



BATH & WELLS
Multi Academy Trust

'That they may have life, life in all its fullness' John 10:10

Recruitment Policy

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1. Purpose

1.1. To ensure a robust, rigorous and fair process when recruiting employees to the Bath & Wells Multi Academy Trust (BWMAT) which minimises the risk of appointing people who may pose a risk of harm to children.

2. Roles and Responsibilities

2.1 The Headteacher or Line Manager in most cases will have a significant role in the appointment of a new employee.

2.2. All employees and volunteers have a responsibility to ensure that all school environments are safe and secure for children and that appropriate procedures are followed.

2.3 The BWMAT's HR department are responsible for providing advice and guidance regarding recruitment and the appointment of staff, for overseeing the vacancy approval process and for advertising roles on the BWMAT website.

3. Principles

3.1 Employees play the most significant role in the success of our trust and in the delivery of a high-quality education provision. It is the policy of the BWMAT to ensure there is an adequate supply of suitably qualified and experienced staff to meet requirements.

3.2 The BWMAT is committed to safeguarding and promoting the welfare of children.

3.3 The appointment of all employees will be made on merit and in accordance with the provisions of the Equality Act, the Education Act, statutory guidance and the BWMAT's Equal Opportunities Policy.

3.4 Applicants will be treated solely on the basis of their abilities and potential. Only where a person's job has a genuine occupational requirement may it be possible to take into account protected characteristics and this will apply only to a very small number of jobs.

3.5 At least one member of every interview panel must have received 'Safer Recruitment' training.

3.6 Where agency employees are used, the agency must ensure that selected individuals have undergone the necessary checks to assess their suitability for the post. The BWMAT will require confirmation of necessary checks in writing from the agency. On commencement of an assignment the BWMAT will check the agency workers identification documents.

3.7 Schools/the central team will keep records confirming completion of all pre-employment checks and all details will be retained and recorded on the Single Central Record.

3.8 All template documents described within this policy are available on SharePoint on from the HR Team.

4. Delegation of Appointments

4.1 Before a vacancy can be advertised the relevant approvals must be sought via the approval to recruit process. ATR forms are available on SharePoint, the ATR should be complete, and agreement and approval should be gained as follows:

Key:

ATR = Approval to Recruit

RDLA = Regional Director of Learning and Achievement

CSLT – Central Senior Leadership Team

LGB = Local Governing Board

	Within agreed staffing costs			Outside of staffing budget		
	ATR completed by	ATR signed by	ATR approved by	ATR completed by	ATR signed by	ATR approved by
Support Staff Vacancies	Headteacher	LGB	RDLA	Headteacher	LGB RDLA	CSLT
Teaching Staff Vacancies	Headteacher	LGB	RDLA	Headteacher	LGB RDLA	CSLT
School Based Leadership Vacancies (excluding Headteacher)	Headteacher	LGB RDLA	CSLT	Headteacher	LGB RDLA	CSLT
Headteacher Vacancies	RDLA	N/A	CSLT	RDLA	N/A	CSLT
Central Team Vacancies	Line Manager	N/A	CSLT	Line Manager	CSLT	HR and Remuneration
Central Team Vacancies on the Leadership Pay Spine	Line Manager	CSLT	HR and Remuneration	Line Manager	CSLT	HR and Remuneration

4.2 As per the authorisation levels outlined above, for all school-based roles (with the exception of Headship vacancies), agreement should be in place from the LGB and then the form submitted to the RDLA who will either approve or escalate for approval as appropriate.

5. Safer Recruitment

5.1 For information on ‘Safer Recruitment’ please refer to the Safeguarding Policy which can be found on SharePoint under the policies section.

6. Preparing to Recruit

6.1 When a potential staffing need is identified the scope of the role should be assessed and a job description prepared. BWMAT template job descriptions should be used where available. Where a template is not available, a job description should be drafted and sent to the HR department to be placed on the next Job Evaluation panel.

6.2 An ATR should be complete, and the relevant approval should be sought (please see the above table). Once approved the ATR should be sent to HR with all other documentation to start the recruitment process.

6.3 If you are recruiting for an apprentice please see the Apprentice Policy and Guidance.

7. Advertising

7.1 Advertising options and costs should be carefully considered for every role with the aim to attract the best field of candidates. A variety of websites should be considered. All vacancies should be advertised on the BWMAT website and each school's website should be linked to the BWMAT vacancies page. BWMAT template adverts should be used.

8. Application Forms

8.1 The standard BWMAT application forms should be used for all vacancies and should be completed by all job applicants. Although in some exceptional circumstances it may be essential to make an exception under the provisions of the Equality Act.

