



**THIS POLICY COVERS ALL ACADEMIES/SCHOOLS WITHIN  
ARDEN MULTI-ACADEMY TRUST**

<b>Name of Policy</b>	<b>Safer Recruitment &amp; Selection Policy</b>	
<b>Lead</b>	Martin Murphy, CEO	
<b>Governor Committee</b>	Business & Personnel Committee	
<b>Policy Status</b>	Updated Policy based <b>Safer Recruitment &amp; Selection Guidance for Education Providers in Solihull</b> Policy	October 2019 - based changes on <i>KCSIE September 2018 Statutory Guidance</i>
	Trustee Approved	10 <sup>th</sup> December 2024
<b>Next Review</b>	Autumn Term 2025	
<b>Version No.</b>	1	
<b>Amendments</b>	26 <sup>th</sup> November 2019	
	June 2020 – Updates based on reference to KCSIE 2019	



## Safer Recruitment & Selection Policy

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This Safer Recruitment & Selection Policy should be read in conjunction with the separate Safer Recruitment & Selection Guidance and Code of Practice.

### **1. Policy statement**

Arden Multi-Academy Trust is an equal opportunities employer. The purpose of the Safer Recruitment and Selection Policy is to ensure that the Trust selects the most suitable person for the job based on merit, regardless of gender, race, sexuality, marital status, pregnancy or maternity, disability, age or religious belief.

Arden Multi-Academy Trust has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment and to obtain the appropriate level of Disclosure and Barring Service check (DBS) and where relevant workforce checks and safeguarding checks as appropriate.

### **2. Promoting equality of opportunity**

Arden Multi-Academy Trust are inclusive employers, who value the contributions of their employees and strive to be Employers of Choice. The world is constantly changing – it is more diverse and people now draw their sense of identity from a range of sources. Being aware of this changing demographic and the importance of identity for staff, customers and service users can make a real difference to competitiveness and the ability to deliver services.

At any point in the recruitment process the Trust could be accused of discriminatory practice for which there is no limit on the damages payable. Statutory equality duties, however, require the Trust to go further than preventing discrimination in the recruitment and selection process. They include the promotion of equality of opportunity and good relations/positive attitudes. It is essential therefore that action is taken to address instances of under-representation in the Trust's employee profile by, for instance, encouraging job applications from suitably qualified people who are members of those under-represented communities.

Mere compliance with legislation, though, is not enough. Emphasis must be placed on appreciating the benefits to the Trust's recruitment and selection approach that attracts the best talent from the widest possible pool.

### **3. Data Protection**

The Trust/school/academy processes information about an individual's criminal convictions in accordance with its Data Protection Policy. In particular, data collected during recruitment is held securely and accessed by and disclosed to individuals, only for the purposes of completing the recruitment process. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the Trust Data Protection Policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

Once an individual is recruited, information about his/her criminal record gathered in the course of the vetting process will not be transferred to his/her personnel file.

#### 4. The purpose

This Safer Recruitment and Selection Policy provides a framework and best practice guide that will help to ensure that the school/academy attracts, selects and retains the most suitable candidate for a post, using appropriate, fair, open, effective and robust methods.

It is the responsibility of everyone involved in the recruitment and selection of employees to ensure that all applicants and potential applicants are treated fairly and that all decisions made within the process are objective and based on the requirements for the job.

#### 5. Key principles

Before commencing recruitment, all those involved must ensure that they have a clear understanding of this policy and associated Code of Practice and guidance.

All recruitment must be planned in advance. This includes identifying who should be involved, allocating roles and responsibilities, agreeing the timescales and seeking approvals where required regarding finance/governors.

- All vacancies must be advertised
- All non-teaching jobs must have been job evaluated.
- All jobs must have an up to date and appropriate job description and person specification.
- Applicants on 'First Consideration' must be interviewed if they meet the essential criteria for the post.
- Applicants with a disability who meet the essential criteria for a post must be offered an interview (Disability Confident Scheme).
- All interviews and short-listing must be carried out by at least two people.
- When shortlisting the following must be observed:

All applicants must be assessed against the criteria on the person specification/or the application questions not each other.

Applicants who do not satisfactorily demonstrate that they meet all the essential criteria identified as being measured from the application form cannot be interviewed.

Selection criteria cannot be changed or new criteria introduced at this (or any other) point in the process.

- All interviews and shortlisting must be carried out by at least two people. Since 1<sup>st</sup> September 2014 **at least one member of the recruitment panel (ideally the Chair) must have undertaken safer recruitment training.** The trained panel member must brief any panel members on the safer recruitment process and the expectations upon everyone

involved. All members of the panel should be familiar with KCSIE (Part three) and the Safer Recruitment and Selection Policy.

