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# SAFER RECRUITMENT & SELECTION POLICY

## Key document details

<b>Ratified:</b>	<b>November 2018</b>
<b>Approver:</b>	<b>Co CEO</b>
<b>Next review:</b>	<b>November 2021</b>

## 1. Introduction and Scope

Pioneer Educational Trust is committed to safeguarding and promoting the welfare and safety of children and young people: the child or young person's welfare is our overriding concern. As such, the Trust expects all staff and volunteers working for the Trust to share this commitment and expects that all schools within the Trust set the highest standards of safeguarding.

This policy and procedure has been produced in line with the 'Keeping Children Safe in Education' (September 2016) and should be read in conjunction with this statutory guidance. The policy aims to ensure that safe and fair recruitment and selection is conducted at all times.

Pioneer Educational Trust and all schools within the Trust adhere to all relevant statutory legislation as below:

- Childcare Disqualification Regulations 2018
- The Rehabilitation of Offenders Act (1974) whereby amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'
- Changes to accredited Safer Recruitment Training introduced in September 2014
- The requirements of The Equality Act 2010, aspects of which came into force in October 2010

Pioneer Educational Trust will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

In line with DfE guidance the paragraph below will be included in all advertisements, recruitment websites and job descriptions:

***The Trust is committed to safeguarding and promoting the welfare of children. This post is subject to a Disclosure & Barring Service (DBS) check (previously CRB check).***

This policy applies to the recruitment and selection of teaching staff, including Heads of School, Deputy and Assistant Headteachers, Trust Leadership, Headteachers and all support staff in schools within the Trust.

Schools within the Trust should also apply the necessary checks when using agency staff and volunteers.

## 2. Safer Recruitment Training Safer Recruitment Training

Safer Recruitment training provides valuable information on promoting a safer school culture, as well as advice and guidance to strengthen safeguards against employing unsuitable people in schools. Undertaking the training will help schools within the Trust demonstrate that they have effective recruitment and selection processes in place.

It is a requirement that at least one member of the interview panel has completed this training prior to the start of the recruitment process.

Pioneer Educational Trust uses Schools HR Cooperative Safer Recruitment Workshops and on-line training available through the NSPCC for this training.

### 3. Recruitment and Selection Process

Pioneer Educational Trust will ensure that the safeguarding and welfare of children and young people is at the forefront of each stage of the recruitment and selection process.

Applicants will be treated fairly and be recruited based on the knowledge, skills and experience needed for the job.

Selection is carried out by a minimum of at least two members. Selection of Heads of School, Headteacher, Deputy and Assistant Head will be carried out by at least three members. At least one panel member will have undertaken Safer Recruitment Training.

The minimum requirements for selection are a completed application form, shortlisting and interview.

#### 3.1. The Need to Recruit

When a vacancy occurs, the Trust's Executive Leadership team will give consideration to review the vacant post and consider whether there really is a need for a replacement. The Executive Leadership Team will consider aspects such as:

- The purpose of the post
- Whether or not the post has remained the same or changed due to work patterns, organisation or technology
- Whether or not the post is still required
- Whether or not a review of the role will result in a review of the salary
- Whether or not the new post should be temporary or permanent

#### 3.2. Job Descriptions and Person Specifications

The job description provides a list of the responsibilities and tasks to be undertaken by the postholder. It will also help to identify the key attributes required to do the job; the person specification.

Job descriptions for support staff are subject to a job evaluation and benchmarking process. This is to ensure fairness and consistency within the workforce. If significant changes are made to an existing job description, the Trust will re-evaluate and re-benchmark the revised job description.

Part 7 of the School Teachers' Pay and Conditions Document 2014 defines the professional responsibilities for teachers, including Heads of School, Deputy and Assistant Headteachers.

For safeguarding purposes, in addition to the list of responsibilities, all job descriptions include the following statement:

*Pioneer Educational Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment.*

#### 3.3. Advertising Vacancies

All vacancies advertised externally will contain the statement on the safeguarding and welfare of children and that the successful applicant will be subject to an enhanced DBS check.

The advert, together with any information packs for candidates will include:

- Name and address of the school
- Job Title
- Pay and Conditions associated with the role
- Job description
- Closing date for receiving completed applications
- Interview dates (if known)
- Information about the school and post
- Child Protection/Safeguarding Policy
- Any other relevant material to attract applicants

### 3.4. The Selection Process

All applications will be treated confidentially and only circulated to those involved in the recruitment process; the interview panel, Heads of School and/or the Executive Leadership Team.

