



Love Learn Live

Recruitment and Selection Policy

The Rivers C of E Academy Trust

Policy Adapted from:	WCC HR Consultancy (Feb 2022). Updated September 2022.
Committee:	Director of People and Communication
Approved on:	September 2023
Next review date:	October 2023

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Introduction and scope

This policy on recruitment and selection applies to the appointment of all staff (including Headteachers) to Rivers' schools.

Safeguarding and Safer Recruitment

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all school employees and volunteers to share this commitment.

The safeguarding of children and young people must be central to every stage of the recruitment and selection process.

➤ A Safer Recruitment Process

Those responsible for recruitment need to ensure that:

- time is set aside for planning the process;
- there are clear Job Descriptions and Person Specifications for every post within the school, which state the boundaries and expectations of the role and include a statement of the post holder's responsibility for safeguarding;
- clear messages about safeguarding are sent to candidates from the outset. All recruitment documentation, starting with the job advert, **must** include an explicit statement confirming the school's commitment to the safeguarding of children and young people, as well as the requirement for successful applicants to undertake a Disclosure & Barring Service (DBS) check.

The following example may be used:

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure via the Disclosure & Barring Service.

- only application forms are used, not CVs;
- appropriate on-line searches are undertaken on all shortlisted candidates, for safeguarding suitability, as part of the due diligence
- references are obtained, before interview wherever possible, which include specific enquiries about the applicant's background in relation to safeguarding, and ensure that references are given proper weight and consideration in the selection process;
- as a minimum, the selection process involves a face-to-face interview and where possible another appropriate method (role-play, presentation, teaching a lesson, participating in activities with children under observation, etc.
- probing questions are asked at interview to assess candidates' motives, attitudes and behaviours, as well as skills and experience, including questions that cover safeguarding issues;

- there is an ongoing culture of vigilance in the school through effective induction and regular discussion;
- ensure that panel members are familiar with the principles of Safer Recruitment. At least one member of the panel must have undertaken Safer Recruitment training.

Equal Opportunities and avoiding Discrimination

Every applicant, whether internal or external, will be treated fairly throughout the recruitment process and that they are assessed against selection criteria which relate **only** to the requirements of the job. Selection criteria must comply with the Equality Act 2010 and relevant codes of practice and should not be unnecessarily restrictive in terms of other factors, e.g. qualifications.

The Equality Act 2010 prohibits:

- direct discrimination
- indirect discrimination
- harassment
- victimisation.

A robust and clear recruitment and selection process will give all applicants a fair opportunity to be considered for the post, irrespective of his/her age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation. These are known as 'protected characteristics'.

More information on protected characteristics is in the Recruitment and Selection Guidance.

Other relevant legislation

The Rehabilitation of Offenders Act 1974 states that a conviction is said to be 'spent' if it did not carry a sentence excluded from the Act and there are no further convictions during a specified period. In most situations, a person is not required to reveal spent convictions. However, posts in schools are exempt from the Act and a statement explaining this is included in the job application forms.

Please refer to the Recruitment and Selection Guidance document for further information.

Appendix A

Recruitment of Ex-offenders Policy

This policy will be given to all applicants applying for a post at Burlish Park Primary School.

- As a School assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Burlish Park Primary complies fully with the code of practice and undertakes to treat all applicants for positions fairly
- Burlish Park Primary undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
- Burlish Park Primary can only ask an individual to provide details of convictions and cautions that Burlish Park Primary are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended)
- Burlish Park Primary can only ask an individual about convictions and cautions that are not protected
- Burlish Park Primary is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- Burlish Park Primary has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process
- Burlish Park Primary actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records
- Burlish Park Primary select all candidates for interview based on their skills, qualifications and experience
- an application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position
- Burlish Park Primary ensures that all those in Burlish Park Primary who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences
- Burlish Park Primary also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
- at interview, or in a separate discussion, Burlish Park Primary ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
- Burlish Park Primary makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request
- Burlish Park Primary undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.