



ANGLIAN LEARNING

*Dynamic, empowered learners who thrive and lead in  
their communities: locally, nationally and globally*

# RECRUITMENT AND SELECTION POLICY

|   |                  |
|---|------------------|
| THIS POLICY WAS APPROVED:                       | AUTUMN 2021      |
| POLICY VERSION:                                 | 2.0              |
| THIS POLICY WILL BE REVIEWED:                   | AUTUMN 2024      |
| MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW: | DIRECTOR OF HR   |
| THIS POLICY WAS CONSULTED WITH:                 |                  |
| THIS POLICY WAS DISTRIBUTED TO:                 | HTS, HR MANAGERS |

## **1. Introduction**

- 1.1 **Anglian Learning is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.**
- 1.2 The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, [Keeping Children Safe in Education](#) and the Trust's Equality and Diversity policy.
- 1.3 The Trust Board will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.
- 1.4 We will comply with the requirements of [Keeping Children Safe in Education](#) with regard to DBS and other pre-employment checks.
- 1.5 We will ensure compliance with the Data Protection regulations and the more stringent requirements contained within the General Data Protection Regulations (GDPR). The GDPR encompasses the core principles of the DPA and provides more onerous responsibility and accountability for fair and transparent processing. Our Privacy Statement for applicants provides specific details in accordance with the GDPR principles and can be found on our website, along with our general Privacy Statement.

## **2. Delegation of Appointments and Constitution of Appointments Panels**

- 2.1 The Trust delegates the power to offer employment for all posts other than central Trust appointments, the CEO, Executive Headteachers, Headteachers and Deputy Headteachers to the school's Local Governing Boards and the individual school's Headteacher. The Local Governing Body will have the delegated power to offer employment for school leadership appointments and the Headteacher of the school has the delegated power to offer any other teaching or support appointments. The Headteacher may not delegate the offer of employment to any other senior manager or governor (except in exceptional circumstances such as the absence through illness of the Headteacher).
- 2.2 The Trust delegates the power to offer employment for all other trust wide posts to the CEO.
- 2.2 The Headteacher is expected to involve at least one Governor in the appointment of all teaching staff on the leadership pay spine.
- 2.3 The CEO is expected to involve at least one Trustee in the appointment of all Trust wide leadership roles.
- 2.4 Shortlisting and selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training. In addition at least one member will have undertaken general recruitment or equalities training.

### **3. Advertising**

- 3.1 All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement. In these circumstances, the selection panel may decide that certain parts of the recruitment process may be omitted but all candidates will be subject to a formal interview, the satisfactory reference requirements and any other necessary checks.
- 3.2 The advert will include the level of DBS check required depending on the role being recruited for and whether the role will involve regulated activity.
- 3.3 The advert will include information on whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. This means that certain spent convictions and cautions are “protected” and do not need to be disclosed to employers. If they are disclosed, they will not be taken into account when making a recruitment decision.
- 3.4 All adverts will state the requirement for a certificate of good conduct where applicable. In addition, should it be required for teaching posts, whether a letter of professional standing is required from the professional regulating authority in the country in which the applicant has worked.
- 3.5 The advert will make reference to Anglian Learning’s policy and practice in relation to safeguarding and promoting the welfare of children and signpost to the relevant policies.

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

All applicants for all vacant posts will be provided with:

- 4.1 A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school and/or Trust.
- 4.2 A person specification which includes a statement on behalf of the trustees of their commitment to safeguarding and promoting the welfare of children and young people.
- 4.2 An application form. CVs are not accepted.
- 4.3 An Information pack containing:
  - a description of the trust and school relevant to the vacant post.
  - reference to the Trust's policy on Equality and Diversity.
  - reference to the Child Protection/Safeguarding Policy.
  - DBS and other pre-employment requirements.
  - a statement that canvassing any member of staff, member of the Governing Body or Trust Board, directly or indirectly, is prohibited and will be considered a disqualification.

- the closing date for the receipt of applications.
- outline of terms of employment including salary
- reference to the Trust's policy on recruitment and selection
- professional development opportunities within the Trust
- Anglian Learning benefit schemes
- Data Privacy Statement

## 5. Short Listing and Reference Requests

- 5.1 The shortlisting panel will use an agreed short listing form. The criteria for selection will be consistently applied to all applicants and will be based on the essential and desirable criteria for the post detailed in the person specification. The short listing panel will agree the candidates to be called for interview.
- 5.2 The shortlisting panel will take up at least two references on each short listed candidate. A reference will always be sought from the current or most recent employer. If a candidate for a post working with children is not currently working with children, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving. Where the candidate has requested that references are not sought prior to interview then the offer of employment will be made subject to satisfactory references and these will need to be received prior to the candidate commencing employment.
- 5.3 Reference requests will ask the referee to confirm:
- the referee's relationship with the candidate;
  - details of the applicant's current post and salary;
  - performance history
  - All formal time-limited capability warnings which have not passed the expiration date
  - All formal time-limited disciplinary warnings where not related to safeguarding concerns which have not passed the expiration date
  - All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns;
  - details of any substantiated allegations or concerns relating to the safety and welfare of children;
  - whether the referee has any reservations as to the candidate's suitability to work with children. If so, Anglian Learning will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.
- 5.3 References are personal information, will only be shared when necessary for a legitimate purpose and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate for any post. References will be verified and any discrepancies will be discussed with the candidate at interview. Electronic references will be checked to ensure that they originate from a legitimate source.

