



**STOUR VALE
ACADEMY
TRUST**

RECRUITMENT AND SELECTION POLICY

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1. Scope

This document sets out Stour Vale Academy Trust's policy on Recruitment and Selection, and should be read and applied in conjunction with the Trust's Staffing Policy Statement.

This policy covers all recruitment to all posts within Stour Vale member schools and central team. The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the Trust's Equality and Diversity policy.

2. Principles

Stour Vale Academy Trust is committed to promoting a diverse and inclusive workplace environment that values and respects individuals' unique qualities, experiences, and perspectives. We will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.

Our recruitment and selection processes adhere to the principles outlined in the Equality Act 2010 and the Keeping Children Safe in Education (KCSIE) guidelines. We believe in promoting equal opportunities and safeguarding, throughout the recruitment and selection journey and in every aspect of our work.

The Trust recognises its legal obligations in safeguarding vulnerable groups and this procedure adheres to the requirements of the Police Act 1997, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020), the Protection of Children Act 1999, the Education Act 2002 and statutory guidance.

Reasonable Adjustments: The Trust is committed to making reasonable adjustments throughout the recruitment and selection process to accommodate the needs of candidates. We provide appropriate support, facilities, and information to ensure that every candidate can fully participate in the process and showcase their skills and abilities.

Data Protection and Confidentiality: The Trust handles all candidate information with the utmost confidentiality and adheres to the General Data Protection Regulations (the GDPR). Personal information provided during the recruitment and selection process is used only for the intended purposes and in compliance with GDPR.

3. Appointment Decisions and Selection Panels

Delegated authority for appointment decisions is stipulated in the Trust's Scheme of Delegation.

Selection panels will comprise of a minimum of two people

In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training.

4. Advertisement

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

In these circumstances, the selection panel may decide that certain parts of the recruitment process may be omitted but all candidates will be subject to a formal interview, the satisfactory reference requirements and any other necessary checks.

All applicants for all vacant posts will be provided with:

- A job description outlining duties of the post and an indication of where the post fits into the organisational structure of the School/Trust
- A person specification outlining the required skills, experience and qualifications.
- A statement to outline the Trust's commitment to safeguarding and promoting the welfare of children and young people (within the job description and person specification)
- An application form (CVs will not be accepted)
- An information pack containing:
 - an introduction to Trust and the member school the role sits within, the ethos, values, and benefits of working within the Trust and the school;
 - Reference to the Trust's policy on equality and diversity
 - Reference to the child protection/safeguarding policy.
 - Reference to the Trust's policy on recruitment and selection
 - DBS and other pre-employment checks required.
 - A statement that canvassing any member of staff, or member of the Governing Body or Board of Trustees, directly or indirectly, is prohibited and will be considered a disqualification.
 - The closing date for the receipt of applications and where possible, the intended date for assessment/interview (if applicable);
 - a named contact for informal enquiries where possible;
 - details of how to apply;
 - An outline of the terms of employment including salary.

5. Shortlisting, Reference Requests and Online Searches

The selection panel will use an agreed short-listing form. The criteria for selection will be consistently applied to all applicants based on the essential and desirable

criteria for the post. The selection panel will agree the candidates to be called for interview.

The selection panel will take up at least two references on each short-listed candidate. If a candidate for a post working with children is not currently working with children, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving.

For Internal candidates at least one reference will be required. This should be from the Headteacher or appropriate senior manager.

Reference requests will ask the referee to confirm:

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

References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e., those provided by the candidate 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 candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate. References will be verified, and any discrepancies will be discussed with the candidate at interview.

References will be checked against information on the application; any discrepancy/issue of concern will be noted and taken up with the applicant at interview.

Online searches, to help to identify any incidents or issues that have happened, and are publicly available online, and which the Selection Panel may want to

explore with the applicant at interview, will be conducted on all shortlisted candidates.

On receipt, equality monitoring information must be separated from applications.

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

6. Interviews

The format, style and duration of the interviews are matters for Recruitment Panel to determine but the following will be adhered to:

Briefing:

All candidates will be given relevant information about the Trust/School to enable the candidate to make further enquiries about the suitability of the advertised job.

The formal interview:

Before the interviews, the selection panel will agree on the interview format [including any other assessment methods]. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all of the criteria for the post. 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. The selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment. Any gaps in employment or where the candidate has changed employment or location frequently will be explored to identify the reasons for this.

Recruitment documentation:

The recruitment documentation will be retained for six months from the date of interview. Applicants have the right to request access to notes written about them during the recruitment process. After 6 months all information about unsuccessful candidates will be securely destroyed

7. Conditional Offer of Employment

All offers of employment should be conditional and subject to satisfactory completion of pre-employment checks. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks. as follows:

- Satisfactory receipt of references
- Verification of ID

- Enhanced DBS clearance, with Barred list Check
- Right to Work in the UK check
- Overseas check
- Medical clearance
- Confirmation of qualifications
- Prohibition from Teaching Check (where applicable)
- Section 128 check (where applicable)
- Disqualification under the Childcare Disqualification Act 2006, as amended.

If any of the above checks are not satisfactory, the offer may be withdrawn.

'Satisfactory', in this context, means that the results of the check have been considered and approved by the chair of the panel.

Once satisfactory clearances have been received, a formal offer of employment will be made to the candidate, and a contract of employment will be issued by the HR provider.

Unsuccessful candidates will be notified and reasonable interview feedback will be provided where requested.

8. Single Central Record

Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of their employment

Retention of personal information for the successful candidate following the end of their employment will be in accordance with the Trust's Data Retention Policy, which is compliant with relevant Data Protection Act. When retained documents have reached their data retention limit, they will be securely destroyed.

The Trust will destroy information obtained by a vetting exercise as soon as possible or within six months. A record of the result of the vetting or verification of the successful candidate will be retained on the employees file and the Single Central Record.

The Trust will normally collect personal information from you only where we have your consent to do so, where we need the personal information to perform a contract with/involving you, or where the processing is in our legitimate interests and not overridden by your data protection interests or fundamental rights and freedoms. In some cases, we may also have a legal obligation to collect personal information from you or may otherwise need the personal information to protect your vital interests or those of another person. The Trust will retain a record of consent as evidence that we have obtained consent to collect and process the data and that applicants have been advised of the purpose of the collection and processing.

You have the right to withdraw your consent at any time and can do so by informing the Trust's Data Protection Officer, with the exception of documents that are required for a statutory requirement.

Schools must keep a Single Central Record (SCR), referred to in the School Staffing (England) Regulations 2009 as "the register".

All member schools of Stour Vale Academy Trust must use the Trust template to ensure that all mandatory information has been recorded and that they are in compliance with KCSIE. Further information can be found in the Trust's SCR guidance notes.

9. Start of Employment and Induction

The pre-employment checks listed in paragraph 8.1 above must be completed before the employee 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.

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