



## Recruitment and Selection Policy & Procedure

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<b>Monitoring &amp; Review</b>	People & Resources Committee; HR Director	
<b>Links</b>	Safeguarding and Child Protection Policy; Equality & Diversity Staff Policy	
<b>Staff responsible</b>	HR Director	

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## **1.0 Purpose**

- 1.1 At all times recruitment and selection must be fair, effective, robust and safe for the purpose of building and maintaining an effective workforce, ensuring individuals with the right skills are in the right post at the right time, whilst ensuring the safeguarding of our students are at the heart of all recruitment processes.

## **2.0 Scope**

- 2.1 The Recruitment and Selection Policy will apply to the appointment of all roles within a Summit Learning Trust academy, and sets out the standards and stages for all recruitment activities.

## **3.0 Principles**

- 3.1 The following principles will be adhered to at all times:
- To apply equality, diversity and safer recruitment considerations consistently throughout the recruitment, selection and appointment process
  - To ensure vacancies are advertised through appropriate media, giving consideration as to how to bring vacancies to the attention of suitable candidates to achieve maximum benefits and value, for example by maximising the use of e-methods when appropriate
  - To present a positive and professional image of the academies and the Trust

## **4.0 Senior Leadership Recruitment and Selection**

- 4.1 When recruiting for a Principal post, the recruitment process will be led by the Trust to ensure consistency and quality of process for such crucial roles within our Trust.
- 4.2 Additional due diligence will be undertaken during the longlisting and shortlisting process in relation to Ofsted inspection outcomes of the candidates' current/previous place of work, as well as student outcomes (results). The same data for the candidates' previous workplaces may also be taken into consideration during the longlisting and shortlisting process.
- 4.3 The selection for Principal roles will ordinarily take place over a 2-day process with a variety of selection tasks and activities taking place in day 1 and formal interviews taking place in day 2, involving members of our Board of Trustees. This is to ensure a thorough and robust selection process is applied for such a senior leadership role within our Trust.
- 4.4 Where possible, the Education Director will visit candidates in their current place of work as part of the selection process. This visit will assess candidates' skills and behaviours in their home school and with their current colleagues, and test out compatibility with Summit Learning Trust.

## **5.0 Volunteers**

- 5.1 Volunteer colleagues are seen by our learners as trustworthy adults; therefore, the same standard of recruitment process applies to ensure their suitability to work with young people. However, a common-sense approach must be taken based on the role, level of

contact and frequency of volunteering (e.g. one-off academy trip support versus a repeated ongoing role).

- 5.2 If the volunteer is engaged in regulated activity on a regular basis unsupervised with our young learners, an Enhanced DBS with barred list check is to be undertaken.
- 5.3 An enhanced DBS certificate (not including barred list information) must be obtained, for volunteers who are not engaged in regulated activity, but have the opportunity to come into contact with our learners on a regular basis, e.g. supervised volunteers. We are not legally permitted to request barred list information on volunteer colleagues not in regulated activity.
- 5.4 If the volunteer is not engaged in regulated activity a risk assessment must be undertaken to decide whether an Enhanced DBS (Without barred list) is required.
- 5.5 Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity. Volunteer information must be recorded on the SCR.
- 5.6 All volunteers are required to complete a volunteer application form and two references must be sought.

## **6.0 Equality and recruitment and selection statement**

- 6.1 We are committed to eliminating discrimination and encourage and promote diversity amongst our colleagues. We are committed to ensuring equality and fairness for all in our recruitment and employment practices and undertake not to discriminate on the grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We oppose all forms of unlawful and unfair discrimination.
- 6.2 The procedures contained within this document must always be applied fairly and in accordance with employment law and our Equality & Diversity Policy (Staff).
- 6.3 Recruitment decisions will be made on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, knowledge, experience and skills will be assessed at the level that is relevant to the job. 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.
- 6.4 We comply fully with the provisions of the Rehabilitations of Offenders Act.
- 6.5 We will monitor the success of recruitment in relation to diversity aims by requesting applicants to provide equal opportunities details.

## **7.0 Safer Recruitment and safeguarding statement**

Summit Learning Trust is committed to safeguarding and promoting the welfare of our students and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout their employment within the Trust. We expect all staff and volunteers to share this commitment.

