



## Recruitment Policy

# The Coombes Church of England Primary School

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<b>Version</b>	<b>Date</b>	<b>Description</b>
<b>2</b>	<b>21/04/17</b>	<b>Update to reflect latest guidance in Keeping Children safe in Education. Section 128 directions DBS requirements for governors EEA prohibition checks</b>
<b>3</b>		<b>Amended to reflect new GDPR regulations Added sections of Advertising, Appointment and Promotion of Existing Staff, Employment of Migrant Workers and Monitoring</b>
<b>4</b>	<b>31/08/18</b>	<b>Amendments to reflect new guidance on Childcare Disqualification by Association</b>
<b>5</b>	<b>August 2022</b>	<b>Change wording to gender neutral where appropriate Addition of disability confident statement Addition of information on remote interviews Additional clarification on obtaining references</b>
<b>6</b>	<b>October 2022</b>	<b>Update to reflect latest guidance in Keeping Children safe in Education – to include online searches Addition of an optional ‘next in line’ policy for recruitment (to check)</b>

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**This is a Trust policy to be implemented by all schools within The Keys Academy Trust to ensure a consistent approach for all employees of the Trust.**

*We are a family of distinctive schools at the heart of the diverse communities we serve. In line with our Christian ethos, we aspire to excellent learning and pastoral care for pupils and staff and are committed to being open and welcoming to all.*

**1. Policy - Summary**

This Recruitment Policy and procedure has been produced in line with the “Keeping children safe in education” statutory guidance document which came into force in July 2015 and was last updated in September 2022. This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Making safeguarding and promoting the welfare of children an integral factor in recruitment and selection is an essential part of creating safe environments for children.

**2 Recruitment and Selection Policy Statement**

The Keys Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The Keys Academy Trust in partnership with our Schools is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school’s performance and fundamental to the delivery of a high-quality service.

**3 Scope**

The policy applies to all Trust employees, employed centrally or in school, governors and Trustees responsible for and involved in recruitment and selection.

The ultimate responsibility for recruitment and selection lies with the relevant body (the Trust). The Trust will usually delegate the responsibility for appointing staff, other than to the leadership group, to the CEO/Headteacher in accordance with the scheme of delegation. The Governors will notify the Trust when a Headteacher vacancy arises and the Central Team will guide the school through the recruitment process.

Guidance must be obtained from the Trust on recruiting for a new Headteacher.

This policy does not form part of any employee’s contractual terms and conditions and any links within this document to other documents are for ease of use and do not form part of this policy.

**4 Aims and Objectives**

To ensure that the safeguarding and welfare of children and young people occurs at each stage of the process

To ensure a consistent and equitable approach to the appointment of all Trust based staff.

To ensure all relevant equal opportunities legislation is adhered to and that shortlisting, interviewing and selection is carried out fairly and lawfully and candidates are not discriminated against on the grounds of race, nationality, gender or gender status, religion or belief, age,

disability, marriage and civil partnership, sexual orientation, pregnancy and maternity or trade union membership.

To ensure the most cost-effective use is made of resources in the recruitment and selection process.

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.

## 5 Principles

The following principles are encompassed in this policy:

- All applicants will receive fair treatment and a high-quality service
- The job description and person specification are essential tools and will be used throughout the process
- Employees will be recruited on the knowledge, experience and skills needed for the job
- Selection should be carried out by a panel with at least two members of the local governing body. At least one panel member **MUST** have received safer recruitment training – see **Appendix 1**. Schools may choose appropriate training and may take advice from the Trust. The training should cover, as a minimum, the content of the 'Keeping children safe in education' statutory guidance.
- Selection should be based on a minimum of completed application form, shortlisting, interview and two satisfactory references.
- Monitoring and Evaluation are essential for assessing the effectiveness of the process
- The Equality Act makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

## 6 Monitoring

In accordance with our obligations under the Equality Act 2010, Trustees and LGBs 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.

## 7 General Data Protection Regulation (GDPR)

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 purpose of this policy or equality policies). Records relating to successful candidates will be placed in personnel files. Records for unsuccessful candidates will be retained in a secure place for six months, after which time they will be destroyed.

If you would like more information about how the school uses your data, please see our Staff Privacy Notice, which is available via the school office.

