

## Recruitment and Selection Policy

### Policy Control Page

<b>Responsible Person</b>	Head of HR
<b>Approved By</b>	Senior Leadership Team
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October 2017	V1	HR	Adoption of Policy
April 2018	V1.1	HR	Yearly review/update
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September 2022	V1.5	HR	Yearly review/update, update onto new template

## **Introduction**

This policy should be read in conjunction with the Academy's Safeguarding and Child Protection Policy.

Exeter Royal Academy for Deaf Education (The Academy) always aims to recruit the best person for the job. Selection for employment will be on the basis of aptitude, attitude and ability. Our policy is to provide quality and fairness for all potential employees and not to discriminate on grounds of gender, marital status, race, ethnic origin, colour, gender reassignment, nationality, national origin, maternity/pregnancy, disability, sexuality, responsibilities for dependents, offending background, religion or age.

We concentrate on the requirements of our posts and the abilities of people as individuals to fulfil them. Thus we shall be able to draw upon the widest range of skills and talents in the delivery and management of our services.

Criminal convictions are not necessarily a bar to employment with us. However, staff at the Academy work with children and vulnerable young adults, therefore those offered a position with us will be subject to an enhanced Disclosure & Barring Service (DBS) check before taking up their appointment.

All vacant posts will be advertised. The relevant member of the Senior Leadership Team will decide whether to advertise these posts internally only or internally and externally. All employees, therefore, will have an opportunity to apply.

## **Safer Recruitment Practice**

*"The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors, trustees and volunteers to share this commitment".*

When recruiting for a role within Academy the following procedures are adhered to:

1. All job descriptions and person specifications are drafted/amended so it is clear that the correct mix of knowledge, skills and experiences are highlighted with a view to attracting the right candidate.
2. All recruitment advertisements include a statement regarding the Academy's commitment to both Safeguarding and Equality & Diversity, as follows:

*"The Academy is committed to safeguarding and promoting the welfare of children and young adults; as such an enhanced DBS disclosure is required.*

*The Academy is committed to promoting diversity and inclusion for all its students and staff."*

3. All job descriptions include the following statement with regard to other duties:

*“To be responsible for promoting and safeguarding the welfare of children and young adults they are responsible for (or come into contact with) in accordance with the Academy’s Safeguarding Policy & Procedures”*

4. All person specifications include the following statement:

*“The ability to form and maintain appropriate relationships and personal boundaries with children and young people”*

5. The Academy will only accept employment applications which have been submitted on its own standard application form. The application form contains the following sections:

- a. Personal details page for identifying name, address and key monitoring details e.g. identification of a potential disability.
- b. Details of qualifications the applicant has obtained which are relevant to the role, and the date that these were achieved.
- c. A full history in chronological order since leaving secondary education, including periods of any post-secondary education or training and part-time and voluntary work, as well as full time employment, with start and end dates and explanations for periods not in employment, education or training, and reasons for leaving employment. If this information is not clear then it will be investigated at interview.
- d. Details of referees. One of these will be the applicant’s current or most recent employer. If an applicant has previously worked with children and/or vulnerable adults and is not doing so currently then the Academy will seek a reference from the most recent employer where the work has involved children and/or vulnerable adults. The Academy will not accept references from relatives.
- e. A statement of personal qualities for the applicant to complete. The applicant’s response should be geared to the job description and person specification.

The application form includes an equality form, a statement regarding the Data Protection Act (and the processing of personal information) and a statement that appointment is subject to receipt of satisfactory written personal references, an enhanced DBS check, barred list check, proof of relevant qualifications and eligibility to work in the UK. A statement regarding the Rehabilitation of Offenders Act 1974 is also included.

6. All those who make an enquiry about recruitment vacancies will be sent the following:

- a. A job description, which states the main duties and responsibilities of the role along with the individual’s responsibility for promoting safeguarding and the welfare of children/vulnerable adults.
- b. A person specification detailing the skills, attitudes, knowledge and experience required for the role.
- c. An advertisement detailing the terms and conditions of the role.

