

# RECRUITMENT AND SELECTION POLICY

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As part of our focus on diversity and inclusion, BDAT pledges that our policies will seek to promote equality, fairness, and respect for all staff and students. Our policies reflect the BDAT values of inclusion, compassion, aspiration, resilience, and excellence. By working closely with a range of stakeholders, such as our school, union, and HR colleagues, we have ensured that BDAT's policies do not unlawfully discriminate against anybody.

## **Principles**

BDAT is committed to providing a safe and secure environment for children, staff and visitors. The Trust undertakes not to discriminate unfairly against any subject of a Disclosure and Barring Service (DBS) check on the basis of a conviction or other information revealed. BDAT is committed to the fair treatment of its staff, potential staff or users of its services, regardless of any protected characteristic including; race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

## **Safer Recruitment Statement**

BDAT is committed to safeguarding and promoting the welfare of our children and young people, and expects all staff and volunteers to share this commitment. As a result, this Recruitment and Selection Policy sets out the minimum requirements of our recruitment process that aims to:

- Attract the best possible applicants to vacancies.
- Deter prospective applicants who are unsuitable for work with children and young people.
- Identify and reject applicants who are unsuitable for work with children and young people.

All appointing staff and interview panel members will be briefed on this Recruitment and Selection Policy before selecting applicants for interview. As an organisation using the DBS check to assess applicants' suitability for positions of trust, BDAT complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

## **Links**

This policy should be read in conjunction with the Safeguarding and Child Protection Policy and the Recruitment and Selection Toolkit.

## **References**

- GOV.UK Recruiting and Hiring
- DfE Keeping Children Safe in Education
- ACAS Recruiting Staff
- DfE Staffing and Employment Advice for Schools
- GOV.UK Employers – Preventing Discrimination

## **Guidelines**

## **Applications**

All recruitment advertisements will include a statement referring to BDAT's commitment to safeguarding children and young people and that all appointments are subject to a satisfactory enhanced DBS check.

Prospective applicants must be supplied, as a minimum, with the following:

- Job description and person specification;
- BDAT Safeguarding and Child Protection Policy;
- BDAT Recruitment and Selection Policy including ex-offenders;
- Candidate information pack including details of the application process;
- Application form.

All prospective applicants must complete an application form: CVs alone are not accepted.

### **Short Listing and References**

- Where requested and where possible, references will be taken up before interviews, so that any discrepancies can be probed before and discussed.
- References will be sought directly from the referee. References or testimonials provided by the candidate are not acceptable.
- Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies - a detailed written note will be kept of such exchanges.
- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies - a detailed written note will be kept of such exchanges.
- Short-listing of candidates will be against:
  - The application form;
  - The job description;
  - The person specification;
  - Any key criteria or competencies/skills;
  - The agreed weight to be given to each criterion;
  - The results of any selection tests. This may not always be applicable.
- Referees must always be asked specific questions regarding:
  - The candidate's suitability for working with children and young people;
  - Any disciplinary warnings, including time expired warnings, that relate to the safeguarding of children and young people;
  - The candidate's suitability for this post;
  - Would you re-employ this candidate.

### **The Selection Process**

- Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates. Such techniques may include presentations, practical activities, and specific skill exercises.
- Interviews will always be face-to-face unless there are exceptional circumstances that require a phone or Teams interview.
- Interview panels will always comprise of at least three people. In line with Safer Recruitment, the same people who shortlisted should interview. At least one but usually all of the panel

members will have completed their online training in Safer Recruitment. This means that panel members will have the skills and competencies required to conduct effective interviews, and:

- Ask only relevant job-related questions;
  - Prepare questions only based on the role, application form or the job description and person specification;
  - Avoid asking for unnecessary personal information;
  - Avoid making stereotypical assumptions;
  - Avoid making discriminatory comments or indicating an intention to discriminate;
  - Apply the selection criteria and scoring method objectively.
- Normally the panel will comprise at least the Principal, a member of the LGB and for senior leadership posts a representative from BDAT. The Trust's Scheme of Delegation should be consulted for panel composition.
  - Any member of a selection panel should make a declaration if any applicant is a relative or a friend from outside the work environment. Employees/applicants also have a duty to declare any interest that they may have in respect of any aspect of the school's business.
  - The interviewers will:
    - Read the application form, job description and person specification;
    - Identify any matters that require clarification, for example if the application contains any inconsistencies or missing information;
    - Prepare a list of relevant job-related questions;
    - Ensure that any intended questions do not discriminate and could not reasonably be interpreted as being discriminatory.
  - Selection criteria and scoring methods will be based on objective criteria which tests skills that are relevant and necessary for the job.
  - Selection criteria will be identified in advance.
  - Clear records of the selection and interview processes will be kept as evidence (*to help reduce the risk of a discrimination claim.*)

