

**HOLLINGWORTH LEARNING TRUST**  
**RECRUITMENT AND PRE-EMPLOYMENT CHECKS POLICY**  
**(Including Safer Recruitment)**

**POLICY INFORMATION**

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## 1. Policy Statement

Hollingworth Learning Trust's mission is to make a positive difference to the lives of the children in our schools.

To deliver this mission, Hollingworth Learning Trust aims to attract, retain, develop and reward outstanding members of staff through effective recruitment, talent management and employee engagement strategies.

This policy sets out the approach to recruitment and selection of staff and volunteers within Hollingworth Learning Trust. To support schools with achieving the aims and procedures set out within this policy, a 'Recruitment Guide for Managers' and supporting recruitment documentation is issued from HR. HR will share these documents to schools upon joining the Trust and provide training to the relevant staff. This will ensure all schools within the Trust adopt and understand the principles which sit behind our recruitment policy and apply this consistently. Updated documents will be shared with schools, as and when there are amendments.

This policy is designed to ensure that our Trust follow a fair and transparent procedure for all recruitment. A key aim of this policy is to ensure that people who are unsuitable to work with children, young people and their families, are deterred and prevented from working in the school environment. It is critical that all staff involved in recruitment apply the principles in this policy at all times when recruiting and selecting new staff to join our schools.

Hollingworth Learning Trust is the employer of all staff and has overall responsibility for staffing matters including recruitment. Recruitment within schools is delegated to:

- Headteachers to oversee and ensure vacancies always have an appropriate panel/decision maker – this must include at least one person with up to date 'Safer Recruitment Training' on every panel.
- Governors from the schools LGB to be part of the recruitment process and selection of Senior Staff. Governors are able to participate in the recruitment and selection processes of other roles in school, as applicable to their skill set and department links.
- Senior recruiting managers for ensuring compliance with all stages of this policy for each vacancy.
- The HR link within schools for their areas of responsibility.

We believe that the recruitment and selection procedures are a two way process. Further information about working for us and our schools can be found on our website.

The Trust ensures that information within job applications is kept confidential and is only disclosed to those involved within the recruitment process.

Hollingworth Learning Trust follow all statutory guidance in relation to the recruitment of staff, this includes;

- Keeping Children Safe in Education
- School Staffing Regulations
- Equality Act 2010
- Data Protection Act 2018
- Employment Rights Act 1996

This is a non-contractual policy; the policy applies to all staff and job applicants.

**Safer Recruitment Policy Statement:**

All recruitment and pre-employment practices within Hollingworth Learning Trust follow the statutory guidance outlined in Keeping Children Safe in Education. Our recruitment and selection procedures focus on safeguarding children by employing suitably screened, vetted and checked individuals. This Recruitment Policy outlines the steps we have in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children, by preventing unsuitable people from working within our Trust.

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training. All recruitment panels will have at least one panel member with 'Safer Recruitment in Education' training. It is essential that safeguarding and promoting the welfare of children is incorporated into every stage of the recruitment process.

The Trust is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people and expects all staff and volunteers to share this commitment. The information requested for applicants during the recruitment process is considered to be objectively justified to comply with government guidance on safer recruitment in such areas.

**Equality and Diversity Policy Statement:**

Hollingworth Learning Trust are committed to meeting our obligations under the Public Sector Equality Duty (PSED) and within our recruitment processes we actively;

- promote equality, diversity and inclusion;
- aim to eliminate discrimination;
- promote positive attitudes to disabled people;
- take account of disabilities in any staffing matters, including recruitment.

No employee, potential employee or applicant will be unlawfully disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief or pregnancy and maternity.

The Trust complies with the Equality Act 2010; does not discriminate on the basis of protected characteristics; and ensures all job applicants are considered in line with how they meet the criteria within the person specification only.

