Trinity Multi Academy Trust

Policy:	Recruitment and Selection
Date or review:	September 2018
Date of next review:	September 2021
Lead professional:	HR Manager
Status:	Non-Statutory

1. Purpose of policy and guiding principles

1.1 Recruitment and selection is the process of sourcing and selecting the best candidate for a vacancy, through a structured and open assessment process. Trinity Multi-Academy Trust recognises that people are key to the success of the organisation and we aim to recruit diverse, talented, informed and creative people who are focussed on improving outcomes for young people and their families.

1.2 The purpose of this policy is to set out the minimum requirements of Trinity Multi-Academy Trust's recruitment and selection processes and aims to:

- attract the best possible applicants to vacancies;
- to deter prospective applicants who are unsuitable for work with children or young people;
- to identify and reject applicants who are unsuitable for work with children and young people.

1.3 This policy is in accordance with the Keeping Children Safe in Education guidance (September 2018)

1.4 The trust needs to ensure particular rigour and vigilance in our recruitment and selection processes as we are recruiting people to work with children; 'Children' are defined as those under age 18. The principal message that must be acted upon by everyone involved in our recruitment processes is that consistency, rigour and thoroughness in applying the checks and procedures, each and every time, is paramount.

1.5 The recruitment process is not just about the trust identifying suitable employees for the future, it's also about candidates finding out more about us, and deciding whether the trust is an organisation that they would like to work for either now or in the future. The experience of candidates (both successful and unsuccessful) at each stage of the recruitment process will impact on their view of the professionalism of the trust.

1.6 The trust is committed to life-long learning and as such is committed to considering and employing apprentices to suitable vacancies. Through apprenticeships, individuals can study for qualifications

1.7 Whilst undertaking relevant work experience. Due to the nature of these posts apprentices are dealt with slightly differently, as outlined in **Appendix 2**.

1.8 This policy sets out our agreed recruitment process, including the trust's safer recruitment procedures and the role and responsibilities of line managers.

2. Links with other policies or legislation

2.1. Trinity Multi-Academy Trust will treat all employees equally and consistently when dealing with recruitment and selection decisions and in accordance with the trust's Equality Policy.

Specifically the trust's recruitment processes will:

- ensure that we are able to attract a wide pool of talented candidates from diverse groups and communities, e.g. through advertisements for vacancies placed within media and other sources of information appropriate to the target groups;
- 'equality-proof' recruitment and selection process, e.g. ensuring that person specifications do not include unnecessary requirements and sickness absence data is only requested after an employment offer is made.
- offer general pre-interview training, including safer recruitment training for panel members;
- make reasonable adjustments in relation to employment so that policies and practices do not discriminate against under-represented groups;
- undertake robust vetting and pre-employment checks to ensure the trust's commitment towards safer recruitment.

2.2. Recruitment and selection processes and decisions should be based only on a candidate's:

- ability to do the job;
- ability to make a contribution to the trust's effectiveness;
- suitability of working with children;

- potential for development.

2.3. To support our commitment as an equal opportunities employer job share arrangements will be considered for full time posts. Job share applications for a full-time position will usually need to cover the whole post, for example two candidates can apply for a full-time post on a job share basis.

2.4. This policy also links with the trust's Pay Policy.

2.5. This policy is underpinned by the Equality Act 2010 and the Equal Pay Act 1970.

2.6. A separate Volunteer Policy exists to outline how the trust recruits and engages with volunteers.

3. Consultation

3.1. This policy has been developed by the trust in consultation with recognised Trade Unions.

3.2. The policy was approved by Directors after consultation and agreement with the recognised Trade Unions.

3.3. Trade Union representatives have confirmed their agreement of this policy.

4. Vacancies

4.1. <u>When a vacancy arises</u>

4.1.1. Vacancies can arise from a variety of situations such as:

- resignation or retirement
- newly created position
- temporary cover (e.g. maternity leave, adoption leave etc)
- change of hours, role or working pattern

4.1.2. Before recruiting to a position, it is important to spend some time in clarifying the work content of the job, the job's purpose, the outputs required from the job holder and how it fits into an academy's structure. Often positions change over time with new technology, changing educational or student needs and other external factors.

