

## **Olive Academies safer recruitment and selection policy statement, September 2017**

1. Olive Academies Multi-Academy Trust Board is committed to:
  - safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development of children and young people;
  - promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
  - promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs

OA expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

2. OA recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be based on merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race (which includes colour, nationality and ethnic origin), religion or belief.

3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.

4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.

5. **Pre- employment vetting**

As part of its safer recruitment and selection process, OA operates a strict pre-employment checking procedure. Successful applicants will be required to undergo the checks outlined below.

### **Declaration of previous convictions**

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended, makes certain regulated activity (i.e. work with children and/or young people) exempt from the Act and, therefore, requires individuals seeking to work with these groups to be subject to Enhanced Criminal Records Bureau Disclosure checks, amongst others.

This post is classed as exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended. Therefore, you are required to reveal all convictions, both spent and unspent, in your application.

OA is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of academy settings covered by the Childcare (Disqualification) Regulations 2009 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the academy (unless a waiver can be obtained from Ofsted).

Positive disclosures will be managed on a case by case basis considering the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- the seriousness/level of the disclosed information eg was it a caution or a conviction.
- how long ago did the incident(s) occur?
- whether it was a one-off incident or part of a repeat history/pattern.
- the circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- the country where the offence/caution occurred.
- whether the individual shows or has shown genuine remorse.
- if the offences were self-disclosed on the SD2 form or not (non-disclosure could result in non-confirmation of employment on the grounds of trust, honesty and openness).

### **Criminal Records Disclosure (DBS check)**

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced DBS check. This will include a check against the Children's Barred List maintained by the Disclosure and Barring Service.

For posts working with children and/or young people, OA policy requires all new employees to have an enhanced DBS certificate before employment commences. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory. Please ask to see a copy of our DBS procedures for further information.

In addition, all applicants will be required to complete a Disqualification by Association Questionnaire where this is appropriate to the age range to be taught.

Where an applicant is not normally resident in the United Kingdom, or has been resident outside the United Kingdom for more than 6 months, an additional police check will be carried out with the normal or most recent country of residence.

## **Qualifications**

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

## **Registration with a professional body**

If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment. OA will verify registration/membership with the relevant professional body.

## **References**

Applicants are required to provide a minimum of two referees, one of whom must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people.

If you have undertaken voluntary work with children and/or young people you should use the voluntary organisation as a referee.

If you have not previously worked with children and/or young people we may ask for a character reference using an OA reference form from someone who can confirm your suitability to work with children and/or young people. This would normally be someone in authority, e.g. a lecturer, doctor or community leader.

Please note that character references are normally only accepted as a supplement to an employer's reference.

In addition, OA will seek references from educational establishments for those applicants with no previous employment history.

Under no circumstances will open references or testimonials (i.e. addressed "to whom it may concern") be accepted.

In all cases, OA will contact the referee prior to the interview, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment.

## **Eligibility to work in the UK**

OA has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

## **Medical assessment**

All offers of appointment will be subject to the satisfactory outcome of medical checks where appropriate.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.

A copy of our recruitment and selection procedure is available upon request.