



DUNRAVEN **EDUCATIONAL** TRUST

RECRUITMENT POLICY

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PART 1 – OVERVIEW

1.1 Introduction

- 1.1.1** Dunraven Educational Trust (DET) wishes to promote a culture of fairness and consistency in all its recruitment processes. Safeguarding young people is at the forefront of our processes, which is why our recruitment processes include a number of stringent checks prior to an individual starting employment with DET whether they are a direct temporary or permanent employee, an agency or a volunteer placement at one of the Trust schools. This policy also serves as a deterrent to any individual who might not be fit to work around children and young people.
- 1.1.2** The content of this policy is underpinned by DET's statutory duties to safeguard children under the Safeguarding Vulnerable Groups Act 2006, the DfE Keeping Children Safe in Education (KCSIE) guidance and the Protection of Freedoms Act 2012 to safeguard children. This policy should be read in conjunction with KCSIE guidance which is published annually.
- 1.1.3** This policy does not form part of any employee's terms and conditions of employment and is not intended to have contractual effect. It is provided for guidance to all members of staff at Dunraven Educational Trust and sets clear expectations before their employment start dates, during their probation and for the remainder of their employment at the Trust. All staff are required to familiarise themselves and comply with its contents. The Trust reserves the right to amend this policy at any time.
- 1.1.4** Safer Recruitment is an important aspect of safeguarding. Safeguarding Leads may not necessarily be involved in the actual recruitment. However, the Safeguarding Lead in each school should work collaboratively with the Trust Designated Safeguarding Lead and other Safeguarding Leads in other schools.

1.2 Aims of this Policy

- 1.2.1** The aims of our Safer Recruitment Policy are to:
- ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
 - ensure safeguarding and promoting the welfare of children and young people is an integral factor at each stage of the recruitment and selection process;
 - adopt a safer recruitment process, which helps to promote a safe culture and complements other 'safety' elements such as health and safety and security within the Trust;
 - attract and recruit suitably skilled and motivated candidates to help raise standards and reduce the risk to children and young people;
 - ensure that those that are responsible for each stage of the recruitment process demonstrate a professional approach by dealing honestly, efficiently and fairly with all applicants;
 - ensure that no job applicant is treated unfairly on any grounds including sex, sexual orientation, marital or civil partner status, pregnancy or maternity, gender

reassignment, race including colour, nationality, ethnic or national origin, religion or belief, disability or age;

- ensure compliance with all relevant recommendations and guidance including the recommendations of the DfE in the KCSiE guidance and the Code of Practice published by the Disclosure and Barring Service (DBS);
- ensure that we meet our commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

1.2.2 Employees involved in the recruitment and selection of staff are responsible for familiarising themselves, and complying with, the provisions of this policy.

1.2.3 The measures described in this policy will be applied to all who are employed to work at the Trust and incorporated within the scope of this policy are staff employed by contractors, supply staff, trainee teachers and other volunteers who are placed and engaged at any of the Trust schools.

1.3 The Single Central Record (SCR)

1.3.1 KCSiE recommends that each Local Governing Board appoints a Safeguarding Governor to act as a link with their school's safeguarding arrangements.

1.3.2 Each school and the HR central team hold a central record incorporating all employed staff (and others) that have contact with children on a daily basis. The single central record lists specific safer recruitment checks completed as part of an individual's on-boarding process. The SCR is an essential record of our safeguarding checks on members of staff - and is an essential part of ensuring safeguarding is effective during an Ofsted inspection. The SCR is a record of specific checks completed for directly employed employees, agency workers, contractors, volunteers, governors and trustees, and all staff who are considered to be in regulated activity (i.e. on a school site 3 times or more in a 30 day period). There is a separate single central record for the central DET team.

1.3.3 The CEO, the Director of Finance and Operations, the HR team and the Chair of Trustees have access to all schools' SCRs. Headteachers, local chairs, local governors linked to Safeguarding, school's DSLs and other school designated staff will have access to their school's SCR.

