



Recruitment and Selection Policy  
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Staffing Committee  
Author NF  
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## **RECRUITMENT AND SELECTION POLICY**

### **1. Purpose**

The purpose of this document is to set out our policy in relation to the recruitment and selection of all staff within the Learning Trust.

### **2. Scope**

The principles set out in this policy apply to all applicants applying for a position within the Trust as well as all appointees made once a decision to recruit has been taken. In addition, all Volunteers will undergo the same checks necessary to fulfil Keeping Children Safe in Education requirements.

### **3. Policy Statement**

The Learning Trust recognises the need to recruit the best possible staff to all posts wherever possible and commercially viable. We are also mindful of our overriding duty to safeguard and promote the welfare of children and young people. We are committed to a fair, thorough and professional approach to recruitment and selection and believe this to be the most effective way of ensuring the delivery of quality services and of keeping children safe.

We believe that all applicants for jobs are entitled to fair and equal treatment and protection from discrimination.

The Learning Trust will follow procedures that comply with employment law, relevant education legislation (including Safer Recruitment in Education) and codes of practice, other relevant national requirements and which aim to achieve best practice.

All appointees will be subject to a range of safer employment checks including:

- Appropriate references
- A Disclosure and Barring Service check
- Qualification certificates checks
- Proof of Right of Work eligibility

- Proof of Identity
- Satisfactory Medical clearance
- Social Media checks.

#### **4. Principles**

Our Policy is founded on the following key principles

- Prior to a decision to recruit, all posts will be subject to a review which will cover the need for the post, the duties and responsibilities as set out in the job description and the skills and attributes required by the person appointed. Each recruitment must be authorised by the CEO or the People Director.
- Staff will be appointed on a basis that best meets the needs of both the role and the Trust.
- The process of selection will conform to all legal requirements and will reflect the need to safeguard children and young people and promote their welfare.
- The process of selection will be open and accountable taking account of the right to confidentiality of individual applicants.
- Managers, staff and governors involved in appointing staff will have the appropriate skills and experience for the task.

#### **5. Recruitment and Selection Training**

To support the principles of fair recruitment and selection in practice, at least one member of the recruitment panel involved in the process will have received relevant training. This will normally include the technical skills required to prepare and review job descriptions and person specifications, as well as interview and decision-making techniques which will build competence in relation to child protection and promoting diversity and encouraging equality of opportunity. At least one panel member will also have completed the safer recruitment in education training training.

Recruitment procedures will be reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities.

#### **6. Job applicants**

Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of age, disability, sex, sexual orientation, gender reassignment, marriage or civil partnership, pregnancy or maternity, religion or belief, or race.

Job applicants should not be asked about health or disability before a job offer unless it is for a lawful permitted reason.

## **7. References**

Whenever possible, references for teaching staff will be taken up on all shortlisted candidates prior to interview. References should always be sought and obtained directly from the referee using their work base address.

Open references or testimonials provided by the candidate should not be used, nor should references be accepted if they are from relatives or from people writing solely in the capacity of friends. Any issues identified may be explored further with the referee and / or the candidate at interview. Nonetheless, all appointments will always be subject to both a successful DBS check and satisfactory references being obtained before the commencement of employment.

References for teaching staff on behalf of the Trust should only be provided by the relevant headteacher. References for central Trust staff should be provided by the CEO.

## **8. Records of applicants**

All records arising through the recruitment process will be retained for at least six months, in compliance with Data Protection legislation.

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*NB: In all TLT policies, the use of the word 'Trustees' may also be read to mean 'Local Governors' and 'Head teacher' may also mean 'CEO' ... and vice versa*