



This Policy has been adopted and approved by Gippeswyk Community Educational Trust and is to be used by all members of the Trust.

RECRUITMENT AND SELECTION POLICY AND PROCEDURE	
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Responsible Officer	Mrs V Curtis – HR Manager
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1. Introduction

- 1.1. The Trust is committed to safeguarding and promoting the welfare of children and young people and requires all employees and volunteers to demonstrate this commitment in every aspect of their work.
- 1.2. The appointment of all employees will be made on merit and in accordance with the provisions of Employment and Equality Law and Keeping Children Safe in Education.
- 1.3. The Trust will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.
- 1.4. The Trust will comply with the requirements of Keeping Children Safe in Education with regard to Disclosure and Barring Service (DBS) and all other pre-employment checks.
- 1.5. The Trust will ensure compliance with the Data Protection regulations and the requirements contained within the General Data Protection Regulations (GDPR).

2. Delegation of Appointments and Constitution of Appointments Panels

- 2.1 The power to offer employment for all posts below the level of Principal in each Academy is delegated to the Principal. The Principal may not delegate responsibility for the offer of employment to any other person although in practice a number of senior or HR staff may make the offer, subject to satisfactory pre-employment checks.
- 2.2 Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken current Safer Recruitment Training. Safer Recruitment Training will be undertaken every three years or more frequently where there are significant changes to statutory requirements.

3. Advertising

- 3.1 Vacant posts will normally be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates (e.g. a Teaching and Learning Responsibility (TLR) post where there is no accompanying teacher vacancy), or employees are at risk of redundancy, vacancies may be advertised internally. In these circumstances, the selection panel may decide that certain parts of the

recruitment process may be omitted but all candidates will be subject to a formal interview, the satisfactory reference requirements and any other necessary checks.

4. Succession Planning

- 4.1. There will be a number of posts for which there will need to be succession planning, in particular, senior or specialist posts, where a smooth transition of skills, knowledge and performance is required. In this case, Trustees may appoint successors as necessary. This process will be carried out in a transparent manner and in accordance with good practice.

5. Information for Applicants

- 5.1 All applicants for all vacant posts will be provided with:

A job description outlining the duties of the post.

A person specification will normally be provided. This will also include a statement on behalf of the Trustees of their commitment to safeguarding and promoting the welfare of children and young people.

An application form. CVs will not be accepted.

An Information pack containing:

A description of the Trust's vision and ethos

A description of the Academy relevant to the vacant post.

DBS and other pre-employment checks required.

a statement that canvassing any member of staff, or member of the Governing Body or Trustees, directly or indirectly, is prohibited and will be considered a disqualification.

The closing date for the receipt of applications.

An outline of the key terms of employment including salary.

Reference to the relevant Trust's policies e.g. recruitment and selection, safeguarding.

6. Short Listing and Reference Requests

- 6.1 On receipt, equality monitoring information will be separated from applications.
- 6.2 The selection panel will use an agreed short listing form. The criteria for selection (normally from the person specification) will be consistently applied to all applicants based on the essential and desirable criteria for the post. The selection panel will agree the candidates to be called for interview.

- 6.3 Applicants who are not shortlisted will receive no further feedback and this will be made clear in the job pack.
- 6.4 The selection panel will take up at least two references on each short listed candidate and this will include the most recent employer. If a candidate for a post working with children is not currently working with children, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving.
- 6.5 References will be scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed. References will always be requested directly from the referee and preferably from a senior person with appropriate authority, not just a colleague.
- 6.6 Reference requests will ask the referee to confirm:
- Dates of employment and in what capacity
 - The referee's relationship with the candidate.
 - Details of the applicant's current post and salary.
 - Performance history and capacity to perform in the post applied for.
 - All formal time-limited capability warnings which have not passed the expiration date.
 - All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date.
 - All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns.
 - Details of any substantiated allegations or concerns relating to safety and welfare of children.
 - Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the Trust will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.
- 6.7 References are the property of the Trust and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate. References will be verified and any discrepancies will be discussed with the candidate.

- 6.8 References will be checked against information in the application; any gaps in employment or time unaccounted for together with any other discrepancies/ issues of concern will be taken up with the applicant
- 6.9 Posts may be re-advertised to attract a stronger field. Candidates who meet the selection criteria from the earlier advert may be taken forward if appropriate.
- 6.10 The Trust operates a system of open references, whereby any employee or prospective employee can request to see their references or to have a copy provided.

7. Interviews

- 7.1 The format, style and duration of the interviews are matters for the C.E.O. or Principals to decide and the following will be adhered to:

All candidates will be given relevant information about the school to enable the candidate to make further enquiries about the suitability of the advertised job.

All candidates will be asked to sign their application form with their individual signature if they have not already done so.

