



DISCOVERY
EDUCATIONAL TRUST

Employee Recruitment Procedure

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EMPLOYEE RECRUITMENT PROCEDURE

Relevant to: Multi-Academy Trusts
Status: Non-statutory

This is a model policy/procedure, which reflects legislation, any relevant statutory and non-statutory guidance and best practice. The responsibility for setting policy and procedure resides with the Governing Board/Trust and, as such, the relevant body must be satisfied that the content of the policy/procedure suits their requirements and should consult their staff/local trade union representatives prior to its formal adoption.

DATE September 2024

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Updates since last edition:

5.2	Advertisements	Additional wording on advertisement close dates.
5.4	Candidates living or who have lived abroad	Guidance on hiring overseas candidates or candidates, who have lived abroad. Section also renumbered.
5.7	Employment Offer	Addition of wording on Risk Assessments in the case of criminal records disclosures.
5.9.1 5.9.2	Data Retention	Added “unsuccessful” applicant for records to be destroyed after six months. Added reference to retaining selection records for successful applicant.
6	Engaging Volunteers	Addition of wording on Risk Assessments for engaging volunteers and work experience placements

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1. Introduction

This document sets out the recruitment and selection procedures, which are followed by the Discovery Educational Trust (DET) and its Schools.

2. Policy Statement

DET and its Schools are committed to the recruitment of competent, motivated employees, who are suited to and fulfilled in the roles they undertake.

DET's full Recruitment and Selection Policy Statement including Data Protection information is detailed in Appendix A.

3. Scope

The relevant principles described in this Procedure are applied in relation to all recruitment, including for permanent, fixed term and casual roles and volunteers (see Section 6 below).

Safer recruitment practices are also expected to be applied by:

- external organisations such as supply agencies (see Section 7 below); and
- contractors and self-employed persons.

4. Roles and Responsibilities

4.1 It is the responsibility of the Trust Board (TB) to:

- Ensure that there are effective policies and procedures in place for the safe and effective recruitment of all staff and volunteers and for the engagement of other adults in accordance with statutory guidance and legal requirements;
- Monitor compliance with those policies and procedures;
- Elect members to sit on the selection panel for the appointment of the Chief Executive Officer (CEO), the Executive Headteacher (EHT)/Headteachers (HT) and other appointments as required;
- Approve the appointment of the CEO and EHT/HTs.

4.2 It is the responsibility of the CEO, EHT/HT and other Line Managers involved in recruitment to:

- Apply robust, transparent and effective recruitment and selection processes in accordance with this procedure, statutory guidance and legal requirements; and
- Ensure that safer recruitment practices are in operation and that all appropriate checks are undertaken on all staff, volunteers and others engaged to work, at an appropriate point in the recruitment process.

4.3 Specific roles and responsibilities:

Employee	Recruitment Decision	Approval
CEO	Trustees (maximum three, one of which should be the Chair of the TB). Note: An External Adviser may also form part of the selection panel, but has no voting rights.	TB
HT	CEO; and Chair of the TB; and Chair and Vice Chair of Local School Committee (LSC)	TB
Deputy Headteacher (DHT)	CEO; and EHT/HT; and Chair of LSC	CEO
Assistant Headteacher (AHT)	EHT/HT; and DHT; and Chair of LSC	CEO
School Business Manager	EHT/HT; and DHT (if appropriate); and Chief Financial and Operations Officer (CFOO)	CFOO
Other Teaching Staff	Line Manager (as delegated by EHT/HT); and Senior Leadership Team (SLT) member	EHT/HT
Support Staff	Line Manager; and SLT member	EHT/HT
Trust Employee	CEO; and	CEO

(Central Services)	CFOO; and Chair of TB (for senior roles)	
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At least one member of each selection panel must have undertaken Safer Recruitment Training or refresher training in the last three years.

5. The Recruitment Procedure

Refer to Appendix B for a flowchart summarising the recruitment procedure. Further key details are provided below.

Internal vacancies are defined as any vacancy in any DET School or in the DET Central Services Team.

5.1 Pre-advertisement

5.1.1 Identification and Approval of a Vacancy

Before any action is initiated, careful consideration is given to the necessity of filling the post, the tasks to be undertaken and the skills, attributes and behaviours required to do the job.

Where recruitment is needed to fill a vacant role, to directly replace another member of staff or where the new role is to be paid for by confirmed, additional income, the recruitment must be approved by the CFOO before any further actions are taken. The salary range for the vacant role is determined at this point.

