

## **Bourne Education Trust Recruitment and Selection Policy**

### **1. Introduction**

This policy has been introduced to provide a framework for the efficient and effective recruitment of all categories of staff at the Bourne Education Trust. The trust's Scheme of Delegation should be taken into account in all appointments.

The Governing Body of each school in the Trust values the contribution of all staff and recognises that the recruitment of appropriately skilled staff is key to the provision of a safe and successful teaching and learning environment in which pupils can thrive.

The Governing Body of each school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Accordingly, this policy complies with the current DfE guidance 'Safeguarding Children and Safer Recruitment in Education'.

### **2. Aims of the Policy**

- To ensure that newly recruited staff possess the most appropriate blend of qualifications, experience, knowledge, skills and abilities to meet the demands of the post and the needs of the school.
- To ensure a consistent and equitable approach to the appointment of all staff.
- To ensure that all relevant equal opportunities legislation is adhered to and that appointees are recruited without regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave.
- To ensure that all recruitment practices are compliant with DfE safeguarding guidance, with clear links to child protection policies and procedures, thereby ensuring as far as possible that all staff recruited to work in schools are suitable to work with children and young people.
- To ensure the most cost effective use is made of resources in the recruitment and selection process.

### **3. Responsibilities**

The Governing Body, with appropriate advice from the Headteacher, is responsible for determining the staffing complement of the school and for all appointments to the school staff.

The Headteacher will have delegated responsibility for the appointment of teachers and other staff outside of the leadership group.

Once the selection panel has been agreed, the lead person, in conjunction with the panel, will be responsible for drawing up the relevant documentation and planning the selection process.

The selection panel for any position will have responsibility for ensuring that a fair, equitable and non-discriminatory process is maintained throughout the recruitment and selection activities.

#### **4. Safer Recruitment**

Matters of child protection, safeguarding and the promotion of the welfare of children will be central to the recruitment process, starting with the planning of recruitment needs through to the recruitment exercise itself. Particular measures to ensure safe recruitment practice, compliant with DfE advice, are identified throughout this policy. The selection panel have responsibility for ensuring the implementation of these measures. The safeguarding measures noted in this policy are not exhaustive or designed to obviate the need to refer to the most recent DfE guidance.

#### **5. The Planning Process**

The Personnel Committee of the Governing Body, in conjunction with the Headteacher, will review the staffing requirements of the school annually and assess the short and long term recruitment needs so that, as far as possible, a planned approach to resourcing the school can be taken.

Before the start of the recruitment process, there will be a review of the requirements of the specific role. Where a job description or person specification does not exist (e.g. for new posts) then these will be drawn up for agreement by the selection panel.

Job descriptions and person specifications for existing posts will also be reviewed to determine whether the roles and responsibilities of the post need to be revised and to update the necessary qualifications, knowledge, experience, skills or abilities required by the post holder.

The person specification will also be assessed to ensure that it does not unlawfully discriminate on the basis of gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave.

#### **Safeguarding Measures**

- A statement of the commitment of the school to the safeguarding and promotion of the welfare of pupils will be included in both the job description and the person specification.
- All job descriptions will make reference to the responsibility for safeguarding and promoting the welfare of pupils. The job description will clearly set out the extent of relationships and contact with children and the degree of responsibility for children that the post holder will have.
- All person specifications will give consideration to the need for the job holder to be suitable to work with children. Qualifications, experience, competencies and qualities needed for the role will be identified, along with an explanation of how they will be assessed during the selection process.
- All short-listed applicants will be notified that any relevant issues arising from references will be taken up at interview.

#### **6. Advertising**

##### **6.1 All posts**

All teaching and non-teaching posts will be advertised internally within the school and/or within the Trust. Where particular skills, experience or qualifications are required or recruitment

difficulties are anticipated, posts may additionally be advertised on an appropriate internet jobs site and/or in the local press.

In certain circumstances a post or promotion opportunity will be ring-fenced for current staff in the first instance. Any such ring-fencing will be done in a consistent and transparent manner.

