

Eastwood Park Academy Trust

EPAT

Believe Succeed Together

Recruitment Policy

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1.0 Aims

The aims of the Trust's Recruitment Policy are as follows:

- To ensure that the safeguarding and welfare of children and young people occurs at each stage of the process, including compliancy with the statutory DfE guidance, KCSIE.
- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position.
- To ensure that all applicants are considered equitably and consistently.
- To ensure that no applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age.

2.0 Pre-recruitment

2.1 Advertisement

All posts will normally be advertised on the constituent academy's website and in some instances using certain publications e.g. *The Echo*, *TES*, and *Jobscene*.

The advertisement will include a statement about equality and safeguarding e.g.

'X Academy is committed to promoting equality, diversity and inclusion in the workplace. Shortlisted candidates will be subject to an online search to help identify information that is publicly available online which the academy might want to explore with the candidate at interview. Further, we are fully committed to safeguarding and the successful candidate will be expected to undertake the appropriate pre-employment checks, including an Enhanced DBS and Barred List check.'

The advertisement will include a job description and person specification.

2.2 Application

A standard application form will be provided on the constituent academy's website.

CVs will **not** be accepted in place of a completed application form.

Incomplete applications will be returned to applicants (where the deadline has not passed).

Applicants should be aware that, providing false information is an offence and could result in the application being rejected, or, where the applicant is appointed, summary dismissal.

As part of the application process, applicants will be asked to complete an Equality and Diversity Monitoring Form. Completion of the form is voluntary and does not form part of the selection process.

2.3 Acknowledgement

Only shortlisted applicants will be notified of the outcome of their application.

2.4 Shortlisting and Online Search

Shortlisting will take place as soon as possible after the closing date and involve assessing the application against the job description and person specification.

Once short-listed, applicants, in line with KCSIE, will be subject to an online search to help identify information that is publicly available online which the school might want to explore with the applicant at interview (refer to **Appendix A**).

No applicant or third-party individual will be asked to provide access to online information which is not publicly available. No detriment will be applied whether or not an applicant has an on-line presence.

Searches will be conducted by an appropriate individual who is not a member of the recruitment panel to avoid the potential for discrimination. Only information related to the purposes stated will be shared with the Panel. Any information will be discussed with applicants at interview before any decisions regarding the recruitment process are made. Once the employment decision has been made, any documents (e.g. screen shots) gathered as part of the online search will be destroyed.

2.5 References

References will be taken up on all short-listed candidates, prior to interview.

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be the applicant's current or most recent employer, preferably from a senior person with appropriate authority, not just a colleague. If the applicant has previously worked with children but their current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children.

Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.

If the referee is a current or previous employer, they will also be asked to confirm the following:

- The applicant's dates of employment, salary, job title/duties, reason for leaving, performance and disciplinary record.
- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired).
- Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.

The Trust will only accept references obtained directly from the referee and it will **not** rely on references or testimonials provided by the applicant or on open references or testimonials.

References will usually be in writing, unless there are exceptional circumstances when a telephone reference will be acceptable.

The Trust will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information, will be taken up with the applicant before any appointment is confirmed.

2.6 Informal Visits

In some cases, prospective applicants may have an opportunity to visit the constituent academy and/or to discuss the role in more detail, prior to an application being submitted.

2.7 Formal Interview

Short-listed applicants (candidates) will be invited to attend a formal interview which will involve the following:

2.71 Pre-employment Documentation

Candidates who are invited to an interview will be required to bring the following:

- Passport, or, if unavailable, current photo driving licence and full birth certificate.
- Documentary evidence of any change of name by, for example, deed poll, marriage, adoption or statutory declaration.
- Two recent utility bills or statements (from different sources) showing their name and home address.
- Documentation confirming their National Insurance Number (P45, P60 or National Insurance card).
- Documents confirming any educational and professional qualifications referred to in their application form.

Original documents **only** will be accepted. The Trust will take a copy of the original documents and mark them as checked and dated at the time of inspection.

2.72 Tour

Candidates will have a tour of the constituent academy, usually with a member of the Senior Leadership Team.

2.73 Aptitude/Competency Tests

In the case of teaching staff, a lesson observation will be undertaken and other tasks/assessments in line with the job description/person specification.

In the case of support staff, a competency test, specific to the role, will be undertaken.

2.74 Meeting with Key Staff

Candidates may meet with key staff, particularly those that they will be working with, should they be appointed.

2.75 Interview

For all staff, other than the Finance Officer, Assistant Principal, Vice Principal, Principal and CEO, a formal interview will be conducted by a panel comprising of the Principal and Vice Principal, both of

which will have undertaken accredited safer recruitment training in the last 2 years. Where required, an Assistant Principal and/or Subject Leader may also sit on the panel.

For the post of Finance Officer, Assistant Principal, Vice Principal, Principal and CEO, the panel will be consist of at least two Trustees, one of which will be the Chair or Vice Chair, who will have undertaken accredited safer recruitment training in the last 2 years.

During the interview, the candidate will be asked questions relating to the job description, person specification and their suitability to work with children.

