



Recruitment and Selection Policy

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Contents

Purpose	2
Scope	2
Principles	2
Senior leadership recruitment and selection	2
Volunteers	2
Equalities and recruitment and selection statement.....	3
Safer recruitment and safeguarding statement.....	3
Statutory obligations	4
Preparation.....	4
Job description and Person specification.....	5
Advertising a post.....	5
Information for applicants	5
Shortlisting and reference requests	5
Interview and assessment	6
Offer of employment	7
Personnel File and Single Central Record.....	7
Start of employment and induction.....	8

1.0 Purpose

1.1 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, whilst ensuring the safeguarding of our learners are at the heart of all recruitment processes.

2.0 Scope

2.1 The Recruitment and Selection Policy will apply to the appointment of all roles within a Summit Learning Trust academy and sets out the standards and stages for all recruitment activities.

3.0 Principles

3.1 The following principles will be adhered to at all times:

- To apply equality, diversity and safer recruitment considerations consistently throughout the recruitment, selection and appointment process
- To ensure vacancies are advertised through appropriate media, giving consideration as to how to bring vacancies to the attention of suitable applicants to achieve maximum benefits and value, for example by maximising the use of e-methods when appropriate
- To present a positive and professional image of the academies/Trust

4.0 Senior Leadership Recruitment and Selection

4.1 When recruiting for a Principal post, the recruitment process will be led by the Trust to ensure consistency and quality of process for such crucial roles within our Trust.

4.2 Additional due diligence will be undertaken during the longlisting and shortlisting process in relation to Ofsted inspection outcomes of the applicants' current/previous place of work, as well as learner outcomes (results). The same data for the applicants' previous workplaces may also be taken into consideration during the longlisting and shortlisting process.

4.3 The selection for Principal roles will ordinarily take place over a 2-day process with a variety of selection tasks and activities taking place in day 1 and formal interviews taking place in day 2, involving at least one member of our Board of Trustees. This is to ensure a thorough and robust selection process is applied for such a senior leadership role within our Trust.

4.4 Where possible, the Education Director will visit applicants in their current place of work as part of the selection process. This visit will assess applicants' skills and behaviours in their home school and with their current colleagues, and test out compatibility with Summit Learning Trust.

5.0 Volunteers

5.1 Volunteers are seen by our learners as trustworthy adults; therefore, the same standard of recruitment process applies to ensure their suitability to work with children and young people. However, a common-sense approach will be taken based on the role, level of contact and frequency of volunteering (e.g. one-off academy trip support versus a repeated ongoing role).

5.2 If the volunteer is engaged in regulated activity on a regular basis unsupervised with our learners, an Enhanced Disclosure and Barring Service (DBS) with barred list check will be undertaken.

5.3 An enhanced DBS certificate (not including barred list information) will be obtained for volunteers who are not engaged in regulated activity, but have the opportunity to come into contact with our

learners on a regular basis, e.g. supervised volunteers. We are not legally permitted to request barred list information on volunteer colleagues not in regulated activity.

- 5.4 If the volunteer is not engaged in regulated activity a risk assessment will be undertaken to decide whether an Enhanced DBS (without barred list) is required.
- 5.5 Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity. Volunteer information will be recorded on the SCR.
- 5.6 Prior to engaging in any volunteering, a volunteer application form must be completed, and two suitable references obtained. .

6.0 Equality and recruitment and selection statement

- 6.1 Summit Learning Trust are committed to eliminating discrimination and encourage and promote diversity amongst our colleagues. We are committed to ensuring equality and fairness for all in our recruitment and employment practices and undertake not to discriminate on the grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We oppose all forms of unlawful and unfair discrimination.
- 6.2 The procedures contained within this document must always be applied fairly and in accordance with employment law and our Equality Policy.
- 6.3 Recruitment decisions will be made on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, knowledge, experience and skills will be assessed at the level that is relevant to the job. If an applicant makes the Trust aware, at any stage of the recruitment process that they have a disability, then reasonable adjustments will be considered to ensure the applicant is not disadvantaged by the process.
- 6.4 We comply fully with the provisions of the Rehabilitations of Offenders Act.
- 6.5 We will monitor the success of recruitment in relation to diversity aims by requesting applicants to provide equal opportunities details. This information will be used for monitoring purposes only and will not form part of the selection process.
- 6.6 If an individual involved in the recruitment process has a close personal or familial relationships with an applicant, they must declare as soon as they are aware of the individual's application and avoid any involvement in the recruitment process.

