongside completed application forms.

Safeguarding Measures

- All applications must be made using the trust's application form for the position to ensure receipt of relevant personal data, education and employment history, declaration of relationships, details of referees and a statement of personal qualities and experience.
- CVs can only be accepted alongside completed application forms.
- The application form also includes a declaration whereby applicants will also need to state that they are not on the barred list, disqualified from teaching or subject to sanctions imposed by a regulatory body e.g. Teaching Regulation Agency (TRA).

9 The Selection Process

A selection process involving at least two people will be set up prior to the shortlisting process. The members of this panel within a school setting will include the headteacher (or nominated deputy) plus any of the following, as appropriate to the post:

- Deputy and/or assistant headteacher
- Line manager for the post
- A trust representative (for headteacher and deputy headteacher appointments)
- Professional advisers where particular expertise or guidance is required.

As per the scheme of delegation, the selection team should include a trust representative for all headteacher and deputy headteacher appointments.

Wherever possible, all members will have been trained in and/or have relevant experience of recruitment and selection and interviewing.

Where a candidate is known personally to a member of the selection team this fact should be declared before shortlisting takes place. It will be necessary to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

Safeguarding Measures

- At least one member of the team will have completed appropriate safer recruitment training, however a wider group of people involved in recruitment should be trained. Safer recruitment trained staff will refresh their training every 3 years.

9.1 Shortlisting

Prior to shortlisting, the equality monitoring forms will be removed from the applications and not provided to the shortlisting panel. If an applicant has requested reasonable adjustments to a part of the shortlisting process to accommodate a disability, then this will be notified to the chair of the selection panel.

The shortlisting panel will use an agreed shortlisting form to determine those applicants who best meet the criteria for the post as outlined in the person specification. The criteria for selection will be consistently applied to all applicants based on the essential and desirable criteria for the post. Decision making will be based solely on the information available on the application forms and supporting documentation including CVs. The shortlisting panel will agree the applicants to be invited to interview.

Safeguarding Measures

- Incomplete applications will be rejected and may, at the discretion of the selection team, be returned to the candidate for completion.
- Notes will be made of any anomalies, discrepancies or gaps in employment so that these can be considered as part of the shortlisting process. Reasons for gaps in employment, repeated career changes, moves from permanent to temporary or supply teaching will also be noted for exploration and verification.

9.2 References

References will be requested for all shortlisted candidates prior to interview, unless they have specifically requested otherwise.

References will:

- be requested for all shortlisted candidates, if possible
- be requested directly from the referee
- not be accepted if they are 'to whom it may concern' letters and from family members or friends
- ensure any references are from the candidate's current employer and have been completed by a senior person with appropriate authority. (If the referee is school or college based, the reference should be confirmed by the headteacher/principal as accurate in respects of any disciplinary action or any substantiated safeguarding allegations)
- be requested from the relevant employer from the last time the applicant worked with children (if not currently working with children)

- request information on the applicant's suitability to work with children and young people
- be explored further with the referee and with the applicants during the interview before the applicant's appointment is confirmed
- be verified to ensure that they originate from a legitimate source

It will be for the headteacher to determine whether the referees given by applicants are suitable and appropriate.

On receipt of references, referees will be contacted to provide clarification if insufficient information is provided. References will be compared to the information provided by the applicant in their application and during the interview and selection process. Any discrepancies will be discussed with the applicant.

All offers of employment will be conditional upon receipt of two satisfactory written references. Where it is not possible to obtain two employment references, the selection panel should seek to obtain one employment and one personal reference.

Appointments should not be confirmed without satisfactory references being received for both internal and external candidates.

All references will be held by the headteacher who will explore any areas of concern at interview. Once a preferred candidate has been chosen following the interview process, the rest of the interview team will be given access to the references of that person only, in order to confirm their decision.

