



## Windsor Academy Trust

### **Policy: Recruitment and Selection Policy**

<b>Responsible Committee:</b>	Windsor Academy Trust, People and Culture Committee
<b>Approval Date:</b>	June 2023
<b>Implementation Date:</b>	September 2023
<b>Next review date:</b>	September 2025

## **1. Introduction**

- 1.1 Windsor Academy Trust's (WAT) approach to recruitment acknowledges a responsibility to secure the best interests both of the school and the wider system. Recruitment is important because high quality staff are fundamental to raising standards and school improvement.
- 1.2 WAT 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. WAT has a robust Child Protection and Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout their employment within the Trust.
- 1.3 WAT regards its staff as its most important asset. It is the policy of the Trust to ensure an adequate supply of suitably qualified and experienced staff to meet the WAT's human resource requirements and to deliver the strategic plan and academies improvement plans.
- 1.4 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 Equal Opportunities Policy.
- 1.5 WAT will ensure that applicants are not discriminated against in the application and interview process.
- 1.6 All recruitment processes will comply with the requirements of Keeping Children Safe in Education and the key elements of safer recruitment:
  - including information on the trust's commitment to safeguarding children in the advert, job description, person specification and any other relevant documentation;
  - obtaining and scrutinising comprehensive information from all applicants, investigating any discrepancies or anomalies, including gaps in employment;
  - obtaining robust, relevant and appropriate references that fully cover the candidate's recent work history;
  - undertaking an online and social media check for all those short-listed
  - ask specific questions relating to the applicants suitability to work with children, exploring at interview the applicant's suitability to work with children;
  - verifying the successful applicant's identity, medical history, qualifications, employment history and experience;
  - obtaining a satisfactory Disclosure and Barring Service (DBS) clearance prior to the candidate commencing in post, except in exceptional circumstances and with an appropriate risk assessment in place.
- 1.7 If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare as soon as they are aware of the individual's application and avoid any involvement in the recruitment process.
- 1.8 WAT will ensure compliance with the Data Protection regulations and the more stringent requirements contained within the General Data Protection Regulations (GDPR). 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.

## **2. Delegation of Appointments**

- 2.1 The Trust's scheme of delegation clearly sets out the responsibilities for staff appointments.
- 2.2 The Chief Executive recommends the appointment of a Headteacher to the Board of Directors for its approval. The Local Advisory Board (LAB) and Headteacher recommend the appointment of Deputy and Assistant Headteacher posts to the Chief Executive for their approval.

2.3 The Board of Directors delegates all other teaching and support staff appointments to the Chief Executive and Headteacher. The Headteacher may not delegate the final decision of appointment to any other Senior Manager.

2.4 In accordance with the statutory requirement, every selection panel will include at least one person who has undergone Safer Recruitment Training. In addition, at least one member will have undertaken general recruitment or equalities training.

### **3. Advertising a Post**

3.1 All vacant posts will usually be advertised to ensure equality of opportunity. This will normally mean placing an advertisement externally. However, 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, and any other necessary checks. Initial Teacher Training Students will be treated as internal candidates for any vacancies advertised.

### **4. Information for Applicants**

4.1 Application packs will contain the following information:

- Job Description
- Person Specification
- Further Particulars (Trust and Academy specific)
- Safer Recruitment in Education information, including a link to WAT's Child Protection and Safeguarding Policy

4.2 The Trust website will contain information for applicants such as the Trust's strategy and values, benefits and other key information to promote WAT as an employer.

### **5. Short listing and Reference Requests**

5.1 Once the closing date has been reached the selection panel (minimum of two people) are responsible for short-listing the candidates using the person specification criteria. The criteria will be based on the requirements of the role and will be consistently applied to all applicants. The selection panel will agree the candidates to be called for an interview. The Trust is a Disability Confident Committed employer and we will look to interview disabled candidates who meet the essential criteria of the person specification, except where this is not practicable or appropriate e.g. where there are a high number of applications and the Trust may wish to limit the overall numbers of interviews offered to both disabled people and non-disabled people, and select disabled candidates who best meet the minimum criteria. .

5.2 Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

5.3 The selection panel will take up at least two references on each short-listed external 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.

5.4 Reference requests will ask the referee to confirm:

- The referee's relationship with the candidate
- Details of the candidate's current post
- Performance history

- All formal time-limited capability warnings which have not passed the expiration date • All formal time-limited disciplinary warnings where not relating to safeguarding concerns • 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 academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

5.5 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 along with any concerns raised as a result of the online and social media check for all those short-listed

5.6 References will be checked against information on the application; any discrepancy/issue of concern noted to take up with the applicant at interview. Any concerns will be resolved satisfactorily before an appointment is confirmed.

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

## **6. Interviews**

6.1 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. The same areas of questioning will be covered for each candidate and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked.

6.2 All candidates invited for interview will have access to relevant information about the Academy/Trust to enable the candidate to make further enquiries about the suitability of the advertised job.

6.3 In addition to assessing and evaluating the candidate’s suitability, the selection panel will also explore:

- the candidate’s attitude towards children and young people including finding out what attracted them to the post being applied for and their motivation for working with children;
- the candidate’s ability to support the agenda for safeguarding and promoting the welfare of children;
- gaps in the candidates employment history or where the candidate has changed employment or location frequently;
- 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;
- any other concerns or discrepancies arising from the information provided by the applicant or referee.

6.4 In addition to the formal interview, candidates may also be asked to undertake task(s), for example in-tray exercises or be observed teaching. Candidates will be given advance notification of these as far in advance as practicably possible.

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

## **7. Offer of Employment**

7.1 The offer of employment by the selection panel and acceptance by the candidate is binding on both parties and is subject to satisfactory completion of the following checks:

- Verification of Identity (best practice is checking their name on the birth certificate where this is available)
- Verification of right to work in the UK
- Proof of relevant qualifications
- Satisfactory DBS Enhanced Disclosure
- Teacher prohibition (if applicable)
- Barred list checks
- Pre-employment medical screening
- Satisfactory references, one of which must be from the most recent employer (Headteacher) •
- A certificate of good conduct (if applicable)
- Section 128 check (if applicable)
- Disqualification under the Childcare Disqualification Act 2006, as amended

## **8. Personnel File and Single Central Record**

8.1 Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of their employment with the Trust 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 qualifications
- Certificate of Good Conduct (where applicable) which may include EEA sanctions and restrictions
- Evidence of medical clearance from the Occupational Health service
- Evidence of DBS clearance and barred list check
- Teacher prohibition checks
- Offer of employment letter and signed contract of employment
- Evidence of a Section 128 direction (where applicable)
- Disqualification under the Childcare Disqualification Act 2006, as amended

8.2 Each Academy of WAT will maintain a Single Central Record of employment checks in accordance with Keeping Children Safe in Education.

## **9. Start of Employment and Induction**

9.1 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.

- 9.2 All new employees will be provided with an induction programme which will cover all relevant matters of Academy/Trust policy but in particular safeguarding and promoting the welfare of children.
- 9.3 All new support staff appointments will be subject to a probationary period (see Probation Procedure for Professional Services Staff).