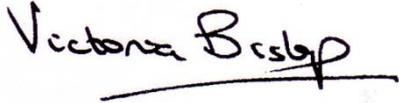


Title	Recruitment Policy (The safe recruitment, selection and vetting of staff)
Reviewed	March 2017
Next Review	March 2019 (unless regulations change)
Associated Policies	Safeguarding Policy Disclosure & Barring Service Policy Reference Policy Probationary Review Policy Induction Policy
Originator	Mrs. Victoria Bishop & Mr. Colin Hinds
Approved	

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1. Introduction

Hatton Academies Trust is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. The Trust Board of Directors is also committed to providing a supportive and flexible working environment to all Trust employees. The Trust recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of the Hatton Academies Trust recruitment policy are:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- to ensure that all job applicants are considered equitably and consistently
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, gender or sexual orientation, marital status, disability or age
- to ensure compliance with the law and statutory guidance issued by the Department for Education (DfE) "Keeping Children Safe in Education 2016" and the code of practice published by the Disclosure and Barring Service (DBS)
- to ensure that the Trust meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks
- to ensure that all managers involved in the recruitment process are trained in this policy and associated procedures to ensure as far as possible that staff recruited are safe to work with our learners.

2. Responsibilities

The Board of Directors holds overall responsibility for the appointment of all staff to Hatton Academies Trust. This responsibility is normally delegated to the CEO, although the Board will retain the responsibility for the appointment of the CEO. The Board of Directors will also establish a selection panel for the appointment of Vice Principals and Principals/Associate Principals, using an external consultancy to support this process as required.

The Director of Finance and Operations will have a lead role in the recruitment of support staff to the Trust in conjunction with the CEO and Principal.

For senior management or specialist posts, the CEO may include Directors or individual Academy Representatives in the selection process as required.

3. Legal Background

Hatton Academies Trust welcomes its legal duties as follows:

- In accordance with the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to disability, gender, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, sexual orientation, religion or belief and age.
- In accordance with the Education and Inspections Act 2006 to promote community cohesion within each Academy and across the Trust.
- In accordance with the Rehabilitation of Offenders Act 1974, the Trust recognises that the appointment of persons to jobs working with children are exempt from the provisions of this Act. The Trust requires all applicants to disclose any criminal convictions when applying for a post. Whilst this may not exclude the applicant from employment with the Trust, all employment decisions will have regard to the nature of the offence committed. In all cases where criminal convictions are disclosed, advice should be sought from the Trust's HR adviser.
- In accordance with the Immigration, Asylum and Nationality Act 2006, the Trust recognises that it is an offence to employ a person without entitlement to work in the UK.
- In accordance with the Data Protection Act 1998, the Trust will implement appropriate security measures to prevent unauthorised or unlawful processing, disclosure, destruction, loss or alteration of information and to preserve confidentiality.
- In accordance with the Childcare (Disqualification) Regulations 2009, the Trust will ensure that staff are not disqualified from working with children who have not yet reached the age of 8.

The Trust will act at all times in accordance with ACAS guidance on Recruitment and Induction to ensure a fair process is followed.

4. When a vacancy arises

The arrangements made for recruitment and selection must be appropriate to the needs of the job, the nature of the vacancy and the job market. They must be lawful and follow good practice. Before preparing to fill a post the Board of Directors and the CEO or Principal should consider the following:

- is the post still required or needed in its present form?
- what type of contract is appropriate;
- revise or prepare the job description and person specification;
- consider who will be involved in the recruitment process;
- draw up a clear and realistic timetable for recruitment, taking account of advertising media; and
- decide how to attract candidates

The procedures for recruitment of staff from advertising to interview to induction into the Trust are set out in the Trust's "Recruitment Handbook". This provides key pro-formas and guidance

on each stage in the recruitment process. Hatton Academies Trust considers the recruitment process to be of high importance and the procedures are based upon best practice guidance and will be constantly reviewed by the CEO, the Director of Finance & Operations and the Board of Directors. The summary procedures used for each appointment with Hatton Academies Trust is attached to the back of this policy (appendix 1).

