



# SEAX TRUST

## Safer Recruitment Procedure



## Safer Recruitment Procedure

Approved by the Board of Trustees &  
Effective Date of Adoption:

**5<sup>th</sup> January 2023**

### Amendments January 2023:

5.2	Advertising	Clarification that all employees and casual and agency workers will be notified of vacancies
5.3.2	Recruitment Monitoring	"Inclusion" added after equality and diversity
5.4.2	References	Requirement for references from education to be signed off by head of establishment
5.4.3.	Self declaration of criminal history & prohibitions	Section added relating to this requirement
5.4.4	Screening applicants on-line	Moved from 5.5 and reworded - referencing Keeping Children Safe in Education 2022 para 220. <u>Remove/Amend this paragraph in line with your own practice</u> . Also included in Recruitment & Selection Policy Statement
Appendix A	Recruitment & Selection Policy Statement (8.)	See 5.4.4. <u>Remove/Amend this paragraph in line with your own practice</u>

This policy is based on a model originally provided by Juniper (Essex) HR. Trade Unions/Professional Associations were consulted by Juniper and their feedback considered in the development of the template document. It was adapted and updated following a review by Judicium Education in 2022.

The **SEAX Trust** is committed to being a fair and reasonable employer and to ensuring that it provides a professional and ethical environment which serves and protects the whole education community.

Through the **Scheme of Delegation**, the SEAX Trust is responsible for determining HR policies in accordance with all appropriate regulations:

- Setting Terms and Conditions of Employment
- Establishing Trust-wide policies, including Pay, Performance Management, Code of Conduct, Recruitment, Capability, Discipline & Dismissal, Grievance, Leave of Absence, Sickness Absence, Redundancy & Restructuring
- Appointing the CEO
- Appointing cross-Trust staff
- Dismissing the CEO, local Headteachers, Deputy Headteachers and senior cross-Trust staff, in accordance with the Trust's Disciplinary and Capability Policies

Through effective **HR management**, the SEAX Trust will:

- Establish and maintain an effective organisational structure in which all staff are clear about their roles
- Recruit, deploy and retain staff flexibly, to meet the establishment's priorities and future plans, making the best use of individual skills
- Induct and develop staff in line with their individual needs and those of the establishments' improvement plans
- Establish and maintain constructive and harmonious staff relationships through good channels of communication, consultation and feedback
- Ensure equal opportunities in recruitment, staff development, training, management and pay
- Develop, maintain and operate policies and procedures which motivate and support staff, facilitate the early resolution of disputes and promote attendance
- Allocate appropriate resources to HR management and equip managers at all levels to effectively manage HR issues
- Regularly monitor, measure, evaluate and review all aspects of HR management
- Have in place appropriate administrative systems to support the management of HR issues.

The SEAX Trust is responsible for determining the Pay Policy and Performance Management Policy, following consultation with staff.

The **Resources Audit & Risk Committee** is responsible for reviewing and proposing amendments to the Pay Policy and the Performance Management Policy, in consultation with staff.

The **Academy Committees** are responsible for implementing the Pay Policy and Performance Management Policy and making pay decisions following Performance Management Reviews.

All **Appeal Panels** have representation from independent cross-Trust Academy Committee members and/or Trustees.

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## 1. Introduction

This document sets out the recruitment and selection procedures which will be followed throughout SEAX Trust.

## 2. Policy Statement

The Trust is committed to the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in, the roles they undertake. It is the responsibility of the Local Governing Groups (LGGs) /Headteachers to implement this Policy and Procedure and in the case of recruitment of members to the Central Team, the Board of Trustees/CEO.

The Trust's full Recruitment & Selection Policy Statement is at **Appendix A**.

## 3. Scope

The relevant principles described in this procedure will be applied in relation to everyone who works in the Trust and its Academies, including:

- staff employed on a permanent basis,
- temporary and casual staff;
- unpaid volunteers (see Section 6);
- those engaged via external organisations such as supply agencies (see Section 7);
- contractors and self-employed persons.

## 4. Roles and Responsibilities

The **Board of Trustees** is responsible for monitoring the implementation of this policy and procedure.

It is the responsibility of the **CEO, LGG/Headteacher** to:

- ensure there are effective policies and procedures in place for the safe and effective recruitment of all staff and volunteers and for the engagement of other adults in accordance with statutory guidance and legal requirements;
- monitor compliance with those policies and procedures;
- elect members to sit on selection panels for the appointment of Headteachers and Deputy Headteachers and other appointments as required;
- the Trust approves the appointment of Headteacher, and Deputy Head Teacher.