1.3.4 The SCR details a range of checks as set out by the DfE, and the responsibility for the maintenance of this record is with the Headteacher but this function can be delegated to a member of the senior leadership team with the support of a designated colleague who works closely with the Headteacher.

1.3.5 The statutory information required on the SCR is as follows:

- DBS check including if there is a disclosure, the date of the clearance and who ran the check at DET;
- Identity check, including the date when relevant documents were verified and who by;

- Barred list check, including the date of the check and the initials of the person who carried out the check;
- Prohibition from Teaching check (includes Governors/Trustees involved in teaching)
- Qualifications/QTS (particularly for teaching positions)
- Overseas checks as required
- Right to work in the UK
- S128 checks carried out for governance and management roles **only** but not required to be recorded on SCR

1.3.6 Each DET school is required to check their SCR data a minimum of three times per academic year (once per term) to ensure that it remains accurate and compliant.

1.3.7 It is recommended as good practice that the school governor linked to safeguarding attends at least one review a year. The main role of the designated safeguarding link governor is to check on culture of safeguarding, and to monitor that their school is following its safeguarding systems and procedures, to set targets where information is missing, ensures that a safer recruitment culture is embedded in their allocated school and checks how safeguarding concerns have been addressed, e.g. risk assessments have been completed in the case of DBS disclosures and missing safer recruitment checks. The school's Designated Safeguarding Lead (DSL) should attend a SCR review at least once a year.

1.3.8 Checks for agency workers (including daily supply staff), contractors and short-term volunteers are explained in Part 8 of this policy.

1.4 Equal Opportunities

1.4.1 Fairness in how we recruit and select our staff plays a significant part in creating an equal opportunities environment. Our aim is that every internal and external applicant who applies for a position within the Trust is considered against criteria, which relates only to the requirements of the job.

1.4.2 Any queries relating to this policy should be directed to the Director of Finance and Operations.

PART 2 – THE PLANNING PHASE

2.1 The Application Pack

2.1.1 The importance of safeguarding and protecting children at DET will be promoted throughout the recruitment process in order to deter unsuitable candidates and make it clear that where the role involves regulated activity, it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children and young people educated at one of the Trust schools.

2.2 Job Descriptions & Person Specification

All posts advertised must have a job description and person specification which define the purpose, duties and responsibilities of the post, as well as the qualifications, skills, abilities, attitude, behaviours and experience needed to perform the job, with particular attention to working with vulnerable groups. The job description and person specification will make reference to our commitment to the

safeguarding of students and include the extent that the role will involve contact with children and whether it engages in regulated activity.

HR will ensure that the job descriptions and person specifications are in the Trust standard format.

All internally and externally advertised posts at the Trust will require an **Enhanced** DBS Disclosure where an individual is likely to come into direct contact with pupils and young people.

2.3 The Recruitment panel

2.3.1 For each vacancy, a recruitment panel will be agreed upon. Depending on the vacancy and size of the school, a minimum of two directly employed staff will lead the interview process and ensure that each candidate is asked to complete the same tasks and the same questions to ensure a fair process. Panel members are encouraged to ask further questions as appropriate to ensure that the candidate is able to carry out the full duties of the vacancy.

2.3.2 Each panel must include at least one interviewer who has completed their safer recruitment training (available on Every) within the last two years. More senior vacancies will require three (or more) panel members; Headteachers and senior Central Staff will agree this with the CEO advised by HR as appropriate.

2.3.3 The lead member of the recruitment panel or a designated member of staff must share the full job description and person specification with their HR Business Partner whose role will be to ensure that all the safer recruitment information is in line with current guidance and legislation has been included.

2.4 Advertising Vacancies

Adverts for vacancies demonstrate our commitment to safeguarding in recruitment, promoting the welfare of children and vetting procedures, protecting every potential applicant from unfair practice and ultimately safeguarding children as much as possible. Promoting commitment to safeguarding and child protection can act as a deterrent to would-be abusers. Wording, pictures and images used must not be such that they could be considered discriminatory.

