



Recruitment Policy

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Introduction

- 1.1. Arété Learning Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.
- 1.2. Staff are our principal asset and it is through their individual and collective performance that we are able to achieve our aims. Good quality recruitment and selection is, therefore, essential, whether filling short-term temporary posts or the most senior key positions.
- 1.3. Recruitment and selection is approached systematically, ensuring that not only is the most suitable person selected, but that statutory requirements in relation to matters of safeguarding and equality are observed.
- 1.4. This policy has been updated to reflect recent changes in legislation including the latest advice from Keeping Children Safe in Education (KCSIE 2023), the English Language Requirement for Public Sector Workers (the Immigration Act 2016), the General Data Protection Regulations (GDPR) 2018 and The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018.
- 1.5. See also **Appendix 1** Disqualification Under The Child Care Act
- 1.6. The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, and Keeping Children Safe in Education, including with regard to equality, diversity and safer recruitment considerations.

Delegation of Appointment and Constitution of Appointments Panels

- 1.7. As stated in the Detailed Delegation Levels appendix to the Scheme of Delegation, the Trust delegates the power to offer employment for all posts other than SLT posts to the Headteachers. The Headteacher may delegate an offer of employment to a Deputy Headteacher for posts other than SLT.
- 1.8. The Headteacher will be responsible for recommending to the CEO and LGB the recruitment process and appointment of the academy Senior Leadership Team in line with the ALT Recruitment Policy.
- 1.9. As stated in the Detailed Delegation Levels appendix to the Scheme of Delegation, the Trust delegates the LGB to participate in the appointments of academy SLT staff, in line with the ALT recruitment policy. At least one member of the LGB will be involved in the appointment process if all academy SLT posts.
- 1.10. As stated in the Detailed Delegation Levels appendix to the Scheme of Delegation, the Trust delegates the CEO to organise and participate in the appointment of academy Headteachers in

consultation with at least two governors from the relevant academy and at least two board members.

- 1.11. The CEO(or delegated eg COO) will participate in and have the final say in all senior leadership appointments and will develop the ELT structure.
- 1.12. At least two Board members will be involved in the interview process and have the final say in the appointment of academy Headteachers and ELT Executive Leaders and to determine the contracts and salary of Executive Leaders, in line with the ALT Recruitment Policy. (See DDL 2.2.i./2.2.ii)
- 1.13. Selection panels will always comprise at least two people. In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training.

Recruitment process

- 1.14. Vacant posts will be advertised via the My New Term Recruitment Platform, which links directly to the Trust and individual school websites. Vacancies might also be advertised in wider media. In the case of key posts or for shortage areas, specialist recruitment consultants might be used as an alternative to the traditional means of recruiting staff.
- 1.15. When a vacancy occurs and there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, posts will usually be advertised internally only. However, in the interests of business efficiency, the Headteacher may decide, in consultation with the relevant staff and their representatives to make adjustments to current staffing contracts, so a replacement for the vacancy is not required, to meet the needs of the business. *(For senior staff appointments, Headteachers must comply with the ALT Scheme of Delegation and its appendix).* Similarly, when staff are at risk of redundancy, or when there are particular circumstances which mean it is necessary to fill a post promptly in order to meet the needs of the school, the Headteacher can make appointments without advertising them.
- 1.16. The trust's Central HR Team manages the recruitment process for all schools within the Trust. **See Appendix 2.**

Information for Applicants

- 1.17. Applicants for advertised posts will be directed to the My New Term platform to access details of the post and the opportunity to apply. Applicants will have access to the following information:
- a job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school;
 - a person specification may also be provided;

- an application form. (*CVs will not be accepted*);
- information about the Trust and the individual school;
- a letter from the Headteacher;
- the closing date for receipt of applications;
- information about DBS and other pre-employment requirements;
- information about salary.

Short listing and reference requests

- 1.18. Applications for shortlisting will be anonymised for the shortlisting panel.
- 1.19. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the candidates to be called for interview.
- 1.20. Social media checks will be carried out for **ALL** shortlisted candidates, in line with the recommendations in KCSIE 2022. It is not permitted for any member of the interview panel to carry out the checks. (See appendix 07 for social media check form)
- 1.21. At least two references on all short-listed candidates will be sought. If a candidate for a post working with children is not currently employed in that capacity, a reference will be sought from the most recent employment working with children (where available) to confirm details of employment and the reasons for leaving.
- 1.22. Candidates are made aware via MNT that online media searches may be done as part of the school's due diligence checks in line with the recommendations in KCSIE 2023.
- 1.23. References are the property of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. The trust's standard reference form is to be used by all trust schools.
- 1.24. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate for any post. References will be verified and any discrepancies will be discussed with the candidate at interview.