5. Employment Contracts

A **'contract'** of employment exists when an employer (Hatton Academies Trust) and the employee agree the terms and conditions of employment. This is often shown by the employee starting work on the terms offered by the employer. Both are bound by the agreed terms. A contract need not be in writing, but employees are entitled to a **'written statement of the main particulars'** of their employment, more commonly called the 'written statement'. The written statement is not in itself a contract but provides information on the contract's main terms. The 'written statement' will be given within two months of the date employment begins. All employees will also have a detailed job description which will be reviewed as part of the Trusts ongoing review processes and appraisal procedures.

Contracts and terms

The most common type of contract is a **permanent**, open-ended one. The assumption is made that the contract will continue indefinitely, although provision is made for termination by notice by either party. Termination can take place for redundancy, disciplinary or capability reasons but proper policies and procedures for doing this should be followed. The employee's termination is usually due to movement to another job.

Fixed-term contracts should be used for specified periods of time or when employment will end when a specified task has been completed, or a specified event does or does not happen. Examples include employees covering for maternity leave and peaks in demand and employees on project based contracts.

Casual staff should only be used when the Hatton Academies Trust cannot, or does not need to be bound into guaranteeing a minimum number of hours work each week and the requirement is just for a short spell. In return, the casual employee is not bound to accept offers of work. The most common types of casual staff in education are cleaners, lunch-time supervisors, exam invigilators, supply teachers and teaching assistants.

The most common variable is whether an employee is working **full time** or **part time**. The law protects part-time workers from less favourable treatment than comparable full time workers, unless this can be objectively justified. This means part-timers are entitled, for example, to the same hourly rate of pay, access to pension schemes, entitlements to annual leave, maternity/parental leave and contractual sick pay (on a pro rata basis) and to no less favourable treatment in access to training.

Other arrangements used in the Trust, especially with support staff are:

- 38 weeks a year (term time)
- 39 weeks a year (term time plus one week)
- 40 weeks a year (term time plus two weeks)
- Full year/52 week working (i.e. working all year around)

6. Preventing unsuitable people working with children

There are three processes in place to prevent unsuitable people from working with children and young people:

- Pre-employment checks
- Disclosure & Barring Service checks (DBS)
- False information and dismissal

6.1 Pre-Appointment checks

It is important that thorough checks are made on anybody who will be working in the Trust, both to prevent unsuitable people from gaining access to children and to maintain the integrity of the teaching profession. This part of the guidance details the pre-appointment checks that should be made; some are mandatory in law, while others are strongly recommended as good practice. All the relevant checks should be satisfactorily completed before a person takes up a position. If this is not possible the matter should be dealt with by the CEO to ensure that child protection issues are addressed (see below).

The recruitment handbook also details the pre-employment checks required. These conform to statutory and best practice requirements.

The DfE Keeping Children Safe: Statutory Guidance for schools and colleges (2016) provides detail on the 'regulated activity' in schools and academies and the level of DBS check required. Hatton Academies Trust will not differentiate between staff in terms of DBS checks. We require all staff and volunteers, whether supervised or not, to have the 'Enhanced DBS' as the highest level of check and to demonstrate our commitment to the highest levels of child protection procedures.

6.1.1 Barred List Check

For most staff and volunteers, a Barred List check will be required as the majority of staff and volunteers will be engaging in regulated activity

It is an offence to allow a person that is barred, or is suspected of being barred, to work in a regulated activity.

6.1.2. Proof of Identity

It is important to be sure that the person is who he or she claims to be. In all cases, the Trust will ask to see proof of identity such as a birth certificate, photo driving licence or passport. If a teacher or other worker is provided by a third party, such as an employment business or agency, the trust academy should check that the person who comes to them is the person referred by the employment business or agency. Proof of identity **must** be obtained before a formal offer of appointment is made. A copy should be taken and placed on the appointed candidate's personal file at the trust academy.

