

School / Department	
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## Introduction

The NAS Academies Trust is committed to providing the best possible education and to promoting the welfare of all students. NAS Academies Trust recognises that in order to achieve this it is important to attract, recruit and retain the highest calibre of staff who share our values.

Please read this policy in conjunction with the policies listed below:

Equal Opportunities Policy  
Safeguarding Children Policy

## Safer recruitment

*"The harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee that they will be stopped. Our task is to make it as difficult as possible for them to succeed..." (CWDC 2009)*

This policy is therefore written in line with 'Keeping children safe in education' guidelines.(September 2018)

## Aims

The aims of this recruitment policy are to ensure:

- That all applicants are considered equally and the selection process is fair and transparent,
- that the best possible staff are recruited based on their knowledge, skills, experience, suitability and competency,
- that all stages of the process promote the safeguarding and welfare of young people,

- that no applicant is treated unfairly on the basis of race, gender, religious belief, sexual orientation, disability, or age and ensure compliance with Equality Act 2010.

### **Scope**

This policy applies to all schools within NAS Academies Trust. It applies to the recruitment of volunteers and governors as well as paid staff.

### **Roles & Responsibilities**

- The NAS Academies Trust is responsible for this policy while Local Governance Bodies (LGBs) will monitor its implementation in each school.

#### **The NAS Academies Trust Directors responsibilities**

- Ratify and regularly review this policy
- Responsibility for recruitment of the School Principal rests with the NAS Academies Trust but the LGB will be represented on the interview panel

#### **The Local Governing Body responsibilities**

- Ensure local procedures are in place to effectively implement this policy within the school
- Monitor the effectiveness of the policy and advise of board of any necessary changes
- To ensure that any issue that may be perceived as a potential reputational risk to the trading name of the NAS Academies Trust is referred to the board or NASAT.

#### **The Principals responsibility**

- Ensure all relevant staff are aware of this policy and local procedures are followed
- Responsibility for the recruitment of all other staff rests with the Principal, in conjunction with the LGB.
- All vacancies must be agreed between the Principal and Business Manager and must fall within the scope of the school's agreed annual plan and budget.
- The Principal will approve all selection panels and ensure the single central register is accurate and contains no administrative errors

### **The Recruitment Process**

#### **1. Identifying a vacancy**

Recognising the need to fill an established vacancy or the need to create a new one.

#### **2. Post Evaluation**

Reviewing a vacancy as it arises to identify whether it needs to be filled and if so by what grade, skill mix, then reviewing or preparing a job description, which outlines the responsibilities and duties of the post and includes a person specification that indicates the experience, knowledge, ability, skills, and competencies required for the post.

#### **3. Recruitment approval process**

The appropriate level of authorisation should be obtained before beginning the recruitment process. This will normally take the form of the School Business Manager confirming with the Principal that there is a vacancy and the recruitment process can begin. Senior Leadership positions will need approval by the Managing Director, NAS Education and Children's Services and NAS Academies Trust

#### **4. Establishing timescales**

Establishing timescales, recruitment methods( eg presentation/working with students/in-tray exercises etc), deadlines for applicants, interview date, interview panel and a clear programme for the day(s).

#### **5. Advertising**

Advertising may be local or national depending on the role. All adverts must have a clear process for applicants and someone who monitors responses. The advert should state the salary, location, type of contract, brief description of role and skills required and details of how to apply.

The advert should state that 'NAS Academies Trust is committed to safeguarding and promoting the welfare of all children and adults who use our services and as such expects all staff and volunteers to share this commitment'

## **6. Recruitment Packs**

To recruit the right person requires an accurate picture of the school, the job itself and the skills and attributes it demands. To achieve this and to ensure we are complying with safeguarding requirements, the following must be sent to prospective candidates:

Applications form, information about the school, a job description. All prospective applicants will be given any additional information, appropriate to the nature and level of the position for which they are considering applying for in order that they may reach an informed decision on their suitability for the post. All candidates are required to complete the NAS Academies Trust application form detailing their employment history. The application form will include the requirement for a DBS Check

## **7. Short listing**

Following the closing date for the advertised post, applications received are reviewed in accordance with the competencies and person specification for the role. All applications should be scrutinised to ensure that they are fully and properly completed, and the information provided is consistent and does not contain any discrepancies, gaps in employment must be identified. Short-listed applicants are then invited to interview. All applicants who have a disability and meet the essential required criteria for the role they are applying for will be offered an interview. This practice is in line with our commitment to our 2 ticks' accreditation.

