



Recruitment and Selection Policy

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1.0 Introduction

- 1.1 Summit Learning Trust's approach to recruitment and selection will be fair, effective, robust and safe for the purpose of building and maintaining an effective workforce, ensuring individuals with the right skills are in the right post at the right time, whilst ensuring the safeguarding of our learners are at the heart of all recruitment processes.
- 1.2 Our Trust is committed to safeguarding and promoting the welfare of our children and young people. We have a robust Safeguarding and Child Protection Policy, and all colleagues receive training relevant to their role at induction and throughout their employment within our Trust. We expect all colleagues and volunteers to share this commitment.
- 1.3 Summit Learning Trust are committed to eliminating discrimination and encourage and promote diversity amongst our colleagues. We are committed to ensuring equality and fairness for all in our recruitment and employment practices and undertake not to discriminate on the grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We oppose all forms of unlawful and unfair discrimination.
- 1.4 All recruitment processes will comply with the requirements of Keeping Children Safe in Education and the key elements of safer recruitment:
 - Including information on our Trust's commitment to safeguarding children and young people in the advert, job description, person specification and any other relevant documentation.
 - It is our Trust's policy to only accept application forms, and all applicants applying for positions with our Trust are informed that Curricula Vitae will not be accepted.
 - obtaining and scrutinising comprehensive information from all applicants, investigating any discrepancies or anomalies, including gaps in employment.
 - obtaining robust, relevant and appropriate references that fully cover the applicant's recent work history.
 - exploring the applicant's suitability to work with children and young people by asking specific questions during the interview process
 - verifying the successful applicant's identity, medical history, qualifications, employment history and experience.
 - obtaining a satisfactory DBS clearance prior to the applicant commencing in post, except in exceptional circumstances and with an appropriate risk assessment being put into place as an initial temporary measure.
 - at least one person on the interview panel will be trained in safer recruitment
- 1.5 The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Child Safe in Education and our Equality Information and Objectives Policy.
- 1.6 If an individual involved in the recruitment process has a close personal or familial relationships with an applicant, they must declare as soon as they are aware of the individual's application and avoid any involvement in the recruitment process.
- 1.7 Summit Learning Trust will ensure compliance within the General Data Protection Regulations (GDPR). The recruitment documentation will be retained for six months from the date of the interview. Applicants have the right to request access to the notes written about them during the recruitment process. After 6 months, all information about the unsuccessful applicant will be securely destroyed.

2.0 Senior Leadership Recruitment and Selection

- 2.1 When recruiting for a Principal post, the recruitment process will be led by our Trust to ensure consistency and quality of process for such crucial roles within our Trust.
- 2.2 Additional due diligence will be undertaken during the longlisting and shortlisting process in relation to Ofsted inspection outcomes of the applicants' current/previous place of work, as well as learner outcomes (results). The same data for the applicants' previous workplaces may also be taken into consideration during the longlisting and shortlisting process.
- 2.3 The selection for Principal roles will ordinarily take place over a 2-day process with a variety of selection tasks and activities taking place in day 1 and formal interviews taking place in day 2, involving at least one member of our Board of Trustees. This is to ensure a thorough and robust selection process is applied for such a senior leadership role within our Trust.
- 2.4 Where possible, the Deputy CEO or CEO will visit applicants in their current place of work as part of the selection process. This visit will assess applicants' skills and behaviours in their home school and with their current colleagues and test out compatibility with Summit Learning Trust.

3.0 Preparation

- 3.1 Planning the recruitment process in detail is essential to minimise the risk of making unsuitable appointments.
- 3.2 Prior to taking the decision to advertise, recruiting managers will consider whether they need to replace the role 'like for like', or whether the duties of the role could be fulfilled in an alternative way. For example, a point of consideration is whether an apprenticeship appointment could be made. Any alternative approaches for replacing the post must be fully discussed with the Principal or senior manager.