## 8 Recruitment Process

### 8.1 Objective

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the school and Trust and to deter, reject and identify people who might cause harm to children, including any form of abuse. The first experience an individual has is important, therefore the experience should be positive and all those responsible for recruiting should:

- Leave a positive image with unsuccessful applicants who may currently be involved in the Trust/school or future employees.
- Give successful applicants a clear understanding of the post and what is expected of them
- Reduce the risk of a bad selection decision that can be expensive and may cause line management problems in the future or may not meet our commitment to safeguard children.

The following paragraph will be included in all publicity materials, entries on recruitment websites, advertisements, candidate information packs, person specifications, job descriptions, competency frameworks and induction training materials

*'The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The successful applicant will be required to undertake an Enhanced Disclosure via the DBS'*

### 8.2 Advertising

All posts will normally be advertised internally (those on maternity leave and long term absence must be made aware of all suitable vacancies) and externally where appropriate.

Occasionally the decision may be taken not to advertise a post. 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 certain circumstances a post or promotion opportunity will be ring-fenced for current staff in the school or Trust. Any such ring-fencing will be done in a consistent and transparent manner.

For all posts, information packs will be sent, or made available electronically. The information pack will generally consist of:

- A job description and person specification
- An application form, including an equal opportunities monitoring form
- A statement of terms and conditions relating to the post (location, hours, grade)
- Information about the recruitment process (interview format and dates)
- Any other relevant information regarding the post and the school

Applications received after the closing date will not be considered unless by prior agreement with the selection panel.

Applications made through means other than application forms will not be considered unless a reasonable adjustment has been made to accommodate the needs of an applicant with a disability

### **8.3 Application Form**

Schools will use the The Keys Academy Trust application forms for Teachers and Support Staff to obtain a common set of core data from all applicants. Curriculum Vitae drawn up by applicants in place of an application form will not be accepted, nor will applications referring to Curriculum Vitae, or incomplete applications (See **Appendix 2**).

#### **8.3.1 Disability Confident Statement**

All applicants who consider themselves to have a disability on their application and who meet the minimum requirements of the job as set out in the job description and employee specification will be offered an interview.

Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability.

### **8.4 Job Description and Person Specification**

An accurate job description is required for all posts. A person specification is a profile of the necessary requirements for the post.

### **8.5 References**

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They should always be sought and obtained directly from the referee.

References will be sought on all short-listed candidates, **including internal ones**, and should be obtained **before** interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview. In exceptional circumstances it might not be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate strongly objects to their current employer being approached at that stage, but that should be the aim in all cases.

References should cover a period of at least 5 years and include the most previous employer. References should be obtained from a person in authority and when from schools from the Headteacher and should be on headed paper wherever possible or received from the Headteacher inbox.

Open references and testimonials, i.e. "To Whom It May Concern" will not be accepted. Agreed references which have resulted from a settlement agreement will be carefully scrutinised.

In any case where two references have not been obtained on the preferred candidate before interview, the school must ensure that it receives and scrutinises them, and any concerns are resolved satisfactorily, before the person's appointment is confirmed.

On receipt references should be checked to ensure that all specific questions have been answered satisfactorily. If all questions have not been answered or the reference is vague or unspecific, the referee should be telephoned and asked to provide written answers or amplification as appropriate.

The information given should also be compared with the application form to ensure that the information provided about the candidate and their previous employment by the referee is consistent with the information provided by the applicant on the form. Any discrepancy in the information should be taken up with the applicant.

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

If an applicant is not currently employed in a role working with children, but has done so in the past, it is strongly advised that a reference is requested from the school/education establishment they were last employed in and reasons for leaving.

Employers are only able to ask about a candidate's health and attendance at work following a job offer being made. A follow-on reference request for this purpose is recommended.

Reference proformas are at **Appendix 3**.

## **8.6 Scrutinising and Shortlisting**

All applications should be scrutinised to ensure that they are fully and properly completed and that the information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment.

In addition, in accordance with KCSIE guidance, as part of shortlisting schools should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.

Any anomalies or discrepancies or gaps in employment identified by the scrutiny should be noted so that they can be taken up as part of the consideration of whether to short list the applicant.

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

Where shortlisted candidates have declared that they have unspent cautions, convictions, warnings or bind overs, or have proceedings pending, and/or have any sanctions imposed by the Teaching Agency then this will be followed up at interview as necessary. In certain circumstances it may be necessary to have a discussion with the application prior to the interview.

