Recruitment and selection policy



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Introduction

The safe recruitment of staff in schools and across the trust is the first step to safeguarding and promoting the welfare of children in education. Shaw Education Trust (SET) is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, SET mandates that all staff and volunteers share this commitment.

In line with current legislation SET takes very seriously its duty of care for all pupils. In order to help safeguard and promote the welfare of all its pupils, the trust is committed to a thorough and consistent approach to Safer Recruitment.

Aims and objectives

SET is committed to the welfare of children and young people in its care. The trust recognises that the legal requirements for recruiting and employing people to work in the schools includes provisions specifically to protect children from harm and that following these provisions is an essential part of its duty of care.

The trust has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to each vacant post based upon abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

The objective of this policy is to operate procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at the academy.

The trust reserves the right to engage recruitment organisations.

Equality

As an employer, Shaw Education Trust is committed to ensuring that it provides equality of opportunity to all in employment. Through the SET recruitment and selection policy and procedures it aims to eliminate barriers and encourage applicants from all sections of the community by:

- Ensuring recruitment and selection procedures are fair and equitable;
- Only considering applicants for jobs on the basis of their relevant experience, skills and abilities unless a Genuine Occupational Qualification (GOQ) exists for specific posts; interviewing all applicants with disabilities who meet the essential criteria of the post in line with the company's accreditation of the Job Centre Plus Disability Confident Scheme.

- Ensuring that all employees receive fair and equal treatment in relation to their employment regardless of whether they are part-time, full-time or employed on a temporary basis.

Roles and responsibilities

It is the responsibility of the SET Board of Trustees to:

- Ensure the academy trust and its academies has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.
- Monitor compliance with the approved policy.

It is the responsibility of the Trust, Principals and Academy Councils to:

- Ensure that each academy operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the academy.
- To monitor contractors and agencies compliance with this document.
- Promote welfare of children and young people at every stage of the procedure.

In accordance with the SET scheme of delegation, the trustees have delegated responsibility to the Principal to lead in all appointments at their academy. The exception is the appointment of the Principal themselves. The responsibility to appoint the Principal sits with the Chief Executive Officer (CEO) of SET. Academy councillors may be involved in other senior staff appointments but the final decision will rest with the CEO.

The Principal and Academy Council may have a local recruitment and selection process, but this document **must** reflect the principles outlined in this policy.

Advertising

To ensure equality of opportunity, each academy will advertise all vacant permanent posts. The minimum requirement is to advertise the vacant post to all current employees of SET.[1] In exceptional circumstances when a role must be filled with immediate effect, approval must be sought from the CEO or Chief Operating Officer.

Any advertisement will make clear the trust and individual academy commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA).

Application forms

All applicants for employment will be required to complete a Shaw Education Trust application form containing questions about their academic and full employment

[1] There is an expectation that trainee teachers (Associate Teachers) employed through the Keele and North Staffordshire Teacher Education (KNSTE) in established posts will be employed as newly qualified teachers (NQT's) in the school partnership once they are qualified. This will be balanced against any staff identified at risk of redundancy in the Trust.

history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Curriculum Vitaes (CVs) are not accepted.

All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies.

Job Descriptions and Person Specifications

A job description is a key document in the recruitment process and must be finalised prior to taking any other steps in the recruitment process. A member of the SET Executive Leadership Team (ELT) must be involved in the approval of the job description and pay grading. The job description will clearly and accurately set out the duties and responsibilities of the job role and will include a statement that the employee is responsible for promoting and safeguarding the welfare of children for whom he or she is responsible or comes into contact with.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job.

Shortlisting

At least two members of the agreed interview panel will be involved in the shortlisting process. This will usually involve the Principal and another nominated leader, the Chair of the Panel will be Safer Recruitment Trained. Applications will be objectively assessed against the job description and person specification. The application forms will also be scrutinised sufficiently in order to ensure that there are no gaps in the applicants' employment history and to ensure there are no other inconsistencies in their application evidence.