Interviews

- 1.25. The format, style and duration of interviews are determined by the Headteacher in consultation
- with any governors involved in the process but the following protocols will be observed:

- before the interviews, the selection panel will agree on the interview format. A standard ALT proforma is used for all interviews which includes clear protocols for recording candidates' responses; **See Appendix 3**
- the questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description;
- the same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked;
- the selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment;
- if any declarations of criminal convictions are made on the application form or in the interview, these must be reported to the HR administrator and it should be made clear to the candidate that the post would be dependent on the outcome of a risk assessment. **See Appendix 4**
- the recruitment documentation will be retained for six months from the date of interview, after which all information about unsuccessful candidates will be securely destroyed.

Offer of Employment

- 1.26. The offer of employment in writing is subject to verification of right to work in the UK, qualifications requirements, satisfactory DBS Enhanced Disclosure, teacher prohibition and children's barred list checks, pre-employment medical screening (where required) and satisfactory references. The successful candidate will be informed by letter from the Headteacher or Deputy Head that the appointment is subject to satisfactory completion of these checks.

Personnel File and Single Central Record

- 1.27. Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/ her employment with the school including:
- application form – signed by the applicant;
 - interview notes – including explanation of any gaps in the employment history;
 - references – minimum of 2;
 - proof of identity;
 - proof of right to work in the UK;
 - proof of relevant academic qualifications;
 - evidence of medical clearance from the Occupational Health Service (where applicable);
 - evidence of enhanced DBS clearance, Children's Barred List and Teacher Prohibition checks;
 - offer of employment letter and signed contract of employment.
- 1.28. See **Appendix 5 and 6** Recruitment Checklist, and Personal File Checklist

- 1.29. The school will maintain a Single Central Record, saved to the shared drive, of employment checks in accordance with Keeping Children Safe in Education.

Start of Employment and Induction

- 1.30. The pre-employment checks **must be** completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken and the Headteacher is satisfied that sufficient measures are in place to meet Safeguarding standards. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks.
- 1.31. All staff should receive training on the expectations, applicable roles and responsibilities in relation to filtering and monitoring in line with KCSIE 2023.
- 1.32. All new employees will be provided with an induction programme which will cover all relevant matters of ALT policy, with particular regard to safeguarding and promoting the welfare of children.
- 1.33. All newly appointed support staff will be subject to a 26-week probationary period.

Exit Process

- 10.1 Schools will complete the Xentrall form and send it to Central HR (see appendix 9 for process) HR Admin will send the Exit Survey to the employee as soon as their resignation is received. See the link below:
<https://docs.google.com/forms/d/1XM9fl8O5f3sgrHkF8Jld2yI8b5FxYJyafB5tzW1h8Aw/edit>
- 10.2 Schools will secure the return of any school/Trust property, including all identity badges, laptops, mobile phones, keys etc before leaving date.

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Monitored by: J Holliday, HR Manager
Next Review: As required

APPENDIX 1 - Disqualification under the Childcare Act 2006 – Amended Regulations

Government guidance regarding the Disqualification under the Childcare Act can be viewed at:
<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

There are a number of reasons that a person may be disqualified from working with children under the Childcare Act 2006. Staff can be disqualified by:

- inclusion on the Disclosure and Barring Service (DBS) Children’s Barred List;
- being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2018 Regulations (note that regulation 4 also refers to offences that are listed in other pieces of legislation);
- certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2018 Regulations;
- refusal or cancellation of registration relating to childcare, or children’s homes, or being prohibited from private fostering, as specified in Schedule 1 of the 2018 Regulations;
- being found to have committed an offence overseas, which would constitute an offence regarding disqualification under the 2018 Regulations if it had been done in any part of the United Kingdom;
- Also, under the legislation a person is disqualified if they are ‘found to have committed’ an offence which is included in the 2018 Regulations (a ‘relevant offence’) this includes:
 - being convicted of a relevant offence;
 - on or after 6 April 2007, being given a caution for a relevant offence; or
 - on or after 8 April 2013, given a youth caution for a relevant offence.

Schools are no longer required to establish if staff, including those working with under 5s or under 8s in wrap-around, extended hours or childcare, are disqualified by association. That is if they share a house with someone who would be disqualified from working with children. This means that schools no longer have to ask their staff questions about cautions or convictions of anyone living or working in their household.

However, staff can still be disqualified on their own behalf if they work with under 5s or under 8s in childcare provided by the school outside of normal school hours or the management of such staff or provision. Schools need to be certain that none of these staff have a conviction or caution for any of the relevant offences or have been subject to any of the listed court orders.

