



Recruitment and Selection Policy

April 2018



Holy Trinity Catholic Multi Academy Company
Registered by guarantee in England and Wales. Company Number 10013691
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Implementation date: 1 April 2018

Review date: Summer Term 2020

Responsibility of: MAC Board – Mission and Ethos Committee

1. Purpose

Holy Trinity Catholic MAC is committed to attracting, selecting and retaining individuals who have the right motivation, skill and experience to make a positive contribution to the organisation's success and the delivery of high quality education.

The organisation is committed to achieving this through:

- systematic recruitment and selection processes that are applied consistently and fairly in accordance with good practice and equal opportunities
- attracting and drawing on applicants from a range of backgrounds reflecting the communities being served
- adhering to the legislation and guidance which governs recruitment and selection
- having regard to the Catholic character of the MAC.

2. Scope

This policy applies to all school staff including volunteers, temporary and fixed term staff, casual staff, members of the ARCs and directors on the MAC Board who are responsible for and involved in recruitment and selection.

3. Guiding Principles

In recruiting all staff, the following guiding principles will apply:

Safer Recruitment – The safeguarding of young people is a priority for our organisation. There must be compliance with safer recruitment procedures and processes. All individuals responsible for recruitment and selection have a duty to scrutinise documentation and comply with appropriate regulatory body requirements including the DfE statutory guidance contained in Keeping Children Safe in Education.

Equitable and Fair – We will safeguard individual's rights to fairness and equality of opportunity in conjunction with the business needs and values of the organisation. We promote diversity in the workforce.

Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.

Consistent and Objective - The selection criteria will be communicated at the outset of the process and consistently adhered to throughout each recruitment and selection activity, with clarity of process and policy for managers and applicants.

Merit Principle – Recruitment and selection will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to

the job. The candidate determined to be the best match with the stated requirements of the role (detailed in the person specification) should be offered the post.

Efficient and effective – The process will ensure best value and the best outcome for the organisation.

Maximising Existing Human Resources - It is the organisation's policy that all vacancies will be advertised internally (ring fenced if necessary) and existing staff are to be encouraged to apply for vacant posts if they have the appropriate qualifications, experience and skills. The organisation aims at all times to recruit the person who is most suited to the particular job.

Appointing managers are expected to consider redeployment of existing staff prior to recruiting externally, particularly during a period of change when significant numbers of staff are likely to be displaced.

The organisation will consider redeployment opportunities for staff across all schools within the MAC as appropriate.

Approach - Those responsible for recruitment and selection will ensure that all applicants and candidates are treated in a non-discriminatory way, with the focus on the needs of the job and the skills required to perform it effectively.

4. Accountabilities

The appointing manager is responsible for ensuring the recruitment and selection process is administered in line with this policy. The appointing manager should determine whether a vacancy should be recruited to and seek the appropriate authority to progress (as required). They should undertake job design and analysis, establish a selection panel, manage a valid selection process, and any associated administrative arrangements. The appointing manager should ensure that the process is compliant. If they choose to delegate parts of this task to others, overall accountability still remains with the appointing manager.

At least one member of the interview panel must be trained in Safer Recruitment principles as identified in Keeping Children Safe in Education. The chair of the interview panel is responsible of ensuring that other panel members comply with the relevant Safer Recruitment legislation and guidance.

If a member of staff involved in the selection process has a close personal or familial relationship with any applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the decision-making process.

5. Responsibilities

The Directors of the MAC Board have specific responsibility for the appointment to senior posts and must inform the Diocesan Education Service (DES) when appointing a Senior Leader. For the purposes of implementing this policy a Senior Leader is

defined as the two most senior posts. In a high school setting the Board also has responsibility for the recruitment of the roles of, Head of Religious Education and School Chaplain.

When appointing to such posts the DES will offer support and has advisory rights. The full MAC Board will invite DES advisers to meet with them to discuss the recruitment programme at the beginning of the process. For full details please refer to the Diocesan Education Service Guidance “Appointing Leaders”.

