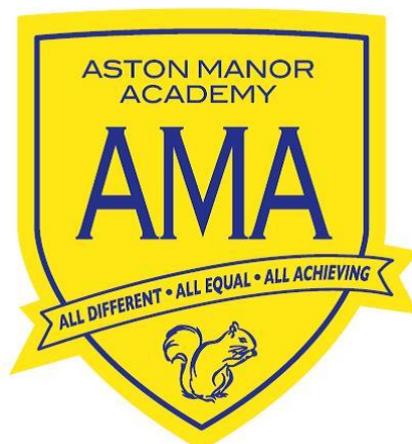


EQUITAS ACADEMIES TRUST



RECRUITMENT AND SELECTION POLICY

Review Date: December 2018
To be Reviewed: December 2019
Agreed: F & GP Board
Policy Lead: Zoe Donnelly

RECRUITMENT AND SELECTION POLICY FOR EMPLOYEES AND VOLUNTEERS

1. INTRODUCTION

Recruiting the best people to Equitas Academies Trust is vital for continued success in providing the highest standards of education to our pupils.

Not appointing the right people to required roles can have a negative impact on the performance of the Trust.

The Headteacher is responsible for deciding on the arrangements to recruit to any post, with the exception of the Executive Director / Headteacher where the Trust Board will be responsible.

In carrying out the recruitment processes the Trust is committed to the creation of a safe environment for pupils by operating safer recruitment practices in line with the statutory requirements and guidance.

The Trust is committed to ensuring that, throughout the recruitment and selection processes, no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, and sexual orientation.

In some very exceptional cases The Trust may be required to discriminate due to an occupational requirement

Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, knowledge, experience and skills will be assessed at the level that is relevant to the job.

If an applicant makes the Trust aware, at any stage of the recruitment process, that they have a disability then reasonable adjustments will be considered to ensure the applicant is not disadvantaged by the process.

2. SCOPE AND PURPOSE

The purpose of this policy is to set out the Trust's processes for recruiting, selecting and appointing any employee.

Sections 12 and 13 on Disclosure and Barring Service checks also applies to volunteers who work in the Trust.

3. SAFER RECRUITMENT

All recruitment must be in line with this policy to ensure that those involved in the recruitment process identify, deter and prevent people who pose a risk of harm when working with pupils.

The recruitment of all applicants and volunteers to the Trust must, without exception, follow the processes of safer recruitment. All offers of employment will be subject to being satisfied that the applicant or volunteer is a suitable person to work with children and young people.

Any person involved in recruiting within the Trust must read the “Keeping children safe in education” (2016) guidance (or updated statutory guidance) produced by the DfE and the Trust’s Safeguarding policy. These can be obtained from each Academy within the Trust or the Human Resources Department.

All recruitment must be planned to ensure that there is adequate time available to recruit safely.

Any person who becomes aware that this policy is not being followed during recruitment must inform the Headteacher / Designated Safeguarding Lead immediately.

All of the checks described in Sections 11 and 12 must be carried out and have been determined as satisfactory before an applicant can start their employment in the Trust.

4. ADVERTISING

Any vacant position will normally be advertised via the appropriate channels to ensure the most appropriate field of applicants is obtained.

All advertisements will have the following statement about safeguarding children and young people and the requirement to have a DBS check:

‘Equitas Academies Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the Trust to share this commitment.’

5. JOB DESCRIPTION

A job description will be required for all posts which outlines 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 of the necessary skills, experience, qualifications and knowledge requirements for the post.

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

6. APPLICATION FORM

All applicants are required to fill out the standard application form of each Academy within the Trust or with Teaching posts can apply directly through the TES website.