The new legislation also makes other changes in some of the relevant offences. The **new offences** added to the list since the June 2016 guidance are:

- Criminal Justice and Courts Act 2015 – including care workers ill-treating or wilfully neglecting an individual
- Female Genital Mutilation Act 2003 – including conducting FGM and assisting a girl to conduct FGM on herself
- Modern Slavery Act 2015 – including holding a person in slavery or servitude and requiring a person

- to perform forced or compulsory labour
- Psychoactive Substances Act 2016 – supplying or offering to supply a psychoactive substance to a child
- Serious Crime Act 2015 – possessing a paedophile manual and engaging in controlling or coercive behaviour in an intimate or family relationship.
- Terrorism Act 2000 – including belonging to a proscribed organisation and committing an act of terrorism
- Terrorism Act 2006 – including encouraging terrorism, circulating a terrorist publication and directing a terrorist organisation

A school must not continue to employ an individual who is disqualified in connection with early or later years childcare provision, nor should a disqualified individual provide or be directly concerned in the management of such provision unless they have received a waiver from Ofsted, which covers the role that they wish to undertake. This does not imply that individuals are prevented from working in a school in any other setting.

Staff Covered

Staff are covered by this legislation if they are employed or engaged to provide **early years childcare** (this covers the age range from birth until 1 September following a child's fifth birthday i.e. up to and including reception year) or **later years childcare** (this covers children above reception age but who have not attained the age of 8) in nursery, primary or settings, or if they are directly concerned with the management of such childcare. This includes:

- **Early years provision** - staff who provide any care for a child up to and including reception age. This includes education in nursery and reception classes and/ or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during the normal school day and outside of school hours for children in the early years age range; and
- **Later years provision** (for children under 8) - staff who are employed to work in childcare provided by the school outside of the normal school day for children who are above reception age but who have not attained the age of 8. This does not include education or supervised activity for children above reception age during school hours (including extended school hours for co-curricular learning activities, such as the school's choir or sports teams) but it does include before school settings, such as breakfast clubs, and after school provision.

Staff who are directly concerned in the management of early or later years provision are covered by the legislation. Schools will need to use their judgement to determine who is covered, but this will include the Headteacher, and may also include other members of the leadership team and any manager, supervisor, leader or volunteer responsible for the day-to-day management of the provision.

In relation to staff employed by childcare providers (i.e. not employed by the school) who hire or rent school facilities or premises (for example a private, voluntary or independent childcare provider), schools should ensure that such providers have appropriate policies and procedures in place in regard to safeguarding children, including under the 2018 Regulations.

Where schools use staff from any agency, or third-party organisation (e.g. supply teacher, music teacher or sports coach) to work in relevant childcare provision, or contract out such childcare, they must obtain confirmation that the agency or organisation providing the staff has informed them that they will be committing an offence if they are deployed to work in relevant childcare, or are directly concerned in the management of such provision, if they are disqualified under the 2018 Regulations. This should include the provider requesting that their staff inform them if they consider that they could be disqualified under the legislation.

Where the school deploys a person who is self-employed (e.g. music teacher or sports coach) to work in relevant childcare provision, the school must ensure that they are compliant with the requirements of the legislation explained in this guidance.

Volunteers and casual workers (including individuals on work experience) who are directly concerned with the management of childcare provision, and/ or who work on a regular basis, whether supervised or not, in relevant childcare, are within the scope of the legislation and are covered by this guidance.

Staff who may be Covered

Staff who are not employed to directly provide childcare, are not covered by the legislation. Similarly, most staff who are only occasionally deployed and are not regularly required to work in relevant childcare will not automatically come within the scope of the legislation. Schools should exercise their judgement about when and whether such staff are within scope, evaluating and recording any risks and control measures put in place, and taking advice from their HR provider, the designated officer, safeguarding lead officer or adviser when appropriate. A record of the assessment should be retained on the employee's personnel file and a copy supplied to the individual concerned. In general individuals undertaking the following roles would normally be excluded:

- caretakers;
- cleaners;
- drivers;
- transport escorts;
- catering; and
- office staff.

School governors and proprietors are not covered by the legislation, unless they volunteer to work in relevant childcare on a regular basis, or they are directly concerned with the day-to-day management of such provision. Further guidance on the safeguarding arrangements covering governors and the safeguarding responsibilities of governing bodies and proprietors is provided in KCSIE.

Additionally, it should be noted that, whilst out of scope of these regulations, school governors in maintained schools are also subject to additional arrangements and can also be disqualified from holding office (i.e. being a governor in maintained schools) under regulation 17, schedule 4 of the School Governance (Constitution) (England) Regulations 2012.