It is the responsibility of the **CEO, Headteacher, and other managers** involved in recruitment to:

- apply robust and effective recruitment and selection processes in accordance with this procedure;
- ensure that safer recruitment practices are in operation and that all appropriate checks are carried out on all staff, volunteers and others engaged to work;

### Delegated Authority

The LGG has delegated authority to the Headteacher to make all staff appointments outside of the leadership group.

The LGG has delegated the appointment of Assistant Headteachers to the Headteacher.

The LGG has delegated the appointment of support staff who are members of the Leadership Team to the Headteacher.

LGG members may be involved in staff appointments below leadership level, but the final decision will rest with the Headteacher. The Headteacher may delegate the selection process of staff outside the leadership group to other managers, but remains responsible for the decision to appoint.

At least one member of all selection panels will **be in receipt of current** Safer Recruitment Training.

### Specific Roles and Responsibilities:

Employee	Recruitment Decision	Approval
CEO	Panel - Trust Board	Trust Board
Headteacher and Deputy Headteacher	Panel – CEO/Trust Board/LGG	Trust Board
Senior Leaders	CEO Headteacher/LGG	CEO LGG
Other Teachers	Headteacher/ CEO	
Support Staff	Line Manager	Headteacher
Trust Employee (Central Team)	CEO Deputed Manager	CEO

## 5. The Recruitment Procedure

The recruitment procedure must always adhere to the requirements of Keeping Children Safe in Education (KCSIE) which are current at the time. For this reason, all Trust provisions must always refer to, and use, the template documents within the Trust’s **Recruitment Toolkit** as the basis for the procedure.

Please see **Appendix B** for a flow chart summarising the procedure. Further key details are provided below.

### 5.1. Pre-advertisement

#### 5.1.1 Identifying a vacancy

Before any action is initiated, careful consideration will be given to:

- the necessity of filling the post, and, if this is deemed necessary;
- the tasks to be undertaken and the skills, attributes and behaviours required to do the job.

Where necessary, amendments to the role and staffing structure will be approved by the LGG.

#### 5.1.2 Job Descriptions/Person Specifications

A job description and person specification will be drawn up for all posts. The job description will provide a framework of expectations and will define the purpose, scope and the principal duties and responsibilities of the role. The person specification will enable applicants to assess themselves for the job and provide a benchmark for judging suitability. All Job Descriptions and Person Specifications will clearly set out the extent of the relationships/contact with children and the degree of responsibility for children for each post.

If a post is public facing and the successful applicant will be required to speak fluent English, this will be set out in the job description and person specification. A public facing role is where, as a regular and intrinsic part of their role, the person is required to speak to members of the public, whether face to face or by telephone. This also includes any posts involving communication with pupils and parents.

The Trust's **Job Description/Person Specification** template documents should be used for this purpose. The job description and person specification will be used throughout the recruitment process to develop the shortlisting and selection criteria.

The salary for the job will be evaluated at this point, in line with the Trust's **Career Pathways & Job Families'** progression framework, which ensures parity cross-Trust and the actual salary range will be advertised.

### **5.1.3 Setting timescales**

The length of the recruitment process will vary depending on the type of vacancy, the advertising medium, whether it is necessary to advertise both internally and externally and the length of the required notice periods.

### **5.1.4 Recruitment pack**

The recruitment pack will vary according to the post but will consist, as a minimum, of:

- Application form
- Job Description
- Person Specification
- The Recruitment and Selection Policy statement, which includes data protection information
- Privacy Notice (Applicants)

A Key Information Sheet will be included where appropriate and the pack may also include other relevant information i.e. covering letter, prospectus etc. The Trust's **Recruitment Pack** template document can be used for this purpose.

### **5.1.5 Visits**

Informal discussions and visits prior to application are welcomed by prior arrangement.

## **5.2. Advertising**

The academy/Trust will consider the most appropriate methods for advertising any vacant posts. This may include advertising the post on professional social media sites in addition to other methods e.g. the Trust/academy website and local/national publications.

