



# **Safer Recruitment and Selection Policy**

**ADOPTION AND AMENDMENTS TO SAFER RECRUITMENT AND SELECTION POLICY**

Section	Board of Directors Meeting or Committee	Page and Year of Minute
Whole document	9 <sup>th</sup> July 2018 Board	Page 7, July 2018
Whole document	27 <sup>th</sup> September 2018 Board	Page 5, September 2018
Whole document	FAHRCT - 11 <sup>th</sup> November 2019	Page 5, November 2019
Whole document	FAHRCT – 25 <sup>th</sup> November 2020	Page 7, November 2020
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	Next review: 2022/2023	

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## 1. Rationale

This policy is prepared in accordance with Safeguarding Children and Safer Recruitment in Education and is needed to ensure that Kingsbridge Educational Trust (the Trust) appoints the very best people to posts in its Schools and that safe recruitment practices are rigorously enforced.

The Trust takes seriously its responsibility under Section 175 of the Education Act 2002 and Keeping Children Safe in Education, to safeguard and promote the welfare of pupils and to work together with other agencies to ensure arrangements within the schools are effective in protecting pupils.

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of our pupils. Kingsbridge Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust recognises the value of and seeks to achieve a diverse workforce comprising different backgrounds, skills and abilities. As such, it is committed to a recruitment and selection process which is systematic, efficient, effective and equal. In doing so, it upholds its obligations under The Equality Act 2010 and is also committed to achieving a balanced gender pay profile.

## 2. Purposes

- 2.1. To ensure all those employed by Kingsbridge Educational Trust are suitable individuals to work with children and young people.
- 2.2. To ensure all those employed by Kingsbridge Educational Trust are the best qualified and experienced to work with children and young people.
- 2.3. To ensure all those employed by Kingsbridge Educational Trust share the Trust's and the individual schools' ethos, values, ways of working and aspirations for their pupils and the community they serve.
- 2.4. To meet the requirements of the safeguarding agenda and protect both pupils and employees within the Trust.
- 2.5. To meet government recommendations for appropriate training especially for safe staff recruitment.
- 2.6. To ensure all employees understand the requirements within safeguarding and their role.
- 2.7. To identify and reject prospective applicants unsuitable for work with children.

## 3. Guidelines for implementation

### 3.1. Identification of the need for an appointment

Posts required at each School and within the Trust are shown in the staffing structures across the Trust. The need for certain posts will be assessed as appropriate e.g. when a member of staff leaves or when the budget is under review and the CEO/Headteacher will consult with the Finance Director/HR Director/Local Governing Body about any new post.

### 3.2. Advertisements and post details

Once the need for an appointment has been identified the Trust/School will proceed to advertise internally, locally and nationally as appropriate. Advertisements will carry information about the Trust/School and the post. Details will be posted on the Trust/School website and will typically include:

- Details of how to apply for the post and the closing date.
- A job description and person specification.
- Information about the School.
- An electronic application form

All literature pertaining to posts will contain this statement of commitment to safeguarding children and young people:

"Kingsbridge Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Check is required for this post prior to commencement."

Applications are expected to be made electronically using the application form on the My New Term website which can be accessed via the school website.

If applicants require a copy of the application form in a different format e.g. large print, they should contact the school/trust who will make this available to them.

Once the closing date has passed, the candidates will be shortlisted and invited for interview.

### 3.3. Selection procedures

Interviews will normally take place over the course of a day – more if it is for a senior post. The day will normally start with a welcome and introduction by the Headteacher or Head of Department and, at some stage, a tour of the School. All schools within the Trust are fully accessible for all.

A variety of selection procedures may be used, for example:

- **Panel interviews.** These can be based on specific aspects such as Teaching & Learning, Curriculum & Assessment, Leadership & Management and give an opportunity for such areas to be looked at in greater depth.
- **Pupil interview panel.** Candidates are interviewed by pupils. This allows pupils to provide feedback to the final panel and it often provides a fascinating and very useful insight into how candidates communicate with pupils. Pupils very often provide interesting and perceptive feedback which adds much to the selection procedure. Normally a member of staff will observe this panel to provide pupils with guidance and support.

- **Teaching a lesson.** This provides very important information especially about how well the candidates plan lessons, how they interact with pupils and how well they teach. This does need careful planning and pupils need to be told in advance what they are doing and why. Where it is not practical for a lesson to take place, something as simple as a discussion between the candidate and a group of pupils can provide useful insights.
- **In-tray exercises.** These show how effectively candidates can organise their work and communicate in writing. Time needs to be set aside later in the day for their work to be scrutinised.
- **Group exercise.** A structured discussion with other candidates to assess team working and negotiation skills.
- **The final interview.** The panel will ask further questions and if required they will revisit areas already included in previous interview panels to gain a greater understanding of the candidate(s) experiences and knowledge.

Questions and tasks for all these activities will be prepared prior to the interview day. All candidates will be given the same questions and tasks although we may also ask candidates about issues arising from their initial application and from other selection methods used on the day. The school/trust will ensure that all selection procedures allow equal opportunities for all candidates.

In certain circumstances (e.g. closure due to Covid-19) interviews may take place via an online platform such as zoom or teams. The applicants will usually be interviewed by at least two people and all usual safeguarding checks will be carried out remotely. In such instances, some elements of the usual interview process will not be available.

