

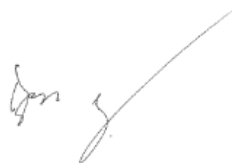
RECRUITMENT AND SELECTION POLICY AND PROCEDURE

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POLICY

1. Purpose

- 1.1. The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. SECAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- 1.2. 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.
- 1.3. This policy has been produced in line with DfE guidance “Keeping Children Safe in Education” and best practice guidance in other education settings.
- 1.4. This policy must be read and applied in line with the Trust’s Equality, Diversity & Inclusion Policy, and Data Protection policies.

2. Scope

- 2.1 Nexus Multi Academy Trust aims to attract, select and retain staff who will successfully and positively contribute to the future development of the Trust and its constituent schools and services; therefore, the recruitment process should be a positive experience for all.
- 2.2 The procedures supporting this policy outline the process that will be followed when recruiting any staff.
- 2.3 The Chief Executive Officer has ultimate responsibility for the recruitment of employees in the Trust, and is accountable for the effectiveness of this to the Trust Board.
- 2.4 The Chief Executive Officer will work in partnership with Trustees when appointing Headteachers and/or members of the Senior Leadership Team. However, recruitment of all other school staff is delegated to the Headteacher, who will configure the selection panel and process as they see fit. The recruitment of Trust staff is delegated to the appropriate Trust Line Manager.

3. Aims

- 3.1 This policy and the following procedures ensure that:
 - the recruitment of all staff, permanent, temporary, fixed term contracted or supply, is conducted in a fair, effective and economic manner;
 - equal opportunities legislation is adhered to and that any candidates are not discriminated against;
 - the most cost effective use is made of any resources used in the recruitment and selection process; and
 - the most skilled staff (both teaching and support) are attracted and retained to ensure that the focus is on the provision of excellent service to pupils and the wider community.
 - children and young people that are part of our schools’ communities are safeguarded from harm.

4. Disabled Employees

- 4.1 As legally required by the Equality Act 2010, additional support will be provided to disabled employees to ensure they are not subject to unlawful or less favourable treatment during the recruitment and selection process. Reasonable adjustments must be made to remove any barriers the employee faces during the process.
- 4.2 Where the applicant has indicated they need reasonable adjustments making to the recruitment and selection process, this must be discussed with the HR People Team.

5. Safer Recruitment and Safeguarding

- 5.1 It is always important that the Trust practices Safer Recruitment in line with relevant legislation and guidance. It is vitally important to have systems and practices in place that minimise as far as possible any chance of recruiting those who seek to harm children in any way.
- 5.2 The Trust is committed to complying with all aspects of Safer Recruitment guidance as set out in:
- Keeping Children Safe in Education, (KCSIE) (Department for Education Statutory Guidance, September 2020)
 - Disqualification under the Childcare Act 2006, Department for Education, June 2016
- 5.3 The Trust will comply with any guidance notes that are published by the Local Safeguarding Children's Board (LSCB) and /or the Local Authority Designated Officer (LADO).
- 5.4 As part of KCSIE, the Trust will ensure that at least one interview panel member has been trained in Safer Recruitment. This training, which must include at least the requirements of KCSIE, can be accessed from various bodies and the Trust will consult with the LCSB in sourcing appropriate training.

6. Pay

- 6.1 Pay is a key factor affecting relationships at work. The Trust recognises that it is vital that its pay systems are appropriate, clear, provide value for money and reward staff fairly for the work they perform.
- 6.2 The starting salary offered will normally be at the minimum entry point to the evaluated salary level, in the case of support staff. Teaching staff will be paid in line with the principles of the School Teachers Pay and Conditions Document (STPCD) and the Trust's Teacher's Pay Policy. Exceptions to this must be approved by the CEO or Trustees.

7. Induction and Probation

- 7.1 Successful candidates, who are new to the Trust, must be properly inducted and are subject to a six month probation period. All staff will undertake an induction programme relevant to their appointed post and department/school within the Trust.
- 7.2 All Early Careers Teachers (ECTs) will also undertake an induction in line with statutory guidance.

8. Internal Promotional Vacancies

- 8.1 All employees will be aware of the promotional and career opportunities available to them from details circulated through the notice boards. Training and job experience needed for

promotional opportunities will be available to all employees. Promotion will be determined by merit and performance against objective criteria.

