

## Recruitment and Retention Policy Trust Policy

Accountable Trust Committee	Resources
Policy Area	HR
Responsible Officer	HR Manager
Status	Published
Policy Rationale	Trust initiated
Categorisation	Trust wide
Implementation Date	17 <sup>th</sup> January 2022
Publication	Internal
Review Cycle	Every 2 years, trust elected
Next Review Date	Autumn 2023

### Related Documents

<i>Trust/school-mandatory policies</i>	Capability and Disciplinary Policy Child Protection & Safeguarding Policy Data Protection Policy Data Retention Procedure Health and Safety Policy Pay and Appraisal Policy Staff Code of Conduct Whistle-blowing Policy
--	---

### *Optional school policies*

<i>External</i>	DfE Keeping Children Safe in Education (published by Department for Education) DfE Teachers' Standards (published by Department for Education)
-----------------	---

## Document Control

Date	Version	Comments
01/10/21	1.0	Trustee approved – board meeting 29/09/21
17/01/2022	1.1	Amendments made following updates to Keeping Children Safe in Education 2021 Trustee approved – Resources Committee resolution 16/12/21

## Contents

1	Introduction .....	4
2	Aims of the Policy.....	4
3	Responsibilities .....	4
4	Safer Recruitment .....	5
5	The Planning Process .....	5
6	Advertising .....	6
6.1	All posts	6
6.2	Leadership posts	6
6.3	Recruitment Agencies	6
7	The Application Process.....	6
8	The Selection Process.....	7
8.1	Shortlisting	7
8.2	References	8
8.3	Other checks prior to interview	9
8.4	The interview and selection process	9
9	Job Offers to Successful Candidates.....	10
9.1	Job offers	10
9.2	Use of Fixed Term and Temporary Contracts	10
9.3	Conditions of Appointment	10
9.4	Disclosure and Barring Service Certificate (DBS)	11
a)	Portability of DBS Certificates Checks	12
b)	Copies of DBS Checks	12
c)	Dealing with Convictions	12
9.5	Proof of Identity, Right to Work in the UK & Verification of Qualifications and/or Professional Status	13
9.6	Medical Fitness	13
9.7	Employment of Migrant Workers and Overseas Checks	13
9.8	Induction Programme	14
9.9	Single Centralised Register (SCR) of Members of Staff	14
10	Appointment and Promotion of Existing Staff.....	15
11	Use of Supply Staff, Contractors, Volunteers, Visiting Speakers and Work Experience students	15
11.1	Supply Staff and Contractors	15
11.2	Volunteers	16
11.3	Visiting Speakers	16
11.4	Work experience	17
12	Monitoring .....	17
13	Record Retention and Data Protection .....	17

## Key Contacts

Trust 01483-888188  
HR Manager JColes@gepacademies.com  
HR Officer SMackenzie@guildfordcounty.co.uk

Please note this list may be updated by the responsible officer when change arises in the organisation, without the need for committee meeting review/approval.

## **1 Introduction**

This policy has been introduced to provide a framework for the efficient and effective recruitment of all categories of staff at Athena-GEP (the “trust”).

The Board of Trustees values the contribution of all staff and recognises that the recruitment of appropriately skilled staff is key to the provision of a safe and successful teaching and learning environment in which students can thrive.

The trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Accordingly, this policy complies with the current DfE guidance document ‘Keeping Children Safe in Education Part Three (Safer Recruitment)’.

The content and operation of this policy is reviewed as and when deemed necessary by the trustees. The policy is discretionary and does not confer any contractual rights.

## **2 Aims of the Policy**

- To ensure that newly recruited staff possess the most appropriate blend of qualifications, experience, knowledge, skills and abilities to meet the demands of the post and the needs of the school.
- To ensure a consistent and equitable approach to the appointment of all staff.
- To ensure that all relevant equal opportunities legislation is adhered to and that as are recruited without regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave.
- To ensure that the recruitment and selection process is accessible to all by giving appropriate regard to the needs of individuals with a disability, with provision of reasonable adjustments where necessary.
- To ensure that all recruitment practices are compliant with DfE safeguarding guidance, with clear links to child protection policies and procedures, thereby ensuring as far as possible that all staff are suitable to work with children and young people.
- To ensure the most cost-effective use is made of resources in the recruitment and selection process.