Occasionally the decision may be taken not to advertise a post. This may occur, for example, when a similar post has recently been advertised and an appointment can be made from the subsequent interviewees, or because a temporary appointment needs to be made as soon as possible to ensure continuity within a post.

## **6.2 Leadership posts**

Headteacher and Deputy Headteacher posts will be advertised as the Governing Body considers most appropriate and in line with the trust's Scheme of Delegation. As a general rule, such posts will, as a minimum, be advertised on a relevant internet jobs site, and may additionally be advertised in a nationally printed publication.

Where there is demonstrable good reason not to advertise, and the Governing Body choose not to do so, the decision making process will be robustly documented to ensure that it will stand up to scrutiny.

### **Safeguarding Measures**

- All advertisements will include a statement about the school's commitment to safeguarding and promoting the welfare of children.
- Reference will also be made to the requirement for the successful applicant to undertake an enhanced-level check via the Disclosure & Barring Service (DBS).

## **7. The Application Process**

For all posts, information packs will be sent, or made available electronically, to all interested parties. The information pack will generally consist of:

- a letter from the person leading the recruitment process;
- a job description and person specification;
- an application form, including an equality monitoring form, with details for completion;
- a statement of terms and conditions relating to the post (hours, salary etc);
- information about the recruitment process (interview dates etc);
- any other relevant information regarding the post and the school.

Applications received after the closing date will not be considered, unless the applicant has given prior notice of a late application and this has been agreed by the selection panel.

Applications made through means other than application forms will not be considered, unless a reasonable adjustment has been made to accommodate the needs of an applicant with a disability.

### **Safeguarding Measures**

- All applications must be made using the application form for the position to ensure receipt of relevant personal data (including DfE reference number and QTS/QTLS status) educational and employment history, declarations of relationships to existing employees, councillors and governors, details of referees and a statement of personal qualities and experience.
- The application form also includes an explanation of posts exempt from the Rehabilitation of Offenders Act 1974, the filtering rules and the need to declare all unspent convictions, cautions, warnings, bindovers and current police investigations or pending criminal proceedings. Applicants will also need to declare that they are not on the Children's Barred List, disqualified from teaching or subject to sanctions imposed by a regulatory body e.g. GTC, Teaching Agency.
- Details of any unspent convictions, cautions, warnings, bindovers or other relevant information will be attached to the completed application form in a sealed envelope marked as confidential.

## **8. The Selection Process**

### **8.1 The selection panel**

A selection panel of at least two people, appropriate to the post, will be set up prior to the shortlisting process.

Wherever possible, all panel members will have been trained in and/or have relevant experience of recruitment and selection and interviewing.

Where a candidate is known personally to a member of the selection panel this fact should be declared before short-listing takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

### **Safeguarding Measures**

- At least one member of the panel must have completed safer recruitment training approved by the Secretary of State (e.g. the online training currently provided by the Department for Education).

### **8.2 Short-listing**

Prior to short-listing, the equality monitoring forms will be removed from the applications. If an applicant has requested reasonable adjustments to a part of the short-listing process to accommodate a disability then this will be notified to the chair of the selection panel.

The short-listing process for interview will determine those applicants who best meet the criteria for the post as outlined in the person specification. Decision making will be based solely on the information available on the application forms.

Where short-listed applicants have declared that they do have unspent convictions, cautions, warnings, bindovers or have proceedings pending, and/or have had any sanctions imposed by the Teaching Agency (or GTC) then this will be followed up at interview as necessary. In certain cases it may be necessary to have a discussion with the applicant prior to the interview.

#### **Safeguarding Measures**

- Incomplete applications will be rejected and may, at the discretion of the selection panel, be returned to the candidate for completion.
- Notes will be made of any anomalies, discrepancies or gaps in employment so that these can be considered as part of the short-listing process. Reasons for gaps in employment, repeated career changes, moves from permanent to temporary or supply teaching will also be noted for exploration and verification.

### **8.3 References**

References will be requested for all short-listed candidates (including internal applicants). The school will comply with the requirements of the Equality Act 2010 by not asking questions about a candidate's health or disability as part of these references prior to a job offer being made (this includes information relating to levels of sickness absence). It will be for the selection panel to determine whether the referees given by applicants are suitable and appropriate. Care will be taken in determining whether a referee given by an applicant is suitable. Any applicants currently working in a school environment should give the headteacher/principal of that school/college as one referee. References from family members or friends will not be acceptable.

