

Jan 2024



RECRUITMENT & SELECTION POLICY

**HORIZONS EDUCATION TRUST, AMERICAN LANE,
HUNTINGDON, CAMBRIDGESHIRE PE29 1TQ**

DOCUMENT CONTROL	
ISSUED	CHANGES FROM PREVIOUS VERSION
Date reviewed: 30/01/2024 Date of next review: Reviewer:JP/KT Date of ratification by Governing Board:	Addition of DBS Ex-Offender Addendum as Appendix 1

Introduction

The Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, [Keeping Children Safe in Education](#) and the school's Equality and Diversity policy.

We 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.

We will comply with the requirements of [Keeping Children Safe in Education](#) with regard to DBS and other pre-employment checks.

We will ensure compliance with the Data Protection regulations and the more stringent requirements contained within the General Data Protection Regulations (UK GDPR). The UK GDPR encompasses the core principles of the DPA and provides more onerous responsibility and accountability for fair and transparent processing. Our Recruitment Privacy Statement provides specific details in accordance with the UK GDPR principles and can be found on our website. Our general Privacy Statement can be found on our website

Delegation of Appointments and Constitution of Appointments Panels

The power to offer employment for all posts below the level of *Assistant Head* is delegated to the Head of School. The Head of School may not delegate the offer of employment to any other senior manager or Trustee

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 Safer Recruitment Training. In addition, at least one member will have undertaken general recruitment or equalities training.

Advertising

All vacant posts will 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, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement. 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.

Information for Applicants

All applicants for all vacant posts will be provided with:

A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the School. A person specification may also be provided.

An application form. CVs will not be accepted. An

Information pack containing:

A description of the School relevant to the vacant post.

Reference to the School's policy on Equality and Diversity.

Reference to the Child Protection/Safeguarding Policy.

DBS and other pre-employment checks required.

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

The closing date for the receipt of applications.

An outline of the terms of employment including salary. Reference to the School's policy on recruitment and selection.

Short Listing and Reference Requests

The selection panel will use an agreed short listing form. The criteria for selection 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.

The selection panel will take up at least two references on each short listed candidate. 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.

Reference requests will ask the referee to confirm: The referee's relationship with the candidate.

Details of the applicant's current post and salary.

Performance history and conduct.

All disciplinary action which may include those where the penalty is "time expired" and relate to the safety and welfare of children.

Details of any substantiated allegations or concerns relating to the safety and welfare of children.

Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

References are the "property" of the selection panel 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 at interview.

If the field of applicants is felt to be weak the post may be re-advertised.

Interviews

The format, style and duration of the interviews are matters for the Headteacher to decide in consultation with any trustees involved in the process but the following will be adhered to:

Briefing:

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.

The formal interview:

Before the interviews the selection panel will agree on the interview format. The questions asked 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 convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

The recruitment documentation will be retained for six months from the date of interview. Applicants have the right to request access to notes written about them during the recruitment process. After 6 months all information about unsuccessful candidates will be securely destroyed.

Offer of Employment by the Selection Panel

The offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to verification of right to work in the UK, qualifications requirements, satisfactory DBS Enhanced Disclosure, teacher prohibition and barred list checks, pre-employment medical screening and satisfactory references. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

Personnel File and Single Central Record

Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her 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 academic qualifications Certificate

of Good Conduct (where applicable)

Evidence of medical clearance from the Occupational Health service

Evidence of DBS clearance, barred list and teacher prohibition checks Offer

of employment letter and signed contract of employment

The School will maintain a Single Central Record of employment checks in accordance with [Keeping Children Safe in Education](#).

Start of Employment and Induction

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. Exceptions will never be made in the case of the barred list and teacher prohibition checks.

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.

Appendix 1

Policy Statement on the Recruitment of Ex-offenders

In accordance with the Disclosure and Barring Service Code of Practice, this policy is made available to all job applicants at the outset of the recruitment process. The DBS Code of Practice is available at www.gov.uk/government/publications/dbs-code-of-practice.

- As an organisation that uses the Disclosure and Barring Service, the Governing Body of the School complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure based on conviction or other information revealed.
- We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020), which requires you to disclose convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020). Guidance on the filtering of 'protected' cautions and convictions which do not need to be disclosed by a job applicant can be found at the [Ministry of Justice](#). A DBS check will therefore be carried out before the appointment to any job at the School is confirmed. This will include details of convictions and cautions (excluding youth cautions, reprimands, or warnings) that are not 'protected' as defined by the Ministry of Justice. A criminal record will not necessarily be a bar to obtaining a position.
- We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
- We promote 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. We select all candidates for interview based on their competencies, qualifications and knowledge.
- We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
- We select all candidates for interview based on their skills, qualifications and experience.
- Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record if they are invited to interview, and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place about any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the job sought could lead to the withdrawal of an offer of employment.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.

- We ensure that people at the school who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g., the Rehabilitation of Offenders Act 1974.

Having a criminal record will not necessarily bar you from working at the school. This will depend on the nature of the position and the circumstances and background of your offences.

Policy agreed on: January 2024

Signed on behalf of the Trustees: Kim Taylor, CEO

Committee: Teaching, Learning & Welfare

Author: Kim Taylor, CEO

Review date (optional): _____

Website: Y