For vacancies that do not meet the above criteria, approval must be provided by the CEO before any further actions are taken. The salary range for the vacant role is determined at this point.

Refer to Appendix C for template Recruitment Approval form.

Where necessary, amendments to the role and staffing structure are approved by the CFOO and the CEO and noted by the TB.

5.1.2 Job Descriptions/Person Specifications

A Job Description and Person Specification is produced for all posts. The Job Description provides a framework of expectations and defines the purpose, scope and the principal duties and responsibilities of the role. The Person Specification enables applicants to assess themselves for the job and provides a benchmark for judging suitability. All Job Descriptions and Person Specifications clearly articulate the extent of the relationships/contact with children and the degree of responsibility for children for each post.

If a post is public-facing and the successful applicant is required to speak fluent English, this is detailed in the Job Description and Person Specification. A public-facing role is where, as a regular and intrinsic part of a role, the person is required to speak to members of the public, whether face-to-face or by telephone, and is considered as “customer-facing”. This also includes any posts involving communication with pupils and parents/carers.

The Job Description and Person Specification are used throughout the recruitment process to develop the shortlisting and selection criteria.

The approved salary range (refer Section 5.1.1 above) forms part of the job advertisement.

5.1.3 Timescales

The length of time that the recruitment process takes varies depending on the type of vacancy, the advertising medium, whether it is necessary to advertise both internally and externally and the length of the required notice periods.

5.1.4 Recruitment Pack

The recruitment pack varies according to the post, but comprises, at a minimum, of:

- Application Form;
- Job Description;
- Person Specification;
- Recruitment and Selection Policy Statement;
- Privacy Notice (Applicants).

A Key Information Sheet is included, where appropriate, and the pack may also include other relevant information, i.e. covering letter, prospectus etc. The DET and the School websites are signposted to candidates.

5.1.5 Visits

Informal discussions and visits prior to application are welcome by prior arrangement.

5.2 Advertising

DET considers the most appropriate methods of advertising any vacant posts and the format for the advert. This may include advertising the post on professional social media sites in addition to other methods, e.g. website and local/national publications.

To ensure equality of opportunity, all positions are advertised to encourage as wide a field of candidates as possible, and normally this entails an external advertisement.

However, there may be circumstances where an internal advertisement is considered appropriate.

This includes where:

- Clear career development and progression paths are being supported;
- There is a reasonable expectation that there are sufficient qualified and experienced internal candidates;
- The position is for additional responsibilities and not a vacant post;
- Staff are at risk of redundancy.

CEO, EHT/HT and DHT posts are advertised in the manner considered appropriate by the TB. In order to ensure the widest possible field of candidates, advertising is usually national for these roles, unless there is a good reason not to do so.

All employees working for DET and its Schools, including those working on fixed term contracts, and casual and agency workers working at DET and its Schools are informed of any relevant vacancies.

Advertisement close dates may be brought forward where appropriate (e.g. deadlines for appointing, to facilitate shortlisting processes in the case of high candidate volume for a particular post).

5.3 Application

5.3.1 Application Form

The application form used for all vacancies are those available from the website on which the role is advertised. These websites provide application forms in alternative formats for disabled applicants, which include all of the information required for other applicants. Curricula Vitae are not accepted in isolation.

All parts of the application form must be completed and the form must be signed by the candidate. Incomplete application forms are not accepted and are returned for completion or checked with the candidate. Where an applicant is shortlisted, any discrepancies or gaps in employment are discussed at interview.

Applicants should be aware that providing false information could result in the application being rejected or, in summary dismissal, if the applicant is selected.

Where a post is advertised internally only, applicants are informed whether an application form must be completed or whether a letter of application is sufficient. Where posts are advertised externally, internal applicants are expected to apply in the same way as external candidates to ensure equality and fairness.

5.3.2 Recruitment Monitoring Information Form

As part of the application process, individuals may be asked to complete a Recruitment Monitoring Information form by the advertiser of the role.

Recruitment monitoring information does not form part of the selection process and is separate from the application. Completion of the form is usually voluntary.

Completion of the form ensures that policies and procedures are effective in avoiding discrimination and promoting equality, diversity and inclusion in recruitment. The information provided is used for periodic monitoring and statistical data purposes only. Any reporting of this data is on an anonymous basis.

