

Severn Bridges Multi Academy Trust



Safer Recruitment Procedures

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Safer Recruitment Procedures

This set of Procedures and Guidelines support Severn Bridges Multi-Academy Trust Safer Recruitment Policy.

Introduction

Safer recruitment is an important part of safeguarding children and is the first step to safeguarding and promoting the welfare of children in education.

Severn Bridges Multi-Academy Trust is committed to safeguarding and promoting the welfare of all pupils in its care and expects all staff and volunteers to share this commitment.

The Trust sees it is vital that there is a culture of safe recruitment and has adopted recruitment procedures that will deter, reject and identify people who might be unsuitable to work with children and young people.

All elements of our Safer Recruitment Policy and Procedures ensure that the recruitment and selection processes outlined:

- meet the requirements of Keeping Children Safe in Education (KCSiE) September 2025
- are robust
- have relevant vetting and checking procedures
- include a robust induction
- provide an ongoing training infrastructure

These procedures outline the steps this Trust will take to ensure those employed in its schools are safe to work with children and young people and its main purpose is:

- to prevent unsuitable people working within our schools
- to attract the best possible candidates to work in our schools
- to create and maintain a safe workforce

The recruitment and selection process should ensure the identification of the person(s) best suited to the job at the schools based on the applicant's abilities, qualifications, experience and attitude as measured against the job description and person specification.

All those involved in the recruitment and selection of staff will ensure all processes are conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

- The KCSiE framework includes the following policies and guidance:
- Safer Recruitment Policy
- DBS Guidance
- Suitability Disqualification Guidance
- Single Central Record Guidance
- Whistleblowing Policy
- Managing Allegations against Staff in School

Roles and Responsibilities

It is the responsibility of the Board of Trustees to monitor and review the effectiveness of the Safer Recruitment Policy and these procedures and to be familiar with the DfE guidance 'Keeping Children Safe in Education' and its specific requirements related to Safer Recruitment.

It is the responsibility of the CEO and Headteachers to ensure that structures are in place to support the effective implementation of this policy and that all appropriate pre-employment checks are carried out on all staff who work at the school.

Both the Local Governing body (LGB) and Headteacher will ensure before convening any interview panel that all those involved in the interview have completed Safer Recruitment Training which covers the requirements of part three KCISE 2025, safer recruitment prior to the commencement of recruitment.

All Heads and Deputy Heads will have completed the full day safer recruitment training and all other staff and governors involved in recruitment will complete the National College Annual Certificate in Safer Recruitment.

The Interview Panel will ensure that child protection/safeguarding matters are central to the interview process.

Any member of staff involved in the recruitment and selection process will ensure they comply with all the elements of the policy and procedures.

Scope

This policy applies to the recruitment of all posts in this school. Headteacher appointments will be undertaken by the CEO, Board of Trustees and the relevant LGB.

Equalities Legislation

- Severn Bridges Multi-Academy Trust will comply with relevant equalities legislation, specifically:
- Equality Act 2010
- Employment Relations Act 1999
- Employment Rights Act 1996
- Education Act 2002
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- The Agency Workers Regulations 2010

Severn Bridges Multi-Academy Trust will promote equality in all aspects of school life, particularly with regards to all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

It will ensure that its processes are open, transparent and fair and all decisions will be objectively justified.

The Vacancy

When a vacancy arises the Headteacher, in conjunction with the HR Manager, and the CEO if appropriate, will review the needs of the school and ensure the post to be advertised meets the school's needs effectively.

The Headteacher and HR Manager will consider what type of appointment should be made and will ensure the implications of the different types of contracts are considered prior to advertising. The Headteacher will assess and analyse the vacant post taking into account the school's current and future staffing structure and budget, which is determined by the Governing Body.

The Headteacher will then submit a request to recruit form to the CEO and CFO for authorisation. They will consider the schools current and future staffing structure and budget and discuss this with the Headteacher and the HR manager. If all parties agree the request to recruit form will be authorised and advertising will commence.