3.0 Recruitment

3.1 Conditional Offer of Employment

If the panel make an **Offer of Employment** following the formal interview process, any such offer will be conditional on the following:

- The receipt of two references (refer to 2.5) which the Trust considers satisfactory.
- Verification of the candidate's identity, qualifications and professional status - [GOV.UK](https://www.gov.uk)
- Verification of the candidate's medical fitness to carry out their responsibilities.
- Receipt of an Enhanced Disclosure and Barring Service ([DBS](https://www.gov.uk)) Certificate (including a Barred List check) with which the Trust is satisfied.
- Confirmation, through the [Teacher Services](https://www.gov.uk) system, that the candidate is not prohibited from teaching i.e. subject to a Teacher Prohibition Order under the Teachers' Disciplinary Regulations 2012.
- For those engaged in management roles, confirmation that the candidate is not prohibited under section 128 of the Education and Skills Act 2008 (refer to Appendix B).
- Confirmation that the candidate is not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2018 (unless a waiver is obtained from Ofsted).
- If the candidate has not previously lived in the UK, the Trust must obtain confirmation of their right to work in the UK, confirmation of their qualifications and a certificate of good conduct from the candidate's home police force. The Trust will also adhere to published guidance on criminal record checks for overseas applicants - [GOV.UK](https://www.gov.uk)
- Agreement of a mutually acceptable start date and the signing of a contract incorporating the Trust's standard terms and conditions of employment (written particulars).

The Trust will notify the DBS and/or police where:

- The candidate is found to be on the DBS's Barred List, or the DBS check shows they have been disqualified from working with children by a court; or
- The candidate has provided false information in, or in support of, his/her application; or
- There are serious concerns that the candidate poses a risk of harm to children.

In the case of a successful candidate, the Trust will make a referral to the DBS if a person in regulated activity is dismissed or removed due to safeguarding concerns or would have been had they not resigned. The legal duty to refer applies equally in circumstances where an individual is deployed to another area of work that is not regulated activity, or they are suspended - [GOV.UK](https://www.gov.uk).

3.2 Contract of Employment

If the offer is accepted, and the conditions in 3.1 are satisfied, the applicant will be issued with a **Contract of Employment** as confirmation of employment.

3.3 Induction

All newly appointed employees (including volunteers) in the Trust will undertake an induction programme (within the first two weeks), regardless of previous experience.

3.4 Probationary Period

All staff undergo a three month probationary period – refer to Probation Policy.

4.0 Volunteers

The Trust values the contribution that volunteers make to its community and recognises the positive impact they can have on pupils' learning, experiences and wellbeing.

Volunteers will be required to submit an application form, references will be taken up, and they will be subject to an Enhanced DBS (and Barred List) check. They will also have a meeting with the Principal (or other manager) prior to starting at the constituent academy.

Volunteers will be expected to undertake safeguarding training prior to starting work at the constituent academy, including ensuring that they have read and understood the Trust's Safeguarding Policy and Staff Code of Conduct Policy and [KCSIE 2021 - Part 1](#)

Those applying for Chair of Trustee posts (after 01.04.17) must also have their identity verified for a stipulated professional as part of their DBS check. Refer to [Guidance on Identity Verification for New Chairs](#)

5.0 Contractors

The appointment of contractors will be in accordance with the Trust's Financial Regulations and Academies Financial Handbook. In the case of contractors engaged in regulated activity, they will be subject to an Enhanced DBS (and Barred List) check.

6.0 Trainee Teachers and Supply Teachers

Trainee teachers complete an application through UCAS and their placement is coordinated by an approved provider. They will complete an induction course and be subject to an Enhanced DBS (and Barred List) check.

Supply teachers will be subject to an Enhanced DBS (and Barred List) check (in the form of written confirmation from the agency that has undertaken the checks).

7.0 Policy Statement on the Recruitment of Ex-Offenders

All posts/roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974, This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and, if they are disclosed, employers cannot take them into account. Refer to [Guidance on the Rehabilitation of Offenders](#)

All applicants, including ex-offenders, will be subject to an Enhanced DBS (and Barred List) check.

The Code of Practice, published under section 122 of the Police Act 1997, advises that it is a requirement that all registered bodies must treat applicants who have a criminal record fairly, and not discriminate automatically because of a conviction or other information revealed.

The Trust 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. The Trust selects all candidates for interview based on their skills, qualifications and experience.

At interview, or in a separate discussion, the Trust will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position.