Safeguarding Measures

- References will be sought and obtained directly from the referee. References or testimonials provided by the applicant will not be accepted.
- References will seek the necessary relevant and objective information in line with current DfE guidance and a declaration from the referee that the applicant is suitable to work with children.
- Issues of concern will be raised further with the referee and taken up with the candidate during the interview. If references are not received prior to the interview, any concerns will be resolved satisfactorily prior to any unconditional offer of employment.
- Where a referee is school based, the reference should be confirmed by the headteacher as being accurate with respect to disciplinary investigations and must provide details of any substantiated safeguarding allegations.
- The headteacher will review all references, either physically signing them or electronically verify them via SAMPeople recruit to confirm they are suitable and appropriate.

9.3 Other checks prior to interview

All candidates will be asked to complete a criminal record declaration form (exempt positions) for all unspent convictions, cautions, warnings, bind overs and current police investigations or pending criminal proceedings, unless they are not required to declare under the filtering rules. The criminal record declaration form includes an explanation of posts exempt from the Rehabilitation of Offenders Act 1974, the filtering rules and the need to declare.

Currently the filtering rules allow certain convictions to be removed from a DBS certificate for a non-custodial, single offence, once eleven years has elapsed since the date of the conviction. The candidate should bring a copy of the completed form to the interview and/or be asked to complete the form on the interview day.

Where a shortlisted candidate has disclosed a criminal record or has proceedings pending against them, and/or have had any sanctions imposed by the Teaching Regulation Agency (or its predecessors) then this will be followed up at interview as necessary. In certain cases, it may be necessary to have a discussion with the applicant prior to the interview.

Safeguarding Measures

- Candidates will be asked to complete a criminal record declaration form for all unspent convictions, cautions, warnings, bind overs and current police investigations or pending criminal proceedings, unless they are not required to declare under the filtering rules. The declaration form includes an explanation of posts exempt from the Rehabilitation of Offenders Act 1974, the filtering rules and the need to declare. (Currently, the filtering rules allow certain adult convictions to be removed from a DBS Certificate for a non-custodial, single offence, once eleven years has elapsed since the date of the conviction.)

9.4 The interview and selection process

Selection techniques will be determined by the nature and duties of the post as set out in the job description and person specification, but all vacancies will require a minimum of an interview of shortlisted candidates.

The selection panel will consider whether any additional selection methods are required to supplement the interview. These may include presentations, teaching observation, interaction with students, in-tray exercises or verbal or numerical tests.

Whichever methods are chosen; the selection panel will use these to assess the merits of each candidate against the person specification and explore their suitability to work with children. The selection panel will ensure that all candidates are asked the same main questions at interview based on the list of essential criteria for the post, although supplementary questions may differ according to the candidates' responses and backgrounds. Particular care will be taken to ensure that no questions or selection methods could be viewed as discriminatory.

Interviews must be conducted by a panel of at least two interviewers, one of which must have undertaken safer recruitment training. Interviews being held must be conducted by the same panel to ensure consistency of approach.

Candidates will be provided with written details of the selection methods that will be used. Additionally, the invitation to interview will ask candidates to bring relevant identification documents, qualification and training certificates and the criminal record declaration form to the interview. Copies of the documentation will be retained for successful candidates only.

Every interview for every post, will include specific questions relating to child safeguarding issues and understanding. Where candidates have declared that they do have unspent convictions, cautions, warnings, bind overs or have proceedings pending, and/or have had any sanctions imposed by the Teaching Regulation Agency (TRA) then this will be followed up at interview on a one-to-one basis with a member of the panel with safer recruitment training.

Candidates who have a disability or any other particular needs will be given the opportunity to highlight this prior to any selection activities taking place in order that reasonable adjustments may be made to the recruitment process if required. Recruitment documentation will be retained for six months from the date of interview. After six months all information about unsuccessful candidates will be securely destroyed including interview notes from the interview panel.