4.1.3. When a position becomes vacant, the job description and person specification should be reviewed prior to recruiting to a vacancy to ensure that these documents are accurate and reflect current business needs. This includes considering the skills and personal attributes needed to perform the role effectively. This analysis should form the basis of a Job Description and Person Specification.

4.1.4. In reviewing the vacant post, there are things to consider:

- is the post is still required?
- has the post's level of responsibility increased or decreased?
- has the post's duties changed significantly?
- is the person specification accurate?
- is the position suitable for an apprentice?

4.2. <u>Planning recruitment schedules</u>

4.2.1. Once an academy is aware of a vacancy the HR team will take responsibility for planning the recruitment following receipt of a completed 'Request to Recruit' form.

4.2.2. Where an apprenticeship will be a suitable way of filling the vacancy, please refer to **Appendix 2** for this process.

4.2.3. This schedule will include dates which take into account:

- advertising timescales and press deadlines
- resignation periods, particularly teachers
- handover period (if required) between current and newly appointed staff
- planning for timetable changes
- time of year

4.2.4. Wherever possible vacancies should be advertised at the same time, this minimises costs (in advertising and processing applications) and also presents a professional approach to the trust's vacancy management.

4.2.5. Usually interviews and, where required, assessment centres should be forward planned to ensure a speedy recruitment process. As a guide, short-listing should be completed and returned to HR within 1.5 weeks of the post closing and interviews should be conducted within two to three weeks of the post closing.

5. Job Descriptions and Person Specifications

5.1. Should the vacancy arise from a newly created post or from changes to an existing job, the HR Manager will make an assessment whether or not the job needs to go through a job evaluation process to ensure consistency to the structure and is in line with equal pay considerations.

5.2. The job description and person specification form the foundation of the recruitment process and it is vital that these documents are accurate before commencing the recruitment of a post. The job description document is used to attract candidates to a post so it is important that it is accurate, succinct and captures the key elements of the role.

5.3. Job descriptions can also be used to communicate expectations about performance to employees and managers to help ensure effective performance in the job. Line managers have a responsibility to prepare an accurate and clear job description and person specification in order to enable the best person to be selected, and it is important to spend time in getting this document right. The HR shared service can provide help and advice, and examples from previous posts.

5.4. A person specification accompanies a job description, and states the necessary and desirable criteria for selection. Such specifications are based on a set of competencies identified as necessary for the performance of the job. In general, specifications should include details of:

- skills, aptitude, knowledge and experience
- qualifications (which should be only those necessary to do the job)
- personal qualities relevant to the job, such as the ability to work as part of a team.

5.5. The person specification and job description can then inform the criteria used to shortlist applicants. It is good practice to consider beforehand how each of the criteria will be evaluated - for example, from the application form, at interview, through testing, from references etc. Taking these decisions now will assist panel members when shortlisting applicants.

5.6. Generally when reviewing job descriptions and person specifications:

- don't specify the length of experience required, in terms of years or months, as this maybe in breach of equality legislation;
- consider the number of essential criteria, as these will be used for short listing. Be specific about what is required. As applicants are asked to complete the application form using these criteria, this could lead to lengthy application forms.
- consider why something is desirable but not essential – so is it needed at all? □ ensure all criteria are relevant to the post and can be justified.

5.7. The trust includes in person specifications a minimum education requirement; this differs depending on the role. These are essential criteria and reflect the level of achievement we expect from our students.

