



# STEP Academy Trust

## Recruitment Policy

**Date of Policy: Autumn 2017**

**Review: Summer 2020**

### **Introduction**

STEP Academy Trust ("The Trust") Board of Trustees has agreed this Policy and as such, it applies to all Academies within the Trust.

### **Rationale**

The Trust is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The Trust is also committed to providing a supportive and flexible working environment to all its members of staff. The Trust recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest caliber, who share this commitment.

### **Aims**

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position and the requirements of the Education (Independent Schools Standards) (England) Regulations 2014 (the "Regulations");
- To ensure that all job applicants are considered equitably and consistently;
- To ensure that no job applicant is treated less favourably on any prohibited grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, gender or sexual orientation, marital or civil partnership status, gender reassignment status, disability or age;
- To ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education (DfE) in "Working Together to Safeguard Children" 2013" Keeping Children Safe in Education (April 2014) and the code of practice published by the Disclosure and Barring Service (DBS);
- To ensure that the Trust meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

### **Responsibilities**

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

The Trustees in consultation with the Governing Body shall appoint the Headteacher and any other post with senior leadership responsibilities, should the Trustees so require.

## **Other Staff**

The Governing Body shall be responsible for the appointment and management of all other staff to be employed at the Academy provided that the Governing Body shall:

- comply with all policies dealing with staff issued by the Trustees from time to time and with the Regulations;
- take account of any pay terms set by the Trustees;
- adopt any standard contracts or terms and conditions for the employment of staff issued by the Trustees;
- adopt appropriate and transparent procedures for the recruitment of staff;
- manage any claims and disputes with staff members having regard to any advice and recommendations given by the Trustees.

## **Advertising**

Vacancies will be advertised in publications and on websites which are most appropriate for the role. For example, a vacancy for support staff is likely to be placed on the website of the Local Authority, whereas a vacancy for a Headteacher or Senior Leader is likely to be placed in the TES and/or Eteach.

## **Recruitment and selection procedure**

All applicants for employment will be required to complete an application form containing questions about their academic and employment history (including any voluntary work) and their suitability for the role. Completed application forms will be reviewed after the submission date. If an application form is incomplete, it will be removed from the shortlisting process. A curriculum vitae will not be accepted in place of the completed application form.

The Trust will have a standard application form which must be used by all job applicants.

Applicants will receive a job description and person specification for the role applied for. Following shortlisting, applicants may then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the Trust's standard terms and conditions of employment;
- the receipt of two references (one of which must be from the applicant's most recent employer) which the Trust considers satisfactory;
- the receipt of a satisfactory enhanced check for regulated activity from the Disclosure and Barring Service and of any other criminal records check outside the UK if appropriate;
- checks to confirm qualifications that are a legal requirement for the post, including Qualified Teacher Status, registration with any relevant authority and medical fitness requirements where appropriate;
- checks to confirm that relevant staff are not prohibited from teaching;
- where relevant, that a declaration is made that an individual is not disqualified "by association";
- checks to confirm the right to work in the UK.

If the above conditions are satisfied and the offer is accepted then the applicant will be issued with a contract of employment as confirmation of employment.

All non-teaching staff appointments are subject to a six months probationary period during which the notice period to terminate the employment for whatever reason, by either the employee or the Trust is one month.

The Trust also reserves the right to extend this probationary period should it deem this necessary.

### **Pre-employment checks**

In accordance with the recommendations of the DfE in “Safeguarding Children and Safer Recruitment in Education”, the Trust carries out a number of pre-employment checks in respect of all prospective employees.

### **Verification of Identity and Address**

All applicants who are invited to an interview will be required to bring the following evidence of identity, address and qualifications:

- Current driving license or passport or full birth certificate; and
- Two utility bills (no more than 3 months’ old) or statements (from different sources) showing their name and home address; and
- Documentation confirming their National Insurance Number (eg P45 or P60); and
- Documents confirming any educational and professional qualifications referred to in their application form, dependent upon the age and role of the applicant.

Where an applicant has changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

### **Right to work in the UK**

Under the Immigration, Nationality and Asylum Act 2006, all organisations must ensure that all employees have the right to work in the UK. If an applicant is of non-EEC nationality they are required to produce evidence that they have a right to work in the UK, at the interview stage. The photocopied evidence is placed on their personnel file if they are appointed.

### **Verification of qualifications**

Any essential qualifications required to perform a particular job, such as QTS, as stated in the person specification must be evidenced by an applicant. A copy of original certificates is taken and placed on their personnel file and logged on the Single Central Record. This requirement is confirmed to the applicant at the interview.