- 8.2 Unsuccessful internal candidates will be given feedback to facilitate improvement. Training in giving feedback will be provided to managers charged with this task.
- 8.3 No employee will be overlooked in relation to a promotion or an experience-broadening opportunity because of their reluctance to apply or accept on a previous occasion. The process surrounding promotion will be free from discrimination.

PROCEDURE

9. The Recruitment and Selection Process

- 9.1 The procedure sets out good general recruitment and selection practice, equal opportunities considerations and safer recruitment, taking into account relevant legislation and local and national statutory guidance.
- 9.2 The recruitment process has various stages, noted below:
 - Recruitment Planning – to include the identification and justification of a vacancy (including budget), advertising and shortlisting.
 - Interview and Selection – to includes assessment, selection and making an offer of employment.
 - Pre-employment Checks – to include rigorous safer recruitment checks on a prospective candidate.
 - On-boarding – to include training and induction.
- 9.3 It is expected that the recruitment timescale is around 8 weeks. This is dependent on the pre-employment check stage length. No candidate is able to start in a vacancy until this stage has been completed satisfactorily.

10. Identifying the Need

- 10.1 Prior to advertising a vacancy the recruiting manager will consider the full requirements of the vacancy, the context of the role and the qualities and skills needed to perform it successfully. Having clearly identified the needs of the post, the manager will articulate the need in the job description and person specification.

11. Defining the Role and Job Description

- 11.1 The recruiting manager is responsible for ensuring a job is accurately defined before it is advertised. This attracts candidates with a correct understanding of the role and assists in ensuring it is properly graded. The actual requirements of a role can change over time, as indeed can the requirement for such role. Therefore, it is important that the manager carefully assesses the requirements for the role.
- 11.2 It is important that any requirements set out are genuinely and objectively related to the job, and that steps are taken to avoid any form of discrimination. Some examples include an unjustified requirement for a full driving licence, or an unjustified requirement for a certain number of years' experience.
- 11.3 The job description states the main duties and responsibilities of the post. The person specification details the skills, knowledge and experience required to do it. The person

specification will be used to assess each candidate's suitability for the post, from short listing through to interview, assessment and selection.

- 11.4 Whenever a new post is introduced, or an existing post amended, the job description and person specification will be reviewed to ensure it is accurate and up to date.
- 11.5 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, or in a faith school for a teacher of religious education. If a post holds a Genuine Occupational Requirement, this must be made clear in the person specification and the advertisement.

12. Advertising the Vacancy

- 12.1 The Trust is committed to the principle of open competition to attract the best candidates. However, we do have an internal recruitment process that provides valuable career opportunities and enables managers to target opportunities to existing staff. Any external vacancies advertised will also be open internally within the Trust.
- 12.2 In exceptional circumstances, such as restructuring or risk of redundancy; vacancies may be restricted to staff within a department or school. Advice should be sought from the HR People Team.
- 12.3 Prior to advertising the vacancy, the Trust may wish to consider employee's who may be available from within the wider Trust through career progressional, development or enrichment, redeployment, or whether the post may be suitable for an apprenticeship opportunity. All employees (including fixed-term employees) will be notified of any positions that arise during their employment by way of these being posted on the staff e-recruitment platform.

13. Application Process

- 13.1 Only online (via SECAT e-recruitment portal) application forms will be accepted. CV's will not be accepted solely under any circumstances.
- 13.2 Hardcopy application forms can be provided where needed as an alternative accessible format.

14. Shortlisting

- 14.1 All applicants (internal and external) will be selected for interview based on the quality of their applications and how well they have demonstrated they meet the requirements of the person specification.
- 14.2 Shortlisting will be carried out by matching details of applicants to the requirements of the job. The shortlisting criteria will be applied consistently to all applicants. This process should be completed by the same people who will sit on the interview panel. If this is not possible, shortlisting should be completed by two people from the panel, including the line manager.
- 14.3 Should an applicant be successful in this process, the application itself should be scrutinised, checking for employment gaps, anomalies or inconsistencies which will need to be explored at interview.

