



**YORKSHIRE
CAUSEWAY
SCHOOLS
TRUST**

Recruitment and Selection Policy and Procedure

Version 6.0

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Yorkshire Causeway Schools Trust engages North Yorkshire Council HR Service as its HR Provider and adopts fully this North Yorkshire Education Services Policy.

Policy produced for Academies under the HR service provision of North Yorkshire Council.

Recruitment and Selection Policy

1. Introduction

- 1.1. The aim of this Recruitment and Selection Policy and Procedure is to attract, select and retain staff who will successfully and positively contribute to the work and development of the Trust.
- 1.2. In addition, this policy and procedure aim to ensure that Yorkshire Causeway Schools Trust recruits and selects staff in a safe and fair manner at all times. Safeguarding and promoting the welfare of children and young people is an integral requirement in recruitment and selection processes and is an essential part of creating safe environments for children and young people.
- 1.3. It is also imperative that recruitment is planned and conducted with due regard to equality legislation and to ensure appointments are made on merit. However, recruitment processes will also be designed to attract suitable applicants within difficult labour markets, will consider the use of a wide range of attraction techniques and make appropriate use of the discretions within the Trust's Pay Policy.

2. Policy statement

- 2.1. This Trust is committed to attracting selecting, vetting and retaining employees who will successfully and positively contribute to its school(s) and pupils ensuring that they achieve their full potential. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to the job is critical to the Trust's and school's performance and fundamental to the delivery of high-quality educational services.
- 2.2. This policy seeks to ensure that the Trust demonstrates good practice regarding keeping children safe in education, with the aim of deterring and preventing people who are unsuitable to work with children from applying for or securing employment within the Trust. It will do this by basing its recruitment and selection procedures on the prevailing statutory guidance and good practice on safer recruitment and reviewing this practice as and when guidelines and practices change.
- 2.3. This Trust has adopted the following statement which details its safeguarding commitment and will be included in relevant recruitment documentation:

Yorkshire Causeway Schools Trust is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy, and all staff will receive training relevant to their role at induction and throughout employment with the Trust. We expect all staff and volunteers to share this commitment. This post is subject to satisfactory references and enhanced Disclosure and Barring Service criminal records check for work with children. An online search may be undertaken for shortlisted candidates as part of the recruitment process on information available in the public domain. Candidates

should disclose anything that may be relevant in line with Keeping Children Safe in Education.

Yorkshire Causeway Schools Trust is committed to meeting the needs of our diverse community and aim to have a workforce reflecting this diversity.

3. Scope

- 3.1. This policy will apply to the appointment of both permanent and temporary roles within the Trust and sets out the standards and stages for all recruitment activities. The safer recruitment principles of the policy should also be applied to the appointment and vetting of volunteers to ensure they are in appropriate placements and are suitable to work with children.
- 3.2. The policy applies to all individuals involved in the recruitment process including employees, Governors and Trustees. Those involved at each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants in line with the principles of public life.
- 3.3. The Trust will ensure it complies with statutory and good practice guidance around recruitment including in the appointment of senior leadership roles, including Headteachers. The statutory requirements, including for the appointment of teachers, Deputy Headteachers and Headteachers, are detailed in Section 8 below (Recruitment and Selection Procedure).
- 3.4. Reference to the Scheme of Delegation should be made regarding arrangements for making appointment decisions.

4. Equal opportunities

- 4.1. This Trust is committed to providing equality of opportunity for all and ensuring that all stages of the recruitment and selection process are free from unlawful discrimination and bias. Recruitment and selection procedures may be monitored to ensure that applicants are not being discriminated against on the grounds of any protected characteristic, sex, race, disability age, religion or belief, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy or maternity.
- 4.2. Applicants will be asked what adjustments they might require participating in the recruitment process. The Trust will make every effort to make reasonable adjustments at each stage of the recruitment process.

5. Safer recruitment

- 5.1. Safeguarding and promoting the welfare of children and young people is an integral part of the recruitment and selection process. Through each stage of this process the Trust will

seek to deter and reject those applicants whom it considers unsuitable to work with children and young people.

5.2. To this end the following measures will be taken through the recruitment process:

- information on the Trust's commitment to safeguarding children will be included in the advert, job description, person specification and any other relevant documentation (see paragraph 2.3 above)
- at least one member of every interview panel will have successfully completed the Safer Recruitment Training prior to the start of the recruitment process
- comprehensive information will be obtained from all applicants which will be scrutinised, investigating any discrepancies or anomalies, including gaps in employment and education
- Shortlisted applicants will be asked to make a self-declaration of their criminal record or information that may make them unsuitable to work with children
- Online searches, as part of a robust safer recruitment process, will be carried out on shortlisted applicants only. These checks are with the aim of identifying and clarifying any incidents or issues that may or may not have previously been declared and which are 'open source' and publicly available which may be relevant in considering whether the candidate is suitable to work with children. Examples of relevant information may include press articles or gaps in employment that are made apparent via the online search

Online search results may be raised with the applicant for discussion at an appropriate time for example, during interview, before any offer of employment is made

- Specific questions relating to the applicant's suitability and motivation to work with children will be asked of each candidate at interview and their suitability to work with children will be explored
- robust, relevant and appropriate references that fully cover the candidate's recent work history will be obtained, usually prior to interview
- satisfactory statutory clearances will be obtained prior to the candidate commencing in post, except in exceptional circumstances and with an appropriate risk assessment

5.3. At all times the Trust will adhere to the legislative data protection requirements. All information gathered during the recruitment and selection process will be treated confidentially and handled and stored securely. Application and assessment data for unsuccessful applicants will be held for 6 months, or until any complaints arising from the process have been dealt with, and then confidentially destroyed. Any copies of identity or qualification information obtained through the interview process will be confidentially destroyed for unsuccessful candidates when an appointment decision has been made. Information collected in relation to successful applicants will be retained on their confidential employee files in line with GDPR.

6. DBS Policy

- 6.1. The Trust follows the NYC policy on when it requests criminal conviction information and DBS disclosures and how it uses, stores, retains and destroys this information.
- 6.2. Applicants for roles with the Trust will only be asked to declare any relevant conviction information if they are selected for interview. For unsuccessful candidates, any information provided will be destroyed following the selection decision.
- 6.3. The Trust has adopted a policy on the Recruitment of Ex-Offenders which is available at appendix 4 of the Recruitment and Selection Procedure.