Staff not Covered

This means that staff employed who work in the following roles are not covered, i.e. staff who:

- only provide education, childcare or supervised activity during school hours to children above reception age; or
- only provide childcare or supervised activities out of school hours for children who are aged 8 or over; and
- have no involvement in the management of relevant provisions.

It should be noted however, that providers utilising schools for non-school activities are required to comply with the guidance outlined in KCSIE (Out of School Settings) 2023.

What should schools be doing?

An up to date enhanced DBS certificate or a check against the DBS update service will help schools establish whether the offences committed by that individual are relevant offences.

Schools must ensure that they are not knowingly employing a person who is disqualified under the 2018 Regulations in connection with relevant childcare provision. In gathering information to make these decisions schools must ensure that they act proportionately. Accordingly, schools must ensure that they handle information fairly and lawfully and take care not to breach:

- Data Protection Act 2018 (DPA);
- General Data Protection Regulation (GDPR) (EU) 2016/679;
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) ('the Exceptions Order');
- Rehabilitation of Offenders Act 1974 (ROA); and
- Human Rights Act 1998.

Personal data, including any details of the criminal record should not be held without consent from the individual. In instances where an individual does not consent, schools should only record the date the declaration was made, details of any additional safeguarding restrictions, and whether or not an Ofsted waiver has been granted if relevant.

Schools should keep a record of all staff who are employed to work in or manage relevant childcare provision and record the date on which the information about qualification was provided. This can be recorded on the Single Central List. This will be checked by Ofsted and the Independent School Inspectorates as part of their schools' inspections.

Schools will need to review any historic data collected and destroy any information which is no longer required i.e. disqualification by association information or information for people not working with these groups.

Schools do not need to use a self-declaration form to obtain information about whether a staff member is disqualified. If they choose to do so they must ensure the questions are relevant and limited to the requirements of the legislation and are only asked of the relevant staff, so they are not in breach of data protection legislation, including General Data Protection Regulation 2018 (GDPR).

In accordance with the GDPR Personal data, including any details of the person's criminal record should not be held without consent from the individual. In instances where an individual does not consent, schools should only record the date the declaration was made, details of any additional safeguarding restrictions, and whether or not an Ofsted waiver has been granted.

APPENDIX 2 - Recruitment Process

Recruitment Process		
Step	Information	Responsible
Recruitment Approval	<p>All vacancies to be managed via the MNT platform including external/internal/TLR posts etc which are school specific</p> <p>Vacancy to be added to My New Term by school. This must be approved on the system by the Headteacher.</p> <p>For Central Team appointments this will be HR Admin.</p>	<p>School HR Link</p> <p>To be signed and authorised by Headteacher</p> <p>For Headteacher/Central Team appointments this will be CEO/COO/Trust HR Manager</p>
Determine timeframe	<ul style="list-style-type: none"> - Advert publication date - Application deadline - Shortlisting date - Interview date - Intended appointment start date 	<p>Vacancy details to be checked by HR Admin and signed on the My New Term system. Authorised by FCO/COO on My New Term system</p>
Application pack preparations	<ul style="list-style-type: none"> - Vacancy will be published on the My New Term Platform 	<p>Authorised and published by Trust HR Manager/COO</p>
Advertising	<p>Vacancies will always be advertised in the following places:</p> <ul style="list-style-type: none"> - ALT website vacancies page (all school vacancies pages link to ALT page) - My New Term Platform - Gov.uk/find-a-job (free advertising) - TES <p>Vacancies may be advertised in the following places at the request and cost of the school:</p> <ul style="list-style-type: none"> - NYCC vacancies (admin posts £50.00 fee) - North East Jobs (Admin posts £150 fee - at request of school only) - Local newspaper (fee anywhere from £500 - £1200) 	<p>Vacancies will automatically link from MNT to school & Trust Websites/Gov.uk</p> <p>HR Admin will place all adverts - notice must be given <i>(Please note - it can take up to two days to retrieve order number from finance for placing order)</i></p>