4.0 Job description and person specification

- 4.1 The job description describes the main duties and responsibilities of the post, and the person specification details the skills, knowledge and experience required to fulfil the role. The person specification will be used to assess each applicant's suitability for the post, from short listing through to interview, assessment and selection.
- 4.2 All recruiting managers should liaise with Human Resources who will have access to the relevant and most recent job description and person specification for the post.
- 4.3 Genuine Occupational Requirements - there are a very small number of genuine reasons when an employer may need to discriminate. These situations are very rare and will be related to statutory responsibilities, for example where the post holder provides intimate care. If a post holds a Genuine Occupational Requirement, this will be made clear in the person specification and the advertisement. Recruiting managers should seek advice from Human Resources to determine if there is a Genuine Occupational Requirement.

5.0 Advertising a Post

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

- 5.2 For any vacancies that are deemed difficult to recruit or have struggled to attract suitable applicants, appropriate alternative sources can be used with authorisation from Deputy CEO and HR Director, to proactively seek suitable applicants.

6.0 Information for Applicants

- 6.1 Our career and vacancies website will contain key information for applicants to promote our Trust as an employer. This includes safer recruitment in education information and a link to our Safeguarding and Child Protection Policy.

7.0 Short-listing and Reference Requests

- 7.1 Once the closing date has been reached, the recruitment panel (minimum of two people) are responsible for short listing, using the person specification criteria. The criteria will be based on the requirements of the role and will be applied consistently to all applicants. The recruitment panel agree the applicants to be invited for an interview.
- 7.2 As a Disability Confident employer (Level 2), all disabled applicants that meet all of the essential criteria of the person specification will be short listed and invited to an interview.
- 7.3 We will conduct online searches on shortlisted applicants to help identify any incidents or issues that have happened, and are publicly available online, which can be explored with the applicant at interview. The check will be conducted by someone independent to the recruitment panel and will purely check whether the shortlisted applicant is suitable to work with children and young people.
- 7.4 All shortlisted candidates will be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children and young people.
- 7.5 The recruitment panel will take up at least two references on each short-listed applicant. If an applicant for a post working with children and young people is not currently working with children or young people a reference will be sought from the most recent employment working with children or young people to confirm details of their employment and their reasons for leaving. One reference will be from the applicant's current employer.
- 7.6 Reference requests will ask the referee to confirm:
- The referee's relationship with the candidate
 - Details of the applicant's current post
 - Performance history
 - All formal time-limited capability warnings which have not passed the expiration date
 - All formal time-limited disciplinary warnings where not relating to safeguarding concerns
 - All disciplinary action which may include those where the penalty is "time expired" and relate to the safety and welfare of children and young people
 - Details of any substantiated allegations or concerns relating to the safety and welfare of children and young people
 - Whether the referee has any reservations as to the applicant's suitability to work with children and young people. If so, the academy will ask for specific details of the concerns and the reasons why the referee believes the applicant may be unsuitable to work with children and young people.
- 7.8 References are the 'property' of the recruitment panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the applicant and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the applicant has applied. The recruitment panel will not accept references

from relatives or people writing solely in the capacity as a friend of the applicant. References will be verified, and any discrepancies will be discussed with the applicant at interview. Electronic references will be checked to ensure they originate from a legitimate source.

7.9 References will also be checked against information on the application form; any discrepancy/issue of concern will be taken up with the applicant at interview. The academy may contact referees to clarify where information is vague or insufficient information is provided. Any concerns will be resolved satisfactorily before an appointment is confirmed.

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

8.0 Interview and assessment

8.1 The format, style and duration of the interviews and assessment tasks (e.g. lesson observations) will be agreed beforehand by the recruitment panel. All Interview and assessment tasks are a two-way process; an opportunity for the recruiting manager to select the best applicant for the role, and also an opportunity for the applicant to determine whether our Trust is the right employer for them.

8.2 A scoring matrix, agreed beforehand will be used to ensure objective assessment against agreed criteria. The questions asked will be aimed at obtaining evidence of how each applicant meets the requirement of the job description and person specification. 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.