- 5.4 References will be checked against the information on the application form. Any discrepancies or issues of concern will be noted and discussed with the applicant at interview. Anglian Learning will contact referees to clarify where information is vague or insufficient.
- 5.5 On receipt of application forms, equality monitoring information will be separated from the application, prior to the application forms being provided to the shortlisting panel.
- 5.6 If the field of applicants is felt to be weak the post may be re-advertised.
- 5.7 All shortlisted candidates will be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. For example:
  - 5.7.1 If they have a criminal history
  - 5.7.2 Whether they are included on the barred list
  - 5.7.3 Whether they are prohibited from teaching
  - 5.7.4 Whether they are prohibited from taking part in the management of a school
  - 5.7.5 Information about any criminal offences committed in any country in line with the law as applicable in England and Wales (not the law in their country of origin or where they were convicted).
  - 5.7.6 If they are known to the police and children's social care
  - 5.7.7 If they have been disqualified from providing childcare (Childcare Disqualification Regulations 2018)
  - 5.7.8 Any relevant overseas information
- 5.8 Applicants will be asked to sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate will be asked to physically sign a hard copy of the application at the point of interview.

## **6. Interviews**

- 6.1 The format, style and duration of the interviews are matters for the Trustees, Governors or Headteacher to decide in consultation with other members involved in the recruitment process but the following will be adhered to:
  - 6.1.1 Briefing:  
All candidates will be given relevant information about the Trust and/or school to enable the candidate to make further enquiries about the suitability of the advertised job.
  - 6.1.2 The formal interview:  
Before the interviews the selection panel will agree on the interview format. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked. The selection process for every post, will include

exploration of the candidate's understanding of child safeguarding issues.

The interview will include:

- Exploring what attracted the candidate to apply for the post and their motivation for working with children.
- Requesting information on their skills and examples of where these skills have been used in previous experiences of working with children, where relevant to the role.
- Probing any gaps in employment or where the candidate has changed employment or location frequently and clarifying explanations.

The interview will also explore potential areas of concern to determine the applicant's suitability to work with children. Areas that may be concerning and lead to further questioning include:

- Lack of recognition and/or understanding of the vulnerability of children
- Inappropriate idealisation of children
- Inadequate understanding of appropriate boundaries between adults and children at work
- Indicators of negative safeguarding behaviours (not aware of the needs of others, driven by personal needs, opinions not balanced, underplays risks and not open to advice)

Any information about past disciplinary action or allegations will be considered individually based on the particular circumstances of the case.

The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

- 6.2 The recruitment documentation will be retained for six months from the date of interview for unsuccessful applicants. Under the General Data Protection Regulation and the Data Protection Act 1998, applicants have the right to request access to notes written about them during the recruitment process. After 6 months all information about unsuccessful candidates will be securely destroyed unless one of the candidates has raised concerns regarding the recruitment process. If this is the case, the information about unsuccessful candidates will be destroyed on the satisfactory resolution of that concern.

## **7. Offer of Employment by the Selection Panel**

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

- verification of identity
- verification of right to work in the UK
- proof of relevant qualifications
- satisfactory DBS Enhanced Disclosure
- a Certificate of Good Conduct (if applicable) which may include EEA sanctions and restrictions

- barred list check
- teacher prohibition (if applicable)
- section 128 check (if applicable)
- pre-employment medical screening
- Satisfactory references (at least 2)
- Disqualification under the Childcare Disqualification Act 2006, as amended

The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

7.2 Unsuccessful candidates will be notified and offered feedback on their interview performance.

## 8. Personnel file and Single Central Record

8.1 Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of their employment with Anglian Learning including:

- application form – signed by the applicant
- interview notes – including explanation of any gaps in the employment history
- references – minimum of 2
- proof of identity (photographic)
- proof of right to work in the UK
- proof of relevant academic and/or professional qualifications
- Certificate of Good Conduct (where applicant has lived abroad in the last 5 years for 3 months or more), which may include for teaching positions, a letter of professional standing from the professional regulating authority in the country (or countries) in which the applicant has worked
- evidence of medical clearance from the Occupational Health service
- evidence of DBS clearance, Barred List
- Teacher Prohibition checks (where applicable)
- evidence of Section 128 checks (for those who are in management/leadership positions)
- offer of employment letter and signed contract of employment
- evidence of successful completion of the induction period (for those who obtained QTS after 7 May 1999)
- Disqualification under the Childcare Disqualification Act 2006, as amended (where applicable)
- Pecuniary Interest Form – signed by the applicant

8.2 Anglian Learning and the school will maintain a Single Central Record of employment checks in accordance with [Keeping Children Safe in Education](#).