For all other positions within the school the Executive Headteacher/Headteacher is required to inform the ARC of any vacancies and the ARC is responsible for the recruitment process. The appointed person leading the recruitment and selection retains accountability and responsibility for the process and decision making.

The Executive Headteacher/Headteacher will make a proposal to the ARC for any new post within the school. The ARC is responsible for recommending approval for new posts to the MAC Board and seeking ratification before beginning recruitment activity.

6. Safer Recruitment and Selection Process

Advertising

Prior to advertising a vacancy, the job description and person specification for the job will be either drafted or reviewed and updated. The job description should specify the postholder’s responsibilities for safeguarding young people and the person specification should set out the required skills and competencies to demonstrate this commitment.

When appointing Senior Leaders, Schools within in the MAC will do so in accordance with the Diocesan Education Service Guidance “Appointing Leaders”.

All advertisements must include the organisation’s statement demonstrating its commitment to safeguarding young people and safer recruitment practice which is:

The [Insert School] is committed to the safeguarding and welfare of children and young people and expects all its employees to share this commitment.

This post is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.

The safeguarding policy is available on our website for prospective candidates to access.

Consideration should be given to methods of advertising given the audience which is being targeted. When advertising vacancies internally, the organisation should

ensure that all appropriate employees in other schools within the MAC have access to the opportunity.

It is good practice to advertise externally, however this may not always be necessary and the organisation may advertise a vacancy in such manner, as it considers appropriate.

Applications will only be accepted on the organisation's standard application form. CVs will not be accepted and if provided, will not be considered during the shortlisting process.

Shortlisting

Applications will be assessed against the criteria identified in the person specification on the organisation's standard shortlisting matrix form (Appendix 1). The shortlisting panel will be a minimum of two individuals and the applicants will be scored against the scoring criteria.

The shortlisting panel should annotate the application forms to identify any employment gaps or matters that need to be followed up or explored at the selection and interview stage.

Shortlisted candidates will be sent an invitation for an interview that will reiterate the organisation's commitment to safeguarding and the requirement for pre-employment checks (Appendix 2).

Identity and proof of right to work in the UK should be checked at interview stage.

Selection Activity and Interview

The interview panel/s must consist of at least one individual who is safer recruitment trained. The panel/s will ask pre-determined questions and record responses on the organisation's standard interview notes form, marked against the scoring criteria (Appendix 3).

Where a number of selection activities have taken place, the scores and feedback from those activities will be taken into account before a decision is made. A weighting can be applied to selection activities if appropriate.

Candidates will be asked questions relating to safeguarding and child protection that are specific to their role and position within the organisation.

References

References will be requested prior to interview and be available to the chair of the interview panel on the day of selection and interview. References must also be obtained for internal candidates. One of the referees must be the candidate's current or most recent employer. The organisation reserves the right to seek a reference from the most senior professional from the candidate's current or most recent employer even if they are not listed as a referee on the candidate's

application form. Open references or those provided by the candidate will not be accepted. References must be requested using the organisation's standard reference request form (Appendix 4).

The appointing manager is responsible for cross-referencing employment dates and job detail with the candidate's application form. Any discrepancies or issues should be explored and all the facts should be available to the panel before any conditional offer of employment is made.

The organisation will provide a reference for current employees when formally requested, in writing, to do so by a prospective employer. The reference will be provided on the organisation's own standard reference form and will be from the Executive Headteacher/Headteacher/Head of School. If employees leave the organisation and require a reference to be provided in the future upon formal written request, they must give their consent to this before leaving the organisation and a note will be kept on their personnel file of their wishes in this regard.

Where reference requests are made which relate to employees who left the organisation more than 6 years ago, the organisation will provide a basic reference to confirm employment details, any formal processes and suitability to work with children. This information will be provided on the organisation's own standard reference form for this purpose and will be from the Executive Headteacher/Headteacher/Head of School. No further information will be provided.