Appendix A

Scope for on-line searches on shortlisted applicants

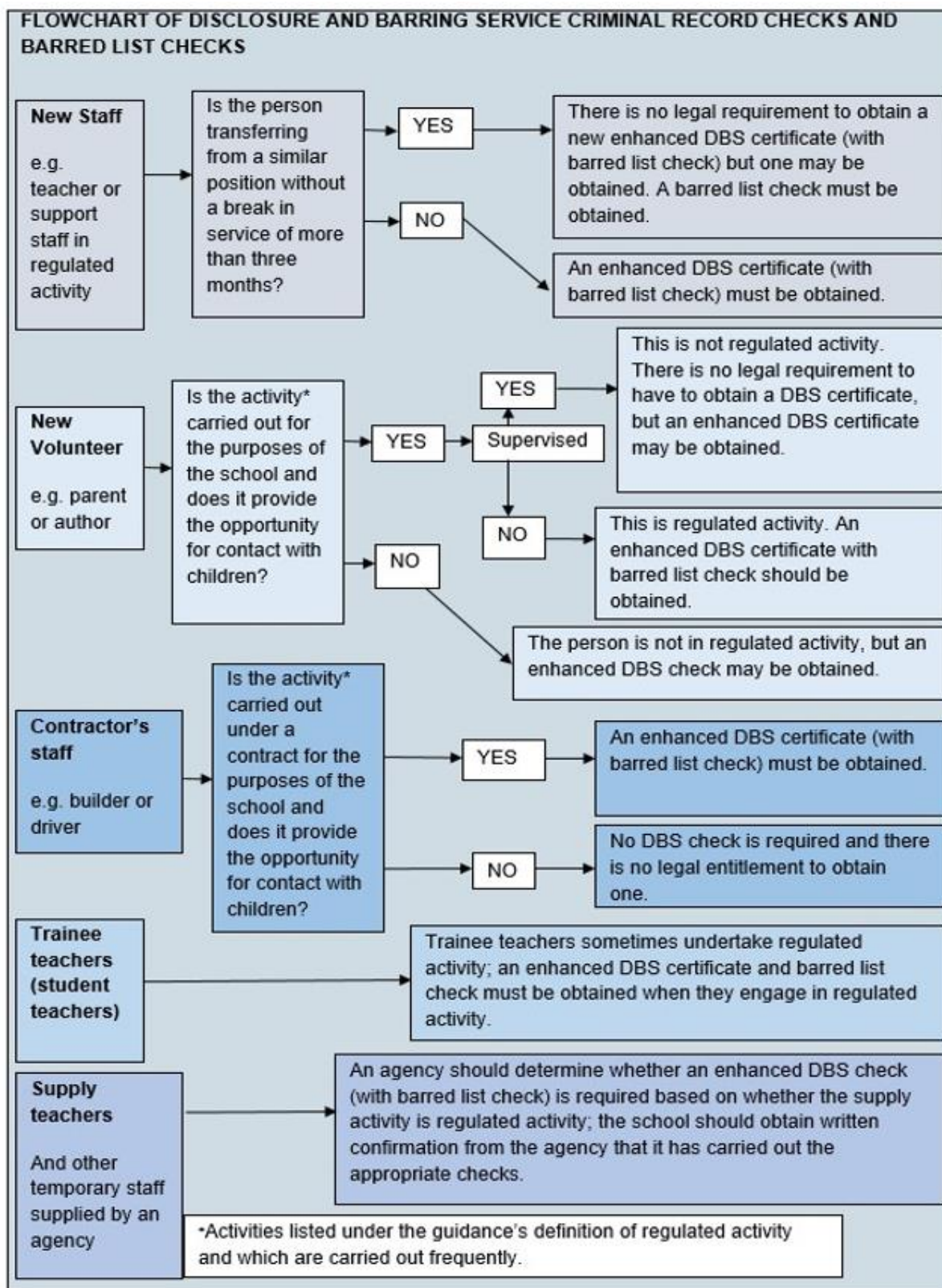
Applicant name	
Post applied for	
Search conducted by	
Date of search	

DO NOT RECORD ANY INFORMATION RELATED TO INDIVIDUAL CHARACTERISTICS SUCH AS AGE, RACE, RELIGION, POLITICAL VIEWS, FAMILY CIRCUMSTANCES ETC.

Using an appropriate search engine e.g. Google are there any hits from a search on the employee's name?	Yes / No
From the information available from the search, is there any information which raise concerns about the following: <ul style="list-style-type: none"> The applicant is not qualified for the role. The applicant may pose a potential safeguarding risk. The applicant may be seen as a risk in terms of damaging the reputation of the Trust. If so, provide details, evidence and timescales if possible.	
What is the source of this information? (e.g. document, website, social media etc)	
What checks have you done to verify that your search has identified the applicant correctly (e.g. full name match, current employer match, DOB match).	
If information is available, does their work history match the information the applicant provided? Detail any discrepancies.	

This information is to be passed only to the selection Panel after shortlisting.

Appendix B



Appendix C

Prohibition orders and the process used to impose them are described in more detail in the TRA's publication [Teacher Misconduct: The Prohibition of Teachers](#).

A section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. A person who is prohibited is unable to participate in any management of an independent school such as:

- A management position in an independent school, academy or free school as an employee;
- A trustee of an academy or free school trust; a governor or member of a proprietor body for an independent school; or
- A governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities.

A section 128 direction also prohibits a person from taking up a position as governor of a maintained school.

Any section 128 direction will also be disclosed as additional information on an enhanced DBS certificate, which includes a Barred List check.