## **3 Responsibilities**

In line with the scheme of delegation, the

- Trustees are accountable for the recruitment of the CEO
- CEO is accountable for the recruitment of the central team, and headteachers. Headteacher recruitment will be conducted with Local Governing Body representation on the panel.
- Headteacher is accountable for the recruitment of Senior Leadership Team within agreed structures approved by the Executive Team and responsibility for the appointment of teachers and other staff outside of the leadership group.

Once the selection team has been agreed, the lead person, in conjunction with the team, will be responsible for drawing up the relevant documentation and planning the selection process.

The selection team for any position will have responsibility for ensuring that a fair, equitable and non-discriminatory process is maintained throughout the recruitment and selection activities.

Where the term headteacher is used within this policy, it may also relate to a nominated deputy or in the case of the Central Team, the Chief Executive Officer (or nominated deputy).

#### **4 Safer Recruitment**

Matters relating to child protection, safeguarding and the promotion of the welfare of children will be central to the recruitment process, starting with the planning of recruitment needs through to the selection exercise and appointment itself. Particular measures to ensure safe recruitment practice, compliant with DfE advice, are identified throughout this policy. The selection team have responsibility for ensuring the implementation of these measures. The safeguarding measures noted in this policy are neither exhaustive nor intended to obviate the need to refer to the most recent DfE guidance.

#### **5 The Planning Process**

The relevant Committee of each LGB, in support of the headteacher and Senior Leadership Team, will review the staffing requirements of their respective schools annually and assess the short and long-term recruitment needs so that, as far as possible, a planned approach to resourcing the school can be taken.

Before the start of the recruitment process, there will be a review of the requirements of the specific role. Where a job description or person specification does not exist (e.g. for new posts) then these will be drawn up for agreement by the selection team. For support staff roles, the job description will then be passed to the trust's HR department for confirmation of the grade.

Job descriptions and person specifications for existing posts will also be reviewed to determine whether the roles and responsibilities of the post need to be revised and to update the necessary qualifications, knowledge, experience, skills or abilities required by the post holder. Where it is possible that the grade of a support staff role may be different due to the amendments, the job description will be passed to the trust's HR department for confirmation of any change in grade.

The person specification will also be assessed to ensure that it does not unlawfully discriminate on the basis of gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave.

#### **Safeguarding Measures**

- A statement of the school's commitment to the safeguarding and promotion of the welfare of students will be included in both the job description and the person specification.
- All job descriptions will make reference to the responsibility for safeguarding and promoting the welfare of students. The job description will clearly set out the extent of relationships and contact with children and the degree of responsibility for children that the post holder will have.
- All person specifications will give consideration to the need for the job holder to be suitable to work with children. Qualifications, experience, competencies and qualities needed for the role will be identified, along with an explanation of how they will be assessed during the selection process.
- All shortlisted applicants will be notified that any relevant issues arising from references will be taken up at interview.

## **6 Advertising**

### **6.1 All posts**

All teaching and non-teaching posts will be advertised internally within the school and across the trust. Posts may additionally be advertised on an appropriate internet jobs site and/or in national/local press.

In certain circumstances a post or promotion opportunity will be ring-fenced for current staff in the first instance. Any such ring-fencing will be done in a consistent and transparent manner.

Occasionally the decision may be taken not to advertise a post. This may occur, for example, when a similar post has recently been advertised and an appointment can be made from the subsequent interviewees, or because a temporary appointment needs to be made as soon as possible to ensure continuity within a post.

### **6.2 Leadership posts**

Headteacher and deputy headteacher posts will be advertised as the trust considers most appropriate. As a general rule, such posts will, as a minimum, be advertised on a relevant internet jobs site, and may additionally be advertised in a nationally printed publication.

Where the LGB or board of trustees has determined that there is good reason not to advertise a leadership post the decision-making process will be clearly documented.

#### **Safeguarding Measures**

- All advertisements will include a statement about the school's commitment to safeguarding and promoting the welfare of children.
- Where the role requires more than a standard understanding of safeguarding, the advert and job description will also include the safeguarding responsibilities of the role.
- Reference will also be made to the fact that all posts are exempt from the Rehabilitation of Offenders Act and that there will be the requirement for the successful applicant to undertake an enhanced-level check via the Disclosure & Barring Service (DBS).