- 14.4 Records of the shortlisting process will be retained for a period of six months by the HR People Team and may be used again for similar roles (where an individual may meet the skills/experience much like in a talent pool).

15. The interview

- 15.1 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 Trust is the right organisation for them.
- 15.2 A scoring matrix should be used to ensure objective assessment against agreed criteria. The Interview will be recorded using interview notes.
- 15.3 The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate. The selection process may also include various other elements to assess the key skills and experience of a candidate including teaching, presentation, online assessment or 'in-tray' exercise, on the job task etc.
- 15.4 The Trust will consider and 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 childcare arrangements or written materials in different formats.

16. Decision making and Appointment

- 16.1 Once the formal assessment process is completed all members of the Selection Panel will reconvene to reach a final decision. The selection will 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.
- 16.2 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.
- 16.3 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.

17. Deciding not to appoint

- 17.1 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 and detrimental to the quality of education and services provided.

18. Candidate Feedback

- 18.1 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 from the person responsible for making the decision. Failure to provide timely and appropriate feedback can result in negative perceptions of the organisation.

18.2 Where requested we would always aim to provide feedback to candidates who have been shortlisted and attended for interview.

19. Pre-employment Checks

19.1 Several pre-employment checks must be completed before the successful candidate can be given an unconditional offer of employment and commence work. These are described below. All the checks referred to are as stipulated by “Keeping Children Safe in Education”.

- An application check and associated documentation.
- An identity check.
- A check to establish the person’s right to work in the UK.
- A check to establish the persons fitness to work (medical).
- A barred list check.
- An enhanced DBS check.
- An online (social media) check.
- A prohibition from teaching check (if applicable).
- A check of professional qualifications (if applicable).
- A section 128 management check (if applicable).
- A childcare disqualification check (if applicable).
- Reference checks.
- Further checks on people living or working outside the UK.

19.2 Further information regarding these checks is detailed in Appendix A.

20. Single Central Record

20.1 The Trust operates a secure Single Central Record management system to ensure compliance and govern the SCR information of each School and the Central Trust. This is subject to an internal audit process.

20.2 The Trust is required to maintain a single central record of the recruitment pre-employments checks for all staff who are employed to work at a school and have regular contact with children and any employees that have been, whatever level of contact they have with children. This must also include all staff employed or engaged as supply staff to the school whether employed directly by the school, local authority or through an agency, volunteers, Governors (Academy Committee Representatives) who also work as volunteers within the school, contractors, and people brought into the school to provide additional teaching or other experience for pupils but who are not staff members e.g. a specialist sports coach or artist, who may have contact with children and others.

Appendix A - Pre-Employment Checks

References

References must not be contacted without the permission of the candidate to whom they relate. If they are not obtained prior to interview, then references must be chased. At least two references for the successful candidate should be kept on file, one from the most recent employer. Where the prospective employee has a limited career history, it may be possible to seek a character reference.

References should be viewed and used as factual information to support the appointment decision, not as the basis of it.

Should a candidate not be in a position to provide two references a risk assessment will be undertaken to ascertain whether an applicant can proceed to starting employment with the HR People Team.

Right to work in the UK

The Trust will only employ workers who are legally entitled to work in the United Kingdom. All applicants will be required to provide the Trust with appropriate documentation or an online right to work check share code, wherever possible, to prove their eligibility to work in the UK. A list of such documents is available on the gov.uk website.

Certificates of Sponsorship

If the person to be appointed is a non-UK worker, the Trust may be required to provide the person with a Certificate of Sponsorship.

The criteria for issuing a Certificate of Sponsorship is that:

The job is in a 'designated shortage' occupation, or
Passes the "Resident Labour Market test"
The job is at National Qualification Framework, (NQF) level 6 or above, and
Minimum salary levels are met.

Certificate of Good Conduct

If any person to be appointed has lived outside of the United Kingdom for more than three months in the past 5 years, a Certificate of Good Conduct will be required from each country. It is for the individual to gather this information and provide it to the employer.

Such checks do not need to be made if in the three months prior to appointment the applicant has worked:

In a school in England in a post which brought them into regular contact with children or young persons in any post in a school, or
In an institution within the further education sector in England or in a 16-19 School, in a post involving provision of education which brought the person regularly into contact with children or young persons.