To ensure equality of opportunity, all positions will be advertised to encourage as wide a field of candidates as possible. Normally, this will entail an external advertisement. However, there may be circumstances where an internal advertisement may be considered appropriate. This will include where:

- clear career development and progression paths are being supported;
- there is a reasonable expectation that there are sufficiently qualified and experienced internal candidates;
- the position is for additional responsibilities and not a vacant post;
- staff are at risk of redundancy

Headteacher and Deputy Headteacher posts will be advertised in the manner considered appropriate by the LGG. In order to ensure the widest possible field of candidates, advertising will usually be national for these roles, unless there is a good reason not to do so.

All employees, including those working on fixed term contracts and casual and agency workers working at the school/Trust will be informed of any vacancies.

## 5.3. Application

### 5.3.1 Application Form

The standard Trust **Application Form** should be used for all vacancies. Alternate format application forms will be accepted from disabled applicants, but such applicants must provide all of the information required by the standard application form. Curriculum vitae's will not be accepted in isolation.

All parts of the application form must be completed and the form signed by the candidate. Incomplete application forms will not be accepted and will be returned for completion or checked with the candidate. Where an applicant is shortlisted, any discrepancies or gaps in employment will be discussed at interview.

Applicants should be aware that providing false information is an offence and could result in the application being rejected or, in summary dismissal if the applicant has been selected

Internal applicants who wish to apply for a new post will be informed whether an application form must be completed or whether a letter of application is sufficient.

### 5.3.2 Recruitment Monitoring Information Form

As part of the application process, individuals may be asked to complete a Recruitment Monitoring Information form. Completion of the form will ensure that policies and procedures are effective in avoiding discrimination and promoting equality, diversity and inclusion in recruitment. Completion of the form is voluntary.

The recruitment monitoring information does not form part of the selection process and is separate from the application. It should not be seen by the Shortlisting Panel.

The Trust's **Privacy Notice** (Recruitment Monitoring Form) must be issued prior to the completion of a Recruitment Monitoring Form.

The information provided will be used for periodic monitoring and statistical data purposes only. Required reporting of this data will be on an anonymous basis.

### 5.3.3 Acknowledgement

It is standard SEAX Trust procedure to acknowledge all applications received, by way of a simple emailed response confirming safe receipt. Following shortlisting, a further email should be sent to unsuccessful candidates, advising them of the Selection Panel's decision. Polite communication in these circumstances is seen as an important way of furthering good relations and developing the Trust's reputation in the wider community.

## 5.4. Shortlisting

Shortlisting will take place as soon as possible after the closing date. Shortlisting will be undertaken by the Selection Panel, normally consisting of at least two individuals. Candidates' applications should be scored numerically in relation to the Person Specification. The Trust's **Shortlisting Record Sheet** should be used for this purpose.

### 5.4.1 Invitation to interview

Once the shortlist has been decided, the shortlisted candidates will be notified as soon as possible. Invitation to interview will be confirmed in writing. Adequate time will be allowed between invitation and interview to allow for pre-employment checks to take place and to allow candidates adequate time

to prepare for their interview. The Trust's **Invitation to Interview Letter** template should be used for this purpose.

Full details of the selection process (i.e. details of the interview and any selection exercises) will be notified to the applicant in the invitation to interview letter. The Information Sheet for Applicants can be sent.

Every effort will be made to accommodate any special requirements necessary to enable candidates to participate in the process.

#### **5.4.2 Requesting references**

References will be taken up on all shortlisted candidates, including internal applicants, prior to interview. The Trust's standard **Reference Request form** should be used. In line with statutory guidance, references will be scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed.

A reference will be required from the candidate's current and/or most recent employer and, where available, at least one reference will relate to the last position which involved working with children.

References from an education establishment must be submitted from the head of the establishment (CEO/Chair of the Board in the case of headteachers).

In exceptional circumstances, where an applicant has good reason not to want their referees to be contacted prior to interview, they should set out their reasons within the application form. Where it is agreed to defer, referees will be contacted immediately after interview and before an offer of employment is confirmed. Any concerns raised from references in these circumstances must be resolved prior to confirmation of employment.

For internal candidates at least one reference, and preferably two, will be required to cover the applicant's suitability for the advertised role. This could be from a line manager/Head of Department, but should always be counter-signed by the Headteacher.

#### **5.4.3 Self-declaration of criminal history and prohibitions**

Shortlisted candidates will be required to make a declaration of criminal convictions and prohibitions and any relevant positive declarations will be explored with them at interview. Declarations should be submitted on the Trust's standard **SD2a Form**, in a sealed envelope. The Recruitment & Selection Policy Statement at Appendix A, sets out how such declarations will be considered.

