



**BERKSHIRE SCHOOLS
TRUST**

Recruitment Policy

2020

Policy Reference:	BST-RECRUITMENT
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In reviewing this policy, the Governing Board has had regard to the Equality Act 2010 and carried out an equality impact assessment. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged by this policy.

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Contents:

Statement of intent

1. Roles and responsibilities
2. Inviting applications
3. Information for candidates
4. Identification of the recruitment panel
5. Shortlisting
6. Interview invitations
7. References
8. Digital footprints
9. Selection process
10. Employment checks and DBS checks (inc. “regulated activity”)
 - 10.1. General recruitment
 - 10.2. Volunteers
 - 10.3. Individuals who have lived outside the UK
 - 10.4. Agency and third party staff
 - 10.5. Trainee/student teachers
11. Decision making
12. Single central record

Appendix

13. Annex 1: Flowchart of Disclosure and Barring Service criminal record checks and barred list checks.

Statement of intent

This policy is designed to assist with recruitment and selection at Berkshire Schools Trust. It outlines our recruitment procedure and is in-line with the DfE statutory guidance on safeguarding.

Through this policy the Trust aims to appoint high quality candidates to roles and to embed safer recruitment practices and procedures to ensure a more robust safeguarding culture at our school.

1. Roles and responsibilities:

- 1.1. The governing body of the school is responsible for ensuring there are effective procedures in place to ensure recruitment at the Trust is in-line with this policy, DfE guidance and legal requirements.

At Berkshire Schools Trust we strive to ensure that staff recruitment is safe and fair, and the governing bodies monitor this aspect of the school's Recruitment Policy alongside legal and statutory compliance.

- 1.2. The Headteacher will assist the governing body in ensuring that staff recruitment is safe, fair and compliant. The headteacher will also ensure appropriate checks have been carried out on staff, volunteers, contractors and agencies working within the school.

The Headteacher is also responsible for ensuring that appropriate supervision of employees/volunteers is organised, where necessary, and for promoting the safety and wellbeing of pupils generally and throughout this process.

2. Inviting applications

- 2.1. Vacancies will be advertised appropriately depending on the requirements of the role, keeping in mind the school's Equal Opportunities Policy and the need to reach disadvantaged groups.
- 2.2. Advertisements will include a summary description of the role, outline the person specifications potential candidates should display, and detail the closing date.
- 2.3. The contact point for telephone or email enquiries will be clearly outlined and it is advisable that application forms are accessible both on the school's website, as well as being sent out to applicants.
- 2.4. Where a role is only being advertised internally, expressions of interest will be invited. Where a role is being advertised internally and externally, formal applications will be required from all applicants.

3. Information for candidates

- 3.1. Information for candidates will generally be provided in the form of an information pack. This will include:

- A comprehensive job description.
- A comprehensive person specification.
- Equal Opportunities Policy
- BST Philosophy
- An application form – to assist with fair comparisons between applicants. This will also include a section for references to be recorded, one of which should be the candidate's most recent employer.
- Guidance on completing the application form
- Recruitment Privacy Notice

4. Identification of the recruitment panel

- 4.1. The recruitment panel will comprise of an 'Appointing Officer', responsible for the management of the entire recruitment process. Between two and four selectors is appropriate for most appointments.
- 4.2. At least one member of the panel must have successfully completed training in safer recruitment.

5. Shortlisting

- 5.1. All application forms (whether incomplete or completed) must be taken into account when shortlisting candidates for an interview.
- 5.2. Candidates who are shortlisted should meet all the essential aspects of the person specification requirements. This process will be as systematic as possible and all selectors will read through all applications, each creating their own shortlist. These will be collated and discussed between selectors before a final shortlist is decided on.

6. Interview invitations

- 6.1. Once a shortlist has been decided, the successful applicants will be contacted and a suitable interview time decided.
- 6.2. Referees' will be contacted as soon as possible after shortlisting if the applicant has given consent for the Trust to do this. Candidates are asked to give consent (or otherwise) through the materials in the application pack.

7. References

- 7.1. Two referees, one of which must be the candidate's most recent employer, will be contacted before candidates are interviewed. If the candidate is applying for a teaching post and is not currently employed as a teacher, the school/college/local authority where they were most recently employed as a teacher should be contacted.
- 7.2. Structured questionnaires are a useful method of questioning referees.

- 7.3. The BST standard reference form will be used which covers:
- General information about the candidate's previous professional performance and suitability for the post.
 - The candidate's suitability to work with children and young people.
 - Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people.
 - The applicant's disciplinary record.
- 7.4. Written references will be requested, and any uncertainties or issues followed up with the referee verbally will be recorded.
- 7.5. Following reference checks, any concerns raised by referees will be put to the candidate at interview. Such conversations will also be recorded.
- 7.6. If a reference is not forthcoming despite repeated efforts to obtain one, the candidate will be asked to provide an alternative referee. Where lack of response prevents the Trust obtaining a reference from the most recent employer, the Head teacher will be responsible for deciding if the appointment can commence.

