

## 1. Introduction

- 1.1. The purpose of this policy is to set out the requirements for the recruitment of teaching and support staff to Great Western Academy (known as “GWA” or “the Academy”). The aim is to
  - 1.1.1. attract the best possible applicants to vacancies
  - 1.1.2. deter prospective applicants who are unsuitable for work with children or young people
  - 1.1.3. identify and reject applicants who are unsuitable for work with children and young people.
- 1.2. Decisions concerning the need to recruit staff are delegated to the Principal by the Trustees and the Local Governing body. All decisions will be made about curriculum needs and financial circumstances.
- 1.3. Decisions regarding remuneration for posts will be made in accordance with the Academy’s Pay Policy

## 2. Review of policy

- 2.1. This policy will be reviewed every two years and agreed by the governing body.

## 3. Statutory requirements

The policy considers the provisions of ‘Keeping Children Safe in Education’ (Department for Education (DfE)). The Great Western Academy Trust will ensure that the statutory requirements for the appointment of some staff – notably the Principal and Vice Principal – will be met. Requirements will change from time to time and this policy will be updated accordingly.

## 4. Equal Opportunities

- 4.1. The Trustees and Local Governors of the Academy will abide by the existing legislation and, will not discriminate on the ground of any of the protected characteristics listed in the Equality Act (2010), these being
  - 4.1.1. age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.
- 4.2. The Governing body will promote equality in all aspects of school life, including regarding the recruitment of staff.

## 5. Identification of recruiters

Subject to the availability of training, the school will ensure that the Principal and at least one Governor have successfully completed accredited training in safe recruitment procedures. In line with the requirements, one person on any appointment panel will have undertaken safer recruitment training.

## 6. Advertising and inviting applications

- 6.1. Advertisements for posts – whether in newspapers, journals or online – and application booklets issued to prospective candidates will include the following statement:

*“Great Western Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks,*

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Policy Owner	Mr G Davis – Principal
Date of Last Review	June 2020
Date of Governor’s Meeting	8 July 2020
Date of Next Review	December 2022

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*therefore, all posts within the trust are subject to an Enhanced DBS and barred list check.”*

- 6.2. Prospective applicants will be supplied, as a minimum, the following:
  - 6.2.1. Job description and person specification
  - 6.2.2. The Academy’s Safer Recruitment Policy (this document)
  - 6.2.3. Information for applicants (including selection procedure)
  - 6.2.4. An application form.
- 6.3. Applicants will also be made aware of the relevant Academy policies, including the Safeguarding and Promoting Child Welfare.
- 6.4. Advertisements for teaching posts will normally be placed on the Academy website when available and on a suitable national website.
- 6.5. Advertisements for support staff posts will normally be placed on the Academy website when available and on an appropriate local or national website, or if required in a local newspaper, recruitment paper, or through local relevant noticeboards (e.g. Post Office).
- 6.6. In cases where a member of staff is employed on a fixed term contract for a post which then becomes available as a permanent post, that member of staff may be offered the permanent post without further advertising subject to approval by the Local Governors’ Personnel Committee.
- 6.7. For temporary posts, such as those to cover maternity leave, the advertisement will normally be placed on the Academy website when available and in some cases through national websites.
- 6.8. Where staff are invited to take on a management or leadership responsibility for a fixed term in an acting capacity, the acting post will be advertised internally.
- 6.9. Advertisements will specify: the main subjects to be taught and/or the nature of any leadership allowance; the start date of the appointment and whether the post is permanent or fixed term and, in the case of fixed term contracts, the end date of the contract; the remuneration for the post will be expressed in terms of the applicable pay scales and the closing date for applications will also be stated.

## 7. Applications

- 7.1. Prospective applicants will respond to the advertisement by requesting or downloading further information and an application form which includes an Equal Opportunities Monitoring Form. The application form will be returned to the Academy by the specified closing date. Other forms of Curriculum Vitae (CV) are not acceptable in place of a completed application form.
- 7.2. Applications received after the published closing date will not be considered unless there is clear evidence that the late receipt of the application has been caused by a postal delay. Such evidence would generally be an application with franking showing that it was posted first class at least one day before the published closing date. Applicants are advised to submit their applications by email to avoid late arrival.