### **Verification of Professional Registration**

If a job requires a professional registration with a regulatory body, an applicant will be asked to produce evidence that they meet this requirement if the person specification states it as an essential prerequisite. This evidence, or a copy of it, is placed on a successful applicant’s personnel file and logged on the Single Central Record. The Business Manager in the appointing Academy will check whether a teacher is registered with the DfE / Teaching Agency Employer Access database. In checking the database, the Trust will be looking to establish if the successful applicant:

- a) Is not prohibited from the profession
- b) Has previously failed induction or probation
- c) Is subject to any sanctions imposed by the GTCE (prior to its abolition in 2012)

### **References**

References will be taken up on short listed candidates prior to interview unless otherwise stated on the application form.

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 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 (If the applicant has never worked

with children, this is something which will be monitored during the probationary period) . 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. All referees will be sent a copy of the job description and person specification for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

- The applicant's dates of employment, job title/duties, reason for leaving, performance and disciplinary record – the applicant may be invited to comment on their sickness at interview;
- 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 behavior towards children or young people.

The Trust will only accept references obtained directly from the referee, preferably on the Trust form (available from the Head of HR) with all relevant sections completed. If a referee chooses to provide information other than on the Trust form a careful check will be made that all relevant information, especially that set out above, is included. The Trust will not rely on references or testimonials provided by the applicant or on open references or testimonials.

The Trust will compare all references with any factual information given on the application form. Any discrepancies or inconsistencies in the information will be assessed for importance and taken up with the applicant as appropriate before any appointment is made.

### **Gap Analysis**

The Trust will conduct an analysis of information provided in the job application and references to ensure that the applicant has identified all periods of employment and non-employment so that any further checks with previous employers may be considered.

### **Disclosure and Barring check**

Due to the nature of the work, the Trust applies for an enhanced check for regulated activity from the Disclosure and Barring Service (DBS) in respect of all prospective staff members, trustees, governors and volunteers.

The Trust will always request an enhanced check for regulated activity as described below and will only allow staff who have undergone such a check to have unsupervised contact with students.

- An Enhanced check for regulated activity will contain details of all convictions on record including current and spent convictions (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.
- If the individual is applying for a position working with children or young adults, it will also reveal whether he/she is barred from working with children or vulnerable adults by virtue of his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the DfE and the Department of Health (Protection of Children Act / List 99/Barred list).

Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a disclosure, if one is available in the relevant jurisdiction(s) or alternative documentation, such as a certificate of good conduct.

Where the Trust uses staff from supply agencies it expects those agencies to have cleared those staff with the Enhanced DBS check following their own policy. Written proof of enhanced clearance will be required before The Trust will accept staff from any such organisation.

### **Retention and security of disclosure information**

The Trust's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information. In particular, The Trust will:

- store disclosure information and other confidential documents issued by the DBS in locked, non-portable cabinets, access to which will be restricted to members of the Trust's staff who are entitled to see it as part of their duties.
- Not retain disclosure information or any associated correspondence for longer than is strictly necessary. In most cases, The Trust will not retain such information for longer than 6 months, although The Trust will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken.
- Ensure that any disclosure information is destroyed by suitable secure means such as shredding;
- Keep records to demonstrate to Ofsted that the checks have been performed, including the number and date of issue of the Enhanced DBS Disclosure.

### **Overseas Applicants**

If the Trust is aware that the applicant worked overseas it will need to consider whether to make additional criminal records checks for overseas applicants following the guidance at the link below:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

### **Single Central Record**

In accordance with DfE requirements, each Academy's Business Manager maintains a database record of all staff and other adults at the Academy who come into contact with the students. This includes recruitment, identity and vetting checks carried out for all staff, volunteers and governors. In addition to name and home address, the centralised record shows in respect of all staff employed at the Trust –

- Date that evidence of identity was seen
- Date of birth and date that evidence of this was seen
- Date that evidence of any qualifications required for the job was seen
- Date that 99/barred list check was evidenced.
- DBS check disclosure number and date
- Date that required evidence of right to work in the UK was seen
- Date of any required overseas criminal records check.

The identity of the person who carried out each of the above checks is also shown. The Single Central Record database also has additional fields in which information used to assist with staff recruitment controls and vetting checks will be logged.

### **Retention of records**

If an applicant is appointed, the Trust will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after 12 months unless the applicant specifically requests the Trust to keep their details on file.

### **Policy Review**

This policy will be kept under review in order to keep it in line with relevant legislation and modifications.