All job descriptions and person specifications will have reference to child protection/safeguarding. Candidates will always be required to:

- Explain satisfactorily any gaps in employment;
- Explain satisfactorily any anomalies or discrepancies in the information;
- Demonstrate their capacity to safeguard and protect the welfare of children, young people, and vulnerable adults.

### **Disabled Applicants**

Candidates indicating that they have a disability on the application form, providing that they meet the essential criteria on the Person Specification, will be included on a shortlist.

### **BDAT/the Academy will:**

- Confirm the outcome of the interview to the applicant as soon as possible. If there is a reason for the decision being delayed, this should be notified to the applicant;
- Give feedback on the interview if requested by the applicant;
- Issue a letter or email to the successful applicant confirming an offer of employment. This will contain conditions e.g. subject to satisfactory references and any medical assessment;

- Issue a letter to unsuccessful applicants confirming that they have not been successful.

### **Employment Checks**

All successful applicants are required to:

- Provide proof of identity;
- Provide actual certificates of qualifications;
- Complete a confidential health questionnaire;
- Provide proof of eligibility to live and work in the UK.

In addition to these checks, BDAT/the Academy will also complete the following checks:

- A teacher service check (which includes the following):
  - The award of qualified teacher status (QTS).
  - Completion of teacher induction or suitability to complete this.
  - Prohibitions, sanctions and restrictions that might prevent the individual from taking part in certain activities or working in specific positions.
- Section 128 check.
- Two satisfactory reference checks.

### **Disclosure and Barring Service Checks**

Furthermore, the Trust or school will carry out individual DBS checks on all new trustees, governors, staff and volunteers who start working within our Trust and schools. This will be followed up annually by a self-declaration for all individuals, which will be saved and stored on the individuals' file.

### **Criminal Convictions**

Under the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020), shortlisted applicants should be asked to provide any information about unspent convictions, cautions or bind-overs and relevant criminal offences that would not be filtered in a separate disclosure form to be submitted before interview date:

- The panel should be made aware of relevant disclosed criminal history in order to discuss this with the candidate at interview;
- Applicants should be given the opportunity to seek legal advice and / or impartial advice from Nacro or Unlock before answering any questions about their criminal history.

It is important to note that the possession of a criminal background does not automatically debar an applicant from employment.

All information in relation to previous convictions given by applicants must be treated in the strictest confidence. However, the applicant has a right to be informed of the contents of a police report.

Candidates should be aware that failure to disclose eligible previous offences or pending legal action for posts which are exempt from the Rehabilitation of Offenders Act could lead to the offer of

employment being withdrawn or dismissal if the successful candidate has already commenced employment in post.

### **Induction and Probation**

- Nobody will start their employment unless a satisfactory DBS check has been carried out, or as a minimum the DBS check has been initiated a Barred List Check has been completed and a Risk Assessment is in place.
- All new staff receive a Staff Handbook including Safeguarding & Child Protection guidelines and policies.
- All new staff will be part of an induction programme including Safeguarding Child Protection Training as soon as possible after their start date and at least once every academic year thereafter.
- All new staff will be subject to a 3 or 6 month probation period.

### **Record keeping and data protection**

Records will be kept of:

- Job descriptions and person specifications;
- Shortlisting criteria;
- Any interviews conducted, including interview notes and any scoring undertaken;
- Reasons for selecting and rejecting candidates.

The BDAT retention policy states that applications and interview notes for unsuccessful candidates are retained for + six months. This is in line with the CIPD'S recommendation and takes account of the ordinary time limits for bringing discrimination claims under the Equality Act and that time limits may be extended.