9. Short Listing

9.1 Shortlisting should be undertaken by at least two individuals, at least one of whom should have completed appropriate Safer Recruitment and Selection training

9.2 Shortlisting will be based on information provided within application forms to assess individuals based on merit against the requirements outlined within the job description and the person specification. BWMAT template shortlisting assessment forms should be used and retained on file.

9.3 The criteria for selection will be consistently applied to all applicants and clear records will be made and retained for a period of 6 months following the recruitment process.

10. Selection Process

10.1 All candidates will be provided with relevant information about the school/ team to which they are applying.

10.2 All successful candidates will have a face to face selection process.

10.3 The notes taken and documentation used within the selection process will form part of the formal records and will be retained for six months; after that time they will be destroyed securely.

10.4 The Headteacher/manager are responsible for planning an effective and robust selection process that properly assesses candidates suitability for the post. This will include arranging an appropriate panel, interview questions and activities where appropriate. All selection processes will include a formal interview. For school-based roles pupils may be involved in the process.

10.5 Panels should comprise of at least two members and where possible panels should comprise of mixed gender.

10.6 Invitations to interview should be sent to candidates at least one week in advance. The BWMATs template invite to interview letter should be used.

10.7 To assess the suitability of a candidate for a role working with/in proximity with children the interview should examine:

- The candidate's attitude and motivation towards children. This may be assessed through their personal statement and through interview.
- Their ability to form relationships and respect professional boundaries.
- Their emotional resilience in working with challenging behaviours, their attitudes in managing discipline and towards authority.
- Their ability to support the trusts agenda for safeguarding and promoting the welfare of children.
- Gaps in the candidate's employment history.
- Candidates should be asked about their criminal convictions, reprimands and/or warnings if they have noted this on their application form. Please seek HR's advice.
- If references have not been provided prior to interview the candidate should be given the opportunity to declare/discuss anything that may come to light on the receipt of references.

11. Offer of Appointment by the Selection Panel

11.1 Every offer of employment will be made subject to satisfactory completion of all the relevant pre-employment checks. Candidates should be made aware of this when offered a position.

11.2 Any offer of employment will be binding, subject to:

- Receipt of at least two satisfactory references, references should cover the last three-year period and at least one reference should relate to the candidates current or most recent employment
- Verification of identity (photographic evidence that includes date of birth such as a passport or driving licence is the most suitable form of identification)
- Right to work in the UK (the UK Borders Agency website provides a comprehensive guidance with images of documents that can be accepted evidence of an applicant's right to work in the UK)
- A Basic DBS check to be completed for employees not working in schools or in regulated activity or an Enhanced DBS check (this includes a barred list check) where the employee will carry out regulated activity
- Completion of a satisfactory childcare self-declaration form
- Medical clearance
- For teaching posts:
 - Prohibition from teaching check
 - Successful completion of the NQT year if a Newly Qualified Teacher
- Viewing the originals of academic and professional qualifications and taking copies for the personnel file
- A section 128 direction check for anyone who is involved in the management of the organisation
- Further checks as appropriate if the candidate has lived or worked outside of the UK including EEA sanctions and restrictions
- If an employee will be required to drive on school business, then schools should

ask for evidence that the employee holds the appropriate and valid driving licence to do so and is insured to undertake business journeys

- Evidence of professional membership/registration where applicable

11.3 All offers of employment will be confirmed in writing by the school or by the HR team.

12. Pre-employment checks

12.1 Specific pre-employment checks must be undertaken following every offer of employment. The exact nature of these checks will depend upon the capacity in which the person will be working.

12.2 All pre-employment checks should be obtained prior to the commencement of employment, particularly in relation to references and DBS checks. Where this is not possible, appointments should be delayed until satisfactory checks are received, or arrangements made for supervision of the employee until such time that they are received. You will also need to complete a risk assessment which can be found on SharePoint under Safeguarding. In this case the HR/Safeguarding team should be notified.

12.3 Original documents must be seen to verify; identity, the right to work in the UK, qualifications and for the purposes of DBS checks. A copy of the original documents needs to be taken (sign and date each page) and kept on the employee's personnel file and details recorded on the Single Central Record (SCR).

13. Qualified Teacher Status

13.1 The BWMAT makes a commitment that those employed in a Classroom Teacher role should hold qualified teacher status or satisfy the requirements of persons not qualified under schedule 2 of The Education (Specified Work and Registration) (England) Regulations 2009. If you are looking at employing an unqualified teacher, please see the 'Recruitment of Unqualified Teacher' Guidance.