8.3 Retention of personal information for the successful candidate following the end of their employment will be in accordance with Anglian Learning's Data Retention Policy, which is compliant with the relevant Data Protection Act. When retained documents have reached their data retention limit, they will be securely destroyed.

8.4 Anglian Learning will destroy information obtained by a vetting exercise as soon as possible but no later than 6 months. A record of the result of the vetting or

verification of the successful candidate will be retained on the employee's file and the single central record.

- 8.5 Anglian Learning will collect personal information from you only where we have a legal basis for doing so. Further information on the information that we hold, the reasons why and your rights can be accessed in our Privacy Statement.

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

- 9.1 The pre-employment checks listed in paragraph 7.1 above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks.
- 9.2 All new employees will be provided with an induction programme (Anglian Learning's Induction Policy) which will cover all relevant matters of Trust and school policy but in particular safeguarding and promoting the welfare of children. Focus areas include:
- Child Protection Policy (including policy and procedure on peer on peer abuse)
  - Behaviour Policy (including measures to prevent bullying and cyberbullying, prejudice-based and discriminatory bullying)
  - Equality, diversity and inclusivity
  - Data protection (provision of privacy notice and training on breaches)
  - Code of Conduct
  - Safeguarding response to children who go missing from education
  - Role of the designated safeguarding lead (including the identity of the designated safeguarding lead and deputies).

## **10. Engagement of Contractors**

- 10.1 All contractors and agencies supplying staff to work in the Trust are expected and required to undertake safer recruitment pre-employment checks.
- 10.2 Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.
- 10.3 'Regulated Activity' is work which involves close and unsupervised contact with vulnerable groups including children, and which cannot be undertaken by a person who is on the Disclosure and Barring Service's Barred List.
- 10.4 Under no circumstances should a contractor in respect of whom no DBS check has been obtained be allowed to work unsupervised, or engage in regulated activity. The Headteacher is responsible for determining the appropriate level of supervision depending on the circumstances. If necessary a risk assessment should be completed.
- 10.5 If a contractor working in the Trust is self-employed the Trust will obtain the DBS check should it be necessary and the contractor is unable to do it themselves. The contractor may be charged.



- 10.6 The identity of the contractors is checked against photographic identity documentation on arrival at the school.
- 10.7 The single central record should be updated with the safeguarding information provided.

## **11. Recruitment of Agency or Supply Staff**

- 11.1 The Trust does not have the power to request DBS checks and barred list checks, for visiting staff or those employed by agencies or third parties. Anglian Learning will obtain written confirmation that confirms the individual has undergone appropriate checks including DBS checks, prior to the member of staff commencing work at the school. These will be kept by the relevant HR department.
- 11.2 The school will check that the person presenting themselves for work is the same person on whom the checks have been made by seeing photographic identification documents such as a passport or driving licence. Should the person be wearing headscarves or head coverings then they will be requested to remove these to aid identification. The request will be accompanied with the opportunity to remove the items in a private room with a person of the same gender.
- 11.3 The single central record should be updated with the safeguarding information provided.

## Recruitment and Selection Process Checklist and Guidance for Recruitment

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|------------------------------------|--|
| <b>Vacancy/Job Title:</b>          |  |
| <b>Name of Lead Administrator:</b> |  |

| Stage  | Recruiting Manager Action   | Initials | Date |
|--|---|----------|------|
| <b>Clarify Vacancy</b>                           | <p>If an existing role consider if the role is still required. Review job description and personal specification to ensure that it is still relevant and complete.</p> <p>If a new role consider hours, working pattern, location, job description, personal specification.</p> <p>Consider flexible working options.</p> <p>Consider if there is scope for employing an apprentice.</p>  |          |      |
| <b>Advertising</b>                               | <p>Create an advertising pack and advert that conforms to Trust standards.</p> <p>Ensure the advert has the appropriate safeguarding, ex-offender and flexible working statements as part of it.</p> <p>Consider where the role should be advertised. Consult with the Trust HR team to ensure that full advantage is taken of any discounted advertising rates. Consider equality and diversity when advertising.</p> <p>Provide the advert and pack to all schools within the Trust for their noticeboards and internal promotion.</p> <p>Ensure the advert is tweeted and inserted on to relevant websites.</p> <p>Set the closing date of the advert to allow at least one weekend for applicants to complete the application form.</p> |          |      |
| <b>Organise Shortlisting and Interview Panel</b> | <p>Panels should consist of at least 2 people and usually 3.</p>  |          |      |