### **6.3 Recruitment Agencies**

Vacancies may also be advertised via a selection of approved recruitment agencies. This would normally apply to short term vacancies (e.g. short or long term sickness, or maternity related absence), or positions that have previously been advertised but where a successful appointment was not achieved.

## **7 The Application Process**

For all posts, information packs will be sent, or made available electronically, to all interested parties. The information pack will generally consist of:

- a job description and person specification;
- an application form, including an equality monitoring form, with details for completion;
- a copy of the school's equal opportunities policy statement;
- a copy of the school's child protection policy statement;
- a copy of the Recruitment and Retention policy

- a statement of terms and conditions relating to the post (hours, salary etc);
- information about the recruitment process (interview dates etc);
- any other relevant information regarding the post and the school.

Applications received after the closing date will not normally be considered, unless the applicant has given prior notice of a late application and this has been agreed by the selection team, or there has been a low response to the advertisement.

Applications made through means other than application forms will not be considered, unless a reasonable adjustment has been made to accommodate the needs of an applicant with a disability.

### **Safeguarding Measures**

- All applications must be made using the application form for the position to ensure receipt of relevant personal data, education and employment history, declaration of relationships, details of referees and a statement of personal qualities and experience.
- CVs cannot be accepted.
- The application form also includes a declaration whereby applicants will also need to state that they are not on the barred list, disqualified from teaching or subject to sanctions imposed by a regulatory body e.g. Teaching Regulation Agency (TRA).

## **8 The Selection Process**

A selection process involving at least two people will be set up prior to the shortlisting process. The members of this panel will include the headteacher (or nominated deputy) plus any of the following, as appropriate to the post:

- Deputy and/or assistant headteacher
- Line manager for the post
- A trust representative (For headteacher and deputy headteacher appointments)
- Professional advisers where particular expertise or guidance is required.

Wherever possible, all members will have been trained in and/or have relevant experience of recruitment and selection and interviewing.

Where a candidate is known personally to a member of the selection team this fact should be declared before shortlisting takes place. It will be necessary to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

### **Safeguarding Measures**

- At least one member of the team will have completed appropriate safer recruitment training, however a wider group of people involved in recruitment should be trained.

### **8.1 Shortlisting**

Prior to shortlisting, the equality monitoring forms will be removed from the applications. If an applicant has requested reasonable adjustments to a part of the shortlisting process to accommodate a disability then this will be notified to the chair of the selection team.

The shortlisting process for interview will determine those applicants who best meet the criteria for the post as outlined in the person specification. Decision making will be based solely on the information available on the application forms.

### **Safeguarding Measures**

- Incomplete applications will be rejected and may, at the discretion of the selection team, be returned to the candidate for completion.
- Notes will be made of any anomalies, discrepancies or gaps in employment so that these can be considered as part of the shortlisting process. Reasons for gaps in employment, repeated career changes, moves from permanent to temporary or supply teaching will also be noted for exploration and verification.

## **8.2 References**

References will be requested for all shortlisted candidates prior to interview, unless they have specifically requested otherwise. The school will comply with the requirements of the Equality Act 2010 by not asking questions about a candidate's health or disability as part of these references prior to a job offer being made (this includes information relating to levels of sickness absence).

It will be for the headteacher to determine whether the referees given by applicants are suitable and appropriate. References should always be obtained from the candidate's current (or most recent) employer and will preferably be sought from a senior person with appropriate authority, not just a colleague. Any applicants currently working in a school setting will be expected to give the headteacher/principal of that school/college as one referee. References from family members or friends will not be acceptable. Where electronic references are received, the school will ensure they originate from a legitimate source.

On receipt of references, referees will be contacted to provide clarification if "insufficient" information is provided. All references will be held by the headteacher who will explore any areas of concern at interview. Once a preferred candidate has been chosen following the interview process, the rest of the interview team will be given access to the references of that person only, in order to confirm their decision.

