



## RECRUITMENT AND SELECTION POLICY

THIS POLICY WAS APPROVED:	SUMMER 2018
THIS POLICY WILL BE REVIEWED:	SUMMER 2021
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	DIRECTOR OF HR

## **1. Introduction**

- 1.1 **Anglian Learning is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.**
- 1.2 The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, [Keeping Children Safe in Education](#) and the Trust's Equality and Diversity policy.
- 1.3 The Trust Board will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.
- 1.4 We will comply with the requirements of [Keeping Children Safe in Education](#) Part 3 with regard to DBS and other pre-employment checks.
- 1.5 We will ensure compliance with the Data Protection regulations and the more stringent requirements contained within the General Data Protection Regulations (GDPR). The GDPR encompasses the core principles of the DPA and provides more onerous responsibility and accountability for fair and transparent processing. Our Recruitment Privacy Statement provides specific details in accordance with the GDPR principles and can be found on our website, along with our general Privacy Statement.

## **2. Delegation of Appointments and Constitution of Appointments Panels**

- 2.1 The Trust delegates the power to offer employment for all posts other than central Trust appointments, the CEO, Executive Principal, Principal and Deputy Principal appointments to the school's Local Governing Boards and the individual school's Principals. The Local Governing Body will have the delegated power to offer employment for Leadership appointments and the Principal of the school has the delegated power to offer any other teaching or support appointments. The Principal may not delegate the offer of employment to any other senior manager or governor (except in exceptional circumstances such as the absence through illness of the Principal).
- 2.2 The Trust delegates the power to offer employment for all other trust wide posts to the CEO.
- 2.2 The Principal is expected to involve at least one Governor in the appointment of all teaching staff on the leadership pay spine.
- 2.3 The CEO is expected to involve at least one Trustee in the appointment of all Trust wide leadership roles.
- 2.4 Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training. In addition at least one member will have undertaken general recruitment or equalities training.

### **3. Advertising**

- 3.1 All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement. In these circumstances, the selection panel may decide that certain parts of the recruitment process may be omitted but all candidates will be subject to a formal interview, the satisfactory reference requirements and any other necessary checks.

### **4. Information for Applicants**

All applicants for all vacant posts will be provided with:

- 4.1 A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school. A person specification may also be provided.
- 4.2 An Application Form. CVs will not be accepted.
- 4.3 An Information pack containing:
- a description of the trust and school relevant to the vacant post.
  - reference to the Trust's policy on Equality and Diversity.
  - reference to the Child Protection/Safeguarding Policy.
  - DBS and other pre-employment requirements.
  - a statement that canvassing any member of staff, member of the Governing Body or Trust Board, directly or indirectly, is prohibited and will be considered a disqualification.
  - the closing date for the receipt of applications.
  - outline of terms of employment including salary
  - reference to the Trust's policy on recruitment and selection.

### **5. Short Listing and Reference Requests**

- 5.1 The selection panel will use an agreed short listing form. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the candidates to be called for interview.
- 5.2 The selection panel will take up at least two references on each short listed candidate. A reference will always be sought from the current or most recent employer. Where the candidate has requested that references are not sought prior to interview then the offer of employment will be made subject to satisfactory references and these will need to be received prior to the candidate commencing employment.
- 5.3 Reference requests will ask the referee to confirm:
- the referee's relationship with the candidate;

- details of the applicant's current post and salary;
  - performance history and conduct;
  - All disciplinary action which may include those where the penalty is "time expired" and relates to the safety and welfare of children;
  - details of any substantiated allegations or concerns relating to the safety and welfare of children;
  - whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.
- 5.4 References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate for any post. References will be verified and any discrepancies will be discussed with the candidate at interview.
- 5.5 If the field of applicants is felt to be weak the post may be re-advertised.