Application Forms	Applicants apply for vacancies via the My New Term platform	Application forms and declarations will be automatically returned to MNT Portal.
Step	Information	Responsible
Completed Application Forms	After deadline for receipt of applications, anonymised parts of the application will be shared with the shortlisting panel	School HR Link / Head have access to application forms on My New Term For Headteacher/Central Team Appointments this will be managed by Trust HR Manager/HR Admin
Shortlisting	Shortlisting to take place by all members of the interview panel <i>(At least one person must have completed Safer Recruitment Training)</i> Shortlisted candidates will be informed via MNT. Status to be updated on MNT	School HR Link to notify shortlisted candidates and update status on My For Headteacher/Central Team Appointments this will be managed by Trust HR Manager/HR Admin
References	As soon as candidate accepts invitation to interview, references will be requested using the MNT platform. Online checks will be carried out for shortlisted candidates and recorded on MNT My New Term reference request document will be used for all reference requests	School HR Link to request references and complete online checks. This will be recorded on MNT. Returned references will be available on the My New Term portal
Interviews	Invitations to interviews to be managed via the My New Term Portal and any special requirements put in place <i>(must ask for ID and other identifiable documents to be brought to interview)</i> <i>Approved ALT interview question document to be used for all interviews</i>	School HR Link to arrange all interviews to invite candidates to interview.. School HR Link to check and copy ID upon arrival to interview For Headteacher/Central Team Appointments this will be managed by Trust HR Manager/HR Admin
Conditional offer of employment	After interviews have taken place, a conditional offer of employment can be made.	Headteacher/ Head of School makes verbal conditional offer of employment to candidate. My New Term to be updated For Headteacher/Central Team Appointments this will be managed by CEO/COO/Trust HR Manager/HR Admin
Personal File	Personal file to be setup <i>(ALT Personal file checklist must be used)</i>	School HR Link to set up personal file
Paperwork	School HR Link to inform HR Admin of successful candidate, confirming grade/scalepoint/hours/start date. School to update My New Term	HR Admin to provide conditional offer letter and contract to school for Head to sign. Conditional offer letter to be sent to successful candidate (as PDF document). HR Admin to send

	School HR Link will complete all pre-recruitment checks including DBS Check/Teacher Check/overseas checks/Section 128 etc	paperwork for completion by employee including payroll, <i>bank details, personal details, pre-employment health check, DBS instructions</i>).
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Step	Information	Responsible
All checks	All checks to be monitored and recorded dated and signed where necessary	HR Admin and school to ensure all required documents have been received
Payroll	Once all checks are in place and documents received, payroll can be informed	School HR to send Xentrall new starter form to HR admin HR Admin to upload relevant documents to payroll
Contract of Employment	Contract of employment can be issued by school when satisfactory pre-recruitment checks are completed	School to issue contract (PDF format only), to be signed by new employee and returned to school for Personal file
Documentation	To be stored in employee personal file	Any documents kept by HR Admin to be passed to school for personnel file.

APPENDIX 3 - Interview Questions/ Template (questions included only as example)

INTERVIEW QUESTIONS					
Job Title:					
Date:					
Interviewer:					
Interview Panel:					
Candidate:					
Score:		4 = Excellent	3 = Good	2 = Average	1 = Poor

Notes for interviewers re: protocols re. Equal opportunities and safeguarding children legislation –

Please ensure that:

- questions are assigned before the interview begins
- the person asking the questions does not make notes but concentrates on communicating with the candidate; the other interviewer makes notes of what is said – roles then reversed
- all candidates are asked the same questions – though follow up questions will vary
- you write what candidates say rather than express opinions
- you use the scoring matrix
- the questions marked with an asterisk are asked of all candidates at all levels
- you avoid discussing or reaching judgements until all candidates have been interviewed

Question	Response	Score
Tell me why you think you are an ideal candidate for this role.		
How have you motivated and engaged underachieving/ disaffected students in INSERT SUBJECT?		
How do you get the balance right between preparing students for exams and instilling a genuine love for a subject?		
What are the key factors in ensuring a whole school is the kind of place where children become successful and reflective learners?		
What would you say would be your development needs in your new post?		

What have you read recently which has had an impact on your practice as a teacher?		
What qualities would you bring to enhance the INSERT DEPARTMENT at School?		
What else would you bring to add to students' experiences at School?		
What makes a successful team?		
Additional Questions including safeguarding questions		
*What do you understand to be the responsibilities of everyone who works in education with regard to safeguarding and promoting the welfare of children?		
*Gaps in employment - Check/ ask for explanations of any gaps/ discrepancies in employment history and discrepancies between information on form and in reference.		
*Is there anything you would want to disclose now, that might or might not appear in a DBS check that could compromise your employment in the future?		
Any other questions?		
Are you still interested in the position?		

APPENDIX 4 - DBS Disclosure Checks – Risk Assessment

STRICTLY CONFIDENTIAL

**DISCLOSURE & BARRING SERVICE
DISCLOSURE CHECKS
RISK ASSESSMENT**

Any risk to the trust must be reported to the CEO who will conduct a risk assessment before any offer of employment can be made. The completed risk assessment to be retained on the personnel file, if an appointment is approved.

