



# Recruitment Policy

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## Our Purpose

To be a force for educational change so that children, staff and our wider communities can learn and live better, thriving now and for the future.

## Our Vision

We will nurture curiosity, ambition, resilience and courage; support a deep-rooted compassion for others and our world to enable choices and opportunities for a happy and successful life.

## Our Mission

1. Deliver ambitious and high quality education for every child and young person through collaboration and opportunity across our schools and communities
2. Commit to long-term relationships with other educators and wider society to bring depth and breadth to the education offer for pupils and students, and for enhanced staff development
3. Secure maximum value and impact from our resources working together and make a greater contribution for the good of all our young people, our economy and our communities.

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## Our Values

- **QUALITY:** to create an outstanding learning community, including strong leadership and governance
- **OPPORTUNITY:** to provide the best opportunities for all children to reach their full potential
- **COLLABORATION:** to support a shared commitment and dedication to learning
- **AMBITION:** for continual improvement and to strive for excellence in all we do
- **COMMUNITY:** to be an active participant in our community, leading and supporting initiatives for the benefit of all members of society.

## Introduction

This policy has been developed to embed safe and consistent recruitment practices and procedures throughout the schools in the Trust, and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in 'Keeping Children Safe in Education' and will be scrutinised and adopted by the Trust Board and reviewed annually.

The Trust recognises the value of, and seeks to achieve, a diverse workforce. The Trust is committed to ensuring that the recruitment and selection of all who work within the Trust is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity.

This policy reinforces the expected conduct outlined in the Code of Conduct for each school, as well as the Trust's Whistle Blowing Policy with which all staff are expected to be familiar. All successful candidates for paid or volunteer employment will be made aware of these documents.

This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community, and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates/volunteers to vacancies
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people

Abingdon Learning Trust is committed to using procedures that deal effectively with those adults who fail to comply with its and the schools' safeguarding and child protection procedures and practices.

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## Roles and Responsibilities

The Local Academy Committee (LAC) of each school will:

- ensure the school implements this policy and has procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements
- monitor the school's compliance with them
- ensure that staff and governors who are involved with staff and volunteer appointments are familiar with this policy.

The Headteacher will:

- ensure that the school operates safe and fair recruitment and selection procedures as set out by the Trust, and that match the latest requirements as set out in legislation and guidance
- ensure that all appropriate checks have been carried out on staff and volunteers in the school
- monitor any contractors' and agencies' compliance with this document
- promote the safety and well-being of children and young people at every stage of this process.

## Inviting Applications

All advertisements for posts of regulated activity, paid or unpaid, will include the following statement;

.....School is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The School is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust.

Advertisements for posts should also make clear that staff will be expected to promote fundamental British values.

All applicants will receive information containing the following when applying for a post:

- An introduction to working in the Trust, including its commitment to equality, diversity and inclusion
- A statement of the school's commitment to ensuring the safety and well-being of the pupils, and a copy of, or a link to, the school's Safeguarding Policy
- Employment of ex-offenders information.
- Job description and person specification
- The selection procedure for the post
- An application form.

Prospective applicants must complete applications online via our recruitment portal. Incomplete applications will be returned to the applicant where the deadline has not passed.

Candidates submitting an application form completed on-line will be asked to sign the form if called for interview.

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A curriculum vitae will not be accepted in place of a completed application form.

## Identification of the Recruitment Panel

At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment.

## Shortlisting and References

Applicants will be shortlisted against the person specification for the post.

Two references, one of which must be from the applicant's current/most recent employer, where possible, will be taken up (preferably) before the selection stage so that any discrepancies may be probed during this stage of the procedure (note: references should come from the Head of the previous organisation, not a colleague; or from a line manager, if not a school employee).

References will be sought directly from the referee and, where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges. Where possible references will be requested in advance of interview.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people
- Any substantiated allegations
- Any disciplinary warnings, including time-expired warnings, relating to the Safeguarding of children and young people
- The candidate's suitability for the post.

