



Recruitment Policy

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| Signature of CEO: |  |
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This policy is prescribed by Inspire Learning Partnership and is statutory. All references to 'the Trust', includes all Trust schools and subsidiary organisations.

1. Purpose

- 1.1 The purpose of this policy is to define the Trust's strategic approach to recruitment and selection activity and to establish a consistent framework for the application of these activities.
- 1.2 The Trust recognises that safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people. The Trust is committed to ensuring that recruitment and selection activities are undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable. The aims of this policy are to:
 - Attract and appoint the highest calibre of applicants;
 - Ensure safe and equitable recruitment and selection is conducted at all times;

- Deter, identify and reject prospective applicants who are unsuitable for work with children or young people.

1.3 This document is available to all members of school staff and to any prospective applicant. The Trust welcomes any comments or contributions to this policy.

2. Legal context

2.1 The Board of Trustees recognises that recruitment and selection is governed by many statutory provisions, too numerous to list separately, and is committed to ensuring that all legislative requirements are met in the application of this policy. However, particular reference is made to Part 3 of [Keeping Children Safe in Education](#).

2.2 This policy does not form part of any employee's contractual terms and conditions and any links within this document to other documents are for ease of use and do not form part of this policy.

3. Delegation of authority

3.1 The delegation of authority for all positions is defined in Appendix 1 HR Levels of Authority. Where a panel is convened, it will be ensured that members of the panel have knowledge and understanding of the Trust/school's needs, the appropriate experience and training in recruitment and selection, including safer recruitment training, as well as the confidence in carrying out the process effectively.

3.2 If required the selection of an appropriate selection panel is a matter that should be considered carefully. Unless statutory legislation has been contravened, the Board of Trustees will normally endorse the recommendation for appointment made by the selection panel for central team and Principal/Head of School positions.

3.3 In respect of all other positions, the Trust Board has delegated responsibility and authority to appoint to the Principal.

4. Equal opportunities

4.1 The Trust is committed to providing equality of opportunity at all stages of the recruitment and selection process and ensuring that candidates are treated fairly and lawfully throughout the process. Shortlisting, interviewing and selection will always be carried out without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, political affiliation or trade union membership.

4.2 All disabled applicants who indicate that they consider themselves to have a disability on their application form and who meet the minimum criteria for the role will be guaranteed an interview.

4.3 Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability.

4.4 Recruitment and selection activities will be undertaken in line with the principles of the Trust's equalities policy.

5. Vacancy determination and initiating recruitment activity

- 5.1 All posts must be recruited in accordance with the HR Levels of Authority found in Appendix 1.
- 5.2 All posts will be reviewed before initiating any recruitment activity. This will be done in accordance with the current needs of the Trust (and where applicable, school), including the pay range, job description/person specification and the key tasks that will need to be addressed, having regard to school improvement. Form [ILPO1](#) must be completed prior to commencing any recruitment process. No recruitment can take place until approval has been given by the Director of Finance.
- 5.3 Where there is a need or desire to create a new position which is in addition to the agreed staffing structure of the school, the person recruiting will need approval for the position from the Board of Trustees. Recruitment activity can only commence once/if approval is given.
- 5.4 Where it is decided that the school requires the engagement of a casual worker, the Casual Worker Policy will be followed.

6. Planning for recruitment

- 6.1 Prior to recruitment the recruiter will ensure that there is a review of the job description and person specification and ensure that this document is an accurate reflection of the role to be filled.
- 6.2 The recruiter will decide as to whether a role is to be filled on a permanent, fixed-term, temporary or any other basis, taking into account any advice received from members of the Trust central team and where applicable, Board of Trustees.

7. Advertising vacancies

- 7.1 It will be normal practice for all vacancies to be advertised unless there is a good reason not to do so. Advertisement may be either internally (for example on school notice boards or on the Trust and/or school website) or externally (such as via the DfE Teaching Vacancies and Hampshire Education Jobs Website), depending on the type of vacancy, the nature of the contract which exists and the current nature of the recruitment market. When advertising externally, the school will ensure that school staff are aware, to allow current members of staff to apply, should they wish to do so. The Trust currently utilises, 'My New Term' as the platform for advertising vacancies.
- 7.2 Principal and Vice Principal vacancies will be advertised unless there is good reason not to do so. Where there is a determination not to advertise, the reason will need to be minuted for this decision. The vacancy will be advertised in such a manner considered appropriate taking into consideration the best way of reaching the target audience and the level of exposure the advertisement will receive.
- 7.3 Advertisements will include the Trust's safeguarding statement, highlighting our commitment to child safeguarding in an effort to deter any unsuitable candidates, an equal opportunities statement and whether or not the role is exempt from the

Rehabilitation of Offenders Act 1974 (as amended); see the Trust's Recruitment of Ex-Offenders Policy for further information. Other necessary information needed to attract suitable candidates to the post and to the school or Trust will also be included, including the safeguarding requirements and responsibilities of the role.