Where the school setting and post are covered by the Childcare (Disqualification) Regulations, if the candidates declare information on the Trust's **Disqualification Declaration Form** the school/Trust will need to establish whether the information declared meets one of the disqualification criteria, in which case the panel may decide to:

- (a) discontinue the recruitment process in respect of that candidate
- (b) allow the candidate time to apply for an Ofsted Waiver

#### **5.4.4 Screening applicants on-line**

In line with recommended practice in the statutory guidance "Keeping Children Safe in Education", the school/Trust will conduct searches for information on shortlisted candidates which is publicly available on-line. The purpose is limited:

- to identify issues which call into question the applicant's suitability to work with children;

- to verify employment history.

No candidate or third-party individual will be asked to provide access to on-line information which is not publicly available. No detriment will be applied, whether or not an individual has an on-line presence.

Searches will be conducted by an appropriate individual who is not a member of the recruitment panel, to avoid the potential for discrimination. Only information related to the purposes stated will be shared with the Panel. Any information will be discussed with candidates at interview before any decisions regarding the recruitment process are made. The Trust's **On-Line Verification Form** should be used for this purpose.

## 5.5 Selection process

The selection process will, as a minimum, consist of a face-to-face interview, even where there is only one candidate. Face-to-face interviews are necessary for all appointments, including internal appointments, promotions and volunteers.

Where appropriate, the selection process may include additional activities such as in-tray exercises, group activities, presentations, pupil panels or observed assemblies/teaching. The process will assess the merits of each candidate against the job requirements (i.e. job description and person specification), and explore their suitability to work with children.

Candidates should be scored numerically on their ability to respond to the interview questions/ complete tasks and the candidate attaining the highest score should become the preferred candidate. Scoring supports a fair procedure and assists feedback. The Trust's **Interview Worksheet** should be used for this purpose.

## 5.6. Employment Offer

The choice of candidate will be determined by the majority view of the interview panel. The panel may identify a first and any reserve choice candidate(s).

The successful applicant will be advised that they are the preferred candidate and a conditional offer made, subject to satisfactory pre-employment checks. The Trust's **Conditional Offer letter** template should be used. A firm offer cannot be made until all pre-employment checks have been completed to the satisfaction of the Trust.

## 5.7 Other Pre-Employment Checks

Various other pre-employment checks will be necessary, depending on the role in question and in line with the version of KCSIE in force at the time of recruitment. Trust provisions must always refer to the Trust's **Recruitment Toolkit** and/or **Director of HR** to ensure that they are fully compliant with the procedure.

Once all pre-employment checks have been received and confirmed as satisfactory, a firm offer of employment will be made and the contract of employment will be issued. The contract will be issued as soon as possible in advance of the proposed start date but in all circumstances no later than the first day of employment.

If the preferred candidate does not accept the post, the panel will consider the option of contacting any reserve candidate(s). This will only be done where these candidates meet the criteria for the role. In this

case, if the reserve candidate wishes to proceed to be the preferred candidate, a conditional offer will be made subject to satisfactory pre-employment checks as set out above.

Unsuccessful shortlisted candidates will be advised accordingly. All candidates can request feedback on their interview/selection.

## **5.7. Induction and Probation**

### **5.7.1 Induction**

All new employees, internally promoted staff and volunteers will be provided with an induction program, which will seek to ensure that they are clear about their job role, the expectations of them in terms of standards of performance and conduct and applicable policies and procedures. Any training and development needs will be identified and supported appropriately. The Trust's **Induction Procedure** should always be followed and will form the basis to induction. However, wider requirements in relation to individual roles will require specific training and this may be sought internally or externally, depending on individual circumstances.

Where applicable, ~~Newly Qualified~~ Early Career Teachers will be subject to the Statutory Induction Period and the Trust's **ECT Statutory Induction Procedure** should be followed in these cases.

### **5.7.2 Probation**

All new entrants to the employment of this employer will be subject to the satisfactory completion of a 26-week probationary period (unless their appointment arises from a statutory transfer or they are an Early Career Teacher subject to a Statutory Induction Period).

During the probationary period, new entrants will be expected to establish their suitability for the post.

The Trust's **Probationary Procedure** documentation should be followed for purposes of probation.

