

Trust Policy

Recruitment and Selection

Policy type	Trust wide
Review	Three yearly
Author	Trust People Manager
Approved by	Deputy CEO
To be ratified by	Finance, People and Operations Committee
Date of ratification	August 2021
Date of next review	Autumn 2024

This policy is a mandatory policy for all DSAMAT Academies and must be implemented without any amendments

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Our mission, vision and values

The Trust has a clear **mission** at its core, ensuring that all pupils are enabled to flourish, rooted in God's Love - academically, socially, spiritually, physically and mentally. This is central to our work, and rooted in our Christian foundation (John 10 v 10). Our commitment to mutual flourishing within the school community is built upon our shared belief in Church of England principles. In our Trust, just as in the wider Church of England community, 'flourish' refers to prospering, thriving and growing – not shrinking out and dying. It means prayerfully encouraging all within our schools so that they might prove fruitful, successful and contented in the longer term. We seek to provide space generously for all to flourish in life and all of its structures. Equitable treatment for all pupils, staff and the wider community is a core part of enabling this long term, holistic flourishing.

We have a clear **vision** about creating successful schools for the benefit of their communities. We expect any school in the Trust to continuously improve, and those graded by OFSTED as RI/Serious Weaknesses/Special Measures to make rapid progress and be able to secure an OFSTED grading of at least "Good" within 3 years post-conversion. All schools provide rich and diverse curricula which evolve to meet the needs of their children and local communities, as well as delivering educational excellence to enable them to continue to flourish in later life.

The way we work and deliver against our mission is critical to our Trust. We have shared, agreed **values** of:

Hope; Nurture; Equality; Respect; Collaboration

The Trust's vision is underpinned by a Christian values framework which is adopted by all schools. It provides clear expectations for all Trust employees on how we wish our values to impact on all areas of school life. It draws on, and is informed by, the National Church of England Vision for Education and the Diocesan Board of Education Vision.

Each school within the Trust has a personalised vision for education, developed locally to reflect the individual character and needs of the school community. This vision is underpinned by the Trust's wider vision, and agreed with the Trust, but it is owned and driven by the headteacher and their LGB.

Our community

The Trust are dedicated to delivering education that serves local communities. Our schools are inclusive, welcoming those from all and no faiths, from all abilities and backgrounds. We believe in providing a high-quality education, underpinned by Christian values, which enables every child to flourish.

Underpinning all of the Trust's work is a belief in educational excellence. The Trust serves all stakeholders by providing schools with the highest levels of academic rigour and pastoral care.

Our schools are places where children and young people develop and thrive intellectually, socially, culturally and spiritually. All of the Trust's schools teach a broad and balanced curriculum within

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national guidelines focusing on core skills. This is designed to ensure that all pupils reach their academic potential and seek to enrich their experience along the way. Pupils will be enabled to succeed in an atmosphere of high expectation, aspiring to educational excellence with a firm foundation of values.

This policy forms part of our Trust governance and ensures that we are held to the highest standards as we carry out our duties.

Statement of Intent

This is the Diocese of St Albans Multi-Academy Trust (DSAMAT) Recruitment and Selection Policy and must be implemented and adhered to in each of the academies within the Diocese of St Albans Multi Academy Trust along with those working within the central team.

This policy will also be implemented and adhered to from the first day of any other academy joining the Trust. For the remainder of this document, the Diocese of St Albans Multi Academy Trust will be referred to as DSAMAT.

Please read the DSAMAT Staffing Policy Statement in conjunction with this policy.

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1. Introduction

- 1.1. This Recruitment and Selection Policy should be read and applied in conjunction with the DSAMAT Staffing Policy Statement.
- 1.2. DSAMAT is committed to safeguarding and promoting the welfare of children and young people and requires all employees and volunteers to demonstrate this commitment in every aspect of their work. The Trust recognises that the effectiveness of the Recruitment and Selection Policy and procedures contribute to child protection by helping to deter, reject or identify people who might be unsuitable for working with children.
- 1.3. The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the Trust's Equality and Diversity Policy. The Trust is committed to ensuring that no-one will be appointed unless they have a clear understanding of the specific issues regarding safeguarding and candidates will be asked appropriate questions at interview relating to both their skills and their reasons for wanting to work with children.
- 1.4. We will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.
- 1.5. We will comply with the requirements of Keeping Children Safe in Education with regard to DBS, carrying out online searches for short-listed candidates and all other pre-employment checks.
- 1.6. We will ensure compliance with the Data Protection regulations and the more stringent requirements contained within the General Data Protection Regulations (GDPR). The GDPR encompasses the core principles of the DPA and provides more onerous responsibility and accountability for fair and transparent processing. Please see the DSAMAT Privacy Statement for further information.

