

Recruitment Policy



Believe, Succeed, Together

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Date Reviewed	June 2016
Date Ratified by Governing Body	
Signature of Principal	
Signature of Chair of Governors	

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1.0 Aims

The aims of the Academy's Recruitment Policy are as follows:

- To ensure that the safeguarding and welfare of children and young people occurs at each stage of the process, including compliancy with the statutory DfE guidance, *Keeping Children Safe in Education* (July 2015).
- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position.
- To ensure that all applicants are considered equitably and consistently.
- To ensure that no applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age.

2.0 Pre-recruitment

2.1 Advertisement

All posts will be advertised on the Academy website. In some cases, posts may be advertised using certain publications e.g. *The Echo*, *TES*, and *Jobscene*.

2.2 Application

A standard application form (and relevant job description and/or person specification) will be provided on the Academy's website.

Incomplete application forms will be returned to applicants (where the deadline has not passed).

CVs will **not** be accepted in place of a completed application form.

2.3 References

References will be taken up on all short-listed candidates, prior to interview.

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer.

If the candidate has previously worked with children but their current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children.

Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.

If the referee is a current or previous employer, they will also be asked to confirm the following:

- The applicant's dates of employment, salary, job title/duties, reason for leaving, performance and disciplinary record.
- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired).
- Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.

The Academy will only accept references obtained directly from the referee and it will **not** rely on references or testimonials provided by the applicant or on open references or testimonials.

References will usually be in writing unless there are exceptional circumstances when a telephone reference will be acceptable.

The Academy will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

2.4 Informal Visits

In some cases, prospective applicants may have an opportunity to visit the Academy and/or to discuss the role in more detail, prior to an application being submitted.

2.5 Formal Interview

Short-listed applicants will be invited to attend a formal interview which will involve the following:

2.51 Pre-employment Documentation

All applicants who are invited to an interview will be required to bring the following:

- Passport or, if unavailable, current photo driving licence and full birth certificate.
- Documentary evidence of any change of name by, for example, deed poll, marriage, adoption or statutory declaration.
- Two recent utility bills or statements (from different sources) showing their name and home address.
- Documentation confirming their National Insurance number (P45, P60 or National Insurance card).
- Documents confirming any educational and professional qualifications referred to in their application form.

Original documents **only** will be accepted. The Academy will take a copy of the original documents and mark them as checked and dated at the time of inspection.

2.52 Tour

Candidates will have a tour of the Academy, usually with the Vice Principal and/or members of the Student Leadership Team.

2.53 Competency Test

In the case of teaching staff, a lesson observation will be undertaken by the Vice Principal.

In the case of support staff, a competency test, specific to the role, may be undertaken.

2.54 Meeting with Key Staff

Candidates may meet with key staff, particularly senior leaders and staff that the candidates may be working with, should they be appointed.

2.55 Interview

For all staff other than the Finance Officer, Assistant Principal, Vice Principal and Principal, a formal interview will be conducted by a panel comprising of the Principal and Vice Principal, both of which have undertaken NSPCC accredited safer recruitment training in the last 3 years. Where required, an Assistant Principal and/or Head of Department may also sit on the panel.

For the post of Finance Officer, Assistant Principal, Vice Principal and Principal, the panel will comprise of at least two members of the Governing Body, one of which will be the Chair or Vice Chair, who have undertaken NSPCC accredited safer recruitment training in the last 3 years.

3.0 Recruitment

3.1 Conditional Offer of Employment

If the panel make an **Offer of Employment** following the formal interview process, any such offer will be conditional on the following:

- The receipt of two references (one of which must be from the applicant's most recent employer and one from the applicant's employer with whom he/she most recently worked with children (if applicable)) which the Academy considers satisfactory.
- Verification of the candidate's identity, qualifications and professional status.
- Confirmation that the candidate is not prohibited from teaching.
- Receipt of an enhanced Disclosure and Barring Service (DBS) certificate (including the barred list check) with which the Academy is satisfied – refer to **Appendix A**.
- If the candidate has not previously lived in the UK, the Academy must obtain confirmation of their right to work in the UK, confirmation of their qualifications and a certificate of good conduct from the candidate's home police force. The Academy will also adhere to published guidance on criminal record checks for overseas applicants.
- Agreement of a mutually acceptable start date and the signing of a contract incorporating the Academy's standard terms and conditions of employment (written particulars).

The Academy will notify the DBS where:

- An applicant is found to be on the DBS's barred list, or the DBS check shows they have been disqualified from working with children by a court; or
- An applicant has provided false information in, or in support of, his/her application; or
- There are serious concerns that an applicant poses a risk of harm to children.

In the case of a successful applicant, the Academy will make a referral to the DBS if a person in regulated activity is dismissed or removed due to safeguarding concerns, or would have been had they not resigned.

3.2 Contract of Employment

If the offer is accepted and the above conditions are satisfied, the applicant will be issued with a **Contract of Employment** as confirmation of employment.

3.3 Induction

All staff, governors and other volunteers newly appointed in the Academy will undertake an induction programme (within the first two weeks), regardless of previous experience.

3.3 Probationary Period

All staff undergo a three month probationary period.

4.0 Safer Recruitment

It is vital that schools and colleges create a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might abuse children.

The Academy undertakes the following in terms of safer recruitment:

1. All adverts include the following statement in regard to safeguarding:

'The Eastwood Academy is committed to promoting equality and diversity in the workplace. We are fully committed to safeguarding and promoting the welfare of children and the successful candidate will be expected to undertake the appropriate checks, including an enhanced DBS and barred list check'.