## **5.8 Record Retention/Data Protection**

### **5.8.1 Selection Records**

Interview notes on all unsuccessful applicants will be retained for a six month period, after which time, these records will be destroyed.

Under data protection legislation, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the chair of the interview panel/Headteacher within six months from the date of interview.

### **5.8.2 Personal File Records**

For the successful candidate, the following information will be retained (where applicable) and will make up part of the employee's personal file:

- Application form
- SD2 (until DBS clearance is received, at which point SD2 should be removed and destroyed)
- Proof of identity
- Evidence of right to work in the UK and any supporting documents
- Proof of required qualifications
- Certificate of good conduct (if applicable)

- Completed pre-employment health declaration form (not full questionnaire if required)
- Evidence of medical clearance (from the Occupational Health Centre if required)
- DBS consent form (until DBS clearance is received, at which point form should be removed and destroyed)
- Evidence of the DBS check or online status check (not DBS Certificate)
- Evidence of DBS Children's Barred list check
- Evidence of prohibition from teaching check
- Evidence of Completion of Statutory Induction (Teachers only where applicable)
- Evidence of s128 directions check
- Childcare Disqualification Declaration where no declaration is made – otherwise a Disqualification risk assessment form and any disqualification waiver documentation (where applicable)
- References
- Documentation in relation to the Panel's decision regarding on-line verification

Relevant evidence of pre-employment checks will be retained on volunteers, contractors and other workers as required by Statutory Guidance (Keeping Children Safe in Education).

Information will be collected, held and processed in accordance with the Trust's Data Protection Policy and Record Retention Schedule.

## 6. Engaging Volunteers

The Trust values the contribution that volunteers make to its community and recognises the positive impact they can have on pupils' learning, experiences and wellbeing.

Volunteers are seen by children as safe and trustworthy adults and the same high standards of safer recruitment principles and processes are applied to volunteers as are applied to paid staff. The Trust's **Volunteer Recruitment** procedures and documentation should be followed in all cases.

### 6.1 Interviewing Volunteers

Volunteers will be asked to have an interview with the Headteacher or other manager, prior to commencing their role. This will not be a formal interview but will provide:

The academy with:

- an opportunity to explain the workings of the school and how volunteers fit into that;
- time to ask volunteers for the factual information needed to make a successful placement, including any safeguard checks;
- the opportunity to explore their suitability to work with children, including their motivation to work with children and their ability to form and maintain appropriate relationships and personal boundaries;
- an opportunity to determine whether any special health, safety and welfare criteria need to be met.

The volunteer with:

- the opportunity to find out more about the nature of the work;
- information to decide how best they can make a contribution, using their skills and experience;
- how much time they want to commit.

### 6.2 Application Forms

Volunteers will be asked to complete a Volunteer Application Form. This provides the information necessary to undertake safeguarding checks and to give a picture of the skills and experience the volunteer brings to maximise their contribution and the volunteer's own fulfilment in the assigned activities.

Prospective volunteers will be given the Privacy Notice (Volunteers) prior to completing the volunteer application form.

### **6.3 Role Profiles**

Volunteers will be given a clear and simple description of the roles and boundaries of the voluntary activity.

It is acknowledged that by its very nature, volunteering does not place the same obligations on an individual in terms of attendance etc. as a paid employee. However, it is very much hoped that volunteers will fulfil their commitment as agreed between themselves and the academy. This includes consistent attendance and undertaking the agreed tasks. Volunteers may be asked to sign a voluntary agreement as clarification of the commitment they are making to the academy and visa versa.

## **7. Agency Staff and other workers**

It is expected that the same standards of safer recruitment will be applied by external bodies providing workers or volunteers to the Trust.

External bodies will be required to provide written confirmation in the form of a **Third Party Letter**, that relevant safer recruitment and other relevant pre-employment checks have been undertaken and this will be recorded on the appropriate Single Central Record. Trust Provisions should refer to the Recruitment Toolkit and follow the **Agency Staff** requirements and other relevant template documents when engaging any staff of a third party nature.

## Appendix A

### Recruitment and Selection Policy Statement

1. The Governing Board is committed to:
  - safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
  - promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
  - promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefsand expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.
  
2. The Governing Board recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race(which includes colour, nationality and ethnic origin), religion or belief.
  