8. Digital footprints

At the Berkshire Schools Trust, we are committed to ensuring that safeguarding is a priority.

- 8.2. In light of this commitment, where appropriate, potential candidates' social media or other online activity will be checked prior to interview and records made of any offensive or inappropriate material. This will not preclude a candidate being shortlisted, but social media will be discussed at interview if concerns are identified.
- 8.3. This process may include a search for the candidate via:
- Google
 - Facebook
 - Linked In
 - Other social networking sites

9. Selection process

- 9.1. During interviews, candidates will be asked standard form questions and their responses recorded for ease of comparison.
- 9.2. Any concerns raised through contact with referees will be put to the candidate at this stage.

- 9.3. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role.
- 9.4. The Trust may use psychometric or ability tests to support recruitment and selection decisions. Tests will only be used when they are a relevant, appropriate and effective tool to assist with such decisions. The Trust will administer all tests consistently and in accordance with the requirements of the test publisher and will ensure that their use does not unfairly discriminate. The Trust will provide test results to applicants upon request. If a disability prevents an individual undertaking the tests, the recruitment process will be adjusted appropriately.

10. Employment checks and DBS checks (inc. “regulated activity”)

10.1. For the purpose of this policy, and in accordance with the Keeping Children Safe in Education Guidance, “regulated activity” means:

- a) The employee will be responsible for the care or supervision of children on a regular basis.
- b) The employee will regularly work in the school while children are on the premises (whether or not the person is directly employed by the school, is a contractor or a volunteer).
- c) The employee will come into contact with children under 18 years old on a regular basis.

10.2. Regulated activity includes:

- a) Teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children.
- b) Work for a limited range of establishments (known as ‘specified places’, which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.
- c) Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:
 - i. Relevant personal care, or health care provided by or provided under the supervision of a health care professional:
 - a. Personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing.
 - b. Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

10.3. The level of DBS check, including whether a prohibition check is required, will depend on the applicant's role. For most appointments, i.e. those in 'regulated activity', an enhanced DBS check with barred list information is sufficient.

10.4. Where an employee moves posts within the Trust there is no requirement for a further DBS check.

10.5. General recruitment

10.5.1. The Trust will take care to ensure that:

- A candidate's identity is verified at interview, preferably from a current photographic ID and proof of address except where, for exceptional reasons, none is available.
- Appropriate DBS checks are obtained for all candidates, including barred list information where the person is engaged in regulated activity.
- Wherever possible a DBS check will be obtained prior to the individual commencing work. If this is not feasible, usually due to the requirement for the job role being urgent, a risk assessment will be undertaken to ascertain if the individual should work in regulated activity. An individual without a BST DBS check would only work unsupervised in regulated activity if s/he held a recent DBS check from another body.
- Where an individual is successful in their application, and begins work in a regulated activity before a DBS certificate is available, a separate barred list check will always be obtained and a risk assessment performed;
 - Where applicants have subscribed to the DBS Update Service, and give permission for this to be accessed, this service will be used instead.
- Successful candidates for teaching positions are not subject to a prohibition order issued by the Secretary of State. This will be done using the DfE Employer Access Online service.
- The successful candidate has a right to work in the UK.
- Where a candidate has worked overseas, that appropriate checks are carried out per this policy.
- All information gathered about candidates during the recruitment and selection process will be managed in line with the Data Protection Policy.

10.6. Volunteers

10.6.1. Where a volunteer is recruited to engage in work which is not considered 'regulated activity', an enhanced DBS certificate will be obtained.

10.6.2. Volunteers recruited to take part in regulated activity must obtain an enhanced DBS certificate with a barred list check.

- 10.6.3. Under no circumstances will a volunteer who has not provided a DBS certificate be left unsupervised or allowed to work in regulated activity.

Note: Where a volunteer is to be placed under supervision, they are not considered to be taking part in regulated activity and therefore it is illegal for the school to request a barred list check on the volunteer.

Supervision must:

- be by a person who is in regulated activity.
- be regular and day to day.
- be “reasonable in all the circumstances to ensure the protection of children”.

10.7. Individuals who have lived outside the UK

- 10.7.1. No exceptions will be made for candidates who have lived outside of the UK, all mandatory checks outlined in this policy will be carried out, along with additional checks where necessary.
- 10.7.2. The DfE [guidance on the employment of overseas-trained teachers](#) will be consulted should an overseas candidate apply for a teaching position.

10.8. Agency and third-party staff

- 10.8.1. In the case of any employee working at the Trust sourced from an agency or third-party organisation, confirmation must be obtained from the organisation, in writing, that all necessary DBS checks have been completed.
- 10.8.2. Confirmation must also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification is generally appropriate.

10.9. Trainee/student teachers

- 10.9.1. Berkshire Schools Trust will ensure that enhanced DBS certificates and barred list checks are obtained on all ‘salaried’ applicants for initial teacher training.
- 10.9.2. Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks.