Job Descriptions and Person Specifications

The Job Description will summarise the duties, responsibilities, content and context of a post. It will be clear, concise and a fair representation of the post. It will be reviewed and updated annually at appraisal and when a post becomes vacant. It will also confirm if the post is/is not suitable for any flexible working arrangements.

The person specification will include the criterion "a satisfactory DBS check".

The level of DBS will either be enhanced or enhanced with a barred list check if the post is required to carry out regulated activity with children.

All posts in our schools have an element of safeguarding responsibility and this will be reflected in the job description and person specification.

The Person Specification will provide a profile of the ideal person for the post. It will list the qualifications, experience, skills, personal attributes, attitudes and behaviours needed to undertake the duties and responsibilities of the post as detailed in the job description. Person specifications are divided into essential and desirable criteria. All criteria defined as essential will be on job based grounds.

The person specification will confirm how each essential requirement will be assessed during the whole selection process, e.g. at interview, on the application form etc. These criteria will not be changed after the post has been advertised. Candidates must demonstrate on their application form how they meet the criteria listed on the Person Specification in order to be shortlisted.

A prescribed qualification/status will be used in a person specification if there is a legal requirement and if it can be objectively justified as essential for the role e.g. Teacher, Higher Level Teaching Assistant. Where a qualification is not essential and cannot be justified, the following paragraph will be stated in the person specification "if you do not have the formal qualifications

specified, but can demonstrate skills or experience of an equivalent standard, we would still be interested in your application”.

Consideration will also be given when stating the length of experience required for the role to ensure equality of opportunity related to age.

Application Form

A standard application form will be used for all vacancies except voluntary staff (there is a separate application form for voluntary staff). The standard application form currently used is electronic and held on MYNEWTERM the recruitment system used by Severn Bridges Multi-Academy Trust.

The recruitment system collates information regarding the age, disability, ethnic or racial origin and marital status of applicants confidentially. With the exception of applicants who have a disability, shortlisting will be undertaken without this information being available.

The shortlisting managers are not able to access this information on the recruitment system. However, the information is held on the system so the Trust can monitor and report equality, diversity and inclusion recruitment information.

Advertising

The purpose of an advertisement is to attract only the right type of person for the job. Advertisements will give information on the type, age range, location and size of the school.

Adverts will appear on the school and Severn Bridges Multi-Academy Trust websites but may be advertised on the following as appropriate West Mercia Jobs, Shropshire Council Jobs List, MYNEWTERM, DFE Teaching Vacancies, Indeed, School Social Media, The Times Educational Supplement, the Careers Service and Job Centres.

Consideration should also be given to advertising in other media to target under-represented groups.

The school may decide that a post be filled from within the school's current staff, such an appointment will be on the basis of internal advertisement and open internal competition. The aim of Severn Bridges Multi-Academy Trust adverts will be to give enough information about a vacant post to persuade suitable applicants to apply for further details.

Adverts will:

- state the post title, function and pay (including any allowances) and contractual status – the appropriate pay range or hourly rate where appropriate will be included
- state clearly the hours/full-time equivalent and location
- contain brief information from the job description and essential criteria from the person specification
- include the statement “if you do not have the formal qualifications specified but can demonstrate skills or *experience* of an equivalent standard, we would be interested in your application” when appropriate

- include the statement "The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory DBS check."
- contain language that is non-gender specific
- avoid phrases which imply age restrictions
- contain a contact number for an informal discussion about the vacancy, or to arrange a visit to the school, if appropriate
- specify a closing date for applications
- state the date of the interview(s)
- state where the post is exempt from 'The Rehabilitation of Offenders Act'

The Recruitment Information Pack

Applicants responding to trust adverts will be able to access appropriate information on the MYNEWTERM website about the post to assist them in deciding whether or not to proceed with an application.

Trust branded recruitment information packs will be available to access on MYNEWTERM.