**Policy Updates and Responsibilities:**

Hollingworth Learning Trust HR Central Services are responsible for the updating of this policy. All staff are responsible for complying with equality legislation and all recruiting managers / HR links in schools are responsible for ensuring that their recruitment practices are consistent with this policy.

The following training is provided for recruitment:

- Safer Recruitment in Education (at least one person on every panel), via iHasco;
- Recruitment training (everyone who is involved in recruitment), via this policy and the "Managers Recruitment Guide". This includes;
  - o From Resignation to Appointment, all the steps involved
  - o Consideration of business need upon receiving a resignation / identifying the need for a new role
  - o Creating the job and documentation to support this
  - o Advertising
  - o Shortlisting

- Interviewing
  - Induction
- Equality, Diversity and Inclusion Training (everyone who is involved in recruitment), via iHasco;
- Unconscious bias for Managers, via iHasco;
- Job evaluation (Central Services Team and School Based HR/Finance Links).

## 2. Trust Vision and Values; Recruitment

The Trust aims to ensure that recruitment effectively and efficiently supports the provision of high-quality education. To support the vision of making a positive difference to the lives of our children, the Trust is committed to recruiting, retaining and developing talent, at every level of the organisation, that embody the Trust core values:

<b>AMBITIOUS:</b>	We have high expectations for all of our children and staff. They deserve the best we can do.
<b>POSITIVE:</b>	We believe that people and schools can improve; we always believe this.
<b>RESILIENT:</b>	We make long term commitments to pupils, families, communities and schools. We never give up.
<b>REFLECTIVE:</b>	We constantly evaluate what we do in order to improve. We are never complacent.
<b>PRINCIPLED:</b>	We always promote equity, equality and challenge injustice. We consistently act in the 'best interests' of our pupils.

Those with responsibility for recruitment and selection will design recruitment campaigns, selection activities and induction programmes that attract, identify, highlight and support the behaviours in candidates that underpin the Trust's core values.

The objective in carrying out recruitment is to fill vacancies with people of the highest quality, drawn from the widest possible pool, cost effectively and without undue delay, whilst adhering to principles of fairness and equality and deterring unsuitable candidates from working within the Trust.

## 3. General information on recruitment and selection procedures

This procedure must be used for filling all vacancies. For Headteacher and Senior Central Office Staff recruitment, the Trust Central Office will lead, advise on and manage the process for these appointments.

No vacancy should be advertised until all the relevant documentation has been completed i.e. job description and person specification, and the post has been confirmed within the schools budget. See the guidance document 'Job Evaluations Process and Guide' for the requirements in relation to replacement posts and approval for new posts.

When a vacancy arises for an existing post, the requirements of the job and department should be reviewed to ensure that a replacement is required and that the job description adequately reflects the duties to be undertaken.

## 4. Job Descriptions and Person Specifications

The Headteacher / Designated Senior Manager authorised to recruit staff should ensure that Job Descriptions and Person Specifications are up to date, prior to advertising any role. Schools can request template job descriptions from the HR team. Where the post is a new

position within the Trust, recruiting managers should (using the Trust JD/PS templates) create the Job Description/Person Specification, then follow the guidance on Job Evaluation process (which is completed by the Trust Central Services Team).

For all appointments the Job Description and Person Specification must make explicit reference to the responsibility for safeguarding and promoting the welfare of children. In addition, the Person Specification must clearly set out the extent of the relationships / contact with children and the degree of responsibility for children that the person will have in the position to be filled.

Person Specifications must be reviewed with all Job Descriptions, they should outline the essential and desirable knowledge, skills and experience required by the successful candidate. The criteria identified must be objective, non-discriminatory and relevant to the requirements of the post.

Once the recruitment documents are prepared, the Trust Job Evaluation Team will confirm the appropriate pay range for the post (where applicable - see the "Job Evaluation Process + Guide" for the full process). Where there is no action required from the Job Evaluation Team, schools should ensure that all recruitment documents undergo an internal quality check prior to advertising any roles.