Reference requests will include the following:

- Applicant's current post and salary
- Disciplinary record

All appointments are subject to satisfactory references and vetting procedures as listed in Keeping Children Safe in Education and DBS clearance.

Internal applicants should provide the names of two referees who can be contacted (internal to the Trust, or external) in support of the new role, in the following situations:

- Posts that are advertised internally to the Trust or within one school, if the new post requires a new Contract of Employment (e.g. the Terms and Conditions are different), for example;
- If a teacher is moving to or from the Leadership Spine or Lead Practitioner Spine;
- Or a member of support staff moving to a role at Grade 10, or above;
- Or a move from support contract to teacher contract, or vice versa;
- Or there is a move to a new school within the Trust.

If the new internal role is a renegotiated job description, with no change to Terms and Conditions, then additional references are not required. Shortlists will aim to be inclusive and diverse.

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## Invitation to Interview

Candidates called to interview will receive:

- A letter confirming the interview and any other selection techniques
- Details of the interview day including details of the panel members. (Where possible, interview panels will be diverse.)
- A further copy of the person specification
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview
- Be asked to bring proof of identity, and Right to Work in the UK, and informed which documents are suitable.
- A criminal convictions disclosure form to complete.

## The Selection Process

Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face and may include additional interview techniques such as observation or exercises. Remote video interviews may take place.

Candidates will be required to:

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- Declare any information that is likely to appear on the DBS disclosure or in an online search
- Demonstrate their ability to safeguard and protect the welfare of children and young people and their ability and willingness to promote fundamental British values.

## Employment Checks

An offer of appointment will be conditional subject to the necessary checks, and all successful candidates will be required to:

- Provide proof of identity
- Complete (an enhanced) DBS application and receive satisfactory clearance
- Provide actual certificates of qualifications (for posts that require this)
- Complete a confidential health questionnaire
- Provide proof of eligibility to live and work in the UK
- Complete a social media check, as part of an online search to be carried out on publicly available incidents or issues
- Provide overseas police checks for any individual who within the last ten years has lived or worked outside the United Kingdom for a duration of three months or more, whether they are a British citizen or not.

All checks will be:

- Documented and retained on the personnel file, in order to demonstrate that safeguarding was explored through the recruitment process. (NB documentation for unsuccessful candidates will not be retained beyond six months.)
- References should be initialled and dated to indicate that the (chair of the) panel has seen and assessed the reference as satisfactory

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- Recorded on the school's Single Central Record
- Followed up if they are unsatisfactory, or if there are any discrepancies in the information received

Employment will only commence subject to all checks and procedures being satisfactorily completed. Where a reference has not been returned by the time of start of employment, a risk assessment must be completed and if the reference has not been received after 2 weeks of chasing, or another satisfactory reference received, then the employee can no longer be employed.

## Induction

All staff and volunteers who are new to the school will receive information on the school's safeguarding policy and procedures and guidance on H&S and safe working practices which will include guidance on acceptable conduct/behaviour. These expectations will form part of new staff members' induction training.

All successful candidates will undergo a period of induction and will:

- Meet regularly with their induction tutor  
OR
- Meet regularly with their line manager
- Attend appropriate training including generalist child protection training.

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**Appendix I.** Recruitment checklist – shaded rows are compliant with requirements in KCSIE (updated Sept 2023)