Criminal convictions disclosed by applicants will be withheld from the initial short-listing process. Disclosure of a criminal background should not be used as a reason to exclude an applicant.

Interviews

There will always be a face-to-face interview, and the agreed panel will see all the applicants for the vacant position. The shortlisting panel would ordinarily be involved in the face to face interview. Prior to the interview the panel will establish who will chair the process and who will make the decision to appoint after the panel have scored the evidence provided.

The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will also enable the panel to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with the Safer Recruitment Training). Interview panels will cover the same questions with all candidates but are

encouraged to ask supplementary questions to gain a thorough understanding of the applicant's skills and knowledge in order to ensure comparability between interview responses.

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process. At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable. SET encourages interview panels to have at least two safer recruitment trained colleagues on each panel.

Interview panels should use assessment and scoring procedures against which all applicants are scored fairly. If a high number of applicants is received for a single role, the "hiring manager" should seek to use a scoring process in which only the most suitable applicants are invited for interview. Hiring managers should seek advice from their HR business partner if they are unsure on how to score interviews.

Offer of employment checks

The appointment of all new employees is subject to the receipt of a satisfactory enhanced DBS Certificate, references, and medical checks, copies of qualifications and proof of identity. These checks must then be externally verified by the appointing officer (or representative of the appointing officer).

Once all clearances have been received, a start date will be confirmed with the successful candidate.

References

All posts are offered conditionally subject to the receipt of satisfactory references.

Two professional references must be provided. These will always be sought and obtained directly from the referee prior to interview wherever possible and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up at interview or prior to final appointment to the post, should the references not be available at the time of interview.

One of the references must be from the most recent/current employer.

The academy does not accept open references, testimonials or references from relatives. Failure to fully disclose issues or forge references/qualifications will result in disciplinary action reporting to the relevant authorities.

The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to pupils. Therefore, any convictions and cautions that would normally be considered SPENT must be declared when applying for any position within the schools or central team.

Enhanced DBS (Disclosure and Barring Service) Certificate

All staff at the academy are required to have an enhanced DBS Certificate and therefore a DBS Certificate must be obtained before the commencement of employment of any new employee.

It is the trust's policy to ask staff to complete an annual declaration of disclosure, these documents will be stored in line with data protection. Staff with a break in service of more than 3 months or whose role and responsibilities change substantially e.g. TA to Teacher will be required to reapply.

Members of staff must be made aware of their obligation to inform the Principal (or in the case of central team staff the Chief Executive Officer-CEO) of any cautions or convictions that arise at any point in time.

The SET trust board permits the commencement of employment before an Enhanced Disclosure and Barring Service certificate has been obtained only in justifiable circumstances approved by the Principal. In such circumstances a risk assessment must be carried out. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks.

Portability of DBS Certificates Checks

When considering the portability of DBS checks the Principal or CEO must take into account the latest guidance in 'Keeping Children Safe in Education - September 2018'

Dealing with convictions

The academy 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:

- Nature, seriousness and relevance of the offence;
- How long ago the offence occurred;
- One-off or history of offences;
- Decriminalisation and remorse

The person concerned will be asked to write down the circumstances regarding the matter and provide supporting information for their continued employment.

A formal meeting will take place face-to-face to establish the facts with the Principal. Following these discussions the Principal will complete a risk assessment of the situation and it is the decision of the Chief Operating Officer or Chief Executive Officer as to whether to allow the person to work in the academy. The person will then be informed of the decision.

It is an offence to employ anyone on the barred list in schools.

Where appropriate checks will be undertaken in line with the DfE guidance 'Disqualification under the Childcare Act 2006 as amended 2018'.

Secretary of State Prohibition Orders

Prohibition orders prevent a person from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies, relevant youth accommodation and children's A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting. A check of any prohibition will be carried out by the academy by using the Employer Access Online Service and seeking appropriate HR advice.

Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by DfE. Pending such consideration, the Secretary of State may issue an interim prohibition order if he considers that it is in the public interest to do so. These can only be lifted by re application to be removed even if they are time bound.

Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status

All applicants 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 and DBS Code of Practice Regulations.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form

Medical Fitness

Anyone appointed to a post involving regular contact with children must possesses the appropriate level of physical and mental fitness before any appointment offer is confirmed. All applicants are requested to complete a brief medical questionnaire and where appropriate a doctor's medical report may be required.

Overseas checks

All new employees where persons have lived outside the UK are subject to additional checks in accordance with Immigration, Asylum and Nationality Act 2006. The academy will take into account the latest guidance in 'Keeping Children Safe in Education – September 2018'.

Induction programme

All new employees will be given an induction, which will clearly identify the academy policies and procedures, including the Safeguarding and Child Protection Policy, and make clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities. As part of the induction process the Principal will ensure that the Designated Safeguarding Lead(s) are introduced to new staff during the employees first week at work.

Single Central Register of Members of Staff

In addition to the various staff records kept in the academy and on individual personnel files, a single centralised record (SCR) of recruitment and vetting checks is kept in accordance with the DfE requirements. This is kept up-to-date and overseen by the Principal at each academy.

The SCR will contain details of the following in line with the current DfE guidance:

- All employees who are employed to work at the academy;
- All employees who are employed as supply staff to the academy whether employed directly or through an agency;
- All others who have been chosen by the academy to work in regular contact with children.

This may cover volunteers, governors, peripatetic staff and people brought into the academy to provide additional teaching or instruction for pupils but who are not staff members e.g. sports coaches. Proof of qualification or certification for the role undertaken should be sought and copies of original qualifications and certifications will be kept on the personnel file. Individuals will be required to produce documentary evidence of qualifications and /or certifications.

Ongoing employment

All staff are required to complete an annual staff declaration form at the start of the academic year to confirm that they have no police cautions, convictions reprimands or final warnings for a criminal offence since their last DBS check. Cautions or convictions acquired whilst working for the Academy must be reported **immediately** to the Principal.

Contractors and agency staff

Contractors engaged by the academy must complete the same checks for their employees that the academy is required to complete for its staff. The academy requires confirmation that these checks have been completed before employees of the Contractor can commence work at the academy.

Agencies who supply staff to the academy must also complete the pre-employment checks which the academy would otherwise complete for its staff. Again, the academy requires confirmation that these checks have been completed before an individual can commence work at the academy.

Visiting Speakers (and Prevent Duty)

The Prevent Duty Guidance requires the academy to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.

The academy is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the academy or perform any other regular duties for or on behalf of the academy.

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

The academy 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 academy. In doing so the academy will always have regard to the Prevent Duty Guidance and the definition of "extremism" set out in 'Keeping Children Safe in Education – September 2018'

In fulfilling its Prevent Duty obligations the academy 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.

Volunteers

The academy will request an Enhanced DBS disclosure including the Children's Barred List information on all volunteers undertaking regulated activity with pupils.

Under no circumstances will the academy permit an unchecked volunteer to have unsupervised contact with pupils.

In addition the school will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- Formal or informal information provided by staff, parents and other volunteers
- Character references from the volunteer's place of work or any other relevant source
- A safer recruitment interview.

Leaving employment

Despite the best efforts to recruit safely there will be occasions when allegations of abuse against children and young people are raised. In cases relating to the behaviour of an employee (these behaviours are within the context of four categories of abuse (i.e.: physical, sexual and emotional and neglect) the SET Disciplinary Policy will apply.

SET will investigate and report appropriately to the relevant safeguarding body all/any allegations relating to the behaviour of an employee or any other individual carrying out duties within the academy even if employed by another party (e.g. supply staff).

In cases of dismissal (or resignation) due to the above behaviour, SET will inform the appropriate body of the circumstances why the employee is leaving their employment.

Monitoring and Evaluation

The Chief Operating Officer and Director of Operations will be responsible for ensuring that this policy is monitored and evaluated throughout the trust.

Shaw Education Trust

We believe, you achieve

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