7.1 All recruitment processes will adhere to the key elements of safer recruitment;

- including information on the academy's commitment to safeguarding children in the advert, job description, person specification and any other relevant documentation
- obtaining and scrutinising comprehensive information from all applicants, investigating any discrepancies or anomalies, including gaps in employment
- obtaining robust, relevant and appropriate references that fully cover the candidate's recent work history
- exploring the applicant's suitability to work with children by asking appropriate questions during the interview process
- verifying the successful applicant's identity, medical history, qualifications, employment history and experience
- obtaining a satisfactory DBS clearance prior to the candidate commencing in post, except in exceptional circumstances and with an appropriate risk assessment being put into place as an initial temporary measure

## **8.0 Statutory Obligations**

8.1 This Policy recognises the requirements to comply with the following legislation:

- Safeguarding Vulnerable Groups Act 2006
- General Data Protection Regulation (GDPR) 2018
- Working Time Directive 1993 and Amendment 2000
- Equality Act 2010
- Agency Workers Directive 2011
- Immigration Act 2016
- The Education Act 2002
- Rehabilitation of Offenders Act 1974
- The School Staff (England) Regulations 2009
- Guidance on Managing Staff Employment in Schools
- Safeguarding Children and Safer Recruitment in Schools

## **9.0 Preparation**

9.1 Planning the process in detail is essential to minimise the risk of making unsuitable appointments, and ensure that sufficient time is scheduled to deliver an effective process.

- 9.3 Prior to taking the decision to advertise, managers should consider whether they need to replace the role, or whether the duties of the role could be fulfilled in an alternative way rather than replace 'like for like'. For example, a point of consideration is whether an apprenticeship appointment could be made for some support staff roles. Any alternative approaches for replacing the post must be fully discussed with their senior manager.
- 9.4 In compliance with the **mandatory requirement** under the School Staffing (England) Regulations, at least one person on the interview panel for staff appointments, must be trained in safer recruitment. This training should be repeated every 3 years.

## 10.0 Job description and person specification

- 10.1 The job description describes the main duties and responsibilities of the post, and the person specification details the skills, knowledge and experience required to fulfil the role. The person specification will be used to assess each candidate's suitability for the post, from short listing through to interview, assessment and selection.
- 10.2 All managers should liaise with their Human Resource Assistant who will have access to the relevant and most recent job description and person specification for the post.
- 10.3 Genuine Occupational Requirements - there are a very small number of genuine reasons when an employer may need to discriminate. These situations are very rare and will be related to statutory responsibilities, for example where the post holder provides intimate care. If a post holds a Genuine Occupational Requirement, this must be made clear in the person specification and the advertisement.
- 10.4 To apply a Genuine Occupational requirement an organisation must show that it is: **A requirement of the job in order to keep the ethos of the organisation; and 'proportionate' to apply the requirement.** Managers should seek advice from their HR Business Partner to determine if there is a Genuine Occupational Requirement.

## 11.0 Vacancy Advertising

- 11.1 All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal colleagues, or colleagues at risk of redundancy, vacancies may be advertised internally before an external advertisement.
- 11.2 For any vacancies that are deemed difficult to recruit or have struggled to attract suitable candidates, appropriate alternative sources can be used with authorisation from both the appropriate Education Director and HR Director, to proactively seek suitable candidates.
- 11.3 Adverts are the key means for attracting candidates. Care must be taken to ensure the advert entices candidates to apply for the positions reflecting the complete role and organisation accurately. Model advert templates for each academy are available from your HR Assistant.
- 11.4 HR Business Partners are responsible for quality checking the adverts when placed, ensuring accuracy of all content including any associated recruitment literature, but also

ensuring the advert complies with the Equality Act. Generally, advertisements will be advertised for two weeks, giving applicants sufficient time to apply.

11.6 **Application process** – It is the Trust’s policy to only accept application forms, and all applicants applying for positions with the Trust are informed that CVs will not be accepted.

## 12.0 Short-listing

12.1 The recruitment panel are responsible for short listing through to selection. They must be appropriately trained, consistent and provide balanced representation. There should be more than one panel member involved in the short listing. We will also make every effort where possible, to ensure our recruitment panel is diverse, and reflective of the candidates applying for the position.