Safeguarding Measures

- Invitations for interview will advise candidates of the requirements to bring with them documentation to verify their ID, i.e.: passport, driving licence, birth certificate, etc.
- Candidates will be instructed to bring with them to interview any relevant documentation that will confirm education and professional qualifications. Copies of all documents will be kept on file for successful candidates only.
- Shortlisted candidates will be asked to physically sign the application form and declaration of criminal records at interview (if they were submitted electronically) to confirm that the details provided are true.
- At least one member of the interview panel will have completed appropriate safer recruitment training, ideally this will be wider group of people involved in the recruitment process.
- In addition to assessing the candidate's suitability for the post, the team will assess the candidate's attitude toward children and young people and their ability to support the school's safeguarding agenda and promote the welfare of children. The team will also assess the candidate for views that would be considered extreme or discriminatory in line with the guidance from PREVENT.
- Gaps in employment history and concerns or discrepancies in the application form and references will also be explored.
- Any areas of a candidate's response to interview questions which lead to concerns about their suitability to work with children will result in further probing questions into this area of concern.

9.5 Proof of Identity, Right to Work in the UK & Verification of Qualifications and/or Professional Status

All applicants invited to attend an interview will be required to bring their identification documentation such as passport, birth certificate and driving licence with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006.

Safeguarding Measures

- Invitations for interview will advise candidates of the requirements to bring with them documentation to verify their ID and right to work in the UK, i.e.: passport, driving licence, birth certificate, etc.
- Candidates will be instructed to bring with them to interview any relevant documentation that will confirm education and professional qualifications. Copies of all documents will be kept on file for successful candidates only.

10 Job Offers to Successful Candidates

10.1 Job offers

In accordance with the recommendations set out in KCSiE all prospective employees will receive a written offer of appointment which will include any terms upon which the offer is made conditionally.

Successful candidates will normally be offered the post verbally, followed by an offer letter as soon as possible thereafter

Conditions of Appointment

Any offer of employment at the school will be conditional upon:

- the receipt of at least two satisfactory references, one of which must be from the appointee's current or most recent employer)
- verification of the appointee's identity including any documentary evidence to support a change of name
- verification of the appointee's right to work in the UK
- a satisfactory Enhanced DBS Check (including a check of the Children's Barred List);
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK.
- verification of the appointee's mental and physical fitness to undertake the role.
- verification of the appointee's professional qualifications where relevant.
- satisfactory online searches
- verification of professional status, where applicable. For teachers, this will include checking that the individual has the required teaching qualifications e.g.: QTS/QTLS status and has successfully completed any statutory induction, if required.
- confirmation from the Teacher Regulation Authority (TRA) that the appointee isn't prohibited from teaching and/or is subject to any sanctions or restrictions. This includes individuals carrying out teaching work including all Teachers, Teaching Assistants, Higher Level Teaching Assistants or anyone holding a teaching qualification even if is not a requirement of the role.
- a completed declaration form to confirm the appointee is not restricted in the work they may perform under childcare disqualification regulations, if applicable
- confirmation that the applicant is not subject to direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of a school. satisfactory completion of a probationary period.

If any of the following circumstances come to light during the vetting process the facts will be reported to the Disclosure and Barring Service (DBS) and/or the police, as appropriate:

- Candidates are found to be on the barred list, or the DBS check shows that the candidate has been disqualified from working with children;
- an applicant has provided false information in, or in support of, their application; or
- there are serious concerns about an applicant's suitability to work with children.

Safeguarding Measures

- Schools must be vigilant around a possible name change, it is therefore best practice to check the name on the birth certificate.
- It is the role itself that determines whether a S128 check is required, not the job title.

10.2 Medical Fitness

All offers of employment will include verification of an applicant's medical and physical fitness to undertake the role.

All applicants will be sent a medical pre-placement questionnaire from the trust's occupational health provide to complete. This information will be reviewed by the trust's occupational health provider against the job description and the person specification for the particular role, together with details of any other physical or mental requirements of the role

The trust is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

10.3 Online checks

Appointed candidates will be subject to online screening and searches (including social media). This screening is an additional measure alongside our wider safer recruitment processes.