### **Safeguarding Measures**

- References will be sought and obtained directly from the referee. References or testimonials provided by the applicant will not be accepted.
- References will seek the necessary relevant and objective information in line with current DfE guidance and a declaration from the referee that the applicant is suitable to work with children.
- All references will be vetted according to current DfE guidance.
- Issues of concern will be raised further with the referee and taken up with the candidate during the interview.
- Where a referee is school based, the reference should be confirmed by the Headteacher as being accurate with respect to disciplinary investigations and must provide details of any substantiated safeguarding allegations.
- Where, in exceptional situations, references are not received prior to the interview, any concerns will be resolved satisfactorily prior to any unconditional offer of employment.
- The headteacher will review all references, physically signing them to confirm they are suitable and appropriate.

- In respect of references received electronically referees will be contacted by phone to confirm they did personally provide the reference; this will be recorded by the school on the reference.

### **8.3 Other checks prior to interview**

Where a candidate is claiming specific qualifications or previous experience that is relevant to the job but is not verified by reference checks, these will be verified before interview so that any discrepancy can be explored at interview.

### **8.4 The interview and selection process**

Prior to the interview and selection process candidates will be given any relevant information, e.g. details of any selection methods that will be used. Candidates who have a disability or any other particular needs will be given the opportunity to highlight this prior to any selection activities taking place in order that reasonable adjustments may be made to the recruitment process if required.

Whilst an interview is always likely to be used as the primary feature of the selection process, the selection team will consider whether any additional selection methods are required to supplement the interview. These may include presentations, teaching observation, interaction with students, in-tray exercises, verbal or numerical tests, according to the requirements of the role.

Whichever methods are chosen, the team will use these to assess the merits of each candidate against the person specification and explore their suitability to work with children. The selection team will ensure that all candidates are asked the same main questions at interview based on the list of essential criteria for the post, although supplementary questions may differ according to the candidates' answers and backgrounds.

Where candidates have declared that they do have unspent convictions, cautions, warnings, bindovers or have proceedings pending, and/or have had any sanctions imposed by the Teaching Regulation Agency (TRA) then this will be followed up at interview on a one-to-one basis with a member of the panel with safer recruitment training.

Particular care will be taken to ensure that no questions or selection methods could be viewed as discriminatory.

#### **Safeguarding Measures**

- Invitations for interview will stress that the successful candidate will be subject to thorough identity checks and an Enhanced DBS Check. Candidates will be requested to bring with them documentation to verify their identity, i.e. passport or driving licence.
- Candidates will be instructed to bring with them to interview any relevant documentation that will confirm education and professional qualifications. Copies of all documents will be kept on file for successful candidates only.
- Shortlisted candidates will be asked to physically sign the application form and declaration of criminal records at interview (if they were submitted electronically) to confirm that the details provided are true.

- At least one member of the interview panel will have completed appropriate safer recruitment training, ideally this will be wider group of people involved in the recruitment process.
- At interview, candidates will be asked to complete a declaration for all unspent convictions, cautions, warnings, bindovers and current police investigations or pending criminal proceedings, unless they are not required to declare under the filtering rules. The declaration form includes an explanation of posts exempt from the Rehabilitation of Offenders Act 1974, the filtering rules and the need to declare. (Currently, the filtering rules allow certain adult convictions to be removed from a DBS Certificate for a non-custodial, single offence, once eleven years has elapsed since the date of the conviction.)
- In addition to assessing the candidate's suitability for the post, the team will assess the candidate's attitude toward children and young people and his/her ability to support the school's safeguarding agenda and promote the welfare of children. The team will also assess the candidate for views that would be considered extreme or discriminatory in line with the guidance from PREVENT. Gaps in employment history and concerns or discrepancies in the application form and references will also be explored.
- Any areas of a candidate's response to interview questions which lead to concerns about their suitability to work with children will result in further probing questions into this area of concern.

## **9 Job Offers to Successful Candidates**

### **9.1 Job offers**

In accordance with the recommendations set out in KCSiE the school carries out a number of pre-employment checks in respect of all prospective employees.

Following the formal interview, successful candidates will normally be offered the post verbally, followed by an offer letter as soon as possible afterwards. A written offer of appointment will include any terms upon which the offer is made conditionally.