6.1.3. Academic and Professional Qualifications

All short listed applicants for posts where possession of a specified qualification is an essential element of the person specification should be asked to provide a proof of qualification, normally by provision of the original certification. Photocopies of qualification certificates will be taken and kept in the individual's secure file.

Hatton Academies Trust will always verify that the candidate has actually obtained any academic or professional qualifications claimed in their application by asking to see the relevant certificate or diploma or a letter of confirmation from the awarding institution. If

original documents are not available, the Trust should see a properly certified copy and place it on the appointed candidate's personal file.

6.1.4. References

It is essential to take up two references which should be obtained directly from the referee using the appropriate reference request form in the recruitment handbook. References or testimonials provided by the candidate are not sufficient. References should be obtained from the current or most recent employer. In the case of school leavers, it may be appropriate to ask to see their Record of Achievement. Normally the reference request will include a copy of the person specification and job description.

References may be requested before the interview for short listed candidates only, unless an applicant clearly states they do not wish their current employer to be contacted. Any offer of appointment will be subject to satisfactory references and the normal pre-employment checks.

It is good practice for the referee to be sent a copy of the person specification and job description. If there are any concerns raised in a reference you may wish to contact the referee to explore these further. The references of the person to be appointed will be followed up by a telephone call to the writer to verify authenticity.

The Hatton Academies Trust Reference Policy should be consulted when dealing with references.

6.1.5. Previous employment history

The Trust will always ask for information about previous employment and obtain satisfactory explanations for any gaps in employment. If a candidate for a teaching post is not currently employed as a teacher, a check will be made with the school/academy or Local Authority at which they were most recently employed to confirm details of their employment and their reasons for leaving. The National College for Teaching and Leadership (NCTL) may also be able to confirm details of a registered teacher's previous employment history.

6.1.6 Childcare Disqualification Checks

In order to comply with the Childcare (Disqualification) Regulations 2009, Hatton Academies Trust must ensure that staff are not disqualified from working with children who have not yet reached the age of 8. All staff (including new appointees) must complete a declaration.

If a member of staff is disqualified, there may be an impact on their ability to remain working with the relevant age group. A disqualified person is not permitted to continue to work in a setting providing care for children under age 8, unless they apply for and are granted a waiver from OFSTED.

A person may be disqualified through

1. having certain orders or other restrictions placed upon them
2. having committed certain offences
3. living in the same household as someone who is disqualified by virtue of 1 or 2 above (this is known as disqualification by association).

Whilst it is appreciated that some staff may not work with children under the age of 8 on a daily basis, in view of the close working relationships between our Primary and Secondary schools, the Trust require all staff to complete the declaration.

6.1.7 Registration with the NCTL / Prohibition Check

All teachers working in maintained schools and non-maintained special schools must either have QTS or come with one of the exceptions set out in the Education (Teachers' Qualifications and Health Standards) (England) Regulations 1999, as amended. Those exempted from the requirement to hold QTS are:

- Trainee teachers undertaking teaching practice
 - Teachers working towards QTS through an employment-based programme;
 - Teachers trained overseas (outside the European Economic Area)
- and
- Unqualified teachers (e.g. instructors), where the Trust has been unable to find a qualified teacher with the necessary expertise.

These exceptions do not apply to candidates for CEO, Principal and Vice Principal posts; they must have QTS. If a candidate has a DfE reference number this does not necessarily mean that they have QTS.

Prior to a new member of staff commencing work as a teacher, the Trust will verify that teaching staff are registered with the NCTL and will run a prohibition check.

6.1.8 Section 128 Check

A section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. A person who is prohibited, is unable to participate in any management of an independent school such as: a management position in an independent school, academy or free school as an employee; a trustee of an academy or free school trust; a governor or member of a proprietor body for an independent school; or a governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities.

A check for a section 128 direction will be carried out using the Teacher Services' system for staff, Directors, Academy Representatives as required.