The purpose of the screening is to uncover any publicly accessible information that may suggest:

- That the candidate is a potential safeguarding risk
- That their appointment may damage the reputation of the school or;
- That the candidate may not uphold the values of the trust.

Checks will be carried out by a third-party professional screening partner.

All candidates will be treated consistently. The same online search for all successful candidates will be undertaken. The scope of the checks will include all open-source information:

- Social and professional networking media
- News and media reports

- Blogs and vlogs
- Information displayed publicly online by third parties
- Any other relevant open-source information

No recruitment decision will be made solely on the basis of an online search. If necessary, there will be a subsequent interview/discussion to follow up on the issues found as part of the checking process.

10.4 Employment of Migrant Workers

The school will not employ, as a member of staff, any individual who cannot demonstrate that they have the right to work in the UK, regardless of the individual's race, nationality or ethnic origins. Any employee who has a restricted right to work in the UK will be required to provide on-going evidence of that right through their employment.

The trust is licensed to sponsor migrant workers who require sponsorship in order to work in the UK under Home Office rules. The trust complies with Home Office requirements in relation to the points-based system for employing migrant workers and will ensure, prior to appointment, that a worker who is subject to immigration control can be employed within one of the tiers for which sponsorship can be granted under the terms of the licence. The trust and employing school will also meet, as required, all necessary conditions relating to sponsorship and keeping appropriate records.

10.5 Overseas Checks

In addition, applicants who have lived/travelled abroad for more than 12 months (whether continuous or total) in the previous 10 years while aged 18 or over, or individuals who have had a limited period of residence in the UK, will need to obtain a criminal record check from the relevant country. The applicant is responsible for applying for this check.

At the headteacher's discretion, the applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the school. The appropriate risk assessment should be completed.

Applicants who have lived or worked outside the UK must undergo the same checks as other new members of staff, but in addition must undergo additional checks including:

- obtaining (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK
- criminal records check for overseas applicants – Home Office guidance can be found on [Gov.uk](https://www.gov.uk)
- for teachers, obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked. Advice about which regulatory or professional body applicants should contact is available from the UK National Information Centre (previously UK NARIC), [UK ENIC](https://www.ukenic.org/)

10.6 New Employee Process

A recruitment checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on the successful candidates personnel files.

10.7 Recruitment of staff from supply agencies

Where an agency member of staff is being recruited to an employed role at a school or in the trust (often referred to as 'temp to perm') we will treat them as a new employee and seek all relevant pre-employment checks. A new enhanced DBS certificate should be requested.

10.8 Use of Fixed Term and Temporary Contracts

Where it is determined that posts are of a short-term nature, this will be clearly specified on any advertising materials. Posts will only be advertised on a temporary or fixed-term basis for genuine temporary reasons. Most temporary or fixed-term contracts will come to a natural end. Where, however, a fixed duration contract expires and the need for the post remains for a further definite period, then the post holder will usually be given an extension to their fixed period contract.

Where the need for a temporary or fixed-term post becomes a permanent one, there will be no automatic entitlement for the temporary post holder to be offered the permanent contract. It will be for the headteacher to consider the most appropriate recruitment process in the circumstances. This could include, for example, consideration of the original reason for the post initially being temporary, any subsequent changes to the needs of the school and the original recruitment process that was undertaken.

11 Disclosure and Barring Service Certificate (DBS)

The DBS was formerly known as Criminal Records Bureau Disclosure (CRB).

The school applies for an enhanced disclosure from the DBS and a check of the barred list in respect of all positions at the school which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the barred list and to obtain other relevant suitability information.