5.8. Examples of job descriptions are available from the HR shared service.

6. Advertising

6.1. <u>Methods of advertising</u>

6.1.1. There are many ways in which the trust will advertise posts in order to attract a wide range of candidates. Before agreeing a recruitment campaign SLG will agree whether the post is to be advertised internally or externally.

6.1.2. For temporary appointments of less than 12 months these will generally be advertised internally in the first instance. Internal recruitment advertisements are circulated to all staff via email and printed for those staff without email access. Internal adverts are usually advertised for a period of 7 calendar days.

6.1.3. For permanent appointments, or temporary appointments of over 12 months, these will generally be advertised externally. However, where the SLG believe there to be an internal talent pool suitable to the permanent vacancy the post will be advertised internally in the first instance. By providing opportunities for development and career progression the trust aims to increase employee engagement and retention, and support succession planning.

6.1.4. Externally advertised posts will be posted on the trust website and are usually open for a minimum of 8 calendar days. This will be complemented by advertising using one or more of the following channels:

- TES online or paper advertisement. (see 6.1.5.)
- local job websites
- local authority jobs bulletin (including website)
- open days/events
- Job Centre
- specialist press or jobs websites (e.g. The Guardian)
- other business/community links
- recruitment agencies (see 6.1.6.)

6.1.5. Press advertising is considerably expensive, therefore an academy should consider composite advertising, or teaser style adverts, which limit text and refer the reader to the trust website.

6.1.6. In the case of 'difficult to fill' roles an academy may use the services of a recruitment agency. This can be costly, so would only be used when an academy has advertised a role on more than two occasions, or is a senior role.

6.1.7. When advertising posts the following information must be published:

- job title
- salary details
- working pattern
- brief description of the academy
- nature of contract
- safeguarding statement
- equal opportunities statement
- how to apply (usually directing applicants to the trust website)

6.1.8. The HR shared service will co-ordinate the production of recruitment adverts. Due to high media costs text will be brief, directing applicants to the website.

6.1.9. All job packs will be available on the website. Job packs will usually contain the job description, person specification, and instructions on how to apply. Where possible interview dates will be detailed in the job pack, to provide advance notice to candidates and assist applicants with planning.

6.2. <u>Recruitment and retention allowance</u>

6.2.1. For some 'difficult to fill' roles the SLG may decide to advertise a recruitment and retention allowance to attract outstanding candidates.

6.2.2. This is a taxable payment of up to £10,000. It is payable on appointment, and the trust's pay policy refers to the general conditions of the allowance.

7. Accepting applications for roles

7.1. The trust does not accept CV's. All applicants must complete a full application form. This forms part of our safer recruitment procedures and ensures that the applicant tailors their application to the job description and person specification.

7.2. Using application forms ensures that all required information is presented in a consistent format so the panel can assess the applicant's suitability.

7.3. The trust has separate application forms for teaching roles, support roles and internal vacancies. The internal application form is a shortened version of the full form, allowing the applicant to update their personal information and produce a personal statement showing their suitability for the role.

7.4. All applicants are required to declare any information that is likely to appear on a DBS enhanced check.

7.5. Completed applications should be emailed to the relevant academy using the dedicated recruitment email address, posted or hand delivered.

7.6. All completed applications will be dealt with confidentially by the HR contact at each academy and will be circulated only to those individuals involved in the recruitment process.

7.7. Applicants are asked to complete an equal opportunities monitoring questionnaire as part of their application, via an online survey. Equal opportunities information is collated by HR for reporting and statistical purposes. It is used in reporting on recruitment activity to Governors. All equal opportunities information is treated with the strictest confidentiality and we will abide by all the requirements under the Data Protection Act 2018.

7.8. To ensure that a consistent and equitable approach is adopted for all candidates, an academy will not accept late applications unless there are extraordinary circumstances, as agreed by the Principal.

8. Selecting applicants

8.1. Selecting candidates involves two main processes: short-listing and assessing applicants to decide who should be offered the post.