Applicant Name:	
DBS No. and Issue Date:	
Position	
Date of Caution/ Conviction:	
Date of Previous Risk Assessment if applicable	

1.	When and by whom was the Disclosure information discussed with the applicant?
2.	Was the disclosure information declared on the application form?
3.	Are the cautions/ offences relevant to the post applied for?
4.	Do the offences involve: sexual, violence, drugs, fraud/ dishonesty, other relevant issues?
5.	Is there a plausible explanation relating to the offence/ offending behaviour?
6.	Is there a significant gap between the last offence and the application for the post?
7.	Is there a clear pattern of offending behaviour?

8.	Have the applicant's circumstances changed significantly since the offending behaviour? i.e. is the applicant now in a more stable position/ lifestyle?
9.	Has the applicant demonstrated a reasonable level of remorse?
10.	Is the applicant able to demonstrate effective learning from the offending?
11.	Has the applicant been open about their offending behaviour?
12.	Has the applicant demonstrated a level of honesty in relation to their offending behaviour?
13.	What is your assessment of the nature and severity of cautions/ offences?
14.	Decision/ Recommendations:
15.	Proceed with application?

Signed:		CEO	Date:	
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Hold on file until DBS renewed			
Copy to Personal File & noted on DBS register:		(please initial)	

APPENDIX 5 - Recruitment Checklist

NB: Copies of all this evidence should be kept on individual personal files	Initials	Date
<p>Training - At least one member of the shortlisting and interview panel confirmed as carried out the Safer Recruitment Training?</p> <p>Name:</p>		
<p>Advertising - To include all relevant details of the post including salary and reference to policy statement of safeguarding and promoting welfare of children</p>		
<p>Application Form - The candidates should provide information of their employment history and if appropriate adequately explain the reasons for any gaps in employment. Ensure all candidates have completed the Rehabilitation of Offenders Act declaration and signed and dated the form. If the form is electronic ensure the applicant signs the form at the interview</p>		
<p>Short listing - The shortlisting process should be undertaken by all the members of the interview panel</p>		
<p>References - Requested on: <i>Note – these should be requested as soon as possible so they can be considered by the interview panel</i></p> <p>Online Searches Completed on:</p>		
<p>Invitation to interview - Letter to candidates sent to include all relevant information and instructions including directions and what identity information/ qualification evidence is to be produced on day of interview</p>		
<p>Interview - At least 2 interviewers: delegated powers as set out in the relevant DDL and trust recruitment policy; panel has met and agreed issues and questions/ assessment criteria/ standards</p>		
<p>References - Notes made of any discrepancy or issues of concern to raise at interview:</p> <p>Reference one received: Reference two received:</p>		
<p>Conditional Offer of Employment - Made in writing subject to satisfactory completion of the essential pre-employment checks, and 6 month probationary period for Support Staff.</p>		
<p>Attendance/ Sickness Records - Contact the person nominated in the reference to provide the information in regard to attendance/ sickness record following conditional offer of employment</p>		

<i>NB: Copies of all this evidence should be kept on individual personal files</i>	Initials	Date
Identity - Verified - if not completed on day of interview		
Right to work in UK - The candidate has provided satisfactory evidence, in accordance with Sections 15 – 25 of the Immigration, Asylum and Nationality Act 2006, that they have the right to work in the UK and to undertake the type of work on offer - the full guide is available at https://www.gov.uk/legal-right-work-uk (Preventing illegal working in the UK)		
DBS - Enhanced level Disclosure and Barring Service disclosure has been undertaken and a satisfactory disclosure certificate received and recorded/ or the candidate has not previously lived in the UK and has provided a certificate of good conduct issued by the relevant police force in their last country		
Barred List Check - Undertaken as part of an Enhanced DBS disclosure or a separate check to indicate the person is not included in the DfE Barred List or the Children and Vulnerable Adult Barred List		
For Teachers - Prohibition Check and EEA Check - Undertaken to ensure that a teacher is not prohibited from teaching in England and the European Economic Area		
Childcare (Disqualification) Regulations 2009 - New Starter Disqualification Declaration (where applicable)		
Medical Clearance - Occupational Health confirms the candidate is medically fit both physically and mentally to undertake this post in accordance with The Education (Health Standards) (England) Regulations 2003		
Qualifications checked - If not verified on day of interview, the candidate needs to provide original qualification certificates and/ or copies certified by awarding institutions and evidence they have obtained all of the academic and professional qualifications they claim to have achieved		
For Teachers - QTS - whilst not a requirement for schools, we do require ALT teaching staff to have QTS (except in exceptional circumstances – in which case the CEO is to be consulted before an offer of employment is made.) The candidate needs to provide original documentary evidence.		
For Teachers: statutory induction completed - For teachers who obtained QTS after 7 May 1999, the candidate has provided documentary evidence s(he) has successfully completed the statutory induction period		