Pre-employment Checks

Relevant documentation must be fully completed at each stage of the process. This will include the verification of original documents of candidates at the interview stage and the completion of all necessary pre-employment checks as specified in the DfE Keeping Children Safe in Education guidance document which includes but is not limited to, a Disclosure and Barring Service Check, Teacher Prohibition Check, Childcare Disqualification, satisfactory references and medical assessment and overseas checks as appropriate. The pre-employment checking and appointment process will not be circumvented for the sake of expediency.

At the end of the selection process, the preferred choice candidate will be made a conditional offer of employment subject to the acquisition of satisfactory pre-employment checks (Appendix 5). Failure to satisfy all pre-employment checks may result in the withdrawal of a conditional offer of employment.

All pre-employment checks must be recorded on the Single Central Record in line with the guidance published in Keeping Children Safe in Education. Documents verifying the employee's identity, right to work and required qualifications will be retained on their personal file.

If the Executive Headteacher/Headteacher requires an individual to start work in regulated activity before the DBS certificate is available then a risk assessment must be completed and held on the personnel file. The Executive

Headteacher/Headteacher will make the decision as to whether it is appropriate for this person to start employment after reviewing this document. As a minimum, the individual must be appropriately supervised and all other checks, including a barred list check, must have been completed.

Where an existing employee changes role, additional checks should be completed applicable to the role, for example, when an employee moves into regulated activity. If there are any concerns about an employee or an employee does not have a DBS check because it was not applicable at the time of their appointment and their role has changed over time, it would be appropriate to complete a DBS check.

7. Adults working with children who are not employed by the school

Supply Staff

The organisation will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. We will carry out identity checks when the supply staff member arrives for work.

Volunteers

The organisation will require the volunteer to complete a short application form confirming their work experience and providing contact details for at least two appropriate referees.

The organisation will carry out DBS and pre-start vetting checks appropriate to the post (as above) and require regular volunteers to provide details of two referees. References are taken up, as detailed in this policy. Volunteers who help on an occasional basis (e.g. trips/PTA events) are supervised, in accordance with legislation and any risk assessment carried out by the organisation.

Students on placement

When volunteers are working in school as part of a recognised training course (such as PGCE, NVQ etc.), references and completion of an application form will not be required. However, the organisation will require proof of DBS enhanced clearance with barred list check as appropriate and will carry out identity checks when the student arrives on site. We will also require students to complete the Childcare Disqualification Declaration if they are working within an EYFS or later years care setting.

Students on work experience

Students on work experience will always be supervised. Any student over the age of 16 may be required to complete a Disclosure and Barring Service check depending on the nature of the work experience.

Contractors

The organisation will ensure that contractors, or any employee of the contractor, working on site has been subject to the appropriate level of DBS check, if any such check is required. Contractors and contractors' employees for whom an appropriate

DBS check has not been undertaken will be supervised if they will have contact with children. The organisation will check the identity of contractors and their staff on arrival.

This policy will be regularly reviewed and updated to reflect any changes to legislation and statutory guidance.

8. Redundancy and Redeployment

Any employee who is dismissed on grounds of redundancy will be eligible to apply for any posts advertised during their notice period and will be required to attend a selection process if they are shortlisted. This selection process will be the same as applied to any other applicant.

Employees in a redeployment situation will be considered against suitable vacancies. All applicants who meet the essential criteria for the post (as set out in the person specification) will be offered an interview. The organisation has a responsibility to consider suitable alternative employment across the MAC.

An employee who is redeployed within four weeks of termination of their contract will be subject to the provisions set out in the Local Government Modification Order.

An employee who is dismissed on the grounds of redundancy and who is in receipt of a redundancy payment may not be re-engaged by the organisation within the 12 months following the termination of their contract.

9. Data Protection

The organisation will comply with the provisions of the Data Protection Act 1998. Employee data will be processed by the organisation in accordance with the principles of that legislation, as necessary for the performance of the employee's contract of employment and/or the conduct of the organisation's business. The organisation will ensure that personal information about an employee, including information in personnel files, is securely retained.

Minutes of formal meetings will be given to you for your information and copies of notes, letters and other relevant documentation should be retained on file.

Evidence of pre-employment checks will be retained on your personnel file in accordance with statutory guidance.