It is the trust's policy that the DBS disclosure must be obtained or DBS application submitted before the commencement of employment of any new employee, as it assumed that all staff could have the opportunity to be in regulated activity, regardless of their role.

a) Portability of DBS Certificates Checks

Staff are informed by the Disclosure and Barring Service of the opportunity to join the DBS Update Service if they are likely to require another check in the future, but it is their own responsibility to do so. This service is free for volunteers. Where an applicant or volunteer has subscribed, they should provide the school with the original DBS certificate to be verified

b) Copies of DBS Checks

The DBS no longer issue Disclosure Certificates to employers, therefore all new employees must bring the original certificate into the school for verification on or before their first day of employment, before any regulated activity commences.

The DBS certificate will be cross-referenced with the applicant's signed self-declaration and the interview notes to ensure that the information disclosed has been assessed correctly. The disclosure will be scrutinised to ensure it is authentic and to detect fraud.

If employment commences before the DBS certificate is verified, this may take place provided all other recruitment checks have been satisfactorily completed, and the new employee is kept under supervision at all times whilst on site. This situation may occur if the DBS process is delayed to such an extent that, in the opinion of the headteacher, further delay to the start date of the new employee would be to the serious detriment of the school.

c) Dealing with Convictions

The trust operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the headteacher. A decision will be made following this meeting. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the interview process or obtained through a disclosure check, the headteacher will evaluate all of the risk factors above before a position is offered or confirmed.

In the event that a disclosure is obtained relating to a potential governor/trustee, the matter will be referred to the Chair of the LGB or Board of Trustees.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the school may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Information relating to an individual's criminal record will only be shared with the relevant people to enable the school to make a decision about their suitability to work with children and young people.

11.1 Single Centralised Register (SCR) of Members of Staff

In addition to the various staff records kept in school and on individual personnel files, a single centralised record of recruitment and vetting checks (known as the "SCR") is kept in accordance with the Education (Independent School Standards) Regulations 2014 requirements. This is kept up-to-date. Each term, the SCR will be reviewed to remove staff who no longer work at the school.

Safeguarding measures

- For applicants who have a positive DBS disclosure, there will be a risk assessment undertaken (which includes the applicant's explanation).
- Any decision not to proceed with the appointment will be clearly documented.

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| <ul style="list-style-type: none">• For teachers, reference will also be made to the Teacher Standards and Teacher Misconduct guidance. |
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12 Equal Opportunities Form

Candidates are to complete an Equal Opportunities questionnaire when applying for a position at the school. The form is not used in any decision making and it is optional to complete. The form enables the school to monitor the effectiveness of the Equal Opportunities Policy.

13 Probation Period

All new appointments are subject to a probationary period during which time a reduced notice period applies enabling termination of the employment for whatever reason, by either the employee or the school in a shorter time frame than would normally apply under the standard terms of their contract. The trust Capability and Disciplinary Policies do not apply during this probationary period. The school also reserves the right to extend this probationary period should it deem this necessary.

Staff moving within the trust will not be required to undertake a further period of probation.

14 Induction Programme

All new employees will be given an induction programme which will clearly identify the trust/school policies, procedures and training courses to be completed as determined by the post holder's role and responsibilities. Whilst the induction programme is governed by the employing school's Staff Induction Policy, the policies distributed as part of induction will include as a minimum:

- Child Protection and Safeguarding Policy and Part One of KCSiE
- Data Protection Policy
- ICT Acceptable Use Policy
- Staff Code of Conduct

New employees will be signposted on how to locate the trust's published policies.

15 Appointment and Promotion of Existing Staff

The trust values the contribution of all staff within the school community and seeks to retain key skills. We will support as far as possible the continued professional development of all staff as they seek promotion to new opportunities both within their school and elsewhere. All members of staff are therefore encouraged to consider their suitability for any vacancy within the trust. Where a member of staff applies for a vacant post, they will be given equal consideration alongside external candidates, based on the essential criteria for the post.

Two references may be requested prior to interview for all internal applicants at the discretion of the headteacher.

15.1 Transfers between schools in the Trust

All members of staff are employees of the trust and may transfer to another school within the trust as a result of redeployment, secondment or due to personal choice.

