

Recruitment and Selection Policy

This Policy must be read and applied in conjunction with the Consortium Trust Recruitment and Selection Guidance document V2024_2025 which can be found [here](#).

Introduction

The Consortium Trust recognises, as part of the People Strategy that recruitment and retention of high-quality staff is critical to the Trust's success and is directly linked to positive outcomes for our pupils, students and communities. Successful appointments have a direct impact on the quality of teaching and learning. This policy provides direction, information and resources for all stages of the recruitment and selection process, including safer recruitment practices and the regulatory requirements around the appointment of all staff.

Throughout the recruitment and selection process, recruitment managers must be mindful of their responsibilities under equalities legislation, ensuring the practices are not discriminatory and consider reasonable adjustments related to disability. Guidance on equal opportunities, equal pay, discrimination in employment and employment disability is provided in the Single Equality Scheme (SES) policy.

Purpose

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- Support school leaders when appointing employees, both teaching and support staff, therefore meeting the Trust's operational requirements and strategic aims.
- Follow safer recruitment procedures at all times to ensure compliance with all statutory requirements and relevant recommendations and guidance, including the recommendations of the Disclosure and Barring Service (DBS).
- Ensure that the recruitment processes are safe and fit for purpose.
- Ensures that the school/setting meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks and interview procedures.
- Ensures that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position measured against the job description and person specification.
- Offer career development prospects and create opportunities for employees to apply for internal promotion
- Ensures that all job applicants are considered equitably and consistently, in line with the Trust's Single Equality Scheme Policy.
- Help deter, identify and reject prospective applicants who are unsuitable for work with children.

This Policy has regard to:

- Keeping Children Safe in Education (September 2024) [KCSIE]
- The Equality Act 2010

Responsibilities

The Trust ensures that procedures and policies are in place for the safe recruitment of all staff and volunteers in accordance with best practice within the sector. Additionally, the School/Setting should ensure that appropriate staff have received up to date safer recruitment training.

It is the responsibility of the CEO/Academy Head /SLT and or any other staff member nominated by the Trust to:

- implement the Trust's safer recruitment procedures correctly;
- ensure all staff and volunteers working at the school undergo appropriate checks;
- monitor agency and contractor compliance with safer recruitment;
- promote the welfare of pupils at all stages of the process.

The school will ensure that at all times at least one person on the appointments panel has undertaken Safer Recruitment training

Recruitment and selection decisions are delegated as follows:

Position	Responsibility
CEO	Trust Board with external support if required
Central leadership team appointments	CEO
Academy Heads	CEO
All other posts	Academy Head / Head of Service / Direct line manager

****It is essential that any recruitment has been correctly budgeted for, all adverts must be approved by the Director of Finance and Resources or their delegate in advance of publication.**

Recruitment & Selection Procedures

Safer Recruitment

It is vital that schools create a culture of safe recruitment and, as part of that, adopt recruitment procedures that will help to deter, reject or identify people who might abuse children and young people.

Schools must act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence, including criminal record checks (Disclosure and Barring Service (DBS) checks), barred list checks and prohibition checks, together with references and interview information.

The Department of Education's document 'Keeping Children Safe', outlines the level of DBS certificate required, and whether a check for any prohibition, direction, sanction, or restriction is required, will depend on the role that is being offered and duties involved.

As the majority of employees will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information will be required for most appointments.

Advertising

To ensure equality of opportunity, the School/Setting will advertise vacant posts to encourage as wide a field of applicant as possible. Normally this entails an external advertisement. Any advertisement will make clear the Trust's commitment to safeguarding and promoting the welfare of children, that safeguarding checks will be undertaken, and that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended).



The School/Setting will not normally follow an external recruitment process in the case of redeployment, where:

- Employees are under notice of redundancy and the vacancy is suitable alternative work
- The employee is disabled or for health reasons requires alternative employment.
- Employees on temporary contracts can be made permanent without their job being advertised.

In some circumstances a post may be designated as a suitable development opportunity for existing employees. These posts will normally be advertised internally.

In particular circumstances, where there are significant concerns, the CEO may directly appoint/approve a suitable candidate without advertising the position either internally or externally. All other recruitment processes will be completed in full.

Application Forms

The Trust uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

CV's will not be accepted without a completed application form.

All applicants will be made aware that it is an offence to apply for the role if they are barred from engaging in regulated activity relevant to children or to provide false information. 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

A job description will be drawn up for the role and finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

Shortlisting

Shortlisting will be undertaken by at least two people from the recruitment panel. Candidates will be assessed against the person specification.

The selection process should follow a systematic approach that is fair, unbiased and objective. The panel should short-list candidates based on how well they match the Job Description. It is recommended that there are a minimum of three interview panel members, with the panel, where possible, being diverse.

Self-declaration criminal record form

Candidates will be asked to complete and sign a self-declaration form of their criminal record or information that would make them unsuitable to work with children. It will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended) since it involves working with, or having access to children, and so applicants are required to declare:

- All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974
- All adult cautions (simple or conditional) or spent convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)

The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

References

References will only be sought using the Trust proforma for short listed applicants and will be sent for immediately after short listing to enable investigation as needed during interview. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted.

In such cases, this reference will be taken up immediately after interview and prior to any formal offer of employment being made.