5.3.4 Acknowledgement

Due to limited resources, only shortlisted candidates are notified of the outcome of their application.

5.4 Candidates living or who have lived outside the UK

Careful consideration should be given to ensure that the recruitment process is sufficiently robust to ensure a fair and thorough assessment of skills and suitability where it is not possible to meet the candidate in person.

Consideration should be given to costs and timelines involved where visa applications are required, which can have an impact on employment start dates.

Additional safer recruitment checks are required for candidates, who currently live outside the UK or who have lived outside the UK. Follow the same approach no matter which country the applicant has lived or worked in (e.g. EEA or the rest of the world).

Care must be taken to check documents on arrival in the UK, where originals cannot be provided ahead of entry into the UK.

A Risk Assessment (available from HR) should be completed as part of the recruitment process and before making an employment offer in order to assess suitability of overseas hires, along with advice from HR.

KSCiE guidance on candidates, who have lived or worked outside the UK can be found here (paragraph 286): <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>.

Specific guidance for appointing teachers from overseas can be found here: <https://www.gov.uk/guidance/recruit-teachers-from-overseas>.

Specific guidance is available here with respect to DBS applications for overseas appointees:

<https://www.gov.uk/government/publications/dbs-unusual-addresses-guidance/dbs-unusual-addresses-guide>.

5.5 Shortlisting

Shortlisting takes place as soon as possible after the closing date. Shortlisting is undertaken by the selection panel, which normally consists of, at least, two individuals (see Section 4.3 above).

5.5.1 Invitation to Interview

Once the shortlist is decided, the shortlisted candidates are notified as soon as possible. Invitation to interview is confirmed in writing. Adequate time is allowed between invitation and interview to allow candidates to prepare for their interview.

Full details of the selection process, i.e. details of the interview and any additional selection exercises, are notified to the applicant in the invitation to interview letter.

Every effort is made to accommodate any special requirements/adjustments necessary to enable candidates to participate in the process.

5.5.2 Requesting References

References are normally taken up on all short-listed candidates, including internal applicants, and will be obtained prior to interview, where possible. In line with the statutory guidance, references are scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed.

A reference is required from the candidate's current and/or most recent employer and, where available, at least one reference should relate to the last position, which involved working with children.

References from an education establishment, must be submitted from the head of the establishment (the Chair of the TB in the case of EHT/HTs).

In exceptional circumstances, where a candidate has good reason not to want referees contacted prior to interview, they should set out the reasons with the application form.

Where it is agreed to defer, referees are contacted immediately after interview and before an offer of employment is confirmed. All offers of employment are subject to satisfactory checks, including references, and HR teams are provided with guidance on checking incoming references.

For internal candidates, at least one reference is required to cover the applicant's suitability for the advertised role. This could be from a Line Manager or the EHT/HT, as appropriate.

5.5.3 Self-Declaration of Criminal History and Prohibitions

Shortlisted candidates are required to make a declaration of criminal convictions and prohibitions and any relevant positive declarations are explored with them at interview. Declarations should be submitted in a sealed envelope. The Recruitment and Selection Policy Statement at Appendix A sets out how such declarations are considered.

Where the School setting and post are covered by the Childcare (Disqualification) Regulations, if the candidates declare information on a Disqualification Declaration Form, DET Schools need to establish whether the information declared meets one of the disqualification criteria, in which case the selection panel may decide to:

- discontinue the recruitment process in respect of that candidate;
- allow the candidate time to apply for an Ofsted Waiver.

5.5.4 Screening Applicants Online

In line with recommended practice in the statutory guidance "[Keeping Children Safe in Education](#)" as amended from time to time, DET and its Schools conduct searches for information on shortlisted candidates, which is publicly available online. The purpose is limited:

- to identify issues, which call into question the applicant's suitability to work with children and/or causes harm to the reputation of DET/its Schools;
- to verify employment history.

No candidate or third-party individual is asked to provide access to online information, which is not publicly available. No detriment is applied whether or not an individual has an online presence.

Searches are conducted by an appropriate individual, who is not a member of the selection panel to avoid the potential for discrimination. Only information related to the purposes stated above are shared with the selection panel. Any information is discussed with candidates at interview before any decisions regarding the recruitment process are made.

5.6 Selection Process

DET and its Schools aim to ensure that the selection process is inclusive and accessible.

