

DATE APPROVED BY DIRECTORS: 27 September 2023

BOARD REVIEW DATE: September 2025

COMMITTEE RESPONSIBLE FOR REVIEW: Finance,
Resource, Risk & Audit Committee



Contents

Vision Values & Ethos.....	3
Aims.....	4
Definition.....	4
Legal Context.....	5
Guiding Principles.....	6
Responsibilities & Procedure.....	6
Breaches of the Policy.....	16
Associated Policies and Procedures.....	16
Consultation.....	16
Training & Implementation.....	16
Monitoring, Evaluation and Review.....	17
Appendices.....	17

Our Lady of the Magnificat (OLoM) Multi Academy Company (MAC)
Recruitment & Selection Policy and Procedure

Vision, Values and Ethos

We are a family of Catholic schools united in our faith and witness to Christ. Our schools will be places of excellence in teaching, learning and leadership.

As a Catholic Multi Academy Company we are guided by the principles of Catholic social teaching (CST) and the Diocesan Directives issued by the Diocesan Bishop for the General Regulation of all Catholic Schools in the Archdiocese of Birmingham.

Our aims: -

- We magnify the God given talents of all our pupils.
- We rejoice in working together to improve the life chances of our pupils.
- We serve our communities through prayer and action.
- We grow the Catholic Leaders of tomorrow.

Our values: -

- **Respect** – we uphold the dignity of humanity in all that we do. It is of paramount importance across our family of schools that every person in our communities is recognised, acknowledged, and respected for their God given individuality and are embraced with the love of Christ.
- **Integrity** - We aim to be completely transparent in all that we do. We are guided by ethical principles in all our work ranging from resources management to the development of our people.
- **Service** - Inspired by Our Lady’s service to God, we bear witness to the Gospel and provide an enriching encounter with Christ for all our communities. Our schools aim to serve our parishes and all in our communities regardless of background or faith. We also commit to nurturing a sense of service and vocation amongst our staff, children, and young people.
- **Excellence** - We aspire to be the highest performing Catholic Multi Academy Company in the country as we recognise that the quality of education provided by our schools will determine the life chances of our young people.

Aims

Recruiting the best people to our Multi-Academy Company (MAC) is vital for our continued success in providing the highest standards of education to our pupils.

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

The Executive Head/Assistant Directors are responsible for deciding on the arrangements to recruit to any post in School in line with the financial budget, with support from the Office Administration team.

The School Improvement team/CSEL together with the Diocesan Education Service are responsible for deciding on the arrangements to recruit to any Protected post in line with the financial budget, with support from the Central HR team.

Scope

The purpose of this policy is to set out our processes for recruiting, selecting, and appointing any employee to work within our MAC.

Definition

In this Recruitment & Selection Policy and Procedure, unless the context otherwise requires, the expressions below shall have the following meanings:

'Diocesan Schools Commission' means the education service provided by the diocese in which the MAC is situated, which may also be known, or referred to, as the Diocesan Education Service.

'MAC' means the Our Lady of the Magnificat Multi-Academy Company named at the beginning of this Policy and Procedure and includes all sites upon which the MAC undertaking is, from time to time, being carried out.

'Multi Academy Company' means the company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Academy.

'Chair' means the Chair of the Board of Directors as appointed from time to time.

'Board' means the Board of Directors of the Multi Academy Company.

'Directors' means Directors appointed to the Board from time to time.

'Catholic Senior Executive Leader (CSEL)' means the most senior leader in the MAC who is responsible for its management and administration.

'Governing Board' means the body carrying out the employment functions of the MAC in relation to the MAC.

'Governors' means, (if appropriate to the context), the governors appointed or elected to the Local Governing Body from time to time.

'Executive Headteacher/Headteacher' means the most senior Teacher in the MAC who is responsible for its management and administration. Such Teacher may also be referred to as the Head of School or Principal.

'Local Governing Body' means, (if appropriate to the context), the Governors appointed and elected to carry out specified functions in relation to the MAC as delegated by the MAC.

