

THE HEATH FAMILY (NW)

MULTI ACADEMY TRUST

RECRUITMENT AND SELECTION POLICY

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SCOPE AND PURPOSE

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The Heath Family (NW) Multi Academy Trust and its Family of Schools are committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the School/Trust expects all school staff and volunteers to share this commitment. The Trust will ensure that all our recruitment and selection practices reflect this commitment.

Safeguarding and promoting the welfare of children is an integral factor of school management. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fully committed to the safe welfare of children and contribute to a safe and secure school environment.

AIMS

The aims of the School's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age; to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2018 (KCSIE), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.
- will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
- ensure that every appointment panel includes one member who has successfully completed the safer recruitment training.

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

ROLES AND RESPONSIBILITIES

It is the responsibility of the Trust/governing body to:

Ensure the school has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements. Monitor the school's compliance with them.

It is the responsibility of the Principal, Headteacher, HR and other Managers involved in recruitment to:

- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school.
- To monitor contractors' and agencies' compliance with this document.
- Promote welfare of children and young people at every stage of the procedure.

It is the responsibility of all potential and existing workers, including volunteers to comply with these procedures.

It is the responsibility of all contractors and agencies to comply with safe recruitment pre-employment checks.

The Trust/governing body has delegated responsibility to the Principal/Headteacher to lead in all appointments. School governors may be involved in staff appointments but the final decision will rest with the Principal/Trust.

RECRUITMENT AND SELECTION PROCEDURE

It is the policy of the School/Trust to recruit the most suitable candidate best suited to the job based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification. Recruitment will be in accordance with the Equality Act (2010), regardless of sex, age, ethnic origin, sexual orientation, belief, religion, disability or any other protected characteristic and regardless of membership of a professional association or trade union.

If a member of staff involved in the recruitment process has a close personal or familiar relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection process.

JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children in a boarding environment.

ADVERTISING

All vacant posts will be appropriately advertised except in cases of redundancy, ill health, disability or maternity redeployment. Posts open to external candidates will be appropriately advertised. Applications for externally advertised posts are also encouraged from internal candidates. Equal consideration is given to internal candidates when short-lists are drawn up.

All adverts throughout the School/Trust must have a Safeguarding paragraph, detailing the Trust/Academies commitment to safer recruitment, safeguarding and promoting the welfare of children. Example:

The School/Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. DBS disclosures at enhanced levels and Children's Barred List check will be required before taking up post. The School/Trust is an Equal Opportunities Employer and positively welcomes applications from all people regardless of their sex, creed, marital status, race, age, disability, gender identity, sexual orientation or religious belief.

An Employee who is Safer Recruitment trained must be involved in key parts of the recruitment process including reviewing the application form, reviewing references and interviewing.

All documentation relating to applicants will be treated confidentially in accordance with the General Data Protection Regulations (GDPR).

Each School will comply with the requirements of the Counter Terrorism and Security Act to have due regard for the need to prevent people being drawn into terrorism and will act in accordance with its Prevent duty.

APPLICATION FORMS

The Heath Family of schools uses a Trust/School application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history). Applicants submitting an incomplete application form will not be shortlisted. C.Vs will not be accepted.

The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the School. All applicants will be made aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

An Employee who is Safer Recruitment Trained must be responsible for checking the application form for Safeguarding and Prevent risks, scrutinising for gaps in employment and reviewing references.

EMPLOYMENT HISTORY

All external applicants for a post, or those working at the school who are not currently in regulated activity, are required to complete an application form, giving their previous

employment history. This information is checked to ensure that it is not contradictory or incomplete.

REFERENCES

References will be sought immediately after shortlisting using the School/Trust reference proforma which contains specific focused questions relating to safeguarding. The only exception to this is where candidates have indicated on their application forms that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any offer of employment being made. The School does not accept open references, testimonials or references from relatives.

References must be in writing and one reference must be from the candidate's present or most recent employer.

Referees can be contacted to provide further clarification as appropriate and/or any discrepancies taken up with the candidate.