#### 3.4.1. Shortlisting

The purpose of shortlisting is to verify the applicant's information and assess suitability for the vacant post. Shortlisting of all completed applications will be conducted by the interview panel. The interview panel will select candidates who most closely meet the criteria as set out in the job description.

If a candidate is known to a member of the interview panel, it should be declared as it may be necessary to change the interview panel to ensure that there is no conflict of interest.

During shortlisting, the selection panel and the Trust's Recruitment Manager will ensure that the application forms have been fully completed, are consistent, do not contain any discrepancies and will identify any gaps in employment. Incomplete application forms or CVs on their own will not be accepted. Time permitting, incomplete application forms will be returned to the candidate for completion. Time permitting, discrepancies or gaps in employment will be queried at the shortlisting stage, or, will be noted, so that they can be taken up at interview stage.

Only candidates shortlisted for interview will be contacted.

#### 3.4.2. Interviews

Candidates shortlisted for interview will be contacted by the Recruitment Manager for the Trust, giving as much advance notice as possible. The notification to the candidates will include:

- Date, time and location of interview – including any details of parking facilities
- The format of the interview, including details of any additional assessments or presentations, eg, a teaching assessment, a marking assessment, an in-tray written task, a lesson observation
- The documents the candidates will be required to bring with them, eg proof of qualifications, identification, proof of right to work

Pioneer Educational Trust does not have a policy whereby candidates invited for interview can claim back expenses incurred. If a candidate was likely to incur expenses as a result of being invited for an interview, clarification should have been sought prior to accepting the invitation and not retrospectively.

The interview panel will meet in advance and agree on who will chair the panel, what questions will be asked, in what order and by whom. Questions will clearly relate to the criteria in the job description and person specification.

In addition to assessing the candidate's suitability for the post, the interview panel will also explore:

- The candidate's attitude toward children and young people
- Their motivation to work with children and young people
- The candidate's ability to form and maintain appropriate relationships and boundaries with young people
- Any gaps in the candidate's employment history
- Any discrepancies identified in the information provided by the candidate
- Any declaration the candidate may make in light of the requirement for an enhanced DBS check and/or a Childcare Disqualification Requirement check

The interview panel must take notes to assist in making an evidenced judgement and to assist in giving feedback, if asked.

It is unlawful for the interview panel to ask for details of any cautions and convictions which are defined as "protected". The panel should also avoid asking questions about the candidate's health prior to making an offer as the Equality Act 2010 prohibits this unless it is necessary to:

- Establish whether there is a duty to make reasonable adjustments to enable the candidate to participate fully in the selection process
- Establish whether the candidate will be able to carry out the function(s) of the role

At the end of the interview, candidates will have the opportunity to ask any questions they may have. The interview panel will explain what will happen next, including the timing of the decision or next stage, if applicable.

Once all candidates have been interviewed, the panel will discuss each applicant in relation to their application form, interview and assessment performance. Once a decision has been made, the panel will confirm with a member of the Trust's Executive Leadership Team to make a recommendation for an offer of employment. The final decision as to whether an offer is made lies with Pioneer Educational Trust. Pioneer Educational Trust will also determine the salary for any employment offer. Once an offer has been agreed by the Trust, the successful candidate will be contacted by a member of the interview panel as promptly as possible.

Once an offer has been made and accepted, all unsuccessful applicants will be advised as promptly as possible. If requested, feedback will be provided by a member of the interview panel. Feedback can be given verbally or in writing and will be constructive, factual and objective to inform candidates of their strengths and areas for development.



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#### 4. Pre-appointment checks

Following an interview, if it is decided to make an offer of employment, employment will be conditional on the following:

- Verification of the applicant's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006
- Production of evidence of the right to work in the UK
- Verification of the applicant's medical fitness
- Receipt of at least two satisfactory references, one of which will be from the applicant's most recent employer. Verbal references will be accepted as long as detailed notes are made, and the notes are dated and signed. Where it has not been possible to obtain references, the Head of School or Trust Leadership Team will undertake a risk assessment for recruitment and/or seek to obtain internal references
- Verification of any qualifications required for the post including any verification of professional status, eg QTS status
- Receipt of a satisfactory enhanced disclosure from the DBS, which includes a Barred List check
- Evidence of a successful completion of statutory induction period (for teaching posts only, applicable only to those who obtained QTS after May 1999)
- Verification that the applicant is not subject to a prohibition order issued by the Secretary of State (for the appointment for teachers only)
- Verification that no direction has been made by the Secretary of State against the applicant pursuant to Section 128 of the Education and Skills Act 2008
- Receipt a Certificate of Good Conduct where the applicant has worked overseas for a rolling period of 3 months or more in the last 5 years
- Completion of a self-declaration to identify any orders relating to the care of children, as set out in schedule 1 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018
- Obtain an enhanced DBS certificate, including barred list information, for those who will be engaging in regulated activity and obtain a separate barred list check if an individual will start work in a regulated activity before the DBS certificate is available
- Verification that no EEA sanctions or restrictions have been imposed upon the applicant by any other EEA teacher regulator
- Undertake a risk assessment for the applicant where the DBS certificate is not available prior to the commencement of employment

