



Recruitment & Selection Policy

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1 Introduction

Recruiting the best people to our Trust is vital for our continued success in providing the highest standards of education to our students. Not appointing the right people to our roles can have a negative impact on the performance of our Trust.

In carrying out our recruitment processes we are committed to the creation of a safe environment for our students by operating safer recruitment practices in line with the statutory requirements and guidance.

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.

In the very exceptional cases where we are required to discriminate due to an occupational requirement advice should be sought from HR and this must be approved by the Executive Lead for People and Development.

Recruitment will be solely based on 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 role.

If an applicant makes the Trust aware, at any stage of the recruitment process, that they have a disability then reasonable adjustments will be considered to try to ensure the applicant is not disadvantaged by the process.

2 Scope

The purpose of this policy is to set out our processes for recruiting, selecting and appointing any employee to work within our Trust.

Section 14 on Disclosure and Barring Service checks also applies to volunteers in our Trust.

Any recruitment requests for new posts, additional posts or replacement posts must be approved by the Executive Recruitment Panel after submission of the request as per the Recruitment Process (Appendix 1).

3 Definitions

In the context of this policy, the term 'manager' applies to appropriate school-based leader or executive leader.

A manager may delegate some actions in this policy to an appropriate person. The Manager is responsible for deciding on the arrangements to recruit to any post within their workplace and for ensuring that all safer recruitment requirements are fulfilled.

4 Safer Recruitment

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 students.

The recruitment of all applicants and volunteers to our 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.

Any person involved in recruiting to our Trust must read the most recent Keeping Children Safe in Education guidance (or updated statutory guidance) produced by the DfE and our Trust's Child Protection Policy. All panels must be led by a manager who has confirmation of safer recruitment training within the last two years.

All recruitment must be planned to ensure that there is adequate time available to recruit safely.

Any person who becomes aware that this policy is not being followed during recruitment must inform a member of the HR team immediately.

For all pupil facing roles, all of the checks described in Section 13 must be carried out and have been determined as satisfactory before an applicant can start their employment in the Trust.

For non-pupil facing roles only, it may be possible for an employee to start their employment on receipt of a satisfactory DBS certificate with children's barred list check (where applicable) and the most recent, satisfactory reference if a risk assessment has been prepared, demonstrating how any risks or concerns will be managed; this must be approved by the Executive Lead for People and Development. If such approval is granted, checks must still be completed and a process to adequately follow this up in a timely manner must be implemented.

5 Advertising

Any vacant position will normally be advertised externally via the appropriate channels to ensure the most appropriate field of applicants is obtained. All internal adverts only and appointments without interview will need to be authorised by the Executive Lead for People and Development, only with full rationale for proposing this alternate method of advertising.

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

'Mowbray Education Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working within the Trust to share this commitment. All roles are subject to full pre-employment safeguarding checks, including an Enhanced DBS with Barred List check.'

6 Job Description

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.

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

7 Application form

All applicants are required to fill out our standard online application form. CVs may be accepted but will not replace the application form and, in these circumstances, an application form will still need to be completed.

8 References

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

- be requested for all shortlisted applicants, including internal applicants.
- include the applicant's current or most recent employer and have been completed by a senior person with appropriate authority (where this is a teaching post, the Headteacher/Principal must be one of the referees). If an applicant has worked with children previously, whether on paid or voluntary basis, at least one reference should be obtained from the person or organisation that employed the applicant in work with children, even if that is not the applicant's current or more recent employer.
- ask the current or most recent employer for details of any capability history relating to performance concerns in the previous two years, and the reasons for this.
- be directly from the referee. An acknowledgment will always be sent stating the name of the candidate to ensure the reference is from a legitimate source.
- not be accepted if they are open references e.g. to whom it may concern.
- request information on the applicant's suitability to work with children and young people.
- be requested before the interview (unless the applicant does not provide consent until after interview); and
- be scrutinised by HR and the hiring manager, and any concerns resolved satisfactorily before the appointment is confirmed.