NB shaded rows are related to safer recruitment requirements

Name:	Role:		Start date
	Initials	Date	SLT sign off
<b>Advertisement and Applications</b>			
<b>Compile application pack and advert</b> to include safeguarding declaration, that safeguarding checks will be undertaken and that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children on documents, including safeguarding responsibilities on Job description. Safeguarding and Child Protection Policy enclosed or link signposted Employment of Ex-offenders Policy enclosed or link signposted			
<b>Vacancy advertised:</b> to include safeguarding declaration and commitment to safeguarding and promoting welfare of children and need for DBS check; details of safeguarding requirements of the Post, and commitment to the principles of equal opportunity, diversity and inclusion			
<b>Applications on receipt:</b> all forms received and scrutinised – discrepancies/ anomalies/ gaps in employment noted to explore if candidate considered for shortlisting			
<b>Shortlisting and References</b>			
<b>Request references</b> for shortlisted candidates			
<b>Receipt of references</b> – minimum of 2 – verify source; check against information on application; take up any issues/discrepancies with applicant at interview if possible			
<b>Interview arrangements and programme</b> – panel have met and agreed questions/ assessment/ standards (at least one member of panel to have safer recruitment training)			
<b>Invitation to interview</b> – include request to bring evidence of qualifications, documents for DBS and identity checks as appropriate, include Criminal Convictions Disclosure requirement			
<b>Interview</b>			
<b>Interview</b> – panel to explore applicants' suitability for work with children as well as for the post			
<b>Criminal Convictions Disclosure</b> – printed and physically signed at interview			
<b>Application form</b> – printed and physically signed at interview			

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<b>Safer recruitment practice</b> – identity (photo ID), and qualifications verified on day of interview and copies of relevant documents taken for file			
<b>Right to work in the UK (typically passport or birth certificate)</b> – copy for file			
<b>Permission to work in UK if required</b> – visa/sponsorship, etc. – copy for file			
<b>Qualifications</b> – copies for file, including QTS			
<b>Offer of Employment and Employment Checks</b>			
<b>Conditional offer of appointment</b> : notify by phone and make offer of post subject to usual checks			
<b>Send offer letter</b> – subject to enhanced DBS, successful references and pre-appointment checks (2 copies – one to be signed and returned for file)			
<b>Bank details form</b> (issued with offer letter) - received			
<b>HMRC Starter Checklist</b> (issued with offer letter) - received			
<b>Address and emergency contact details sheet</b> (issued with offer letter) - received			
<b>Job description</b> (issued with offer letter) – signed and placed on file with <b>advert</b> and <b>recruitment pack</b>			
<b>P45</b> – received			
<b>Signed application form and interview notes</b> placed on file			
<b>Teaching Regulation Agency (TRA) – prohibition check</b>			
<b>S128 barring direction check</b> – for those in management			
<b>Overseas check</b> – if lived overseas in last 10 years for 3 months or more a police check from overseas is required			
<b>Social media check</b> (instructions in offer letter) - received			
<b>DBS</b> – Begin process for new DBS check or record current check if valid (copy for file)			
<b>Children's barred list check</b> – if starting prior to DBS being produced and role requires children's barred list check			
<b>Pre-DBS risk assessment</b> – required if starting prior to DBS being produced			
<b>DBS</b> – new certificate received (ensure see original)			
<b>Health</b> – start SmartClinic assessment to check if candidate is medically fit			
<b>Health</b> – SmartClinic outcome received (printed for file) to indicate candidate is medically fit (follow up any concerns)			

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<b>Signed offer letter</b> returned by candidate and filed			
<b>Commencing Employment</b>			
<b>New employee/change form completed</b> to add to payroll database (to include increment date for support staff)			
<b>Add to Bromcom</b>			
<b>Add to pay spreadsheet and change form</b>			
<b>SCR completed</b>			
<b>Claim Teacher via TRA</b> to add to list of teaching staff for your school			
<b>Internal staff lists updated</b>			
<b>Internal staff advised</b> – i.e. central team, IT, reception			
<b>Pigeon hole arranged</b>			
<b>Start date/time and induction arranged</b> – include ID badge, passwords and log on details, MIS/IT, issue of laptop and equipment			
<b>Induction pack issued</b>			
<b>Safeguarding training</b> – completed, recorded and certificate in file			
<b>Prevent training</b> – completed, recorded and certificate in file			
<b>Safeguarding Policy and KCSIE Part 1</b> – read and understood by staff member and recorded			
<b>Contract issued</b> (2 copies)			
<b>Signed contract</b> received and placed on file			
<b>Probationary period</b> for support staff Date: _____			

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