6.1.9 Mental & Physical Fitness

Employment within the Trust is subject to medical clearance. This is initiated by the completion of a declaration of health form and a questionnaire provided by Medigold prior to a pre-employment assessment. Medical clearance must be obtained for:

- All external applicants.
- For Internal applicants where the new role has a change in the nature of duties. Examples may include: change to physical exertion such as lifting and handling; additional mental exertion such as management responsibilities; change to work arrangements such as shift or night working.

If there are concerns regarding health matters and employment the Trust will refer the candidate to its occupational health provider, and will then assess the candidate's medical suitability to undertake the post to which they are under offer, based on the professional medical opinion.

It should be noted that applicants whose offers are made subject to medical clearance may not start work until medical clearance has been obtained.

6.1.10 Right to Work in the UK

The Trust needs to ensure that all its potential employees have the right to work in the UK. To employ someone without that right is a criminal offence.

By applying routine checks to all applications when recruiting the Trust can ensure compliance with the Immigration, Asylum and Nationality Act 2006.

Citizens within the European Economic Area and Switzerland have the right to move freely within that region and to take employment without restriction.

If an employee cannot supply any appropriate documentation, the Trust will seek advice from the Home Office as they may require a work permit. If so, it would be up to the Trust, as potential employers, to apply on the applicant's behalf.

6.2 Disclosure & Barring Checks

The safeguarding of children and young people is of paramount importance and Hatton Academies Trust is fully committed to the rigorous implementation of Disclosure & Barring Service (DBS) procedures and arrangements, including recommendations from the Bichard Public Enquiry Report, previous advice circulated to schools, advice and OFSTED/DfES requirements from July 2006.

All staff employed at the Trust since 1 March 2002 are subject to vetting under these procedures. Staff appointed before March 2002 will also have an Enhanced DBS check. Department for Education policy demands that all Trust employees from 12 May 2006 have a full enhanced DBS check whatever their level of contact with children. The Board of Directors support and adopt this policy and have determined since January 2005 that all new employees, governors and volunteers have Enhanced DBS clearance.

All Trust staff will be required to subscribe to the DBS Update Service and authorise the Trust to perform status checks for the duration of their employment in accordance with the Hatton Academies Trust Disclosure & Barring Service Policy.

6.2.1 After School Clubs/Extended School

Disclosure will apply to any employees or volunteers involved in after school activities if there is contact with children or vulnerable adults. Responsibility for obtaining disclosure will fall to the employing body which in most cases will be Hatton Academies Trust, or the committee that runs the club.

6.2.2 Agency Staff

The CEO or Principal must be satisfied that any agency staff have a current appropriate Enhanced DBS Disclosure and current, satisfactory references, by checking with the agency responsible for their employment. Agencies supplying overseas teachers should give the trust academy full details on clearance checks obtained.

Supply agency staff working in a trust academy must show photo identification on arrival and an enhanced DBS clearance if this has not been shown in advance by the agency. Advice should be sought from the Principal if this is not the case.

6.2.3 Peripatetic staff

All staff employed centrally by the Local Authority and other teams, organisations and services supporting the Trust and pupils' learning or welfare must have a current, appropriate Enhanced DBS Disclosure. Confirmation of DBS clearance details are obtained directly from the employer and kept on the trust academy's Approved Visitor List.

6.2.4 Visitors with access to children

Occasional visitors who have access to children e.g. school photographer and trainers must also have a current Enhanced Disclosure (less than 3 years old).

6.2.5 Home School Association/PTA

Members of the Home School Association/ PTA are required to have a full enhanced DBS check

6.2.6 When may a Disclosure not be necessary?

The following are examples of people working at a Trust academy who do not necessarily need to apply for Disclosure.

- Visitors who have business with the CEO/ Principal or other staff or who have brief contact with students in the presence of a teacher. Such visitors should not be allowed to conduct their business on site unescorted in accordance with Trust rules / policy.
- Visitors who come on site only to carry out ad hoc repairs to or to service equipment occasionally **and** where this work is undertaken during Trust academies holiday periods when there are no students on site.
- Pupils from other schools on KS4 work experience in or from other schools or nursery classes.
- Pupils undertaking work in the Trust academies as part of a voluntary service, citizenship or vocational studies
- Pupils from other schools in connection with a short careers or subject placement.