7. Individuals involved in the recruitment process

- 7.1. Where possible, the same individuals will be involved throughout the whole recruitment and selection process i.e. planning, shortlisting and interviewing.
- 7.2. The shortlisting and selection panel will consist of at least two members but will usually have more depending on the post being filled. The members of the panel will have the necessary authority to make decisions about appointments and be appropriately trained (see paragraph 5.2 above). Where possible interview panels will be balanced in terms of the protected characteristics e.g. gender, age, ethnicity, etc.
- 7.3. Where a candidate is known to a member of the selection panel, either personally or professionally, it should be declared when shortlisting takes place. All applicants must be considered on merit, and it is, therefore, important to ensure there is no conflict of interest or perception of unfair advantage for any particular applicant. Where a potential conflict of interest or previous association has been declared, consideration will be given to changing the selection panel or adding additional members.
- 7.4. At least one member of every interview panel will have successfully completed Safer Recruitment Training prior to the start of the recruitment process.

Associated policies:

- Child Protection Policy
- Pay Policy
- Probation Policy
- Induction Policy

Recruitment and Selection Procedure

1. Introduction

- 1.1. This procedure details the stages within the recruitment and selection process. The Trust recognises that fair and robust recruitment practices are critical in achieving successful recruitment outcomes. A summary of the stages within the recruitment and selection procedure, and the safer recruitment considerations at each stage, are detailed in appendix 1.
- 1.2. The Safer Recruitment Candidate Checklist at appendix 2 details the safeguarding issues which should be considered for each applicant.

2. Planning

- 2.1. Planning the recruitment and selection process is essential to maximise the opportunity for the Trust to attract applicants with the right skills, experience and values and minimise the risk of making unsuitable appointments.
- 2.2. Prior to taking the decision to advertise, the Trust will consider whether there is a need to replace the role on the same basis. The main options which can be considered are:
 - replacement on a 'like for like' basis
 - appointment of an apprentice
 - redistribution of work to other existing employees. Where this option is considered there will be appropriate discussion and consultation with affected staff and the impact on pay and grading will be considered.
- 2.3. Changes to the staffing establishment will be agreed in line with the Trust's scheme of delegation and implemented in a way which gives consideration to the health and wellbeing of those affected. The decision not to replace a role on the same basis may negate or reduce the need for future staffing reductions.
- 2.4. Once the decision to recruit has been made, a range of planning activities and decisions may be undertaken including agreeing those involved in the process, defining the job role and the selection criteria to be used, preparing recruitment documentation and setting the timetable for recruitment.

3. Job description and person specification

- 3.1. The job description and person specification are essential tools and will be used throughout the recruitment and selection process.
- 3.2. A job description should be provided for all posts which set out the main duties and responsibilities of the post. The person specification will detail the skills, knowledge and experience required to do it. The job description and person specification will include the level

of contact which the post has with children, criteria regarding the applicant's suitability to work with children and information on the Trust's commitment to safeguarding.

- 3.3. Whenever a new post is introduced, or an existing post amended, due consideration will be given to the job evaluation guidance within the 'Green Book' for non-teaching posts.

4. Attraction

- 4.1. As a minimum, all posts will be advertised internally in the school in which they arise, and externally where appropriate. Those on parental leave and long-term sick leave should be made aware of how to access vacancies which arise during their absence, if appropriate. Where posts are advertised externally this may be on relevant websites and in relevant additional media as appropriate.
- 4.2. In exceptional circumstances, a post may not be advertised. This will usually only be for one of the following reasons:
- as a result of internal restructuring where an existing member of staff is at risk of redundancy;
 - where it is necessary to redeploy an existing employee for health reasons where they are unable to continue in their substantive position;
 - because a similar post has recently been advertised and an appointment can be made from the subsequent interviews (usually within 6 months of interview);
 - because a fixed term or temporary appointment needs to be made as soon as possible to ensure continuity within the post, such as covering a long-term period of sickness absence;
 - where the opportunity is for a temporary responsibility (e.g. TLR) which an existing employee will undertake in addition to their substantive post;
 - as a result of redeployment from another school within the Trust.
- 4.3. Where the need for a fixed term post or temporary responsibility becomes a permanent one, the Trust Board/CEO/Headteacher will consider whether it is appropriate for the post-holder to be offered the permanent contract or whether the post should be advertised. This will depend on the original reason for the post initially being fixed-term, any accrued employment rights, any subsequent changes in the needs of the school and Trust and the original recruitment process that was undertaken.

Adverts

- 4.4. The following minimum information will usually be included in adverts:
- Job title
 - Salary – including pro-rata values if part-time or term-time only
 - Hours of work and whether the role is full or part-time
 - Proposed start date

- Whether the post is temporary or permanent
- Summary of the job role and minimum requirements
- How to access and return application forms
- Closing date for applications
- Information regarding the Trust's commitment to safeguarding and promoting the welfare of children
- The safeguarding responsibilities of the post
- That safeguarding checks will be undertaken for the successful candidate including obtaining a satisfactory enhanced DBS check for work with children and that this will include an online search
- Whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 as amended

4.5. Unless there are exceptional circumstances, vacancies will be advertised for at least one week, including one weekend, to give applicants sufficient time to apply.

Application form

4.6. All applicants for posts advertised externally must register as a new user on My New Term (www.mynewterm.com), the Trust's recruitment portal, and complete an online standard application form. CVs will not be accepted as an alternative to an application form and will not be used for short-listing when submitted with an application form. The use of this standardised application form ensures that a common set of core data is obtained from all applicants.

4.7. The application form will:

- require applicants to provide:
 - their personal details, current and former names, current address and national insurance number
 - details of their present (or last) employment and reason for leaving
 - Full employment history since leaving school, including reasons for any gaps in employment
 - qualifications, the awarding body and date of award
 - details of referees, and
 - a statement of the applicant's personal qualities and experience and how they meet the person specification
- include a statement that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity with children

4.8. As all applications are submitted electronically, applicants will be asked to physically sign a hard copy of the application should they be invited to interview.

- 4.9. Where posts are only advertised internally, the Trust will also require an application to be made online through My New Term, however, if they are not already registered as a user, they may complete a shorter version of their profile, as detailed at appendix 8.

Application pack

- 4.10. For all posts advertised externally the Trust should place a job listing on My New term which includes an application pack of relevant information that will be made available to all applicants. The Trust recognises that the pack is critical in persuading candidates to apply for the post and providing information regarding the vision and strategy of the Trust and the individual school.
- 4.11. The application pack will also include information regarding the Trust's commitment to safeguarding and that the successful candidate will be required to obtain a satisfactory enhanced DBS check. The Trust will include in the application pack either a copy of, or website link to, the Trust's Child Protection Policy.