PART 3 – THE SELECTION PROCESS

3.1 Shortlisting Applicants

The recruitment panel will compile a shortlist of all suitable applicants which takes account of the skills, qualifications and experience against the criteria for any given post as set out in the job description and the person specification.

3.2 Identification Documents for the Interview

Candidates invited to interview may be required to present photo identification, regardless of whether that interview is to be conducted face-to-face or remotely. If the interview is held remotely via video conference, photo identification can be shown on screen. The successful candidate may be required to provide the interviewing school with photo identification as well as a number of other documents, as part of the pre-employment checks we are required to complete.

Please see the section titled, Part 5 - Final Checks prior to the Employment start date' for further information.

3.3 References

- 3.3.1** References should be requested as soon as shortlisted candidates have confirmed their attendance to their interview and that they are happy for their referees to be contacted. Gathering this information beforehand enables the recruitment panel to assert the candidates' identity, and ask questions in the interview on candidates' suitability for a role. Additionally, this allows panel members to identify skill gaps, or gaps against what is in the job description and person specification so a decision can be made about whether the candidate is able to fulfil the role.
- 3.3.2** The purpose of obtaining references is to ensure that the recruitment panel has objective and factual information to support appointment decisions.
- 3.3.3** All offers of employment will be subject to the receipt of a minimum of two references which the Trust lead recruiter deems satisfactory, one of which must be from the applicant's current or most recent employer. If the current/most recent employment does not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children where possible. Neither referee should be a relative or someone known to the applicant solely as a friend. In some circumstances, the Trust will accept references from a former teacher/lecturer/tutor or former Headteacher.
- 3.3.4** In the event that a candidate does not have prior experience of working with children or young people, the Trust will seek to obtain two references from their most recent employer prior to an offer of employment being made to them.
- 3.3.5** All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the Job Description and Person Specification, or a link to such documents, for the role that the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:
- the applicant's dates of employment, salary, job title/duties, the reason for leaving, their 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 (including any in which the disciplinary sanction has expired)

- the facts of any substantiated safeguarding allegations or concerns that meet the harm threshold
- recruitment panels will only accept references obtained directly from the referee and they will not rely on references or testimonials provided by the applicant or on open references or testimonials
- recruitment panels will ensure the person providing the reference is sufficiently senior and has appropriate authority to provide it

The HR Business Partner or other will compare all references with any information given on the application form, and will share this with Headteachers where there are concerns raised. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

3.3.5 Copies of the Trust reference request forms can be found in Every, the Trust's central information portal.

3.4 The Interview

3.4.1 The interview will assess the merits of each candidate against the job requirements and will explore their suitability to work with children. A face-to-face interview will always be carried out as part of the recruitment process unless exceptional circumstances apply. One set of interview questions should be prepared in advance for each vacant post. The questions should address each area of the job description and person specification.

An interview panel will consist of a minimum of two interviewers, although, for more senior posts, it will be considered normal for three interviewers (or more) to be present as set out in the Trust's Scheme of Delegation.

3.4.3 Interviewers must check a candidate's understanding of safeguarding by asking specific questions on this topic.

3.4.4 Interviewers also have the right to remind candidates that they will be required to obtain an enhanced DBS certificate as part of our safer recruitment checks, therefore if they wish to declare any offences, cautions or criminal convictions which may be disclosed on their enhanced DBS certificates, they should submit details in writing to the Headteacher. Failure to do so could lead to summary dismissal if they are appointed.

3.4.5 Interviewers must pay attention to candidates' employment history and seek clarity on any gaps of 2 or more months. If necessary, a candidate may be asked to review the chronology of their activities since leaving full-time education.

3.4.6 Interviews Conducted by Video Conference

In exceptional circumstances, interviews via video conferencing may take place. Such interviews should not be recorded or stored, however the candidates' answers will be recorded by the designated recruitment panel members on an interview questionnaire to allow for a fair decision process.

3.4.7 English Fluency

Employees working in any role that requires them to communicate with children, parents, guardians, staff and / or members of the community, must be able to demonstrate that they can speak and write fluent English to enable the effective performance of the role and to ensure that they are able to abide by their safeguarding responsibilities.

