

Recruitment and Selection Policy and Procedure

(Including Single Central Record Policy)

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1.0 Introduction

- 1.1. **Birmingham Diocesan Multi-Academy Trust (BDMAT) is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.**
- 1.2. **Birmingham Diocesan Multi-Academy Trust (BDMAT) is committed to being an equal opportunities employer. As a result, we actively seek applications from underrepresented minority groups (UKME/GM) and LGBTQ+ individuals.**
- 1.3. The appointment of all employees will be made on merit and in accordance with the provisions of employment law, Keeping Children Safe in Education (most current edition) and the Trust's Equality and Diversity policy.
- 1.4. We will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction. BDMAT is a disability confident employer, and we are a Stonewall Diversity Champion.
- 1.5. We will comply with the requirements of the latest Keeping Children Safe in Education with regard to Safer Recruitment including DBS and other pre-employment checks and the upkeep of the Single Central Record.
- 1.6. We will ensure compliance with the Data Protection regulations and the more stringent requirements contained within the UK General Data Protection Regulations (UKGDPR).

2.0 Delegation of Appointments and Constitution of Appointments Panels

- 2.1 The power to offer employment for all posts below the level of Deputy Head is delegated to the Headteacher in consultation with the Local Academy Board unless the school is a 'Priority School', in which case the Headteacher and LAB will need to gain permission from the Executive of BDMAT before offering employment. The Headteacher may not delegate the offer of employment to any other senior manager or governor. Within the BDMAT Central Team offers of employment can only be made by members of the executive or heads of department.

- 2.2 The Headteacher is expected to involve at least one governor or trustee in the appointment of all staff. For appointments of the BDMAT Central Team a director should be invited to be part of the recruitment process for all roles at head of department or executive level. For all roles within the Central Team where the member of staff will have a significant role supporting headteachers and school colleagues directly then at least one representative headteacher should be on the panel.
- 2.3 Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training within the past 3 years. In addition, at least one member will have undertaken general recruitment or equalities training. **One member of the selection panel should also be from within the UKME/GM community, including for appointments to the BDMAT Central Team. Where the school / Central Team do not have a member of staff / governor / director that is from the UKME/GM community they can ask a suitable parent / local representative to attend the process or ask the BDMAT Central Team to help support the process.** Wherever possible the UKME/GM representative on the panel should be part of the full process, including developing the recruitment pack and short listing as well as being a part of the interview process.

3.0 Advertising

- 3.1 All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement. In these circumstances, the selection panel may decide that certain parts of the recruitment process may be omitted but **all** candidates will be subject to a formal interview, the satisfactory reference requirements and any other necessary checks. All headteacher vacancies will be advertised externally.

4.0 Information for Applicants

All applicants for all vacant posts will be provided with the following via My New Term:

- 4.1 A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school or BDMAT Central Team.
- 4.2 A person specification will also be provided.
- 4.3 An application form. CVs will not be accepted.
- 4.4 An Information pack containing:
 - a description of the School / Central Team relevant to the vacant post
 - reference to BDMAT's policy on Equality and Diversity
 - a link to the relevant Child Protection/Safeguarding Policy
 - a link to the Staff Code of Conduct
 - DBS and other pre-employment checks required
 - a statement that canvassing any member of staff, or member of the Governing Body / board, directly or indirectly, is prohibited and will be considered a disqualification
 - the closing date for the receipt of applications
 - an outline of the terms of employment including salary
 - reference to the Trust's policy on recruitment and selection

5.0 Short Listing and Reference Requests

- 5.1 The criteria for selection will be consistently applied to all applicants based on the essential and desirable criteria for the post. The selection panel will agree the candidates to be called for interview. The selection panel will consist of at least two people, both of whom must sit on the interview panel.
- 5.2 The selection panel will take up at least two references for each short-listed candidate **prior** to interview. e If a candidate applying for a post working with children is not currently working with children, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving.
- 5.3 Under Safer Recruitment guidance the main reference from an educational establishment must come from the Headteacher. Where the Headteacher is not the best placed person to provide a reference, they must countersign the reference stating there are no disciplinary or safeguarding concerns and whether they would re-employ.
- 5.4 Reference requests will ask the referee to confirm:
 - the referee's relationship with the candidate
 - details of the applicant's current post and salary

- performance history and conduct
- all disciplinary action which may include those where the penalty is “time expired” and relate to the safety and welfare of children
- details of any substantiated allegations or concerns relating to the safety and welfare of children
- whether the referee has any reservations as to the candidate’s suitability to work with children. If so, the panel will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

5.5 References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials or ‘bearer references’ i.e. those provided by the candidate and/or marked ‘to whom it may concern’ will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate. References will be verified by the Headteacher/Chair of the panel in advance of the interview and any discrepancies will be discussed with the referee prior to interview and the candidate at interview.

5.6 If the field of applicants is felt to be weak the post may be re-advertised.

6.0 Interviews

6.1 The format, style and duration of the interviews are matters for the Headteacher (school-based posts) and the Central Team (central posts) to decide in consultation with the selection panel.

6.2 Briefing:

All candidates will be given relevant information about the School / Trust to enable the candidate to make further enquiries about the suitability of the advertised job.