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|                             | <p>One member should be safer recruitment trained and consideration needs to be given to diversity where possible.</p> <p>Panel should agree criteria for shortlisting based on the essential and desirable criteria for the post which needs to be consistently applied.</p> <p>Panel should agree how the criteria will be judged at shortlisting and interview and the tasks chosen should support the assessment and be weighted if necessary towards important areas.</p> <p>The Panel must ensure that tasks required would not discriminate indirectly or directly against anyone with a protected characteristic under the Equality Act 2010.</p> |  |  |
| <b>Shortlist Applicants</b> | <p>On receipt of applications, equality and other monitoring information must be separated from applications.</p> <p>The panel should be given copies only of the main part of the application.</p> <p>Equality monitoring information should be logged without identifying the applicant.</p> <p>Panel shortlists against agreed criteria, being particularly observant of any discrepancies/anomalies/gaps in employment to explore at interview.</p> <p>Reasons for selection should be clearly documented and the scoring system applied fairly.</p>  |  |  |
| <b>Request References</b>   | <p>For shortlisted candidates where permission has been granted for references to be obtained prior to interview, these can be sought.</p> <p>Use the Trust's reference request form.</p> <p>Once received, references should be provided to the Safer Recruitment trained member of the panel and checked against information on application. Any discrepancy noted is taken up with applicant at interview.</p>   |  |  |

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|   | <p>Ensure that one reference has been provided from latest employer and/or the last employment with children (if relevant)</p>  |  |  |
| <p><b>Confirm Interview Date/Time/Issue Invitations</b></p> | <p>Ensure that suitable rooms are booked and that refreshments if necessary are ordered.</p> <p>Request that interviewees bring with them on the day photographic proof of their identity, right to work, documents for the DBS check and relevant qualifications.</p> <p>Include all relevant information and instructions.</p> <p>Request them to disclose any relationships that they may have with other parties connected to the Trust.</p>  |  |  |
| <p><b>Interview Process</b></p>                             | <p>Ensure paperwork shows that there is a member who is safer recruitment trained on the panel and that there is at least one question at interview that is a safeguarding question.</p> <p>Create packs of information for all those interviewing. These should contain JD, PS, advertisement, interview questions and copies of relevant tasks, schedule of interviews.</p> <p>Identity (photographic evidence), DBS documents and qualifications of candidates should be verified and copied on the day of interview.</p> <p>Should the person be wearing headscarves or head coverings then they will be requested to remove these to aid identification. The request will be accompanied with the opportunity to remove the items in a private room with a person of the same gender.</p> <p>Questions asked must not directly or indirectly discriminate or discriminate by association against anyone who may have a protected characteristic under the Equality Act 2010.</p> <p>Panel members should have authority to offer conditional employment.</p> |  |  |

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| <b>Offer/Decline</b>                             | <p>Chair of Panel to complete Record of Interview form which should clearly summarise reasons for appointment and will be held on the employee's personnel file.</p> <p>Offer of employment made subject to satisfactory completion of pre-appointment checks and probationary period if applicable.</p> <p>Inform unsuccessful candidates and provide feedback if requested.</p> <p>Send offer letter to successful candidate with pecuniary form, staff information forms (Bank Details etc.), HMRC Starter List, Privacy Notice.</p> <p>Request information from successful candidate for DBS check i.e. previous names, Date of Birth.</p>  |  |  |
| <b>Undertake Checks</b>                          | <p>Create a record on the Single Central Record and create a personnel file:</p> <ul style="list-style-type: none"> <li>• References – request any further references</li> <li>• Identity – should be verified at point of interview.</li> <li>• Qualifications – if not verified at point of interview</li> <li>• Right to work – if not verified at point of interview</li> <li>• Evidence of additional overseas checks if required (certificate of good conduct, a letter of professional standing)</li> <li>• Barred List and DBS check</li> <li>• Medical clearance</li> <li>• Prohibition check (teachers only)</li> <li>• Section 128 check (Management and leadership roles)</li> <li>• Evidence of QTS (teachers only)</li> <li>• Statutory Induction (for teachers who obtained QTS after 7 May 1999)</li> </ul> |  |  |
| <b>Finalise Contract and Input on EPM Portal</b> | Send copy of application form to EPM  |  |  |
| <b>Plan Induction</b>                            | In line with Trust's Induction Policy   |  |  |

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| <b>Retention Documents</b> | All recruitment documents relating to unsuccessful candidates should be kept for 6 months and then securely destroyed. Recruitment documents for successful candidate should be kept on their personnel file under a subfile. |  |  |
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