### **9.2 Use of Fixed Term and Temporary Contracts**

Where the LGB, in conjunction with the headteacher, determines that posts are of a short term nature, this will be clearly specified on any advertising literature. Posts will only be advertised on a temporary or fixed-term basis for genuine temporary reasons. Most temporary or fixed-term contracts will come to a natural end. Where, however, a fixed duration contract expires and the need for the post remains for a further definite period, then the post holder will usually be given an extension to their fixed period contract.

Where the need for a temporary or fixed-term post becomes a permanent one, there will be no automatic entitlement for the temporary post holder to be offered the permanent contract. It will be for the headteacher to consider the most appropriate recruitment process in the circumstances. This could include, for example, consideration of the original reason for the post initially being temporary, any subsequent changes to the needs of the school and the original recruitment process that was undertaken.

### **9.3 Conditions of Appointment**

Any offer of employment at the school will be conditional upon:

- the receipt of at least two satisfactory references, if not already received;

- verification of the appointee's identity, if not verified following interview;
- verification of the appointee's right to work in the UK (including a photocopy of the original evidence provided);
- a satisfactory Enhanced DBS Check (including a check of the barred list);
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK;
- verification of the appointee's mental and physical fitness to undertake the role;
- verification of the appointee's qualifications, if not verified following interview.

Where it is a requirement of the post the offer will also be conditional upon:

- verification of professional status, e.g. QTS/QTLS status, successful completion of statutory induction etc;
- a completed declaration form to confirm the appointee is not restricted in the work they may perform under childcare disqualification regulations;
- confirmation that the appointee is not subject to a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts them from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children;
- confirmation that the applicant is not subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of a school;
- satisfactory completion of a probationary period.

If any of the following circumstances come to light during the vetting process the facts will be reported to the Disclosure and Barring Service (DBS) and/or the police, as appropriate:

- Candidates are found to be on the barred list, or the DBS check shows that the candidate has been disqualified from working with children;
- an applicant has provided false information in, or in support of, his/her application; or
- there are serious concerns about an applicant's suitability to work with children.
- New Employee Process

A personnel file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personnel files.

All new appointments are subject to a probationary period during which time a reduced notice period applies enabling termination of the employment for whatever reason, by either the employee or the school in a shorter time frame than would normally apply under the standard terms of their contract. The trust Capability and Disciplinary Policy does not apply during this probationary period. The school also reserves the right to extend this probationary period should it deem this necessary. Staff moving within the trust will not be required to undertake a further period of probation.

#### **Safeguarding measures**

- Schools must be vigilant around a possible name change, it is therefore best practice to check the name on the birth certificate.
- It is the role itself that determines whether a S128 check is required, not the job title.

#### **9.4 Disclosure and Barring Service Certificate (DBS)**

The DBS was formerly known as Criminal Records Bureau Disclosure (CRB).

The school applies for an enhanced disclosure from the DBS and a check of the barred list in respect of all positions at the school which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the barred list and to obtain other relevant suitability information.

It is the school's policy that the DBS disclosure must be obtained or DBS application submitted before the commencement of employment of any new employee, as it assumed that all staff could have the opportunity to be in regulated activity, regardless of their role.

#### **a) Portability of DBS Certificates Checks**

Staff are informed by the Disclosure and Barring Service of the opportunity to join the DBS Update Service if they are likely to require another check in the future, but it is their own responsibility to do so.

#### **b) Copies of DBS Checks**

The DBS no longer issue Disclosure Certificates to employers, therefore all new employees must bring the original certificate into the school for verification on or before their first day of employment, before any regulated activity commences.

If employment commences before the DBS certificate is verified, this may take place provided all other recruitment checks have been satisfactorily completed, and the new employee is kept under supervision at all times whilst on site. This situation may occur if the DBS process is delayed to such an extent that, in the opinion of the headteacher, further delay to the start date of the new employee would be to the serious detriment of the school.

#### **c) Dealing with Convictions**

The trust operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the headteacher. A decision will be made following this meeting. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the interview process or obtained through a disclosure check, the headteacher will evaluate all of the risk factors above before a position is offered or confirmed.