2. Delegation of Appointments and Constitution of Appointments Panels

- 2.1. The power to offer employment for all school-based posts below the level of senior leader is delegated to the Headteacher.
- 2.2. For Senior Leadership positions (excluding the Headteacher), the Headteacher will consult with their LGB and the Trust Education Director before offering employment.
- 2.3. For Headteacher positions, the CEO, DCEO and TED will work with the school's LGB to appoint this role. In the event that the decision to appoint is not unanimous, the CEO has the power to offer employment of a Headteacher.

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- 2.4. Selection panels will comprise a minimum of two people although best practice suggests that this should be three. For all senior leader positions, for both school and Trust based leaders, there must be a minimum of three people on the selection panel.
- 2.5. In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training.

3. Advertising

- 3.1. All vacant posts will be advertised across DSAMAT to ensure equality of opportunity and encourage as wide a field of candidates as possible. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or employees are at risk of redundancy, vacancies may be advertised internally within the School before being advertised across the Trust. In these circumstances, the selection panel may decide that certain parts of the recruitment process may be omitted but all shortlisted candidates will be subject to a formal interview, the satisfactory reference requirements and any other necessary checks.
- 3.2. All adverts will advise applicants that 'If no communication has been received within 25 days of the closing date, they have not been successful on this occasion.'
- 3.3. If advertising a Fixed Term Contract or Maternity cover that may then become permanent, the advert will state 'Position fixed term / maternity cover in the first instance but may become permanent'. This enables contracts to be extended or moved to permanent without an additional round of recruitment being followed.

4. Secondments

- 4.1. A secondment opportunity within DSAMAT may be offered to a member of staff on a fixed term basis without a formal recruitment process being followed. A secondment is defined as follows:
 - 4.1.1. The secondment is for a fixed term basis of no longer than 18 months;
 - 4.1.2. Should the position become a permanent opportunity, a formal recruitment process will be followed

5. Information for Applicants

- 5.1. All applicants for all vacant posts will be provided with:
 - 5.1.1. A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the School/Trust
 - 5.1.2. A person specification may also be provided - this will also include a statement on behalf of DSAMAT of their commitment to safeguarding and promoting the welfare of children and young people

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- 5.1.3. An application form - CVs will not be accepted
- 5.1.4. An Information pack containing:
 - 5.1.4.1. A description of the School/Trust relevant to the vacant post
 - 5.1.4.2. Reference to the Trust's policy on equality and diversity
 - 5.1.4.3. Reference to the child protection/safeguarding policy
 - 5.1.4.4. DBS, online searches for short-listed candidates and other pre-employment checks required
 - 5.1.4.5. A statement that canvassing any employee, or member of the Governing Body or Board of Trustees, directly or indirectly, is prohibited and will be considered a disqualification
 - 5.1.4.6. The closing date for the receipt of applications
 - 5.1.4.7. An outline of the terms of employment including salary
 - 5.1.4.8. Reference to the Trust's policy on recruitment and selection

6. Shortlisting, Reference Requests and Online Searches for Short-listed Candidates

- 6.1. The selection panel will use an agreed shortlisting form. The criteria for selection will be consistently applied to all applicants based on the essential and desirable criteria for the post. The selection panel will agree the candidates to be called for interview.
- 6.2. The selection panel will take up at least two references on each shortlisted candidate. If a candidate for a post working with children is not currently working with children, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving.
- 6.3. Reference requests will ask the referee to confirm:
 - 6.3.1. The referee's relationship with the candidate
 - 6.3.2. Details of the applicant's current post and salary
 - 6.3.3. Performance history
 - 6.3.4. All formal time-limited capability warnings which have not passed the expiration date
 - 6.3.5. All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date
 - 6.3.6. All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns
 - 6.3.7. Details of any substantiated allegations or concerns relating to the safety and welfare of children