8.2. <u>Selection Panel</u>

8.2.1. The selection panel must consist of at least two panel members, with the chair of the panel usually the line manager for the post. For external candidates, at least one member of panel should have completed 'Safer Recruitment' training. (HR can provide a list of names, if required).

8.2.2. Ideally there should be three members of the panel, and no more than five. The chair of the panel should also consider the gender balance of the panel.

8.2.3. There is no requirement for an HR specialist to be on the panel, although advice and support can be sought from any panel member.

8.2.4. Panel members must be the same grade or above to that of the vacant post. For senior and some middle leader roles a member of the Governing Body should be invited to be a panel member.

9. Short-listing applications

9.1. The process of short-listing involves reducing the total number of applications received to a short list of candidates you wish to take forward to the more detailed assessment phase of the selection process.

9.2. At least two panel members should be involved in the short-listing process in effort to eliminate any bias. Each application should be assessed against all essential criteria outlined in the person specification and reasons for and against selection for interview noted.

9.3. HR will provide a short-listing form for panel members to record the outcome of the shortlisting exercise. Any notes on candidates or reasons for and against selection, need to be comprehensive and relate directly to the selection criteria so that it may be used to provide feedback to unsuccessful candidates. Should more than six candidates meet the essential criteria, applications should be scored to ensure no more than six are invited to interview.

9.4. The panel must meet to agree a shortlist of candidates to invite to interview. Usually up to six candidates should be short-listed for any post. Generally candidates who do not meet the essential criteria should not be invited to interview.

9.5. It is the responsibility of the panel chair to advise short-listing decisions to HR and each panel member must return unsuccessful application forms for confidential filing.

9.6. HR will advise candidates of the outcome of the short-listing stage. Short-listed candidates should be given as much notice as possible (ideally at least one week) of invitation to interview. In cases where a lengthy journey is involved, or if the candidate makes a special request, HR will try and accommodate this.

9.7. The purpose of using this transparent process is so all documentation relating to decisions can be used to answer any queries from unsuccessful candidates, following the shortlisting process.

9.8. In cases where candidates advise they cannot attend the interview and enquire as to another date, generally this will be declined. If the panel are unable to appoint they will decide if they would like to reconvene at another date.

10. Assessing applicants

10.1. Once candidates have been invited to interview the panel must consider the assessment process. This should involve an interview and other exercises that test the applicants other skills. This could include job-related selection tests, for example, presentations, data input or analysis tests, reports, sessions with students and on occasion, for more senior roles, psychological assessments.

10.2. In deciding the assessment and selection process the panel should consider the job requirements, the skills they would like the candidates to evidence and the working environment.

10.3. For all classroom and pastoral roles there will usually be an assessment exercise that involves the 'student voice'. This could include a classroom observation, a student panel, or a presentation to students.

10.4. HR will advise candidates in the invite to interview letter of any preparation required and will ask candidates to bring with them to interview appropriate certificates or qualifications and ID to verify the applicants identity and right to work in the UK.

10.5. Prior to interview HR will seek candidate references. These will be retained by HR until the day of the interview. The chair of the panel will review these references in order to highlight any concerns that can be queried in the interview. Reference requests will be issued on the trust reference pro-forma which ensures that certain questions are asked about all candidates. This can help to avoid references which may have been written as part of a settlement agreement and would not state any adverse qualities or incidents involving the candidate.

10.6. All the arrangements for the interview day will be co-ordinated by the HR contact at each academy, with the support of the administration team and chair of the panel.

10.7. <u>Interviews</u>

10.7.1. Interviews are the most common form of assessment and the interview process is expected by both candidates and managers. This is because as well as enabling the panel to find out more about the candidates suitability, interviews also give an opportunity for interviewees to meet face-to-face and find out more about the academy and the role. Interviews are recommended for internal roles, as this will form part of an individual's professional development to be involved in an interview process.