- Prior to making a formal offer of appointment, two employment references covering the last 3 years must be taken up. These should be obtained prior to Interview as stated in Keeping Children Safe in Education by using the standard pro-forma giving the opportunity for exploration of missing information during the interview if necessary. One of the referees should be the applicant's current or last manager. Where an applicant has previously worked in a school, one of the referees should be the school/academy's Headteacher. As part of the appointment process for Headteacher and teachers the Governing Body should ask previous employers for details about whether the individual has been subject to capability procedures in the previous two years.
- Where qualifications have been listed in the person specification as essential (or desirable if the applicant has stated they have them on his/her application form) original certificates, must be obtained from the successful candidate and checked and verified by the recruiting manager.
- Proof of identity and eligibility to work in the UK must be obtained before an applicant starts work.
- Any documents associated with the recruitment activity, including written interview notes must be retained and stored securely for a period of six months from the appointment date.
- All documentation relating to applicants must be treated confidentially at all times in line with GDPR.

## 6. Responsibilities

### **The CEO, Executive Headteacher, governors and school leaders**

Schools/academies must appoint staff in accordance with employment law. Maintained schools must also follow the requirements set out in the School Staffing (England) Regulations and the Governing Body may delegate the responsibility for appointment to posts in line with this. Appointments in academies must be made in line with any relevant requirements set out in the funding agreement.

Associate Headteachers and governors should ensure that safer recruitment procedures are also compliant with Keeping Children Safe in Education (Part 3) and Inspecting Safeguarding in Early Years, Education and Skills.

- Ensure the Recruitment and Selection Policy is adhered to at all times.
- When a vacancy occurs, to assess the continuing need for the post in its current form.
- Review and, where appropriate, revise the job description and person specification ensuring that the post is re-evaluated if significant changes are made.
- Identify what level of DBS check is required.
- Identify posts where the fluency duty applies.
- Gain approval from Finance where necessary to fill the vacancy.

- Approve the advertisement and its placement given due consideration to the Trust's "First Consideration" list.
- Determine the appropriate level of pay for new starters.
- Ensure the process from short-listing to assessment, is carried out in a fair and transparent manner and is free from bias.
- Obtain satisfactory references for the preferred candidate prior to interview where possible.
- Complete all pre-employment checks for new starter (e.g. DBS, Child Workforce check (Barred list check), Section 128 barred from management check, verify qualifications, Barred from teaching Check, eligibility to work in UK, proof of address) and medical clearance. Original documents must be seen and verified copies retained in the school file.
- Ensure the completion of the 'Appointment Form - C288' for the new starter.
- Maintain contact with the new starter and ensure successful integration into the workplace (i.e. on-boarding).
- Ensure new starters receive an appropriate induction and complete any mandatory training.
- Ensure the probationary review process is followed (where appropriate).

**The Chair of the recruitment panel has a responsibility to:**

- Ensure all panel members are aware of their responsibilities within the recruitment and selection process;
- Ensure the Safer Recruitment and selection guidelines are adhered to at all times;
- Ensure at least one member of the recruitment panel has undertaken Safer Recruitment training as required in Keeping Children Safe in Education.
- Ensure the process from shortlisting to interview/assessment is conducted fairly and objectively and that the selection decision is based on the requirements of the job.
- Ensure all documents associated with the assessment/ interview process and proof of identity and eligibility to work are handled and stored securely and original certificates are checked photocopied and certified (certifying your copy as being a true copy of the original).
- Ensure the Schools Single Central Record (SCR) is fully completed.

**HR Advisors have a responsibility to:**

- Provide advice and guidance to CEO, Executive Headteacher, Associate Headteachers, Chair of Governors and employees to ensure that the Recruitment and Selection Policy is followed correctly;
- Evaluate or re-evaluate the banding of posts as appropriate;
- Verify that the post has been job evaluated where appropriate;
- Administer and provide feedback on psychometric tests, as required;
- Assist with the selection process where appropriate;
- Ensure that the first consideration process is followed;
- Facilitate relevant pre-employment checks are carried out (references, qualifications, DBS, Child Workforce Checks (barred List Checks), Section 128, Barred from teaching, medical clearance etc);
- Issue new starter documentation as instructed by the school;
- Enroll all new starters on to payroll.

## 7. Scope

This policy covers all school/academy vacancies whether permanent, temporary or fixed term.

**It is advised that the Associate Headteacher and Chair of Governors audit your procedures including:**

- Monthly checks of the school/academy Single Central Record to ensure it is up-to-date and appropriately maintained (including addition of any newly appointed staff). Ensure a signed record of these checks is maintained.
- Regularly audit procedures for recruiting new staff using the safer recruitment checklist.
- Review decision making processes and risk assessments.
- Vetting of visitors, and auditing of the visitor book to check out the robustness of the SCR process.

### Further Reading

- Keeping Children Safe in Education September 2020 (part three).
- The ACAS guide Equality and Discrimination  
<http://www.acas.org.uk/index.aspx?articleid=3017>
- Inspecting arrangements for staff recruitment and vetting (Ofsted 2019)
- Staffing and employment advice for schools, October 2018 Department for Education
- Guidance for safer working practice for Adults who work with children and young people in education, May 2019
- The Childcare (Disqualification) Regulations 2018