The main details which all applicants for posts will be access on MYNEWTERM are:

- Application Form (incorporating Recruitment Monitoring Form)
- The trust recruitment system MYNEWTERM will clearly state the closing date, interview date (where known), and contact information. Through the system candidates will be informed if they have been shortlisted, or are unsuccessful. They are able to indicate on the system if they require reasonable adjustments to be made. Details of the post being subject to a DBS check will also be included.
- Job Description and Person Specification
- Any specific job related information
- Any relevant background information regarding the school and local area.

Applicants will be directed to the Child Protection Policy and Safer Recruitment Policy on MYNEWTERM.

The pack will be available from MYNEWTERM.

Receipt of Application Forms

The electronic application form will be used for all school vacancies. CVs are not acceptable.

If a candidate submits only a CV before the closing date for the post, they will be given the opportunity to complete an application form with a request to return the completed form before the closing date. If an applicant is unable to complete an application form due to a disability, consideration can be made for accepting CVs if alternative formats are not suitable/available.

Applicants must fully complete the application form.

The MYNEWTERM system will not enable the candidate to submit the application form if it is not fully completed.

Application forms received after the closing date will only be considered in exceptional circumstances. Any decision made to accept an application after the closing date will be recorded with the reason(s).

The MYNEWTERM system acknowledges receipt of completed applications.

No shortlisting will take place until after the closing date. Personal information about the candidate such as age, gender and marital status is not available to shortlisting managers on the MYNEWTERM system.

Shortlisting

Shortlisting will be undertaken with reference to the set criteria as outlined in the job advertisement and will be undertaken by a panel or be delegated to the Head, assisted by appropriate members of staff. A minimum of two people will always be involved in shortlisting. At least one of those who undertake the shortlisting process will also be involved in the subsequent selection/interview. If possible, one of these will be the line manager for whom the successful candidate will report to and wherever possible ensure a gender mix.

Objective Assessment

Each application form will be carefully considered and applicants will be assessed against the criteria listed in the person specification and job description. Those shortlisting will apply the criteria from the job description and person specification objectively based on the information provided within the application form.

The selection criteria will be applied consistently to all applicants, whether internal or external, and each applicant will be dealt with in the same way. Candidates who are shortlisted must always meet the essential requirements of the post - the desirable criteria may be used as an additional filter to reach the final shortlist.

Applicants who do not have the formal qualifications specified, but can demonstrate skills of an equivalent standard, will still be considered for the shortlist with the exception of teaching staff.

Online Checks

Applicants should be made aware that online searches will be conducted if they are shortlisted.

An 'online search' is not a 'social media search' – checking someone's social media activity could lead to bias and discrimination and, ultimately, an employment tribunal.

There is no requirement to add a column to the SCR for online searches but the person completing the search should ensure the fact that the search was undertaken is recorded on MYNEWTERM. When a candidate is recruited, this document will be retained in the member of staffs HR file.

Online checks should be undertaken for those candidates that are shortlisted, and should be carried out at the same time as reviewing their self-disclosure form. This should be done via a simple google search of the full name, ensuring that any information found is about that individual and not someone else with the same name.

The person undertaking the search should then share relevant information with the panel so they can raise any issues with the candidate at interview. This should be documented along with responses at the interview. Only information that may affect their suitability to work with children is relevant. If in doubt whether information the HR Advisor should be contacted for advice before sharing this any further.

The online check should be carried out by someone who is not a member of the interview panel and not someone who would work closely with the candidate should they be appointed. For example, if a member of admin staff is undertaking this check and this post will work within that team someone more appropriate should undertake the check.

Equality Issues

Severn Bridges Multi-Academy Trust is committed to guaranteeing an interview for candidates with a disability who meet the essential criteria laid down in the person specification, and to consider them on their abilities. Once all the application forms have been received they will be checked as to whether any applicant has declared that they have a disability and whether there are any adjustments required for interview.

If a candidate has a disability where they are likely to be at a substantial disadvantage because of working arrangements, then the schools are legally required to consider any reasonable adjustments which could be made at the workplace if they were to be appointed.