The fluency duty does not create a higher standard than already required for employees at the Trust who are already annually appraised.

PART 4 – MAKING AN OFFER OF EMPLOYMENT

4.1 Conditional Offer of Employment

- 4.1.1 Any offer of employment with the Trust will be conditional on the satisfactory completion of the statutory checks.
- 4.1.2 If some checks are yet to be completed prior to the planned employment start date, the HR team will notify the schools' Headteachers or the relevant Trust colleague, and recommend that a start date is delayed where feasible. The CEO, DFO, Headteachers will advise how they wish to proceed taking account of their safeguarding duty and the guidance included in the latest publication of Keeping Children Safe in Education. Colleagues should refer to **paragraph 5.2.6** for further information on missing DBS checks. New starters who do not have their medical clearance in place will be asked to inform the central HR Team if they have an underlying condition that would require reasonable adjustments in the workplace.

4.2 Online Searches

- 4.2.1 If a candidate has been shortlisted for a vacancy, a member of the HR team or other external ID checker, will carry out an online search against the candidate for information that is publicly available online and usually before interview. This will include social media accounts.
- 4.2.2 Schools should inform shortlisted candidates that online searches may be done as part of due diligence checks.

4.3 Declaration of Offences

- 4.3.1 Individuals who are shortlisted for a vacancy are required to submit a formal declaration of any relevant criminal offences and other relevant information relating to their safeguarding duty to the Headteacher or Trust Senior leader for Central Team appointments.
- 4.3.2 Any offer of employment will be made conditional upon a satisfactory Enhanced DBS check and barred list check (where applicable to the role in question).

4.3.3 Candidates who have made a confidential disclosure will be required to undergo a risk assessment with the Headteacher or a designated senior leader before starting their new role so a decision can be made whether to proceed with the appointment. A signed record of this assessment will remain on the employee's file if their appointment has been confirmed.

4.4 Suitability Declaration Form - Disclosure of Disqualification under the Childcare Act 2006

4.4.1 In accordance with the DfE Disqualification under the Childcare Act 2006 guidance regarding the Childcare Act 2006, schools are specifically required to establish that members of staff are not disqualified from working with children who have not yet reached the age of 8 in order to comply with the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018.

4.4.2 Individuals employed within one of the 'relevant settings' listed below, will be required to complete and submit a Suitability Declaration Form declaring that they are not disqualified from undertaking such work upon appointment:

- Staff providing childcare to a child from birth until 1 September following a child's fifth birthday. This will include staff who provide education in nursery and reception classes and/or any supervised activity for these children, which occurs during or outside of school hours, such as breakfast clubs, lunchtime supervision and after school care provided by the Trust schools.
- Individuals providing childcare to children aged between 5 and 8 years old outside of an education setting. This means staff providing breakfast club or after school provision for children within this age bracket. It does not include staff who teach these children during the school day, nor does it include any extended school hours for co-curricular learning activities such as any of the Trust schools' choir or a sports team.
- Staff directly concerned with the management of the above childcare. This includes the Headteacher and may also include other members of the school's leadership team and any manager, supervisor, leader or volunteer responsible for the day-to-day management of the provision.

4.4.3 Further information on disqualification can be found in the Department for Education's guidance on the Government's website.

4.4.4 Other checks may be carried out, where applicable to the post, to ensure the individual has not been disqualified.

PART 5 – FINAL CHECKS PRIOR TO THE EMPLOYMENT START DATE

5.1 Documents confirming Identification

5.1.1 In accordance with the recommendations of the DfE, the HR Team will carry out a number of pre-employment checks in respect of all prospective employees to ensure effective safeguarding.

5.1.2 Copies of documents used to verify successful candidates (including right to work and qualifications), should be kept on the candidates HR file.

5.1.3 All offers of employment are conditional on the prospective employee bringing the necessary evidence of identity to enable HR to verify their name (through the full birth certificate where available), date of birth and current address. Where an applicant claims to have changed their name by deed poll or any other mechanism (e.g., marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change. In all cases original documents (not photocopies and not downloaded from the internet or an app) must be provided.