6.3 The formal interview:

Before the interviews the selection panel will agree on the interview format. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant based on the job description and job specification and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked. Individual

questions will be asked where further clarification on information provided in the application form, self-declaration form and/or references is needed. The selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues and their suitability to work with children. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

- 6.4 The recruitment documentation, including signed interview notes from each panel member will be retained for six months from the date of interview for all candidates who were interviewed. Applicants have the right to request access to notes written about them during the recruitment process. After 6 months all information about unsuccessful candidates will be securely destroyed.

7.0 Offer of Employment by the Selection Panel

- 7.1 The conditional offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to verification of right to work in the UK, qualifications requirements, satisfactory DBS Enhanced Disclosure, teacher prohibition and barred list checks, pre-employment medical screening and satisfactory references. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

8.0 Pre-employment Checks

The central team/schools will carry out pre-employment checks as required by the latest version of Keeping Children Safe in Education on all newly appointed staff. This information will be stored on the Single Central record in line with the Single Central Record Policy which can be found at the end of this document.

9.0 Electronic Personnel File

- 9.1 Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of their employment with the Trust and for 6 years after the employee has left. The personnel file will be stored electronically on the HR system, The following information will be uploaded:

- Application form – signed by the applicant

- Signed interview notes – including explanation of any gaps in the employment history
- References – minimum of 2
- Signed self-declaration form
- Proof of identity
- Proof of right to work in the UK
- Proof of relevant academic qualifications as determined in the person specification
- Certificate of Good Conduct (where applicable from local police forces or embassies. Follow up anything that is provided with e.g. a phone call to the organisation that sent the document)
- For teachers who have been employed overseas, a letter from the professional regulating authority evidencing past conduct as a teacher
- Evidence of medical clearance from the Occupational Health service
- Evidence of DBS clearance, barred list and teacher prohibition checks
- Childcare disqualification declaration (where applicable)
- Section 128 checks (where applicable)
- Overseas check
- Signed conditional offer of employment letter and signed contract of employment

10.0 Start of Employment and Induction

- 10.1 The pre-employment checks listed in paragraph 8.1 above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the barred list and teacher prohibition checks.
- 10.2 All new employees will be provided with the BDMAT induction programme which covers all relevant matters of school / MAT policy but in particular safeguarding and promoting the welfare of children.
- 10.3 All staff sign to confirm that they have received, read and agree to abide by the Safeguarding and Child Protection Policy and latest KCSIE, Part 1.
- 10.4 All staff will be placed on a 6-month probationary period and probationary targets should be set and submitted to the BDMAT HR Advisor. Full details of the probationary period can be located in the BDMAT Staff Induction/Probationary Policy.

11.0 Ongoing Culture of Safeguarding

The board and trust leaders are aware that safer recruitment does not stop at pre-employment checks. An ongoing culture of safeguarding is in place, supported by the linked policies below which are all available on the BDMAT or school websites:

- Staff Code of Conduct
- Directors Code of Conduct
- Code of practice for school governors
- Induction/probationary policy
- Whistleblowing
- Child Protection
- Safer Working Practices
- Equality and Diversity
- IT and acceptable use policies
- Complaints
- Health and Safety
- Educational Visits
- Intimate Care
- Behaviour policy
- Exclusions
- EYFS
- Preventing Radicalisation
- Supporting pupils with medical conditions
- Children with health needs who cannot attend school
- Violence and Aggression Towards Staff
- Volunteers
- GDPR Policy

Single Central Record Policy

- 1 The Trust will maintain a Single Central Record in line with the latest version of Keeping Children Safe in Education. This will be one 'single' record kept on the HR system.
- 2 The single central record will only be accessed by the Headteacher, School Administrator, CEO, BDMAT HR Team, and the Head of School Support. Access to the SCR information is permitted by job role and is password protected. The SCR will be kept up to date at all times.
- 3 The SCR will be updated whenever the school engages agency staff or new employees, governors, volunteers or third-party staff join the school. The SCR will be checked by the headteacher, whenever new staff are employed or at least half termly and the check and findings reported to the Head of School each half term. A checklist can be found in Appendix A

4.4 **Other adults in schools.** IDs must be checked on all adults who enter schools.

4.4.1 Agency (Supply) staff

Schools /Central Team must have received prior to first day in school written confirmation that the employment business supplying the member of supply / agency staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and a copy of the enhanced DBS certificate check in respect of the member of staff being engaged.

4.4.2 Third party staff and students

Schools /Central Team must have received written confirmation that the employment business supplying their member of staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS certificate check has been provided in respect of that member of staff.

4.4.3 Volunteers

Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity. The school should follow the BDMAT Volunteer policy and undertake a risk assessment and use their professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity. In doing so they should consider:

- the nature of the work with children

- what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers
- whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability
- whether the role is eligible for an enhanced DBS check
- Details of the risk assessment should be recorded

4.4.4 Governors, directors/trustees and members

An enhanced DBS certificate must be obtained and identity checks completed before, or as soon as practicable after, any individual takes up their position. A barred list check should not be carried out on governors, directors/trustees and members who are not in regulated activity. A section 128 check must be undertaken on all governors/directors. An overseas check must be carried out on any individual who has lived abroad for 3 consecutive months during the past 5 years.