## 8. Shortlisting and References

- 8.1. For posts where it is known that recruitment is likely to be difficult, references may be requested as the applications are received to reduce the time from the closing date to making the appointment. The Academy reserves the right to close applications early to meet the aims of this policy, although the expectation is that in the majority of application processes this will not be the case.
- 8.2. Short-listing will take place against the person specification for the post. Where possible, references will be sought prior to interview so that any discrepancies can be probed during interview.
- 8.3. References will be taken up on short-listed candidates for teaching posts or teaching assistant (TA) positions prior to interview. References will be sought directly from the referee(s).
- 8.4. References or testimonials provided by the candidate will never be accepted.
- 8.5. Where necessary, referees will be contacted by telephone or email to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 8.6. Where necessary, previous employers who have not been named as referees will be contacted by telephone or e-mail to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

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- 8.7. If a teaching candidate is not currently employed as a teacher, checks will be made with their most recent school, college, or local authority to confirm details of their employment and the reasons for leaving.
- 8.8. Referees will always be asked specific questions about:
  - 8.8.1. the candidate's suitability for working with children or young people
  - 8.8.2. the candidate's suitability for the post.
  - 8.8.3. 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, sickness, 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 the 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.
- 8.9. The Academy may carry out checks to establish the digital footprint of an applicant, e.g. using social media.
- 8.10. Academy employees are entitled to see and receive, if requested, copies of their employment references. Each reference produced by a member of staff at Great Western Academy for another colleague, will be forwarded to the Principal for consideration prior to issue and will be kept on a central file

## 9. The selection process

- 9.1. Selection techniques will be determined by the nature and duties of the vacant post. Teaching staff will be required, in all circumstances, to give a demonstration lesson in front of school staff and or education advisers. Leadership posts will require the candidates to undertake a series of tasks and possibly a series of panel interviews.
- 9.2. In all circumstances, candidates that are successful in the initial phase of selection will be invited to attend an interview. Unsuccessful candidates will not be retained for interview and will be informed of this by email once successful candidates have confirmed interview attendance.
- 9.3. Interviews will always be face-to-face and will take place in person. In rare circumstances, e.g. in-person meetings prohibited by national or local guidance, or if the prospective candidate is out of the country, this may be conducted via a visual electronic link. Telephone interviews may be used at the short-listing stage but are not an alternative to face-to-face contact.
- 9.4. Candidates will always be required to:
  - 9.4.1. explain satisfactorily any gaps in employment
  - 9.4.2. explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
  - 9.4.3. declare any information that is likely to appear on a DBS disclosure
  - 9.4.4. demonstrate their capacity to safeguard and protect the welfare of children and young people.

## 10. Policy on the recruitment of ex-offenders

- 10.1. The Academy will not unfairly discriminate against any applicant for employment based on conviction or other details revealed. The Academy will make appointment decisions based on merit and ability. If an applicant has a criminal record this will not automatically debar him / her from employment within the Academy. Each case will be decided on its merits in accordance with the objective criteria set out in paragraph 9.6 below.
- 10.2. In view of the fact that all positions within the Academy will amount to "regulated positions" within the meaning of the Protection of Children Act 1999 (as amended by the Criminal Justice and Courts Services Act 2000), all applicants for employment must declare all previous convictions (including those which would normally be considered "spent" under the Rehabilitation of Offenders Act 1974). A failure to disclose a previous conviction may lead to an application being rejected or, if the failure is discovered after employment