8.3 In addition to assessing and evaluating an applicant's suitability, the recruitment panel will also:

- Explore the applicant's attitude towards children and young people including finding out what attracted them to the post being applied for and their motivation for working with children and young people
- The applicant's ability to support the agenda for safeguarding and promoting the welfare of children and young people
- Probe any gaps in employment or where the applicant has changed employment or location frequently, asking for the reasons for this
- Discuss any convictions, cautions or pending prosecutions, other than those protected, that the applicant has declared and are relevant to the prospective employment
- Consider any other concerns or discrepancies arising from the information obtained through online searches or provided by the applicant or referee.

9.0 Offer of Employment

9.1 The offer of employment by the recruitment panel and acceptance by the applicant is binding on both parties and is subject to satisfactory completion of the following checks:

- Verification of identity (including Birth Certificate)
- Verification of right to work in the UK
- Proof of relevant qualifications
- Satisfactory DBS Enhanced Disclosure
- Barred list check
- Pre-employment medical screening
- Satisfactory references, one of which must be from the most recent employer
- A Certificate of Good Conduct (if applicable) which may include EEA sanctions and restrictions
- Teacher prohibition (if applicable)

- Section 128 check (if applicable)
- Disqualification under the Childcare Disqualification Act 2006, as amended (where applicable)

9.2 The successful applicant will be informed, by offer letter, the appointment is subject to satisfactory completion of these checks.

9.3 Unsuccessful applicants will be verbally notified, providing feedback where requested.

10.0 Personnel File and Single Central Record

10.1 Recruitment and selection information for the successful applicant will be retained securely and confidentially for the duration of their employment with our Trust including:

- Application form – signed by the applicant
- Interview notes – including explanation of any gaps in employment, online search record and self-declaration form
- References – minimum of two
- Proof of identity (including Birth Certificate)
- Proof of right to work in the UK
- Certificate of Good Conduct (where applicable) which may include for teaching positions, a letter of professional standing from the professional regulating authority in the country (or countries) in which the applicant has worked
- Evidence of medical clearance from the Occupational Health provider
- Evidence of DBS clearance and barred list check
- Teacher prohibition checks (where applicable)
- Evidence of Section 128 direction (where applicable)
- Offer of employment letter and signed contract of employment
- Disqualification under the Childcare Disqualification Act 2006, as amended (where applicable)

10.2 Retention of personal information for the successful applicant following the end of their employment will be in accordance with the Retention Schedule and will be securely destroyed when the documents have reached their data retention limit.

10.3 Each academy will maintain a Single Central Record of employment checks in accordance with Keeping Children Safe in Education.

11.0 Start of Employment and Induction

11.1 The pre-employment checks listed in paragraph 8.1 must be completed before the individual starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the barred list and teacher prohibition checks.

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

11.3 All new employees will be subject to a probationary period (see Probation Policy and Procedure), during which performance will be monitored. Regular reviews will take place, and support will be provided where necessary. At the end of the probationary period, a formal review will determine whether the employment will be confirmed.

12.0 Volunteers

- 12.1 Volunteers are seen by our learners as trustworthy adults; therefore, the same standard of recruitment process applies to ensure their suitability to work with children and young people. However, a common-sense approach will be taken based on the role, level of contact and frequency of volunteering (e.g. one-off academy trip support versus a repeated ongoing role).
- 12.2 If the volunteer is engaged in regulated activity on a regular basis unsupervised with our learners, an Enhanced Disclosure and Barring Service (DBS) with barred list check will be undertaken.
- 12.3 An enhanced DBS certificate (not including barred list information) will be obtained for volunteers who are not engaged in regulated activity but have the opportunity to come into contact with our learners on a regular basis, e.g. supervised volunteers. We are not legally permitted to request barred list information on volunteers not in regulated activity.
- 12.4 If the volunteer is not engaged in regulated activity a risk assessment will be undertaken to decide whether an Enhanced DBS (without barred list) is required.
- 12.5 Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity. Volunteer information will be recorded on the Single Central Record (SCR).
- 12.6 Prior to engaging in any volunteering, a volunteer application form must be completed, and two suitable references obtained. An online search will also be completed.