



The Circle Trust Document: **Staff Recruitment and Selection Policy**

Author:	Executive Headteacher
Approver:	Trustees
Owner:	Human Resources
Date:	May 2017
Next review:	May 2019

Changes History:

Version	Date	Amended by:	Substantive changes:	Purpose
1.0	05.17	Exec Head	New Document	First release
1.1				
1.2				
1.3				

Purpose of the Policy

The Circle Trust is committed to attracting, selecting and retaining employees who will successfully and positively contribute to improving the educational outcomes for children and young people. This policy sets out the procedures for the recruitment and selection of staff.

1 Introduction

- 1.1 The Circle Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This policy has been produced in line with the “Keeping children safe in education” statutory guidance document which came into force in July 2015 and was last updated in September 2016. This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Making safeguarding and promoting the welfare of children an integral factor in recruitment and selection is an essential part of creating safe environments for children.
- 1.2 The Circle Trust ensures that all applicants will receive fair treatment and members of staff will be recruited on the knowledge, experience and skills needed for the job.
- 1.3 All posts will be advertised.
- 1.4 Selection should be based on a completed application form, an interview carried out by a panel with at least two members. Where at least one panel member must have received Safer to Recruitment training [here](#). As well as two satisfactory references.
- 1.5 The Equality Act makes it a requirement and The Circle Trust is committed to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability.

2 The Aims and Objectives of the Recruitment and Selection policy

2.1 This policy aims to:

- To ensure that the safeguarding and welfare of children and young people occurs at each stage of the recruitment and selection process [The Circle Trust Safeguarding \(including Child Protection\) Policy here](#)
- To ensure a consistent and equitable approach to the appointment of all staff
- To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, sex, religion or belief, age, disability, marriage and civil partnership, sexual orientation, gender reassignment or pregnancy and maternity.

2.2 These aims and objectives will be achieved by:

- Following this policy and all associated procedures
- Providing correct information and training
- Maintaining effective communication and the active involvement of all staff

3 The Potential Benefits of good recruitment and selection

3.1 Effective recruitment and selection procedures and adds value to the Trust supporting the core values by:

- Attracting and retaining staff who are driven to improve the educational outcomes for children and young people
- Efficient and effective use of time and finance e.g. reducing the cost of the recruitment by retaining the highest quality staff
- Protecting and indeed enhancing the Trust's reputation

3.2 The Trustees have a fundamental role to:

- Agree the recruitment and selection policy ensuring the policy is in line with The Circle Trust's core values
- Regularly review the recruitment and selection policy approve changes or improvements to key elements of its processes and procedures
- Appoint the Executive Headteacher and other senior Trust staff including but not limited to the Chief Finance Officer and Director(s) of School Improvement
- Ratify the appointment of Headteachers

3.3 The Executive Headteacher will:

- Operationally adhere to the recruitment and selection policy
- Establish the infrastructure to implement the recruitment and selection policy
- On behalf of the Trustees lead and facilitate the recruitment and selection procedures for all Headteachers with the Local Advisory Board and all members of staff working solely or mainly for The Circle Trust
- Be responsible for the Single Central Record for all employees solely or mainly working for The Circle Trust
- Monitor and review the implementation of the recruitment and selection policy

3.4 The Local Advisors will:

- Appoint the Headteacher of their school with the support and involvement of the Executive Headteacher
- Appoint all senior leaders including but not limited to Deputy and Assistant Headteachers

3.5 A Headteacher will:

- Operationally adhere to the recruitment and selection policy
- Appoint all teachers and support staff
- Be responsible for the Single Central Record

4 Recruitment process

- 4.1 The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the school and to deter, reject and identify people who might abuse children
- 4.2 The first experience an individual has is important, therefore the experience should be positive and all those responsible for recruiting should:
- Leave a positive image with unsuccessful applicants who may currently be involved in the school or customers of the LA or future employees.
 - Give successful applicants a clear understanding of the post and what is expected of them
 - Reduce the risk of a bad selection decision that can be expensive and may cause line management problems in the future or may not meet the Trust's commitment to safeguard children.
- 4.3 All schools in The Circle Trust will include in adverts:
- 'This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The successful applicant will be required to undertake an Enhanced Disclosure via the DBS'
- 4.4 All schools in The Circle Trust will use the Trust's common application form. Curriculum vitae drawn up by applicants in place of an application form must not be accepted.
- 4.5 An accurate job description and person specification is required for all posts.
- 4.6 The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They should always be sought and obtained directly from the referee.
- 4.7 References should be sought on all short listed candidates, and should be obtained before interview but after shortlisting so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview. In exceptional circumstances it might not be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate strongly objects to their current employer being approached at that stage, but that should be the aim in all cases.
- 4.8 Open references and testimonials, i.e. "To Whom It May Concern" must not be accepted. Agreed references which have resulted from a settlement agreement will be carefully scrutinised.
- 4.9 In any case where two references have not been obtained on the preferred candidate before interview, the school must ensure that it receives and scrutinises them, and any concerns are resolved satisfactorily, before the person's appointment is confirmed.