The selection process comprises, as a minimum, of a face-to-face interview, even where there is only one candidate and including internal appointments and promotions and volunteers. Video interviews (e.g. via Teams or Zoom) may be appropriate in exceptional circumstances (e.g. where a candidate is overseas) and/or in cases where reasonable adjustments may be appropriate to support a candidate in being able to participate in the recruitment process (e.g. on the grounds of disability).

Where appropriate, the selection process may include additional activities such as in-tray exercises, group activities, presentations, pupil panels or observed assemblies/teaching.

Where a candidate has indicated that a reasonable adjustment is required in order to facilitate their participation in the interview process, consideration will be given as to how the required skills can best be assessed, including any appropriate alternative provision (e.g. changes to a recruitment exercise).

The process assesses the merits of each candidate against the job requirements, i.e. Job Description and Person Specification, and explores their suitability to work with children.

5.6.1 Screening Applicants Using Social Media

Potential applicants are notified if candidates are to be screened prior to interview by checking social media sites. This is set out in the Key Information Sheet. The purpose of such screening is to ascertain whether a candidate demonstrates appropriate conduct, behaviour and suitability for employment in a school environment. Any such screening is not used in isolation and is discussed with candidates at interview, where necessary.

5.7 Employment Offer

The choice of candidate is, initially, determined by the majority view of the selection panel. The selection panel may identify a first and any reserve choice candidate(s). All selection panel decisions require approval as per the matrix at Section 4.3 above.

The successful applicant is advised that they are the preferred candidate and a conditional offer made, subject to satisfactory pre-employment checks. A firm offer cannot be made until all pre-employment checks have been completed to the satisfaction of DET.

Where a preferred candidate has made a declaration of criminal convictions on a Self-Disclosure Form (SD2), and/or a positive Disclosure and Barring Service (DBS) is received, these are discussed prior to confirming the appointment in accordance with the Recruitment and Selection Policy Statement and a Risk Assessment (available from HR) is completed to assess suitability.

Where the School setting and post are covered by the Childcare (Disqualification) Regulations, if the preferred candidate declares information on a Disqualification Declaration Form, DET needs to establish whether the information declared meets one of the disqualification criteria, in which case the selection panel may decide to:

- discontinue the recruitment process in respect of that candidate;
- allow the candidate time to apply for an Ofsted Waiver.

Once all pre-employment checks have been received and confirmed as satisfactory, a firm offer of employment is made and the contract of employment (or a contract amendment as applicable) is issued. The contract/contract amendment is issued as soon as possible in advance of the proposed start date, but, in all circumstances, no later than the first day of employment.

If the preferred candidate does not accept the post, the selection panel considers the option of contacting any reserve candidate(s). This is only done where these candidates meet the criteria for the role. In this case, if the reserve candidate wishes to proceed to be the preferred candidate, a conditional offer is made, subject to satisfactory pre-employment checks as set out above.

Unsuccessful shortlisted candidates are advised accordingly. All candidates can request feedback on their interview/selection.

5.8 Induction and Probation

5.8.1 Induction

All new employees, internally promoted staff and volunteers are provided with an induction programme, which seeks to ensure that they are clear about their job role, the expectations of them in terms of standards of performance and conduct and applicable policies and procedures. Any training and development needs are identified and supported appropriately.

Early Career Teachers (ECT) are subject to the Statutory Induction Period.

5.8.2 Probation

All new entrants to the employment of DET are subject to the satisfactory completion of a 26-week probationary period (unless their appointment arises from a statutory transfer or they are an ECT subject to a Statutory Induction Period).

During the probationary period, new entrants are expected to establish their suitability for the post.

Refer to the DET Probation Procedure for more detail.

5.9 Record Retention and Data Protection

5.9.1 Selection Records

Interview notes on all unsuccessful applicants are retained for a six-month period, after which time these records are destroyed.

Under Data Protection legislation, applicants have a right to request access to notes written about them during the recruitment process.

Applicants, who wish to access their interview notes, must make a Subject Access Request in writing to the Chair of the selection panel/EHT/HT within six months of the date of interview.