All references subsequently received will be held by the chair of the interview panel who will explore any areas of concern at interview. Once a preferred candidate has been chosen following the interview process, the rest of the interview panel will be given access to the references of that person only, in order to confirm their decision.

#### **Safeguarding Measures**

- References will be sought and obtained directly from the referee. References or testimonials provided by the applicant will not be accepted.
- References will seek the necessary relevant and objective information in line with current DfE guidance and a declaration from the referee that the applicant is suitable to work with children.
- All references will be vetted according to current DfE guidance.
- Issues of concern will be raised further with the referee and taken up with the candidate during the interview.
- Where, in exceptional situations, references are not received prior to the interview, any concerns will be resolved satisfactorily prior to any unconditional offer of employment.

#### **8.4 Other checks prior to interview**

Where a candidate is claiming specific qualifications or previous experience that is relevant to the job but is not verified by reference checks, any offer will be subject to the verification of those qualifications or experience.

#### **8.5 The interview and selection process**

Prior to the interview and selection process candidates will be given any relevant information, e.g. details of any selection methods that will be used. Candidates who have a disability or any other particular needs will be given the opportunity to highlight this prior to any selection activities in order that reasonable adjustments may be made to the recruitment process.

Whilst an interview is always likely to be used as the primary feature of the selection process, the selection panel will consider whether any additional selection methods are required to supplement the interview. These may include presentations, teaching observation, interaction with pupils, in-tray exercises, psychometric, verbal or numerical tests, according to the requirements of the role. Any psychometric tests used will have been validated in relation to the job, be free of bias, and be administered and validated only by a suitably trained person.

Whichever methods are chosen, the panel will use these to assess the merits of each candidate against the person specification and explore their suitability to work with children. The selection panel will ensure that all candidates are asked the same main questions at interview based on the list of essential criteria for the post, although supplementary questions may differ according to the candidates' answers and backgrounds.

Particular care needs will be taken to ensure that no questions or selection methods could be viewed as discriminatory.

#### **Safeguarding Measures**

- Invitations for interview will stress that the successful candidate will be subject to thorough identity checks and an Enhanced DBS Check. Candidates will be requested to bring with them documentation to verify their ID, i.e. passport, driving licence, birth certificate, etc.
- Candidates will be instructed to bring with them to interview any relevant documentation that will confirm educational and professional qualifications. Copies of all documents will be kept on file for successful candidates.
- In addition to assessing the candidate's suitability for the post, the panel will assess the candidate's attitude toward children and young people and his/her ability to support the school's safeguarding agenda and promote the welfare of children. Gaps in employment history and concerns or discrepancies in the application form and references will also be explored.

### **9. Job Offers to Successful Candidates**

#### **9.1 Job offers**

Successful candidates will normally be offered the post verbally, followed by an offer letter as soon as possible afterwards. Any written offer of appointment will include any terms that the offer is made conditional upon, e.g. satisfactory completion of an occupational health

questionnaire, provision of appropriate documentation to verify entitlement to work in the UK and other relevant details.

## **9.2 Conditions of Appointment**

Any offer of employment in the school will be conditional upon:

- The receipt of at least two satisfactory references, if not already received;
- Verification of the candidate's identity, if not verified following interview;
- A satisfactory Enhanced DBS Check (including a check of the Children's Barred List);
- Verification of the candidate's fitness to undertake the role;
- Verification of the candidate's right to work in the UK (including a photocopy of the original evidence provided);
- Verification of the applicant's qualifications, if not verified following interview;
- Verification of professional status where required e.g. QTS/QTLS status etc;
- For those gaining QTS after 7 May 1999, verification of successful completion of statutory induction period;
- Satisfactory completion of any required probationary period.

Where:

- candidates are found to be on the Children's Barred List, or the DBS check shows that the candidate has been disqualified from working with children;
- an applicant has provided false information in, or in support of, his/her application; or
- there are serious concerns about an applicant's suitability to work with children; the facts will be reported to the Disclosure & Barring Service and/or the police, as appropriate.