Numbers to shortlist

If there is a large number of applicants who meet the essential criteria on the person specification, the selection panel may use the desirable criteria. If this is not effective in reducing the number, pre-screening may be used to reduce the numbers before the main selection process takes place. Any applicants who declare a disability will not be part of any pre-screening.

Recording the decision

The results of shortlisting will be recorded on the standard Recruitment Selection Form with clear reasons given for shortlisting or rejecting each applicant, and marks allocated against the criteria on the person specification.

Information obtained during the shortlisting process will be treated as confidential. Comments recorded as to why applicants were or were not included will not be disclosed outside of the selection panel, or only to an applicant who requests feedback on why they were not shortlisted for the vacancy.

The Interview and Selection Process

The main objective of the interview / selection process will be to:

- determine each candidate's suitability for appointment as measured against the person specification and job description
- give all candidates a fuller picture of the job

- select the right person for the job
One member of the Interview Panel will be nominated as the Appointing Officer with overall responsibility for making the final decision.

Contacting Shortlisted Candidates

All candidates will receive at least 5 working days' notice of the date for interview (apart from exceptional circumstances). Candidates will be contacted electronically through MYNEWTERM and invited to interview. They will be informed of the following:

- the interview / selection process time and venue
- any tasks they are required to prepare for prior to the interview
- that reasonable adjustments which disabled candidates need in relation to the selection process can be made and they should inform the interview panel by indicating this on the system when they confirm their attendance to attend the interview
- confirmation of documents needed for evidence checking e.g. original certificates relating to professional or educational qualifications.
- posts that are exempt from the Rehabilitation of Offenders Act 1974, the successful candidate will be subject to a DBS check. All candidates will need to bring evidence of their identity with them to the interview.
- as part of the interview acceptance process they will complete a self-disclosure and criminal convictions declarations form

Visits by Applicants

Applicants are offered an opportunity to visit the school. The school will endeavour to offer virtual tours where actual visits are not available.

Visits to Candidates (Teaching Staff)

Considerable care will be exercised if visits are arranged to the applicants' schools. If teaching observations are being organised at the candidate's current school all applicants will be visited and information gathered in an agreed and systematic way. Consistency of approach feeding back to the panel is essential to ensure fair treatment in this area. A common schedule of factors will be drawn up and applied to each visit. In many cases teacher observations will take place in the school on site alongside interviews. All candidates will be given information prior to the observation in order to prepare.

Selection Panel

The interviewing panel should be constituted according to the determination of the Local Governing Body/Headteacher. Interviews will be conducted by panels of at least two people, including the Headteacher. All members of the interview panel will have completed Safer Recruitment Training. All Heads and Deputy Heads will have completed the full day safer recruitment training and all other staff and governors involved in recruitment will complete the National College Annual Certificate in Safer Recruitment.

The Interview Process

All vacancies will require a face to face interview which will explore each applicant's ability to do the job applied for as set out in the job description and person specification.

During the interview candidates will be asked the same pre-prepared core questions. The process will give all candidates an equal chance to demonstrate their suitability for the job.

No hypothetical questions will be included, with the exception of questions relating to safeguarding.

Supplementary questions can be asked of candidates based on responses during the interview and also any questions which arose from the application form.

All members of the interview panel must remain objective and ensure they give each candidate equal opportunity during the interview.

Each panel member will be responsible for keeping clear, concise objective notes of the interview process which will be available to candidates should they so request afterwards.

Any information disclosed by the candidate on their application form related to allegations, disciplinary action, cautions or convictions will be discussed during the interview.

Candidates will have the opportunity at the end of the interview process to ask questions about the job or the school. The Chair of the panel will ensure the candidates are aware of the decision making timescales and how decisions will be communicated.

Declaration of Interest

Any person on the interviewing panel who has any interest in, or is related to, any of the applicants will declare that interest or relationship so that all the other members of the interviewing panel are aware of it. If appropriate such a person may be removed or replaced on the selection panel.

Other Selection Methods

In many roles the selection process can involve another selection method in addition to the interview.