5.1.3 These identification documents may also be used to enable a Disclosure and Barring Service (DBS) check to be carried out (see below).

5.2 Criminal Record Check

5.2.1 Due to the nature of the work, the HR Team will apply for criminal record certificates from the DBS in respect of all prospective staff members and volunteers.

5.2.2 If the individual is applying for a position that may provide them with an opportunity to engage in regulated activity with children, then an Enhanced Check with Barred List will be required. This check will contain details of all convictions, adult cautions, reprimands or warnings (except those which are “protected” as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 and amended in 2020) held on the Police National Computer.

5.2.3 The Enhanced Check with Barred List will also reveal whether the individual is barred from working with children by virtue of their inclusion on the lists of those considered unsuitable to work with children. Keeping Children Safe in Education requires schools to run a separate barred list check if the DBS certificate has not been issued before the employment start date.

5.2.4 An Enhanced Check may also contain non-conviction information from local police records and/or protected information which the police consider may be relevant to the work the individual will be undertaking.

5.2.5 Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of an overseas Disclosure if one is available in the relevant jurisdiction(s). The Trust applies the following criteria:

- 6 consecutive months spent in an overseas location in the last five years
- a total of 12 months spent in an overseas location in the last 10 years.

This means that some applicants may be required to provide a number of overseas police checks / certificates of good conduct.

- 5.2.6** Should DBS clearance be delayed a Headteacher, Director of Finance and Operations and CEO may agree to the individual commencing work but before doing so shall obtain a barred list check (where required), ask the Headteacher (or designated senior leader) to undertake a Risk Assessment on the prospective member of staff concerned, ensure all other checks are completed and make arrangements as appropriate for the member of staff to be paired with or supervised by another member staff who has received DBS clearance. HR will do all that they can to ensure that a start date is not delayed particularly where teachers with timetable commitments are concerned.

PART 6 - REHABILITATION OF OFFENDERS DISCLOSURE

- 6.1** The Trust will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The Trust will make appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically debar them from employment within the Trust. Instead, each case will be decided on its merits in accordance with the objective assessment criteria.
- 6.2** In view of the fact that all positions within the Trust will amount to "regulated positions", all applicants for employment must declare all previous convictions and adult cautions (except those which are "protected" as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 and amended in 2020). A failure to disclose a previous conviction or adult caution may lead to an application being rejected or, if the failure is discovered after employment has started, this may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.
- 6.3** Under the relevant legislation, it is unlawful for the Trust to employ anyone who is included on the lists maintained by the DfE and the Department of Health of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the Trust to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.
- 6.4** It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the Trust if:
- The Trust receives an application from a disqualified person;
 - The Trust is provided with false information in, or in support of an applicant's application; or
 - The Trust has serious concerns about an applicant's suitability to work with children, in which case the matter will be reported to the Police, DBS and/or the DfE.
- 6.5** Not all offences are disclosed on DBS certificates. Youth cautions, warnings and reprimands are considered 'protected' and will not be shared with a prospective

employer. All convictions resulting in a custodial sentence, whether or not suspended, will always be disclosed. The full list of offences that will never be filtered from a DBS can be found on the Government website.

PART 7 - RETENTION OF RECORDS

- 7.1** In line with the Trust Records Management and Retention policy, once an applicant is appointed, the Trust will retain any relevant information provided on their application form (together with any attachments) on their personnel file. This file will be stored in line with the Trusts Data Retention policy.
- 7.2** If the application is unsuccessful, all documentation relating to the application will normally be securely disposed of after 6 months, unless the applicant specifically requests us to keep their details on file.