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.

In order to comply with the Equality Act 2010, information relating to sickness absence will not be requested before a conditional offer of employment has been made.

9 Short-listing

Applicants will be short-listed against the requirements of the job description and person specification. The same people will carry out the short-listing and the interviews where possible. The outcome of the short-listing process will be recorded and retained.

The equality and diversity data 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 such as declared criminal convictions. A satisfactory explanation for any concerns must be obtained from the applicant during the interview process.

Online searches

All shortlisted candidates must have an online search completed prior to interview by the HR team using the Record of Online Search document.

Any information found which may make the applicant unsuitable to work with children will be given to the interview panel so that it can be compared with the applicant's application form, employment history and criminal self-disclosure and then discussed with the applicant at interview (taking into account the criminal record filtering rules which apply equally to criminal convictions/cautions found from an online search as they do from self-disclosures of criminal history).

10 Interviews

A face to face interview must take place for all applicants to all posts. The use of video conferencing may be acceptable for this purpose under specific circumstances.

All those involved in interviewing must be properly trained. At least one person on the interview panel must have completed the appropriate safer recruitment training.

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.

Interviews should be conducted with a minimum of two interviewers on the panel to enable one interviewer to assess the applicant, observe and make notes whilst the applicant talks to the other interviewer.

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.

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 with further questioning.

Any gaps in employment history or declaration of a criminal record or caution must be explored further during the interview process.

11 Other selection methods

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 our Trust or in the applicant's current school or academy.
- (b) one or more additional panel interviews
- (c) a presentation.
- (d) in tray exercises; and
- (e) any other testing as relevant to the role

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.

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.

12 Fluency in the English language

It is a statutory requirement that people working in public facing roles are able to demonstrate that they are fluent in the use of the English language to an appropriate standard. The majority of the roles within the Trust are public facing and therefore this requirement will apply. Members of the public includes our students.

13 Pre - employment checks

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 the current or most recent employer).
- (b) verification of the applicant's identity, 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.

- (f) satisfactory enhanced DBS check with Children Barred List (where applicable) (see Section 14).
- (g) for management positions (including Governors/Trustees if they are involved in management), a Section 128 check must be carried out.
- (h) for teachers and other employees who hold QTS who are working in non-teaching roles, verification that they are not subject to a prohibition order by checking the Teacher Service system.
- (i) a clear children's barred list check.
- (j) verification of right to work in the United Kingdom.
- (k) any further checks where the applicant has lived or work outside of the UK including receipt of a Certificate of Good Conduct from overseas.
- (l) where appropriate, confirmation that the applicant is not disqualified or disqualified by association from providing childcare.

All checks must be confirmed in writing, relevant documentation retained on the personnel file and recorded in the Single Central Record (SCR).

14 Disclosure and Barring Service (DBS) checks

New employees and volunteers

The 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	As an educational institution which is exclusively or mainly for the provision of full-time education to children, our 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: (a) Frequently (for example once a week or more); or (b) On more than three days in any period of 30 days. Note – personal care of a child because of age, illness or disability including physical help with	An enhanced DBS check with children's barred list check will always be obtained

	eating, toileting, washing, bathing or dressing is always regulated activity regardless of how frequently it is carried out.	
Unsupervised volunteers (All Trust volunteers are unsupervised)	As above	An enhanced DBS check with children's barred list check will always be obtained

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. The manager must consult with the HR team if this is the case. The manager must ensure that appropriate supervision is in place until the DBS check has been received.

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 SCR.

Any applicant who refuses to produce their DBS disclosure will not be able to start work at the 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.

Applicants 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, by using the DBS update service. Applicants or volunteers should be asked if they have subscribed to this service. There is an annual charge for this service for applicants for employment but is free for volunteers. The expectation is that individuals personally fund this if required. Where the applicant or volunteer has subscribed they should provide the Trust with the original disclosure document to be verified and the Trust will check the online update for any changes.