7.0 Safer Recruitment and safeguarding statement

- 7.1 We are committed to safeguarding and promoting the welfare of our children and young people. We have a robust Safeguarding and Child Protection Policy and all colleagues receive training relevant to their role at induction and throughout their employment within our Trust. We expect all colleagues and volunteers to share this commitment.
- 7.2 All recruitment processes will comply with the requirements of Keeping Children Safe in Education and the key elements of safer recruitment:
 - Including information on the trust's commitment to safeguarding children and young people in the advert, job description, person specification and any other relevant documentation.

- It is our Trust's policy to only accept Summit Learning Trust application forms, and all applicants applying for positions with the Trust are informed that Curriculum Vitaes will not be accepted.
- obtaining and scrutinising comprehensive information from all applicants, investigating any discrepancies or anomalies, including gaps in employment.
- obtaining robust, relevant and appropriate references that fully cover the applicant's recent work history.
- exploring the applicant's suitability to work with children and young people by asking specific questions during the interview process
- verifying the successful applicant's identity, medical history, qualifications, employment history and experience.
- obtaining a satisfactory DBS clearance prior to the applicant commencing in post, except in exceptional circumstances and with an appropriate risk assessment being put into place as an initial temporary measure.

8.0 Statutory Obligations

8.1 This Policy recognises the requirements to comply with the following legislation:

- Safeguarding Vulnerable Groups Act 2006
- General Data Protection Regulation (GDPR) 2018
- Working Time Directive 1993 and Amendment 2000
- Equality Act 2010
- Agency Workers Directive 2011
- Immigration Act 2016
- The Education Act 2002
- Rehabilitation of Offenders Act 1974
- The School Staff (England) Regulations 2009
- Guidance on Managing Staff Employment in Schools
- Safeguarding Children and Safer Recruitment in Schools

9.0 Preparation

9.1 Planning the recruitment process in detail is essential to minimise the risk of making unsuitable appointments.

9.2 Prior to taking the decision to advertise, recruiting managers will consider whether they need to replace the role 'like for like', or whether the duties of the role could be fulfilled in an alternative way. For example, a point of consideration is whether an apprenticeship appointment could be made. Any alternative approaches for replacing the post must be fully discussed with the Principal or senior manager.

9.3 In compliance with the **mandatory requirement** under the School Staffing (England) Regulations, at least one person on the interview panel will be trained in safer recruitment.

10.0 Job description and person specification

10.1 The job description describes the main duties and responsibilities of the post, and the person specification details the skills, knowledge and experience required to fulfil the role. The person

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

10.2 All recruiting managers should liaise with Human Resources who will have access to the relevant and most recent job description and person specification for the post.

10.3 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. If a post holds a Genuine Occupational Requirement, this will be made clear in the person specification and the advertisement. Recruiting managers should seek advice from Human Resources to determine if there is a Genuine Occupational Requirement.

11.0 Advertising a Post

11.1 All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of applicants as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal colleagues, or colleagues at risk of redundancy, vacancies may be advertised internally before an external advertisement.

11.2 For any vacancies that are deemed difficult to recruit or have struggled to attract suitable applicants, appropriate alternative sources can be used with authorisation from both the appropriate Education Director and HR Director, to proactively seek suitable applicants.

12.0 Information for Applicants

12.1 All applicants for all vacant posts will be provided with:

- A job description outlining the duties of the post
- A person specification
- An application form (CVs will not be accepted)
- Trust Information pack
- A copy of our Safeguarding and Child Protection Policy

13.0 Short-listing and Reference Requests

13.1 The recruitment panel (minimum of two people) are responsible for short listing through to selection. The panel will be appropriately trained, consistent and provide, where possible, balanced representation.

13.2 An agreed shortlisting form will be used and the criteria for selection will be consistently applied to all applicants based on the essential and desirable criteria for the post. A minimum of two members from the recruitment panel will be involved in the shortlisting and will agree the applicants to be called for interview.

13.3 Summit Learning Trust is a Disability Confident Committed employer (Level 1) and all disable applicants that meet all of the essential criteria will be short listed and invited to interview.

13.4 We will conduct online searches on shortlisted applicants to help identify any incidents or issues that have happened, and are publicly available online, which can be explored with the applicant at interview. The check will be conducted by someone independent to the recruitment panel and will purely check whether the shortlisted applicant is suitable to work with children and young people.

13.5 All shortlisted candidates will be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children and young people.

13.6 The recruitment panel will take up at least two references on each short-listed applicant. If an applicant for a post working with children and young people is not currently working with children or young people a reference will be sought from the most recent employment working with children or young people to confirm details of their employment and their reasons for leaving. One reference will be from the applicant's current employer.

