



**RECRUITMENT & SELECTION (including
safer recruitment)
POLICY & PROCEDURE**

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INTRODUCTION

We are committed to attracting, selecting and retaining individuals who have the right motivation, skill and experience to make a positive contribution to the Trust's success and the delivery of high-quality education.

Rise Multi Academy Trust is committed to achieving this through:

- Systematic recruitment and selection processes that are applied consistently and fairly in accordance with good practice and equal opportunities
- Attracting and drawing on applicants from a range of backgrounds reflecting the communities being served
- Adhering to the legislation and guidance which governs recruitment and selection

In recruiting all staff, the following guiding principles will apply:

- Safer Recruitment – The safeguarding of young people is a priority for the Trust. Therefore, we have strong safer recruitment procedures and processes. All individuals responsible for recruitment and selection have a duty to scrutinise documentation and comply with appropriate regulatory body requirements.
- Equitable and Fair – We will safeguard individuals' rights to fairness and equality of opportunity in conjunction with the business needs and values of the Trust. We promote diversity in the workforce. Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.
- All disabled applicants who meet the minimum requirements of the job as set out in the job description and employee specification will be guaranteed an interview. If an applicant makes the Trust aware, at any stage of the recruitment process, that they have a disability, then reasonable adjustments must be considered to ensure the applicant is not disadvantaged by the process.
- Consistent and Objective - The selection criteria must be communicated at the outset of the process and consistently adhered to throughout each recruitment and selection process, with clarity of process and policy for leaders and applicants.
- Merit – Recruitment and selection will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job. The candidate determined to be the best match with the stated requirements of the role (detailed in the person specification) should be offered the post.
- Efficient and effective – Rise will ensure best value and the best outcome for the Trust.
- Compliance with Data Protection Legislation and GDPR protocols.

SCOPE AND PURPOSE

The purpose of this policy is to set out our processes for recruiting, selecting and appointing any employee or volunteer to work within Rise.

SAFER RECRUITMENT

All recruitment must be in line with this policy to ensure that we identify, deter and prevent people who pose a risk of harm from working with our pupils.

The recruitment of all applicants and volunteers to Rise must, without exception, follow the processes of safer recruitment. All offers of employment will be subject to us being satisfied that the applicant or volunteer is a suitable person to work with children and young people.

Any person involved in recruiting to our Trust must read the “Keeping Children Safe in Education” (KCSIE) guidance produced by the DfE and any relevant child protection/safeguarding policy. These can be obtained from the school office. **At least one person on the interview panel must be safer recruitment trained.**

All recruitment must be planned to ensure that there is adequate time available to recruit safely. Any person who becomes aware that this policy is not being followed during recruitment must inform the central HR team immediately.

All of the checks must be carried out and have been determined as satisfactory by the central HR team, before an applicant can start their employment with Rise. The school will record all information on the checks carried out in the school’s single central record (SCR). Copies of these checks, where appropriate, will be held in individual’s personnel files.

POST REQUIREMENT & SEEKING RELEVANT APPROVALS

When a post becomes vacant the Senior Leader will undertake a thorough review to assess whether a replacement is necessary (like for like or changed/re focused) and in the interests of the Trust as a whole and in light of its financial health and specific needs/objectives. Careful consideration should be given to the financial implications of creating a new post, or increasing the working hours of an existing post. Any review should include the working pattern/hours of the post and suitability for flexible working.

Prior to any roles being made live, schools must submit a Recruitment/Variation Form to the central HR Team for approval.

JOB DESCRIPTION AND PERSON SPECIFICATION

The Trust has a central database of job descriptions for key posts across the Trust. If there is no job description, one will be produced with support from HR. The job description will state:

- The main duties and responsibilities of the post
- The postholder’s responsibility for promoting and safeguarding the welfare of children

The person specification sets out the selection criteria - specifying the essential and desirable attributes needed by the successful candidate. These requirements will be justifiable and clearly defined to show that no section of the community is being unlawfully discriminated against.

The person specification will be used to assess each candidate’s suitability for the post, from short-listing through to interview, assessment and selection.

ADVERTISING THE POST

For each vacancy which may arise, the Trust will consider the most appropriate way of advertising the post and the best way of reaching the most suitable target audience. In all cases for external adverts, the Trust will always post the role on eteach. All QTS roles will also be placed on the DfE website. In some circumstances the vacancy may only be advertised internally. All decisions will be documented fully, as the Trust will need to demonstrate that it has acted reasonably if it is challenged. In the case of a vacancy for a senior leader, the Trust will consider the most suitable way of advertising and filling this vacancy.

WRITING AN ADVERTISEMENT

Advertisements will be appropriate, cost effective and non-discriminatory and will:

- Be based on the details in the job description and the agreed selection criteria in the person specification;
- Avoid any gender, age or culturally specific language or implication, e.g. For teaching posts, wording specifically targeting newly qualified teachers must not be used as this may imply that a younger person is required.