5. Shortlisting

- 5.1. Shortlisting will be undertaken by a minimum of two people, who will usually be those involved in the interview and selection processes.
- 5.2. Applications will be scrutinised carefully to ensure they are fully and properly completed. Particular attention will be paid to the reasons for leaving any previous childcare employment where the applicant no longer works with children. Incomplete applications will not be accepted, and My New Term requires all mandatory information to be included, in order for an application to be successfully submitted.
- 5.3. Any gaps in employment and education will be identified and a written explanation provided by the applicant, during the application process.
- 5.4. Candidates will be assessed equally against the job description and person specification according to the agreed criteria. Candidates who do not meet the essential requirements should not be shortlisted.
- 5.5. Where it is not possible to determine from the application form whether a candidate fully meets a criterion they may be progressed to the shortlist and further evidence will be sought through the selection process.
- 5.6. If following assessment against the essential criteria the short-list is too long, the desirable criteria may be used to reduce the shortlist to a manageable size. A written record will be kept of the shortlisting process.

- 5.7. Shortlisted candidates will be invited to attend the selection process. The interview notification should detail the relevant arrangements, the selection activities and who will be involved from the Trust.
- 5.8. At this point, candidates will be asked to complete, via My New Term, a self-declaration of their criminal record or information that may make them unsuitable to work with children. Disclosure enables candidates to share relevant information and allows this to be discussed and considered at interview. This will include as applicable to the role:
- If they have a criminal history
 - Whether they are included on the barred list
 - Whether they are prohibited from teaching
 - If they are known to the police and children's social care
 - Have they been disqualified from providing childcare [Primary schools only]
 - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
 - Any relevant information to KCSiE found in the public domain which may arise from an online search.
 - Any relevant overseas information
- 5.9. Candidates will only be asked to declare cautions and convictions which could appear on a DBS disclosure certificate and will not be required declare protected convictions and cautions which have been filtered.

At this stage, the employer should also undertake online searches against the individual. This search may help identify any child protection incidents/issues and are publicly available online (see appendix 7 for guidance on completing an online search). Only information pertaining to the candidates' suitability to work with children should be passed to the recruitment panel. The information that is obtained should be discussed with the candidate at an appropriate time – either in advance of or during the interview and assessment process, but before any employment offer is made. If social media accounts appear as part of an online search, care and caution should be exercised and further advice and guidance should be sought. These accounts are predominantly used for personal family, friends and lifestyle and may not be relevant to the individual you are searching. LinkedIn may be useful to compare against employment history declared in the candidate application form.

The person carrying out the online searches should have an understanding of KCSiE legislation and the ability to recognise issues/ incidents that could relate to a candidate's suitability to work with children. This includes any third-party provider you may engage for this purpose. Where possible, this person should not otherwise be involved in the recruitment process to prevent bias, however it is recognised that this may not be achievable in some settings.

Online searches for internal applications should consider whether a previous search was completed, how long a person has been in post, and a differentiation in role would require

an online search if one has not previously been completed as part of the original recruitment process.

- 5.10. Information disclosed during the self-declaration and online search processes may be discussed at interview. Where a shortlisted applicant discloses information which would make it unlawful for the school to employ that individual, the offer of interview may be withdrawn. Where a self-declaration is submitted electronically, the applicant will be asked to physically sign it when they attend for interview.

If the checks identify any personal data relating to protected characteristics, such as the applicant's sexuality or ethnicity, this must not be a factor in deciding whether they are a suitable candidate.

There may be occasions when the panel have sufficient time to explore the findings of online searches with candidates prior to formal interview. In such an event the panel should consider the questions they will put to the candidate, how they will record the responses given and seek HR advice immediately if considering withdrawing the offer of an interview. Evidence of any decision should be clearly documented and communicated with the applicant and the decision to proceed; or not; with the candidates' application should be made using reasonable and objective decision making.

- 5.11. The applicant will also be asked to bring relevant identity and qualification documentation to the interview to enable the Trust to undertake relevant vetting checks. The Trust will retain copies of any documents used to verify the candidate's identity and qualifications on their confidential personal file if they are appointed. For unsuccessful candidates, additional data collected at this stage will be confidentially destroyed when an appointment decision has been made.
- 5.12. Employment references for short-listed candidates will be requested prior to interview, where at all possible, so that they may be available should they contain any information which the selection panel wish to discuss with the candidate.
- 5.13. The Trust will seek to obtain a minimum of two written references and these will be requested, via My New Term, using a standard reference format, usually prior to interview. Referees should be able to comment on the applicant's suitability for the role being recruited to, including their suitability to work with children, and will be from the applicant's current or most recent employer.
- 5.14. Where the referee is school based, the request will ask that the reference is confirmed as accurate by the Headteacher/Principal in respect to disciplinary investigations.
- 5.15. Where an applicant previously worked in childcare employment but no longer does so, they will be required to provide a referee from that organisation.

6. Assessment

- 6.1. As a minimum the selection process will be based on completion of an application form/expressions of interest, shortlisting and face-to-face interview. The interview will assess the merits of each candidate against the agreed criteria based on the job description and person specification and explore their suitability to work with children and young people.
- 6.2. Other selection methods may be used depending on the role that is being recruited. Any methods used must be relevant to the post being appointed to and free from unlawful discrimination. All interview and assessment events are a two-way process: they are an opportunity for the panel to select the best candidate for the role, and also an opportunity for a candidate to determine whether the job and the school and Trust are right for them.
- 6.3. Prior to the interview the panel members should meet to:
 - reach a consensus about the required standard for the job to which they are appointing
 - consider the issues to be explored with each candidate, including any issues or inconsistencies or gaps identified from the application form, the references and the self-declaration form, and who will ask about each of those
 - agree their assessment criteria in accordance with the job description and person specification including the core questions which all candidates will be asked
 - agree the questions which will be asked regarding suitability and motivation to work with children, attitude towards safeguarding and what attracted them to the post.
- 6.4. Individual candidates will be assessed against the agreed assessment criteria and these assessments recorded in writing.
- 6.5. The Trust will make reasonable adjustments for applicants, should they be required, in order to enable them to attend and participate fully with the selection and assessment process

7. Selection

- 7.1. Once the formal assessment process is completed, all members of the selection panel will reach a final decision. The selection will be made on the basis of which individual best fits the criteria set at the start of the recruitment process, using the scores and results of any assessments. A written record of the selection decision will be made.
- 7.2. The Trust may choose not to appoint should none of the candidates meet the required standard.
- 7.3. All candidates who have attended the assessment process should be notified of the outcome of the process. Unsuccessful candidates will be offered feedback should they wish to receive this.