In the case of redeployment or secondment, we will request a letter of confirmation from the previous school stating the date and outcome of all safer recruitment checks, and confirmation of any concerns relating to the employee's conduct and behaviour. The individual remains the employee of the trust, so a new enhanced DBS is not required. In the event that the employee moves from a role not in regulated activity to a role that is in regulated activity, a Children's Barred List check will be sought.

In the case of an employee moving to a new role following successful appointment via a recruitment process, the appointing school will request a letter of confirmation from the previous school stating the date and outcome of all safer recruitment checks, and confirmation of any concerns relating to the employee's conduct and behaviour.

In addition, new references specific to the new role will be completed, alongside any other checks required by the new role that were not previously required, i.e. a Section 128 check for a teacher moving to a leadership position. As above, the individual remains the employee of the trust, so a new enhanced DBS is not required. In the event that the employee moves from a role not in regulated activity to a role that is in regulated activity, a Children's Barred List check will be sought.

In the event of any concerns being shared at any point throughout the transfer process, the appoint school may choose to apply for additional checks to those stated above in order to verify information that has been shared, and to seek assurances about the employee's continued suitability to work with children.

16 Other adults working in our schools/trust

The trust's workforce is made up of a rich variety of professional and highly skilled and committed people, not all of whom are paid employees. We value the diversity that this brings to its community as it strives to provide a safe environment and improve the standards of teaching and learning for all students.

16.1 Agency and Third-Party Staff (Supply Staff) and Contractors

To ensure the continued high standards of contributions, we will use, as our preferred sources of supply staff, agencies that operate to high quality standards, particularly in terms of recruitment checks and legislative compliance.

Agencies who supply staff to the school must complete the pre-employment checks which the school would otherwise complete for its staff. The school will confirm that these checks have been completed before an individual can commence work at the via a letter of assurance.

To ensure the continued high standards of contributions, we will, with appropriate adjustment, adopt similar recruitment measures for contractors as for employees. Contractors engaged by the school must also complete the same checks for their employees that the school is required to complete for its staff. Again, the school will confirm that these checks have been completed by the company before employees of the contractor can commence work at the school.

The school will independently verify the identity of staff supplied by an agency or contractors on their first day of working at the school.

Contractors who come on site only to carry out emergency repairs or service equipment and who are not expected to be left unsupervised on the school's premises do not need a DBS Disclosure.

Safeguarding measures

- All supply staff will be included on the Single Central Register, even if they have only worked for one day.
- Schools must obtain a copy of the DBS certificate (where an enhanced disclosure was undertaken) for any supply or agency staff with a positive DBS disclosure and review its contents.

16.2 Volunteers

To ensure the continued high standards of contributions, we will, with appropriate adjustment, adopt similar recruitment measures for volunteers as for paid staff. The school will request the following checks on all volunteers who are involved on a regular basis, undertaking regulated activity or accompanying children on an overnight trip:

- Identity checks;
- Enhanced DBS Disclosure, including barred list check;
- Qualifications, if applicable;
- Satisfactory written references,
- An informal interview and confirmation of no contrary indications from the school community.

Appropriate Risk Assessments and/or additional supervision will be planned to ensure safety as necessary.

Under no circumstances will the school permit an unchecked volunteer to have unsupervised contact with students.

It is the trust's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the school for three consecutive months or more. If the volunteer has signed up to the DBS Update Service, the school will obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates if the three-month period has elapsed.

Volunteers or parents who accompany staff on one-off outings or trips and do not have unsupervised access to children will not need to be vetted.

Safeguarding Measures

- The headteacher will review all volunteer references, physically signing or electronically verify them to confirm they are suitable and appropriate.
- A volunteer recruitment checklist will be used to track and audit paperwork in accordance with Safer Recruitment Training.