All candidates should be assessed equally against the criteria contained in the person specification without exception or variation. An example shortlisting form is in **Appendix 4**.

The equal opportunities monitoring form must be removed prior to shortlisting. If an applicant has requested any reasonable adjustments this will be notified to the chair of the selection panel.

## **8.7 Interviews**

The interview should assess the merits of each candidate against the job requirements and explore their suitability to work with children. The selection process for people who will work with children should always include a face-to-face interview even if there is only one candidate.

### 8.7.1 Invitation to Interview

In addition to the arrangements for interviews - time and place, directions to the venue, membership of the interview panel - the invitation should remind candidates about how the interview will be conducted and the areas it will explore including suitability to work with children. Enclosing a copy of the person specification can usefully draw attention to the relevant information. An example invitation to interview letter is at **Appendix 5**.

All candidates should be instructed to bring with them documentary evidence of their identity that will satisfy DBS requirements, i.e. either a current driving licence or passport including a photograph, or a full birth certificate, plus a document such as a utility bill or financial statement that shows the candidate's current name and address, and where appropriate change of name documentation.

A copy of the documents used to verify the successful candidate's identity and qualifications must be kept for the personnel file, in accordance with data protection legislation. The photocopy of any original document must be signed and dated by the person viewing it noting that they certify this is a true copy of the original.

### 8.7.2 Interview Panel

It is not recommended that interviews are ever conducted by a single person. It is better to have a minimum of two interviewers, and in some cases, e.g. for senior or specialist posts, a larger panel might be appropriate. A panel of at least two people allows one member to observe and assess the candidate, and make notes, while the candidate is talking to the other. It also reduces the possibility of any dispute about what was said or asked during the interview. A representative from the Board of Trustees may be present, should this be required.

The members of the panel should:

- have the necessary authority to make decisions about appointments;
- be appropriately trained, (one member of interview panels in schools **MUST** have undertaken safer recruitment training)
- meet before the interviews to:
  - reach a consensus about the required standard for the job to which they are appointing;
  - consider the issues to be explored with each candidate and who on the panel will ask about each of those;
  - agree their assessment criteria in accordance with the person specification.

Where a candidate is known personally to a member of the selection panel it should be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

### 8.7.3 Scope of the Interview

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel should also explore:

- the candidate's attitude toward children and young people;
- their ability to support the authority/establishment's agenda for safeguarding and promoting the welfare of children;
- gaps in the candidate's employment history;
- concerns or discrepancies arising from the information provided by the candidate and/or a referee; and,
- ask the candidate if they wish to declare anything in light of the requirement for a DBS check.

- Appropriate selection activities such as classroom observation, group activities, written work as determined by the nature and duties of the vacant post.

If, for whatever reason, references are not obtained before the interview, the candidate should also be asked at interview if there is anything they wish to declare/discuss in light of the questions that have been (or will be) put to their referees. (And it is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before the individual starts work.)

All copies of any notes relating to your shortlisting and interview decisions must be retained for at least 6 months.

#### **8.7.4 Remote Interviews**

All candidates should be interviewed in person wherever possible. In the unlikely event that a remote interview is necessary the candidate must be treated and scored in the same way as all other candidates during the interview process.

### **9 Conditional Offer of Appointment: Pre Appointment Checks**

Any offer of employment to the preferred candidate will be made conditionally, in writing, subject to satisfactory completion of pre-employment checks. These include:

- Online searches
- the receipt of at least two satisfactory references
- verification of the candidate's identity
- verification of the candidate's medical fitness
- verification of qualifications
- verification of professional status where required e.g. QTS status (unless properly exempted), NPQH where required by school;
- a prohibition from teaching check for teaching posts (successful candidates holding QTS who are being appointed to TA roles or similar should be advised if a prohibition check is to be carried out on them)
- a check of the Children's Barred List as part of a satisfactory DBS Enhanced Disclosure (see **appendix 6**)
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999); and,
- (for non teaching posts) satisfactory completion of the probationary period.
- Verification of eligibility to work in the UK
- Further checks on people living or working outside the UK
- A section 128 check for managers in academies and Free schools – see **Appendix 9**

Any unsatisfactory employment checks may lead to the consideration of withdrawal of a conditional offer of employment.

All checks should be:

- documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS Code of Practice. Schools do not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record) Copies of DBS certificates should be kept for no longer than 6 months after appointment; and,
- followed up where they are unsatisfactory or there are discrepancies in the information provided.