## 6. Interviews

- 6.1 The format, style and duration of the interviews are matters for the Trustees, Governors or Principal to decide in consultation with other members involved in the recruitment process but the following will be adhered to:
- 6.1.1 Briefing:  
All candidates will be given relevant information about the Trust and/or school to enable the candidate to make further enquiries about the suitability of the advertised job.
- 6.1.2 The formal interview:  
Before the interviews the selection panel will agree on the interview format. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will 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 selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.
- 6.2 The recruitment documentation will be retained for six months from the date of interview for unsuccessful applicants. Under the General Data Protection Regulation and the Data Protection Act 1998, applicants have the right to request access to notes written about them during the recruitment process. After 6 months all information about unsuccessful candidates will be securely destroyed unless one of the candidates has raised concerns regarding the

recruitment process. If this is the case, the information about unsuccessful candidates will be destroyed on the satisfactory resolution of that concern.

## **7. Offer of Employment by the Selection Panel**

7.1 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 subject to satisfactory completion of these checks.

## **8. Personnel file and Single Central Record**

8.1 Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the school including:

- application form – signed by the applicant
- interview notes – including explanation of any gaps in the employment history
- references – minimum of 2
- proof of identity (photographic)
- proof of right to work in the UK
- proof of relevant academic qualifications
- Certificate of Good Conduct (where applicant has lived abroad in the last 5 years for 3 months or more)
- evidence of medical clearance from the Occupational Health service
- evidence of DBS clearance, Barred List and Teacher Prohibition checks
- offer of employment letter and signed contract of employment
- evidence of successful completion of the induction period (for those who obtained QTS after 7 May 1999)
- Pecuniary Form – signed by the applicant
- evidence of 128 checks (for those who are in management/leadership positions)

8.2 The school will maintain a Single Central Record of employment checks in accordance with [Keeping Children Safe in Education](#).

## **9. Start of Employment and Induction**

9.1 The pre-employment checks listed in paragraph 7.1 above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks.

9.2 All new employees will be provided with an induction programme which will cover all relevant matters of Trust and school policy but in particular safeguarding and promoting the welfare of children.

## **10. Engagement of Contractors**

- 10.1 All contractors and agencies supplying staff to work in the Trust are expected and required to undertake safer recruitment pre-employment checks.
- 10.2 Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.
- 10.3 'Regulated Activity' is work which involves close and unsupervised contact with vulnerable groups including children, and which cannot be undertaken by a person who is on the Disclosure and Barring Service's Barred List.
- 10.4 Under no circumstances should a contractor in respect of whom no DBS check has been obtained be allowed to work unsupervised, or engage in regulated activity. The Principal is responsible for determining the appropriate level of supervision depending on the circumstances.
- 10.5 If a contractor working in the Trust is self-employed the Trust will obtain the DBS check should it be necessary and the contractor is unable to do it themselves. The contractor may be charged.
- 10.6 The identity of the contractors is checked on arrival at the school.

## **11. Recruitment of Agency or Supply Staff**

- 11.1 The Trust does not have the power to request DBS checks and barred list checks, for visiting staff employed by agencies or third parties. The school will obtain written confirmation that confirms the individual has undergone appropriate checks including DBS checks, prior to the member of staff commencing.
- 11.2 The school will check that the person presenting themselves for work is the same person on whom the checks have been made by seeing photographic identification documents such as a passport or driving licence. Should the person be wearing headscarves or head coverings then they will be requested to remove these to aid identification. The request will be accompanied with the opportunity to remove the items in a private room with a person of the same gender.
- 11.3 The Principal will use their professional judgement about the need to escort or supervise visitors.

## Recruitment and Selection Process Checklist and Guidance For Recruitment

<b>Vacancy/Job Title:</b>	
<b>Name of Lead Administrator:</b>	

<b>Stage</b>	<b>Recruiting Manager Action</b>	<b>Initials</b>	<b>Date</b>
<b>Clarify Vacancy</b>	<p>If an existing role consider if the role is still required. Review job description and personal specification to ensure that it is still relevant and complete.</p> <p>If a new role consider hours, working pattern, location, job description, personal specification.</p> <p>Consider if there is scope for employing an apprentice.</p>		
<b>Advertising</b>	<p>Create an advertising pack and advert that conforms to Trust standards.</p> <p>Ensure the advert has the appropriate safeguarding statement as part of it.</p> <p>Consider where the role should be advertised. Consult with the Trust HR team to ensure that full advantage is taken of any discounted advertising rates.</p> <p>Provide the advert and pack to all schools within the Trust for their noticeboards and internal promotion.</p> <p>Ensure the advert is tweeted and inserted on to relevant websites.</p> <p>Set the closing date of the advert to allow at least one weekend for applicants to complete the form.</p>		
<b>Organise Shortlisting and Interview Panel</b>	<p>Panel should consist of at least 2 people and usually 3.</p> <p>One member should be safer recruitment trained and consideration also needs to be given to diversity where possible.</p> <p>Panel should agree criteria for shortlisting based on the essential and desirable criteria</p>		