7. REFERENCES

All offers of employment will be conditional upon receipt of at least two satisfactory written references. References will:

- be requested for all shortlisted applicants, including internal applicants;
- include the applicant's current or most recent employer and where an applicant for a teaching post is not currently employed as a teacher, will include the applicant's most recent employer as a teacher;
- ask the current employer for details of any capability history in the previous two years, and the reasons for this;
- be directly from the referee;
- not be accepted if they are 'to whom it may concern' letters;
- request information on the applicant's suitability to work with children and young people;
- be requested before the interview, and
- be explored further with the referee and with the applicant during the interview if necessary.

Where it has not been possible to obtain references before the interview any concerns that are subsequently raised will need to be resolved before the appointment is confirmed.

In order to comply with the Equality Act 2010, information relating to sickness absence will only be requested after a conditional offer of employment has been made.

8. SHORT-LISTING

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

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

The short listing panel are responsible for scrutinising the application forms and identifying any gaps in employment or other areas that may affect an applicant's suitability to work with children and young people. A satisfactory explanation for any concerns is sought from the applicant during the interview process.

9. INTERVIEWS

A face to face interview usually takes place for all applicants to all posts. All those involved in interviewing are properly trained and at least one person on the interview panel will have passed the appropriate safer recruitment training.

The purpose of the interview is to assess the merits of each applicant against the job description and person specification to establish their suitability for the post and to work with children and young people.

Interviews are usually conducted with a minimum of two interviewers on the panel to enable one interviewer to assess the applicant, observe and make notes whilst the applicant talks to the other interviewer.

Before the interview commences the interview panel:

- Prepares appropriate questions for the role;
- Prepares appropriate questions to test the applicant's suitability to work with children and young people;
- Identifies any areas for further probing, e.g. if a criminal record has been declared or if there are gaps in employment etc;
- Agrees assessment criteria which reflects the person specification, and
- Agrees a structure to the interview and decides which member of the panel will ask which questions.

A set of common questions relating to the requirements of the post will be asked of each applicant. Their response will determine whether that is followed up through further questioning.

Any gaps in employment history or declaration of a criminal record or caution is explored further during the interview process.

10. OTHER SELECTION METHODS

In addition to a face to face interview with the interview panel a variety of other selection methods may be used, such as:

- Observation of teaching practice in the relevant Academy or in the applicant's current school or academy;
- One or more additional panel interviews (for example, a panel made up of pupils from the relevant Academy);
- A presentation;
- In-tray exercises, and/or

- Psychometric testing

Those responsible for deciding the arrangements for recruitment to a specific post will determine the selection method(s). They will be relevant and appropriate to the role and will be based on the requirements for the particular post as set out in the job description and person specification.

Candidates will be informed in advance if any selection methods are to be used in addition to a face to face interview and what these are.

11. PRE- EMPLOYMENT CHECKS

An offer of appointment to the successful applicant will be conditional upon the following:

- Receipt of at least two satisfactory written references (one of which must be their current or most recent employer);
- Verification of the applicant's identity, preferably from current photographic ID and proof of address;
- Verification of the applicant's medical fitness;
- Verification of qualifications where relevant;
- Verification of professional status where applicable. For teachers, this will include checking that the individual has the required teaching qualification and has successfully completed any statutory induction, if required, through the NCTL's Employer Access Online System;
- Satisfactory enhanced DBS check (see Section 12);
- For teachers, verification that they are not subject to a prohibition order by checking the NCTL's Employer Access Online System;
- A clearance check on list of those barred from working with children and young people (except supervised volunteers);
- Verification of right to work in the United Kingdom;
- Any further checks where the applicant has lived or work outside of the UK including receipt of criminal record information from overseas;
- Confirmation that the applicant is not disqualified or disqualified by association from providing childcare.

All checks must be confirmed in writing, retained on the personnel file and recorded in the single central record (SCR).