##### 4.1. Checks on Agency and Third Party Staff

Agency and third party staff engaged by Pioneer Educational Trust must complete the same checks for their employees that the Trust and schools within the Trust are required to complete for its staff. The Trust or schools within the Trust require confirmation that these checks have been completed before employees of the agency or contractor can commence work.

Agencies who supply staff to schools within Pioneer Educational Trust must also provide the pre-employment checks which the school would otherwise complete for its staff. The school requires evidence that these checks have been completed before an individual can commence work at the School.

Peripatetic staff will complete the same checks the School is required to take for all other staff.

#### 4.2. Checks on Trainee Teachers

##### 4.2.1.

Where applicants for initial teacher training are salaried by the Trust or a school within the Trust, the school or Trust will ensure that all necessary checks are carried out. Trainee teachers will be undertaking regulated activity, therefore an enhanced DBS certificate must be obtained.

##### 4.2.2.

Where trainee teachers are fee-funded, it is the responsibility of the training provider to undertake the necessary checks. The Trust or schools within the Trust should obtain written confirmation from the training provider that these have been carried out and that the trainee has been judged by the training provider to be suitable to work with children.

#### 4.3. Checks on Volunteers

Under no circumstance should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

If a volunteer will be in regulated activity or regularly looking after children on an unsupervised basis, the Trust or schools within the Trust will obtain an enhanced DBS certificate.

#### 5. Single Central Record

It has been a requirement since 2007 that all schools must maintain a Single Central Record for the purposes of safeguarding children. As per paragraph 112 of “Keeping Children Safe in Education” (September 2016), the Single Central Record must cover the following people:

- All staff (including supply staff and teacher trainees on salaried routes) who work within the school
- For academies, all members of the proprietor body, including Governors and Trustees
- Volunteers where the school has carried out the necessary checks
- People brought into the school to provide regular additional teaching, instruction or those engaging in “Regulated Activity”, but who are not staff members, such as Sports Coaches, Peripatetic Music Teachers etc

The information that must be recorded in respect of staff members is whether the following checks have been carried out or certificates obtained, and the date on which the checks/certificates obtained:

- An identity check
- A barred list check
- An enhanced DBS certificate
- A prohibition from teaching check
- A section 128 check (for management positions)
- A check of professional qualifications where appropriate
- A check to establish a person’s right to work in the UK
- Further checks, where appropriate, for those who have lived or worked outside the UK

For agency staff, schools within the Trust should also obtain written confirmation that the employment business supplying the member of agency staff has carried out the relevant checks.

You would not normally need to include visitors to the school, occasional volunteers and one off contractors on the Single Central Record.

When a member of the workforce leaves, their record should be immediately deleted or archived from the Single Central Record.

## 6. Disclosure and Barring Service (DBS) Check

An enhanced DBS certificate will be required for all appointments. All staff in the Trust and schools within the Trust will be engaging in regulated activity. A person will be considered to be engaging in regulated activity if, as a result of their work they:

- Will be responsible, on a regular basis, for the teaching, training, caring or supervision of children
- Will carry out work regularly where that work provides an opportunity for contact with children

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Successful applicants will be required to apply for an Enhanced Disclosure and Barring Service Check when an offer of employment is made in writing. Any information provided will be strictly confidential and will be considered only in relation to this or a similar position within the school.

If an applicant does not disclose any conviction or caution which is not 'protected' it could lead to his/her application being rejected, or, if appointed may lead to their dismissal. If between completion of the application form and taking up a job within the Trust, the applicant is convicted of a criminal offence the applicant must immediately inform the Trust of this. A conviction will not necessarily bar a person from obtaining employment.

## 7. Record Keeping

If an applicant is appointed, the Trust will retain any relevant information provided on his/her application form, together with any attachments and evidence of the pre-employment checks completed on his/her personnel file. If the application is unsuccessful, all documentation relating to the application will be confidentially destroyed after six months.

**The need for continued awareness of safeguarding issues is crucial. It is important that all staff in the Trust and schools in the Trust have appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out. It is also important that staff, pupils and parents feel confident that they can raise issues/concerns about the safety and welfare of children, and that they will be listened to and taken seriously.**