Information relating to an individual's criminal record will only be shared with the relevant people to enable the 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 2018.

Existing employees and volunteers

An enhanced DBS check and a children's barred list check will be carried out for all existing staff and unsupervised volunteers where their contact with children or young people has increased from that at their time of appointment and where the Trust has any concerns about an individual's suitability to work with children and young people.

DBS certificates will only be issued to the applicant. The 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.

All existing employees are required to inform the manager of any change in their criminal record. This includes convictions, cautions, arrests and police investigations. Action may be taken as a result of any change or any failure to inform the Trust of any change.

15 Agency staff

In the case of agency staff, the manager 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 13, that the Trust would otherwise complete for its staff. The manager must obtain written confirmation from the agency that these checks have been carried out and are satisfactory. This must be recorded in the SCR. The manager must check the identity of the agency worker at the start of the assignment. In addition, the Manager must also see a copy of the DBS certificate and record in the SCR that this has been seen.

The Manager should also ensure that they inform the provider of agency staff, in writing, that works that they supply are required to be proficient in the use of spoken English.

16 Breaches of the policy

Any instances of this policy not being adhered to will be taken very seriously and appropriate disciplinary action will be taken.

Any complaint in relation to this policy, including its application will be managed through the Trust's complaints policy or grievance policy (for existing employees).

17 Record keeping and data protection

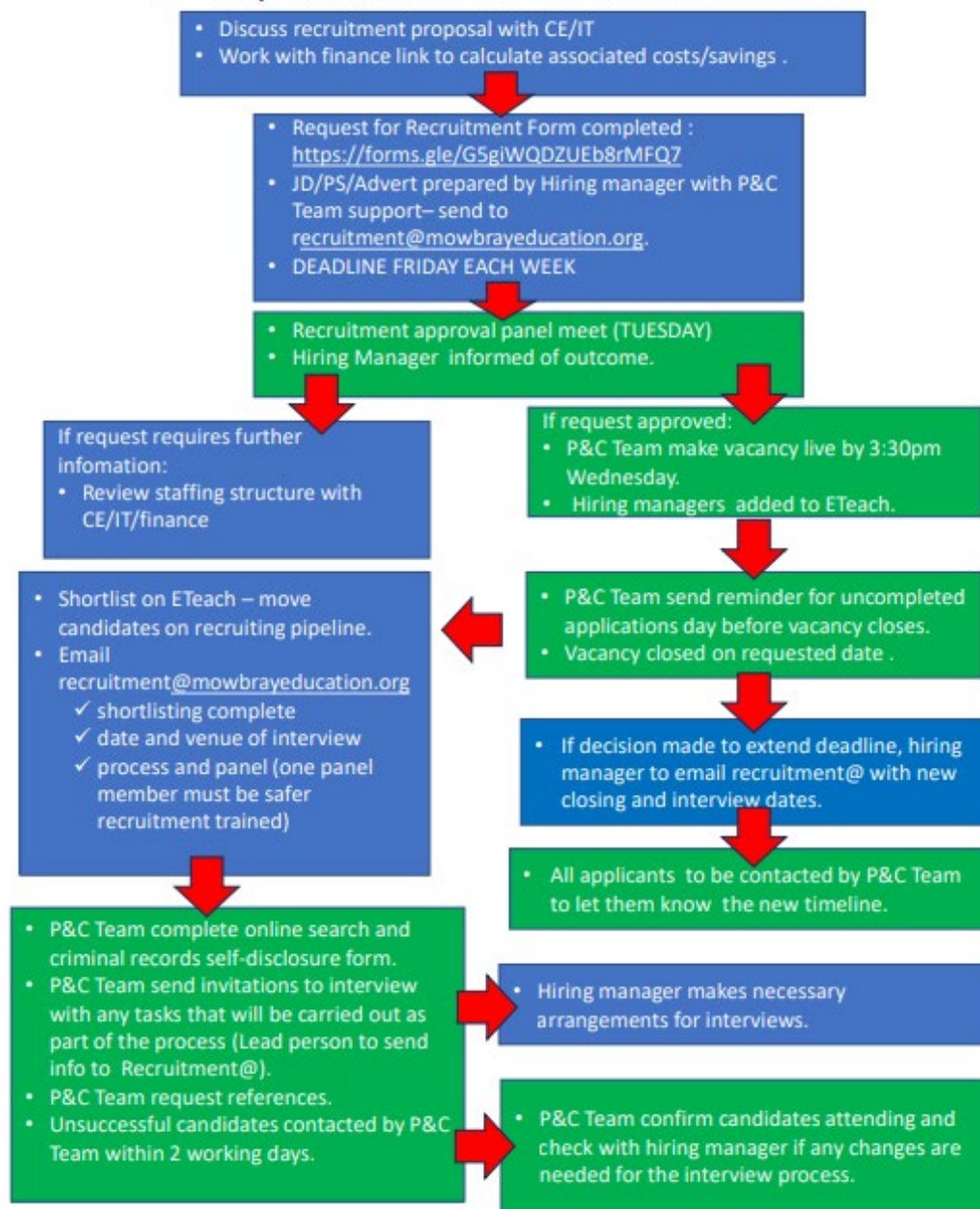
All written records of interviews, application forms and reasons for appointment or non-appointment will be kept by the Trust for six months, unless a longer period can be justified. Records will be treated as confidential and kept for no longer than necessary in accordance with the Data Protection Act 2018.