## **5. Advertising a Vacancy**

Job adverts should include the following:

- Job title
- Contract Type
- Start date (and end date for fixed term posts)
- Salary
- Working pattern
- Location
- Where to find the job description / person specification with full details about responsibilities and requirements
- How to apply
- Closing date
- Safeguarding statement
- Confirmation of checks to be completed in line with Safer Recruitment
- Equality statement

The following should also be included within the recruitment information pack;

- Welcome letter from the Headteacher
- Information about working for the Trust and the welcome from the CEO
- Job Description and Person Specification
- Recruitment Privacy Notice
- Job Application Form

### **In relation to safer recruitment, job adverts must make clear:**

- the school's commitment to safeguarding and promoting the welfare of children;
- that safeguarding checks will be undertaken;
- the safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children;
- whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain

spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account.

**In relation to the Equality Act, job adverts must:**

- be non-discriminatory;
- make no direct or indirect reference to age, beliefs, disability, ethnic origin, marital status, nationality, race, religion, sex, sexual orientation, social status, trade union membership, gender reassignment, part time / fixed term working, pregnancy or maternity;
- not specify any protected characteristics, e.g. gender; if there is a 'Genuine Occupational Requirement' – advice must be sought from the Central Services HR team prior to placing the advert;
- ensure that job titles are gender neutral;
- state if a job has physical components, to allow candidates with a disability to assess whether reasonable adjustments to the role might be possible;
- state how to speak to someone regarding reasonable adjustments;
- make clear that the Trust complies with the Equality Act 2010 and does not discriminate on the basis of protected characteristics; and ensures all job applicants are considered in line with how they meet the criteria within the person specification only.

A template for job adverts is available from the set of templates sent from HR. It is recommended that each school creates their own template and uses the same wording for brand consistency on all standard advert information. This template should be updated at least annually by the HR link within the school and the Headteacher.

The Trust HR team can provide advice on advert wording and recruitment processes.

The Headteacher is responsible for the recruitment budget and should ensure that all adverts placed are cost effective. Where the Trust is able to purchase a recruitment subscription that achieves cost effectiveness across all schools, this will be shared with Headteachers and the school HR link.

The advert should be online for a minimum of two weeks. All external adverts should be placed on the school's website and all relevant recruitment boards, including but not limited to;

- Greater Jobs
- TES
- DfE Teacher Vacancies
- Role specific sites
- Social Media Channels
- Local Media

Internal vacancies can be advertised through the schools internal staff communication boards / methods (eg staff bulletin / noticeboard / staff emails).

## **6. Applications**

All candidates must complete the application process, including a full application form and letter of application, CV's are not accepted. Incomplete applications should not be accepted.

The Trust HR team will provide a template application form and recruitment privacy notice for schools to use for their recruitment. Schools may add their own branding and logo to the application forms, referencing that the post is at (NAME) Academy, within the Hollingworth Learning Trust family, or use the HL Trust Template Form.

In relation to Safer Recruitment, our application forms:

- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity).
- Include details of how to find the school's Child Protection and Safeguarding Policy and Guidance on the employment of ex-offenders.

All applications must be checked using Safer Recruitment in Education practices, including:

- Checking dates of employment and ensuring all gaps are explained.
- Checking referees and, for shortlisted applicants, checking the references received, as part of the interview process.
- Checking that referees have access to the personnel file and are sought from the Headteacher of the last two schools a candidate has worked at.
- If a candidate has moved jobs frequently, more references may be requested.
- Exploring any information within the application form that may give cause for concern, e.g. different types of jobs, frequent moving of jobs, frequent movement of address/work location, not putting work email addresses for references.
- All other advice relating to Safer Recruitment best practice is within the Safer Recruitment training. HR will also provide a 'safer recruitment checklist' for recruiting managers to use at the shortlisting and interview stages.