## **8. References**

The school requires 2 written references for all posts from previous employers which are at least satisfactory, one of which should be the most recent employer of not less than 3 months other than in exceptional circumstances. References should be obtained prior to interview, wherever possible. Open references and testimonials, i.e. 'To whom it may concern' should not be relied upon. We will contact the person who supplied the reference by phone to clarify information ahead of the interview and/or post interview. See also the section on Interviewing. Personal references are not acceptable. Any issues of concern may be followed up verbally with the referee. The school will ensure that a record of any verbal conversation is kept.

## **9. Checks before interview**

If a shortlisted applicant claims to have some specific qualification or previous experience that is particularly relevant to the post, it is good practice to verify the facts before interview so that any discrepancy can be explored at interview. Qualifications or experience can usually be verified quickly by telephone by the relevant previous employer and asking for written confirmation of the facts. Fitness to Teach - Schools are under a duty to ensure that people carrying out relevant activities have the health and physical capacity to carry out such activities.

## **10. Invitation to interview**

In addition to detailing to the candidate the time, place and directions to the venue, the details of those conducting the interview should be included, together with details as to how the interview will be conducted and areas it will explore, including suitability to work with children and adults. The invitation should also emphasise that the identity of the

successful candidate will need to be checked thoroughly. All candidates should be asked to bring with them documentary evidence of their identity that will satisfy DBS requirements, i.e. current driving license, passport or a full birth certificate, and any documents to confirm their educational and professional qualifications relevant to the post. Copies of these documents must be kept on the successful candidates personnel file.

### **11. Interview Panel**

The interview panel should consist of at least two but preferably (in case of a split decision) three people. The panel should, wherever possible, include the line manager of the vacancy. At least one member of the interview panel should have received training on 'Safer Recruitment'. All panel members will score candidates and come to a consensus over any decision.

### **12. Interview**

All interviews will be conducted on an objective basis, concentrating on the knowledge, skills and abilities of the applicant and their ability to fulfil the job requirements as well as their suitability to work with children. At least one question should be to address candidate's attitude and motivation towards working with children and their attitude towards safeguarding. Interviews will be face to face but may include use of web conferencing facilities. Interviews will be structured clearly and questions will be asked for each competency in a consistent manner. Interviewers may ask probing questions to gain clarification or to obtain further information if an answer is unclear. Gaps in the candidate's employment must always be questioned, and if during a period of time voluntary work or temporary work was undertaken, details of the organisation must be provided. Notes should be taken by panel members throughout the interview. The panel should ask the candidate if they wish to declare anything in light of the requirement for an enhanced DBS check. Where the candidate being interviewed has a disability for which reasonable adjustments may need to be considered, the candidate's requirements should be discussed with him/her at interview. The outcome of these discussions must not influence the consideration of the candidate's application. In the unlikely circumstances that a family member or personal friend (as opposed to a work-colleague) of a panel member is to be interviewed then this conflict of interest must be disclosed immediately and the panel member must stand down. There are no circumstances in which it would be reasonable for that individual to be on the selection panel.

### **13. Involving young people**

NAS Academies Trust believe the young people who use our services should be involved in selecting all staff that we employ and who will support them. There are many ways students can be involved including; tours of the school, joining the interview panel, input into deciding interview questions, candidates meeting with student council, or identifying desirable interests and qualities for the person specification.

### **14. Selection Methods**

This may involve one or more procedures such as interview, presentation, test, written exercise. The process must be relevant and consistent to the role and will be communicated to the candidate when they are invited to interview. You must be able to show that the test is relevant to the selection process i.e. it does predict performance.

### **15. Feed-back**

The recruitment pack should state what contact will be made with applicants after the closing date. For example that, "only short-listed candidates will be contacted". The Head of the panel will give feedback to all candidates who attend an interview if requested. All unsuccessful candidates who were short-listed should receive a regret

letter.

#### **16. Conditional Offer of Appointment**

The offer of appointment will be made as soon as possible. This will initially be done over the telephone but must be followed up in writing provided the candidate has verbally accepted the position. Starting salaries should normally be offered at the bottom of the scale unless exceptional circumstances apply. Offers are conditional until all references and DBS checks are in place. Once the interview process is complete, managers must inform their relevant recruitment officer of their choice of candidate immediately. This will ensure that the DBS is issued and contract completed in good time.

#### **17. Disclosure and Barring Service (DBS)**

The Rehabilitation of Offenders Act (1974) (Exceptions) Order (1975), Police Act 1997 and Criminal Records Regulations (2002) provide a statutory basis for criminal record disclosures which may be used by employers according to the nature of the role. Appointment is subject to a satisfactory Enhanced Disclosure from the safeguarding authority. Where applicants disclose a previous conviction, caution, reprimand or warning on their application form, the circumstances surrounding this must be discussed prior to the confirmation of any offer of employment and the Principal will consult with the LGB over whether to proceed with the appointment. The DBS certificate will not be kept on file although details will be kept on the central staff register.