8. Conditional offer of employment

8.1. All offers of employment will be made on a conditional basis subject to:

- The receipt of at least two satisfactory written references
- A written record of the candidate's full educational and employment history included documented reasons for any gaps
- Verification of the candidate's identity, including checking the name on the birth certificate where this is available
- Verification of eligibility to work in the UK
- Verification of the candidate's mental and physical fitness to undertake the duties of the role, with reasonable adjustments if applicable
- Verification of educational and professional qualifications
- A satisfactory Enhanced Disclosure and Barring Service criminal record check for work with children, with Children's Barred List check if relevant
- Overseas criminal records check or certificate of good conduct (if applicable)
- (for teaching posts) letter of professional standing from the relevant regulatory authority where the applicant has worked overseas as a teacher (if applicable)
- (for teaching posts) verification of successful completion of statutory induction period if relevant (applicable to those who obtained QTS after 7 May 1999)
- (for those undertaking teaching work) confirmation that the candidate is not subject to a prohibition order issued by the Secretary of State or has any current sanctions or restriction imposed
- Verification that the individual has not been disqualified from working with children under the Childcare Act 2006, if applicable (Primary Schools Only)
- Section 128 check, for those taking up a management position
- A satisfactory online search check.

8.2. New employees will usually not commence until the satisfactory completion of pre-employment checks. A member of staff may only commence prior to the return of the DBS criminal records check with the express permission of the Headteacher and under a documented risk assessment which should be reviewed at least every two weeks. In such cases, a separate check will be made of the Children's Barred List prior to commencement.

8.3. If a DBS disclosure reveals information that a candidate has not disclosed in the course of the self-declaration process further discussion will be held with the candidate prior to an employment decision being reached. The Trust's policy on the Recruitment of Ex-Offenders policy is available at appendix 4.

8.4. All pre-employment vetting checks will be followed up where they are unsatisfactory or there are discrepancies in the information provided. In addition, they will be:

- confirmed in writing
- retained on the personal file (subject to certain restrictions on the retention of information imposed by DBS regulations)
- recorded on the relevant Trust and/or school single central record.

APPENDIX ONE: Summary of stages in the recruitment and selection procedure

Stages	Safeguarding considerations
Planning <ul style="list-style-type: none"> Consider the basis on which the post needs to be filled Consider who will be involved in the process and whether they have appropriate training Assess what the requirements of the role are Ensure sufficient time is planned for the process and dates are set for assessment activities 	<ul style="list-style-type: none"> Ensure at least one member of the interview panel has received safer recruitment training
Job description and person specification <ul style="list-style-type: none"> Ensure an up-to-date job description and person specification is available Detail the skills, abilities, experience, attitude and behaviours required for the post Consider if the post needs to go through a job evaluation process 	<ul style="list-style-type: none"> Include safeguarding statement in job description Specify contact and responsibility the role will have with children in the person specification
Attraction <ul style="list-style-type: none"> Consider the target audience and best way to attract potential candidates Advertise and provide candidates with comprehensive application pack 	<ul style="list-style-type: none"> Include safeguarding commitment in adverts and application pack Confirm that the post is exempt from the ROA 1974 and that safeguarding checks will be undertaken Include copy of or link to child protection policy Use standard application format which request common set of core data
Shortlisting <ul style="list-style-type: none"> Scrutinise application forms including the reason for any gaps, inconsistencies or concerns Use agreed criteria linked to person specification to determine shortlist Invite candidates to interview Request references Undertake online searches 	<ul style="list-style-type: none"> Identify issues to be discussed at interview Request applicants' complete self-declaration around criminal record and suitability information Ask applicants to bring ID and qualification certificates to interview Ensure referees are appropriate and ask for additional or alternative referees if necessary, e.g. previously worked for a childcare organisation Undertake online searches in line with the guidance

<p>Assessment</p> <ul style="list-style-type: none"> • Undertake interview and other selection processes • Ask questions which assess the skills and behaviours essential or desirable to the role 	<ul style="list-style-type: none"> • Ask questions about safeguarding and motivation to work with children • Discuss any issues, anomalies or gaps from the application form and references • Discuss any information provided through the self-declaration process • Discuss any information relevant obtained through online searches • Ask applicant to sign applications and self-declarations which have been submitted electronically
<p>Selection</p> <ul style="list-style-type: none"> • Make appointment decision and record process and outcome • Make conditional offer subject to required clearances • Notify unsuccessful candidates & provide feedback • Destroy additional documentation collected at the selection event for unsuccessful candidates • Hold application and assessment documentation for unsuccessful candidates for 6 months and then destroy 	<ul style="list-style-type: none"> • Ensure all relevant information has been collected for successful candidate and that it is consistent and there are no gaps • Consider any criminal conviction or additional suitability information disclosed • Check references including for consistency
<p>Conditional offer of employment</p> <ul style="list-style-type: none"> • Issue conditional offer letter detailing vetting checks required • Commence DBS process • Ensure full range of vetting checks are undertaken • Place all of the successful applicant's documents on confidential personal file 	<ul style="list-style-type: none"> • Ensure all checks are documented including gaps in employment and education • Discuss any information disclosed on DBS with candidate, discuss with relevant DBS decision maker and make employment decision • Record vetting checks on relevant Single Central Record

APPENDIX TWO: Safer Recruitment Candidate Checklist

Shortlisted Candidate Name/Ref No:		Y/N	Notes/Actions Required	By whom and by when
Application form information/additional information provided by the candidate	Is the application form fully completed?			
	Is there any information from the candidate which gives cause for concern? Are there any gaps in employment and education history? Any concerns about reason for leaving? etc.			
	Has the candidate worked abroad? If yes, then can they provide a certificate of good conduct and letter of professional standing (teaching only) for each country?			
	Have any issues to be followed up at interview been identified?			
Self-declaration process	Has the employee disclosed any information through the self-declaration process?			
Online search carried out	Which search engine was used? Were all available names checked?			
Reference requests	Are referees suitable persons? Is one of the referees the current employer? Is one referee from last employment working with children and young people? Does the candidate need to be approached to request different/additional references?			
	Requested prior to interview? (only if permission granted by the applicant)			
	Sent to place of work, not home address?			