- d. An application form.
  - e. Recruitment and Selection policy.
  - f. Safeguarding and Child Protection policy.
  - g. The Recruitment of Ex-Offenders policy.
7. All candidates are screened against the person specification by a member of the interview panel.
8. Where possible, references are taken up before interview. All referees are sent a reference checklist, which contains the following:
- a. A photograph of the candidate, which the referee needs to confirm is the person they are providing information on.
  - b. A question to confirm whether any disciplinary action is currently pending against the applicant or if there has been any action taken which is unspent.
  - c. A question to confirm whether the referee knows of any reason why the applicant should not be employed to work with children or vulnerable adults.
  - d. A list of criteria linked to the person specification on which the referee is asked to grade the applicant.
9. In situations where a referee has ticked “yes” to the section asking if they know of any reason why the candidate should not be employed to work with children or vulnerable adults, HR will call the referee to obtain detail.
10. Where an unsatisfactory or poor reference is received, HR will call the referee to obtain detail.
11. Upon receipt of a reference, all referees are called by HR to verify that they are the person who completed the reference and to ask a further question as to whether the referee has any concerns about whether the individual should be appointed to work at the Academy.
12. All candidates shortlisted to attend interview will be subject to an online search as part of due diligence, this will involve searching the candidates name within a search engine such as Google. The types of search but not inclusively will be Candidate name convicted, candidate name Crown Court, Candidate name magistrates court. A check may also be made on LinkedIn, in view of checking a candidates employment history. No further checks of Social Media will take place If any information is discovered that may cause us concern this will be compared against the candidates, application form, employment history, suitability declaration form and discussed with the candidate at interview. Responses will be recorded on the interview notes.

If any information relates to a serious incident or demonstrates that the candidate has been dishonest in their application/self disclosure form, the Academy may have to see advice from the LADO and/or the Police before discussing with the candidate at interview.

13. All candidates invited to interview will receive an e-mail detailing what will take place and asking them to let HR know of any dietary requirements or disability that needs to be taken into account when organising the interview. The interview invitation will also include a statement outlining to candidates that they will be questioned at interview on their suitability to work with children and vulnerable adults. Candidates are reminded to bring identification and original qualification/professional membership certificates with them that will be checked at interview.
14. Prior to interview, candidates will be sent a self-disclosure form, where they are asked to identify to the Academy the following:
  - a. Any unspent or unfiltered convictions,
  - b. Whether they appear on the Barred list,
  - c. Whether they are prohibited from teaching,
  - d. If they are prohibited from management in an Academy or Independent School,
  - e. Whether they have lived outside the UK for more than three months in their working life,
  - f. If they are subject to any sanctions relating to working with children in any other country outside the UK, and/or are disqualified under the Childcare Act Regulations (2018).

Candidates are required to return the completed form to the Academy in a sealed envelope prior to their interview. The envelope will only be opened in a situation where the candidate is conditionally offered employment.

15. Where candidates are asked to perform a classroom assessment as part of the interview process, a member of staff who has been through the enhanced DBS process will be present.
16. Where appropriate to the role, candidates will be tested on their working knowledge of BSL. This could involve the use of observations of the candidates interacting with students, and/or form part of the interview.
17. There will be a minimum of two Academy Staff/Governors/Trustees or any interview panel. At least one of the interviewers will have completed the Safer Recruitment in Education course. Wherever it is possible a Governor will sit on every interview panel. A Member of the Governing Body must always sit on interview panel for Principal, Director and Assistant Principal roles.
18. Prior to the interview the panel will agree on a list of questions geared to the job description and person specification.
19. The interview panel will explore the candidate's attitude to safeguarding and may ask questions about previous unfiltered or unspent convictions
20. The interviewers will question the candidates regarding any gaps in employment history and any concerns or discrepancies arising from information provided by the candidate and/or a referee.

21. The interviewers will also ask candidates whether they wish to declare anything in relation to the content of their references. This is assuming references have not been returned by the time of the interview. If they have been returned and anything of concern is identified on the reference, then the interview panel are able to use this as an opportunity to discuss the issue(s).
22. All offers of employment are subject to the following:
  - a. Satisfactory written personal references.
  - b. Proof of eligibility to work in the UK.
  - c. An enhanced DBS check where the content is satisfactory to the Academy.
  - d. A probationary period of a minimum of three months, or longer for some roles.
  - e. Verification of a candidate's identity and address.
  - f. A Barred list check.
  - g. A Prohibited list check (Teachers only).
  - h. Satisfactory completion of the Staff suitability declaration form.
  - i. Verification of a candidate's qualifications and professional status.
  - j. Completion of the statutory induction period (Trainee Teachers).
  - k. Satisfactory completion of a pre-employment health questionnaire.
  - l. Section 128 check (leaders, for those joining after August 2015).
23. An enhanced DBS check, Barred list, Prohibited list check (Teachers only), police check (from the country in question) and a reference check (from the country in question) will be undertaken on potential staff from overseas with the countries they have previously lived in. In all cases where an applicant has worked or been resident overseas in for three months or longer, the Academy, where possible, will a check on the applicant's criminal record from the relevant authority in that country. In cases where a criminal record check is not possible, particular care will be taken with the other required checks, especially those of identity and qualifications, and to obtain satisfactory references. Where it is not possible to perform all of the above checks, due to the fact that the information may be unavailable, then further safeguards will be put in place following appropriate Risk Assessment e.g. additional supervision or shadowing.
24. The Academy will follow relevant DBS guidance if a DBS disclosure reveals information that may put into question the candidate's suitability to work at the Academy. The documents used in identifying the applicant in the case of the DBS check are retained on the candidate's/member of staff's HR file.
25. If a candidate is found to be on Barred list and/or their DBS check shows that they are disqualified from working with children by a court or there are serious concerns about an applicant's suitability to work with children, the facts will be reported to the Police or Children's Safeguarding Operations Unit.
26. All Staff and Volunteers (including Governors and Trustees) will be subject to an enhanced DBS re-check every three years from the date of their last check. In situations where a staff member's enhanced DBS check contains a disclosure that the Academy is not already aware of, then an investigation will take place, which could lead to potential disciplinary proceedings. Where a re-check for a Volunteers reveals a disclosure the Academy is unaware of, then an investigation will