Legal Context

In carrying out our recruitment & selection processes we:

- are committed to the creation of a safe environment for our pupils by operating safer recruitment practices in line with the statutory requirements and guidance.
- will comply with the requirements of The Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR) and any national implementing laws, regulations, and secondary legislation, as amended or updated from time to time, in the UK.
- will comply with the requirements of the Equality Act (2010) and are committed to ensuring that throughout our 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 the very exceptional cases where we are required to discriminate due to an occupational requirement this must be approved by the Board who will provide reasons for this requirement.

Recruitment will be solely based on 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 MAC aware, at any stage of the recruitment process, that they have a disability then reasonable adjustments must be considered to ensure the applicant is not disadvantaged by the process.

Guiding Principles

Safer Recruitment

All recruitment must be in line with this policy to ensure that we identify, deter and prevent people who pose a risk of harm from working with our pupils.

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

Any person involved in recruiting to our MAC must read the "Keeping children safe in education" (2023) guidance (or updated statutory guidance) produced by the DfE and our MAC's safeguarding/child protection policy.

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 one of the MAC's Designated Safeguarding Leads immediately and/or the Central HR team.

All the pre-employment checks described below must be carried out and have been determined as satisfactory before an applicant can start their employment in the MAC.

Responsibilities

Procedure

Advertising

A vacancy must be approved before any advertising takes place. Any vacant position will normally be advertised via the appropriate channels to ensure the most appropriate field of applicants is obtained. All vacancies will be advertised internally across the MAC schools and external vacancies will be uploaded to the MAC website by the Central HR team. We reserve the right to withdraw the vacancy at any time.

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

"The Multi Academy Company is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed."

A copy of our Recruitment Privacy Notice which sets out how we will gather, process, and hold personal data of individuals during and after the recruitment process is available on our MAC website and how we carry out online searches prior to appointment inline with Safer Recruitment practices.

Job Description & Person Specification

A job description is required for all posts which describes the duties and responsibilities of the post. It must be up to date, accurate and specific to the role. A person specification is also required which outlines all the necessary skills, experience, qualifications, and knowledge requirements for the post.

All job descriptions and person specifications must refer to the responsibility for safeguarding and promoting the welfare of children and the guiding principles of catholic social teaching.

Application documentation

All applicants are required to fill out our Catholic Education Service application form. CVs will not be accepted as a replacement for the application form.

Candidates will be sent an Information pack containing:

- application form.
- job description and person specification.
- reference to the Academy's policy on Equality and Diversity.
- reference to the Child Protection/Safeguarding Policy.
- DBS and other pre-employment requirements.
- consent form to obtain references from previous employment.
- Rehabilitation of Offenders Declaration form.

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.
- Internal applicants must provide a written recommendation from their current line manager, and where the role is a protective post, an additional reference from their parish priest is required.
- 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.
- request information on the applicant's suitability to work with children and young people.
- be directly from the referee.
- **not be accepted** if they are 'to whom it may concern' letters and are character references.
- be requested before the interview; and
- be explored further with the referee and with the applicant during the interview if necessary. This additional information is to be treated as **confidential and should only be shared with the relevant individuals.**
- 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.**
- 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.**

Short-listing

Applicants will be short-listed against the requirements of the person specification. The same people should carry out the short-listing and the interviews. The outcome of the short-listing process will be recorded and retained in line with the policy for data retention.

The equal opportunities monitoring form must be 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 must be obtained from the applicant during the interview process and recorded.

Interviews

Prior to the interview taking place appropriate social media checks in line with Safer Recruitment (Keeping Children Safe in Education (KCSIE) legislation must be carried out.

A face-to-face interview must take place for all applicants to all posts.

All those involved in interviewing must be properly prepared to undertake the role, which may involve appropriate interview training. At least **one person on the interview panel must have passed the appropriate safer recruitment training.**

Interviewers are expected to represent the MAC in a professional capacity therefore professional business dress is required.

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 should be conducted with a relevant number of interviewers on the panel – See Appendix I (ideally with an equal gender balance) this will enable interviewers to assess the applicant, observe and make notes whilst the applicant talks to the other interviewers.

Before the interview commences the interview, panel should have:

- prepared appropriate questions for the role.

