

LEARNING ALLIANCE ACADEMY TRUST

RECRUITMENT AND SELECTION POLICY



1. Summary

This Recruitment and Selection Policy has been produced in line with the DCSF guidance 'Safeguarding Children and Safer Recruitment in Education (January 2007)'. This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

2. Recruitment and selection policy statement

- Lynch Hill is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- Lynch Hill is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high quality service.

3. Purpose

- To ensure the recruitment of both permanent and fixed-term staff (including voluntary) is conducted in a fair, effective and economic manner.
- To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

4. Scope

- This policy applies to all the school employees and governors responsible for and involved in recruitment and selection of all staff. Where a Headteacher or Deputy Headteacher is being appointed the Trust will consult our HR provider about the recruitment process.
- The ultimate responsibility for recruitment and selection lies with the Trust. The Trust has delegated the responsibility to the Headteacher for appointing staff other than those to a post of responsibility (TLR and above).

5. Aims and Objectives

- To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process
- To ensure a consistent and equitable approach to the appointment of all school staff.
- To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation.
- To ensure the most cost effective use is made of resources in the recruitment and selection process.

6 Principles

6.1 The following principles are encompassed in this policy:

- All applicants will receive fair treatment and a high quality service
- The job description and person specification are essential tools and will be used throughout the process
- Employees will be recruited on the knowledge, experience and skills needed for the job
- Selection will be carried out by a panel with at least two members but preferably with three. At least one panel member will have received appropriate training on the recruitment and selection process as recommended by the DCSF.
- Selection will be based on a minimum of completed application form, shortlisting and interview
- Monitoring and Evaluation are essential for assessing the effectiveness of the process
- All posts will normally be advertised.
- The Disability Discrimination Act (DDA) makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

7. Equal Opportunities

The School is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation. The School acknowledges that unfair discrimination can arise on occasion and therefore will ensure that the Equal Opportunities Policy is the foundation for all its activities.

8. Safer Recruitment – Recruitment and Selection Training

It is a requirement that at least one member of the interview panel has completed the Safer Recruitment Training successfully prior to the start of the recruitment process.

9. Pre-recruitment Process

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the school. The first experience an individual has is important, therefore the experience should be positive and all those responsible for recruiting will:

- Leave a positive image with unsuccessful applicants
- Give successful applicants a clear understanding of the post and what is expected of them
- Reduce the risk of a bad selection decision that can be expensive and may cause line management problems in the future or may not meet the school's commitment to safeguard children and young people.

Application Form

A standard application form will be used to obtain a common set of core data from all applicants.

Job Description and Person Specification

An accurate job description is required for all posts. A person specification, which is a profile of the necessary requirements for the post, is also required for all posts.

9.4 References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained directly from the referee.

References will be sought on all short listed candidates, including internal ones, and will be obtained before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.

10. Interviews

The interview will assess the merits of each candidate against the job requirements, and explore their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate.

10.2 Interview Panel

A minimum of two interviewers will form the interviewing panel, but preferably three.

The members of the panel will:

- have the necessary authority to make decisions about appointments;
- be appropriately trained, (one member of interview panel will have undertaken the training in accordance with the Safer Recruitment Training).
- meet before the interviews to:
 - reach a consensus about the required standard for the job to which they are appointing;
 - consider the issues to be explored with each candidate and who on the panel will ask about each of those;
 - agree their assessment criteria in accordance with the person specification.

Where a candidate is known personally to a member of the selection panel it will be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

10.3 Scope of the Interview

10.3.1 In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- the candidate's attitude toward children and young people;
- his/her ability to support the school's agenda for safeguarding and promoting the welfare of children;
- gaps in the candidate's employment history;
- concerns or discrepancies arising from the information provided by the candidate and/or a referee; and,
- ask the candidate if they wish to declare anything in light of the requirement for a DBS check.

If, for whatever reason, references are not obtained before the interview, the candidate will also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees. (And it is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.)

11. Conditional Offer of Appointment: Pre Appointment Checks

An offer of appointment to the successful candidate will be conditional upon:

- the receipt of at least two satisfactory references
- verification of the candidate's identity
- verification of eligibility to work in the UK
- verification of the candidate's medical fitness
- verification of disqualification by association
- verification of qualifications
- verification of professional status where required e.g. QTS status (unless properly exempted), NPQH;
- a check of the Barred List (previously List 99) and a satisfactory DBS Enhanced Disclosure
- a check of the Barred List
- For experienced teachers, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- For support staff, acceptable levels of literacy and numeracy demonstrated in school tests or tasks.
- A prohibition from teaching check.