### 3.4. References

References will be requested from both of the referees nominated by the candidate, one of which should be an up-to-date employer referee, from a senior person with appropriate authority, i.e. current or most recent employer, before interview. The Trust/school will request a written reference and a business email address should be provided on the application form. The School will request information about:

- The candidate's suitability for the post.
- Attendance, health and punctuality (although this information will not be used as part of the selection process, it will only be referred to following a conditional offer of employment)
- Whether there are any outstanding disciplinary issues.
- Whether there are any reasons why the candidate should not work with children and young people.

- Whether the referee recommends them for the post without reservation.

References will be read, where possible, before the interview so that any issues arising can be investigated during the interview.

### 3.5. Appointment

The panel(s) will deliberate and discuss each element of the interview process in order to reach their final decision.

This decision will be communicated to candidates as soon as practically possible, but quite often this will be the following day.

Unsuccessful candidates will be informed and offered feedback on their performance.

### 3.6. Safeguarding Procedures

- During the day, the following checks will be made:
  - Proof of identity
  - A safeguarding/child protection question will be asked on the day.
- The application will ask for, if applicable:
  - Confirmation of Qualified Teacher Status
  - Teacher Number.

The candidates will also be asked in the interview to explain any gaps in service on the application form.

### 3.7. After the Appointment

The successful candidate will be issued with a formal written offer of the post to which they must respond in writing. The offer will be conditional subject to the following terms:

- Receipt of satisfactory references;
- Receipt of a satisfactory DBS clearance;
- Proof of qualifications;
- Receipt of a satisfactory health check;
- Proof of right to work in the UK.

A contract including terms and conditions will be issued following receipt of the candidate's acceptance letter and not later than 8 weeks after they start their post.

## 4. Staff Retention

Kingsbridge Educational Trust recognise the considerable difficulties in appointing new staff in Milton Keynes. Consequently, in exceptional circumstances, and to retain key staff members, the Headteacher may award retention allowances.

The CEO/Headteacher may also seek and take direction from the Board of Directors when approval is needed for an appointment and no meeting of the Board is scheduled. Any appointments will then be reported to the Board and minuted at the next meeting.

## **5. Staff Induction**

All staff who are new to Kingsbridge Educational Trust are required to undertake induction training, which will include the Trust/School's safeguarding policies and specific induction in Child Protection; Counter-Bullying and guidance on Safe Working Practices.

Regular meetings will be held during the first twelve months of employment between the new staff and their appropriate line manager(s).

## **6. Single Central Record**

The Trust/School will maintain a single central record, in line with statutory requirements and Keeping Children Safe in Education. This record will include:

- all staff who are employed to work at the Trust/School;
- all staff who are employed as supply staff to the School whether employed directly by the School or through an agency;
- all others who have been chosen by the School to work in regular contact with children.

This will cover volunteers, Governors and people brought into the Trust/School to provide additional teaching or instruction for pupils but who are not staff members, eg a specialist sports coach. It will also include staff employed by Trust/school contractors e.g. catering staff, cleaning staff etc.

## **7. Disqualification under the Child Care Act**

Staff employed to work in schools who work with, or are in a management role involved in the provision of education to reception aged children or work with children up to the age of 8 years outside of school hours are required to complete a self-declaration form when appointed and annually in September thereafter. However, the responsibility ultimately lies with the member of staff to ensure that any change in circumstances is immediately reported to the Headteacher of their school. In practice, all staff who work in a school setting will be required to complete this declaration.

## **8. Rehabilitation of Offenders Disclosure**

All posts within Kingsbridge Educational Trust are exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to declare spent and unspent convictions, cautions and bind-overs; including those regarded as spent and have an Enhanced Disclosure and Barring Service Check. Such disclosures will not be considered as part of the short-listing process. They will become part of the interview process in order to allow the candidate the opportunity to discuss the matter. Such information will not necessarily bar a candidate from employment. If the candidate is not successful, then the information will be retained and destroyed after six months.

## 9. Section 128 Checks

All DBS checks for Members, Trustees, Governors, Senior Leaders and Middle Leaders will include S128 checks.

## 10. SUBJECT ACCESS REQUESTS.

Anybody who makes a request to see any personal information held about them by the Academy Trust is making a subject access request. All information relating to the individual, including that held in electronic or manual files should be considered for disclosure. The individual's full subject access right is to know: whether personal data about him or her are being processed; the purposes of the processing; the categories of personal data concerned; the recipients or categories of recipient to whom their personal data have been or will be disclosed; the envisaged period for which the data will be stored or where that is not possible, the criteria used to determine how long the data are stored; the existence of a right to request rectification or erasure of personal data or restriction of processing or to object to the processing; the right to lodge a complaint with the Information Commissioner's Office; where the personal data are not collected from the individual, any available information as to their source and; details of the safeguards in place for any transfers of their data to locations outside the European Economic Area.

All requests should be sent to Data Controller within 3 working days of receipt, and must be dealt with in full without delay and at the latest within one month of receipt.

## 11. Supply Staff

For the purposes of creating the record of checks for supply staff provided through a supply Agency, the Trust/School will request written confirmation from the supply Agency that it has satisfactorily completed all relevant checks. Access to the check is only required where there is information contained in the DBS Check. Information disclosed as part of a DBS Check will be treated as confidential. Identity checks will be carried out by the Trust/School to confirm that the individual arriving at the establishment is the individual that the agency has referred.

Kingsbridge Educational Trust  
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