- agreed assessment criteria which reflects the person specification; and

- decided a structure to the interview and established which member of the panel will ask which questions.

- prepared appropriate questions to test the applicant's suitability to work with children and young people.

- identified any areas for further probing, e.g., if a criminal record has been declared or if there are gaps in employment etc.

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 must be explored during the interview process.

Candidates shortlisted for interview will be asked about their suitability to work with children. They will also be required to disclose and then discuss criminal convictions and/or cautions which are not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) that may deem them unsuitable.

The same areas of questioning must be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked.

The recruitment **documentation will be retained for six months** from the date of interview for all applications whether appointed or not. Under the Data Protection Act 2018, applicants have the right to request access to notes written about them during the recruitment process. After 6 months all information about unsuccessful candidates must be securely destroyed.

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 our MAC

One or more additional panel interviews (for example, a panel made up of pupils from our MAC)

A presentation.

Roleplay exercise.

In tray exercises (data task) and

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 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.

Level of language proficiency

Under the "fluency duty" (Part 7 of the Immigration Act 2016), public authorities are required to ensure that workers in public facing roles are fluent in English (or Welsh in Wales). Public facing roles are those members of teaching and support staff who, as a regular and intrinsic part of their role, are required to speak to members of the public (including students in schools).

The MAC will accept a range of evidence of spoken English language ability as follows:

competently answering interview questions in English.

possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English by a recognised institution abroad,

passing an English spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 (intermediate) or above, taught in English by a recognised institution abroad.

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

Offer of Employment by the Selection Panel

The 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 conditional subject to satisfactory completion of these checks.

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 Teacher Services System <https://teacherservices.education.gov.uk/>

satisfactory enhanced DBS check

for management positions (Applicable to governors/trustees, Headteachers, members of the Senior Leadership Team and departmental heads only), verification that they are not subject to a section 128 direction by checking the Teacher Services System.

for teachers and other employees who hold QTS who are working in non-teaching roles, verification that they are not subject to a prohibition order by checking the Teacher Services System.

a clear children's barred list check (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; <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

confirmation that the applicant is not disqualified from providing childcare. This will apply where the school academy undertakes any of the following:

- The school runs its own before or after school clubs or activities for children up to the age of 8 yrs.
- Provides education for children up to the age of 5 yrs.

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

Disclosure and Barring Service (DBS) checks - new employees and volunteers

The MAC will carry out a risk assessment to determine if a DBS check is required for each volunteer in accordance with Annexe E of Keeping Children Safe in Education 2023. If a volunteer is assessed as requiring a DBS check, the following DBS checks will be undertaken for new appointments, before the employee or volunteer starts work:

Who	Definition	Type of check
<p>Employees who will be engaging in regulated activity</p>	<p>As an educational institution which is exclusively or mainly for the provision of full-time education to children, OLoM is an establishment specified in the relevant legislation.</p> <p>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> <ul style="list-style-type: none"> Frequently by the same person (for example once a week or more); or on more than three days in any period of 30 days. <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>	<p>An enhanced DBS check with children’s barred list check will be obtained</p>
<p>Unsupervised volunteers</p>	<p>As above</p>	<p>An enhanced DBS check with children’s barred list check will be obtained.</p>
<p>Supervised volunteers</p>	<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> <p>They are being supervised by someone that is in regulated activity; and</p>	<p>We are unable by law to obtain a barred list check on a supervised volunteer. We will however obtain an enhanced DBS check (with no barred list</p>

	<p>The supervision is regular and day to day (e.g., it is ongoing); and</p> <p>The supervision is reasonable in all the circumstances to ensure the protection of children (this may consider for example, the age (including the variation in ages), number and vulnerability of children the individual is working with, the nature of the work and opportunity for contact with children, whether other individuals are helping to look after them and how many workers a supervisor is supervising).</p>	check) for supervised volunteers.
Governing Bodies inc. Chair and Local Governing Boards	The Chair of the MAC is responsible for ensuring committee members (including a local governing body), undertake an enhanced DBS check that members are not disqualified from taking part in the management of the school as a result of a section 128 direction.	Para 319-326 KCSIE 2023

In exceptional circumstances a new employee or unsupervised volunteer may be able to start before the enhanced DBS check has been received, The MAC must ensure that appropriate supervision is in place until the DBS check has been received in the form of a risk assessment. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks.