All checks will be:

- confirmed in writing;
- documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS regulations);
- recorded on the school's central record database; and,
- followed up where they are unsatisfactory or there are discrepancies in the information provided.

Where:

- the candidate is found to be on the Barred List (previously List 99), or the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or,
- 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,

The facts must be reported to the police and/or the DfE Children's Safeguarding Operations Unit . The school will liaise with their HR provider if this should be the case.

12. Post Appointment Induction

There will be an induction programme for all staff, governors and other volunteers newly appointed to the school, regardless of previous experience.

Pre-employment checklist for schools Initials	Date
Training: At least one member of the shortlisting and interview panel should have carried out the safer training (see Section 3.1)	
Planning: Timetable decided, job description and person specification reviewed and updated as necessary.	
Advertising: The advert must include reference to the policy statement of safeguarding and promoting welfare of children and young people (see Section 4.4)	
Application Forms: Candidates must provide information on employment history and if appropriate adequately explain the reasons for any gaps. The candidates must complete, sign and date the Rehabilitation of Offenders Act Declaration Form.	
Shortlisting: Interview panel members should also shortlist the applications.	
References: References must be requested prior to interview. Chase if not received. Check and scrutinise references on receipt – any discrepancies or concerns should be taken up with applicant at interview or the referee.	
Invitation to Interview: Interview invitation letters must include relevant information and instructions – see appendix 6.	
Interview: The panel should have at least 2 but preferably 3 members and should have the authority to appoint. They must meet prior to interview and agree issues, questions, assessments, criteria and standards. At least one member must have completed the safer recruitment training.	
Conditional Offer of Employment: Offer of employment must be subject to satisfactory completion of the following pre-employment checks:	
Identity: This should be verified on the day of interview and copied.	
Right to work in UK: This again should be verified on the day of interview and documentation copied.	
References: If not received and scrutinised prior to interview.	
Qualifications Checked: This should be verified on the day of interview – original certificates must be submitted and copied.	
DBS: An enhanced level DBS disclosure will be required.	
Barred List (previously List 99): A check should be made through Schools HR.	
Prohibition List (teachers only): teachers must be checked on the prohibited from teaching list (statutory requirement).	
Disqualification by association: candidates must complete the relevant form.	
Medical Clearance: The candidate must be both physically and mentally fit to undertake the post.	
QTS – for teacher only. The candidate should provide original documentation to prove that he/she has obtained QTS. See appendix 8.	
Probation – for support staff only. The candidate will be subject to a 6 month probationary period if he/she is new to the school.	
Teachers Pensions – all teachers are automatically members of the scheme unless they choose to opt out.	
Local Government pension – all support staff are not automatically members of the scheme but have the right to opt in	
Supply Teachers – All supply teachers must undergo the same checks as above – the school should check with the agency that this is the case.	
Volunteers – The above checks should be carried out on volunteers.	

SHORTLISTING

- Selections are made only on the basis of the Person Specification and Job Description.
- All criteria are applied consistently and objectively.

- The make-up of the shortlisting panel should reflect that of the interview panel.
- All disabled applicants who meet the basic criteria for the post will be interviewed.
- On no account should any discriminatory criteria be allowed to influence decisions regarding inclusion/non inclusion of a candidate on a shortlist.
- All decisions relating to the recruitment and selection process must be clearly recorded and paperwork kept for at least three months (the period during which there is a right of complaint to an Industrial Tribunal about race or sex discrimination).

INTERVIEW / FINAL SELECTION ASSESSMENT

It is essential that both the Person Specification and Job Description are referred to when making the final selection decision.

Scoring sheets based on the questions asked at interview and relating to aspects of the person specification, record each interviewer's assessment of the candidate's responses. An assessment of the candidate's overall suitability rating is based on the overall scores awarded. These scoring sheets are retained after the interview for future reference.

Beyond the exceptions given above, you should expect that anyone we plan to appoint does have QTS and the only way to be certain, regardless of any other qualifications they have offered, is to check with the NCTL on 0207 5935394.

[1] Teachers on employment-based routes into teaching such as the Graduate Teacher Programme, Registered Teacher Programme, Overseas Trained Teacher Programme and Teach First — all of whom will need to pass the skills tests and obtain QTS when they complete their school-based training programmes. Overseas trained teachers who have taught in England for less than four years and instructors teaching because they have special qualifications or experience.