Reference information	Have at least two suitable written references been received?			
	Are the references fully completed, and all information requested included, and all questions answered?			
	Is there any information from referees which gives cause for concern? Could this be a compromise agreement reference?			
	Are applicant's and referees' information consistent?			
	Has reference information been verified with referee?			
	Issues to be followed up at interview identified?			
Pre-Interview consideration	Should the interview go ahead?			
Interview	Questions re: suitability to work with and safeguarding and promoting the welfare of children and young people asked and followed up with supplementary questions where necessary			
	Additional questions asked and followed up with supplementary questions where necessary			
	Candidate reminded that appointments subject to satisfactory Enhanced DBS, TRA check (teaching only) and references, and asked if there is anything they wish to declare. Additional overseas checks may be required if individual has lived or worked abroad.			
	Documents relating to Identity, change of name D.O.B and qualifications seen, scrutinised and photocopied			

	Was any information provided through the self-declaration process and has this been discussed?			
	Is there any information/ concern which suggests that the candidate should be reported to police/ DBS /Regulatory body?			
	Is there any information which suggests that the candidate may be unsuitable to work with children or young people and should not be offered the post?			
	Is all of the information consistent? Is there any information/concern which needs to be followed up further?			
Offer of appointment	Is a conditional offer to be made?			
	Pre-employment vetting checks undertaken and Employee Personnel File Checklist completed.			
	<p>Candidate not permitted to start work until all checks completed. Are additional checks required where it has not been possible to obtain certificate of good conduct or letter of professional standing where applicant has lived or worked overseas?</p> <p>In exceptional circumstances a candidate may begin work prior to receipt of checks and references only in circumstances where a risk assessment has been undertaken and risk control measures have been put in place e.g. no unsupervised access to children. A Children's Barred List check must be made before commencement. It is made clear that should any of the checks be unsatisfactory that employment offer will be withdrawn.</p>			

APPENDIX THREE: Apprenticeships - feasibility and recruitment checklist

This form is used to establish if an apprenticeship is the right option for meeting the school's workforce need. It is designed to be an aide-memoire to support your discussions.

Key questions to consider before offering an apprenticeship			Yes	No
Workforce need	What is the workforce need?	Skills and knowledge gaps due to current vacant post		
		Skills and knowledge gaps due to changes to existing job role		
		Skills and knowledge gaps due to new job roles created		
		Skills and knowledge gaps to aid succession planning		
	What options are available to meet your needs?	Recruit new starter who is already qualified		
		A graduate with the option to develop through further training		
		A new starter, with training on the job via an apprenticeship		
Develop existing staff through an apprenticeship				
Capacity to support staff undertaking an apprenticeship	Are you wanting to offer more than one apprenticeship opportunity?			
	Do you have capacity within your school to support an apprenticeship, including releasing them to undertake 20% off the job training?			
	Will you be able to nominate a member of staff to mentor the staff member undertaking the apprenticeship?			
	Are you able to offer a range of experiences to enable the individual to gain a good breadth of knowledge and skills?			
	Do you have the skills and capacity to support someone with additional needs?			
	Will you have time to offer regular meetings with staff member(s) and attend regular progress reviews with the apprenticeship training provider?			
	Will you have time to contribute to the end-point assessments?			
	If staff require more than 20% off the job training, such as to complete English and Maths, are you happy to release them to do this extra training?			
Eligibility for existing staff	Are you wanting to upskill existing staff via an apprenticeship?			
	Are they employed on a permanent contract? (the contract of employment needs to be longer than the actual apprenticeship scheme)			
	What hours do they work? Do you appreciate that if the staff member is part time (including term time only) their training will take longer to complete?			
	Are there significant new skills and knowledge needed by your existing staff?			
	Are you looking at developing staff as part of succession planning?			
	Are you looking at developing staff due to changes in job roles following a restructure?			
	Have you considered what progression route is available to the existing staff once they have completed their training?			
	Have you considered how you will identify which staff to put forward? And is it fair and equitable?			
New starter(s)	Have you considered what salary you want to offer a new member of staff who needs apprenticeship training, e.g. will it be the standard apprenticeship pay, or market rate current salary band for the post?			
	Will the role require a new job description?			
	Will you be recruiting many new starters in the same role and if so do you want them all to start together? Or when a vacancy arises?			
	Are you clear what eligibility checks are required for new staff? E.g. right to work in the UK?			
	Have you decided how soon you want to recruit?			

Once you've considered the above questions and decided you are ready to recruit an apprentice you **must complete the recruitment stages set out in Recruitment and Selection Policy and Procedure**, there are some additional considerations for apprenticeships but the usual recruitment process still applies, and it is essential we follow the appropriate Safer Recruitment stages as set out in the policy.

Some key considerations are listed below but please refer to:

- **Recruitment and Selection Policy and Procedure**, including
 - **Appendix 1 - Summary of stages in the Recruitment and Selection Procedure**,
 - **Appendix 2 – Safer Recruitment Candidate Checklist**

throughout the whole process.

Action	Comment
Finding a suitable provider	<ul style="list-style-type: none"> • Check the syllabus for the apprenticeship suitably matches the duties in the job description for the role • The provider will also usually help you appoint an appropriate independent assessor
Advertising the role	<ul style="list-style-type: none"> • The provider will usually help publicise the advert however all adverts must be approved by the school/Trust first • Adverts and JDs must include a safeguarding statement, including confirmation that the post is exempt from ROA 1974 and that safeguarding checks will be undertaken • As part of our safer recruitment process, it is essential that the Trust job application form is completed, <u>we cannot accept just a CV</u>
Shortlisting	<ul style="list-style-type: none"> • The school should be involved with any shortlisting the provider may undertake • Shortlisted candidates will be required to complete the self-declaration form
Interviewing	<ul style="list-style-type: none"> • A representative of the school must be present on the interview panel (<i>a member of staff who has completed safer recruitment training within the last three years</i>)
Making a conditional offer	<ul style="list-style-type: none"> • Be clear that all offers are conditional until the full range of vetting checks and clearances are complete, this includes ID, DBS, Right to Work checks and medical questionnaire • When setting the pay grade, you must ensure that after the first 12 months minimum wage requirements have been met • The length of contract should be calculated to allow enough time for the apprenticeship to be completed whilst considering any part-time/term-time only working arrangements (<i>where applicable</i>) • Progression expectations should be declared upfront e.g. A permanent role may only be offered where there is a suitable vacancy at the end of their apprenticeship

Note: The apprenticeship levy funds can be used towards training costs but do not cover salary costs.