Identity Checking

Checks must be made to assure the Trust that the successful candidates are who they claim to be before they can take up post. In practice, this will be done as part of the DBS checking process and the DBS guidance specifies a list of acceptable documents.

DBS Check

The Trust will determine whether it requires certain roles within the organisation to undergo a basic or an Enhanced DBS check. No employee will usually be allowed to start without a satisfactory DBS check, but in exceptional cases the Trust may decide to commence employment providing a risk assessment is undertaken in line with the DBS Check and Rehabilitation of Offenders Act. A barred list check must be obtained before commencement, in line with KCSIE.

Section 128 check

For certain positions, a section 128 direction check will need to be carried out. A Section 128 Direction prohibits or restricts a person from taking part in any form of management such as: management of an independent school, academy, or free school as an employee; a trustee of an academy or free school trust; or a governor/academy committee member on any governing body in an independent school, academy, or free school.

Prohibition from Teaching Check

Individuals employed to do teaching work will be subject to a Prohibition from Teaching check. The check can be run through the National Council for Teaching and Leadership (NCTL) Teacher Services system.

A check must also be made that the teacher has Qualified Teacher Status (QTS).

Disqualification under the Childcare Act 2006

Under this act, individuals may be disqualified from registration on the early years register or the general childcare register from provisions in a nursery, primary or secondary setting.

It is a criminal offence to employ a person who is disqualified under the Act. For the purpose of this legislation, an employed person may be a volunteer, casual worker or self-employed contractor who is directly concerned with the provision of childcare. An employer may have a legal excuse if they can prove that they did not know and had no reasonable grounds for knowing that a person it employed was disqualified.

In order to obtain sufficient information from a prospective employee as to whether they are, or may be disqualified by Ofsted under this Act, The Trust will issue the self-declaration form to a prospective employee. If the employee is or is likely to be disqualified, then reference can be made to the Ofsted guidance on the gov.uk website on how to proceed to apply for a waiver.

Verification of Professional Qualifications

If not already verified at the interview the original qualifications certificates should be obtained and a copy kept.

Medical Check

Upon commencement of employment an employee will be required to complete a medical assessment by the Trust's nominated Occupational Health specialist to assess fitness for work and/or whether reasonable adjustments need to be considered to support the individual at work.

Online Check

Keeping Children Safe in Education 2022 states; 'schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview'.

The Trust will conduct online checks on publicly available information about a candidate before interview if they are shortlisted. If necessary, a candidate maybe questioned at interview about any findings and/or withdraw a candidate from the process if the information found is not satisfactory.

Appendix B - Recruitment of Ex-Offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), SECAT complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly.

The Trust undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed. The Trust can only ask an individual to provide details of convictions and cautions that the Trust is legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended), The Trust can only ask an individual about convictions and cautions that are not protected.

It is unlawful for the Trust to employ anyone who is barred from working with children. Similarly, it is a criminal offence for any person who is barred from working with children to apply for a position with the Trust.

The Trust is committed to the fair treatment of its' employees, potential employees or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

The Trust's recruitment and selection policy in relation to the recruitment of ex-offenders, is made available to all applicants at the start of the recruitment process.

The Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. The Trust selects all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

The Trust makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request.

The Trust ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The Trust also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, the Trust ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. This is following all applicants completing a self-disclosure for criminal convictions after the

shortlisting process. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

The Trust undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment. A risk assessment will be completed where a positive DBS check (a certificate which contains a criminal conviction, caution, reprimand or warning, or where legal action is being taken against an individual which may result in a legal penalty) has been received, before the appointment is confirmed.

The relevance of convictions should be judged against the following criteria:

The seriousness of the offence and its relevance to other employees and children.

- The length of time since the offence occurred;
- Whether the offence was a one-off or part of a history of offending;
- Circumstances which led to the committing of the offence;
- Whether the applicant's personal circumstances have since changed;
- The country in which the offence occurred
- Decriminalisation and remorse

Not all criminal convictions will be a bar to employment. The results of a DBS check will be considered on an individual basis and the Trust will act in a proportionate manner when deciding whether or not to proceed with the appointment to the post in question. However, the protection and safeguarding of children is the Trust's primary concern