In the event that a disclosure is obtained relating to a potential governor/trustee, the matter will be referred to the Chair of the LGB or Board of Trustees.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the school may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

### **Safeguarding measures**

- For applicants who have a positive DBS disclosure, there will be a risk assessment undertaken (which includes the applicant's explanation).
- Any decision not to proceed with the appointment will be clearly documented.
- For teachers, reference will also be made to the Teacher Standards and Teacher Misconduct guidance.

#### **9.5 Proof of Identity, Right to Work in the UK & Verification of Qualifications and/or Professional Status**

All applicants invited to attend an interview at the school will be required to bring their identification documentation such as passport, birth certificate and driving licence with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006.

#### **9.6 Medical Fitness**

The school is legally required to verify the medical fitness of anyone to be appointed to a post at the school, after an offer of employment has been made but before the appointment can be confirmed.

All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required. This information will be reviewed against the job description and the person specification for the particular role, together with details of any other physical or mental requirements of the role

The school is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

#### **9.7 Employment of Migrant Workers and Overseas Checks**

The school will not employ, as a member of staff, any individual who cannot demonstrate that they have the right to work in the UK, regardless of the individual's race, nationality or ethnic origins. Any employee who has a restricted right to work in the UK will be required to provide on-going evidence of that right during employment.

The trust is licensed to sponsor migrant workers who require sponsorship in order to work in the UK under Home Office rules. The school complies with Home Office requirements in relation to the points-based system for employing migrant workers and will ensure, prior to appointment, that a worker who is subject to immigration control can be employed within one of the tiers for which sponsorship can be granted under the terms of the licence. The school will also meet, as required, all necessary conditions relating to sponsorship, including conducting resident labour market tests and keeping appropriate records.

In addition, applicants who have lived/travelled abroad for more than 12 months (whether continuous or total) in the previous 10 years while aged 18 or over, or with respect to individuals who have had a limited period of residence in the UK, will need to obtain a criminal record check from the relevant country. At the headteacher's discretion, the applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the school.

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff. This includes:

- obtaining (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK.
- criminal records check for overseas applicants – Home Office guidance can be found on [Gov.uk](http://Gov.uk)
- for teachers, obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked. Advice about which regulatory or professional body applicants should contact is available from the National Recognition Information Centre, [UK NARIC](http://UK NARIC)
- Equal Opportunities Form

Candidates are to complete an Equal Opportunities questionnaire when applying for a position at the school. The form is not used in any decision making and it is optional to complete. The form enables the school to monitor the effectiveness of the Equal Opportunities Policy.

#### **Safeguarding measures**

A teaching qualification held by an overseas teacher should not be taken as suitable assurance of suitability for safeguarding purposes.

### **9.8 Induction Programme**

All new employees will be given an induction programme which will clearly identify the trust/school policies and procedures and make clear the expectations which will govern how staff carry out their roles and responsibilities. Whilst the induction programme is governed by the local school's Staff Induction Policy, the policies distributed as part of induction will include as a minimum:

- Health and Safety Policy
- Child Protection and Safeguarding Policy and Part One of KCSiE
- Data Protection Policy
- Pay and Appraisal Policy
- Staff Code of Conduct
- Whistle-blowing Policy

#### **Safeguarding Measures**

The Headteacher will review each personal file and sign off the checklist before the file is complete.

### **9.9 Single Centralised Register (SCR) of Members of Staff**

In addition to the various staff records kept in school and on individual personnel files, a single centralised record of recruitment and vetting checks (known as the "SCR") is kept in accordance with the Education (Independent School Standards) Regulations 2014 requirements. This is kept up-to-date.

Each term, the SCR will be reviewed to remove staff who no longer work at the school.

## **10 Appointment and Promotion of Existing Staff**

The trust values the contribution of all staff within the school community and seeks to retain key skills. We will support as far as possible the continued professional development of all staff as they seek promotion to new opportunities both within their school and elsewhere. All members of staff are therefore encouraged to consider their suitability for any vacancy within the trust. Where a member of staff applies for a vacant post, they will be given equal consideration alongside external candidates, based on the essential criteria for the post. Two references may be requested prior to interview for all internal applicants at the discretion of the headteacher.

