



## **RECRUITMENT POLICY**

### **1. Policy Aim**

- 1.1 Truro and Penwith Academy Trust are committed to providing the best possible levels of education to its pupils, and to safeguarding, caring and promoting the welfare of children and young people by maintaining a safe and supportive learning environment for all. To achieve this, it is essential to attract, recruit and retain staff of the highest calibre who share this commitment.
- 1.2 The aim of this policy is therefore to ensure the best possible staff are recruited on the basis of their merits, abilities and suitability for the post, by:
- Ensuring that the recruitment process enables the Trust to attract and appoint staff who can fulfil the strategic aims and support the Trust vision and values.
  - Ensuring that all applicants are considered fairly and consistently and that no applicant is treated unfairly on any grounds, including race, nationality, ethnic origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age
  - Upholding compliance with all relevant recommendations and guidance including Safeguarding Children and Safer Recruitment in Education, Keeping Children Safe in Education, Every Child Matters, Disclosure and Barring Service (DBS) Code of Practice
  - Ensuring that the Trust upholds the highest standards and meets its commitments to safeguarding and promoting the welfare of its pupils by carrying out all essential pre-employment checks.
- 1.2 This policy is applicable to the recruitment and selection of all employees, agency staff or contractors engaged to provide services to the Trust, regardless of whether this is on a permanent, temporary, fixed term or voluntary basis.

### **2. Responsibilities**

- 2.1 The Trust Board of Directors and, by delegated authority the Local Governing Board (LGB) of the School will ensure that at least one member of a panel of staff and governors involved in the recruitment of new employees will have completed safer recruitment training and monitor compliance with this policy.
- 2.2 The Trust Board and Local Governing Board will:
- ensure that the Trust adheres to policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with DfE guidance, DBS guidance and legal requirements
  - ensure that appropriate checks have been carried out on staff and volunteers in the school
  - ensure that contractors and agencies comply with this policy

- 2.3 Staff involved in the recruitment process who have a close personal or familiar relationship with an applicant will be required to declare this as soon as they are aware of the individual's application.

### **3. Identification of a post**

- 3.1 A post may occur for a variety of reasons, including, operational planning, organisational change, resignation, retirement, termination of employment and leave of absence. Prior to advertising posts the relevant Headteacher and LGB will consider the following:

- Is there funding for the post?
- Is the post still required in the current form?
- Are there any existing staff with the skills or free hours who could undertake the post?
- Does an appropriate job description exist for the post?

### **4. Advertising**

- 4.1 All advertisements for posts of regulated activity, paid or unpaid, will include the following statement, to reinforce the importance of safeguarding:

*Trust are committed to safeguarding children and young people. All successful applicants will be subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check.*

- 4.3 For external positions a variety of advertising mediums may be used. Positions may be simultaneously advertised internally and externally.
- 4.2 The relevant Headteacher will ensure externally advertised posts i.e. those posts advertised on external websites or in publications are checked for equal opportunity purposes.

### **3. Applications**

- 3.2 All applicants will be sent an application pack containing the following when applying for a post:

- A statement of the Trust commitment to ensuring the safety and wellbeing of the pupils
- Job description and person specification.
- Details of the selection procedure to be followed
- An application form (a CV will not be accepted in place of this).

### **4. Selection and Recruitment Panel**

- 4.1 At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment.
- 4.2 Applications will be passed to the Selection and Recruitment Panel in an appropriate manner to ensure that all applicants are considered fairly and consistently.
- 4.3 Candidates will be short listed against the person specification and the essential

requirements for the post.

- 4.4 Decisions to interview, shortlist or offer employment will take no account of an applicant's trade union membership or non-membership.
- 4.5 The Selection and Recruitment Panel will decide on the appropriate selection technique (as outlined in 6.1 & 6.2 of this policy) to ensure that candidate's suitability for the role is thoroughly assessed.