13.2 Teachers who qualified in Australia, Canada, New Zealand and the USA now have automatic QTS. However, they still need to apply to the Teaching Agency before they can be recognised as qualified teachers. They also still need to satisfy any Border Agency requirements.

13.3 Teachers in Further Education who have Qualified Teacher Learning and Skills (QTLS) are recognised as qualified teachers in schools.

13.4 Candidates for Headteacher or Deputy Headteacher posts must hold QTS.

14. Health

14.1 Once a conditional offer of employment has been made candidates should be asked to complete a medical screening form which will be sent to the BWMAT's Occupational Health Provider for assessment.

14.2 Where the applicant has a disability the Headteacher / manager must consider whether there are any reasonable adjustments that need to be made to enable the applicant to perform the role and should put these in place. HR advice should be sought where appropriate.

14.3 Employment should not commence until medical clearance has been received.

15. Disclosure and Barring Service (DBS)

15.1 The DBS process checks a person's criminal record and is important part of Keeping Children Safe in Education 2016.

15.2 An appropriate level of DBS check should be carried out as per DBS guidelines. Enhanced DBS checks will be required for those employed to work within a school environment. A basic level check will be required for some central office roles.

15.3 An Enhanced DBS check should be sought for all schools based roles and those who undertake 'Regulated Activity'. Regulated Activity for work with children and young people is:

- Unsupervised activities: teaching, training, instructing, caring for or supervising children, or providing advice / guidance on well-being, or driving a vehicle only for children
- Work for a limited range of establishments ('specified places'), with opportunity for contact, for example schools, children's homes, childcare premises.
- Relevant personal care, for example washing or dressing; or health care by or supervised by a professional, even if done once.
- 'Regular' means carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period

15.4 The DBS Update Service can be used to carry out status checks on an individual's DBS Certificate, this service allows employers to check an individual's DBS certificate without applying for a check and is therefore free of charge. Individuals can annually subscribe to the update service for a small fee.

15.5 There is no requirement to renew employees DBS checks; all employees are required to notify their manager of any changes in circumstances, including changes to their eligibility to work or DBS Disclosure.

15.6 Newly appointed staff that have lived outside the UK must undergo the same checks as all other employees. Applicants who have lived outside the UK in the past five years will additionally need to provide Criminal Convictions Clearance from the country or countries they were residing in. If an individual is recruited from overseas, or has lived abroad in recent years, a DBS check may not provide a complete picture of the criminal record. The applicant must contact the relevant Embassy to obtain a disclosure which should not be dated more than 6 months prior to date of receipt.

15.7 A similar recruitment process should be used for volunteers, including pre-employment checks. An enhanced DBS with barred list check must be undertaken for all volunteers who undertake regulated activity. A basic level DBS check should be undertaken for any volunteers who do not undertake regulated activity.

15.8 Members of the Local Governing Board should be treated like all other volunteers.

15.9 An enhanced DBS check or Update Service check is required for all supply teachers. Schools who engage supply teachers directly are responsible for undertaking all of the required pre-employment checks. Where a supply teacher does not undertake supply work for three months or more a new DBS check should be complete.

15.10 Before engaging member of supply staff provided by a supply agency written confirmation must be obtained from the agency that all necessary pre-employment checks

have been carried out and are satisfactory. The written notification from the agency must confirm that a relevant DBS check has been received and whether the disclosure was clear or not. Where a disclosure is not clear, details should be obtained from the agency and the individual as to the reasons for any convictions, reprimands or warnings. The candidate should be requested to provide their DBS certificate and explain any relevant details, where a candidate refuses to do this they should not be engaged. If an individual is later employed on a permanent basis a repeat check must be carried out.

15.11 Schools must ensure that contractors and agencies providing temporary staff and all those providing services to the school have clear vetting procedures. Where possible these procedures should be specifically written into a service level agreement or contract by the school or BWMAT.

15.12 In rare cases where a school needs an individual to commence in role prior to the DBS check being received, the individual may be allowed to work in school, subject to the Headteacher's/Line Managers discretion and the following requirements:

- The Headteacher/Line Manager has conducted a risk assessment and does not have any concerns regarding a person's background
- The risk assessment includes reviewing the individual's employment history and reasons for any broken work history or career changes and checking all references have been received, are satisfactory and have been checked against the work history records. Advice on carrying out a risk assessment can be sought from HR.
- All other pre-employment checks have been completed.
- The individual is supervised until full DBS clearance has been received.
- A written record in relation the points outlined above should be made and retained.

15.13 If the Headteacher/manager has any doubts regarding a person's background, such as broken service, then the risk must be addressed.