	<p>for the post which needs to be consistently applied.</p> <p>Panel should agree how the criteria will be judged and the tasks required as part of the interview process to make that assessment.</p> <p>The Panel must ensure that tasks required would not discriminate indirectly or directly against anyone with a protected characteristic under the Equality Act 2010.</p>		
<b>Shortlist Applicants</b>	<p>On receipt of applications, equality and other monitoring information must be separated from applications. The panel should be given copies only of the main part of the application.</p> <p>Log monitoring information without identifying the applicant.</p> <p>Panel shortlists against criteria being particularly observant of any discrepancies/anomalies/gaps in employment to explore at interview.</p> <p>Reasons for selection should be clearly documented and the scoring system applied fairly.</p>		
<b>Request References</b>	<p>For shortlisted candidates where permission has been granted for references to be obtained prior to interview, these can be sought.</p> <p>Use the Trust's reference request form.</p> <p>Once received, references should be provided to the Safer Recruitment trained member of the panel and checked against information on application. Any discrepancy noted are taken up with applicant at interview.</p> <p>Ensure that one reference has been provided from latest employer.</p>		
<b>Confirm Interview Date/Time/Issue Invitations</b>	<p>Ensure that suitable rooms are booked and that refreshments if necessary are ordered.</p> <p>Request that interviewees bring with them on the day photographic proof of their identity, right to work and qualifications.</p>		

	<p>Include all relevant information and instructions.</p> <p>Request them to disclose any relationships that they may have with other parties connected to the Trust.</p>		
<b>Interview Process</b>	<p>Ensure paperwork shows that there is a member who is safer recruitment trained on the panel and that there is at least one question at interview that is a safeguarding question.</p> <p>Create packs of information for all those interviewing.</p> <p>Identity (photographic evidence) and qualifications of candidates should be verified on the day of interview. Should the person be wearing headscarves or head coverings then they will be requested to remove these to aid identification. The request will be accompanied with the opportunity to remove the items in a private room with a person of the same gender.</p> <p>Questions asked must not directly or indirectly discriminate or may lead to discrimination against anyone who may have a protected characteristic under the Equality Act 2010.</p> <p>Panel members should have authority to offer conditional employment.</p>		
<b>Offer/Decline</b>	<p>Chair of Panel to complete Record of Interview form which should clearly summarise reasons for appointment and will be held on the employee's personnel file.</p> <p>Offer of employment made subject to satisfactory completion of pre-appointment checks and probationary period if applicable.</p> <p>Inform unsuccessful candidates and provide feedback if requested.</p>		

	<p>Send offer letter to successful candidate with pecuniary form, staff information forms (Bank Details etc), HMRC Starter List.</p> <p>Request information from successful candidate for DBS check ie previous names, Date of Birth.</p>		
<b>Undertake Checks</b>	<p>Create a record on the Single Central Record and create a personnel file:</p> <ul style="list-style-type: none"> <li>• References – request any further references</li> <li>• Identity – should be verified at point of interview.</li> <li>• Qualifications – if not verified at point of interview</li> <li>• Right to work – if not verified at point of interview</li> <li>• Evidence of additional overseas checks</li> <li>• Barred List and DBS check</li> <li>• Medical clearance</li> <li>• Prohibition check (teachers only)</li> <li>• Section 128 check (Leadership roles)</li> <li>• Evidence of QTS (teachers only)</li> <li>• Statutory Induction (for teachers who obtained QTS after 7 May 1999)</li> </ul>		
<b>Finalise Contract and Input on EPM Portal</b>	Send copy of application form to EPM		
<b>Plan Induction</b>	In line with Trust’s Induction Policy		
<b>Retention Documents</b>	All recruitment documents relating to unsuccessful candidates should be kept for 6 months and then securely destroyed.		