3. We 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 role.
  
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
  
5. The following pre-employment checks will be required where applicable to the role and setting:
  - receipt of satisfactory references
  - verification of identity
  - a satisfactory DBS disclosure if undertaking Regulated Activity
  - verification that you are not barred from working with children
  - verification that you are not prohibited from teaching
  - verification of medical fitness for the particular role
  - verification of qualifications
  - verification of professional status where required e.g. QTS status
  - the production of evidence of the right to work in the UK
  - References
  - On-line verification of publically available information which has the possibility of prohibiting the individual from working with children or vulnerable young adults
  - verification of successful completion of/exemption from statutory induction period
  - verification that you are not subject to a Section 128 direction, preventing you from holding a management position within a school

- a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2018 or that you have provided a disqualification waiver from Ofsted

***NB It is illegal for anyone who is barred from working with children to apply for, or undertake Regulated Activity.***

6. The Trust and individual academies will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.
7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police) prior to their offer of employment being confirmed. When making a recruitment decision Trust will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Trust is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2018 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the academy (unless a waiver can be obtained from Ofsted).

Positive disclosures will be managed on a case by case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information eg was it a caution or a conviction.
- How long ago the incident(s) occurred and whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

This Trust operates in accordance with The Disclosure and Barring Service Code of Practice in relation to the processing, handling and security of Disclosure information.

8. In line with recommended practice in the statutory guidance "Keeping Children Safe in Education", the Trust will conduct searches for information on shortlisted candidates which is publicly available on-line. The purpose is limited:

- to identify issues which call into question the applicant's suitability to work with children;

- to verify employment history.

Only information related the purposes stated will be shared with the Panel. Any information will be discussed with candidates at interview before any decisions regarding the recruitment process are made.

9. The Trust processes personal data collected during the recruitment process in accordance with its data protection policy. Data collected as part of recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment procedure. On the conclusion of the procedure, data collected will be held in accordance with the Trust's retention schedule.

## Appendix B Recruitment Flow Chart

Please use in conjunction with SEAX Recruitment Toolkit

**POST IDENTIFIED**



### ACADEMY

1. Cost
2. Timescales: visits, closing, interviews
3. Prepare Advert\*/Candidate Pack\*
4. Send Advert to Trust for checking

### ACADEMY

1. Collate Applications
2. Arrange visits
3. Prepare Skills Test (*optional*)

### ACADEMY

- When Closing Date is reached:
1. Shortlist\* (*within 5 working days*)
  2. Invite to Interview\* (*allow 14 days*)
- Send:** Interview Day Itinerary\*, Childcare Disqual. Disclosure Form\* (if applicable)
- Request:** Proof of ID, Qualifications
3. Obtain References\*
  4. Advise unsuccessful candidates

### ACADEMY

1. Complete New Appointment Form\*
2. Follow/Complete New Appointment Checklist\*
3. Process Checks:  
Medical declaration, SD2a\*  
DBS -If individual disqualified, await waiver outcome
4. Acceptance received from candidate

### ACADEMY

1. Confirm Offer when all checks complete\*
2. Send **Contract Details Form\*** to Trust, at latest within 2 weeks prior to post commencing

***\*Indicates SEAX Trust documents/procedures should be used.***

### TRUST

1. Confirm details & return to Academy
2. Distribute **Advert\*** to other Trust Schools/post in SEAX office

### ACADEMY

1. Post Advert\* both externally & internally in own school
2. Prepare Recruitment Pack:
  - Application Form\* & Privacy Notice\*
  - Covering Letter\*
  - Job Description\* & Person Spec\*
  - Working Pattern\*
  - Recruitment & Selection Policy Statement\*
  - Information Sheet for Applicants\*
  - Selection Panel Information
  - GDPR documentation\*

### ACADEMY

#### Interview & Selection:

1. Interview
2. Check/Copy Pre-Employment Documentation including references, ID & Right to Work in UK
3. Select Preferred Candidate\*
4. Advise preferred/unsuccessful candidates (by phone)
5. Send Conditional Offer pending Checks **Preferred Candidate Letter\***
6. Send **Second Reference Letters\*** re candidate absence details
7. Issue SD2\*, DBS Consent\* & Medical Declaration\*

### TRUST

1. Receive **Contract Details Form**
2. Prepare **Contract**
3. Return prepared **Contract** to Academy
4. Add to Trustee's Report if needed

### ACADEMY

1. Signed **Contract** returned to Academy for file from new employee
2. Set up Personal File
3. Enter employee on SCR
5. Arrange Induction\* & Probation\*