8 The Application Process

8.1 For all posts, application packs will be sent or made available electronically via My New Term. The advertisement/application pack will generally consist of:

- a job description and person specification
- an electronic Trust application form, including equality monitoring form, with details for confidential completion. The form states that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity (where the role involves this type of regulated activity). The Trust Careers page contains all current policies in relation to safer recruitment, including child protection and safeguarding policy and our policy on the recruitment of ex-offenders.
- a statement of terms and conditions relating to the post (Hours, salary etc.)
- information about the recruitment process (interview dates etc.)
- any other relevant information regarding the post, school and Trust

8.2 Applications received after the closing date will not be considered, unless the applicant has given prior notice of a late application and this has been agreed by the selection panel. The Trust reserves the right to interview exceptional candidates before the closing date.

Applications made through means other than application forms will not be considered, unless a reasonable adjustment has been made to accommodate the needs of an applicant with a disability. CVs will never be accepted as an alternative to a completed Trust application form.

9. Shortlisting and selection processes

9.1 The Trust recognises that it is a legislative requirement (School Staffing (England) Regulations 2009) that at least one member of a selection panel must have completed safer recruitment training. A selection panel will not be convened without at least one panel member having been appropriately trained in safer recruitment.

9.2 The shortlisting and interview panels will normally be made up of the same members of staff to ensure consistency and fairness and will involve at least two people.

9.3 During the shortlisting process all applications will be assessed equally against the same criteria, without exception or variation. All applications will be carefully scrutinised, with particular care paid to any gaps in employment; repeated and/or regular/frequent changes in employment; and anomalies or discrepancies or inconsistencies in information contained within the form. Any such concerns will be taken up with the candidate at interview and will be satisfactorily resolved before any firm offer of employment is made.

9.4 Once we have shortlisted candidates, we will ask shortlisted candidates to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so they have the opportunity to share relevant

information and discuss it at the interview stage. They are asked to sign this form as a true and accurate record.

9.5 The Trust reserves the right to carry out an online search on shortlisted candidates. We consider the lawful basis of this to be a public task. This is because we are processing the data in order to fulfil our safeguarding and safer recruitment duties; we consider appointing staff who are suitable to work with children and young people to be in the public interest.

In addition to a Google search that includes the first page of results in relation to the candidate's name (and links to current and previous employment), public social media profiles may also be considered. Candidates will be invited to provide their respective platforms and handles with their application. The person who undertakes the search will not form part of the recruitment panel and a record of the search will be retained using template form [ILP05b](#).

As part of the recruitment process, the Trust will only consider information that suggests a candidate may:

- Be unqualified for the role
- Pose a potential safeguarding risk
- Risk damaging the reputation of the Trust or one of our schools

Any concerns on issues or incidents that arise from an online check, will be discussed with the applicant.

9.6 References will be requested prior to interview, to enable the panel to compare the information received against the candidate's application form and their answers at interview, as well as allowing for any discrepancies or concerns to be explored at interview. References requested at this stage of the process will exclude requests for health information. When seeking references, we will:

- Not accept open references
- Liaise directly with referees and seek to verify and information contained within the references with referees
- Ensure any references are from the candidate's current employer and have been completed by an appropriate person. Details to help applicants will be given on the Trust application form.

9.7 The selection process for shortlisted candidates will, as a minimum, consist of a face to face selection interview with an interview panel, with other selection activities (such as classroom observation, group activities, written work) determined by the nature and duties of the post. When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask the candidate to explain this
- Explore any potential areas of concern to determine the candidate's suitability to work with children.

10. Outcome of selection processes

- 10.1 A selection decision will be made based on a fair and thorough assessment of the skills and abilities demonstrated by all the candidates against the requirements of the person specification/job description during the selection process.
- 10.2 Any offer of employment made to the preferred candidate will be made conditionally, in writing, subject to satisfactory completion of pre-employment checks (in line with section 11).
- 10.3 For all appointments, the power to appoint is in accordance with the delegation of authority detailed in Appendix 1, the HR Levels of Authority.

11. Pre-employment vetting checks

- 11.1 The Trust recognises its statutory responsibility to carry out pre-employment checks for all new staff as well as to update the single central record in preparation for the new applicant's first day in post.
- 11.2 Invitations for interview will stress that the successful candidate will be subject to identity checks, qualification, right to work in the UK and other safeguarding checks e.g. lived/worked overseas, prohibition from teaching and enhanced DBS, Children's Barred List as applicable to their status and role. Candidates taking up a management position, will also be subject to a prohibition from management (Section 128) direction check, made by the secretary of state. Candidates will be requested to bring with them documentation to verify their identity i.e. passport, driving licence, birth certificate etc. Gaps in employment history and concerns or discrepancies in the application form and references will also be explored. Other checks will be undertaken to assess the candidate's mental and physical fitness to carry out their work and responsibilities.
- 11.3 For those roles where a person could be working with or managing children in the Early Years (up to the end of Reception) or up to the age of 8 (in the provision of extended care), we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. All applicable candidates will be asked to complete form [ILP11](#), which gives further details of that which falls inside the scope of the declaration.
- 11.4 The Trust will act reasonably in making decisions about the suitability of prospective employees based on checks and evidence, which may include the following where appropriate: DBS checks, barred list checks, prohibition checks, right to work and identity checks, together with health declaration, references, application forms, interview information and checks of relevant academic and professional qualifications.
- 11.5 The Trust will assess all information gathered from pre-employment checks as the information is received, in accordance with the Fitness and Suitability for Work Policy. Any unsatisfactory pre-employment checks may lead to the consideration of withdrawal of a conditional offer of employment. Where consideration is being given

to withdrawing an offer on the basis of pre-employment checks, advice will be sought from HR and where applicable, the Trust DSL and LADO.