2. No CVs are accepted.

3. Incomplete applications are returned to applicants (where the deadline has not passed).

4. References are taken up on all short-listed candidates, prior to interview.

5. An enhanced DBS certificate (including the barred list check) is obtained for all staff engaged in 'regulated activity'. A person is considered to be engaging in regulated activity if, as a result of their work, they:

- Will be responsible, on a regular basis, for teaching, training, instructing, caring for or supervising children; or
- Will carry out paid, or unsupervised unpaid, work regularly where that work provides an opportunity for contact with children; or
- Engage in intimate or personal care or overnight activity, even if this happens only once.

A DBS check has no official expiry date. Any information included will be accurate at the time the check was carried out.

6. Staff on the interview panel have undertaken NSPCC accredited safer recruitment training in the last 3 years.

7. Specific questions are asked during the interview which are designed to test a person's suitability to work with children.

5.0 Policy Statement on the Recruitment of Ex-Offenders

The Code of Practice, published under section 122 of the Police Act 1997, advises that it is a requirement that all registered bodies must treat DBS applicants (who have a criminal record) fairly, and not discriminate automatically because of a conviction or other information revealed.

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), the Academy complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. Further, the Academy undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The Academy can only ask an individual to provide details of convictions and cautions that it 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 Academy can only ask an individual about convictions and cautions that are not protected.

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

The Academy has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.

The Academy 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 Academy select all candidates for interview based on their skills, qualifications and experience.

An application for a DBS check is only submitted to the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS 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 Academy 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 and 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.

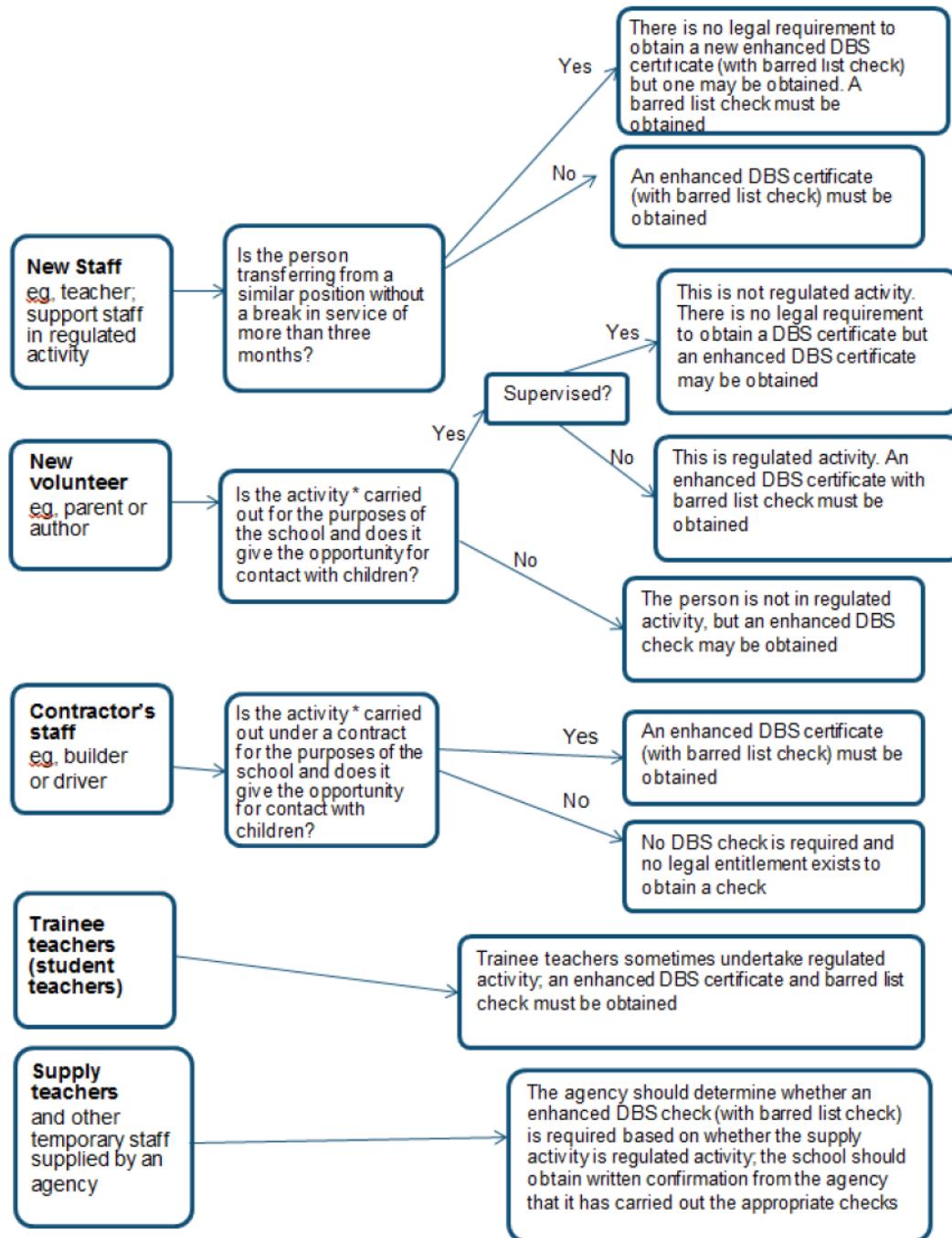
At interview, or in a separate discussion, the Academy ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

The Academy makes every subject of a criminal record check submitted to the DBS aware of the existence of the Code of Practice and makes a copy available on request.

The Academy undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position, before withdrawing a conditional offer of employment.

Appendix A

Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



***From 1st September 2016, all governors will be required to hold an enhanced DBS Certificate.**