10.7.2. The interview is an opportunity to describe the role and its responsibilities in more detail and assess candidates' ability to perform in the role.

10.7.3. The panel must agree on the interview questions in advance of the interview and be based on the job description and person specification. The chair of the panel will be responsible for developing questions, but the HR shared service can provide a range of previous examples to assist.

10.7.4. The HR shared service will develop a library of previous questions for this purpose. Questions must focus on the skills and behaviours required for the job, and all candidates must be asked the same questions.

10.7.5. In terms of safeguarding, consistency, rigour and thoroughness in applying the checks and procedures, each and every time, is paramount. The panel should ensure that all application forms have been thoroughly checked for inconsistencies, gaps in histories, anomalies and queries, and highlight areas for further investigation. Candidates will always be required to:

- explain satisfactorily any gaps in employment;
- explain satisfactorily any anomalies or discrepancies in the information available to the panel;
- demonstrate their understanding and/or capacity to safeguard and protect the welfare of children and young people.

10.7.6. When interviewing office based roles it is recommended that the panel explore the candidate's suitability, or adaptability, to working in a school environment as all staff will come into contact with students.

10.7.7. The interview should close with time for each candidate to ask questions. There may also be a discussion with the candidate about start dates, training provisions and terms and conditions such as length and type of contract. The panel should also try to let the candidate know the timescale for informing them of the outcomes of the interview.

10.7.8. Each panel member must make clear interview notes based on the interview and person specification which can be used in providing feedback to unsuccessful candidates.

10.7.9. If required panel members should seek advice from HR about interview techniques, or consider this requirement as part of their CPD needs.

10.8. Assessment Exercises

10.8.1. The panel must agree on an exercise in advance of the interview and be based on the job description and person specification. The chair of the panel will be responsible for agreeing the tasks, and their content, but the HR shared service can provide a range of previous examples to assist.

10.8.2. Assessment exercises must focus on the skills and behaviours required for the job, and all candidates must be given the same tasks and time limits.

10.8.3. Wherever possible the panel should agree, in advance, what they are looking for from the exercise, and how they will assess candidates. This might include producing answers, or producing a matrix measuring the level of skills or behaviours observed.

10.8.4. When planning the assessment day HR will make best use of time and staff resources, this may mean running multiple sessions, or using other observers than panel members to support the process (e.g. when running a group exercise).

11. Selection

11.1. The final selection of preferred candidate should take into consideration the application, interview and any assessment exercises. All panel members are to agree on the final selection of the preferred candidate and document the reasons why the candidate was selected, and why candidates were unsuccessful.

11.2. The panel chair will have the final decision of a recruitment outcome. All documentation relating to the interview should be forwarded to HR to action and file.

11.3. Following the interviews there will be a number of outcomes:

11.4. Making an offer

11.4.1. In the first instance a conditional offer will be made verbally to the preferred candidate, by the panel chair, or line manager (if different). This offer is made on the condition of eligibility to work within the UK, at least two satisfactory references and any relevant pre-employment checks, including a satisfactory DBS check. No formal offer of employment is to be made until all pre-employment checks have been conducted to the satisfaction of HR.

11.4.2. The offer will usually be made at the bottom of the salary level for the post. If there is a reason to offer higher than the bottom of the salary level, then this must be agreed by the Principal. The Pay Policy should be referred to.

11.4.3. Please refer to **Appendix 1** for details of the trust's pre-employment checks.

11.5. <u>Unsuccessful candidates</u>

11.5.1. Unsuccessful candidates will be notified verbally by a member of the panel as soon as possible.

11.5.2. Feedback should be offered to interviewed candidates. The chair of the panel, or another panel member should convey feedback to unsuccessful interview candidates in their absence.

11.5.3. Feedback should concentrate on the person specification and the candidate's profile in comparison to the specification and requirements.

11.6. <u>No appointment made</u>

11.6.1. If the panel decide that no candidates are appointable to the position as none meet the specifications or requirements then advice should be sought from HR as to how to resource the vacancy.