16.3 Visitors

Visitors to school on official business would not normally have unsupervised contact with children and therefore should not usually need to have a disclosure undertaken for them

All visiting speakers will be subject to the school's usual visitors signing in protocol. This will include signing in and out at Reception, the wearing of a visitor's badge at all times and being escorted by a fully vetted member of staff between appointments.

The trust is not permitted to obtain a DBS disclosure or barred list information on any visiting speaker who does not engage in regulated activity at the school or perform any other regular duties for or on behalf of the school.

The Prevent Duty Guidance requires the school to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by students, are suitable and appropriately supervised. The trust will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the school.

In fulfilling its Prevent Duty obligations the school does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

16.4 Governors, trustees and members

To ensure the continued high standards to contributions, we will, with appropriate adjustment, adopt similar recruitment measures for all governors, trustees and members) as for paid staff.

- Enhanced DBS Disclosure, without a barred list check unless they are undertaking regulated activity
- Qualifications, if applicable;
- Satisfactory written references, if applicable
- An informal interview and confirmation of no contrary indications from the school community
- Section 128 check

16.5 Work experience

Any young person under the age of 16 is not eligible to have a DBS check undertaken on them.

Pupils or students aged 16 and over undertaking work experience do not normally need a DBS disclosure provided they are receiving regular, day-to-day supervision whilst on the placement.

However, schools should determine whether it would be appropriate to complete a volunteer DBS application for the individual particularly if the individual will be unsupervised, work frequently or intensively with children (undertaking regulated activity).

16.6 Trainee and Student Teachers

The recruitment process for initial teacher training is completely separate to the trust recruitment process.

Where applicants for initial teacher training are salaried by the trust, all necessary pre-employment checks must be carried out as per normal recruitment procedures. These individuals must be recorded on the SCR in the same way as other teaching staff.

Where trainee teachers are fee-funded and are placed at the school for their training, it is the responsibility of the initial teacher training provider to carry out the necessary checks. They should then provide written confirmation to the school 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 on the contractors and third party tab.

17 Monitoring

The trust is mindful of its commitment to best practice in recruitment and its obligations under the Equality Act 2010 and DfE safer recruitment guidance and will ensure regular monitoring of all recruitment activity. This will be undertaken with a view to improving future recruitment practices and thereby achieving the aims of this policy. The results of this monitoring and any recommended actions will be reported to the GLAC on an annual basis.

18 Record Retention and Data Protection

Records relating to recruitment and selection activities will remain confidential and accessible only to those who require information either as part of the recruitment decision-making process or for the administration of the process (including monitoring activities for the purposes of this policy or equality policies).

Regarding successful appointments, the school is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the school will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the school to discharge its obligations as an employer e.g. so that the school may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

All information retained on employees is kept securely. In accordance with the Data Protection Act 2018, the school will retain the recruitment documentation in line with the trust's Data Protection Policy and Data Protection and Retention Procedure.

19 EDI policy statement

Equality, diversity, and inclusion requires a strong commitment and concerted action to build an inclusive environment where opportunities are open to all, diversity is valued, and where everybody can reach their full potential without fear of harassment, prejudice or discrimination. Every person in our school community has a responsibility for making our environment inclusive where all members of our community feel welcome and are able to be themselves.

Our work to embed equality, diversity and inclusion is anchored in the duties as applied to the protected characteristics set out in the Equality Act 2010 that require us to have due regard to:

- Eliminating unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advancing equality of opportunity between people who share a protected characteristic and those who do not.
- Fostering good relations between people who share a protected characteristic and those who do not.

It is the general expectation that all members of staff, including others who may be working on behalf of the school, will behave in an acceptable manner – treating others with courtesy, respect and consideration – and conducting themselves professionally when interacting with members of the school community. Unacceptable behaviour including bullying, harassment and victimisation or discrimination – including but not limited to the protected characteristics covered by the Equality Act 2010 – will not be tolerated and any allegations will be taken seriously and dealt with appropriately under the relevant procedures.