take place, the result of which could involve the Volunteer being asked to no longer attend the Academy.

27. All new staff members will be required to complete the Level 2 in Safeguarding prior to their employment commencing.
28. All new members of staff are provided with an induction period, which includes Enhanced Safeguarding training. New staff are advised of their on-going commitment to Safeguarding and are given details of who they should report any concerns to with regard to poor or unsafe practice.
29. At induction new staff members are given copies of a number of key policies including the following, which they are required to read and confirm in writing that they have read them:
  - a. Safeguarding/Child Protection.
  - b. Bullying and harassment.
  - c. Whistleblowing.
  - d. Physical intervention and restraint.
  - e. ICT Acceptable Use Agreement.
30. Completed references and other recruitment documentation are kept on the HR file for the successful candidates. Completed references and recruitment documentation for unsuccessful candidates are kept with the original application form and interview papers for a period of six months.

### **Recruitment of Volunteers and Supply (Agency) staff**

Volunteers: Please refer to the Academy's Volunteering policy.

Supply (Agency) staff:

1. An appropriate employment agency is identified to source the individual.
2. The Agency is advised to only send CVs of individuals who have received a DBS check through the Agency in question and that the Enhanced DBS disclosure number is sent with the CV.
3. The Agency is asked to confirm whether satisfactory references have been received on behalf of the applicant and to send copies. One of the references must be from the last employer. The Agency will need to prove it has verified the reference. Confirmation needs to be included on the reference that the referee has no concerns about the individual working with vulnerable children/adults or any Safeguarding concerns.
4. The Agency will be asked to confirm whether the individual is supplying their services to it through a Personal Service Company
5. CVs are screened by the Line Manager responsible for the role or the HR Manager. Any gaps in employment history are taken up with the Agency and the reason for the gap must be provided.
6. The Academy receives from the Agency verified copies of the photographic identification and address identification that the Agency took.

7. Where appropriate to the role, the Academy receives copies of the qualification certificates held by the potential supply staff member
8. Where appropriate e.g. for teaching roles, the candidate is interviewed by the line manager and a member of staff who has received the Safer Recruitment training.
9. If required, the Academy will perform its own enhanced DBS check.
10. The Agency will be asked to send evidence showing that it has performed the required checks.
11. If the applicant has lived abroad in their working life, the Academy requires confirmation that the Agency has done all the required Police checks for the country that the applicant was based in. Evidence that the Agency has performed a pre-employment health assessment, with details of any adjustments that we may need to make to support your staff member in our workplace, is also required.



	Trustees	Co-opted Governors	Staff Governors	Parent Governors
Type of Check				
Conduct skills audit	*	*	N/A	N/A
Distribution of advert	*	*	*	*
Completion of nomination form/co-opted by Governors	N/A	N/A	*	*
Election to take place if required	N/A	N/A	*	*
Completion of application form with full employment history	*	*	*	Secondary after completion of expression of wish
Application considered by the relevant Board	*	*	N/A	N/A
Interview conducted	*	*	N/A	*
Informal meeting with students	N/A	*	N/A	N/A
Barred List check	*	*	*	*
Receipt of a satisfactory Enhanced DBS check	*	*	*	*
References requested by the Academy, checked and found to be acceptable.	*	*	*	N/A
Reference checked for validity	*	*	*	N/A
Reference signed off by Chair of Trustees/Governors	*	*	N/A	N/A
Written application to become a company member	*	N/A	N/A	N/A
Receipt of a statement confirming that the successful applicant will meet his/her obligations to the Board/Academy	*	*	*	*

Appendix 1: Safer recruitment checks for Trustees and Governors