- **Oral Presentation** - If this is a requirement of the job being applied for, candidates will be advised in advance if they will be expected to make a presentation and what is expected of them.
- **Written Tests** - This could involve a job related task which requires a reasoned written response, testing each candidate's ability to supply and draw from their own experience and knowledge, and their ability to communicate effectively.
- **Observing Teaching (or other practical task/activities relevant to the position)** - See Visits to Candidates (Teaching Staff) on page 9. Any observations undertaken during the selection day will follow a similar process and will be outlined to the candidates in advance.

Equality Legislation

The interview panel will be mindful of Equality legislation to ensure questions do not indicate any form of discrimination; however, issues of disability which may affect the job should be addressed positively and discussed during the interview.

The panel will discuss with the candidate during the interview, what reasonable adjustments would be required in order to fulfil the role of the post.

If the post is exempt from the Rehabilitation of Offenders Act 1974, evidence of the candidate's identity will be checked and recorded before the end of the interview. This will be included on the person specification.

Asylum and Immigration Check

In line with the Asylum and Immigration Act 1996, the school is required to check that employees are legally able to reside and work in the UK. To adhere to this requirement, successful candidates will be asked to bring with them a copy of one of the following:

- A passport showing that the holder is a British citizen, or has a right of abode in the UK.
- Proof of EU Settlement Scheme status (EUSS). Since July 2021 EEA citizens granted status under the EU Settlement Scheme (EUSS) will be able to provide a share code and their date of birth to enable their immigration status to be checked online at www.gov.uk/viewrighttowork There is no requirement to carry out a retrospective check on existing employees from the EEA who came into the UK before 1 July 2021
- An Irish passport or Irish passport card, or Irish birth or adoption certificate together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer as proof of their right to work. Irish citizens continue to have unrestricted access to work in the UK
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

If the applicant is unable to produce a document from the list above, then they must produce two documents from the Asylum and Immigration checklist.

A photocopy of the relevant document will be taken and kept as part of the employee's personal file.

Feedback

Unsuccessful candidates will be given feedback if they wish to contact the school after their interview.

Pre-employment Checks

Appointments are subject to all of the pre-employment checks detailed below and any offer of employment will be conditional subject to satisfactory receipt of all such checks.

Once all the pre-employment checks have been received and deemed to be satisfactory by the Headteacher, an unconditional offer of employment will be confirmed.

References

References will be requested for all shortlisted candidates (including internal candidates) prior to interview and in sufficient time for them to be made available to the interviewing panel except when a candidate requests clearly on their application form no contact with their referee(s) until they have been formally offered the post in question. An offer of appointment will not be confirmed until all references have been received and are deemed to be satisfactory.

The Appointing Officer will contact the referee directly in order to clarify any aspect of the reference. Any telephone discussion with a referee will be recorded with full notes being kept of the conversation.

References received will, on request, be disclosed to applicants under Data Protection and Freedom of Information law.

Interview / selection panel members should not act as a referee unless in exceptional circumstances (this will sometimes happen, particularly with internal candidates). Candidates will be asked to name an alternative referee.

References will be used to check the appointment and to reinforce decisions made as part of the interview / selection process. References will be checked against information on the application form and from the interview / selection process.

Information to Referees

Requests for references will use the MYNEWTTERM standard reference form. This uses the trust branded logo. Requests will be accompanied by the job description and person specification.

Use of References

References received before the interview process will be checked by the appointing officer / chair of the interview panel prior to the interview. References will be shared with other panel members after the interview. The appointing officer / chair of panel will clarify or probe any discrepancies from within the reference during the interview if appropriate.

Need for References

At least two references will be required, one from the current employer and one from the other most recent employer. A reference will also be requested from a previous school / education employer should the current and most recent not be. In addition, a reference may also be requested from a previous employer when a candidate worked with children. References should be requested from the headteacher of the candidate's current school, if they are working in an education setting. A senior person with appropriate authority should complete employer references.

References will be sought directly from the referee. References provided directly by the candidate with the application form or at interview will not be accepted.

