



Hamwic Education Trust

Recruitment and selection policy for employees and volunteers

Head of HR

September 2020

Reviewed September 2020

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The purpose of this policy is to define the school s and Trust s strategic approach to recruitment and selection activity and to establish a consistent framework for the application of these activities.

Recruiting the best people to our schools is vital for our continued success in providing the highest standards of education to our pupils. Not appointing the right people to our roles can have a negative impact on the performance of our school and Trust.

The school leader is responsible for deciding on the arrangements to recruit to any post, with the exception of the school leader

Any person who becomes aware that this policy is not being followed during recruitment must inform the school leader/chair of governors/trust immediately.

All of the checks described in Sections 11, 12 and 13 must be carried out and have been determined as satisfactory before an applicant can start their employment in the school.

Any vacant position will be advertised via the appropriate channels to ensure the most appropriate field of applicants is obtained.

All advertisements will have the following statement about safeguarding children and young people and the requirement to have a DBS check:

V [School] is committed to safegua

Where it has not been possible to obtain references before the interview any concerns that are subsequently raised will need to be resolved before the appointment is confirmed.

In some cases a referee may, for whatever reason, either refuse or simply not reply to a reference request made by the school. Follow up requests should be made and the candidate should be made aware that a reference cannot be obtained. This gives the candidate the opportunity to chase the referee themselves. If after repeated requests a reference has still not been received, copies of all correspondence (e.g. chase up emails) should be printed and placed on the personnel file. As at

any further checks where the applicant has lived or work outside of the UK including receipt of criminal record information from overseas;
 confirmation that the applicant is not disqualified from providing childcare.

All checks must be confirmed in writing, retained on the personnel file and recorded in the single central record (SCR).

The school will carry out DBS checks as follows for new appointments, before the employee or volunteer starts work:

Who?	Definition	Type of check
Employees who will be engaging in regulated activity	<p>As an educational institution which is exclusively or mainly for the provision of full-time education to children, [name of School] is an establishment specified in the relevant legislation. Activity carried out in this establishment will therefore be regulated activity relating to children if it meets the definition in the relevant legislation, including that it is carried out:</p> <p>Frequently (for example once a week or more); or</p> <p>On more than three days in any period of 30 days.</p> <p>Note personal care of a child because of age, illness or disability including physical help with eating, toileting, washing, bathing or dressing is always regulated activity regardless of how frequently it is carried out.</p>	<p>An enhanced DBS barred list check will always be obtained</p>
Unsupervised volunteers	As above	<p>An enhanced DBS barred list check will always be obtained</p>
Supervised Volunteers	Where an individual is a volunteer (e.g. carrying out activity that is unpaid) they will not be	

In exceptional circumstances a new employee or unsupervised volunteer may be able to start before the enhanced DBS check has been received. The [school] must ensure that appropriate supervision is in place until the DBS check has been received.

DBS certificates will only be issued to the applicant. All applicants must produce the disclosure as soon as received from the regulatory body. The disclosure will be scrutinised to ensure it is authentic and to detect any fraud. The DBS disclosure number and date of the check must be recorded in the Single Central Record (SCR). With the applicants consent the certificate will be photocopied, held for no longer than necessary and processed in line with General Data Protection Regulations 2018.

Any applicant who refuses to produce their DBS disclosure will not be able to start work at the [school] and the conditional offer will be withdrawn as satisfactory checks are not in place. Any volunteer who refuses to produce their disclosure will not be able to volunteer in [the school] or within any of our schools.

@ relevant people to enable the [school/trust] to make a decision about their suitability to work with children and young people. It will be held for no longer than is necessary and will be processed in line with the Data Protection Act 1998 and General Data Protection Regulations 2018.

) " o be carried out for all existing staff and unsupervised volunteers where their contact with children or young people has increased from that at their time of appointment.

) " o or unsupervised volunteer where the [s with children and young people. An enhanced DBS (no barred list check) may be carried out on any supervised volunteer where the [school] has concerns about their suitability to work with children and young people.

DBS certificates will only be issued to the applicant. The [school] expects all applicants to produce the disclosure as soon as received from the regulatory body. Any existing employee who does not produce their DBS disclosure will be managed through the disciplinary procedure.

All existing employees are required to inform the [school] of any change in their criminal record. This includes convictions, cautions, arrests and police investigations. Action may be taken as a result of any change or any failure to inform the [school] of any change.

Those with financial responsibility may be subject to credit checks.

In the case of agency staff, [the school] must ensure that the arrangement with the agency imposes an obligation on the agency to carry out all recruitment checks as set out in section 10, including DBS [school] must obtain written confirmation from the agency that these checks have been carried out and are satisfactory. This must be recorded in the single central record (SCR).

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

Any complaint in relation to this policy, including its application will be managed through the [school /trust complaints policy or grievance policy (for existing employees)].

All written records of interviews, application forms and reasons for appointment or non-appointment will be kept by the [school]/trust from date of appointment of successful candidate plus 6 months, unless a longer period can be justified by the school leader. Records will be treated as confidential and kept for no longer than necessary in accordance with the Data Protection Act 1998,

Subject to the delegation of authority (where authority to appoint has been delegated to the school leader), where a vacancy re
it is the school leader
such vacancy is to be filled or reviewed before initiating any recruitment activity.

Where the school leader wishes to create a new position which is in addition to the agreed staffing structure of the school, he or she will present a case for such a position to the full governing body for approval. Once approved, the school leader can initiate recruitment activity.

Where it is decided that the school requires the engagement of a casual worker, the casual worker guidance will be followed

Where the recruitment activity concerns school leader or deputy posts, the governing body will ensure that the Trust is advised that the vacancy exists and is to be filled, in accordance with its obligations under the School Staffing (England) Regulations 2009. The Governing Body will seek advice from the Trust.

Prior to undertaking recruitment activity for vacancies other than the school

recruitment training. A selection panel will not be convened without at least one panel member having been appropriately trained in safer recruitment.

For school leader recruitment, the interview panel would typically consist of a school leader and governor from the partnership, Deputy CEO: education and 3 members of the school Governing Body. The CEO would typically attend on day 2 of the interview process. For all other posts the panel will normally consist of at least two senior members of staff.

The shortlisting and interview panels will normally be made up of the same members of staff to ensure consistency and fairness.

During the shortlisting process all applications will be assessed equally against the same criteria, without exception or variation. All applications will be carefully scrutinised, with particular care paid to any gaps in employment; repeated and/or regular/frequent changes in employment; and anomalies or discrepancies in information contained within the form. Any such concerns will be taken up with the candidate at interview and will be satisfactorily resolved before any firm offer of employment is made.

For school leader appointments, the governing body, or its appointed selection panel, will notify the Trust of the shortlist for the post. Where the Trust makes representations regarding the shortlist of candidates, the selection panel recognises its statutory obligation to consider those representations and where it has recommended the appointment of the person about whom the representations have been made, the chair of the selection panel will notify the Trust and governing body

The selection panel will act reasonably in making decisions about the suitability of prospective employees based on checks and evidence, which may include the following where appropriate: DBS checks, barred list checks, prohibition checks, right to work and identity checks, together with health declaration, references, application forms, interview information and checks of relevant academic and professional qualifications.

The selection panel will assess all information gathered from pre-employment checks as the information is received, in accordance with the fitness and suitability for work

For unsuccessful applicants, all