



SAFER RECRUITMENT POLICY

V2.0

## **Introduction**

Victoria Academies Trust (VAT) and its academies are committed to providing the best possible care and education to its pupils and recognises the importance of recruiting and retaining staff of the highest quality.

The purpose of this policy is to set out the requirements for the recruitment of staff to VAT and its academies. The aim is to:

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable to work with children or young people
- Identify and reject applicants who are unsuitable for work with children and young people

All decisions on recruitment will be made with regard to curriculum needs and financial circumstances.

This policy takes into account the provisions of 'Keeping Children Safe in Education' (DfE September 2022). VAT will abide by the existing legislation and in particular will not discriminate on the grounds of any of the protected characteristics listed in the Equality Act (2010), these being:

Age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

VAT will promote equality in all aspects of academy life, including the recruitment of staff.

## **Recruitment Panel**

When recruiting the Scheme of Delegation must be followed, ensuring the relevant skilled staff are on the panel and that staff have up to date safer recruitment training.

## **Advertising and inviting applications**

Advertisements for all posts will include the following statement:

“Victoria Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure and Barring Service (DBS).”

The following documents will be available in the vacancy area of the website:

- ✓ Job advertisement
- ✓ Job description and person specification
- ✓ Safer Recruitment Policy
- ✓ Application form
- ✓ Self-declaration and disclosure form
- ✓ Recruitment Monitoring form

Applicants will also be made aware of the relevant policies, including the Safeguarding and Child Protection Policy.

Advertisements for external vacancies will normally be placed on the academy website and in any suitable relevant media.

In cases where a member of staff is employed on a fixed term contract for a post which then becomes available as a permanent post, that member of staff may be offered the permanent post without further advertising subject to approval following the Scheme of Delegation.

Where staff are invited to take on a management or leadership responsibility which does not require an additional member of staff the post will be advertised internally.

Advertisements will specify: the main subjects to be taught and/or the nature of any leadership allowance; the start date of the appointment and whether the post is permanent or fixed term and, in the case of fixed term contracts, the end date of the contract; the remuneration for the post will be expressed in terms of the applicable pay scales and the closing date for applications will also be stated.

### **Applications**

All applicants for externally advertised posts will be required to complete a VAT application form, which should be returned to the nominated person by the specified closing date. C.V.'s will not be accepted in place of a completed application form.

Applications received after the closing date will not normally be considered unless there is proof of a postal delay, applicants are advised to submit their application via email to avoid late arrival.

For posts where it is known that recruitment is likely to be difficult, references may be requested as the applications are received in order to reduce the time from the closing date to making the appointment. VAT reserves the right to close applications early in order to meet the aims of this policy, although the expectation is that in the majority of posts, this will not be the case.

### **Shortlisting and references**

Applications will be shortlisted against the criteria in the person specification.

Where possible, references will be taken up on shortlisted candidates prior to interview. References will be sought and obtained directly from the referee. References or testimonials provided by the candidate will not be accepted.

If a candidate for a teaching post is not currently employed as a teacher, checks will be made with their most recent school to confirm details of employment and reasons for leaving.

All referees will be asked specific questions about:

- Their relationship with the candidate, how long has the referee known the candidate and in what capacity.
- The candidate's suitability for working with children and young people.
- Any disciplinary warnings, including time expired warnings that relate to the safeguarding of children.
- The candidate's suitability for the post.

Employees are entitled if requested to view their employment references.

In line with KCSIE 2022 schools may complete online searches as part of the shortlisting process as part of their due diligence on the shortlisted candidates.

This may help identify any incidents or issues that have happened, and are **publicly available online**, which the school might want to explore with the applicant at interview.

### **Selection Process**

Selection techniques will be determined by the nature and duties of the post. All applicants for teaching posts will be required to undertake a lesson observation.

Candidates that are successful in the initial stages of the selection process will be invited to attend for interview; unsuccessful candidates will not be interviewed.

Interviews will always be face to face. In rare circumstances e.g. if the candidate is abroad, this may be conducted via a visual electronic link.

The VAT interview proforma must be used for all new appointments.

Candidates will always be required to:

- Satisfactorily explain any gaps in employment.
- Satisfactorily explain any anomalies or discrepancies in the information available to the panel.
- Declare any information that is likely to appear on a DBS disclosure.
- Demonstrate their capacity to safeguard and protect the welfare of children and young people.

### **Employment checks**

All successful applicants are required to undergo the following checks: DBS Check, prohibition from teaching, Overseas check ( if applicable), qualification check, identity check and barred list.

Due to the nature of the work of Victoria Academies Trust, all employees and volunteers must undertake an Enhanced Disclosure and Barring Service check. Posts within schools are exempt from the Rehabilitation of Offenders Act 1974 (updated guidance March 2014), therefore as a prospective employer, we encourage candidates to disclose any unspent and spent convictions during the application stage.

Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a disclosure, if one is available in the relevant jurisdiction(s).

As soon as the applicant receives their DBS certificate the original certificate must be shown to the Head Teacher and HR manager.

VAT expects supply/temporary worker agencies/contractors that are used by the Academy to register with the DBS on their own account and to follow their policy or their own comparable policy. Proof of registration will be required before VAT will commission services from any such organisation.

## Disqualification Declaration (Disqualification under the Childcare Act 2006)

(Staff working with/volunteering/having management responsibility for provision for children aged 8 years and under).

All new staff and volunteers will be made aware of their duty with regard to Disqualification Declaration, all existing staff and volunteers will be reminded of the requirement on an annual basis.

### **Barred List**

A separate Barred List check will be carried out if an individual will commence employment before the DBS Certificate is available.

### Verification of Identity and Address

All applicants will be required to provide evidence of identity, address and qualifications (examples of which are set out below):

- Current driving licence (including photograph) or passport or full birth certificate; and
- Two utility bills or statements (from different sources) less than three months old showing their name and home address; and
- Documentation confirming their National Insurance number (P45, P60 or National Insurance card); and
- Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

In all cases original (not photocopy) documents must be provided. Verification of Qualifications

All candidates will be required to provide actual certificates that evidence they have obtained any qualifications required legally or otherwise for the role. Qualifications legally required including QTS for teachers.

### **Prohibition Order Check**

A Prohibition Order Check will be carried out on all candidates to be employed as teachers.

### **Single Central Register SCR**

Upon contract offer/ acceptance Information will be held on a secure SCR.

Approved by Trustees 21-10-22

Date of Next Review: October 2023

Signed: 

Chair of Trustees