12.2 Panel members must disclose any conflict of interest in making appointment decisions. In order to avoid any possible accusation of bias, panel members must not be involved in any appointment where they are related to, or have a close personal relationship outside work with the applicant.

12.3 Once the advertisement has reached the closing date the panel can consider all applications / redeployment profiles that have been submitted for the vacancy. On receipt of each application form the completed Equal Opportunities monitoring forms will be detached from the application form for monitoring purposes.

12.4 Candidates must be consistently assessed against the person specification according to the agreed marking criteria. Candidates who do not meet the essential requirements will not be shortlisted.

12.5 It is the responsibility of the shortlisting panel to select the applicants most suitable to attend an interview.

12.6 The Safer Recruitment Shortlisted Candidates Checklist at **Appendix 1** gives details of key points to cover once candidate are selected for interview.



Where academies have adopted the 'Two Ticks' accreditation any applicant who meets all of the demonstrable essential criteria, and has indicated that they have a disability must be short listed.

## 13.0 Compliance/Employment clearances

13.1 Whilst some of the employment clearances may not be completed until after an offer of employment, the process must in all circumstances be initiated at the application stage and checks undertaken to ensure that we will be in a position to carry out our compliances/ employment checks.

13.2 The academy must undertake the required employment checks. Failure to carry out these checks could have very significant implications.

13.3 The following checks must be completed; (all undertaken by the HR Assistant)

- **DBS** clearances – once offer has been made but prior to start
- **NCTL Prohibition** List Check- all teaching appointments including Principal posts must be checked against the NCTL Teachers Prohibition List, and complete the Single Central Record to evidence that the check has been completed
- **References** – once the short list has been completed, references will be requested immediately using the Trust's standard reference form
- **Qualifications**- original qualification documents to be check and copied
- **Proof of Eligibility to Work in the UK**
- **Mandatory questions** – ensure all such questions on the application form have been answered
- **Health Clearance** – once offer has been made but prior to start date

13.4 No employee will be authorised to commence employment until all appropriate employment clearances have been fulfilled and are applicable to all external candidates unless there are exceptions e.g. risk assessment in place prior to DBS being received.

13.5 Under no circumstances should recruiting leaders make unconditional offers of employment.

#### **14.0 Interview and assessment**

14.1 All Interview and Assessment events are a two way process; an opportunity for the manager to select the best candidate for the role, and also an opportunity for a candidate to determine whether the academy is the right organisation for them.

14.2 A scoring matrix should be used to ensure objective assessment against agreed criteria – please note it is important that you only assess skills/behaviours essential to the role which appear in the job description / person specification. The marking system agreed before hand must be used and applications must be scored separately before a final mark is given.

14.3 It is the academy's responsibility to make reasonable adjustments for applicants, should they be required in order to attend and participate fully with the selection and assessment process. The types of adjustments are wide ranging and varied and could arise for all sorts of reasons, such as requirements for additional time to undertake an assessment, flexibility regarding child care arrangements or written materials in different formats. Reasonable adjustments are about ensuring that all applicants are given the best possible opportunity to demonstrate their ability for the task being assessed.

(Note: Any Failure to make reasonable adjustments would contravene our duties under the Equalities Act 2010 and could result in a legal challenge. Also, applicants should not be asked any health or sickness related questions prior to an offer of employment.)

#### **15.0 Decision making**

15.1 Once the formal assessment process is completed all members of the Selection Panel will need to reconvene to reach a final decision. You should ensure that you have all the information you need for each candidate to enable you to reach a decision. The selection should be made on the basis of which individual best fits the criteria set at the start of the

recruitment process, using the scores and results of any assessments. Using a robust and consistent scoring procedure will ensure that you do this.