- 11.6 The candidate will not normally commence employment until all relevant pre-employment checks have been completed and must not start until at least the candidate's identity and right to work in the UK have been established. In exceptional circumstances, the recruiter may determine to allow an individual to commence employment in regulated activity prior to the receipt of a DBS check. In these circumstances, all other checks, including a separate barred list check where appropriate, must have been completed and he or she will not be left to work unsupervised. Arisk assessment will also be carried out to determine whether other safeguarding measures may need to be put in place.
- 11.7 For volunteers (including those involved in governance), the Trust/school will undertake comparable appropriate safer recruitment checks, in line with the role they will be undertaking. All those involved in governance will be subject to an enhanced DBS check and Section 128 check. The Chair of Trustees will have their DBS check countersigned by the secretary of state. We will never leave an unchecked volunteer unsupervised or allow them to work in regulated activity.
- 11.8 Individuals who have lived or worked outside of the UK for six months or more in the last 10 years, will be subject to the same pre-employment checks as all other staff. In addition, further appropriate checks, such as an overseas police check, will be made as stated on the Trust application form (and within the Trust single central record guidance), in order to sufficiently establish the individual's suitability to be appointed.
- 11.9 For individuals who work at the Trust or a school via an employment agency or contractor, the Trust/school will obtain [written notification from the agency](#) that the necessary checks that the Trust/school would normally otherwise perform have been carried out, prior to engaging the individual. The Trust/school will also check that the individual arriving at the school for work is the same person on whom the checks have been made.
- 11.10 For trainee/student teachers who are salaried by the school, the school will ensure that all necessary checks are carried out. For other trainee/student teachers (e.g. fee funded), it is the responsibility of the initial teacher training provider to carry out the necessary checks and for the school to ensure that [such checks have been undertaken](#) prior to deployment within the school.
- 11.11 Where a school places a pupil with an alternative provision provider, we obtain [written confirmation](#) from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.
- 11.12 In certain circumstances, the Trust reserves the right to undertake relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:
- There are concerns about an existing member of staff's suitability to work with children; or

- The individual moves from a post that is not in regulated activity, to one that is; or
- There has been a break in service of 12 weeks or more.

12. Offers of employment

- 12.1 Offers made prior to satisfactory completion of pre-employment checks must be made on a conditional basis. Conditional offers of employment must only be confirmed once all pre-employment checks have been satisfactorily completed.
- 12.2 The statement of employment particulars (contract of employment) will be received by the employee on or before the first day of their employment and therefore pre-employment checks are required to be satisfactorily completed before they begin employment. Where such checks are not completed within this timeframe, and the withdrawal of a conditional offer of employment is being considered, the Fitness and Suitability for Work policy will be followed.

13. Retention of recruitment records

- 13.1 For unsuccessful applicants, all paperwork gathered as part of a recruitment exercise will be kept confidentially and securely in accordance with the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018 (DPA), for a period of 6 months after the interview date to ensure that if there are any claims raised, the school is able to rely on its records to justify its judgment and decision. After this period these records will be confidentially disposed of.
- 13.2 For staff appointed to work at the Trust, information gathered during the recruitment process will be used to form part of the employee's personnel file and, where applicable, will be mandatorily recorded on the school's single central record. Personnel files will be retained for 6 years post-employment unless there is a substantiated safeguarding concern. In this instance, information will be retained for 10 years or until the person is of pensionable age, whichever is longest.

Appendix 1

HR LEVELS OF AUTHORITY – See Scheme of Delegation

| APPOINTMENTS | |
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| All appointment panels must contain at least one member who has undertaken Safer Recruitment Training within the previous three years. The CEO may nominate an alternative representative if they are unavailable to make up a panel. | |
| CEO | Trust Board (minimum of 3 Trustees, with non-voting co-optees as required) |
| Director of Finance/Directors of Education | Trust Board (minimum of 2 Trustees), CEO |
| Executive Principal/Principal/Head of School | Trust Board (minimum of 2 Trustees), CEO |
| Other central team positions | CEO, Director of Primary or Director of Finance and at least one Trustee. |
| Associate Principal | CEO or Director of Primary, 2 Trustees |
| Vice-Principal | Director of Primary, Principal and Chair of Academy Council |
| Assistant Principal | Director of Primary, Principal and one other as determined by the Principal |
| TLR posts | Principal, Head of School / Vice Principal/Assistant Principal and a member of Academy Council. |
| All other teaching posts | Principal, Head of School/Vice Principal/Assistant Principal and a member of the Academy Council. |
| All support staff posts | Principal and TLR Post holder. |