

Bourne Education Trust recruitment and selection policy and procedure

1. Introduction

1.1 Bourne Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all employees and volunteers to demonstrate this commitment in every aspect of their work.

1.2 The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the Trust's Equal Opportunities and Inclusion Policy.

1.3 We will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.

1.4 We will comply with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks. 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.

1.5 We will ensure compliance with the Data Protection regulations and the more stringent requirements contained within the General Data Protection Regulations (GDPR). The GDPR encompasses the core principles of the DPA and provides more onerous responsibility and accountability for fair and transparent processing. Our Recruitment Privacy Statement provides specific details in accordance with the GDPR principles and can be found in Appendix A.

Delegation of Appointments and Constitution of Recruitment Panels

2.1 The power to offer employment for all posts below the level of Deputy Head is delegated to the Headteacher, with Executive consultation for any SLT appointment. The Headteacher may not delegate the offer of employment to any other senior manager or governor.

2.2 The Headteacher is expected to involve at least one governor or Executive Leader in the appointment of Deputy Head.

2.3 Selection panels will comprise a minimum of two people. In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training. In addition, at least one member will have undertaken general recruitment or equalities training.

Safeguarding Measures

- A statement of the commitment of Bourne Education Trust and all constituent schools to the safeguarding and promotion of the welfare of pupils will be included in all job adverts.
- 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.

Commitment to promoting equality, diversity, and inclusion

- A statement of the commitment of Bourne Education Trust and all constituent schools to the promotion equality, diversity and inclusion in our workforce will be included in all job adverts.
- All new employees will be required to undertake equality and diversity training within the first 6 weeks' of their employment start date.

2. Advertising

3.1 All permanent teaching and non-teaching posts will be advertised internally within the recruiting 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 recruitment website and/or in the local press.

3.2 In certain circumstances a temporary, Acting or fixed term post or promotion opportunity will be ring-fenced for current staff in the first instance. Any such ring-fencing will be done according to business need and in a transparent manner.

3.3 Where there is demonstrable good reason not to advertise, and the school/Trust chooses not to do so, the decision-making process will be robustly documented to ensure that it will stand up to scrutiny. 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.

Safeguarding measures

- All advertisements will include a statement about the Trust'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).

Commitment to promoting equality, diversity, and inclusion

- All advertisements will include a statement about Bourne Education Trust's commitment to promoting equality, diversity, and inclusion in all aspects of Trust life.

3. Information for Applicants

4.1 All applicants for all vacant posts will be provided with:

- A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the School
- A person specification may also be provided. This will also include a statement on behalf of Bourne Education Trust of their commitment to safeguarding and promoting the welfare of children and young people
- An application form (CVs will not be accepted)
- An Information pack containing:
 - A description of the School relevant to the vacant post
 - Reference to the Trust's Equal Opportunities and Inclusion Policy
 - Reference to Child Protection and Safeguarding
 - Details of DBS and other pre-employment checks required
 - The closing date for the receipt of applications
 - An outline of the terms of employment including salary banding
 - Reference to Bourne Education Trust's Recruitment and Selection Policy.

4.2 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.

- Details of any unspent convictions, cautions, warnings, bindovers or other relevant information should be attached to the completed application form in a sealed envelope marked as confidential, or must be provided at interview stage.

Commitment to promoting equality, diversity, and inclusion

- Equality questionnaires will be removed from all application forms before they are given to short-listing decision makers.

- Bourne Education Trust complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants only for identification purposes and to verify that a full education and employment history has been provided, in accordance with statutory guidance from the DfE (“Keeping Children Safe in Education”).

4. Short Listing and Reference Requests

5.1 The selection panel will use an agreed shortlisting form. The criteria for selection will be consistently applied to all applicants based on the essential and desirable criteria for the post. The selection panel will agree the candidates to be called for interview.

5.2 The selection panel will, where possible, take up at least two references on each shortlisted candidate. If a candidate for a post working with children is not currently working with children, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving. At least two satisfactory references are a requirement for any successful applicant.

5.3 Reference requests will ask the referee to confirm:

- The referee’s relationship with the candidate
- Details of the applicant’s current post and salary
- Performance history
- All formal time-limited capability warnings which have not passed the expiration date
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date
- All disciplinary action where the penalty is “time expired” and relate to safeguarding concerns
- Details of any substantiated allegations or concerns relating to the safety and welfare of children
- Whether the referee has any reservations as to the candidate’s suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

5.4 References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials or ‘bearer references’ i.e. those provided by the candidate and/or marked ‘to whom it may concern’ will not be accepted. References must be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives. Character references from people writing solely in the capacity as a friend of the candidate will only

be accepted in exceptional, pre-agreed circumstances. References will be verified, and any discrepancies will be discussed with the candidate at interview.

5.5 If the field of applicants is felt to be weak the post may be re-advertised.

5. Interviews

6.1 The format, style and duration of the interviews are matters for the Headteacher to decide in consultation with any governors, trustees or Executive Leaders involved in the process, but the following will be adhered to:

6.1.1 Briefing:

All candidates will be given relevant information about the School to enable the candidate to make further enquiries about the suitability of the advertised job.

6.1.2 The formal interview:

Before the interviews the selection panel will agree on the interview format, including any additional assessment methods. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all the criteria for the post. Areas of questioning will be the same for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked. Every interview for every post, will include specific questions relating to child safeguarding issues and understanding. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

The recruitment documentation will be retained for six months from the date of interview. Applicants have the right to request access to notes written about them during the recruitment process. After six months all information about unsuccessful candidates will be securely destroyed.

Safeguarding measures

- The selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

Commitment to promoting equality, diversity, and inclusion

- The same areas of questioning will be covered for all applicants.