## **7. Shortlisting**

Our shortlisting process will involve at least two people and will:

- consider any inconsistencies and look for gaps in employment and reasons given for them;
- explore all potential concerns; and
- follow Safer Recruitment guidance and training.

Once we have shortlisted candidates, we will ask all shortlisted candidates to complete:

- A self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we ask for includes:
  - Whether they have a criminal history.
  - W
  - Whether they are included on the barred list.
  - Whether they are prohibited from teaching.
  - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales.
  - Any relevant overseas information.
- Check that they have signed the declaration confirming the information they have provided is true.

We will also consider carrying out an online search of shortlisted candidates to help identify any incidents or issues that are publicly available online. Where an online search on shortlisted candidates is carried out, this will be completed by a member of staff who is not involved in the interview decisions to ensure that the process is free from bias; the member of staff would usually be the HR representative who is arranging the interviews at the school. HR will provide schools with a form for completing an online search and sharing relevant information with the panel which should be explored at interview.



## **8. Interviewing and Selection Methods**

The 'Managers Recruitment Guide' provides further details about the Trust interviewing and selection methods. This includes:

- Interview panels will usually have three people on the panel. This will usually be made up of Senior Manager(s) / Headteacher, a representative from the LGB / Trustees (where applicable), the Line Manager of the post.
- Selection process for an interview will include shortlisting via a point scoring process, using the person specification to identify areas and score upon. Selection process for the interview days will include a variety of interview tasks, as referenced in the skills required within the person specification.
- Interview questions will be prepared, in advance by the panel, using the Trust template which ensures questions are free from discrimination and includes safeguarding.

### **Interview and selection methods in relation to Safer Recruitment:**

When interviewing candidates, the safer recruitment lead on the interview panel will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this.
- Explore any potential areas of concern to determine the candidate's suitability to work with children (including any results of the online search, where carried out, where this could impact on suitability to work with children in line with KCSIE).
- Hold a disclosure discussion (if required), where a self-declaration form indicates something on a criminal record that requires further discussion. Advice below regarding disclosure discussions.
- Record all information considered and decisions made.

### **What is a disclosure discussion?**

A disclosure discussion is a conversation with the candidate to understand the context of their criminal record, and any circumstances surrounding their offences. The template for this can be found in the HR Recruitment Policy Supporting Documents.

It will need to involve:

- The person leading on recruitment for the role.
- Your school's safer recruitment lead (if they are not already involved).
- Your HR provider (though a HR representative doesn't have to be physically present).

In general, you will want to have a disclosure discussion if:

- The person isn't barred, but has convictions that don't immediately seem minor.
- The conviction may be relevant to the role they've applied for.
- The check suggests a previous pattern of offending (for example, if they've repeated the same offence multiple times, or their offences have become more serious over time).
- Listed offences occurred recently.

Remember, you cannot hire the person (and so won't need a disclosure discussion) if:

- The person is barred (where the position is regulated activity).
- They've committed offences that disqualify them from working in certain roles (for instance, as per the childcare disqualification requirements mentioned above).

## **9. References**

### **Seeking references and checking employment history in relation to Safer Recruitment:**

We will request references before interview and follow up where these are not received ahead of the interviews taking place. Any concerns raised will be explored further with referees and discussed with the candidate at interview.

When seeking references we will:

- not accept open references;
- liaise directly with referees and verify any information contained within references with the referees;
- ensure that we receive a reference from the candidate's current employer;
- ensure that the referee has access to the personnel records and is able to confirm accurately in respect to disciplinary, capability and suitability to work with children;
- ensure that where the current / previous employer is school based, the referee must be the Headteacher / Principal (or someone with delegated responsibility);
- obtain verification of the candidate's most recent, relevant period of employment if they are not currently employed;
- secure a reference from the relevant employer from the last time the candidate worked with children, if they are not currently working with children;
- compare the information on the application form with that in the reference and take up any inconsistencies with the candidate;
- resolve any concerns before any appointment is confirmed.