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- 6.3.8. Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the Trust will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children
- 6.4. References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate.
- 6.5. References will be checked against the information on the application form; any discrepancy/issue of concern noted will be taken up with the applicant at interview or pre offer.
- 6.6. On receipt, equality monitoring information must be separated from the application form.
- 6.7. If the field of applicants is felt to be weak the post may be re-advertised before inviting anyone to interview.
- 6.8. Social media or other online activity that is publicly available may be checked for short-listed candidates. Any concerns from these searches will be explored at interview.

7. Interviews

- 7.1. The format, style and duration of the interviews are matters for the Leader in charge of recruiting for the role. A consistent approach should be applied within each school or for the central team. Observations and skills tests may form part of the selection process depending on the job role as well as a formal interview. Short-listed interview candidates will be asked to bring documentary evidence of their identity and of their Right to Work in the UK in line with safer recruitment procedures. Right to Work evidence should be as prescribed by the Home Office (Gov.UK, Right to Work checklist.) Evidence of identity can include a valid passport or driving licence and a document such as a utility bill or financial statement that shows the candidate's current name and address (these documents must be no more than 3 months old) and where appropriate change of name documentation. Candidates should also bring documents confirming education and professional qualifications as appropriate to the role. If this is not possible, replacement certificates should be ordered or written confirmation of the qualification must be obtained from the awarding body. In addition, the following will be adhered to:

- 7.1.1. Briefing:

All candidates will be given relevant information about the School/Trust to enable the candidate to make further enquiries about the suitability of the advertised job.

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7.1.2. The formal interview:

Before the interviews, the selection panel will agree on the interview format including any other assessment methods to be used. The questions asked will be competency based, 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 and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues, their motivation to work with children and their ability to form and maintain appropriate relationships and personal boundaries. Candidates will also be asked to clarify any gaps in their career history.

The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment. In deciding the relevance, the following will be considered:

- The nature of the appointment
- The nature of the offence
- The age at which the offence took place
- The frequency of the offence

Anyone who is barred from working with children is committing an offence if they apply for, offer to do, accept or do any work that constitutes Regulated Activity and the facts will be reported to the Police and /or the Disclosure and Barring Service.

Any concerns found further to carrying out checks on social media or other online activity will also be discussed with the candidate at interview. Concerns may be safeguarding risks or potential reputational concerns that the Trust may have.

7.1.3. All candidates will be advised at the end of the interview process when they will hear about the results of the process.

7.1.4. The recruitment documentation will be retained for six months from the date of interview. After 6 months all information about unsuccessful candidates will be securely destroyed.

8. Offer of Employment by the Selection Panel

8.1. The offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to:

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- 8.1.1. Verification of identify (photo and address ID)
 - 8.1.2. Verification of right to work in the UK
 - 8.1.3. Proof of relevant qualifications
 - 8.1.4. Satisfactory DBS Enhanced Disclosure
 - 8.1.5. A certificate of good conduct (if applicable) which may include EEA sanctions and restrictions
 - 8.1.6. Barred list check
 - 8.1.7. Teacher prohibition (if applicable)
 - 8.1.8. Section 128 check (if applicable)
 - 8.1.9. Pre-employment medical screening
 - 8.1.10. Satisfactory references
 - 8.1.11. Disqualification under the Childcare Disqualification Act 2006, as amended
 - 8.1.12. Satisfactory online searches
- 8.2. The successful candidate will be informed, normally by telephone and then followed by an offer letter, that the appointment is subject to the satisfactory completion of these checks.