Applicants are required to declare all criminal convictions whether "spent" or "unspent" and including any cautions/pending prosecution. Such declarations will be discussed at interview. The disclosure of this information will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

PRE-INTERVIEW

Candidates who have been shortlisted will be contacted and invited for interview. The letter/email of invitation will detail the format for the interview, assessment details and any documentation the candidate will be required to bring with them on the day.

INTERVIEWS

The selection process will involve conducting a face to face interview that asks appropriately robust questions and may involve lesson observation and other appropriate assessment activities.

The selection panel will consist of a minimum, of two interviewers and at least one member of any interviewing panel will have undertaken accredited safer recruitment training.

Any information in regard to any anomalies or gaps which have been identified in the application or past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has been disclosed on the application form.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed after the recruitment programme.

The Trust will not pay for travel to and from an interview.

OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS

Following interview, an offer of employment subject to satisfactory employment checks will be issued. In the case of DBS disclosures, the certificate must be obtained before commencement of employment.

Once all pre-employment checks have been satisfactorily completed, a contract of employment will be issued. The contract will be issued as soon as possible but in all circumstances within 8 weeks of employment commencing.

Employment should not commence until the school is satisfied that all pre-employment checks have been completed.

All new Employee appointments will require a DBS check. The level of DBS check required, and whether a prohibition check is required, depends on the role and duties for which a prospective Employee is applying.

In addition to the DBS checks described, anyone who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching. Section 128 barring direction checks must be completed for all management appointments.

Where an individual has lived or been overseas for 3 months or more in the last 5 years they will be need to provide us with an original police check from the country or countries where they have resided. The police check must be dated no more than 3 months prior to the date the individual left the country.

A Safer Recruitment checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personal files.

NON EMPLOYEE PRE COMMENCEMENT CHECKS

Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School.

The School will independently verify the identity of staff supplied by contractors or an agency in and will require the provision of the original DBS certificate before contractors or agency staff can commence work at the School.

Visiting Speakers (and Prevent Duty) The Prevent Duty Guidance requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.

VOLUNTEERS

It is the School/Trust policy that all volunteers who work within the school and therefore have access to children and who volunteer on more than one occasion must have a DBS check.

Supervised volunteers who regularly teach or look after children are not in regulated activity so the school is not permitted to conduct an enhanced DBS check with barred list information.

The school does, however, conduct an enhanced DBS check without barred list information. Such individuals will be supervised regularly and on a day to day basis, to ensure children's safety. The frequency and degree of supervision is determined by the type of activity and

age of the children concerned and is determined by the Principal/Headteacher of the Academy.

The School cannot carry out a DBS check on volunteers under the age of 16.

DISCLOSURE & BARRING SERVICE (DBS)

The DBS is responsible for administering three types of checks;

- Standard: a check of the Police National Computer (PNC) records of convictions, cautions, reprimands and warnings;
- Enhanced: a check of the PNC records as above, plus other information held by the police that is considered relevant by the police; and
- Enhanced with barred list information: for people working in regulated activity with children. This adds checks of the DBS Children's Barred List to the enhanced check.

All new Employee appointments to the Heath Family (North West) Trust schools will require an enhanced DBS check with barred list information. Anyone who is appointed as a Teacher will also require a Prohibition Order check to ensure they are not prohibited from teaching.

The DBS no longer issue Disclosure Certificates to employers, therefore Employees/applicants should bring their original Certificate to the School before they take up post.

Only at the decision of the Headteacher/Principal can an individual start work in regulated activity before the DBS certificate is available. Principals/Headteachers will need to ensure that the individual is appropriately supervised and that all other checks, including a separate barred list check, has been completed and assessment of risks.

In addition, applicants who have lived/travelled abroad for more than 3 months will need to obtain a criminal records check from the relevant country. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the School.

Secretary of State Prohibition Orders (Teaching & Management roles) In all cases where an applicant is to undertake a teaching role of any kind, a Prohibition Order check will be made using the Employer Access Online Service. It is anticipated that this will be performed at offer stage. A person who is prohibited from teaching must not be appointed to work as a

teacher in such a setting. Section 128 barring direction checks must be completed for all management appointments.