Previous employers not named as referees may be contacted to clarify any anomalies or discrepancies. This will only be in relation to administrative details and not used as an informal

means of canvassing views as to any applicant's potential suitability for the post being applied for. On such occasions, the candidate will be notified in the first instance.

Where references have been provided by someone other than the named referee provided by the candidate, the reason for the difference should be recorded.

Qualifications

All shortlisted candidates will be asked to bring with them to interview any relevant original qualification certificates (i.e. stated as essential requirements in the person specification). If these documents are not available at the interview, the Appointing Officer will inform the candidate that, if successful, they will be required to provide the certificates prior to the offer of employment being confirmed.

Pre-employment Medical Check

Pre-employment medical checks are used solely for determining the fitness of a prospective employee for a specific post, and to ensure their placement in a post will present no risk to the health of the applicant or other employees.

All appointments are subject to satisfactory medical clearance by the Occupational Health Team. The Appointing Officer will ensure that the medical questionnaire includes an accurate and up to date summary of the physical and mental requirements of the job. The successful candidate(s) will be provided with either a hard copy or electronic copy of the medical questionnaire with the conditional offer letter. Candidates must then return this to Occupational Health as soon as possible. The SBM/HR Manager will receive confirmation from Occupational Health once the candidate receives appropriate medical clearance.

All clinical information is confidential and will not be released to management unless there is a specific need to do so, and the consent of the applicant has been obtained. Adjustment of duties, assistance with equipment or adjustment to premises should be part of any assessment.

Disclosure and Barring Service Checks (DBS)

All posts which involve working directly with children, young people in school are exempt from the Rehabilitation of Offenders Act (1974), Section 4 (2) by virtue of the Rehabilitation of Offenders Act (1974) (Exemption) (Amendment) Order 1986. Candidates for these posts are obliged to declare any pending court actions, all previous criminal convictions, bind over orders or cautions, which for other posts would be considered spent. Failure to disclose this information could lead to the offer of employment being withdrawn.

All posts within Severn Bridges Multi-Academy Trust require an enhanced or enhanced with barred check list (if the definition of regulated activity is met) DBS certificate. Therefore, a satisfactory DBS certificate must be obtained prior to a new employee's start date. The successful employee will be required to provide the DBS certificate to the Headteacher as soon as possible after receiving it. If the employee is registered with the DBS update service, the school will check against the update service but will also need to see a copy of the original DBS certificate and ensure this is at the right level needed for the position.

Where a candidate is currently employed by a school within the Trust and a DBS was undertaken by that school originally a new DBS check will not be required as long as this is at the same level as required for the new role, however the disclosure certificate will need to be seen by us before confirming the offer of employment.

A criminal background will not automatically debar an applicant from employment. Where a DBS check discloses information not previously disclosed by the individual and discussed at interview stage, the Headteacher will follow the formal vetting process outlined in section 13 of the Safer Recruitment Policy.

Information given by candidates will be treated in the strictest confidence. Access to the information given will be restricted to those with legitimate need to see it.

Overseas Applicants and Checks

If a candidate has lived or worked overseas for 12 months or more in the past ten years prior to appointment, a 'Certificate of Good Conduct' must be obtained and provided by the candidate. If an applicant is unable to obtain the document they must provide evidence confirming the attempts made and then a risk assessment will be undertaken by the Headteacher regarding confirmation of employment. All other pre-employment checks must be satisfactorily completed. As access to the EEA list on the Teachers Services website is no longer available since the UK left the EU, teachers who have lived or worked anywhere outside of the UK will be requested to provide proof of their past conduct as a teacher, issued by the professional regulating authority in the country in which they worked.

For candidates who are EU citizens not living in the UK before 31 December 2020, as part of the [points-based system](#), they must apply for a [Skilled Worker visa](#), and employers must check the applicant meets the Skilled Worker visa [requirements](#). EU teachers can apply for a [Skilled Worker visa](#) up to three months before they start work in the UK, and Severn Bridges Multi-Academy Trust must apply to be a sponsor in order to sponsor the candidate.