PART 8 - CONTRACTORS, VOLUNTEERS, AGENCIES AND AGENCY STAFF

- 8.1** The Trust requires supply, temporary workers, agencies, and contractors who are placed at one of the Trust schools to have registered with an umbrella body that will process the enhanced DBS clearances and to follow this policy or their own comparable policy.
- 8.2** The agency and the contractor must provide evidence of the checks carried out on their central record so the Trust can satisfy itself that they have carried out the checks on the individual that the Trust would otherwise perform. In addition, new agencies and contractors are required to complete and submit the Trust's reassurance form.
- 8.3** The agency or contractor must also ensure that the individual is aware that they have to bring in their DBS certificate (if specifically requested by HR only) and identification documents (proving their name, date of birth) on the first day of their supply work. A Barred List check (where applicable) must be obtained before the individual is appointed. This is particularly important for long term placements.
- 8.4** Any school within the Trust reserves the right to terminate an agreement with an agency or contractor and send home the individual without notice should these terms of safer recruitment practice be breached.
- 8.5** All volunteers who have direct contact with children on a regular basis will be required to have an enhanced DBS check and a Barred List check, where applicable. A risk assessment will be completed for all volunteers to determine the level of checks required depending on whether the volunteer will be in regulated activity or not.

PART 9 - PROCEDURES

- 9.1** Any staff member involved in a recruitment campaign will have due regard for data protection regulations and will be required to apply the following procedures to ensure a fair and consistent process across the Trust and enable recruitment panel members to justify appointments if required.

- 9.2** The recruitment process will begin once a member of the designated recruitment panel has completed the Trust recruitment authorisation form and submitted it to the Trust HR Team along with the job description and person specification for the vacancy.
- 9.3** External adverts should be published for a minimum of 2 weeks on a number of platforms including the Trust's career site, the DfE portal for eligible posts, the TES or other professional bodies for difficult to fill or urgent posts. However, the Trust reserves the right to limit this in exceptional circumstances (within adverts being advertised no less than 5 working days). Social media campaigns may also be requested depending on the vacancy. The minimum 2 week limit does not apply to internal vacancies.
- 9.4** The following information will usually be included within the text of the advert:
- The name of the employer (DET)
 - Name(s) of the school(s) where the vacancy is located
 - post title
 - hours of work
 - grade or scale
 - salary (actual salary for part year vacancies)
 - contract type, e.g. permanent or fixed term (including the duration if fixed term)
 - brief details about what the job entails and the type of skills and experience required, including responsibility for safeguarding children
 - confirmation that an Enhanced DBS Disclosure will be required
 - details on how to apply
 - closing date
 - planned interview date
 - planned employment start date
- 9.5** The HR team will check whether further clarification is required and designated staff at individual schools will then upload their vacancy and supporting documents onto the Trust's recruitment portal.
- 9.6** A designated colleague will be responsible for monitoring their schools' vacancies, including inviting candidates to interviews, moving completed applications through the recruitment pipeline on the portal such as: interview, reference request, offer, safer recruitment checks etc.
- 9.7** Application packs should include the following:
- Brief description of vacancy, contractual terms and school ethos;
 - Application Form (which includes a statement confirming that the post is exempt from the Rehabilitation of Offenders Act 1974)
 - Job Description and Person Specification
 - Recruitment Privacy Notice
 - Single Equality Scheme
 - Appointment Equalities Policy