11.7. <u>Internal candidates</u>

11.7.1. If an internal candidate meets all the essential criteria outlined in the person specification of the vacant post, they should be short-listed for interview. Normal recruitment procedure should follow.

11.7.2. If an internal candidate is unsuccessful in securing an interview or at interview, the chair of the panel should advise them in person and provide some constructive feedback. If an internal candidate wishes to appeal against a recruitment decision, they should refer to trust's grievance policy, available in the Staff Handbook or from the HR team.

12. Documentation

12.1. <u>Conditional offer letter</u>

12.2. Upon notification of an offer being made, the HR contact at an academy will complete the 'Employment Offer Form' and send to the HR shared service.

12.2.1. A conditional offer letter will be sent to the successful candidate as soon as the form has been received. It will outline details of the offer and state that the offer is conditional upon pre-employment checks.

12.2.2. The letter will also detail the proposed start date of employment, type of employment contract and starting salary.

12.2.3. At this stage the HR contact at each academy will update their Single Central Record (SCR) with the necessary employee details.

12.3. <u>References</u>

12.3.1. References that have not been received prior to interview will be sought, including any absence information. In line with safer recruitment practices one of these must be from a previous employer.

12.3.2. Open references will not be accepted in any circumstances. Please refer to **Appendix 1** for details of the trust's pre-employment checks.

12.4. <u>Contract of employment</u>

12.4.1. All pre-employment checks are to be completed to the satisfaction of HR before any formal offer is confirmed, and an employment contract is issued.

12.4.2. A new employee will not be set up on SIMS, or have access to an IT account until pre-employment checks have been completed, unless HR agree. See section 14.

12.5. <u>Data Protection</u>

12.5.1. Application forms, equal opportunities information, short-listing and interview notes will be retained for up to 6 months. These maybe available to candidates in the event of a complaint or query.

12.5.2. HR will securely destroy personal candidate information after this time.

13. Withdrawing an offer of employment

13.1. In exceptional circumstances the trust may withdraw an offer of employment. These circumstances would include:

- if a candidate is disqualified from working with children/vulnerable adults. (Established through DBS enhanced check)
- if there are serious concerns regarding the person's suitability to work in the trust, for reasons other than disqualification. (Established through interviewing the candidate following processing their DBS application)
- if the candidate has provided false information during the assessment and selection process
- if a candidate cannot provide required, original documentation (qualifications or identity);
- if references are not acceptable
- if there are concerns about the candidates suitability to the post.

13.2. In all the cases above advice must be sought from the HR shared service.

13.3. Before withdrawing an offer of employment the HR contact will refer to the Principal and explore (as much is possible) that any withdrawal does not contravene the Equalities Act. This may include inviting the candidate in for a discussion about the concerns that have arisen.

13.4. If there are serious concerns regarding the person's suitability to work with children the facts must be reported to the police and/or Disclosure and Barring Service.

14. Commencing employment

14.1. Employment should not commence until pre-employment checks have been completed.

14.2. In the event that checks have not been completed then the HR team, along with the SLG improvement partner will make a decision on whether employment should commence, in anticipation of these checks.

14.3. This will involve a risk assessment which considers the role, previous work history, and the quality and quantity of completed checks. Particular attention will be given to the nature of the role, and the interaction with students.

14.4. On commencing employment a full induction programme will be delivered. Please refer to the CPD policy for information on induction.

15. Expenses

15.1. The trust will only pay expenses to interviews on request and in the following circumstances:

- maximum travel expenses paid will be the equivalent to a standard class rail fare from the place of residence to the place of interview, unless prior agreement has been made.
- low-cost airfares may be considered with prior approval (this applies to overseas candidates and maybe more cost effective than some journeys within the UK).
- overnight accommodation will not be paid, unless prior agreement has been made. Where possible, interview times will allow reasonable travel time to and from the interview, for example candidates needing to travel to the interview will be given interview appointments later in the day.
- interview expense claims will not normally include; accommodation, refreshments or taxi fares. (Lunch, if required will be provided by the academy).
- all claims must be supported by receipts, provided by the candidate.

