



**MOWBRAY**  
Education Trust

# 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 this must be approved by the HR & Operations Director who will provide reasons for this requirement.

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 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 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.

# 3 Definitions

In the context of this policy Manager means the following:

- Head Teacher for all school based staff
- Centre Manager for all nursery based staff
- HR & Operations Director for all central staff
- Director for Quality of Education for all Head Teachers and Centre Managers
- CEO for Executive team
- Chair of the Board for CEO

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 statutory guidance, currently 'Keeping children safe in education' (produced by the DfE) and the work place and Trust's child protection policies. These can be obtained from the Manager or the Trust website.

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 the HR & Operations Director immediately.

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.

## 5 Advertising

Any vacant position will normally be advertised via the appropriate channels to ensure the most appropriate field of applicants is obtained.

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 adverts must make it clear that it is a requirement of the role that the applicant is fluent in the use of spoken English.

## 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.

All job descriptions must make it clear that it is a requirement of the role that the applicant is fluent in the use of spoken English.

## 7 Application form

All applicants are required to fill out our standard application form. CVs will be accepted but will not replace the application form.

## 8 References

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

- (a) be requested for all shortlisted applicants, including internal applicants;
- (b) 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;
- (c) ask the current employer for details of any capability history in the previous two years, and the reasons for this;
- (d) be directly from the referee;
- (e) not be accepted if they are 'to whom it may concern' letters;
- (f) request information on the applicant's suitability to work with children and young people;
- (g) be requested before the interview (unless the applicant does not provide consent until after interview); and
- (h) be explored further with the referee and with the applicant during the interview if necessary.

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.

## 10 Interviews

A face to face interview must take place for all applicants to all posts. The use of video conferencing, Teams, Skype, FaceTime or other similar technologies is acceptable for this purpose.

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 through 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 (for example, a panel made up of students from our Trust);
- (c) a presentation;
- (d) in tray exercises; and
- (e) psychometric testing.

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 proficient in the use of the English language. The majority of the roles within the Trust are public facing and therefore this requirement will apply. Members of the public includes our students.

Fluency relates to a person's language proficiency and their ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary. In the context of a public-facing role, a person should be able to choose the right kind of vocabulary for the situation at hand without a great deal of hesitation. They should listen to the member of the public and understand their needs. They should tailor their approach to each conversation appropriate to the member of the public, responding clearly with fine shades of meaning, even in complex situations.

Proficient means the ability to converse at ease with members of the public and provide advice in accurate spoken English. Proficiency will be assessed through the process of the interview and will be evidenced through the applicant's ability to competently answer interview questions in English.

There are a minority of roles within the Trust which will not be public facing. Managers should consult with the HR & Operations Director if they are recruiting to a role where they believe that this requirement will not apply.

## 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 (see Section 14);

- (g) for management positions (including Governors/Directors if they are involved in management), verification that they are not subject to a section 128 direction;
- (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;
- (i) for teachers, satisfactory check of the EEA sanctions list to determine any restrictions/sanctions that have been imposed in other EEA member states;
- (j) a clear children’s barred list check;
- (k) verification of right to work in the United Kingdom;
- (l) any further checks where the applicant has lived or work outside of the UK including receipt of criminal record information from overseas;
- (m) 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	<p>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:</p> <p>(a) Frequently (for example once a week or more); or</p> <p>(b) On more than three days in any period of 30 days.</p> <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 frequently it is carried out.</p>	An enhanced DBS check with children’s barred list check will always be obtained
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 & Operations Director 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 1998.

### **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.

An enhanced DBS and children's barred list check may be carried out on any employee or unsupervised volunteer where the Trust has 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 1998.

## **18 Review**

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

## Log of Changes to Document

Version	Date	Page	Change	Who:
V1.0	March 17	Whole document	Original document	Head of HR
V1.0	June 17	Cover page	Updated status to final. Updated date to June 17	Head of HR
V1.0	Dec 2020	Whole Document	Updated role titles	HR & Operations Director
V1.0	Dec 2020	Section 10	Updated remote interviewing process	HR & Operations Director
V1.0	Dec 2020	Whole Document	Approved	CEO