9. Personnel File and Single Central Record

- 9.1. Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of their employment with the Trust including:
- 9.1.1. Application form – signed by the applicant
 - 9.1.2. Online searches
 - 9.1.3. Interview notes – including an explanation of any gaps in the employment history
 - 9.1.4. References – a minimum of 2
 - 9.1.5. Proof of identity (photo and address ID)
 - 9.1.6. Proof of right to work in the UK
 - 9.1.7. Proof of relevant qualifications
 - 9.1.8. Certificate of good conduct (where applicable) which may include EEA sanctions and restrictions
 - 9.1.9. Evidence of medical clearance from the Occupational Health service
 - 9.1.10. Evidence of DBS clearance and barred list check
 - 9.1.11. Teacher prohibition checks
 - 9.1.12. Evidence of a Section 128 direction (where applicable)
 - 9.1.13. Offer of employment letter and signed contract of employment

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- 9.1.14. Disqualification under the Childcare Disqualification Act 2006, as amended
- 9.2. Retention of personal information for the successful candidate following the end of their employment will be in accordance with the DSAMAT's Data Retention Policy, which is compliant with the relevant Data Protection Act. When retained documents have reached their data retention limit, they will be securely destroyed.
- 9.3. DSAMAT will destroy information obtained by a vetting exercise as soon as possible or within six months. A record of the result of the vetting or verification of the successful candidate will be retained on the employee's file and the Single Central Record.
- 9.4. DSAMAT will normally collect personal information from you only where we have your consent to do so, where we need the personal information to perform a contract with/involving you, or where the processing is in our legitimate interests and not overridden by your data protection interests or fundamental rights and freedoms. In some cases, we may also have a legal obligation to collect personal information from you or may otherwise need the personal information to protect your vital interests or those of another person. DSAMAT will retain a record of consent as evidence that we have obtained consent to collect and process the data and that applicants have been advised of the purpose of the collection and processing.
- 9.5. You have the right to withdraw your consent at any time and can do so by informing the DSAMAT Data Protection Officer, with the exception of documents that are required for a statutory requirement.
- 9.6. The school and/or Trust will maintain a Single Central Record of employment checks in accordance with Keeping Children Safe in Education.
- 10.1. The pre-employment checks listed in paragraph 9.1 above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken and appropriate safeguards are taken eg supervision. Exceptions will never be made in the case of the barred list and teacher prohibition checks.
- 10.2. All new employees will be provided with an induction programme which will cover all relevant matters of School/Trust policy but in particular safeguarding and promoting the welfare of children.



Appendix A

New Starter Checklist

Employee name:		Start date:	
Job title:		School / central team:	
Line Manager:			

Documents/actions	Date requested	Date received	Completed by
Copy of job advertisement			
Copy of job description and person specification			
Application form – signed by applicant and any gaps in employment satisfactorily explained			
Online searches completed			
Reference 1			
Reference 2			
Identity verified – Photo ID and Address ID (names/addresses match) 3 original documents provided at interview. Verified, copied and signed			
Original qualification certificates verified at interview. Copied and signed			
Proof of Right to work in the UK verified			
Interview notes/assessment papers/etc.			
Conditional offer of Appointment letter sent (Offer of appointment made subject to satisfactory completion of pre-employment checks and probationary period if applicable)			
Add to portal: Offer letter details Bank details when received			
Signed paperwork returned from new starter			
Medical clearance			
Enhanced DBS check			
DBS certificate received, evidenced and recorded on SCR			
Evidence of additional overseas check (if applicable)			
Disqualification form completed (if working with children under 8 years old)			
Barred list check			
Prohibition Order if applicable			
Section 128 check if applicable			
Evidence of QTS (Teachers only)			

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Statutory Induction for ECTs			
For those required to drive, copy driving licence and confirmation that employee is insured for business use			
All details added to SCR			
Termly monitoring forms of satisfactory induction period (ECTs only)			
ICT Acceptable Use Policy signed			
Data Protection Policy signed			
Staff ID badge issued			
Email account created			
IT password created			
Profile on website (Central team)			
Catering account created and fingerprint taken			
Laptop issued if applicable			
Staff induction checklist completed and returned			
Safeguarding Training completed			
Probationary meeting records 6 weeks 12 weeks 20 weeks			

This check-list should be included in the successful candidate's personnel file for record with supporting evidence for each category included as applicable.

File completed by:		Date:	
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Leaver:

Resignation received			
Resignation accepted			
Update portal and send letter to employee			
Inform Trust People Team so Exit interview may be conducted			
Staff ID badge returned			
Laptop returned			
Keys returned			
Bank card returned			
IT passwords deactivated			
IT address deleted			
Update SCR portal			
Personnel file moved to leavers' section			