12. DISCLOSURE AND BARRING SERVICE (DBS) CHECKS – NEW EMPLOYEES AND VOLUNTEERS

The Trust will carry out DBS checks as follows for new appointments, before the employee or volunteer starts work:

| Who? | Definition | Type of check |
|--|---|---|
| Employees who will be engaging in regulated activity | <p>As an educational institution which is exclusively or mainly for the provision of full-time education to children, Equitas Academies Trust is an establishment specified in the relevant legislation. Activity carried out in this establishment will therefore be regulated activity relating to children if it meets the definition in the relevant legislation, including that it is carried out:</p> <p>(a) Frequently (for example once a week or more); or</p> <p>(b) On more than three days in any period of 30 days.</p> <p>Note – personal care of a child because of age, illness or disability including physical help with eating, toileting, washing, bathing or dressing is always regulated activity regardless of how frequently it is carried out.</p> | An enhanced DBS check with children’s barred list check will always be obtained, through a new DBS, portability if the current DBS is under 12 months old or by using the update service with consent from the employee/volunteer |
| Unsupervised volunteers | As above | As above |
| Supervised volunteers | <p>Where an individual is a volunteer (e.g. carrying out activity that is unpaid) they will not be engaging in regulated activity if:</p> <ul style="list-style-type: none"> • They are being supervised by someone that is in regulated activity; and • The supervision is regular and day to day (e.g. it is ongoing); and • The supervision is reasonable in all the circumstances to ensure the protection of children (this may take into account for example, the age, number and vulnerability of children the individual is working with and whether other individuals are helping to look after them) | The Trust is unable by law to obtain a barred list check on a supervised volunteer. The HR department will however obtain an enhanced DBS check (with no barred list check) for supervised volunteers. |

In exceptional circumstances a new employee or unsupervised volunteer may be able to start before the enhanced DBS check has been received, but not before the children’s barred list check has been completed. The Trust will ensure that appropriate supervision is in place until the DBS check has been received unless it is no longer sustainable to do so. In these

circumstances a risk assessment will be completed and only those at low risk will be unsupervised.

DBS certificates are only issued to the applicant. All applicants will be asked, therefore, produce the disclosure when requested to do so. The disclosure will be scrutinised to ensure it is authentic and to detect any fraud. The DBS disclosure number and date of the check will be recorded in the Single Central Record (SCR). With the applicant's written consent the HR department will photocopy their certificate which will be held for no longer than necessary and processed in line with the Data Protection Act 1998.

Any applicant who refuses to produce their DBS disclosure will not be able to start work at the Trust and the conditional offer will be withdrawn as checks will not be considered satisfactory. Any volunteer who refuses to produce their disclosure will not be able to volunteer in any of the Academies within the Trust

Applicants (free for volunteers) can have their DBS certificate kept up to date and take it with them from role to role where the same type and level of check is required. Applicants or volunteers will be asked if they have subscribed to this service. The cost of this service is £13 per year. The expectation is that individuals personally fund this if required. Where the applicant or volunteer has subscribed they should provide the Trust with the original disclosure document to be verified and the Trust will check the online update for any changes.

The Trust accepts an applicant's DBS through portability if the DBS form has been issued to an enhanced level and is less than 12 months old from the date portability is applied. All applicants will be asked to produce the original disclosure to the HR Department before a contract of employment is issued. The disclosure will be scrutinised to ensure it is authentic and to detect any fraud. The DBS disclosure number and date of the check will be recorded in the Single Central Record (SCR). With the applicant's written consent the HR department will photocopy their certificate which will be held for no longer than necessary and processed in line with the Data Protection Act 1998.

Information relating to an individual's criminal record will only be shared with the relevant people to enable the Trust to make a decision about their suitability to work with children and young people. It will be held for no longer than is necessary and will be processed in line with the Data Protection Act 1998.

13. DISCLOSURE AND BARRING SERVICE (DBS) CHECKS - EXISTING EMPLOYEES AND VOLUNTEERS

An enhanced DBS check and a children's barred list check will be carried out for all existing staff and unsupervised volunteers where their contact with children or young people has increased from that at their time of appointment.