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- has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.
- 10.3. Under the relevant legislation, it is unlawful for the Academy to employ anyone who is included on the lists maintained by the DfE and the Department of Health of individuals who are considered unsuitable to work with children.
  - 10.4. It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the Academy.
  - 10.5. If any of the following occur, the incident will be reported to the Police, Ofsted, DBS and / or the DfE
    - 10.5.1. the Academy receives an application form from a disqualified person
    - 10.5.2. the Academy is provided with false information in, or in support of an applicant's application;
    - 10.5.3. the Academy has serious concerns about the applicant's suitability to work with children.
  - 10.6. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Academy will consider the following factors before reaching a recruitment decision:
    - 10.6.1. whether the conviction or other matter revealed is relevant to the position in question;
    - 10.6.2. the seriousness of any offence or other matter revealed;
    - 10.6.3. the length of time since the offence or other matter occurred;
    - 10.6.4. whether the applicant has a pattern of offending behaviour or other relevant matters;
    - 10.6.5. whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
    - 10.6.6. the circumstances surrounding the offence and the explanation(s) offered by the convicted person.
  - 10.7. If the post involves regular contact with children, it is the Academy's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.
  - 10.8. If the post involves access to money or budget responsibility, it is the Academy's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.
  - 10.9. If the post involves some driving responsibilities, it is the Academy's normal policy to consider it a high risk to employ anyone who has been convicted of drink-driving.

## 11. Employment checks

- 11.1. All successful candidates are required to
  - 11.1.1. provide proof of identity (e.g. passport, driving licence photocard)
  - 11.1.2. complete an Enhanced DBS disclosure application and receive satisfactory clearance
  - 11.1.3. obtain a barred list check if the individual will start work in regulated activity before the DBS certificate is available
  - 11.1.4. For applicants with recent periods of overseas residence (within the past 10 years) and those with little or no previous UK residence provide the equivalent of a Disclosure, if one is available in the relevant jurisdiction(s) or confirmation from overseas authorities/police forces.
  - 11.1.5. complete a confidential health questionnaire to verify the candidate's mental and physical fitness to carry out their work responsibilities
  - 11.1.6. provide original certificates of professional qualifications (teaching staff or where required);
  - 11.1.7. provide proof of address (e.g. recent utility bill, bank, or credit card statement)
  - 11.1.8. provide proof of eligibility to live and work in the UK
- 11.2. Documentation will be checked by a member of staff suitably trained in safer recruitment processes.

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## 12. Confirming the appointment

- 1.1. If it is decided to make an **offer of employment** following the formal interview, the offer will be subject to the terms set out below. If the offer is accepted and the conditions below are satisfied, the applicant will be issued with a **contract of employment** as confirmation of employment
- 1.2. The terms of an offer of employment are
  - 1.2.1. the agreement of a mutually acceptable start date and the signing of a contract incorporating the Academy's standard terms and conditions of employment;
  - 1.2.2. a satisfactory Enhanced DBS and barred list check
  - 1.2.3. confirmation that the candidate does not live with a disqualified person (if the member of staff is expected to work with children under the age of 8 (e.g. Sport Impact staff))
  - 1.2.4. a check that the candidate is not subject to a prohibition order using the NCTL's Teacher Services website (all staff and volunteers)
    - Prohibition from Teaching. (whether holding QTS or Not)
    - Prohibited from the Management of schools, (Section 128 check)
    - Check whether a teacher who has trained or worked in the European Economic Area (EEA) has received any restrictions on their teaching. [The EEA is the countries of the EU, plus Iceland, Liechtenstein and Norway.]
    - receipt of the completed health check questionnaire
  - 1.2.5. receipt of final references from previous employers
  - 1.2.6. a valid work permit for overseas candidates
- 1.3. The candidate's details have been added to the Academy's Single Central Record (SCR).
- 1.4. The Academy reserves the right not to proceed with or to terminate employment with immediate effect if the DBS checks reveal convictions which have not been declared on the application form or if any of the documents referred to in section 9 have been falsified in any way.

## 13. Induction

- 13.1. All staff who are new to the Academy will receive full induction training that will include the Academy's safeguarding policies and guidance on safe working practices. Staff will be required to read the Staff Code of Safe Practice and the Academy's Safeguarding and Promoting Pupil Welfare Policy.
- 13.2. Staff will also be required to read, and confirm that they have read, Part 1 of 'Keeping Children Safe in Education'.
- 13.3. Staff will also be required to complete Level 1 Safeguarding in Education training, which will include training on the PREVENT duty.
- 13.4. Regular meetings will be held during the first three months of employment between the new employees and the appropriate line manager.