15.2. We are committed to assisting disabled candidates. All reasonable requests for assistance for attending the selection process received from disabled candidates will be considered by each academy.

15.3. Expense claims will be approved and processed by HR from the local HR budget.

16. Roles and responsibilities

16.1. The role of the Principal/CEO

16.1.1. The role of the CEO is to ensure that this policy is applied fairly and consistently across the trust.

16.1.2. The role of Principal is to ensure that this policy is applied fairly and consistently across an academy.

16.1.3. The Principal, with the assistance of other Senior Leadership colleagues, will review recruitment information and make recommendations to the Governing Body.

16.2. The role of the Governing Body/Board of Directors

16.2.1. The Governing Body will approve the Recruitment and Selection policy.

16.2.2. Inform all staff of the policy which has been adopted.

16.3. The role of HR

16.3.1. The HR Manager is responsible for the leadership and management of recruitment (including safer recruitment) practices in each academy.

16.3.2. The HR Manager will monitor the recruitment budget, and monitor in line with budget planning and monitoring.

16.3.3. The HR contact at each academy will manage all relevant administration processes.

16.3.4. The HR shared service is responsible for ensuring that professional, effective HR advice is provided to recruiting managers.

16.4. The role of the employee/other staff

16.4.1. Line managers (chairs of panels) are responsible for ensuring they have undertaken 'safer recruitment training'.

16.4.2. All employees should monitor the trust website and email for internal and external vacancies.

17. Monitoring and Evaluation

17.1. All candidates are requested to complete an equal opportunities monitoring questionnaire as part of their application. Equal opportunities information is collected by the HR shared service and is available for reporting and statistical purposes.

17.2. A summary of equal opportunities information will be reported to Governors annually.

17.3. Information on where candidates have seen vacancies advertised is recorded. This is used to evaluate best value for money in advertising vacancies.

17.4. Any concerns about the trust's recruitment procedures should be bought to the HR Manager in the first instance.

17.5. This policy should be reviewed regularly to ensure compliance to legislation, trust needs, national and local terms of employment and good practice. Any reviews to this policy will be in consultation with staff, including representatives of unions and associations recognised by the trust.

Appendix 1

Pre-employment checks

As we are recruiting people to work with vulnerable groups, a checklist is applied following the selection process, without satisfactory completion of which a firm employment offer should not be made. The checklist includes:

- verification of identity
- confirmation of the right to work in the UK
- registration with the appropriate professional body (if applicable)
- verification of qualifications
- Enhanced DBS check (including barred list check)
- references
- health questionnaire
- a prohibition from teaching check
- overseas check (if applicable)

We may also include risk assessments (for example, when considering offering employment in cases where the DBS check shows a conviction unrelated to abuse/violence).

Identity checks and DBS checks
Each academy must undertake sufficient verification of identity to enable HR to process a DBS check on any candidate offered employment with the trust. Candidates are advised when invited to interview that we will need to check a range of documents and that they should bring these documents with them. One document **must** evidence their current address.

Generally speaking, candidates are not permitted to start work with the trust until we have obtained an acceptable DBS check, which will include barred list checks. This can take up to four weeks, and sufficient time should be allowed for this when planning recruitment activities.

There will be no requirement to obtain a new DBS check, if, during a period which ended not more than three months before the person's appointment, the applicant has worked:

- in a school in England in a post which brought them into regular contact with children or young persons in any post in a school since 12 May 2006; or
- in an institution within the further education sector in England or in a 16-19 Academy, in a post which involved the provision of education which brought the person regularly into contact with children or young persons.

