



## **Excalibur Academies Trust**

### **Recruitment and Selection Policy and Procedure**

Date of approval	November 2021
Approved by	HR
Review date	As required



## Introduction

Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Excalibur will endeavour to attract, recruit and retain staff of high calibre by ensuring that the best possible candidates are appointed. *Please see the safer recruitment guidance 2021 for more detailed information.*

## Recruitment Policy

- Staff will be recruited on the basis of their ability, qualifications and suitability for the position in which they have applied;
- All applicants will be considered equally and consistently;
- All applicants will be subject to an enhanced disclosure and barring service check and all the necessary pre-employment checks before appointment is confirmed.

## Recruitment Procedure

- Applicants for employment must complete an application form. The form must be completed in full detailing employment history and suitability for the position. It should be dated in employment history order.
- CVs may be sent in but all applicants must complete the application form in order to be considered for the position.
- Candidates will be shortlisted according to the relevance of their professional qualifications, skills and personal qualities that they can bring to the role.
- Shortlisted candidates will be invited for a formal interview. Candidates may bring along accompanying information that they feel is relevant for the position in which they have applied.
- The interview may require a skills test. The expectation is that Teaching Staff will deliver a 30-minute lesson (candidates will be briefed in advance) and Support Staff may be asked to perform a skills test.
- All formal interviews will have a minimum of 2 people; one of whom will have undertaken safer recruitment training.
- Candidates may be selected for further shortlisting on the day of the interview.



- Excalibur commits to informing candidates within 3 working days of the outcome.
- An offer of employment following the formal interview will be conditional subject to:
  - ❖ A successful enhanced disclosure and barring service check
  - ❖ Confirmation that you are not barred from working with children
  - ❖ That you are not subject to a direction under section 142 of the Education Act 2002
  - ❖ That you are not subject to a direction under 128 of the Education and Skills Act 2008
  - ❖ That you are not disqualified from providing childcare in connection with early or later years' provision
  - ❖ Verification of the applicant's identity
  - ❖ Satisfactory and positive references received (two)
  - ❖ A satisfactory pre-employment health declaration
  - ❖ Verification of professional qualifications
  - ❖ Verification of the applicant's right to live and work in the UK (where the applicant is not a citizen of a country within the EU)
  - ❖ Any further checks which are necessary as a result of the applicant having lived or working outside of the UK
  - ❖ Any other deemed relevant checks i.e. for teaching positions confirmation that applicants are not subject to a prohibition order.
  - ❖ Applicants signing and agreeing to a mutually acceptable start date and agreeing to the standard terms and conditions of employment.
  - ❖ Schools should carry out and record risk assessments to decide whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity.

### Pre-employment Checks

All applicants are subject to the necessary checks. The enhanced disclosure and barring service check will require original identification as required by the policy.

The Trust is required to check whether staff who carry out 'teaching work' are prohibited from doing so. The Trust will check with the DfE (Teacher Regulation Agency) and verify qualified teaching status (QTS) and the completion for induction and teacher probation periods with the Teacher Services system.

The Trust is required to check whether any applicant in a managerial position: Governors, Trustees, Members of the Senior Leadership Team and Department Heads are subject to a direction under section 128 of the Education and Skills Act 2008, in compliance with Keeping Children Safe in Education Guidance.

Applicants must ensure that they arrange a time to meet with HR prior to their start date to show their original disclosure certificate. Employment will remain conditional until the original certificate has been provided and deemed satisfactory by Excalibur.



*Valid Identity Documentation:*

*Group 1*

- ❖ Current valid passport
- ❖ Biometric residence permit (UK)
- ❖ Current driving licence (full or provisional) with photo card.
- ❖ Birth certificate (UK and Channel Islands, issued at the time of birth – within 42 days of date of birth). Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.