<i>NB: Copies of all this evidence should be kept on individual personal files</i>	Initials	Date
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Central Record (SCR) of evidence updated - in line with advice from DfE, Keeping children safe in education (2022) and guidance for Ofsted inspectors April 2015		
Teachers' Pensions - Teachers will automatically be in the scheme unless they have previously opted out. The new pension auto enrolment rules will mean that all new and established teachers are entered in to the scheme even though they may have previously opted out		
Support Staff Pensions - New employees will be automatically entered in to the scheme even though they may have previously opted out		
Supply Teachers - if applicable - the agency has provided written confirmation that they have successfully undertaken all of the checks above		
Volunteers - The requirements outlined about apply also to volunteers		
<p>CONTRACTS PROCEDURE - Ensure that the following information is passed to Xentrall Shared Services (Contracts HR) for the preparation of a contract: Appointment Form PSE XEN 2 completed fully and sent with a copy of the signed application form attached.</p> <p>Photocopies of qualifications and references</p> <ul style="list-style-type: none"> - Completed DBS Form - Verification of employee's ability to work in the UK - Verification of employee's identity - Confirmation of QTS (Teachers) 		

A CONTRACT WILL NOT BE ISSUED UNLESS ALL NECESSARY DOCUMENTATION LISTED ABOVE IS RECEIVED

Please record the full name and position of the person who has completed the checklist	
Name:	
Position:	
School:	

Periodic checks will be undertaken of recruitment records.

APPENDIX 6 - Employee Personnel File Contents – Protocol

Employee:		Employee No.:	
Start Date:		Job Title:	

	Item	Present ✓ or X	Comments
1.	Emergency Contact Details		
2.	Enhanced DBS check Issue date and reference number		
3.	Offer letter and Statement of Particulars/ copy of contract		
4.	Current job description and person specification		
5.	Completed application form		
6.	Proof of identity (overseas, asylum & immigration checks) Give details in comments box		
7.	First written reference (explain if not most recent employer)		
8.	Second written reference		
9.	Evidence of qualifications		
10.	Medical clearance		
11.	Confirm full employment history/ satisfactory written explanation of any employment gaps		
12.	Teacher Reference Number (if relevant)		
13.	Verification of reason for previous employment with children ended (if relevant)		
14.	Prohibition/EEA/Section 128 checks (if relevant)		

File set up by:		Date:	
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Note: If any information is missing, an explanation MUST be given in the comments column

APPENDIX 7 – Shortlisted Candidate Online Search

SHORTLISTED CANDIDATE ONLINE SEARCH

Candidate Name:	
Role Shortlisted For:	
Searcher Name:	
Date & Time of Online Search	

Search Parameters	Concern Raised
	Only record information that suggests the candidate: <ul style="list-style-type: none"> • Is unqualified for the role • Poses a potential safeguarding risk • Risks damaging the reputation of the School/Trust • Don't include any irrelevant personal information
Google Search <ul style="list-style-type: none"> • Search the following terms: 	Search Results (only include what is relevant and a concern)
<ul style="list-style-type: none"> • Candidate Name 	
<ul style="list-style-type: none"> • Candidate Name & Current School/Employer 	
<ul style="list-style-type: none"> • Candidate Name & Previous School/Employer 	
<ul style="list-style-type: none"> • Candidate Name & Educational Institute 	
<ul style="list-style-type: none"> • Candidate Name & Job Title 	
<ul style="list-style-type: none"> • Other 	
Websites/Social Media:	

The candidate's name was typed into the search function of the following websites:	
<ul style="list-style-type: none">• Twitter	
<ul style="list-style-type: none">• Instagram	
<ul style="list-style-type: none">• Other (please state)	

Please see guidance notes overleaf

GUIDANCE NOTES

Paragraph 220 of Keeping Children Safe in Education 2022 states: "In addition, as part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened and are publicly available online, which the school or college might want to explore with the applicant at interview."

On line searches must be conducted for all short-listed candidates before interview.

Searches should normally be conducted by an appropriate HR contact in the school (e.g. PA, Business Manager, School Administrator). Searches for Central Team roles will be conducted by Central HR. The person conducting the searches **must not** be on the interview/selection panel to avoid any unconscious bias.

Potential causes for concern **may** include:

- Inappropriate behaviour, jokes or language
- Discriminatory comments
- Inappropriate images
- Drug or alcohol misuse
- Anything that suggests that they may not be suitable to work with children
- Anything that contradicts the information provided in the application form

Be cautious because the results of an online search maybe 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

There are no guidelines as to how far back the searches should go and schools should decide for themselves whether they have sufficient information to judge suitability.