The formal interview: Before the interviews the selection panel will agree on the interview format, including any other assessment methods. The questions asked/ methods used will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked. The selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues. The interview will also include a discussion of any matters relevant to the appointment and/or anything which the candidate has declared and are relevant to the prospective employment.

- 7.2 The recruitment documentation will be retained for six months from the date of interview. After 6 months all information about unsuccessful candidates will be securely destroyed.

8. Offer of Employment by the Selection Panel

- 8.1 The offer of employment on behalf of Trustees and acceptance by the candidate is binding on both parties, subject to:

Verification of identity

Verification of the right to work in the UK

Proof of relevant qualifications

Satisfactory DBS Enhanced Disclosure

A certificate of good conduct (if applicable) which may include EEA sanctions and restrictions

Barred list check

Teacher prohibition (if applicable)

Section 128 check (if applicable)

Pre-employment medical screening

Satisfactory references

Disqualification under the Childcare Disqualification Act 2006, as amended (if applicable).

The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

8.2 Unsuccessful candidates will be notified and offered feedback.

9. Personnel File and Single Central Record

9.1 Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of their employment with the school including:

Application form – signed by the applicant

Interview notes – including explanation of any gaps in the employment history

References – minimum of 2

Proof of identity

Proof of right to work in the UK

Proof of relevant qualifications

Certificate of Good Conduct (where applicable) which may include EEA sanctions and restrictions

Evidence of medical clearance from the Occupational Health service

Evidence of DBS clearance and barred list check

Teacher prohibition checks

Evidence of a Section 128 direction (where applicable)

Offer of employment letter and signed contract of employment

Disqualification under the Childcare Disqualification Act 2006, as amended (where applicable).

- 9.2 Retention of personal information for the successful candidate following the end of their employment will be in accordance with the school's data retention policy, which is compliant with relevant Data Protection legislation. When retained documents have reached their data retention limit they will be securely destroyed.
- 9.3 The Trust will destroy information obtained by a vetting exercise as soon as possible or within six months. A record of the result of the vetting or verification of the successful candidate will be retained on the employees file and the Single Central Record.
- 9.4 The Trust will normally collect personal information from candidates or employees only where it has consent to do so (e.g. on the application form), where it is needed to perform a contract with/involving the person, or where the processing is in the Trust's legitimate interests and not overridden by data protection interests or fundamental rights and freedoms. The Trust will retain a record of consent as evidence that it has obtained consent to collect and process the data and that applicants have been advised of the purpose of the collection and processing.
- 9.5 An applicant has the right to withdraw consent at any time and can do so by informing the Trust's Data Protection Officer, with the exception of documents that are required for a statutory requirement.
- 9.6 The Trust will maintain a Single Central Record of employment checks in accordance with statutory requirements contained in the Keeping Children Safe in Education Document.

10. Start of Employment and Induction

- 10.1 The pre-employment checks listed in paragraph 8.1 above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken and agreed by the C.E.O. or Principal of the Academy where the person is to be employed. Exceptions will never be made in the case of the barred list and teacher prohibition checks.
- 10.2 All new employees will be provided with an induction programme which will cover all relevant matters of school policy but in particular safeguarding and promoting the welfare of children.

11. Exit Questionnaires and Interviews

- 11.1 The use of exit questionnaires has been introduced across the Trust and interviews will be offered when requested. This is primarily to gauge the views of employees about how the Trust is viewed as a place to work.
- 11.2 Exit questionnaires will be sent to most staff who leave voluntarily. They may not be sent to staff who leave voluntarily but are in dispute with the Academy/Trust or where the issuing of the questionnaire will aggravate a sensitive situation e.g. an under-performing member of staff who decides to leave before more formal procedures are invoked. They will not be sent to staff who are dismissed or who leave under a mutual agreement.
- 11.3 Completing the questionnaire is voluntary. Staff may complete the questionnaires anonymously. Individual content will be confidential.
- 11.4 The questionnaires will be sent out by and returned to HR to be recorded and monitored. The reasons for leaving will be reported to the Trustees HR Committee annually and at the same time of year as the Annual Employee Survey. This will normally be in the spring term.
- 11.5 Exit questionnaires and interview notes are confidential. They will be kept for no more than six months at which time they will be confidentially destroyed, except where they may be needed below. The contents of questionnaires and interviews will not be used in any references provided for the employee who has left.
- 11.6 Where appropriate, the Trust may need to act on something written in a questionnaire or divulged in an interview e.g. a serious safeguarding matter.

12. Equality Impact Assessment

- 12.1 This procedure has been assessed for its impact on equality issues and in particular the protected characteristics identified in the Equality Act. The Trustees and Academies will not conduct their business in a way which discriminates or otherwise disadvantages those concerned.