- 4.10 On receipt references should be checked to ensure that all specific questions have been answered satisfactorily. If all questions have not been answered or the reference is vague or unspecific, the referee should be telephoned and asked to provide written answers or amplification as appropriate.
- 4.11 The information given should also be compared with the application form to ensure that the information provided about the candidate and his/her previous employment by the referee is consistent with the information provided by the applicant on the form. Any discrepancy in the information should be taken up with the applicant.
- 4.12 Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case.
- 4.13 If an applicant is not currently employed in a role working with children, but has done so in the past, it is required that a reference is requested from the school/education establishment they were last employed in and reasons for leaving.
- 4.14 The Headteacher is only able to ask about a candidate's health and attendance at work following a job offer being made. A follow-on reference request for this purpose is recommended.
- 4.15 All candidates should be assessed equally against the criteria contained in the person specification without exception or variation.
- 4.16 The interview should assess the merits of each candidate against the job requirements, and explore their suitability to work with children. The selection process for people who will work with children should always include a face-to-face interview even if there is only one candidate.
- 4.17 In addition to the arrangements for interviews - time and place, directions to the venue, membership of the interview panel - the invitation should explain to candidates about how the interview will be conducted.
- 4.18 All candidates should be instructed to bring with them documentary evidence of their identity that will satisfy DBS requirements, i.e. either a current driving licence or passport including a photograph, or a full birth certificate, plus a document such as a utility bill or financial statement that shows the candidate's current name and address, and where appropriate change of name documentation.
- 4.19 A copy of the documents used to verify the successful candidate's identity and qualifications must be kept for the personnel file. The photocopy of any original document must be signed and dated by the person viewing it noting that they certify this is a true copy of the original.
- 4.20 Although it is possible for interviews to be conducted by a single person it is not recommended. It is better to have a minimum of two interviewers, and in some cases, e.g. for senior or specialist posts, a larger panel might be appropriate. A panel of at least two people allows one member to observe and assess the candidate, and make notes, while the

candidate is talking to the other. It also reduces the possibility of any dispute about what was said or asked during the interview.

4.21 The members of the interview panel should

- Have the necessary authority to make decisions about appointments
- Be appropriately trained, (one member of interview panels in schools must have undertaken safer recruitment training)
- Meet before the interviews to: reach a consensus about the required standard for the job to which they are appointing
- Consider the issues to be explored with each candidate and who on the panel will ask about each of those
- Agree their assessment criteria in accordance with the person specification

4.22 Where a candidate is known personally to a member of the selection panel it should be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

4.23 In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel should also explore:

- The candidate's attitude toward children and young people
- His/her ability to support the authority/establishment's agenda for safeguarding and promoting the welfare of children
- Gaps in the candidate's employment history
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee
- Ask the candidate if they wish to declare anything in light of the requirement for a DBS check

4.24 If, for whatever reason, references are not obtained before the interview, the candidate should also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees.

4.25 It is a requirement that references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.

4.26 All copies of any notes relating to your shortlisting and interview decisions must be retained for at least 6 months.

4.27 An offer of appointment to the successful candidate should be conditional upon:

- The receipt of at least two satisfactory references
- Verification of the candidate's identity
- Verification of the candidate's medical fitness

- Verification of qualifications
- Verification of professional status where required e.g. QTS status (unless properly exempted), NPQH where required by school;
- A prohibition from teaching check for teaching posts (successful candidates holding QTS who are being appointed to TA roles or similar should be advised if a prohibition check is to be carried out on them)
- A check of the Children’s Barred List as part of a satisfactory DBS Enhanced Disclosure
- A declaration from the candidate that they are not disqualified under the Childcare (Disqualification) Regulations 2009 – only applies to certain posts contains further guidance
- For teaching posts, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999); and, or non teaching posts satisfactory completion of the probationary period.
- Verification of eligibility to work in the UK
- Further checks on people living or working outside the UK
- A section 128 check for managers in academies and Free schools – see

4.28 All checks should be: documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS Code of Practice. Schools do not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record.

4.29 The photocopy of documents used to check identity and/or the right to work must be signed and dated by the person who has seen the originals noting that they can certify that the originals were seen by xxx person on y date.

4.30 If there are serious concerns about an applicant’s suitability to work with children, the facts should be reported to the police and/or the Disclosure and Barring Service.

4.31 All staff members should be through an induction process be made aware of systems within their school or college which support safeguarding and these should be explained to them as part of staff induction. This should include:

- the child protection policy;
- the code of conduct and
- the role of the designated safeguarding lead.

All new staff must be provided with and read Part one of Keeping Children Safe in Education which is available at: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

5 Volunteers

5.1 Volunteers are also seen by children as safe and trustworthy adults, and when the school is actively seeking Local Advisors and other volunteers, and is considering candidates about whom it has little or no recent knowledge, it should adopt the same recruitment measures as

it would for paid staff. In other circumstances, e.g. where a volunteer's role will be "one-off" - accompanying teachers and pupils on a day outing, helping at a concert or school fete, those kind of measures would be unnecessary provided that the person is not to be left alone and unsupervised in charge of children. Where volunteers recruited by another organisation work in a school, e.g. sports coaches from a local club, the school should obtain assurance from that organisation that the person has been properly vetted.

6 Agency/Supply Teachers

- 6.1 It is important thorough checks are made on anybody who will be working in a school, both to prevent unsuitable people from gaining access to children and to maintain the integrity of the teaching profession.
- 6.2 Schools must have written confirmation that the agency has carried out the necessary checks. Schools using teacher recruitment apps should be particularly careful that the necessary checks have been done and if in doubt should carry out further checks themselves.
- 6.3 Where a teacher is directly employed following a period of agency working it is essential that the school carries out all of the checks normally conducted on a new employee.

7 Employees transferring from one school in The Circle Trust to another school in the Trust

- 7.1 The new school must complete all recruitment checks, assumptions must not be made that the previous school's checks can be accepted by the new school. It is possible to accept a DBS check from another school in The Circle Trust if there has not been a break in employment of more than 3 months