*Group 2*

- ❖ Mortgage statement (UK or EEA)
  - ❖ Bank/Building Society Statement
  - ❖ Bank/Building Society account opening confirmation letter
  - ❖ Credit card statement
  - ❖ Council Tax Statement
  - ❖ P45/P60
  - ❖ Utility bill (UK) but not mobile phone
  - ❖ Benefit statement
  - ❖ A document from central or local government e.g. from the Department for Work and Pensions, HM Revenue and Customs (HMRC), Job Centre, Social Security.
  - ❖ EU National ID Card
- Please note that valid documentation should be dated within last 3 months or last 12 months or documentation from local government.

*You will also be required to provide history of your address by month and year for the last 5 years.*



### Pre-employment Health Declaration

Applicants must complete the pre-employment health declaration. It may be necessary for HR to discuss what has been disclosed on the declaration or for the applicant to attend an Occupational Health referral to consider their fitness for the role. The Equality Act 2010 will apply.

### References

References will ideally be requested prior to shortlisting. References sent after an offer of employment will ask for health and sickness records at this time. All referees will be asked whether they believe the applicant is suitable for the job in which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.

Questions will include:

- Confirmation of the dates of employment, job title, reason for leaving, performance and disciplinary record.
- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children.

*Please note that references will be taken up with the current or most recent employer and the most recent childcare employer where the individual is not currently working with children.*

### Contract of Employment

Your contract of employment will comprise the following documentation:

- Letter outlining the details of your post, including start date, pay scale and continuous service (if relevant). It is the post holder's responsibility to inform HR of any change in circumstances or if any of the information on the contract letter is incorrect.
- Statement of Particulars which includes information regarding:
  - ❖ The main location of your place of work
  - ❖ Salary and Working arrangements – probationary period
  - ❖ Conditions of employment as outlined in this policy
  - ❖ Annual Leave
  - ❖ Notice Period
  - ❖ Sickness Allowance
  - ❖ Safeguarding
  - ❖ Conduct of Staff
  - ❖ Membership of a Trade Union



- ❖ Disciplinary and Grievance Procedure
- ❖ Excalibur Academies Trust Declaration

### Host Families

If the school arranges 'home stay' visits in the UK, the School is required to obtain an enhanced DBS certificate with the barred list information for everyone in the home over 18.

Schools are free to decide if they should get a DBS certificate for 16 and 17 year olds.

### Contractors and Agency Staff

Contractors engaged by Schools within the Trust must complete the same checks for their employees that the Trust is required to complete for its staff. Schools should obtain written confirmation that these checks have been completed before employees of the Contractor can commence work at the School.

Agencies who supply staff to Schools must also complete the pre-employment checks and Schools should ensure they receive written confirmation that these checks have been completed before an individual can commence work. The Trust reserves the right to check individual's right to work in the UK. Schools should check the identify of agency staff turning up to work on their first day.

### Retention and Security of Disclosure Information

The Trust will observe the guidance issued or supported by the Disclosure and Barring Service.

It will ensure disclosure information and other confidential documents issued by DBS are locked in non-portable storage cabinets with access restricted to the HR department.

Disclosure information will not be retained longer than is necessary and for a maximum of six months. The Trust will ensure information is recorded in the Single Central Record.

Disclosure information will be destroyed by shredding.

### Retention of Records

The Trust is legally required to undertake pre-employment checks and if an applicant is successful in their application, the Trust will retain on the employment file any relevant information provided as part of the application process. This will include copies of documents to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the Trust to discharge its obligations as an employer e.g. to that the Trust may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issues.



This documentation will be retained by the Trust for the duration of employment and will be retained for a period of 7 years. The Trust will ensure information is securely disposed by shredding.

If applicants are unsuccessful, all documentation will be retained for a period of six months and then destroyed by shredding.

#### Referrals to the DBS and Teaching Regulation Agency (TRA)

This Trust has a legal duty to make a referral to the DBS in accordance with Keeping Children Safe in Education guidance at the time. If a referral is made to the DBS, the Trust may also make a referral to the TRA if the individual is a teacher.

#### Queries

If an applicant has any queries on how to complete the application process, please contact the HR Department or refer to the safer recruitment guidance/DBS guidance.