11. Decision making

- 11.1. At Berkshire Schools Trust, we are committed to ensuring the best individuals are recruited to work at our school. Applicants will therefore be carefully checked against the selection criteria and all essential criteria from the person specification must be met before any offers of employment are made.

11.2. In line with our safeguarding obligations, we will carefully consider all information about past disciplinary action or allegations. This includes information obtained from the DfE Employer Access Online checks.

12. Single central record

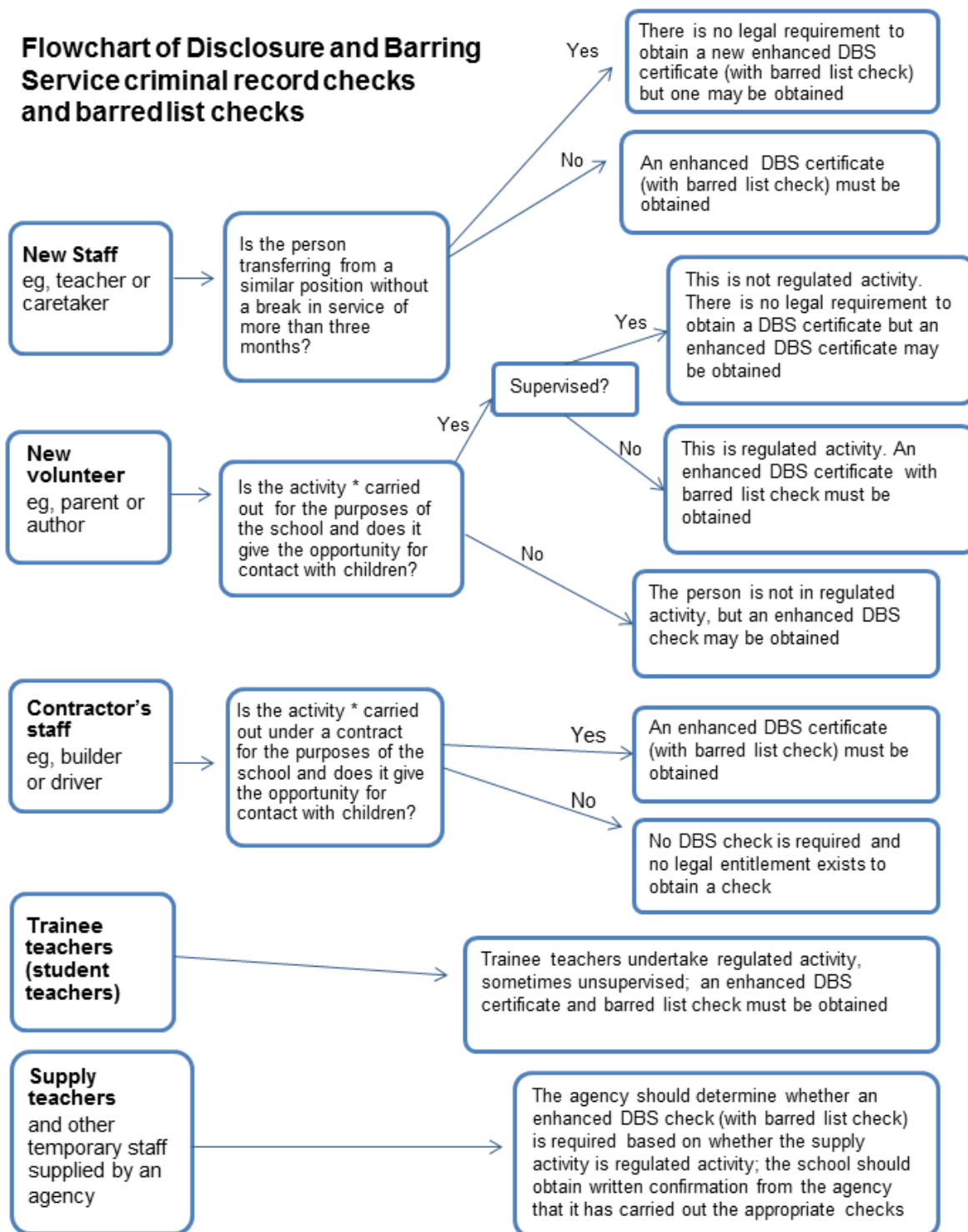
12.1. Per legal requirements, the Trust will maintain and regularly update our single central record. All new employees will be added to the record, which will include:

- All staff (including supply staff) who work at the school.
- All others who work in regular contact with children in the school or college, including volunteers.
- Governors and Trustees

12.2. For each individual, the single central record will outline whether or not the following checks have been carried out/certificates obtained, along with the date of the check:

- An identity check
- A barred list check
- An enhanced DBS check
- A prohibition from teaching check
- Further checks on people living or working outside the UK
- A check of professional qualifications
- A check to establish the person's right to work in the UK

Annex 1: Flowchart of Disclosure and Barring Service criminal record checks and barred list checks.



* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'