## **10. Making Offers of Employment**

When making an offer of employment, this must be done as a conditional offer. All offers of employment are subject to satisfactory pre-employment checks. The 'Managers Guide to Recruitment' details the checklist of items a manager must discuss with a candidate when offering them the post.

## **11. Pre-appointment and regulated activity vetting checks – Single Central Record**

It is a statutory requirement that schools must record all information on the checks carried out in the school's single central record (SCR) on all employed staff, supply staff and other identified by the school as having regular contact with children. The SCR must show whether the checks have been completed, the dates each check was completed and who evidenced / carried out the check. Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

### **New staff**

All offers of appointment will be conditional, until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity.

- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before appointment, including when using the DBS update service. We do not keep a copy of any DBS certificates and only information needed to confirm the check and these relevant details are recorded.
- There may be circumstances where a DBS certificate is delayed; however, an applicant may start employment with appropriate risk control measures in place – via a DBS Risk Assessment. These should only be used in limited circumstances, with the Headteacher's authorisation and advice from HR, where required.
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available.
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for six years afterwards.
- Verify their professional qualifications, as appropriate.
- For teaching roles, ensure they are not subject to a prohibition order and relevant QTS checks.
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. These could include, where available:
  - For all staff, including teaching positions: [criminal records checks for overseas applicants](#).
  - For teaching positions: Confirming the professional regulating authority in the country where the applicant has worked have not imposed any sanctions or restrictions, and/or are aware of any reason why that person may be unsuitable to teach.
- Check that candidates taking up a management position\* are not subject to a prohibition from management (section 128) direction made by the Secretary of State
- Via Occupational Health, a pre-employment check which confirms the employee has the mental and physical fitness needed to carry out their work responsibilities.
- Salary and service enquiry form to be sent to current employers once an offer of employment is made. This will also help to establish continuous service dates.

\* Management positions are most likely to include, but are not limited to, Headteachers, Principals, Deputy/Assistant Headteachers and leadership posts.

**Regulated activity** means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

### **Existing staff**

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- there are concerns about an existing member of staff's suitability to work with children; or
- an individual moves from a post that is not regulated activity to one that is; or
- there has been a break in service of 12 weeks or more.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- we believe the individual has engaged in [relevant conduct](#); or
- we believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or
- we believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- the individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left.

### **Agency and third-party staff**

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

### **Contractors**

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- an enhanced DBS check with barred list information for contractors engaging in regulated activity

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than six months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity, under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

### **Trainee/student teachers**

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged, by the provider, to be suitable to work with children.

### **Volunteers**

We will:

- never leave an unchecked volunteer unsupervised, or allow them to work in regulated activity;
- obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity;

- carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment.

### **Governors, Trustees and Members**

All trustees, local governors and members will have an enhanced DBS check without barred list information.

They will have an enhanced DBS check with barred list information if working in regulated activity.

All trustees, local governors and members will also have a section 128 check (as a section 128 direction disqualifies an individual from being a maintained school governor).

The Chair of Trustees will have their DBS check countersigned by the Secretary of State.

All proprietors, trustees, local governors and members will also have the following checks:

- A section 128 check (to check prohibition on participation in management under [section 128 of the Education and Skills Act 2008](#)).
- Identity.
- Right to work in the UK.
- Other checks deemed necessary if they have lived or worked outside the UK.

### **Staff working in alternative provision settings**

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there, that we would otherwise perform.

### **Adults who supervise pupils on work experience**

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

### **Pupils staying with host families**

Where the school makes arrangements for pupils to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), we will request enhanced DBS checks with barred list information on those people.

Where the school is organising such hosting arrangements overseas, and host families cannot be checked in the same way, we will work with our partner schools abroad to ensure that similar assurances are undertaken prior to the visit.