APPENDIX FOUR: Policy Statement for the Recruitment of Ex-offenders

Policy Statement on the Recruitment of Ex-offenders

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), this Trust complies fully with the DBS [code of practice](#) and undertakes to treat all applicants for positions fairly.
2. This Trust undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. This Trust can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this Trust can only ask an individual about convictions and cautions that are not protected.
4. This Trust is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
5. This Trust has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
6. This Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience and criminal record information is only requested from short-listed candidates.
7. A disclosure is only requested from the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position.
8. This Trust ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
9. This Trust also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
10. At interview, or in a separate discussion, this Trust ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant

to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.

11. This Trust makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.
12. This Trust undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

(Source www.gov.uk)

APPENDIX FIVE: Online search flowchart

This flowchart offers a suggested approach to completing online searches for shortlisted applicants and advice on how to inform candidates online searches form part of safeguarding arrangements in your organisation. At any stage HR Advice can be sought on how best to proceed. This flowchart has been produced in line with [Keeping Children Safe in Education guidance](#)

ADVERTISING STAGE



- The job description, advert and application should clearly state that an online search may be undertaken as part of the recruitment process, on information available in the public domain. Candidates should be encouraged to disclose anything that may be relevant to their application.

BETWEEN ADVERTISING AND SHORTLISTING



- Identify an individual to undertake the online searches. This individual should not be part of the decision-making panel.
- Ensure the individual has read the Guidance Notes for Online Checks prior to commencing the checking process.
- Shortlisted Candidates invited to next stage of process and reminded that online checks will be carried out.

SHORTLISTING / PRE- INTERVIEW



- Checker provided with the list of shortlisted applicants names and copy of their application form for reference. Checker completes the checks and documents process taken and findings (suggest using the 'Record of Online Search Checklist form').
- Results shared with the recruitment panel ahead of interview to prepare any follow up questions or enquiries that might be needed and raised with candidate.

INTERVIEW, ASSESSMENT AND APPOINTMENT



- If and when further questions and enquiries are needed as a result of the online search findings, panel should put the findings to the candidate and record their responses.
- In the event further enquiries, investigation or additional checks are required, the panel should arrange for these to be undertaken and consider the findings before reaching a decision on the candidate's suitability for appointment.
- Documentation for successful candidate should be retained on their HR file in line with GDPR. Documentation for unsuccessful candidates should be retained for a period of 6 months minimum and in line with GDPR.
- The search terms used for the check at shortlisting stage should be re-visited on receipt of ID documentation collected during pre-employment checks to consider whether further searches are necessary (e.g. a name change not known of at the time of shortlisting)

APPENDIX SIX: Candidate online search form

Part One			
Date of Search:		Full Name of Candidate:	
Name of Person Carrying out Search:		Vacancy/ Role shortlisted to:	
Search Process			
Search Engine used: <i>(Use one search engine for all candidates e.g. Google, MS Edge etc.)</i>			
Agreed Search terms within chosen search engine(s):			Tick those that will be completed
“full candidate name”			<input type="checkbox"/>
“full candidate name + current employer”			<input type="checkbox"/>
“full candidate name + current job title”			<input type="checkbox"/>
“full candidate name + previous employer(s)”			<input type="checkbox"/>
“full candidate name + previous job title (s)”			<input type="checkbox"/>
“full candidate name + educational establishment(s)”			<input type="checkbox"/>
Other specific websites checked: <i>(using full name only)</i>			Tick all that apply
LinkedIn			<input type="checkbox"/>
Current Employer’s website			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
Search Results			
As a result of the searches carried out (above) I confirm (select either A or B below):			
a) No concerns were identified <input type="checkbox"/>		b) Concerns have been identified <input type="checkbox"/>	
Where option b is chosen, provide further detail on the nature of the concern(s):			
			Tick all that apply
Inconsistencies between search results and application form			<input type="checkbox"/>
Concern relating to the candidates qualifications			<input type="checkbox"/>
Concerns of a safeguarding nature			<input type="checkbox"/>
Concerns of a reputation risk nature			<input type="checkbox"/>
Has supporting evidence (e.g. screen shots) been captured?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Provide brief explanation of the concerns identified:			
Results shared with Recruitment Panel prior to interview?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, date shared:			/ /

Where concerns are identified, the panel should complete part two of the form during or immediately following the interview/meeting in which the concerns are raised with the candidate directly.

Part Two			
Date of interview:	/ /	Name(s) of panel members:	
Online Search Results – Record of Enquiries with Candidate			
Provide details of the questions put to candidate in relation to online search results and their response:			
Panel Question:			
1.			
Candidate Response:			
Panel Question:			
2.			
Candidate Response:			
Panel Question:			
3.			
Candidate Response:			
Decision by Panel			
a) All concerns addressed suitably – no further action required			<input type="checkbox"/>
b) Concerns remain			<input type="checkbox"/>
Where option b is chosen above, provide details of any follow-up actions taken by the panel or additional information or evidence ask for from the candidate: (For example, agreed to approach an additional employer for a reference)			
Decision by Panel after follow-up action undertaken			
Date additional information reviewed by panel members and final decision reached:			/ /
Record of panel decision reached regarding suitability for post:			
All concerns addressed suitably – no further action required			<input type="checkbox"/>
Concerns remain following further investigation – no employment offer made			<input type="checkbox"/>
Signed (panel chair): _____ Print name: _____			

APPENDIX SEVEN - How to complete a candidate online search

How to Complete a Candidate Online Search

Supporting guidance to be read in conjunction with the “Record of Online Search” form.

Note: Online searches should only be completed once you have your shortlisted candidates for interview and assessment and should focus on gaining an insight into the applicant’s suitability to work with children **only**.

We would encourage an organisation to ensure the person undertaking searches receives suitable training and guidance. As a minimum we would recommend, they are safer recruitment trained.

The person carrying out the online searches should not be otherwise involved in the recruitment process.

Part One – The Search

- It is important to accurately record the date the search process was undertaken and attempt to complete the search process for a candidate on the same day. If information is captured, for example by screenshot, this should also be captured on the date the search was undertaken however, if not the date the screenshot was taken must be recorded on the document.
- Similarly, it is important to detail the full name of the candidate as per the application form.
- The same search engine should be used for all searches. List which you choose (for example www.google.com).
- The specific searches conducted on a candidate should be listed clearly.
- The specific search terms used may be expanded based on the information provided in the candidate’s application form. For example, if the candidate refers to volunteering for an organisation (i.e. Scouts, Brownies etc) you may wish to conduct a search for the term “full candidate name + Scouts”.
- We would recommend against searches of social media sites such as Facebook; however, LinkedIn may be useful to compare against employment history declared in the candidate application form.
- If the searches return for example, an applicant’s sexuality, ethnicity or any other protected characteristic under the Equality Act 2010, this information should be dismissed and should never be a factor in deciding whether they are a suitable candidate. The “searcher” should make every attempt to remove information of this nature from any evidence captured.