DBS certificates will only be issued to the applicant. All applicants must 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 must be recorded in the Single Central Record (SCR). We are not required to take a copy of DBS certificate; however, we may choose to do so for decision making purposes. Any copy will be held for no longer than necessary, and up to a period of six months and be processed in line with Data Protection Legislation.

Any applicant who refuses to produce their DBS disclosure will not be able to start work at the MAC and the conditional offer will be withdrawn as satisfactory checks are not in place. Any volunteer who refuses to produce their disclosure will not be able to volunteer in MAC.

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 should 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. Where the applicant or volunteer has subscribed, they should provide the MAC with the original disclosure document to be verified and the MAC will check the online update for any changes.

Applicants will only be asked to declare convictions and cautions that are not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Information relating to an individual's criminal record will only be shared with the relevant people to enable the MAC to decide about their suitability to work with children and young people.

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 (subject to risk assessment) where their contact with children or young people has increased from that at their time of appointment. It is also considered best practice that DBS checks for all existing staff are renewed every 5 years.

An enhanced DBS and children's barred list check may be carried out on any employee or unsupervised volunteer (subject to risk assessment) where the MAC 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 (subject to risk assessment) where the MAC has concerns about their suitability to work with children and young people.

DBS certificates will only be issued to the applicant. The MAC 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 MAC of any change in their criminal record. This includes convictions, cautions, arrests, and police investigations which are not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The MAC 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 because of any change or any failure to inform the MAC of any change.

Agency staff

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

Upon the engagement of an agency worker, the agency must be supplied with a copy of the MAC's Managing Allegations Procedure unless they have previously been provided with the most recent version of this procedure.

Onboarding

All new employees will be provided with an onboarding programme which will cover all relevant matters of MAC and School policy, in particular safeguarding and promoting the welfare of children.

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 MAC's complaints policy, or grievance policy (for existing employees).

Associated Policies and Procedures

Safeguarding and child protection policy
Keeping Children Safe in Education (KCSIE)
Equality, Diversity & Inclusion policy
Data Protection policy

Consultation

This policy is a MAC policy and is shared with the Board of Directors and Trade Unions. LGBs do not need to approve template policies, but should have oversight of them, and it should be recorded in LGB minutes that the LGB has adopted them.

Training & Implementation

Training will take place to develop the skills and confidence of those responsible for interviewing and selecting suitable candidates for employment. The training will enable the individual to produce an accurate assessment, as well as understanding the whole selection process including competency based interviewing techniques.

At least one person on the interview panel must have passed the appropriate safer recruitment training, therefore those regularly involved in the recruitment process must undertake training as mandatory.

Any person involved in recruiting to our MAC must read the current "Keeping children safe in education" guidance produced by the DfE and our MAC's safeguarding/child protection policy.

Monitoring, Evaluation & Review

We will monitor the application and outcomes of this policy to ensure it is working effectively. This policy is reviewed every two years or sooner based upon changes in legislation.

Appendices

Appendix I – Interview Panel Guidance

Appendix I
INTERVIEW PANEL GUIDANCE

POSITION FOR INTERVIEW	INTERVIEW PANEL MINIMUM
Protected positions (CSEL / Accounting Officer/ Chief Financial Officer/Chief Operating Officer/Executive Headteacher/Headteacher/Principal/ Deputy Headteacher/ Head of School/Head of RE / Lay Chaplain	Diocese representative Board Director CSEL or Director of School Improvement Executive Headteacher/Headteacher School Governor
Leadership (other than protected posts)	CSEL or Director of School Improvement Executive Headteacher/Headteacher School Governor
Teaching staff	Executive Headteacher/Headteacher Head of Department School Governor
Support staff (salaries £50k and above)	Executive Headteacher/Headteacher Member of the Executive Team Director of School Improvement (school posts) ANOTHER
Support staff (school based)	Executive Headteacher/Headteacher Line Manager ANOTHER
Support staff (central based)	Line Manager ANOTHER