POLICY ON SAFE RECRUITMENT AND VETTING - APPENDICES

Appendix 1 DBS Check Risk Assessment

Appendix 2 Positive disclosures flow chart



DBS CHECK RISK ASSESSMENT

This form can be used to assist in assessing and recording the risks of allowing someone to start work or volunteering before a DBS (Disclosure and Barring Service) check is received or where a DBS certificate shows relevant convictions or other relevant information. The risk assessment must be undertaken in accordance with the Policy on Employment of Ex-Offenders and Disclosure and Barring Service checks.

The completion of this risk assessment form is the responsibility of the appointing manager or line manager as appropriate. It must be authorised by the Executive Head Teacher **before** the person can start or continue working with children or vulnerable adults or their records. This completed risk assessment form must be placed on the individual's personnel file and made available to HR, Audit, Safeguarding and Ofsted inspections.

In exceptional circumstances staff (but not volunteers) who work with children, vulnerable adults or their records may work without a clear enhanced DBS certificate if they are closely supervised (within sight and sound of someone with a clear CRB check). However, this will normally only be permissible when not to allow them to work would disrupt the care of children e.g where there is a regulatory requirement to have a ratio of staff to number of children. People may only work in these circumstances when the following applies:

- The appointment is necessary to allow the service provision to continue.
- In the case of children, the person has an enhanced DBS certificate issued within the last year by another body and the person provides the original enhanced DBS certificate as evidence.
- An enhanced DBS check has been applied for.
- The person has no unsupervised contact with children or vulnerable adults.
- They have no access to sensitive records, particularly information about individual children.
- This risk assessment and risk management plan has been completed and signed off by the Executive Headteacher

Due to the high risks involved appointees to work in one to one situations or in residential care or similar environments must **not** start work until the fresh DBS certificate has been received.

Please note that candidates are able to carry out induction, training and supervised tasks whilst waiting for the DBS certificate to be returned.



DBS Check Risk Assessment Form (Disclosure)

PART 1 – FOR THE APPLICANT TO COMPLETE

Your Rehabilitation of Offenders form/DBS certificate has been returned with information contained on the certificate which may be relevant to your employment. This will not necessarily bar you from working with Learning Alliance Academy Trust. It will depend on the nature of the position that you are applying for and your circumstances at the time of the incidents or offences. We would therefore like to give you the opportunity to provide an explanation for these incidents or offences, as well as the circumstances around you at the time. We need to know who was involved, when it occurred, what occurred, where the incident or offence was committed and why it was committed.

Please complete the following information. Please be aware that to withhold information or to give false information will be regarded as an attempt to falsify records which constitutes gross misconduct and will, if proved, lead to dismissal under the Trust’s procedures.

Name of Candidate:	Date of Birth
Job Title:	Place of work: Lynch Hill School Primary Academy Lynch Hill Enterprise Academy
Proposed Start Date:	Reviewer Conducting Assessment:

Offence or Incident 1:
Date of Offence or Incident:
We need to know who was involved, when it occurred, what occurred, where the incident or offence was committed and why it was committed. It is also necessary to explain how you, the applicant, now feel about the incident or offence.
Offence or Incident 2:
Date of offence or incident:
We need to know who was involved, when it occurred, what occurred, where the incident or offence was committed and why it was committed. It is also necessary to explain how you, the applicant, now feel about the incident or offence
Offence or Incident 3:
Date of offence or incident:
We need to know who was involved, when it occurred, what occurred, where the incident or offence was committed and why it was committed. It is also necessary to explain how you, the applicant, now feel about the incident or offence

Declaration by Applicant

I certify that the information I have provided on this document is true and complete. I understand that to knowingly make a false statement or omit information will result in my job or volunteering application being unsuccessful or, if employed, in my facing possible dismissal or other disciplinary action.

Signature:	Print:
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ASSESSING THE RISKS

Question	Applicable (Please delete as appropriate)	Comments
Did the applicant declare the matters on the DBS Application form and/or the OCC Application form?	Yes / No If 'No' state reason	
Does the individual agree that the information detailed on the DBS Certificate is correct?	Yes/ No If 'No' what do they think is incorrect and why?	
Were any offences work-related or committed within the context of a work setting?	Yes/No If 'Yes' give details	
Were any offences committed within the last 2 years?	Yes / No If 'Yes' explain context in which each offence occurred e.g. where, how, why and details of any victims. (Continue overleaf if necessary)	
What is the individual's attitude to the offence/s now?	e.g. regret/remorse/ justified/denial	
Would they do anything differently now?	Yes / No If 'Yes' specify what	