Childcare Disqualification Declaration

All shortlisted applicants must complete the school's self-declaration form in relation to the Childcare Disqualification Regulations 2009. Where a positive declaration is made the Headteacher will meet with the individual to discuss the declaration further. Employment will not commence until appropriate decision is made by the Headteacher.

Teachers Status & Prohibition Check

The schools will undertake a check against the Department for Education 'Employer Online Service' to confirm that a teacher has qualified teacher status. Also all teachers and any other member of staff working in a class based role (since September 2023) must be checked against the prohibition list.

Section 128 Checks for Management Positions

Candidates taking up a management position should be checked to ensure they're not subject to a prohibition from management (section 128) direction made by the secretary of state. Management positions include Headteachers, deputy/assistant Headteachers, staff elected to be on the governing body, CEO, Deputy CEO, trustees and governors.

Identity Check

The candidate's name will be checked against their birth certificate and if their name has changed e.g. marriage or through de-poll evidence to prove the change in name will also be checked. All original documents should be seen and recorded.

Offer of Appointment

The Headteacher will initially contact the successful candidate by telephone to offer them the post. Prior to contacting the candidate, the Headteacher and interview panel should have received and read all references available in order to make an informed decision. The offer of employment will be confirmed in writing by the HR Manager to the successful candidate(s) as soon as possible after the interview. This will be a **conditional offer** of employment and is subject to satisfactory receipt of all pre-employment checks.

Once all pre-employment checks have been satisfactorily received a formal **unconditional offer** of appointment will be confirmed in writing by the Headteacher/SBM to the successful candidate. Within 2 months of the successful candidate's start date, the individual will receive a statement of written particulars.

Once an unconditional offer of appointment has been confirmed the school will collate all the candidate's pre-employment information together and set up an Employee Personnel File.

Equalities Issues

If a candidate requires any adjustments to be made to enable them to do the job, these will be discussed with the individual prior to their start of employment.

Recruitment Monitoring

The school is required to monitor its recruitment processes and provide information on the ethnic origin of applicants to fulfill our duty under the Equality Act 2010. To facilitate this reports can be produced by the MYNEWTERM system.

All applicants are required to complete a recruitment monitoring form as part of their application form. This part of the online application form is saved separately and is not seen by any member of the selection panel.

Examples of the type of information we gain from the monitoring process include:

- numbers of applicants for posts
- gender breakdown of applicants
- age breakdown of applicants
- ethnicity of applicants

- disability status of applicants
- where adverts are seen

Single Central Record

The schools will keep a single central record of all the pre-employment checks of employees (including supply staff) who work in the school in accordance with KCSiE and Ofsted. Volunteer information is also part of this record.

Induction & Ongoing Training

All new employees will be subject to the school's induction process during the first term of their employment.

All staff who are new to this organisation will receive induction training that will cover safeguarding expectations set out in the KCSiE 2025 and all other school policies and guidance on safe working practices as well as the Employee Code of Conduct. They will also be required to read Part 1 and Annex B of Keeping Children Safe in Education as a minimum.

In addition, Severn Bridges Multi-Academy Trust recognises that as part of its commitment to create a safe workforce and culture it needs to ensure all staff receive appropriate personal and professional development.

The aims of the schools' induction process are to:

- familiarise employees with their new environment
- be aware of the appropriate behaviors and standards of conduct expected
- help them to develop skills and the knowledge to do their job
- gain an awareness to how their post relates to the rest of the school
- gain an awareness of the culture of the school
- become a motivated and effective member of staff as quickly as possible

Training opportunities will be identified and agreed during an employee's annual appraisal. The school will ensure all employees receive appropriate training in accordance with any statutory or requirements/priorities as well as to ensure its ongoing commitment to developing employees.

Monitoring and Review

This policy is reviewed at least annually and will be updated as needed to ensure it is up-to-date with such issues as they emerge and evolve, including any lessons learnt.

Any changes made to this policy will be communicated to all members of staff. All members of staff are required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction programme.