## **11 Use of Supply Staff, Contractors, Volunteers, Visiting Speakers and Work Experience students**

The trust's workforce is made up of a rich variety of professional and highly skilled and committed people, not all of whom are paid employees. We value the diversity that this brings to its community as it strives to provide a safe environment and improve the standards of teaching and learning for all students.

### **11.1 Supply Staff and Contractors**

To ensure the continued high standards of contributions, we will use, as our preferred sources of supply staff, agencies that operate to high quality standards, particularly in terms of recruitment checks and legislative compliance.

Agencies who supply staff to the school must complete the pre-employment checks which the school would otherwise complete for its staff. The school will confirm that these checks have been completed before an individual can commence work at the school.

To ensure the continued high standards of contributions, we will, with appropriate adjustment, adopt similar recruitment measures for contractors as for employees. Contractors engaged by the school must also complete the same checks for their employees that the school is required to complete for its staff. Again, the school will confirm that these checks have been completed by the company before employees of the contractor can commence work at the school.

The school will independently verify the identity of staff supplied by an agency or contractors on their first day of working at the school.

Contractors who come on site only to carry out emergency repairs or service equipment and who are not expected to be left unsupervised on the school's premises do not need a DBS Disclosure.

#### **Safeguarding measures**

- All supply staff will be included on the Single Central Register, even if they have only worked for one day.
- Schools must obtain a copy of the DBS certificate (where an enhanced disclosure was undertaken) for any supply or agency staff with a positive DBS disclosure, and review its contents.

## 11.2 Volunteers

To ensure the continued high standards of contributions, we will, with appropriate adjustment, adopt similar recruitment measures for volunteers as for paid staff. The school will request the following checks on all volunteers who are involved on a regular basis, undertaking regulated activity or accompanying children on an overnight trip:

- Identity checks;
- Enhanced DBS Disclosure, including barred list check;
- Qualifications, if applicable;
- References,
- An informal interview and confirmation of no contrary indications from the school community.

Appropriate Risk Assessments and/or additional supervision will be planned to ensure safety as necessary.

Under no circumstances will the school permit an unchecked volunteer to have unsupervised contact with students.

It is the trust's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the school for three consecutive months or more. If the volunteer has signed up to the DBS Update Service, the school will obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates if the three-month period has elapsed.

Volunteers or parents who accompany staff on one-off outings or trips and do not have unsupervised access to children will not need to be vetted.

### Safeguarding Measures

- The headteacher will review all volunteer references, physically signing them to confirm they are suitable and appropriate.
- The headteacher) will review each volunteer file and sign off a checklist before the file is complete.

## 11.3 Visiting Speakers

The Prevent Duty Guidance requires the school to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by students, are suitable and appropriately supervised.

The trust is not permitted to obtain a DBS disclosure or barred list information on any visiting speaker who does not engage in regulated activity at the school or perform any other regular duties for or on behalf of the school.

All visiting speakers will be subject to the school's usual visitors signing in protocol. This will include signing in and out at Reception, the wearing of a visitor's badge at all times and being escorted by a fully vetted member of staff between appointments.

The trust will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the school. In doing so the school will always have regard to the Prevent Duty Guidance and the definition of "extremism" set out in KCSiE which states:

*"Extremism' is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."*

In fulfilling its Prevent Duty obligations the school does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

#### **11.4 Work experience**

Students on work experience are generally under the age of 18 and therefore DBS checks cannot be undertaken. These students will always be supervised.

### **12 Monitoring**

The LGB is mindful of its commitment to best practice in recruitment and its obligations under the Equality Act 2010 and DfE safer recruitment guidance and will ensure regular monitoring of all recruitment activity. This will be undertaken with a view to improving future recruitment practices and thereby achieving the aims of this policy. The results of this monitoring and any recommended actions will be reported to the GLAC on an annual basis.

### **13 Record Retention and Data Protection**

Records relating to recruitment and selection activities will remain confidential and accessible only to those who require information either as part of the recruitment decision-making process or for the administration of the process (including monitoring activities for the purposes of this policy or equality policies).

Regarding successful appointments, the school is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the school will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the school to discharge its obligations as an employer e.g. so that the school may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

All information retained on employees is kept securely. In accordance with the Data Protection Act 2018, the school will retain the recruitment documentation in line with the trust's Data Protection Policy and Data Protection and Retention Procedure.