**The photocopy of documents used to check identity and/or the right to work must be signed and dated by the person who has seen the originals noting that they can certify that the originals were seen by xxx person on y date.**

A checklist is provided in **Appendix 8** to assist in ensuring that all recruitment checks are conducted. **Appendix 9** gives guidance on checks and retention periods.

Where:

- the candidate is found to be on the Children's Barred List, or,
- 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, the facts should be reported to the police and/or the Disclosure and Barring Service, as appropriate

### **9.1 Appointment and Promotion of Existing Staff**

The contribution of all staff within the school community is valued and key skill retention is sought, where possible. The school will support, as far as possible, the continued professional development of all staff as they seek promotion to new opportunities within the school, and across the Trust. All members of staff are therefore encouraged to consider their suitability for any vacancy with the school and Trust. Where a member of staff applies for a vacant post they will be given equal consideration to external candidates, based on the essential criteria for the post.

The Keys Academy Trust operates a 'next in line' policy where an offer may be made to a previously interviewed but unsuccessful candidate without the requirement for the post to be re-advertised. This is only applicable where the new post requires the same skills and qualifications, and the candidate has been previously interviewed and met the minimum criteria. The new post must become available within 6 months of the original interview.

### **9.2 Employment of Overseas Workers**

No school will employ any individual who cannot demonstrate that they have the right to work in the UK, regardless of the individual's colour or race, nationality or ethnic origins. Any employee who has a restricted right to work in the UK will be required to provide evidence of that right at least once in every 12 month period.

Any school that wishes to consider employing a migrant worker must seek HR advice.

## **10 Post Appointment Induction**

The candidate will not normally commence employment until all relevant pre-employment checks have been completed and must not start until at least the candidate's identity and right to work in the UK have been established. In exceptional circumstances the Headteacher may determine to allow an individual to commence employment in regulated activity prior to the receipt of the DBS check. In these circumstances, all other checks, including a separate barred list check where appropriate, must have been completed and the candidate will not be left to work unsupervised. A risk assessment will also be carried out to determine whether other safeguarding measures may need to be put in place.

**All** staff members should be made aware of systems within their school or college which support safeguarding, and these should be explained to them as part of staff induction. This should include:

- the child protection policy,
- the code of conduct and
- the role of the designated safeguarding lead.

All new staff must be provided with and read Part one of Keeping Children Safe in Education which is available at: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

## 11 Volunteers

Volunteers are also seen by children as safe and trustworthy adults, and when the school is actively seeking governors and other volunteers and is considering candidates about whom it has little or no recent knowledge, it should adopt the same recruitment measures as it would for paid staff. In other circumstances, for example where the school approaches a parent who is well known to the school to take on a particular role, a streamlined procedure can be adopted - seeking references, checking to ensure others in the school community know of no concerns and can make a positive recommendation, conducting an informal interview to gauge the person's aptitude and suitability. A DBS Enhanced Disclosure may be appropriate – further guidance is contained at **Appendix 6**. In other circumstances, e.g., where a volunteer's role will be "one -off" - accompanying teachers and pupils on a day outing, helping at a concert or school fete, those kinds of measures would be unnecessary provided that the person is not to be left alone and unsupervised in charge of children. Where volunteers recruited by another organisation work in a school, e.g., sports coaches from a local club, the school should obtain assurance from that organisation that the person has been properly vetted.

Further information about using volunteers can be found in the Volunteer Policy.

## 12 Agency/Supply Teachers

It is important thorough checks are made on anybody who will be working in a school, both to prevent unsuitable people from gaining access to children and to maintain the integrity of the teaching profession.

Schools must have written confirmation that the agency has carried out the necessary checks. Schools using teacher recruitment apps should be particularly careful that the necessary checks have been done and if in doubt should carry out further checks themselves.

Where a teacher is directly employed following a period of agency working it is essential that the school carries out all of the checks normally conducted on a new employee.

## 13 Employees transferring into The Keys Academy Trust from Local Authority schools, other Academies or Independent Schools

The new school MUST complete all recruitment checks, including transfers from The Keys Academy Trust, Local Authority schools and other Academies or Independent schools. Assumptions must not be made that the previous school's checks can be accepted by the new school. It may be possible to accept a DBS check from another school if there has not been a break in employment of more than 3 months – see **Appendix 6**