#### **17A. Safer Recruitment**

The Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure by the Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974. For all posts an Enhanced DBS check is completed. However, the designated person should:

- Read references prior to the interview for posts being undertaken (only if permission has been given by the candidate that references can be taken prior to interview.)
- Contact the referee via telephone to verify authenticity of the reference;
- Seek clarification from the referee if there are any areas of concern within the reference;
- Raise any areas of concern from a reference with the candidate at interview.

#### **17B. Disqualification by Association**

School staff need to be made aware of the documentation 'the 2018 Childcare Disqualifications Regulations, in order to understand its potential impact on the recruitment process in a primary education setting. The relevant regulations apply to Early Year's provisions within The Trust and include education and any supervised activity for a child from birth until 1 September following their 5th Birthday.

It applies to all provision for children in this age range during and outside school hours, including nursery and reception classes. The relevant regulations also apply to later year's provision, which is any child above reception age up until their 8th birthday, in the more limited circumstances of childcare that is provided outside of school hours including breakfast clubs and after school care. The Trust may not employ people to work in these early years settings or allow them to be directly concerned in their management, if they are 'disqualified'. The grounds for disqualification are not only that a person is barred from working with children (included on the children's barred list) but also include, that:

- They have been cautioned, convicted or charged with certain violent and sexual criminal offences against children and adults;

- Other orders have been made against them relating to their care of children;
- They have had their registration cancelled in relation to childcare or children's homes or have been disqualified from private fostering;
- They are living in the same household where another person who is disqualified lives.

If school staff are unsure whether someone would be classed as being disqualified by association they should seek advice of the HR Manager. In line with the relevant regulation and as part of the pre-advertising preparation, the Trust should determine if the role to be advertised falls under the remit of the updated regulations. Where the role is captured by the regulations a disclosure should be included in the application pack for completion by all applicants. Each NAS Academies Trust school with Early Years provisions must keep a record of those appointments covered by the regulations, and the date disqualification checks were completed. This information should be held on the Single Central Register. Personal information relating to the disqualification will be retained on the employees personnel file.

### **18. Additional checks**

All new employees need to satisfy NAS Academies Trust that they are entitled to live and work in the UK. In accordance with the Immigration, Asylum and Nationality Act (2006) NAS Academies Trust is required to make certain checks on all new employees. They must show (and you must keep a copy of) a passport confirming that the individual is a British citizen or a European Economic Area national, or which shows that s/he is entitled to live and work in the UK. Additional checks include proof of identity and qualifications and may also include a health check. It is essential that the school is fully aware of the legal obligations of the Trust when employing non-European Economic Area (EEA) nationals. As the rules are subject to change, all recruiting managers must always seek the advice of the HR Manager before processing the recruitment of a non-EEA national. The Immigration, Asylum and Nationality Act 2006 makes it a civil and criminal offence for an employer to employ those who do not have permission to live or work in the United Kingdom. For further information visit the Home Office website at [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk). Shortlisted applicants for all posts will be required to provide proof of identity by producing original versions of documents on the day of the interview in line with Safer Recruitment guidance. Shortlisted applicants will be also be required to provide proof of their qualifications and professional status by producing documentation on the day of their interview. Proof of identity and other documentation will be verified by the nominated member of the administrative team in each Academy.

### **19. Issue contract**

The contract must be signed before the applicant is employed by NAS Academies Trust. The contract will specify whether the post is permanent, temporary, fixed term, bank or agency.

### **20. Post appointment induction**

All staff, governors and other volunteers will be offered and expected to undergo an induction programme and will receive copies of key policies. All employees are on probation when they begin employment to allow time for their line manager to determine whether they have the skills and abilities necessary to do the job and to provide the opportunity for proper induction and guidance. This is usually for a period of six months. In exceptional circumstances it may be necessary to extend the probationary period.

### **21. Single central register**

All new staff must be added to the schools single central register that contains details of all staff including name, DOB, address, qualifications, DBS, right to work in UK, identity check, job title, qualifications, and training. Schools will be judged inadequate if there are errors or omissions on the single central register.

**Success Criteria**

- The school has a strong staff team with the appropriate range of skills, knowledge and experience
- The recruitment process is considered safe and fair and complies with equal opportunities and safer recruitment guidelines
- Students feel involved in the recruitment process