Question	Applicable (Please delete as appropriate)	Comments
Has the individual's circumstances changed since the conviction/s e.g. location/friends/partner/education?	Yes / No If 'Yes' specify what	
Are there any mitigating circumstances? e.g. immaturity, traumatic life event	Yes / No If 'Yes' specify whta	
Do the matters disclosed form any pattern e.g. repeat offences or repeat motivation (anger/financial/drugs/alcohol	Yes / No If 'Yes' specify	
Can the applicant demonstrate any efforts not to re-offend? e.g. Rehabilitation course, Anger Management course, help for alcohol/drug abuse.	Yes / No If 'Yes' specify (NB – completing Community Service is a punishment not a rehabilitation programme)	
Does the post have any direct contact with the public and if so how vulnerable are they?	Yes / No If 'Yes' give details	
Can safeguards be implemented to reduce/remove any risk e.g. no unsupervised contact?	Yes / No If 'Yes' specify what	
What supervision is available and how readily?	Give details	

Any further information

Is there any other information relevant to this Risk Assessment regarding the candidate, the work itself or the location/environment where the activities will take place?

Level of Risk:

Please complete the level of risk posed by appointing/employing the individual in this job. Give reasons.

High Risk

Medium Risk

Low Risk

Can protective measures be put in place to render the risk low? Yes / No

Outline of the protective measures **Risk Management Plan** e.g. curtailment of access to children/information; additional supervision; temporary changes of work location; temporary diversion to low risk tasks or training.

Is this person suitable to start work before the CRB is returned or to continue working under the conditions proposed above? Yes/No

Comments: (Reasons for decision)

Risk Assessment Authorised by:

Signed (Head Teacher/ Chair of Govs)

Date

Print Name (Head Teacher/ Chair of Govs)



DBS Check Risk Assessment Form (Delayed Clearance)

Name of Candidate:	Date of Birth
Job Title:	Place of work: Lynch Hill School Primary Academy Lynch Hill Enterprise Academy
Proposed Start Date:	Reviewer Conducting Assessment:

A. BACKGROUND INFORMATION CHECK

Information required.	Notes/Confirmation.
Has the Recruitment Checklist been completed, including all of the following? <ul style="list-style-type: none"> • Application Form - check gaps, discrepancies or anomalies 	
<ul style="list-style-type: none"> • Appropriate and satisfactory references 	
<ul style="list-style-type: none"> • Qualifications – checked and verified that the candidates qualifications fulfil the requirements in the selection criteria? 	
<ul style="list-style-type: none"> • Has the candidate completed the Convictions Policy Statement on the Application form regarding the Rehabilitation of Offenders Act 1974? Please state the information they supplied. • Confirm that you have actively asked the person if they have any convictions, cautions, reprimands, warnings, bind-overs, pending prosecutions or disqualifications. 	
<ul style="list-style-type: none"> • Have you seen and verified asylum and immigration checks? 	
<ul style="list-style-type: none"> • Have satisfactory health checks been received. 	
List 99 check or Section 142 of the Education Act 2002.	

Criminal Records Bureau Disclosure Checks	Comments
1. Does the candidate already hold a DBS	

certificate? If not, please go to Q6.	
2. Was the DBS certificate obtained by Lynch Hill School? If not, who is the Registered Body?	
3. Was the DBS certificate issued within the last 12 months?	
4. Is the DBS certificate "Enhanced level"?	
5. If the candidate is going to work with children the DBS certificate must indicate "None Recorded" against the ISA Children's Barred list information.	
6. Has the candidate completed a new DBS certificate Application form?	Date completed DBS application submitted.
7. Has the candidate been a resident outside of the United Kingdom? <ul style="list-style-type: none"> • If yes, is the candidate able to produce the Police Check or DBS equivalent from other countries lived in? • If no, is a Police Check or DBS equivalent from that country being sought? 	

Any further information
Is there any other information relevant to this Risk Assessment regarding the candidate, the work itself or the location/environment where the activities will take place?

Level of Risk: Please complete the level of risk posed by appointing/employing the individual in this job. Give reasons.	
High Risk	
Medium Risk	
Low Risk	
Can protective measures be put in place to render the risk low? Yes / No	
Outline of the protective measures Risk Management Plan e.g. curtailment of access to children/information;	

additional supervision; temporary changes of work location; temporary diversion to low risk tasks or training.

Is this person suitable to start work before the CRB is returned or to continue working under the conditions proposed above? Yes/No

Comments: (Reasons for decision)

Risk Assessment Authorised by:

Signed (Head Teacher/ Chair of Govs)

Date

Print Name (Head Teacher/ Chair of Govs)

APPENDIX 2

POSITIVE DISCLOSURES

(this must be read in conjunction with paragraphs 22-24 of the policy)