4.4.5 Contractors

Schools should ensure that any contractor, or any employee of the contractor, who is to work at the school, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites. Contractors should supply BDMAT and/or the school with a letter verifying that the DBS checks have been undertaken. If an individual working at a school is self-employed, the school should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account. Schools should always check the identity of contractors and their staff on arrival at the school.

If contractors are in regulated activity they will be included on the Single Central Record. If not, all checks will be retained on file in school.

Appendix A Single Central Record Review Checklist

Only adults who are currently working in schools should be trained on the SCR. Once the adult is no longer employed or working at the school, they should be removed immediately in line with KCSIE

(Tick)

Full Employee Name	
Address	
Date of Birth	
Evidence of ID	
Right to Work in UK Date Checked – evidence copied, checked, signed and dated on file	
Nationality of employee listed	
Start date of employee at school	
Qualification(s) listed where mandatory on person specification	
Qualification(s) Evidenced and Date Checked	
Teacher Reference Number (TRN)	
DBS Enhanced Check Number and Date Received – before the start date (Written risk assessment on file if after the start date)	
Barred List Check Date completed – before the start date	
Prohibition Check (Teachers/People with QTS) Date Checked and by whom (before start date)	
Overseas Checks needed/undertaken – Declaration form on file	
Restriction check for teachers who have worked in EEA countries	
Evidence listed where the employee is subject to immigration control	
Section 128 Prohibition Check for management positions, SLT	
Self-declaration form on file (recruitment from 01.09.21)	
Childcare Disqualification Declaration on file where relevant	
EU/EEA National evidence of settled/pre settled status detailed (or yet to apply)	
Medical clearance	
References x 2 listed and on file – matching the application form	
Safer Recruitment training where applicable – date (less than 5 years)	

All current employees – recorded on SCR prior to start date	
Governors/Proprietors/Trustees/Members – recorded on SCR prior to start date. Address/ID check /Enhanced DBS clearances/Section 128	
Volunteers meeting the 3 times or more in a 30-day period criteria. Address/ID check /Enhanced DBS clearances/Childcare Disqualification Dec (where relevant)	
Agency Staff – recorded on SCR on first day in school. Vetting evidence on file	
Contractors - meeting the 3 times or more in a 30-day period criteria. 3 rd party evidence on file	
External Students 3 rd party evidence on file	
Any other 3 rd party visitor – ie instructors/coaches/etc meeting the 3 times or more in a 30-day period criteria 3 rd party evidence on file	
Removed from SCR immediately upon leaving school	

List of employee files checked during the audit

NAME OF EMPLOYEE	FINDINGS

3rd party vetting information

NAME/ORGANISATION	FINDINGS

Any other comments following the audit:

Checked by:

Position/Role:

Date of audit:

Next audit due: _____



Appendix B

DBS Risk Assessment Checklist Starting work prior to DBS Certificate being seen

This risk assessment should be completed when considering whether to allow a new member of staff to start work before a new DBS certificate has been seen by the school.

Name of Person.....

Role.....

Interview Date.....

Proposed Start Date.....

DBS Check application date.....

[The person must not start without an application being made]

Is the person in 'Regulated' Activity? Yes No

Reason for starting without seeing a new DBS Check

- Continuity of the school's provision to pupils
- Other (please state)

Known Information

Have all the following checks been satisfactorily completed?

- Identity check (photographic) [Essential]
- Verification of current address [Essential]
- Barred list check (if legally appropriate) [Essential]
- Prohibition check (for teachers) [Essential]
- Overseas checks (where relevant)
- Right to Work in the UK [Essential]
- Confirmation of qualifications [Essential]
- Two* references [Essential]

Any other information (please state)

.....

.....

Previous DBS Certificate

If the person has a previous DBS, on what date was it issued?

When was the person's last day at work in their previous school or college?

.....

If the person's proposed start date and their last day at their previous school or college are less than three months apart, then a new Enhanced DBS check is not required in law, although most schools will instigate a new one. Therefore, given that there is sufficient other information, the person could be assessed to be of low risk.

Decision

- High Risk** – Person **should not** be allowed to start without a new Enhanced DBS, as there has been a break in service of more than three months (or they do not have an Enhanced DBS certificate) and/or there is insufficient information about the person in the 'Known Information' list above.
- Medium Risk** – Person may start work and although there is sufficient other information listed above, because there is a gap in service of three months or more (or they do not have an Enhanced DBS certificate), the person must be supervised* at all times and **should not** undertake 1:1 work, personal care activities or residential visits. (* The unchecked person must always be 'within sight and hearing' of a person with an Enhanced DBS check).
- Low Risk** – Person may start work, without additional supervision, as they already hold an Enhanced DBS check and there is no break in service of three months or more and all other checks have been satisfactorily completed.

Authorisation

Headteacher (Print Name).....

Headteacher (Signature).....

Date

Chair of Governors (Print Name).....

Chair of Governors (Signature)

Date.....