


It is the Academy's policy to recruit the most suitable person for each vacancy, regardless of sex, colour, race, nationality, national or ethnic origins, religion or beliefs, age, sexual orientation or disability. Wherever possible, existing employees will be invited to apply for promotion opportunities when a suitable vacancy arises.

Procedure

- 1 Staff concerned with recruitment must ensure that they comply fully with the Academy's equal opportunities policy and *Safer Recruitment* guidance (Keeping Children Safe in Education – September 2021) at every stage of the recruitment process. In accordance with the equal opportunities policy, reasonable adjustments will be made to accommodate the particular needs of any person who has notified the Academy that he or she has a disability within the meaning of the Equality Act 2010 at all stages of the recruitment process.
- 2 Unless otherwise justified, a decision to shortlist, interview, employ or engage the services of any person will be taken without regard to the applicant's gender, marital status, race, colour, nationality, national or ethnic origins, religion or belief, sexual orientation, age, trade union membership or (unless justified) disability or because his or her name appears on a prohibited list (ie a list of known trade union activists).
- 3 External applicants who are invited to an interview will be sent an outline of the form of the interview (and other selection methods if used).
- 4 Where appropriate, skills tests, such as lesson observation, will form part of the interview.
- 5 Applicants who are not shortlisted must be informed of this fact as soon as possible. The originals of documents provided by unsuccessful candidates (eg in support of their right to work in the UK) will either be returned to them by secure means, or destroyed.
- 6 At least four senior managers, teaching and non-teaching, and two Governors have completed the Safer Recruitment Training.

- 7 The school will conduct the following checks:
 - Proof of Identity
 - DBS Check (barred list)
 - Prohibition Order
 - Overseas checks when appropriate
 - Disqualification Disclosure
 - European Economic Authority (EEA) checks
 - Section 128 checks where appropriate
- 8 When a suitable candidate has been identified, a job offer will be made subject to satisfactory references, proof of qualifications (including originals), sight of relevant documentation confirming the individual's right to work in the UK, provision of a Disclosure and Barring Service (DBS) disclosure (with a Barred List check) and a completed medical questionnaire that is acceptable to the employer.
- 9 Each offer letter must be accompanied by a statement of the term and conditions of employment relating to that position and a form for the applicant to sign denoting acceptance of the job on those conditions.
- 10 In the case of internal promotions or transfers, the employee must be sent a letter confirming the variation to his or her terms and conditions eg salary and benefits. Details of any planned induction should also be sent with this letter, eg outlining any training and development, coaching or work shadowing.
- 11 Appointments will not be confirmed, nor starting dates set, until satisfactory replies have been received from referees, proof of qualifications submitted by the employee, the required DBS disclosures (with Barred List checks) applied for, the medical questionnaire reviewed and documentation confirming the individual's right to work in the UK seen and copied.
- 12 Once the starting date has been agreed an induction programme will be arranged and appropriate personnel notified.
- 13 All appointments will be made subject to a satisfactory probationary period. New employees' progress will be monitored closely by a designated member of the Senior Leadership Team during this period and they will be interviewed mid-probation at three months and then have a probation interview after six months' employment. A recommendation should be discussed and agreed at the probation interview as to whether the employment should be confirmed, extended or terminated.

Policy approved by Headteacher	
Date	March 2022
Signature	
Review date	February 2025