Part One - The Search Results

- After completing the search process for a candidate, the “searcher” should consider the information obtained and its relevance to the candidates’ suitability to work with children **only**.
- The “searcher” should select whether they feel the results find:
 - **No concerns** - If no concerns were identified the form should be passed to the interview panel and the date recorded.

- **Concerns Identified** - If concerns have been identified, the remainder of part one of the form must be completed before passing the form and findings to the interview panel. The “searcher” should:
 - indicate the nature of the concern identified
 - pull together any supporting evidence/documentation that illustrates the concerns
 - provide a brief rationale around the concerns identified

The form and any additional documentation should be passed to the interview panel and the date recorded.

Part Two – Interview Panel Enquiries with the Candidate

Part two of the form is designed to support the interview panel in capturing the process followed and enquiries made when concerns are identified during part one of the online search process.

- Prior to the interview and assessment stage, the panel should consider the findings of the searches and decide how they intend on making further enquiries with the candidate.
- It is common to ask candidate specific questions at interview after asking the structured questions put to each candidate. It is therefore a suitable opportunity to ask the candidate to provide their view on any information that the panel have concerns about, resulting from the online search process.
- The responses given by the candidate should be captured and the questions asked should be open and allow the candidate sufficient opportunity to share information with the panel.
- Following the interview process the panel should consider the candidates responses and reach a decision as to whether:
 - All concerns were addressed suitably – no further action required
 - Concerns remain
- In the case where no further action is needed, the panel decision should be recorded on the form and the form signed and dated by the panel chair.
- In the case that concerns still remain, the panel should consider if any further evidence can be obtained that will alleviate their concerns. For example, if approaching a third, previous employer for a reference would confirm information about the candidate then agreement should be sought from the candidate and the reference be obtained.
- The panel must reach a final decision on the candidates’ suitability to work with children based on the evidence held and resulting from online searches and subsequent enquiries. Decisions should always be made using reasonable, unbiased and objective decision making.
- Clear evidence of any decision to withdraw the offer of an interview or to not make an offer of employment should be clearly documented and communicated with the candidate. We would encourage discussions with your HR Professional before making a final decision.

APPENDIX EIGHT: Internal applicants - Shortened application guidance

Overview:

All applications for vacant posts are submitted through, My New Term www.mynewterm.com the Trust's applicant tracking system. All new users of this portal must register, and complete a candidate profile, in order to submit an application, however, in the case of an internal vacancy, it may be appropriate for applicants to submit a shortened application.

1. Support with Completing the Profile

Not all areas of the candidate profile will need to be completed in full, depending on what information is required for the application form. The following will explain which sections need to be completed in full and which sections can be left blank or have reduced information added.

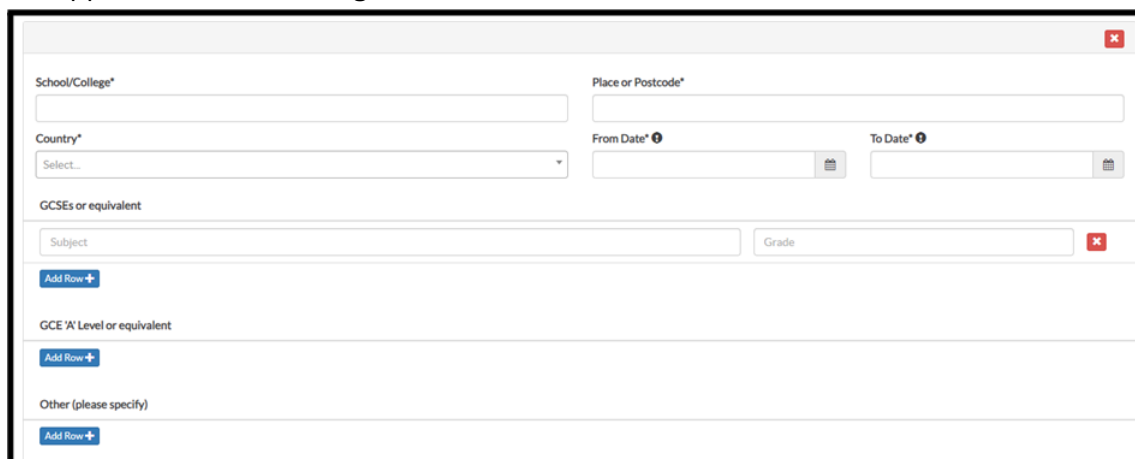


The screenshot shows the 'My Profile' page with a list of sections and their completion status:

Section	Status
General Details	Warning icon
Work Eligibility	Warning icon
Secondary/Further Education	Warning icon
University Degrees and Diplomas	Warning icon
Employment History	Warning icon
Gaps in Employment History	Checkmark icon
Training & CPD	Warning icon
Professional Bodies Membership	Warning icon
References	Warning icon
Equal Opportunities Monitoring	Warning icon

General Details and Work Eligibility - these will need to be completed in full

Secondary/Further Education - At least one entry for secondary education will be required but the applicant can leave the grades blank:



The screenshot shows the 'Secondary/Further Education' form with the following fields:

- School/College*
- Place or Postcode*
- Country* (Select...)
- From Date* (calendar icon)
- To Date* (calendar icon)
- GCSEs or equivalent
 - Subject
 - Grade
 - Add Row +
- GCE 'A' Level or equivalent
 - Add Row +
- Other (please specify)
 - Add Row +

University Degrees and Diplomas - there is the option to tick to not add anything here (this will just leave the section blank on the application form):

The screenshot shows two stacked form panels. The top panel has a checkbox at the top left with the text "Select this box if you do not have any Training and CPD to add to your application." Below this is a form with four input fields: "Training/Course Title*", "Organising Body*", "Qualification*", and "Date*". Each field has a small calendar icon to its right. At the bottom right of the panel is a blue button labeled "Add Another Training+". The bottom panel is identical but for "Professional Bodies Membership", with fields for "Professional Body*", "Membership Level*", and "Date*", and a blue button labeled "Add Another Membership+".