Two professional references must be provided. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up.

The Trust does not accept open references, testimonials or references from relatives.

Interviews

Assessment will be by face-to-face interview, and the same panel will see all the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification.

The panel will explore any anomalies or gaps that have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Procedures).

Any information in regard to past disciplinary action or allegations, cautions or convictions (including as declared on the self-declaration criminal record form) will be discussed and considered in the circumstance of the individual case during the interview process.

All applicants who are invited to an interview will be required to bring evidence of their identity, address, birth certificate (where possible), right to work in the UK and qualifications. Original documents only will be accepted, and photocopies will be taken. Unsuccessful applicant documents will be destroyed following the end of the recruitment programme unless the applicant has given specific consent for data to be retained for the purpose of later re-consideration.

Offer of Appointment and New Employee Process

The appointment of all new employees is subject to the successful completion of all checks required.

The Trust is an equal opportunities employer and adjustments to facilitate an applicant's ability to discharge their role will always be discussed and considered based on medical and other relevant information.

No employee will be permitted to start work until all statutory checks have been completed unless in exceptional circumstances. In such instances a barred list check will be completed and a risk assessment completed and signed off regularly to ensure the candidate is engaging in an appropriate level of activities with appropriate supervision pending final approval. The appropriate levels will vary depending on the risk factors and nature of the role.

Pre-employment checks

Any offer of appointment made to a successful candidate, including one who has lived or worked abroad, must be conditional on satisfactory completion of the necessary pre-employment checks.

- Two satisfactory references covering 5 years where possible.
- Satisfactory DBS Enhanced Check for regulated activity and DBS Children's Barred List
- Social Media Check
- Prohibition from Teaching check (if applicable).
- Prohibition from Management Section 128 check (if applicable)
- Medical fitness clearance.
- Evidence of the right to work in the UK.
- Verification of the applicant's identity.
- Evidence of qualifications required for the job.
- Declaration of Personal and Pecuniary Interest (where identified).
- Verification of professional status, where required.
- Verify professional qualifications, as appropriate
- QTS check for teachers and confirmation of successful completion of statutory induction period.
- Overseas checks if the person has lived or worked outside the UK, make any further checks the school or college consider appropriate.
- Verify the candidate's mental and physical fitness to carry out their work responsibilities (a job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role)
- Childcare Disqualification Declaration.

DBS (Disclosure and Barring Service) Certificate

All staff require an enhanced DBS Check and therefore a DBS Certificate must be obtained before the commencement of employment of any new employee.

The employee must bring their certificate to the school before commencing any form of regulated activity. The certificate details will be recorded on the Single Central Record (SCR). Copies will not be retained for longer than six months in line with data protection legislation.

Employees must inform the Trust annually of any cautions or convictions that arise between these checks taking place as well as their obligation to disclose if they are disqualified from providing relevant childcare provision as defined in the Disqualification under the Childcare Act 2006.

For applicants who have lived or worked outside of the UK, it will be necessary to follow safer recruitment requirements and make any further checks deemed appropriate so that relevant events that occurred outside the UK can be considered, this will include obtaining an enhanced DBS certificate with barred list information.

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 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 Academy Head/CEO. A decision will be made following this meeting and will be supported by an appropriate risk assessment.

Single Central Record (SCR)

A Single Central Record (SCR) of recruitment and vetting checks, in line with legal requirements, is maintained by the School/Setting. All individuals who work in regular contact with children, including LC's, volunteers and those employed by third parties (supply agencies), are included. The SCR is kept up to date and checked by the Academy Head regularly.

Social Media Checks

In addition to the checks set out above, the School/Setting reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work within a school setting. This will include internet and social media searches.

With regard to supply staff the register will record notification from the supply agency that all necessary checks have been made. Peripatetic staff such as music teachers and sports coaches will be subject to the checks as listed above before commencing employment.

Retention and security of disclosure information

The Trust's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information, with reference to data protection legislation.

Information will be processed, handled and stored in accordance with the Data Protection Act 2018. The school will retain any relevant information provided on the application form on the personnel file of candidates who are offered and accept the position for which they have applied.

It is normal practice for the school to retain personnel files for seven years after the member of staff has left, though any information relating to potential safeguarding concerns may be permanently retained. The School will retain all interview notes on all applicants for a period of 6 months, after which time the notes will be destroyed.

New appointments

Induction

All new employees will be given an induction programme which will clearly identify the School's/Trust policies and procedures and make clear the expectation and Code of Conduct which will clarify how staff should carry out their roles and responsibilities.

Probation

All new employees will be required to undertake a period of probation to assess suitability for the role. This is for an initial period of 26 weeks but may be extended if necessary.

New starter HR pack

Completed new starter information should be completed and provided to Trust HR at the earliest opportunity to facilitate timely enrolment onto the payroll system. Original documentation should be uploaded onto the staff profile on Every HR.

Document Control

Changes History

Version	Date	Amended By	Details of Change
V1	Nov24	Andrew Aalders-Dunthorne, CEO	New Policy

Approval

This policy will be reviewed every 4 years by the HoS People or as required by changes in legislation.

At every review, this policy will be approved by the Executive Committee.

The policy was last approved by the Executive Committee on 11/11/2024.

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