- Be clear and precise to attract applicants to seek more detail.
- Include the statement: “we are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.”
- Give reasons for the appointment being temporary if the post being advertised is for a fixed term or temporary period.

SHORTLISTING

All applicants will be expected to complete an application form. All application forms will be scrutinised to ensure that they are fully completed and that the information provided is consistent and does not contain any discrepancies. Any anomalies or gaps in employment will be noted and taken up as part of the consideration of whether to shortlist the candidate.

Shortlisting will be undertaken by the interview panel members. The panel will agree a final shortlist of applicants to invite to the selection process. You must always send a self-disclosure form with the invitation to interview, which they are required to complete and bring with them to the interview.

Late applications will not generally be considered and not once shortlisting has commenced. Shortlisting will be made by reference to the essential, and if necessary, the desirable criteria detailed in the person specification. Applicants will be asked to complete an Equal Opportunities Monitoring Questionnaire as part of the application form. This will be detached from the application form. Applicants will not be eliminated from the shortlist on the grounds of the protected characteristics.

REFERENCES

The purpose of seeking references is to obtain objective and factual information to support the selection panel’s decisions. References will always be sought and obtained directly from the referee, not via the candidate themselves.

Open references for example addressed ‘To whom it may concern’ will not be relied upon. Our Trust reference request proforma must always be used and obtained. Regardless of the type of post being applied for, references from the previous two employers will be taken up on. Where candidates do not have employment history, appropriate alternative references must be obtained e.g. from education providers.

The references will be obtained before interviews take place on all short-listed candidates so that any issues of concern they raise can be explored further with the referee, if appropriate, and taken up with the candidate at interview.

In exceptional circumstances it might not be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate objects to their current employer being approached at that stage, but that will be the aim in all cases.

References should be scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed, including for any internal candidate. Obtaining references before interview, would allow any concerns they raise to be explored further with the referee and taken up with the candidate at interview. They should always be requested directly from the referee and from the most senior person with appropriate authority, not just a colleague.

Where electronic references are received, employers should ensure they originate from a legitimate source. On receipt, all references will be checked to ensure all the questions have been answered satisfactorily. The referee will be contacted to provide further clarification as appropriate, for example if answers are vague or if insufficient information is provided. They should also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies should be taken up with the candidate.

Any information about past disciplinary actions or allegations will be considered carefully when assessing the candidate's suitability for the post. If a referee fails to provide a reference the candidate will be contacted to provide an alternative referee. If a candidate for a teaching post is not currently employed as a teacher, a check will be carried out with the school, college or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving.

For internal positions, one reference from their current line manager will be sought.

ONLINE SEARCH

In line with Keeping Children Safe in Education, you must complete an online search for shortlisted candidates. You should type their full name into 'google', refer to their application form. This is not a social media check. If there is anything found in the search, which could be of concern relating to them working with our young children, you must always raise this with a senior leader. Do not ignore this.

ASSESSMENT AND SELECTION

Assessment and selection methods will be used to assess the candidates' suitability to the role and whether the candidate meets the criteria for the role. The selection methods used will be relevant, non-discriminatory and cost effective.

Appointments will be based on merit and the suitability of each candidate for the job, as evidenced against the person specification, and demonstrated by the selection methods. Selection methods will not disadvantage any particular group and all applicants will be treated in a consistent and a non-discriminatory manner. Appropriate and effective selection tools and processes will be used and a range of selection methods will be considered in order to test candidates' suitability for the role. For example, teachers will be observed teaching as well as attending an interview.

Selection will be based on a formal structured interview. All candidates will be notified in advance of any tests that will take place.

INTERVIEW

Each shortlisted candidate will be invited to interview in writing to ensure appropriate documentation is brought to interview for checking of identity and eligibility to work in the UK.

Each candidate will be asked:

- The same core set of questions and their answers fully noted.
- Answers may be probed further as appropriate; competency questions to assess personal behaviours towards safeguarding, with outcomes being fully recorded;
- From the details on the application form/self-disclosure form, relating to their full criminal history, discuss the circumstances of their declarations either at interview or in a separate meeting;
- Verification of the candidate's identity (original documentation will be seen and a copy taken);
- Verification of qualifications (original documents will be seen and a copy retained);
- All interviews must follow safer recruitment practices, with at least one panel member safer recruitment trained.
- Discrepancies or anomalies in the information candidates have provided will be queried and satisfactorily resolved.

DECISION MAKING, FEEDBACK AND OFFERS (INCLUDING SALARY INFORMATION) OF EMPLOYMENT

When assessing candidates with disabilities, it is a requirement to consider their suitability on the basis that any reasonable adjustments that may be required have been made. Similarly, if special equipment is required the candidate's suitability will be evaluated on the basis that the equipment is in place.

Each member of the selection panel will score each candidate at the end of each interview privately before the overall scores are agreed collectively and the best candidate chosen. If additional selection methods are used, these will be fed into the decision-making process at the end, and the candidate who best meets the selection criteria chosen.

The selection panel will agree feedback for each candidate and record whether or not each candidate is suitable for appointment, even if not the first-choice candidate.

Offers of employment will not routinely be made at interview.

All candidates will be notified of the outcome of the interview as soon as possible. However, the selection panel will wait until the successful candidate has accepted the offer before informing unsuccessful candidates, unless they are clearly unsuitable for the post.

All candidates will be offered feedback on their performance during the selection process and an explanation of the decision, if requested. The initial job offer to the successful candidate will normally be made verbally and followed up in writing within 3 working days stipulating that appointment is subject to satisfactory employment checks.

Remuneration

It is normal policy for support staff to be appointed to the minimum of the grade. However, it is recognised that starting salaries may need to be offered above the minimum in certain circumstances, e.g. to take account of current salary levels, experience or qualifications. Teacher salaries should be offered based on the teacher's current salary and not on the assumption of any performance management outcome.

Records of interviews

The Trust has a responsibility to maintain a central record for the complete recruitment process for a minimum of 6 months.

The following will be recorded:

- Assessment and selection criteria used (person specification);
- Application of assessment and selection criteria (e.g. Application form);
- Interview and other selection method notes (e.g. Question proformas, test results); reasons for decisions made;
- Any additional information such as copies of qualifications, etc.
- All recruitment paperwork relating to the successful candidate will be retained and placed on his/her personal file.
- Individuals are able to access all the paperwork relating to their recruitment process in accordance with the freedom of information act.

ELIGIBILITY TO WORK IN THE UK

Under the Immigration, Asylum and Nationality Act 2006 it is a criminal offence to employ someone without entitlement or permission to work in the UK. Section 15 of the Act requires all employers in the UK to make basic document checks on every person before they start work to help ensure that they do not employ illegal workers.

To ensure that recruitment practices are not discriminatory, all short-listed applicants, regardless of their colour, race, nationality, or ethnic or national origin, will be asked to produce original documents as evidence of their right to work in the UK.

APPOINTMENTS

Pre-employment checks

An offer of appointment to the successful candidate will be conditional upon:

- the receipt of at least two satisfactory references (if those have not already been received);
- verification of the candidate's identity (original documentation will be seen and a copy taken at interview stage);
- where appropriate, a satisfactory Enhanced DBS Check (before working unsupervised with children) including barred list checks;
- pre-employment health screening
- verification of professional status where required e.g. QTS status
- For teaching posts - verification of successful completion of statutory induction period
- A check that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State.

Disqualification under the Childcare Act 2006

Staff are covered by this legislation if they are employed and/or provide early years childcare (this covers the age range from birth until 1 September following a child's fifth birthday i.e. up to and including reception age) or later years childcare (this covers children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if they are directly concerned with the management of such childcare.

This includes:

- Early years provision - staff who provide any care for a child up to and including reception age. This includes education in nursery and reception classes and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during and outside of school hours for children in the early years age range; and
- Later years provision (for children under 8) - staff who are employed to work in childcare provided by the school outside of school hours for children who are above reception age but who have not attained the age of 8. This does not include education or supervised activity for children above reception age during school hours (including extended school hours for co-curricular learning activities, such as the school's choir or sports teams) but it does include before school settings, such as breakfast clubs, and after school provision. Further information can be found in the DfE Statutory Guidance on Disqualification under the Childcare Act 2006 issued in February 2015 <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

CONTRACTS OF EMPLOYMENT

All employees will be provided with written details of the main terms and conditions of employment prior to their start date.

The type of contract and the terms and conditions of employment will be clear and appropriate for the category of job. If the contract is temporary the reason for this will be written in the contract.

ADMINISTRATION

All employment checks, including qualifications, DBS, identity and right to work in the UK will be placed on a central record at the school which will be subject to Ofsted inspection.

INDUCTION

The school should ensure that appropriate induction arrangements for all newly appointed staff are made.

New staff will also be made aware of systems within the school which support safeguarding, including the role of the designated safeguarding lead. A record will be made and kept on personal file of these documents having been provided and/or signposted as part of the induction.

PROBATIONARY PERIOD

The performance of new staff will be monitored during a probationary period of six months with close attention being paid to learning needs and performance issues.

AGENCY AND THIRD-PARTY STAFF

Schools must obtain documentary evidence from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that a school would otherwise perform. The school will also check that the person presenting themselves for work is the same person on whom the checks have been made.

TRAINEE/STUDENT TEACHERS

Where applicants for initial teacher training are salaried by us, schools must ensure that all necessary checks are carried out. Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

VOLUNTEERS (INCLUDING PTA MEMBERS)

Schools must:

- Ensure that the volunteer completes a volunteering application form
- Ensure that it sees ID documentation
- Always obtain an enhanced DBS check with barred list information for all volunteers
- Never let a volunteer start volunteering in the absence of a DBS
- Always obtain two references

Please refer to the Volunteer Guidance (Including PTA members) for further guidance.

BREACHES OF THE POLICY

Any instances of this policy not being adhered to will be taken very seriously and appropriate disciplinary action will be taken.