15.14 A positive disclosure from the DBS will indicate that the employee's check is not clear. The DBS will provide the candidate with details of the convictions, reprimands and warnings; however, these details will not be received by the BWMAT. The candidate should therefore be asked to share details of why their disclosure is not clear and should be asked to provide their Disclosure Certificate. If the employee is not prepared to explain details of their convictions, reprimands and/or warnings and are not prepared to provide a copy of their disclosure then the likely outcome is that the BWMAT withdraw the offer of employment from the candidate. Advice should be sought from the HR team in this circumstance. A copy of the DBS certificate should not be kept on the employee's personal file.

15.15 Where a disclosure is not clear, the individual should be offered the opportunity to discuss the contents of the disclosure with the Headteacher/manager. A balanced decision of whether to withdraw the offer of employment should be based on:

- Whether they are barred from appointment
- Whether the conviction is relevant to the position
- The circumstances surrounding the offence, and any explanations provided by the applicant
- The seriousness of the offence
- The length of time since the offence occurred
- Whether there is a pattern to the offending behaviour, or whether it was a one-off
- Whether the applicant's circumstances have changed

15.16 Further discussion should take place regarding:

- Whether the applicant disclosed the conviction(s)/cautions, warnings or reprimands at application or at interview stage

- What level of supervision the will post-holder receives
- Whether the post involves responsibility for finance or items of value
- Whether the nature of the role allows the applicant to potentially re-offend

15.17 The Headteacher/manager will make the overall decision about whether or not to proceed with the offer of employment. All positive disclosures must be discussed with HR. Disclosures which raise safeguarding issues must be discussed with the BWMAT Safeguarding and Child Protection Lead. Information will be recorded and be stored on the individual's personnel file. DBS certificates should not be obtained on file.

15.18 If an applicant has made a false declaration on the application form, or anywhere else, about convictions and cautions (or lack of them), this may render the offer of a contract of employment void.

15.19 It is a criminal offence for a person who is on the barred list to apply for a role working with children.

15.20 It is a criminal offence for an employer (the school or the Multi Academy Trust) to employ a person who is on the barred list.

16. Single Central Record of Recruitment Vetting Checks

16.1 It is a statutory requirement for schools and the central team to keep and maintain a single central record and record that all pre-employment checks have been undertaken for the groups identified below:

- All staff employed to work at the establishment,
- Staff employed as supply whether employed directly or through an agency.
- Other staff who work in regular contact with children such as volunteers or specialist instructors.
- Contractors, Volunteers, student placements and Governors

16.2 The BWMATs template single central record should be used and all details recorded as per the template. The template is available on SharePoint.

17. References

17.1 For school based roles references should be sought on all short-listed candidates. The successful candidate's references will be kept on their employee file. At least two references should be taken for external candidates and one of these should be from the candidate's current or most recent employer. Reference templates can be found on SharePoint under Recruitment.

17.2 On receipt of references any anomalies, concerns or areas that are vague should be thoroughly investigated. Referees should be verified with a follow up telephone call and where necessary, clarification should be sought to confirm any of the anomalies or concerns. A written record of any telephone conversation must be kept with the personnel notes. References should be cross referenced to the application form and can be discussed with the candidate at interview.

17.3 Any information about past disciplinary action, allegations or concerns (including those with child protection connotations) should be considered in the circumstances of the individual case. Where there are concerns or a history of repeated concerns or allegations, the HR and Safeguarding Team should be contacted for advice.

18. Recording, Retaining and Sharing Information

18.1 All paperwork relating to unsuccessful applicants should be retained for an initial 6-month period and then confidentially destroyed in accordance with data protection regulations.

18.2 Confidentiality will be maintained in relation to the information obtained during the process and about the selection process itself.

18.3 Under the GDPR, individuals have the right to request access to any personal data that is being processed. Thus, an individual who has applied for a job with the BWMAT, whether successfully or unsuccessfully, may submit a request to the BWMAT in respect of access to any file containing data about themselves, for example interview notes. Under the GDPR, the time limit for responding to a valid subject access request is one month from the date of receipt. However, if a request is complex, the employer can extend the time period for response by a further two months.

18.4 The BWMAT treats personal data collected during the recruitment process in accordance with the data protection policy; this is also linked with the Applicant Privacy Notice and the Employee Privacy Notice.

19. Induction

19.1 The importance of a structured induction process for all new appointments is recognised to ensure that new recruits are effectively initiated into their jobs roles and integrated into the BWMAT. It is a mandatory requirement that all BWMAT employees have an induction and that they have the time to go through the Welcome Pack and sign when completed. This confirms that they have read the relevant policies and understand what is expected from them. The Welcome Pack can be found on SharePoint.