18 Review

This policy is reviewed biennially, or when statutory guidance is updated, by the Trust. We will monitor the application and outcomes of this policy to ensure it is working effectively.

Appendix 1

Mowbray Education Trust Recruitment Process



Following interviews:

- Hiring manager to contact successful candidate(s)
- Hiring manager to contact unsuccessful candidates.
- Following interview, complete new starter form for successful candidate(s) with a provisional start date of at least 4 weeks after offer or changes form for internal candidates to which the 4 weeks will still apply or by mutual agreement between schools/departments.
- All interview documents for successful candidates are scanned and sent to recruitment@mowbrayeducation.org
- Interview documents for unsuccessful candidates to be kept by hiring manager for 6 months.

- P&C Team begin new starter process.
- P&C Team will inform hiring manager of any delays in pre-employment checks.

Log of Changes to Document

Date	Page	Change	Who:
March 17	Whole document	Original document	Head of HR
June 17	Cover page	Updated status to final. Updated date to June 17	Head of HR
Dec 2020	Whole Document	Updated role titles	HR & Operations Director
Dec 2020	Section 10	Updated remote interviewing process	HR & Operations Director
Jan 2023	Whole document	Title page amended Section 3 updated Sections 4, 7, 8, 12, 13 & 18 amended Header amended	HR Manager
Jan 2023	Whole document	Added in recent recommendation for hiring manager to conduct an online search as part of shortlisting process. Added in ability of COO to approve for non-pupil facing staff to allow them to start without all checks being complete, on production of a suitable risk assessment. Updated approvals hierarchy Updated job descriptions. Added in exception for interview if they interviewed for role on a secondment basis and there are no other applicants. Data Protection Act 2018 updated from 1998.	COO
August 2023	Change in Logo	Logo Changed as per rebranding of Trust	HR Advisor
Dec 2024	Whole document Section 3 Section 2	COO changed to ELPD Removal of manager definitions Addition of reference to recruitment panel and recruitment process. Addition of pre-employment checks to statement	ELPD

	Section 5 Section 6 Section 8 Section 9	Removal off requirement for all JDs to list fluent English as essential. Removal of requirement for references to cover previous 3 years. Addition of guidance in line with KCSiE Addition of current Headteacher/Principal being giving reference. Addition of online checks section.	
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