Retention of search documents:

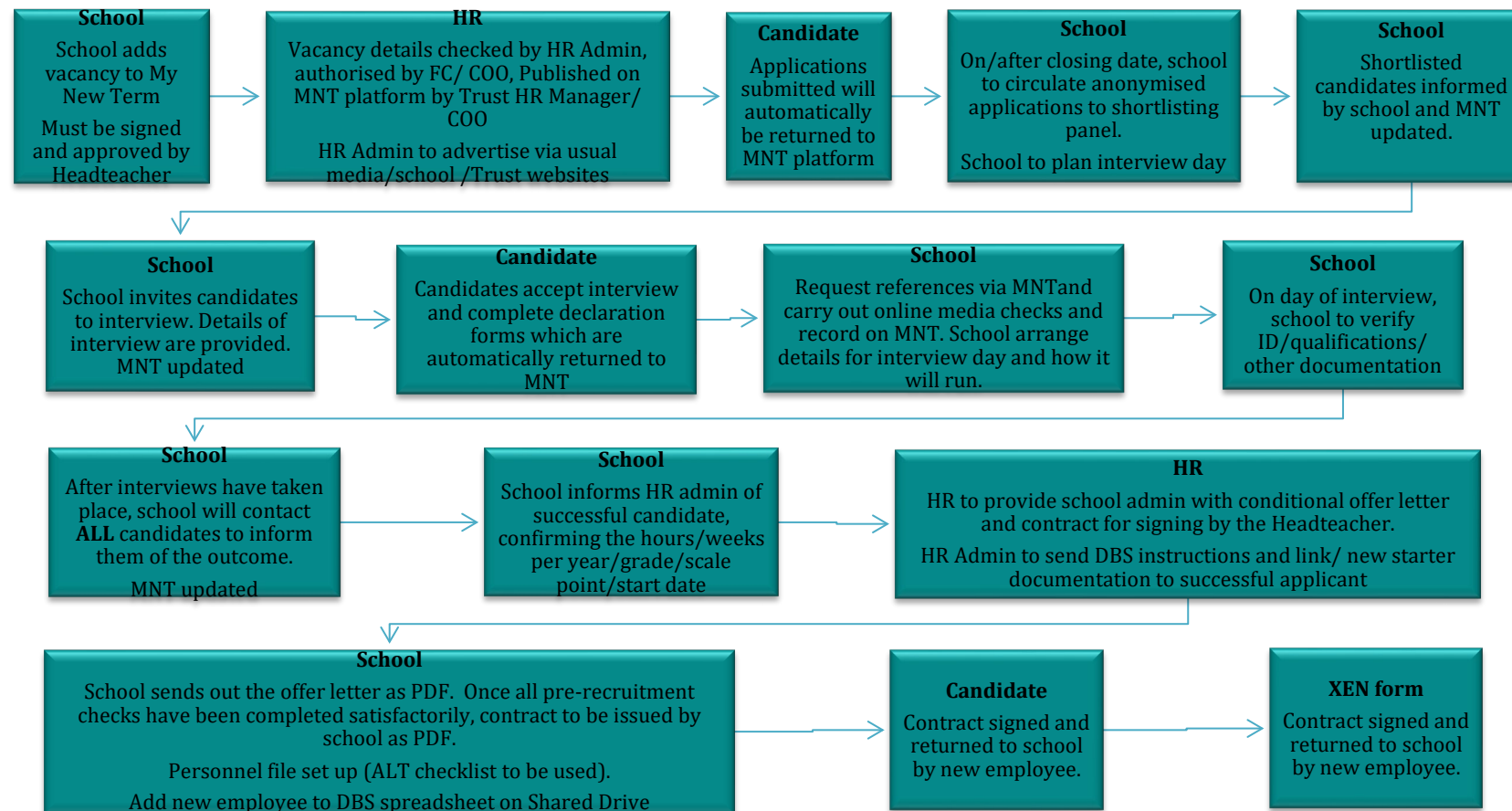
- Unsuccessful applicant, retain for 6 months from the date of appointment of the successful candidate + 6 months then dispose of securely.
- Successful applicant, retain on personnel file.

Any concerns raised following an online search must be probed at interview and responses recorded.

NB The above checks should be undertaken for volunteers, Governors and Trustees in addition to potential employees or self-employed workers.

If you have any concerns or queries, please contact Human Resources hradmin@aretelearningtrust.org

APPENDIX 8 – Recruitment Process Flow Chart



APPENDIX 9 – Leaver Process Flow Chart