This is in line with the Keeping Children Safe in Education guidance (September 2018).

Right to work in the UK
Before confirming an offer of employment, employers have responsibility for checking that applicants have the right to work in the UK. Every employee is required to prove their eligibility to work in the UK. Each academy will request to see, and take copies, of relevant documentation. This is done by the HR contact.

A copy of these documents is placed on their personal file and logged on the Single Central Record. The ideal document for this is a current UK Passport (this can also be used for the Identity Check).

Registration and qualifications
These details are normally provided on the application form, and the relevant documents will be requested and verified by HR. Copies will be kept on personnel files.

Prohibition check
This check is applicable for all teaching staff and support staff with a teaching qualification, even if they are not applying for the post of teacher. Verification should be sought that they are not subject to a prohibition order issued by the secretary of state, which prevents them from teaching. This is done by checking the Teacher Services system;

Overseas check
This check will be requested if the applicant has lived or worked outside of the UK in the last 5 years (including certificate of good conduct or confirmation that the process for obtaining is underway and/or that an appropriate risk assessment has been completed);

References
As part of our commitment to safeguarding and safer recruitment, we will always take up references, normally prior to interview. This is to provide a check on the candidate's employment history, qualifications and experience. All job offers are conditional on an academy obtaining satisfactory references, and candidates are informed of the procedure for taking up references on the application form.

Not all references will have been received for all candidates by the day of the interview.

At least two satisfactory written reference checks are to be conducted for the preferred candidate

- references should be recent and relevant, including a reference from the candidate's current or most recent employer.
- open references are not accepted in any circumstances.
- panel members are not to provide references for the preferred candidate. In this case an additional referee needs to be sought.
- internal candidates require the same reference checks if appointed to another academy within the trust. Internal candidates, who are appointed to another role at their existing academy, will only need one written reference from their current line manager. The appointment will not be finalised until the line manager produces this reference which will be based on performance management information.
- advice should be sought from HR shared service where an agreed reference appears to have been received. In these cases consideration should be given to the role the candidate is applying for, and the content and context of the reference. Further clarity should be sought from the candidate.

Recruitment of ex-offenders statement

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, the trust complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly.

- The trust undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
- Trinity Multi-Academy Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

- We actively 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 skills, qualifications and experience.
- A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.
- Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process, except for certain spent convictions and cautions which are 'protected' so not subject to disclosure to employers and that cannot be taken into account.
- We request that any information not subject to this filtering is sent under separate, confidential cover, to the HR contact and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows the trust to ask questions about your entire criminal record, except for certain spent convictions and cautions which are 'protected' so not subject to disclosure to employers and that cannot be taken into account, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in the trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we 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. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

This policy on the recruitment of ex-offenders is made available to all DBS applicants at the outset of the recruitment process by inclusion in the Recruitment and Selection policy.

For more information on the DBS is available via:
https://www.gov.uk/government/organisations/disclosure-and-barring-service

Appendix 2 – recruiting an apprentice

When it is agreed a vacancy is suitable for an apprentice an amended recruitment process applies.

The trust will identify a recognised training provider that can support training and provide qualifications in the skills relevant to the role. These can include:

- Catering & hospitality
- Business and administration
- Premises management
- Sports and leisure management
- ICT technician

Once a recognised training provider is sourced the academy will provide a job description to support recruitment. Recruitment for apprenticeships is dealt with by the training provider supported by an advertisement placed on the trust's website.

The trust WILL accept CV's for apprentice positions from the training provider.

The interview panel will shortlist CV's and will interview appropriate candidates. From this point Section 8 onwards of the main policy applies. To ensure that the trust meets safer recruitment requirements the candidate who is offered the role is required to complete a full application form, to ensure all personal data is collected.

Recruitment to apprentices is a fixed term contract and all terms and conditions of employment are in line with the national apprenticeship scheme. This includes study leave, working hours and appointing a mentor/supervisor.