## **10. Appointment and Promotion of Existing Staff**

The school values the contribution of all staff within the school community and, where possible, seeks to retain key skills. The school will support as far as possible the continued professional development of all staff as they seek promotion to new opportunities both within the school and elsewhere. All members of staff are therefore encouraged to consider their suitability for any vacancy within the school. Where a member of staff applies for a vacant post they will be given equal consideration to external candidates, based on the essential criteria for the post.

## **11. Use of Fixed Term and Temporary Contracts**

Where the Governing Body, in conjunction with the Headteacher, determines that posts are of a short term nature, this will be clearly specified in the job description and on any advertising literature. Posts will only be advertised on a temporary or fixed term basis for genuine temporary reasons. Most temporary or fixed term contracts will come to a natural end. However, where a fixed duration contract expires and the need for the post remains for a further definite period, then the post holder will usually be given an extension to their fixed period contract.

Where the need for a temporary or fixed term post becomes a permanent one, there will be no automatic entitlement for the temporary post holder to be offered the permanent contract. It will be for the Governing Body to consider the most appropriate recruitment process in the circumstances. This could include consideration of the original reason for the post initially being temporary, any subsequent changes in the needs of the school, the original recruitment process that was undertaken, etc.

## 12. Use of Supply Staff, Volunteers and Contractors

The school workforce is made up of a rich variety of professional and highly skilled and committed people, not all of whom are paid employees. The school values the diversity that this brings to its community as it strives to provide a safe environment and improve the standards of teaching and learning for all pupils. To ensure the continued high standards of contributions, we will:

- Use, as our preferred sources of supply staff, agencies accredited through the Quality Mark Scheme for agencies and LAs;
- With appropriate adjustment, adopt similar recruitment measures for contractors as for employees, and for volunteers as for paid staff.

## 13. Employment of Migrant Workers

The school will not employ, as a member of staff, any individual who cannot demonstrate that he/she has the right to work in the UK, regardless of the individual's colour or apparent race, nationality or ethnic origins. Any employee who has a restricted right to work in the UK will be required to provide evidence of that right at least once in every 12 month period.

The Trust is licensed to sponsor migrant workers who require sponsorship in order to work in the UK under UK Border Agency rules. The school complies with UK Border Agency requirements in relation to the points-based system for employing migrant workers and will ensure, prior to appointment, that a worker who is subject to immigration control can be employed within one of the existing tiers. The school will also meet, as required, all necessary conditions relating to sponsorship, including conducting resident labour market tests.

## 14. Monitoring

Mindful of its commitment to best practice in recruitment and its obligations under the Equality Act 2010 and DfE safer recruitment guidance, the Governing Body will ensure regular monitoring of all recruitment activity. This will be undertaken with a view to improving future recruitment practices and thereby achieving the aims of this policy. The results of this monitoring and any recommended actions will be reported to the Governing Body on an annual basis.

## 15. Data Protection

Records relating to recruitment and selection activities will remain confidential and accessible only to those who require information either as part of the recruitment decision-making process or for the administration of the process (including monitoring activities for the purposes of this policy or equality policies). Records relating to successful candidates will be placed in personnel files. Records for unsuccessful candidates will be retained in a secure place for a period of six months, after which time they will be destroyed.

See Appendix A for the trust's policy in respect of records relating to the carrying out of DBS checks.

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## **Appendix A**

### **Policy on the correct handling and safekeeping of DBS certificate information.**

#### **1. General principles**

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, the Bourne Education Trust complies fully with the code of practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information.

It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

#### **2. Storage and access**

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

#### **3. Handling**

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

To note: those registered care homes which are inspected by the Care Quality Commission (CQC), those organisations which are inspected by Ofsted and those establishments which are inspected by the Care and Social Services Inspectorate for Wales (CSSIW ) may retain the certificate until the next inspection.

Once the inspection has taken place the certificate should be destroyed in accordance with the code of practice.

#### **4. Usage**

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

#### **5. Retention**

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints.

If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so.

Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

## **6. Disposal**

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.