## **12. Recruitment of Ex-Offenders**

Hollingworth Learning Trust will not unfairly discriminate against any candidate on the basis of their criminal record or other information shared. Trust recruitment decisions are based on suitability for the post, whilst fulfilling all safeguarding obligations. If a candidate has a criminal record, this will not automatically mean they cannot be employed - each case will be decided on its merits in accordance with the objective assessment criteria set out below.

Posts within Hollingworth Learning Trust are (by reason of The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)) exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that all shortlisted candidates will be asked to disclose if they have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). Any applicant who is unsure as to whether a conviction, caution, reprimand or final warning is or is not "protected" should consult the Ministry of Justice website.

A failure to disclose a non-protected caution or conviction may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

### **Recruitment Decisions:**

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the school will consider the following factors before reaching a recruitment decision:

- (a) whether the conviction or other matter revealed is relevant to the position in question;
- (b) the seriousness of any offence or other matter revealed;
- (c) the length of time since the offence or other matter occurred;
- (d) whether the applicant has a pattern of offending behaviour or other relevant matters;
- (e) whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
- (f) the circumstances surrounding the offence and the explanation(s) offered by the applicant.

### **Criminal Record Risk Assessment:**

The school will carry out a Criminal Record Risk Assessment with reference to the criteria set out above, ensuring HR are in attendance at this meeting.

The assessment form must be completed and signed by the Headteacher at the school, the Trust CEO or the COO.

If the post involves regular contact with children, the Trust would usually consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, the Trust would usually consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, the Trust would usually consider it a high risk to employ anyone who has been convicted of dangerous driving or of an offence of driving under the influence of alcohol or drugs, within the last 10 years

If an applicant wishes to dispute any information contained in a Disclosure, they can do so by contacting the DBS directly. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the Trust may, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the Disclosure information.

### **13. Timescales and Record Keeping**

Recruitment documentation must be stored in a confidential and secure location for six months after the start date of the successfully appointed candidate.

For appointed candidates, all recruitment materials relating to their appointment must be stored within their personnel file and retained with their personnel records for the duration of their employment, plus six years.

### **14. Equality Guidelines**

Equality has been referred to throughout this policy and it is the responsibility of all involved within recruitment to ensure that this is followed for every recruitment process.

Each school has equality objectives and will monitor equality through the Equal Opportunity forms completed by candidates.

### **15. Fixed-term Employees**

Where employees are on a fixed term contract, any opportunities for permanent positions will be advertised within each school and fixed term employees may wish to apply for these opportunities.

### **16. Agency Workers**

The Trust follows the guidance in relation to the Agency Worker Regulations 2010.

### **17. Safeguarding Children**

The Trust are committed to the safeguarding of all children and this is communicated to all applicants and staff involved in recruitment. Safeguarding underpins everything we do and the Trust ensures that all recruitment practices deters unsuitable people from working within our schools.

The safeguarding of children is a continuous element of the employment relationship. Upon joining the Trust, schools will host a safeguarding induction with the Designated Safeguarding Lead for all new starters and volunteers. Once employed, all staff will receive regular updates, at least annually, and they will attend a two hour statutory training session once every three years. On an annual basis, all staff to read the statutory document 'Keeping Children Safe in Education', the 'Guidance for Safe Working Practices' document, their schools Safeguarding Policy and any other relevant safeguarding policies and documents.

Where there is an allegation about a member of staff and their conduct in relation to safeguarding children, the school's allegations management process will be followed – both the staff and the child/ren involved will receive support throughout this process. Please see the school's Safeguarding Policy and the Trust Allegations Management Guidance for further information.

## **18. Breaches of this Policy**

Any breaches of this policy may be dealt with via the Disciplinary Policy, Grievance Procedure or Whistleblowing policy.

## **19. Monitoring and Review of the Policy**

This policy will be reviewed in line with statutory and legislative changes, likely to be annually in line with Employment Law updates and amendments to Keeping Children Safe in Education.