13.7 Reference requests will ask the referee to confirm:

- The referee's relationship with the candidate
- Details of the applicant's current post
- Performance history
- All formal time-limited capability warnings which have not passed the expiration date
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns
- All disciplinary action which may include those where the penalty is "time expired" and relate to the safety and welfare of children and young people
- Details of any substantiated allegations or concerns relating to the safety and welfare of children and young people
- Whether the referee has any reservations as to the applicant's suitability to work with children and young people. If so, the academy will ask for specific details of the concerns and the reasons why the referee believes the applicant may be unsuitable to work with children and young people.

13.8 References are the 'property' of the recruitment panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the applicant and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the applicant has applied. The recruitment panel will not accept references from relatives or people writing solely in the capacity as a friend of the applicant. References will be verified, and any discrepancies will be discussed with the applicant at interview. Electronic references will be checked to ensure they originate from a legitimate source.

13.9 References will also be checked against information on the application form; any discrepancy/issue of concern will be taken up with the applicant at interview. The academy may contact referees to clarify where information is vague or insufficient information is provided.

13.10 If the field of applicants is felt to be weak, the post may be re-advertised.

14.0 Interview and assessment

14.1 The format, style and duration of the interviews and assessment events (e.g. lesson observations) will be agreed beforehand by the recruitment panel. All Interview and assessment events are a two-way process; an opportunity for the manager to select the best applicant for the role, and also an opportunity for the applicant to determine whether the Trust is the right organisation for them.

14.2 A scoring matrix, agreed beforehand will be used to ensure objective assessment against agreed criteria. The questions asked will be aimed at obtaining evidence of how each applicant meets the requirement of the job description and person specification. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked.

14.3 In addition to assessing and evaluating an applicant's suitability, the recruitment panel will also::

- Explore the applicant's attitude towards children and young people including finding out what attracted them to the post being applied for and their motivation for working with children and young people
- Probe any gaps in employment or where the applicant has changed employment or location frequently, asking for the reasons for this

- Discuss any convictions, cautions or pending prosecutions, other than those protected, that the applicant has declared and are relevant to the prospective employment
- Consider any other concerns or discrepancies arising from the information obtained through online searches or provided by the applicant or referee.

14.4 The recruitment documentation will be retained for six months from the date of the interview. Applicants have the right to request access to written notes about them during the recruitment process. After six months all information about unsuccessful applicants will be securely destroyed.

15.0 Offer of Employment

15.1 The offer of employment by the recruitment panel and acceptance by the applicant is binding on both parties and is subject to satisfactory completion of the following checks:

- Verification of identity (including Birth Certificate)
- Verification of right to work in the UK
- Proof of relevant qualifications
- Satisfactory DBS Enhanced Disclosure
- A Certificate of Good Conduct (if applicable) which may include EEA sanctions and restrictions
- Barred list check
- Teacher prohibition (if applicable)
- Section 128 check (if applicable)
- Pre-employment medical screening
- Satisfactory references, one of which must be from the most recent employer
- Disqualification under the Childcare Disqualification Act 2006, as amended (where applicable)

15.2 The successful candidate will be informed, by offer letter, the appointment is subject to satisfactory completion of these checks.

15.3 Unsuccessful candidates will be verbally notified, providing feedback where requested.

16.0 Personnel File and Single Central Record

16.1 Recruitment and selection information for the successful applicant will be retained securely and confidentially for the duration of their employment with the trust including:

- Application form – signed by the applicant
- Interview notes – including explanation of any gaps in employment, online search record and self-declaration form
- References – minimum of two
- Proof of identity (including Birth Certificate)
- Proof of right to work in the UK
- Certificate of Good Conduct (where applicable) which may include for teaching positions, a letter of professional standing from the professional regulating authority in the country (or countries) in which the applicant has worked
- Evidence of medical clearance from the Occupational Health provider
- Evidence of DBS clearance and barred list check
- Teacher prohibition checks (where applicable)
- Evidence of Section 128 direction (where applicable)
- Offer of employment letter and signed contract of employment
- Disqualification under the Childcare Disqualification Act 2006, as amended (where applicable)

16.2 Retention of personal information for the successful applicant following the end of their employment will be in accordance with the Retention Schedule and will be securely destroyed when the documents have reached their data retention limit.

16.3 Each academy will maintain a Single Central Record of employment checks in accordance with Keeping Children Safe in Education.

17.0 Start of Employment and Induction

17.1 The pre-employment checks listed in paragraph 17.1 must be completed before the individual starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the barred list and teacher prohibition checks.

17.2 All new employees will be provided with an induction programme which will cover all relevant matters of academy/Trust policy but in particular safeguarding, child protection and promoting the welfare of children and young people.

17.3 All new employees will be subject to a probationary period (see Probation Policy and Procedure)