In all the above cases, close supervision and monitoring is essential at all times and in every case a member of staff must take responsibility for this.

This list is not exhaustive and each person should be risk assessed on a case by case basis, depending on the nature of the work, the level of exposure to children and the amount of supervision in place.

6.2.7 Risk Assessment

A risk assessment should be undertaken where a visitor, volunteer, parent or other stakeholder working with or supervising students has no DBS disclosure and where the work cannot be reasonably delayed. In undertaking this risk assessment, the CEO / Principal / Associate Principal / Director of Finance & Operations should take account of the following factors:

- What the Trust knows about the person, including informal and formal information offered by staff, parents or other volunteers.
- Whether the person is well known by others in the local or school community who are likely to be aware of behaviour that could give cause for concern.

- Whether the person has other employment, or undertakes voluntary activities where referees can advise on suitability.

Where the person is engaged in regulated activity a Barred List check must be in place and official photo identification provided (e.g. driving licence or passport) in order that date of birth and surname can be verified.

Regulated activity is defined as:

- 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;

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:

- c) relevant personal care, or health care provided by or provided under the supervision of a health care professional:
 - 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;
 - health care means care for children provided by, or under the direction or supervision of, a regulated health care professional
 - The nature of the work being undertaken.

6.2.8 Applicants from people who have lived or worked overseas

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff. In addition, the Trust will make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered.

In accordance with the statutory guidance "Keeping Children Safe in Education (2016) there is **no requirement** to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, in the three months prior to their appointment, the applicant has worked:

- in a school in England in a post which brought them into regular contact with children or young persons in any post in a school since 12 May 2006; or
- in an institution within the further education sector in England or in a 16-19 Academy, in a post which involved the provision of education which brought the person regularly into contact with children or young persons.

All other pre-appointment checks must still be completed, including where the individual is engaging in regulated activity, a barred list check.

These further checks should include a check for information about any teacher sanction or restriction that an EEA (European Economic Area) professional regulating authority has imposed, using the NCTL Teacher Services' system. Although restrictions imposed by another EEA regulating authority do not prevent a person from taking up teaching positions in England, the Trust will consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment.

For further details the DBS provides an overseas Information Service at www.gov.uk. In cases where a criminal record check is not possible, particular care should be taken with the other required check, especially those of identity, qualifications and satisfactory references. As outlined in the School Staffing (England) Regulations 2009, the Governing Body must ensure that these checks are amongst those which must have been undertaken before an appointment is made.

6.2.9 DBS clearance not received by the time the post starts

When an individual is allowed to start work in a regulated activity before the DBS certificate is available, all other checks including a barred list check should be completed, a risk assessment is undertaken by the CEO / Director of Finance & Operations and the individual is appropriately supervised at all times.

Job offers can only be withdrawn before the applicant physically starts work in a Trust academy. If the DBS check shows that the applicant is not suitable to work in the Trust, then a dismissal procedure will be needed if the applicant has started work.

For this reason, it is highly desirable that staff should not be offered a contract that will start before at least one month. In all circumstances, the Trust's HR department should be consulted on contract start dates.

6.2.10 Unsatisfactory DBS check

Where the DBS check indicates a criminal conviction the Board of Directors delegates to the CEO and/or the Director of Finance & Operations to make the final decision on suitability for employment. Factors to be considered include:

- How relevant is the conviction?
- How serious is the conviction?
- How long ago did it occur?
- Is there a pattern of offending?
- What was the applicant's explanation, and have their circumstances changed?
- Was the offence disclosed by the applicant?

6.3 False information and dismissal

If a candidate's application is found to be fraudulent or contain false information the Trust has to seriously consider reporting the matter to the police, as serious or deliberate fraud or deception in connection with an application for employment could amount to a criminal offence under the Theft Act (Obtaining Pecuniary Advantage by Deception). In the case of a teacher

this must also be reported to the Secretary of State, who will consider whether the person should be barred from teaching or reported to the NCTL.