5.9.2 Personal File Records

For the successful candidate, the following information is retained (where applicable) and comprises part of the employee's personal file:

- Application form;

- Copy of job advertisement (required, in particular, for overseas hires on a visa);
- SD2 (until DBS clearance is received);
- Proof of identity;
- Evidence of right to work in the UK and any supporting documents;
- Proof of required qualifications;
- Certificate of good conduct (if applicable);
- Evidence of medical clearance;
- Evidence of online searches;
- DBS Consent Form;
- Evidence of the DBS check or online status check (not the DBS Certificate);
- Evidence of DBS Children's Barred List check;
- Evidence of prohibition from teaching check and/or equivalent for those who have taught abroad (if applicable);
- Lived outside the UK checks (if applicable);
- Evidence of completion of Statutory Induction (teachers only, where applicable);
- Evidence of Section 128 Directions check (e.g. file note confirming check completed, where applicable);
- Childcare Disqualification Declaration (where no declaration is made). Otherwise a Disqualification Risk Assessment form and any disqualification waiver documentation (where applicable);
- References.

Relevant evidence of pre-employment checks is retained on volunteers, contractors and other workers as required by Keeping Children Safe in Education guidance.

Information is collected, held and processed in accordance with DET's Data Protection and Records Management policies.

Refer to guidance in Section 5.4 above on candidates, who have lived or worked outside the UK.

6. Engaging Volunteers

DET and its Schools value the contribution that volunteers make to its community and recognise the positive impact that they can have on pupils' learning, experiences and wellbeing.

Children see volunteers as safe and trustworthy adults and the same high standards of safer recruitment principles and processes are applied to volunteers as are applied to paid staff.

A Risk Assessment (available from HR) is completed for all volunteers.

Separate guidance with respect to engaging work experience placements is available from HR.

6.1 Interviewing Volunteers

Volunteers are asked to have a discussion with the EHT/HT or other Line Manager prior to commencing a role. This is not a formal interview, but provides DET with:

- an opportunity to explain the workings of DET and its Schools and how volunteers fit into that;
- time to ask volunteers for the factual information needed to make a successful placement, including any safeguarding checks;
- the opportunity to explore their suitability to work with children, including their motivation to work with children, and their ability to form and maintain appropriate relationships and personal boundaries;
- an opportunity to determine whether any special health, safety and welfare criteria need to be met.

The discussion provides the volunteer with:

- the opportunity to find out more about the nature of the work;
- information to decide how best they can contribute, using their skills and experience;
- how much time they want to commit.

6.2 Application Forms

Volunteers are asked to complete a basic application form. This provides the information necessary to undertake safeguarding checks and to give a picture of the skills and experience that the volunteers bring, in order to maximise their contribution and the volunteers own fulfilment in the assigned activities.

Prospective volunteers are provided with the Privacy Notice (Volunteers) prior to completing the volunteer application form.

6.3 Role Profiles

Volunteers are given a clear and simple description of the roles and boundaries of the voluntary activity.

It is acknowledged that, by its very nature, volunteering does not place the same obligations on an individual in terms of attendance etc. as a paid employee. However, it is very much hoped that volunteers fulfil their commitment as agreed between themselves and DET – this includes consistent attendance and undertaking the agreed tasks. Volunteers may be asked to sign a voluntary agreement as clarification of the commitment that they are making to DET and vice versa.

7. Agency Staff and Other Workers

It is expected that the same standards of safer recruitment be applied by external bodies providing workers or volunteers to DET and its Schools.

External bodies are required to provide written confirmation that relevant safer recruitment and other relevant pre-employment checks have been undertaken and this is recorded on the Single Central Record. A copy of the written confirmation is retained on a central file.

Appendix A Recruitment and Selection Policy Statement

1. The Trust Board is committed to:
 - safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
 - promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
 - promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs;and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees, who are suited to, and fulfilled in the roles they undertake.
2. The Trust Board recognises the value of, and seeks to achieve, a diverse workforce, which includes people from different backgrounds, with different skills and abilities. Discovery Educational Trust is committed to ensuring that the recruitment and selection of every candidate is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection is made based on merit and ability, assessed against the qualifications, skills and competencies required to do the job. The Trust Board upholds its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race (which includes colour, nationality and ethnic origin), religion or belief.
3. Discovery Educational Trust and its Schools implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person, who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. Discovery Educational Trust and its Schools ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in its Employee Recruitment Procedure. Discovery Educational Trust and its Schools monitor compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
5. The following pre-employment checks are required, where applicable to the role and setting:
 - receipt of satisfactory references;
 - verification of identity;
 - a satisfactory DBS disclosure if undertaking Regulated Activity;
 - verification that a candidate is not barred from working with children;

- verification that a candidate is not prohibited from teaching;
- verification of medical fitness for the particular role;
- verification of qualifications and of professional status, where required, e.g. QTS status;
- the production of evidence of the right to work in the UK;
- verification of successful completion of/exemption from statutory induction period;
- verification that a candidate is not subject to a Section 128 Direction preventing them from holding a management position within a school;
- a declaration that a candidate is not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2018, or that a candidate has provided a valid disqualification waiver from Ofsted.