## **5. References**

- 5.1 Two references will be requested, one of which must be from the current/most recent employer.
- 5.2 For specific posts such as teaching, references may be taken up at shortlisting stage, so that any discrepancies can be discussed with the candidate.
- 5.2 Referees will be contacted directly and may be asked to clarify any discrepancies.
- 5.3 Where necessary previous employers who have not been named as referees may be contacted in order to provide clarification. Records will be kept of any communications.
- 5.5 Referees will be asked specific questions about the following:
  - The applicant's suitability to work with children and young people
  - Disciplinary records, including any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people
  - The applicant's general suitability for the post
  - The applicant's current post and salary
  - Sickness and attendance records

## **6. Selection Process – Interviews and Assessment**

- 6.1 Shortlisted candidates will be sent:
  - A letter or email confirming the interview and giving detail of any other tasks required as part of the interview process
  - Dates, times, locations and details of interview days, including the panel members
  - A further copy of the person specification
  - The opportunity to discuss the process prior to the interview
- 6.1 The Trust will pay reasonable travel expenses (up to 25 per mile) for those candidates travelling from out of county to interview. Travel arrangements for candidates based overseas should be discussed with the Headteacher.
- 6.2 A range of assessment methods may be used including: interview questions, completion of relevant task or exercises, presentations, practical tasks, etc.
- 6.3 Selection techniques will be determined by the post but all posts will include one or more face-to-face interviews. The interview process will allow the panel to ask questions in order to evaluate suitability for the post, clarify any discrepancies in the information given prior to interview, allow candidate to demonstrate their ability to safeguard and protect the welfare of children and young people and finally, to allow

candidates to declare any information likely to appear on any DBS disclosure.

- 6.4 When reviewing applicants based overseas, the first stage in the process will be a telephone/skype interview. If the telephone/skype interview is successful, a face to face interview will be arranged.
- 6.5 If there is no suitable candidate, then the recruitment process should be started again. The relevant Headteacher will review the initial recruitment process to identify whether any improvements or changes should be made. This may include reviewing the post in relation to the market, media used, the timing of the advert and the selection process.

## **7. Offers of employment**

- 7.1 All offers of employment require authorisation from the relevant Headteacher and Local Governing Body. Offers are conditional and subject to satisfactory references, thorough vetting procedures and DBS clearance. Offers may be withdrawn if the relevant and expected standards are not met satisfactorily.
- 7.2 Candidates will be required to:
- Provide proof of identity and eligibility to live and work in the UK
  - Complete an enhanced DBS application and receive satisfactory clearance
  - Provide proof of professional status
  - Evidence actual certificates of qualifications
  - Complete a confidential health questionnaire
  - Complete a staff disqualification declaration form
- 7.3 Schools will carry out all necessary checks e.g. the Barred List, Prohibition List, and will confirm all checks in writing.
- 7.4 Details will be documented and recorded on the personnel file, recorded on the school's Single Central Record and personnel system as required.
- 7.5 Any unsatisfactory issues or discrepancies in information provided will be followed up.
- 7.6 Employment will **only** commence when all checks and procedures are satisfactorily returned and complete.
- 7.7 Once all checks have been made the applicant's completed file will be passed to the Headteacher, or designated deputy, for final scrutiny to ensure that all documentation is in place. No new employee may commence work until the Headteacher or designated deputy has signed their file to confirm compliance in all areas.

## **8. Agency Staff**

- 8.1 Trust will use only agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been fully and satisfactorily completed.
- 8.2 Identity checks will be carried out when supply staff first arrive at the school.

## **9. Contractors**

Where contractors are employed on Trust sites, where contact with learners is foreseeable and unavoidable, appropriate checks should be carried out. This should be done by a Letter of Assurance or other written agreement from the contracting or partnership organisation confirming that they operate a Safer Recruitment Policy and can supply written confirmation that all relevant checks have been fully and satisfactorily completed.

## **9. Induction**

- 9.1 All staff and volunteers who are new to the school will receive information relating to the Trust safeguarding policy and procedures, guidance on safe working practices, and be signposted to the lead member of staff as part of the induction process. All new starters will receive a timetable for their successful induction into the Trust.

## **10. Probation**

- 10.1 All appointments will be subject to successful completion of a probationary period. The progress of new members of staff will be supported and monitored by their line manager during this period, and meetings will take place in line with the Trust Probationary Policy.

## **11. Volunteers**

- 11.1 Children and young people will see volunteers within a school or other educational service in the same way as its other employees. They will not know that they are unpaid and will assume they are safe and trustworthy adults, just like anyone else within their educational environment. Therefore, volunteers will also be subject to a checking process to ensure that they are indeed safe to be in contact with pupils. The principles of safer recruitment will be applied whether an individual is paid or unpaid.

Volunteers may be used in a variety of different roles. Safer recruitment principles will be adapted and/or applied with common sense depending upon an individual's involvement and interaction with pupils, whether it is regular contact or 'one-off', whether they are being supervised etc.

If a volunteer is likely to have an on-going role that includes regular contact with children, then a similar recruitment and selection process will be applied as would be used to recruit an employee. The process will be presented in a less formal manner but the principles of safer recruitment are the same.