



Recruitment Statement

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1.0 Our commitment

- 1.1 The Denbigh Alliance (“the Trust”) is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. The Trust expects all staff and volunteers to share in this commitment. The Denbigh Alliance has adopted recruitment and selection procedures and other human resources management processes that help to deter, reject or identify people who are unsuitable to work with, children and/or young people.
- 1.2 The Trust is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the Trust’s performance and fundamental to the delivery of a high-quality service.

2.0 Principles

- 2.1 The aims of the Trust’s recruitment process are as follows:-
 - 2.1.1 to ensure that the safeguarding and welfare of children and young people occurs at each stage of the process;
 - 2.1.2 to ensure that the best possible employees are recruited on the basis of their merits, abilities and suitability for the position;
 - 2.1.3 to ensure that all job applicants are considered equitably and consistently;
 - 2.1.4 to ensure that no job 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; and
 - 2.1.5 to ensure compliance with all relevant recommendations and guidance including the recommendations of the DfES in “Safeguarding Children and Safer Recruitment in Education” and ‘Keeping Children Safe in Education’ (2018) (Part Three).

3.0 Safer Recruitment Practice

- 3.1 The Trust’s policy statement is as follows: “The Denbigh Alliance is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check and online search is required for all successful applicants.”
- 3.2 Safer practice in recruitment means thinking about and including issues relating to Safeguarding and promoting the welfare of children at every stage of the process.
- 3.3 There are several elements to this process, including:-
 - 3.3.1 Obtaining comprehensive information from applicants, scrutinising the information and satisfactorily resolving any discrepancies or anomalies.
 - 3.3.2 Obtaining two independent professional references that answer specific questions to help assess an applicant’s suitability to work with children and follow up any concerns.
 - 3.3.3 Holding a face-to-face interview that explores the candidate’s suitability to work with children as well as his/her suitability for the post.
 - 3.3.4 Checking previous employment history and experience.

- 3.3.5 Carrying out pre-employment checks including an enhanced criminal record check via the Disclosure and Barring Service (DBS) and online searches including social media checks.

4.0 Disclosure and Barring Service Check (DBS Disclosure)

- 4.1 It is a statutory requirement that all new appointments to the Trust's workforce will have an enhanced Disclosure and Barring Service check and they should have this prior to taking up the post.
- 4.2 All posts at the Denbigh Alliance are exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. However, spent and/or unspent convictions may not necessarily make you unsuitable for employment. The nature of the position and circumstances and background of any offences will be considered and a measured judgement made.

5.0 References

- 5.1 The purpose of seeking references is to obtain factual information to support appointment decisions. The Trust will request references directly and will not rely on applicants to obtain them.
- 5.2 A minimum of two references will be sought, usually prior to interview. One must always be from the applicant's current or most recent employer. In most cases, a second reference will also be obtained from the most recent previous employer, except in specific circumstances.
- 5.3 If the applicant has previously worked with children but is not currently doing so, a reference will always be sought from the employer where they most recently worked with children.
- 5.4 All employment references must be completed by a senior person with appropriate authority (if the referee is school or college-based, any mention of a disciplinary investigation must be confirmed as accurate by the Headteacher or Principal.)
- 5.5 If the applicant has been out of work for more than three months or has most recently been living overseas, a character reference will also be obtained. This must not be from a relative, and the referee must:
 - 5.5.1 Have known the applicant for a minimum of two years
 - 5.5.2 Work in or be retired from a recognised profession, as per the UK Government's accepted occupations list: [gov.uk/countersigning-passport-applications/accepted-occupations-for-countersignatories](https://www.gov.uk/countersigning-passport-applications/accepted-occupations-for-countersignatories)
- 5.6 All referees will be asked to confirm whether, in their opinion, the applicant is suitable to work with children.
- 5.7 On receipt of references, any discrepancies, anomalies or relevant issues will be clarified with the referee as part of the recruitment verification process.

6.0 Right to work in the UK

- 6.1 The Asylum and Immigration Act 1996 requires all employers in the UK to make basic document checks on every person they intend to employ to ensure that only those legally entitled to live and work in the UK are offered employment. It is a criminal

offence to employ someone who has no right to work in the UK and by checking and copying basic documents employers can establish a defence.

- 6.2 Applicants will be expected to produce proof of their right to work in the UK at interview stage, if requested.
- 6.3 All applicants will be expected to provide their right to work in the UK prior to commencing employment.

7.0 Equal Opportunities

- 7.1 The Trust is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, gender or sexual orientation, marital status, disability or age. The Trust's Equal Opportunities and Equality and Diversity Policy is the foundation for all its activities.

8.0 Online Search and Social Media Checks

- 8.1 In line with the 2022 KCSIE update, the Trust will conduct online searches and social media checks prior to employment for all positions. This will comprise an internet browser search and searches on mainstream social media platforms such as: Facebook, Twitter, Instagram, YouTube and TikTok. These checks will span the previous five years or from when the candidate is 18 years old.
- 8.2 The purpose of this check is to identify any prejudiced or discriminatory ideologies.
- 8.3 If the candidate's social media account is private, no further action will be taken to obtain this detail.
- 8.4 In the event that any post containing prejudiced or discriminatory ideology is found, the candidate's application will be reviewed on a case-by-case basis by the Headteacher or Head of School in conjunction with the HR Manager and DSL.

9.0 Pre-Employment Checks

- 9.1 The Trust will ensure that the following pre-employment checks have been undertaken before employment begins:
 - 9.1.1 The receipt of at least two satisfactory references.
 - 9.1.2 Verification of the candidate's eligibility to work in the UK.
 - 9.1.3 An enhanced DBS Check which contains no disclosure of convictions.
 - 9.1.4 For candidates who have lived or worked abroad for a period of more than 6 months in the last 5 years, an overseas police check will be undertaken.
 - 9.1.5 Satisfactory online search and social media checks.
 - 9.1.6 Verification of the candidate's medical fitness.
 - 9.1.7 Verification of the qualifications (where relevant).
 - 9.1.8 Verification of professional status(where required)
 - 9.1.9 (For teaching posts) Verification of successful completion of statutory induction period and statutory prohibition checks.

- 9.2 In the event that any of the above checks have not been completed, permission will be sought from the Headteacher prior to an individual starting employment with the Trust.

10.0 Internal Vacancies

- 10.1 The Denbigh Alliance is committed to ensuring fair and transparent access to internal career opportunities for all eligible colleagues within the Trust.
- 10.2 All internal vacancies will be brought to the attention of the HR Manager and Recruitment Lead. Where appropriate, these vacancies will be advertised across the Trust to provide all colleagues with the opportunity to apply. The HR Manager will make the final decision on whether advertising Trust-wide is suitable, taking into consideration the specific context and requirements of the role.
- 10.3 The recruitment process for internal vacancies will mirror that of external recruitment. All candidates will be subject to the same processes, including shortlisting, interviews and relevant checks, to ensure a consistent and fair approach.
- 10.4 Internal colleagues are welcome to apply for external vacancies within the Trust and will follow the same application process as external candidates.