Employment History - applicants can enter as many employment histories as required for the application here. There is also the option to tick to not add anything (this will just leave the section blank on the application form):

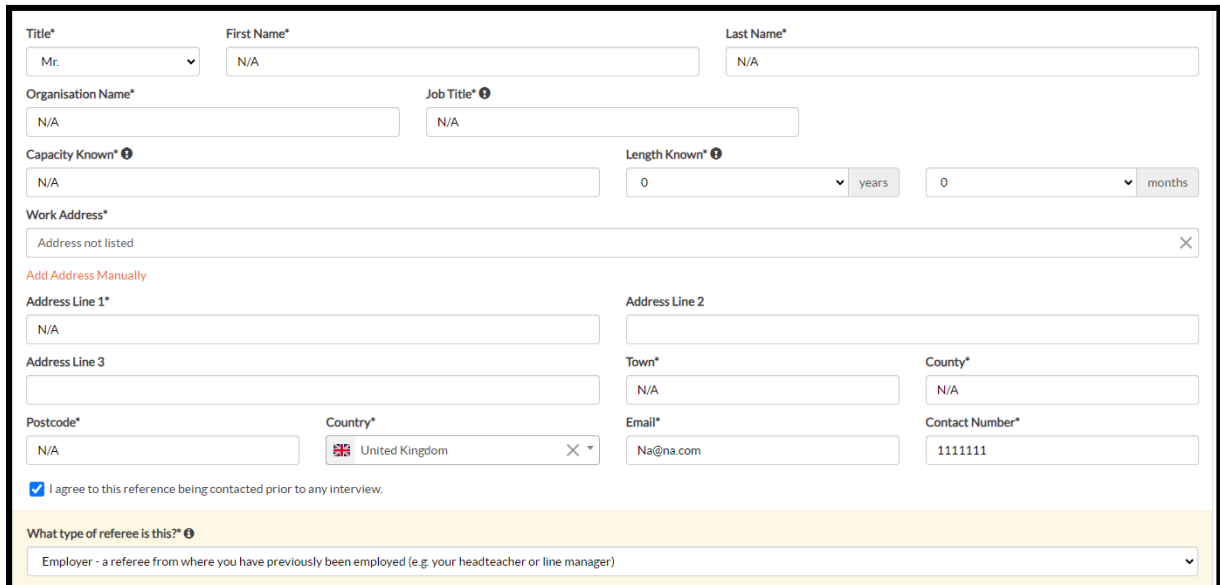
The screenshot shows a form panel for "Employment History". At the top left is a checkbox with the text "Select this box if you do not have any Employment History to add to your application." Below this is a form with several fields: "Organisation Name*", "Place or Postcode*", "Country*" (a dropdown menu), "Job Title*", "Reason for Leaving*", "Salary*" (with a currency selector set to "£"), "Start Date*", and "End Date*" (with a calendar icon). To the right of these fields is a large text area for "Main Duties*" with a rich text editor toolbar (B, I, U, list, link icons) and the instruction "Enter main duties history here. Start with your current/most recent employment first...". At the bottom right is a blue button labeled "Add Another Employer+".

Gaps in Employment History - if there are any time periods between secondary education and the present day, this will flag up in the gaps section. The applicant can select the 'Other' option from the drop-down list and add details explaining this information is not required.

The screenshot shows a form panel for "Gaps in Employment History". A red oval highlights the "Reason for gap*" section, which includes a dropdown menu with "Other (please specify)" selected. Below this is a text area labeled "Please provide specific details*" with a placeholder line.

Training & CPD and Professional Bodies Membership - there is a tick box if there are none to add (this will just leave the sections blank on the application form)

References - applicants must fill out both referees but, if these are not required, N/A can be entered into all fields other than the email address. An incorrect email address can be entered provided it is in email format.



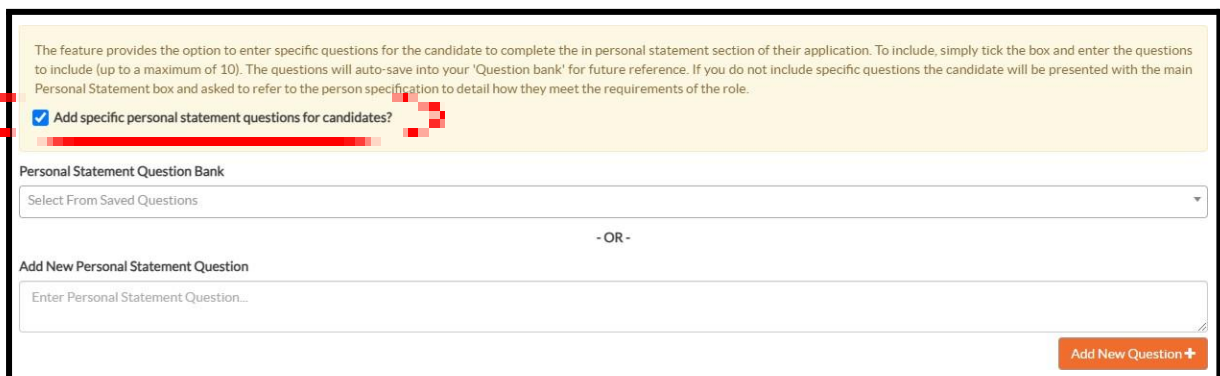
The screenshot shows a form for adding a reference. It includes fields for Title* (Mr.), First Name* (N/A), Last Name* (N/A), Organisation Name* (N/A), Job Title* (N/A), Capacity Known* (N/A), Length Known* (0 years, 0 months), Work Address* (Address not listed), Address Line 1* (N/A), Address Line 2, Address Line 3, Postcode* (N/A), Country* (United Kingdom), Email* (Na@na.com), and Contact Number* (1111111). There is a checkbox for 'I agree to this reference being contacted prior to any interview.' and a dropdown for 'What type of referee is this?' (Employer - a referee from where you have previously been employed (e.g. your headteacher or line manager)).

Equal Opportunities Monitoring - this section must be completed, although most sections have the option to choose not to say.

2. Support with the Personal Statement Section

If a full personal statement is not required for the job role, we recommend adding personal statement questions to the job advert instead. This removes the minimum character count of 2000 for the applicant and will provide them with questions that they can easily answer.

To add these, tick 'Add specific personal statement questions for candidates?' and add as many questions as are required:



The screenshot shows the 'Personal Statement Question Bank' section. It includes a checkbox for 'Add specific personal statement questions for candidates?' which is checked. Below this is a dropdown menu for 'Select From Saved Questions' and a text input field for 'Enter Personal Statement Question...'. There is also an 'Add New Question' button.

3. Support with completing the Declaration Section

This section will need to be completed in full comply with GDPR and KCSiE (Keeping Children Safe in Education). The applicant will also digitally sign their application here.