In order to comply with the requirements of the General Data Protection Regulations (GDPR) May 2019 where the school chooses to retain a copy of the DBS certificate it must not be retained for longer than six months. A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications are kept for the personnel file.

Definition of Regulated Activity and Frequency

Any position undertaken at, or on behalf of the School will amount to "regulated activity" if it is carried out:

- *frequently, meaning once a week or more; or*
- *overnight, meaning between 2.00 am and 6.00 am; or*
- *satisfies the "period condition", meaning four times or more in a 30-day period; and*
- *provides the opportunity for contact with children.*

Roles which are carried out on an unpaid/voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

The School is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". The School is required to carry out an enhanced DBS check for all staff, supply staff, volunteers and governors who will be engaging in regulated activity. However, the School can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.

PORTABILITY OF DBS CERTIFICATE CHECKS

Staff may wish to join the DBS Update Service if they are likely to require another check in the future. This is optional and applicants may sign up to the Service for a fee of £13 per annum, which is payable by the applicant.

DEALING WITH CONVICTIONS

The Trust/School operates a formal procedure if a DBS Certificate is returned with details of convictions. The Principal/Headteacher will give consideration given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

A formal meeting with the Principal/Headteacher will take place face-to-face, with HR advice to establish the facts. A decision will be made following this meeting. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the risks will be evaluated before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

DBS CHECKS FOR EXISTING STAFF

It is the Trusts normal Policy not to repeat DBS checks during the time an Employee remains working for any Academy within the Trust. This includes updates through the DBS update service.

The Trust or Academy reserve the right to repeat DBS checks at any point without cost to the employee.

Employees must inform the Headteacher/Principal if they are subject to any caution or criminal proceeding during their employment or if any factor changes that may affect their DBS.

MEDICAL FITNESS

The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made. Please note that no questions will be asked about health or medical fitness prior to any offer of employment.

All applicants are requested to complete a health screening questionnaire and where appropriate a doctor's medical report may be required. This information will be reviewed against the job requirements together with details of any other physical or mental requirements of the role.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments.

SINGLE CENTRAL RECORD

In accordance with DfE Guidance, Keeping Children Safe in Education, September 2018 each School must keep a Single Central Record (SCR) as the register of all people who have regular contact with children.

For people who have regulated activity a barred list check will be needed in addition to an Enhanced DBS. For all other staff who have an opportunity for regular contact with children but are not engaging in regulated activity, an enhanced DBS which does not include a barred list check will be appropriate (this would include contractors, volunteers and governors)

The following information that must be recorded on the Single Central Record indicating that the following checks have been carried out or certificates/information obtained, who carried out each check, and the date on which the check was completed:

- an identity check (name, DOB)
- address check
- a barred list (also known as List 99 check or part of Enhanced DBS check)
- an enhanced DBS check and with the certificate number and date of issue
- address check
- a prohibition from teaching check (Secretary of State Prohibition Order);

- further checks on people living or working outside the UK, if appropriate;
- a check of professional qualifications
- a check to establish the person's right to work in the UK;
- disqualification by association check (For Primary Schools)
- Section 128 barring direction checks must be completed for all management appointments.

A designated Governor will be responsible for auditing the Single Centralised Register

INDUCTION PROGRAMME

All new employees will be given an induction programme which will clearly identify the school policies and procedures, including the Child Protection Policy, the Code of Conduct, and KCSIE, and make clear the expectations which will govern how staff carry out their roles and responsibilities.

RECORD RETENTION/DATA PROTECTION

The School is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the School will retain on their personnel file any relevant information provided as part of the application process and pre-employment checks for the duration of their employment. All information retained is kept securely with restricted access by key personnel.

MONITORING AND EVALUATION

The Trust HR Manager will be responsible for ensuring that this policy is monitored and evaluated throughout the school. This will be undertaken through formal audits of job vacancies and a bi-annual Safer Recruitment Evaluation audit which will be presented to the Trust CEO/Principal/Headteacher to report to the governing body.