Under the Education (Restriction of Employment) Regulations 2000, Hatton Academies Trust must report to the DfE when a person is dismissed on the ground of misconduct, or resigns because there is a likelihood of such a dismissal. All relevant information and supporting evidence must be supplied to the Secretary of State for Education. This is particularly important if the person has not been convicted of a criminal offence, as the Secretary of State can only act if the allegation of misconduct is substantiated. The DfE will then determine whether the issues concern the safety and welfare of children and/or the matter is referred to the NCTL.

7. Related Documents

As a registered body with the Disclosure & Barring Service, Hatton Academies Trust has three related documents:

- a code of practice
- a statement on the secure storage, handling, use and disposal of disclosure information
- policy statement on the recruitment of ex-offenders.

8. Record Keeping

Hatton Academies Trust has set up administrative systems to record DBS Disclosures have been received. All staff records are securely stored under lock and key. The evidence is recorded using the central record of employment checks as required by the DfES since July 2006 and this forms part of the recruitment check list for all employees.

Where a trace of a conviction or caution is revealed by the DBS check, the CEO will discuss the matter with the Board of Directors. A decision on the way forward will then be made determined by child protection as the key concern.

Staff within the Trust responsible for checking DBS applications and documentation must check all sections very carefully and be fully up to date on the guidance for this.

9. Induction

Teachers who obtained QTS after 7 May 1999, including those who have followed an employment-based training programme, must have successfully completed a statutory induction period if they are to work in schools.

Checks obtained through the NCTL are complementary checks and **must not** be regarded as a substitute for other pre-appointment checks.

10. Monitoring and Evaluation of this policy and recruitment procedures

The CEO will review the procedures regularly and will be accountable to the Board of Directors for compliance.

The CEO and Director of Finance & Operations will meet regularly to review recruitment procedures, check current and recent appointment and state of personnel files. Meetings may need to be weekly at times of high recruitment. The meetings will be recorded and the pro-formas recording the meeting and actions kept for scrutiny by the Directors and external agencies e.g. OFSTED.

Appendix 1 – Recruitment Procedures

Action	School proforma / documentation check	Who is responsible?
1. Identification of vacancy	Vacancy details pro-forma (PF 01)	PF01 Completed by Principal (Primaries) or member of SLT (SCHA). Authorisation by CEO (teaching staff) or Director of Finance & Operations (support staff) is required before sending to Personnel Office for recruitment process to commence.
2. Vacancy file set up to contain all documentation	Appointment file with name of post created	Personnel Office
3. Details of post and job description produced	See guidance for staff GS 02 <ul style="list-style-type: none"> • Job description • Person specification • Curriculum area details • Other relevant details as identified by CEO / Principal / SLT Member / Personnel Manager / Curriculum Leader 	Personnel Office to be sent information from Principal / SLT member /relevant head of section / curriculum leader
5. Application pack produced N.B. pack to be placed in the recruitment area of the Trust Academies websites for direct downloading and viewing. For application form guidance see GS 05	Application pack contents: <ul style="list-style-type: none"> • Email / letter from Principal / CEO / Personnel Manager (GS 04) • Statement on “Safeguarding children” (POL 02) • DBS Policy (POL 03) • Recruitment Policy (POL 01) • Job description • Person specification • Academy / Department / curriculum area details • Application form • Prospectus (optional) • Last OFSTED inspection summary (optional) 	Personnel Office