NB It is illegal for anyone, who is barred from working with children to apply for or undertake Regulated Activity.

6. Discovery Educational Trust and its Schools keep and maintain a Single Central Record of recruitment and vetting checks, in line with the current Department for Education (DfE) requirements.
7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974, and, therefore, all preferred candidates are required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the police), prior to an offer of employment being confirmed. When making a recruitment decision, Discovery Educational Trust disregards any filtered convictions/cautions/reprimands, which were disclosed in error.

Applicants are required to sign a DBS consent form giving consent for the DBS Certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and/or consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service. A previously issued DBS Certificate is only accepted in certain restricted circumstances or where a candidate subscribes to the DBS update service and the appropriate online status checks are satisfactory.

The Trust Board is committed to ensuring that individuals, who have convictions/cautions/reprimands on their record, are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record does not necessarily act as a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2018, where certain convictions, cautions or warnings mean that an individual is disqualified from working in that setting and prohibit employment with Discovery Educational Trust (unless a waiver can be obtained from Ofsted).

Positive disclosures are managed on a case-by-case basis, considering the nature, seriousness and relevance to the role. The following factors are considered in each case:

- The seriousness/level of the disclosed information, e.g. was it a caution or a conviction?
- How long ago the incident(s) occurred and whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed, and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

Refer also to the New Filtering Rules for DBS Certificate and Handling of DBS Certificate Information detail at Appendices E and F.

The Discovery Educational Trust's Trust Board operates in accordance with The Disclosure and Barring Service Code of Practice in relation to the processing, handling and security of Disclosure information.

8. In line with recommended practice in the statutory guidance "Keeping Children Safe in Education", Discovery Educational Trust and its Schools conduct searches for information on shortlisted candidates, which is publicly available online. The purpose is limited:
 - to identify issues, which call into question the applicant's suitability to work with children;
 - to verify employment history.

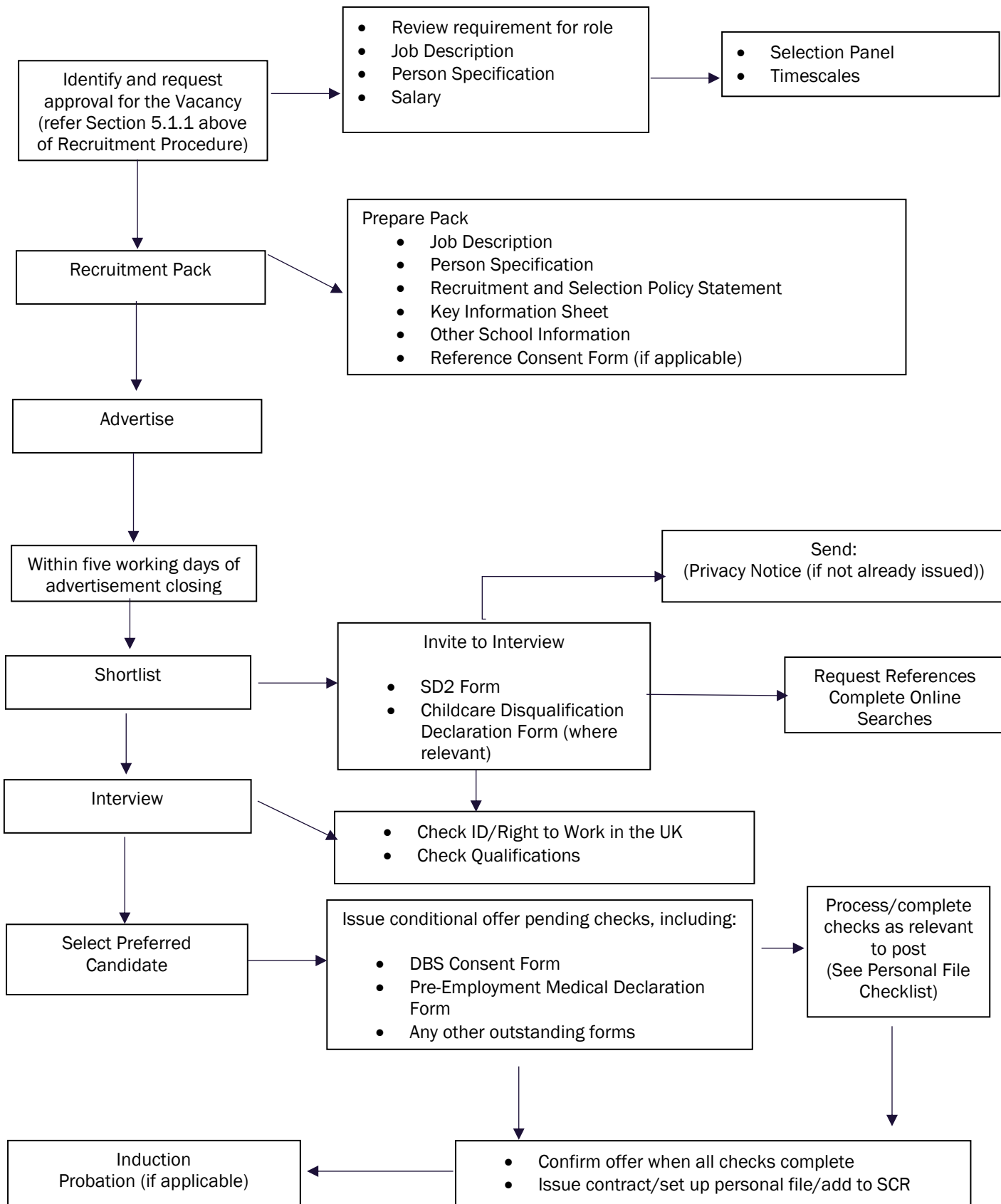
No candidate or third-party individual is asked to provide access to online information, which is not publicly available. No detriment is applied whether or not an individual has an online presence.

Searches are conducted by an appropriate individual, who is not a member of the selection panel to avoid the potential for discrimination. Only information related to the purposes stated above are shared with the selection panel. Any information is discussed with candidates at interview before any decisions regarding the recruitment process are made.

9. DET processes personal data collected during the recruitment process in accordance with its Data Protection Policy. Data is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. On the conclusion of the process, data collected is held in accordance with DET's Records Management Policy.

A copy of the Employee Recruitment Procedure is available on request.

Appendix B - Summary of Recruitment Procedure



Appendix C – Recruitment/Long Term Supply (1 week +) Approval Form

Details of Request

School Name	
Staff Member	
Position	
Date of Request	

Details of Post

Job Title	
FTE/Hours and Weeks per year	
Pay Grade/Range/Supply Rate	
Permanent/Temporary (include end date if temporary)	

Is the post included in the budget? If Yes, detail the title of vacancy or postholder to be replaced.	Yes/No *
Is the post funded by confirmed additional income? If yes, please provide details of the funding.	Yes/No *

*If the response to both questions is 'No' the post requires Chief Executive Officer's authorisation.

School Sign Off

Role	Signature	Date
SLT Member		
School Business Manager		

Trust Sign Off

Role	Signature	Date
Chief Financial & Operations Officer		

Appendix D – Online Search Template for Shortlisted Candidates

Candidate Name:

Role shortlisted for:

Searcher Name:

Date and time of online search:

Only record information that suggests that the candidate:

- is unqualified for the role;
- poses a potential safeguarding risk;
- risks damaging the reputation of DET and its Schools.

Do not include any irrelevant personal information.

SEARCH PARAMETERS	CONCERNS RAISED (PLEASE INDICATE IF THERE ARE NO CONCERNS).
<p>Google search:</p> <p>The following terms, looking at the first page of results:</p> <ul style="list-style-type: none"> • ‘Candidate name’; • ‘Candidate name’ and ‘current school/employment’; • ‘Candidate name’ and ‘previous school/employment’; • ‘Candidate name’ and ‘educational institution’; • ‘Candidate name’ and ‘job title. <p>Websites:</p> <p>The candidate’s name was typed into the search function of the following websites:</p> <ul style="list-style-type: none"> • LinkedIn; • Twitter (checked the top ten results); • Facebook (checked the top ten results); • Instagram (checked the top ten results); • Their current school’s website. 	

SEARCH PARAMETERS	CONCERNS RAISED (PLEASE INDICATE IF THERE ARE NO CONCERNS).
Please conduct these searches on all known names that the candidate has held in the last five years.	

What to look for?

Use an online search to confirm a candidate’s eligibility, and identify any potential safeguarding concerns or risks to DET’s and your School’s reputation. For example, the search might reveal:

- A work history that does not match the CV and references provided (for example on LinkedIn).
- An education history that does not match the stated qualifications.
- Attitudes that suggest that the candidate is unsuitable for the role, or risks damaging DET’s or your School’s reputation, for example posting pictures of/with pupils or expressing discriminatory opinions.

However, **be cautious**, because the results of an online search may be misleading. Be aware that any information you find may be:

- Out of date;
- Out of context, or untrue;
- Relating to someone else, especially if the candidate has a common name or uses a pseudonym for social media.

Asking candidates about any issues of concern that come up in your search can avoid any confusion and could explain inaccuracies.

Be consistent when carrying out searches

Ensure that you are conducting the same searches on every shortlisted candidate for a role by using the template provided. This is important because it:

- Reduces the risk of being accused of bias;
- Limits the amount of personal information discovered;
- Saves time.

Social media profiles are most likely to contain irrelevant personal information, including protected characteristics, and risk accusations of bias in the recruitment process.

A consistent approach to social media might include:

- Searching for candidates on the same websites;
- A policy of only looking at public profiles - accounts that anyone can view - and never trying to connect with candidates in order to access restricted profiles;

- A limit on the number of profiles that you will look at to try and find the correct candidate;
- A consistent response to any internet filtering system that DET and your School has. For example, if Facebook is blocked on the DET/School network, you should not look at Facebook profiles for any candidates.

It cannot be guaranteed that the same amount of information will be found on every candidate. Different people have different privacy settings and online presences. However, if the same checks are undertaken on every candidate, each candidate is treated consistently.

Appendix E – New Filtering Rules for DBS Certificates

- Reference should be made to the detail available via the below link:
- <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/new-filtering-rules-for-dbs-certificates-from-28-november-2020-onwards>

This explains the filtering rules for DBS Certificates and what Police National Computer (PNC) records will be disclosed automatically on a DBS Standard or Enhanced check.

- Reference should also be made to the below link, which provides guidance on which cautions and convictions will be removed from a standard or enhanced DBS:
- <https://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>

Appendix F – Statement on the Handling of DBS Certificate Information

General Principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Discovery Educational Trust (DET) and its Schools comply fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Certificates and Certificate information.

DET and its Schools also comply fully with their obligations under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Certificate information and has a written policy on these matters, which is available to those, who wish to see it on request.

Storage and Access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those, who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Certificate information is only passed to those, who are authorised to receive it in the course of their duties. DET and its Schools maintain a record of all those to whom Certificates or Certificate information has been revealed and it is a criminal offence to pass this information to anyone, who is not entitled to receive it.

To note: organisations, which are inspected by the Care Quality Commission (CQC) or Ofsted, and those establishments, which are inspected by the Care and Social Services Inspectorate for Wales (CSSIW) may be legally entitled to retain the Certificate for the purposes of inspection.

In addition, organisations that require retention of Certificates in order to demonstrate 'safer recruitment' practice for the purpose of safeguarding audits may be legally entitled to retain the Certificate. This practice needs to be compliant with the Data Protection Act, Human Rights Act, General Data Protection Regulation (GDPR), and incorporated within the individual organisation's policy on the correct handling and safekeeping of DBS Certificate information.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, DET and its Schools do not keep Certificate information for any longer than is necessary. This retention allows for the consideration and resolution of any disputes or complaints, or is for the purpose of completing safeguarding audits.

Throughout this time, the usual conditions regarding the safe storage and strictly controlled access prevail.

Disposal

Once the retention period has elapsed, DET and its Schools ensure that any DBS Certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning. While awaiting destruction, Certificate information is not kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

DET and its Schools do not keep any photocopy or other image of the Certificate or any copy or representation of the contents of a Certificate. Notwithstanding the above, DET and its Schools may keep a record of the date of issue of a Certificate, the name of the subject, the type of Certificate requested, the position for which the Certificate was requested, the unique reference number of the Certificate and the details of the recruitment decision taken.