- 15.2 It is essential that only objective information is used in the decision making process and those decisions are justified, fair and evidence based. If the recruitment process is challenged, it is the responsibility of the Chair of the interview panel to demonstrate that discrimination has not occurred.
- 15.3 **Deciding not to appoint** - Selecting the best candidate for the role is essential and managers should not feel compelled to appoint a less than satisfactory candidate regardless of the demands of the service. Appointing the wrong candidate can be extremely costly.
- 15.4 **Candidate Feedback** - The recruitment process is not complete until all candidates who have attended selection are aware of the outcome of the process. Any candidate who attends an interview or undertakes an assessment is entitled to feedback on request. The panel should decide who will provide this feedback to the candidate. Failure to provide timely and appropriate feedback when the candidate has requested it, can result in negative perceptions of the organisation.
- 15.5 The interview panel will be legally required under GDPR to provide feedback to candidates if requested.

Note: It is illegal to make an offer of employment unless as a minimum, eligibility to work in the UK has been verified

A verbal offer of employment is legally binding, provided that it has been made by a person nominated within the organisation and deemed suitable to make such an offer (i.e. a manager) It is also subject to satisfactory employment clearances

- 15.6 **Appointment** - It is essential that **all** employment clearances/ compliances are verified again at this stage to ensure that everything is in order. **Do not proceed if you do not have all the necessary clearances in place.**
- 15.6 The preferred candidate should be contacted to ascertain whether, following the assessment and selection process, they are still interested in the post. If so, they should be advised that the offer of employment is conditional upon receipt of satisfactory clearances and that they should not give notice to their current employer at this stage, if they have any concerns about any of the checks that will be undertaken..
- 15.7 All documentation relating to the recruitment and selection process must be held securely for six months and then shredded. The application form and related documents for the successful candidate should be held on their personal file.
- 15.8 **New Starter Engagement- Building the employment relationship** - The majority of candidates will have to give notice to their existing employer and, depending on the role, there will be some delay between the candidate being appointed and starting in post. It is important to maintain regular contact with your new appointee, providing them with any information that they need prior to their commencement date. The new employee's career with their academy starts from their first day of employment, so any development areas identified during the selection process should be used to inform their probationary and induction documentation.

## Appendix 1

### **Safer Recruitment Pre-employment Check list**

	Pre-employment Check	Colleagues this applies to	Completed
1	Receipt of at least two satisfactory references, one of which must be from the current or most recent employer.	All Staff and Volunteers	
2	Verification of the applicant's identification, preferably from a current photographic ID and proof of address	All Staff, Volunteers and LGBMembers	
3	Verification of the applicants right to work in the UK	All Staff, Volunteers and LGB Members	
4	Verification of qualifications where relevant, for example examination certificates such as GCSE or Degree	All Staff	
5	Verification of professional status necessary for the post. Original or certified copies must be seen and copied. For teachers, DfE Teacher Services System must be used to check a teacher's record. This service will provide details of QTS and Induction qualifications, as well as any restrictions or sanctions in place.	All Staff	
6	For teachers, other staff who hold QTS who are working in a non-teaching role or other staff working in a classroom setting such as HLTA, Teaching Assistants and Cover Supervisors, verification that the new employee is not subject to a Prohibition Order by checking the DfE Teacher Services System.	Teaching Staff and Staff with classroom responsibility	
7	For management positions (applicable to LAC members/trustees, Principals and members of the Senior Leadership Team, Department Heads and Regional members and Directors only), verification that they are not subject to a Section 128 direction by checking the DfE Teacher Services System.	All Senior members of Staff, SLT, HOF, Regional and LGB Members	
8	For teachers, satisfactory checks of the Teachers sanction in other EFA member states' list to determine any restrictions/sanctions that have been imposed in other EFA member states' through DfE Teacher Services System.	Teaching Staff	

9	Obtain an enhanced DBS certificate (including children's barred list information, for those who will be engaged in regulated activities).	All Staff, Volunteers and LGB Members	
10	If the Candidate has lived outside the UK for more than 3 consecutive months in the last 5 years, an overseas criminal record check will be required to obtain a "Certificate of Good Conduct".	All Staff, Volunteers and LGB Members	
11	A Childcare Disqualification Declaration for all colleagues who work in Early Years provision. Also, colleagues who are employed to work in childcare provided (Under 8 years) by the academy and colleagues who are directly concerned with the management of such provision.	Primary Academies only	
12	Pre-employment health screen questionnaire – to ensure that colleagues do not have any ill health or disabilities which might make the proposed work difficult or unsafe to our colleagues or others.	All Staff	