- No questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked.

6. Offer of Employment by the Selection Panel

7.1 The offer of employment by the selection panel is subject to:

- Verification of identity
- Verification of right to work in the UK
- Satisfactory references
- Proof of relevant qualifications
- Satisfactory DBS Enhanced Disclosure
- A Certificate of Good Conduct (if applicable) which may include EEA sanctions and restrictions
- Barred list check
- Teacher prohibition (if applicable)
- Section 128 check (if applicable)
- Pre-employment medical screening
- Disqualification under the Childcare Disqualification Act 2006, as amended
- The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks

7.2 Unsuccessful candidates will be notified.

7. Personnel File and Single Central Record

8.1 Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of their employment with the School including:

- Application form – signed by the applicant
- Interview notes – including explanation of any gaps in the employment history
- References – minimum of two
- Proof of identity
- Proof of right to work in the UK
- Proof of relevant qualifications
- Certificate of Good Conduct (where applicable) which may include EEA sanctions and restrictions
- Evidence of medical clearance from the Occupational Health service
- Evidence of DBS clearance and barred list check
- Teacher prohibition checks
- Evidence of a Section 128 direction (where applicable)
- Offer of employment letter and signed contract of employment

- Disqualification under the Childcare Disqualification Act 2006, as amended (where applicable).

8.2 Retention of personal information for the successful candidate following the end of their employment will be in accordance with the Trust’s Data Retention Policy, which is compliant with relevant Data Protection Act. When retained documents have reached their data retention limit, they will be securely destroyed.

8.3 The Trust will destroy information obtained by a vetting exercise as soon as possible or within six months. A record of the result of the vetting or verification of the successful candidate will be retained on the employees file and the Single Central Record.

8.4 The Trust will normally collect personal information from you only where we have your consent to do so, where we need the personal information to perform a contract with/involving you, or where the processing is in our legitimate interests and not overridden by your data protection interests or fundamental rights and freedoms. In some cases, we may also have a legal obligation to collect personal information from you or may otherwise need the personal information to protect your vital interests or those of another person. The Trust will retain a record of consent as evidence that we have obtained consent to collect and process the data and that applicants have been advised of the purpose of the collection and processing.

8.5 You have the right to withdraw your consent at any time and can do so by informing the School’s Data Protection Officer, with the exception of documents that are required for a statutory requirement.

8.6 The School will maintain a Single Central Record of employment checks in accordance with Keeping Children Safe in Education.

8. Start of Employment and Induction

9.1 The pre-employment checks listed in paragraph 8.1 above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the barred list and teacher prohibition checks.

9.2 All new employees will be provided with an induction programme which will cover all relevant matters of School/Trust policy but in particular safeguarding and promoting the welfare of children.

Date reviewed:	June 2021
Approved by:	BET resources committee
Next review:	June 2024

APPENDIX A

Bourne Education Trust – Recruitment Privacy Notice

For the purpose of applicable data protection legislation (including but not limited to the General Data Protection Regulation (Regulation (EU) 2016/679) (the "**GDPR**"), the company responsible for your personal data ("**Bourne Education Trust**" or "**we**" or "**us**") can be found www.bourne.education

How we use your information.

All information provided by you during the application process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the United Kingdom or the European Union. The information you provide will be held securely by us whether the information is in electronic or hard copy.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

We use the information provided to assess your suitability for employment. We are using this information, based on your approach to us and therefore at your request, prior to potentially entering into an employment contract; this is our legal basis for processing your personal data. You are not obliged to provide all the information we ask for but it might affect your application if you don't.

1. Application Stage

At the application stage we ask for:

- your name, address, phone number and email address; and
- your previous experience including details of your education, work history, referees and answers to questions relevant to the role you have applied for.
- answers to a number of safeguarding questions relevant to working with children.

Our Executive leaders, school leaders, HR staff and Governors/Trustees will have access to this information as appropriate.

You will also be asked to provide equal opportunities information. This is not mandatory information – if you chose not to provide it, it will not affect your application. This information will not be made available to any staff, Governors or Trustees outside of our HR team in a way which can identify you.

Any information you do provide, will only be used to generate and monitor equal opportunities statistics.

2. Selection Stage

Our recruitment panels shortlist applications for interview using pre-defined criteria. They will not have access to your equal opportunities information if you have provided it.

We may ask you to complete tests and/or to attend an interview. Information will be generated by you and by us. For example, you might complete a written test/task, or we might take interview notes. This information is held by us.

If you are unsuccessful following assessment for the position you have applied for, we will ask if you would like your details to be retained in our talent pool for a period of six months. If you say yes, we will proactively contact you should any further suitable vacancies arise.

Retention of Information.

If you are unsuccessful at any stage of the process, the information you have provided up to that point will be retained for 6 months from the closure of the relevant recruitment campaign, unless you have not given us permission to do so.

Information generated throughout the assessment process, for example interview notes, is retained by us for 6 months following the closure of the campaign for unsuccessful applicants.

Equal opportunities information is retained for 6 months following the closure of the campaign for unsuccessful candidates.

If you are successful in your application, we will retain your information in accordance with our School Workforce Privacy Notice. A copy of this Notice will be provided to you with your offer letter.

If you have any queries about the process or how we handle your information, please contact us at: dpo@bourne.education Please address any questions, comments and requests regarding our data processing practices to us in this way in the first instance remembering to include your name, and contact information along with any correspondence reference you may have.

If you have any concerns regarding our processing of your personal data or are not satisfied with our handling of any request by you in relation to your rights, you also have the right to make a complaint to the Information Commissioner's Office. Their address is:

- First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF