SAFER RECRUITMENT AND RECRUITMENT SELECTION POLICY

t a The

This policy is in force until further notice from:	Jul-22
This policy must be reviewed by:	Jul-24
Policy Author(s):	Head of HR
Date policy reviewed by Finance Director:	Jun-22
Date policy reviewed by Compliance & Governance Officer:	Jun-22
Date compliance with GDPR assured:	Jun-22
Date compliance with KCSE assured:	Jun-22
Date compliance with Equality Diversity & Inclusion assured:	Jun-22
Location of publication of policy:	HR Sharepoint
this policy must be approved by [NAME OF COMMITEE OR BOARD]. Such approval was given on:	People and Compliance Committee

SAFER RECRUITMENT AND RECRUITMENT SELECTION POLICY

CONTENTS

Recruitment Selection Policy and Procedure

Introduction

Avanti Schools Trust (AST) is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, <u>Keeping Children Safe in Education (KCSE)</u> a comply with the requirements of part 3 of KCSE

AST will ensure that people are treated solely on the basis of their abilities and potential and that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

AST has established this policy to embed safer recruitment practices throughout the Trust by creating robust and effective practices and procedures, helping to deter, reject or identify people who might be

observations and interviews. They may be required for other elements of the recruitment process depending on the role and school.

Advertising

Job descriptions and person specifications

responsibilities will differ but every post, whether paid or voluntary, will include responsibility for ensuring the safety and security of children and young people.

Advertising and applicant packs

We desire a balanced approach between internal and external appointments. Our default approach will be to first advertise internally to Avanti employees. An appropriate panel, as outlined above, will assess the applications against the Job Description and Person Specification. Only if it is clear that the

to interview. In other cases, where the match is less clear, the process will move straight to advertising externally and all internal candidates will be invited to apply. We will omit the step of internal advertising and go straight to external in any case where the Executive determines that it would be in the best interests of the Trust to do so. In situations where the Principal is relatively inexperienced (less than five years of headship), any internal-only candidates for teaching/leadership will involve the Education Director or their nominee. Trustees will be provided an analysis of internal versus external appointments on an annual basis to help ensure that a healthy balance between internal and external appointments is being achieved.

safeguarding and promoting the welfare of children and the requirement for a DBS check. The applicant pack will include:

Procedure.

g, competencies for staff and volunteers and the safeguarding responsibilities of the post as per the job description and personal specification. It will also confirm whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Application forms

All appointments will require a standard application form for every applicant. Stand alone CVs will not be accepted. We will expect and require candidates for all posts, paid or voluntary, to provide a full employment history and to account for any gaps or discrepancies either on the application or, subsequently, at the interview. Applicants submitting an incomplete application form will not be shortlisted.

Where a role involves engaging in regulated activity relevant to children, we will include a statement in the application form or elsewhere in the information provided to applicants that it is an offence to apply for the role if the applicant is barred from enga

- details of their present (or last) employment and reason for leaving;
- qualifications, the awarding body and date of award;
- details of referees/references (see below for further information); and
- a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.

Applicants should be aware that providing false information is an offence and could result in their application being rejected or in summary dismissal if the applicant has already been appointed. This may also result in the matter being referred to the police and/or a professional regulatory body e.g. the Disclosure and Barring Service.

Candidates submitting an application form completed online may be asked to sign the form if called for an interview.

Shortlisting

The selection panel will use an agreed short-listing form. The criteria for selection will be consistently applied to all applicants. The selection panel will agree on the candidates to be called for an interview.

When shortlisting, we will:

- ensure that at least two people carry out the shortlisting exercise (or at least three in the case of senior appointments)
- consider any inconsistencies and look for gaps in employment and reasons given for them, and
- explore all potential concerns.

Once we have shortlisted candidates, we will ask shortlisted candidates to complete and sign a selfdeclaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. We will also ask shortlisted candidates to sign a declaration confirming the information they have provided is true. The information we will ask for includes (where appropriate for the role):

- If they have a criminal history
- •
- Whether they are prohibited from teaching
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
- •
- Any relevant overseas information.

Where possible, we will carry out an online search on shortlisted candidates to help identify any issues that are publicly available online.

In the event of only one external applicant a full shortlisting process will be followed to ensure that the standards of the Trust are not being compromised and that fairness of selection can be

demonstrated.

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

Reference Requests

Human Resources will take up at least two references (covering the last 5 years of employment, where applicable) on each shortlisted candidate. If a candidate for a post working with children is not currently employed as a teacher, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving.

The formal interview:

Before the interviews the selection panel will agree on the interview format. 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 of the criteria for the post. The same areas of questioning will be covered for each applicant. No questions which would be discriminatory in contravention of the Equality Act 2010 will be asked. The selection process for every post will include exploration of t child safeguarding issues. Each candidate will be asked to explain any unexplained gaps in employment, or where the candidate has changed employment or location frequently, they may be asked about the reasons for this. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected under the Rehabilitation of Offenders Act 1974, that the candidate has declared and are relevant to the prospective employment.

In order to assess an suitability for the post, other selection activities, such as presentations, written exercises, group activities or carefully supervised activities with children or adults, may be included.

Any applicant who raises safeguarding concerns during the selection process will be rejected.

The recruitment documentation will be retained by HR for 6-12 months from the date of interview,

- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the secretary of state. Management positions are most likely to include, but are not limited to:
 - o Principals
 - Headteachers
 - o Deputy/Assistant Headteachers
 - o Teaching posts which carry a departmental head role
 - o Governors
 - o Trustees

We will assess on a case-by-case basis whether the check should be carried out when appointments are made to teaching and support roles which carry additional responsibilities. In

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in relevant conduct (as defined by the Disclosure and Barring Service); or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
- •

programme will include safeguarding and child protection training (including online safety).

Please also refer to our Child Protection and Safeguarding Policy and Procedure, any relevant legislation and any relevant guidance issued by the Department for Education.