<p>6. Requests for details These may be by telephone, fax and email or taken direct from the website</p>	<p>“Vacancy Details monitoring” pro forma - list of details sent out and contact details to be recorded (PF 02)</p>	<p>Personnel Office</p>
<p>7. Applications received by closing date</p>	<p>Record those applying for the post on the “Vacancy details monitoring pro-forma in Step 6 (PF 02)</p>	<p>Personnel Office</p>
<p>8. For Teaching Posts at SCHA</p> <p>Lesson observation as part of the interview</p>	<p>Lesson observation pro-forma sent to Curriculum Leader (PF 03) for completion. Interview Itinerary typed up and ready to be sent to applicants called for interview (Step 14). Pupil recording forms Pupil recording forms emailed to curriculum leader for use at interview- Lesson observation assessment (PF 04) and pupil feedback (PF05).</p>	<p>Personnel Office</p>
<p>8. Teaching Posts at Primaries</p>	<p>Details according to post as determined by Principal</p>	<p>Principal</p>
<p>9. Applications scrutinised for any anomalies / gaps in employment to be explored further. Checking of declarations/ appropriate reference details and other details received</p>	<p>Received application forms (GS 06)</p>	<p>Primaries – Principal SCHA –Principal / SLT Member / Personnel Office</p> <p>Raise issues identified with CEO / Director of Finance & Operations / Personnel Manager.</p>
<p>10. Shortlisting</p>	<p>Received applications processed as necessary using guidance, person specification and job description (GS 06).</p> <p>Shortlisting grid (PF10) to be completed and checked.</p>	<p>Primaries - Principal SCHA – CEO/Executive Principal / SLT Member / Personnel Manager</p> <p>Primaries: Principal and checked by Personnel Office SCHA – CEO/Executive Principal / Principal / SLT Member / Personnel Manager and checked by Personnel Office</p>

	Reference requests and other interview details requested by Personnel Office on PF 06.	PF06 Completed by Primaries - Principal SCHA – CEO/Executive Principal / Principal / SLT Member / Personnel Manager
11. Reference requests	Email / letters requesting references (see sample letter (GS 07) and appropriate pro-forma:- <ul style="list-style-type: none"> • Teaching post (PF 07) • TLR/Senior Post Professional Characteristics Assessment (PF09) • Support Staff (PF 08) 	Personnel Office
12. References received to be checked against the application form for accuracy and similarity in the two. To be kept in the Personnel Office until recruitment decision has been made.	Received references	Personnel Office
13. Chase up references that do not arrive by requested date		Personnel Office
14. Interview request NB. This is likely to be at the same time as the reference requests are sent out.	Email / letter sent to call for interview to include request to bring photo ID to the interview.(GS 08) For teaching posts details of the lesson to be delivered should be sent (see Action 8 above). PF 03	Personnel Office
15. Interview response/acceptance		Personnel Office
16. Interview day(s) structure and activities	“Guidance on interviews for vacancies” (GS09) See Recruitment Handbook for further guidance and examples	Primaries - Principal SCHA – CEO/Executive Principal / Principal / SLT Member / Personnel Manager
17. Interview day domestic arrangements- cover,		Primaries - Principal or designated Person

drinks, booking lunch, booking meeting and other rooms etc.		SCHA – Personnel Office / designated person
18. Interviewers arranged and briefed using handbook guidelines	See “Guidance for interviews” GS 09.	Primaries - Principal SCHA – CEO/Executive Principal / Principal / SLT Member / Personnel Office
19. Interview day-care of candidates e.g. drinks, location of facilities.		Primaries – designated person SCHA – Personnel Office / designated person
20. Appointment of candidate	Verbal job offer & completion of Notification of New Starter form (PF17) Authorisation of Notification of New Starter Form	Primaries - Principal SCHA – CEO/Executive Principal / Principal / SLT Member / Personnel Manager The CEO (for teaching staff) and Director of Finance & Operations (for support staff) must counter sign the form for all appointments across the Trust.
21. Letter of appointment subject to full pre-employment checks for all staff and a probationary period for non-teaching staff.	Letter of appointment subject to full checks & recruitment pack See sample letter GS 09	Personnel Office
22. Feedback to unsuccessful candidates as appropriate	Verbal Feedback & in writing see sample letter (GS 10) Unsuccessful candidates applications filed	Personnel Office If required additional in-depth feedback provided by Principal / Principal / SLT Member / Personnel Manager
23. