



Recruitment and Selection Policy

Cheshire Academies Trust

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This policy was written in November 2015 by the Trustees in line with Bowne Jacobson HR guidance. The Board of Cheshire Academies Trust have adopted this policy at their meeting of 2 December 2015. It will be reviewed every three years by the Board of Trustees.

Next review date: December 2018

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1. Introduction

- 1.1 Recruiting the best people to Cheshire Academies Trust is vital for our continued success in providing the highest standards of education to our pupils.
- 1.2 Not appointing the right people to our roles can have a negative impact on the performance of Cheshire Academies Trust.
- 1.3 The Headteacher/Principal is responsible for deciding on the arrangements to recruit to any post, with the exception of the Headteacher/Principal role and the Deputy Headteacher/Vice Principal role where the Trust Board/Local Governing Body will be responsible.
- 1.4 In carrying out our recruitment processes we are committed to the creation of a safe environment for our pupils by operating safer recruitment practices in line with the statutory requirements and guidance.
- 1.5 We are also committed to ensuring that throughout our recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.
- 1.6 In the very exceptional cases where we are required to discriminate due to an occupational requirement this must be approved by the Trust Board/Local Governing Body who will provide reasons for this requirement.
- 1.7 Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, knowledge, experience and skills will be assessed at the level that is relevant to the job.
- 1.8 If an applicant makes Cheshire Academies Trust aware, at any stage of the recruitment process, that they have a disability then reasonable adjustments must be considered to ensure the applicant is not disadvantaged by the process.

2. Scope and Purpose

- 2.1 The purpose of this policy is to set out our processes for recruiting, selecting and appointing any employee to work within Cheshire Academies Trust.
- 2.2 Sections 12 and 13 on Disclosure and Barring Service checks also applies to volunteers in Cheshire Academies Trust.

3. Safer Recruitment

- 3.1 All recruitment must be in line with this policy to ensure that we identify, deter and prevent people who pose a risk of harm from working with our pupils.
- 3.2 The recruitment of all applicants and volunteers to Cheshire Academies Trust must, without exception, follow the processes of safer recruitment. All offers of employment will be subject to us being satisfied that the applicant or volunteer is a suitable person to work with children and young people.
- 3.3 Any person involved in recruiting to Cheshire Academies Trust must read the "Keeping children safe in education" (2015) guidance (or updated statutory guidance) produced by the DfE and Cheshire Academies Trust's child protection policy. These can be obtained from the academy or Trust websites.
- 3.4 All recruitment must be planned to ensure that there is adequate time available to recruit safely.
- 3.5 Any person who becomes aware that this policy is not being followed during recruitment must inform the Headteacher/Principal/Designated Safeguarding Lead immediately.
- 3.6 All of the checks described in Sections 11 and 12 must be carried out and have been determined as satisfactory before an applicant can start their employment in Cheshire Academies Trust.

4. Advertising

4.1 Any vacant position will normally be advertised internally across Trust Academies before being advertised externally. In exceptional circumstances the Headteacher/Principal/Local Governing Body/Trust Board may decide to advertise externally at the same time as internally (via the appropriate channels) to ensure the most appropriate field of applicants is obtained.

4.2 All advertisements will have the following statement about safeguarding children and young people and the requirement to have a DBS check:

'Cheshire Academies Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working at Cheshire Academies Trust to share this commitment.'

5. Job Description

5.1 A job description will be required for all posts which describes the duties and responsibilities of the post. It must be up to date, accurate and specific to the role. The job description must also include a person specification which outlines all of the necessary skills, experience, qualifications and knowledge requirements for the post.

5.2 All job descriptions and person specifications must make reference to the responsibility for safeguarding and promoting the welfare of children.

5.3 All job descriptions/person specifications must be approved via the Trust's Director of Operations prior to advertisement.

6. Application form

6.1 All external applicants are required to fill out our standard application form. CVs are not accepted. Internal candidates may be asked to provide a written statement of interest as an alternative, at the discretion of the appointing Headteacher/Principal/Manager.

7. References

7.1 All offers of employment will be conditional upon receipt of at least two satisfactory written references. References will:

- (a) be requested for all shortlisted, external applicants prior to interview,
- (b) be requested for internal candidates at the discretion of the appointing Headteacher/Principal/Manager,
- (c) include the applicant's current or most recent employer and where an applicant for a teaching post is not currently employed as a teacher, will include the applicant's most recent employer as a teacher;
- (d) ask the current employer for details of any capability history in the previous two years, and the reasons for this;
- (e) be directly from the referee;
- (f) not be accepted if they are 'to whom it may concern' letters;
- (g) request information on the applicants suitability to work with children and young people;
- (h) be requested before the interview; and
- (i) be explored further with the referee and with the applicant during the interview if necessary.

7.2 Where it has not been possible to obtain references before the interview any concerns that are subsequently raised will need to be resolved before the appointment is confirmed.

7.3 In order to comply with the Equality Act 2010, information relating to sickness absence will only be requested after a conditional offer of employment has been made.

8. Short-listing

8.1 Applicants will be short-listed against the requirements of the person specification. The outcome of the short-listing process will be recorded and retained. The equal opportunities monitoring part of

the application form must be removed from the application and not provided to the short-listing panel.

The short listing panel are responsible for scrutinising the application forms and identifying any gaps in employment or other areas that may affect an applicant's suitability to work with children and young people. A satisfactory explanation for any concerns must be obtained from the applicant during the interview process.

9. Interviews

- 9.1 A face to face interview must take place for all applicants for all posts. The use of video conferencing, Skype, Facetime or other similar technologies is only acceptable in very exceptional circumstances.
- 9.2 Where possible all those involved in interviewing must be properly trained or experienced. Whilst no longer mandatory if possible at least one person on the interview panel should have passed the appropriate safer recruitment training.
- 9.3 The purpose of the interview is to assess the merits of each applicant against the job description and person specification to establish their suitability for the post and to work with children and young people.
- 9.4 Before the interview commences the interview panel should have:
- (a) prepared appropriate questions for the role;
 - (b) prepared appropriate questions to test the applicant's suitability to work with children and young people;
 - (c) identified any areas for further probing, e.g. if a criminal record has been declared or if there are gaps in employment etc;
 - (d) agreed assessment criteria which reflects the person specification; and
 - (e) decided a structure to the interview and established which member of the panel will ask which questions.
- 9.5 A set of common questions relating to the requirements of the post will be asked of each applicant. Their response will determine whether that is followed up through further questioning.
- 9.6 Any gaps in employment history or declaration of a criminal record or caution must be explored further during the interview process.

10. Other selection methods

- 10.1 In addition to a face to face interview with the interview panel a variety of other selection methods may be used, such as:
- (a) Observation of teaching practice in Cheshire Academies Trust or in the applicant's current school or academy;
 - (b) One or more additional panel interviews (for example, a panel made up of pupils from our Trust)
 - (c) A presentation;
 - (d) In tray exercises; and
 - (e) Psychometric testing.
- 10.2 Those responsible for deciding the arrangements for recruitment to a specific post will determine the selection method(s). They will be relevant and appropriate to the role and will be based on the requirements for the particular post as set out in the job description and person specification.
- 10.3 Candidates will be informed in advance if any selection methods are to be used in addition to a face to face interview and what these are.

11. Pre- employment checks

11.1 An offer of appointment to the successful applicant will be conditional upon the following:

- (a) receipt of at least two satisfactory written references (one of which must be their current or most recent employer);
- (b) verification of the applicant’s identity, preferably from current photographic ID and proof of address;
- (c) verification of the applicant’s medical fitness;
- (d) verification of qualifications where relevant;
- (e) verification of professional status where applicable. For teachers, this will include checking that the individual has the required teaching qualification and has successfully completed any statutory induction, if required, through the NCTL’s Employer Access Online System;
- (f) satisfactory enhanced DBS check (see Section 11);
- (g) for teachers, verification that they are not subject to a prohibition order by checking the NCTL’s Employer Access Online System;
- (h) a clear children’s barred list check;
- (i) verification of right to work in the United Kingdom;
- (j) any further checks where the applicant has lived or work outside of the UK including receipt of criminal record information from overseas;
- (k) confirmation that the applicant is not disqualified or disqualified by association from providing childcare

11.2 All checks must be confirmed in writing, retained on the personnel file and recorded in the single central record (SCR).

12. Disclosure and Barring Service (DBS) checks – new employees and volunteers

12.1 Cheshire Academies Trust will carry out DBS checks as follows for new appointments, before the employee or volunteer starts work:

Who?	Definition	Type of check
Employees who will be engaging in regulated activity	<p>As an educational institution which is exclusively or mainly for the provision of full-time education to children, Cheshire Academies Trust is an establishment specified in the relevant legislation. Activity carried out in this establishment will therefore be regulated activity relating to children if it meets the definition in the relevant legislation, including that it is carried out:</p> <ul style="list-style-type: none"> (a) Frequently (for example once a week or more); or (b) On more than three days in any period of 30 days. <p>Note – personal care of a child because of age, illness or disability including physical help with eating, toileting, washing, bathing or dressing is always regulated activity regardless of how</p>	An enhanced DBS check with children’s barred list check will always be obtained

	frequently it is carried out.	
Unsupervised volunteers	As above	An enhanced DBS check with children's barred list check will always be obtained
Supervised volunteers	Where an individual is a volunteer (e.g. carrying out activity that is unpaid) they will not be engaging in regulated activity if: They are being supervised by someone that is in regulated activity; and The supervision is regular and day to day (e.g. it is ongoing); and The supervision is reasonable in all the circumstances to ensure the protection of children (this may take into account for example, the age, number and vulnerability of children the individual is working with and whether other individuals are helping to look after them)	We are unable by law to obtain a barred list check on a supervised volunteer. We will however obtain an enhanced DBS check (with no barred list check) for supervised volunteers.

- 12.2 In exceptional circumstances a new employee or unsupervised volunteer may be able to start before the enhanced DBS check has been received, but not before the children's barred list check has been completed. Cheshire Academies Trust must ensure that appropriate supervision is in place until the DBS check has been received.
- 12.3 DBS certificates will only be issued to the applicant. All applicants must produce the disclosure when requested to do so. The disclosure will be scrutinised to ensure it is authentic and to detect any fraud. The DBS disclosure number and date of the check must be recorded in the Single Central Record (SCR). With the applicants consent we will photocopy their certificate which will be held for no longer than necessary and processed in line with the Data Protection Act 1998.
- 12.4 Any applicant who refuses to produce their DBS disclosure will not be able to start work at Cheshire Academies Trust and the conditional offer will be withdrawn as satisfactory checks are not in place. Any volunteer who refuses to produce their disclosure will not be able to volunteer in the Trust or any of our academies.
- 12.5 Applicants (free for volunteers) can have their DBS certificate kept up to date and take it with them from role to role where the same type and level of check is required. Applicants or volunteers should be asked if they have subscribed to this service. The cost of this service is £13 per year. The expectation is that individuals personally fund this if required. Where the applicant or volunteer has subscribed they should provide Cheshire Academies Trust with the original disclosure document to be verified and Cheshire Academies Trust will check the online update for any changes.
- 12.6 Information relating to an individual's criminal record will only be shared with the relevant people to enable Cheshire Academies Trust to make a decision about their suitability to work with children and young people. It will be held for no longer than is necessary and will be processed in line with the Data Protection Act 1998.
- 12.7 Disqualification under the Childcare Act 2006 applies to staff working with children in Reception, Year 1 or in the before and after school club if attended by children under eight years of age. These staff are required to confirm that they are not disqualified from working in those settings.
- 13. Disclosure and Barring Service (DBS) checks - existing employees and volunteers**
- 13.1 An enhanced DBS check and a children's barred list check may be carried out for existing staff and unsupervised volunteers where their contact with children or young people has significantly increased/changed from that at their time of appointment. This will be at the discretion of the Headteacher/Principal/Manager.

- 13.2 An enhanced DBS and children's barred list check may be carried out on any employee or unsupervised volunteer where Cheshire Academies Trust has concerns about an individual's suitability to work with children and young people. An enhanced DBS (no barred list check) may be carried out on any supervised volunteer where Cheshire Academies Trust has concerns about their suitability to work with children and young people.
- 13.3 DBS certificates will only be issued to the applicant. Cheshire Academies Trust expects all applicants to produce the disclosure when requested to do so. Any existing employee who does not produce their DBS disclosure will be managed through the disciplinary procedure.
- 13.4 All existing employees are required to inform Cheshire Academies Trust of any change in their criminal record. This includes convictions, cautions, arrests and police investigations. Cheshire Academies Trust may require all employees to sign a declaration on an annual basis that there has been no change in their criminal record. Action may be taken as a result of any change or any failure to inform Cheshire Academies Trust of any change.
- 13.5 Disqualification under the Childcare Act 2006 applies to staff working with children in Reception, Year 1 or in the before and after school club if attended by children under eight years of age. Staff are made aware of the relevant legislation at the start of the academic year and are required to sign a pro activity statement to confirm that they will notify the school of any changes.

14. Agency staff

- 14.1 In the case of agency staff, Cheshire Academies Trust must ensure that the arrangement with the agency imposes an obligation on the agency to carry out all recruitment checks as set out in section 10, including DBS and children's barred list checks, that Cheshire Academies Trust would otherwise complete for its staff. Cheshire Academies Trust must obtain written confirmation from the agency that these checks have been carried out and are satisfactory. This must be recorded in the single central record (SCR).

15. Breaches of the policy

- 15.1 Any instances of this policy not being adhered to will be taken very seriously and appropriate disciplinary action will be taken.
- 15.2 Any complaint in relation to this policy, including its application will be managed through Cheshire Academies Trust's complaints policy or grievance policy (for existing employees).

16. Record keeping and data protection

- 16.1 All written records of interviews, application forms and reasons for appointment or non-appointment will be kept by Cheshire Academies Trust for six months, unless a longer period can be justified by the Headteacher/Principal/Manager. Records will be treated as confidential and kept for no longer than necessary in accordance with the Data Protection Act 1998.

17. Review

- 17.1. This Code of Conduct is reviewed and amended every three years by the Trust Board. We will monitor the application and outcomes of this code of conduct to ensure it is working effectively.

This policy was approved by the CAT Board of Trustees at their meeting on 2 December 2015. It will be reviewed in the Autumn Term 2018

Signed



Chair of Trustees