- Child Protection Policy Statement and information on an Enhanced DBS check on the first page of our advert and on every job description; and
 - Prospectus
- 9.8** The same designated colleague or another staff member will be responsible for requesting references prior to the interview, and uploading them onto the recruitment portal to enable a member of the HR team to check them and save them in e-folders. It is essential to check that candidates have agreed to their referees being contacted beforehand, particularly those who do not work in state education and are more exposed to difficult conversations with their current employer.
- 9.9** The recruitment panel members will ensure that every application form is completed in full and request the missing information if that is not the case.
- 9.10** Candidates invited for an interview will be asked to bring proof of identification and any relevant qualification certificates to their interview to help the recruitment team have as many elements as possible before an offer can be made.
- 9.11** Headteachers will normally be part of a recruitment panel however they may choose to appoint other senior colleagues to manage the interview process. Where there are two rounds of interviews, a combination of senior staff will be involved in the process – this will be determined by the Headteacher for school-based staff. If the interview is for a Headteacher, the CEO, the Chair of the LGB, the Trust Director of Finance and Operations and the Trust's Head of HR will be involved in the process. For a Deputy Headteacher or an Assistant Headteacher, the Headteacher, the Chair of the Local Governing Board or another named Board member will usually be required to attend at least one of the rounds of interviews.
- 9.12** For Trust employees, the CEO or the Director of Finance and Operations, will determine who should form the recruitment panel.
- 9.13** For the CEO and the Director of Finance and Operations positions, the Chair of Trustees, with suitable advice, will determine who should form the recruitment panel.
- 9.14** Shortlists should make it clear why a candidate has been selected: a brief comment to that effect should be included in the notes section of the recruitment portal,
- 9.15** Each interview should be thoroughly prepared. A list of identical questions will be used. This does not prevent the recruitment panel asking further questions if necessary or the interviewee from asking questions.
- 9.16** The interview notes of the appointed candidate will be sent to the central HR team so these can be added to their e-file. For unsuccessful candidates, their application and other documents will be kept for a period not exceeding 6 months.
- 9.17** A conditional offer of appointment and a statement of particulars will be issued as soon as a verbal offer of employment has been made. Full checks should be completed before the candidate starts in their new role.

- 9.18** Once references have been received and the HR Team has received confirmation of an appointment, a HR Business Partner will issue a conditional offer letter of appointment, a detailed statement of particulars and a number of forms (including a DBS application and medical clearance) to be completed by the successful candidate in order to enable the central HR team to complete their safer recruitment checks as listed in **paragraph 4.1**.
- 9.19** The Trust HR team will advise schools or the central Trust team when all the checks have been completed.
- 9.20** Where schools would like a successful candidate to start at a different start date, they should contact the candidate directly and keep HR informed.
- 9.21** New employees (including those transitioning from a agency/contractor role), will need to have the following checks completed to be successful offered a role:
- the receipt of at least two satisfactory references;
 - satisfactory Enhanced DBS Disclosure and where the appointee has lived outside the United Kingdom, an overseas criminal check or certificate of good conduct from each overseas location as applicable. In exceptional circumstances, the Trust HR team may decide to contact the most recent employer at an overseas location;
 - where applicable, satisfactory DBS checks in respect of the Children's and Adult Barred List;
 - confirmation of the candidate's medical fitness (through a pre-employment health check);
 - verification of the individual's qualifications by providing original certificates to their school;
 - verification of professional status where required;
 - verification that all teaching and classroom based support staff where a role may require the individual to carry out 'teaching work', whether supervised or not, has not been prohibited from teaching or carrying out teaching work and has no sanctions or restrictions against them, by the Teaching Regulation Agency where relevant;
 - verification that the candidate has not been prohibited from carrying out management work where relevant (S128 check);
 - a satisfactory self-declaration of the successful candidate's criminal record and suitability to work with children in line with the requirements of Keeping Children Safe in Education;
 - a satisfactory online search made against the successful candidates in line with the requirements of Keeping Children Safe in Education;
 - verification that the candidate has not been disqualified under the Childcare Disqualification Regulations 2018, where applicable to their role;
 - letter of professional standing from the overseas professional regulating authority where relevant;
 - verification of the candidate's identity;
 - verification of the candidate's right to work in the UK.

A record will be kept to show that the above checks have been carried out for all employees.

The details of checks will be reported to the police and/or the DBS if:

- an applicant has provided false information in, or in support of, their application; or
- there are serious concerns about an applicant's suitability to work with children gained from other legitimate information sources (e.g., references).

Any exceptions should be discussed with the HR team.

- 9.22** Designated staff members will arrange for the new starters to be issued with login credentials on their first working day and share email addresses with the central HR team who will liaise with a Trust colleague to ensure that a number of induction training sessions are available on Every, our central portal.
- 9.23** Once new colleagues have joined the Trust, they will have probation review periods. In addition to being an opportunity to review performance, probation reviews enable line managers to promote the Trusts' strong safeguarding culture and promote a safe working environment for the community.