An enhanced DBS and children's barred list check may be carried out on any employee or unsupervised volunteer where the Trust has concerns about an individual's suitability to work with children and young people. An enhanced DBS (no barred list check) may be carried out on any supervised volunteer where the Trust has concerns about their suitability to work with children and young people.

DBS certificates are only issued to the applicant. The Trust, therefore, expects all applicants to produce the disclosure when requested to do so. Any existing employee who does not produce their DBS disclosure will be managed through the disciplinary procedure.

All existing employees are required to inform the Trust of any change in their criminal record. This includes convictions, cautions, arrests and police investigations. The Trust may require all employees to sign a declaration on an annual basis that there has been no change in their criminal record. Action may be taken as a result of any change or any failure to inform the Trust of any change.

14. AGENCY STAFF

In the case of agency staff, the Trust must ensure that the arrangement with the agency imposes an obligation on the agency to carry out all recruitment checks as set out in section 10, including DBS and children's barred list checks that the Trust would otherwise complete for its staff. The Trust will obtain written confirmation from the agency that these checks have been carried out and are satisfactory. This will be recorded in the single central record (SCR).

15. BREACHES OF THE POLICY

Any instances of this policy not being adhered to will be taken very seriously and appropriate disciplinary action will be taken.

Any complaint in relation to this policy, including its application will be managed through the Trust's complaints policy or grievance policy (for existing employees).

16. RECORD KEEPING AND DATA PROTECTION

All written records of interviews, application forms and reasons for appointment or non-appointment will be kept by the HR department for six months, unless a longer period can be justified by the Headteacher. Records will be treated as confidential and kept for no longer than necessary in accordance with the Data Protection Act 1998.

17. REVIEW OF POLICY

This policy is reviewed annually by Trust.

Date of next review: December 2019

APPENDIX 1: DISQUALIFICATION FROM CHILDCARE INFORMATION FOR NEW EMPLOYEES

This information is to make new employees aware of their obligations relating to disqualification under the Childcare Act 2006 which came into force in schools and academies in late 2014.

The role that has been conditionally offered may be identified as one which the disqualification declaration applies to.

Employees need to be aware that there are certain things that may mean that they are automatically disqualified from providing childcare, which could affect whether they can work in this role. These are whether they or a member of their household has committed a disqualifiable offence or a disqualifying event. These broadly fall into the three categories below:

1. That the employee or a member of your household have a caution/conviction for certain violent/sexual offences
2. Grounds relating to the care of children, or the children of others in your household
3. That the employee or a member of their household have had registration refused/cancelled in relation to childcare

If a member of the employee's household has committed a disqualifiable offence / event then they would be automatically disqualified from providing childcare by association with that disqualified person. This is known as 'disqualification by association'.

Members of the employee's household also applies to anyone (either child or adult) who lives or works in that household, not just their spouse or partner. When declaring information relating to others in their household, the employee should be aware that they are required only to declare information which is to the best of their knowledge. They are not obligated to go home and start asking questions of others in their household relating to the above.

The employee is required to disclose information relating to themselves that would usually be exempt from the Rehabilitation of Offenders Act, i.e. they should declare convictions / cautions irrelevant of whether they are considered spent or not.

When making a declaration relating to others living in the household, the Rehabilitation of Offenders Act would be applicable and therefore only those convictions / cautions which are classed as unspent would need to be disclosed. If an employee is unclear on what spent and unspent means then they should speak to the HR department so that they can be advised on an individual basis.

Ofsted have provided a list of disqualifiable offences which can be found in Table A at:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/414345/disqualification-guidance_Feb_15_3.pdf

The employee needs to read through this and contact us before their employment commences if there is anything to declare under the disqualification guidance relating to themselves or anyone else in their household. It is only the offences / events on this list that are required to declare.

Employees should also be aware that, if their own, or anyone in their household's, circumstances change relating to the disqualification guidance, they are obligated to inform the HR department of this without delay.

Equitas Academies Trust

Employees will be asked to sign a document relating to disqualification once they start in post if they work with children under 8 years old.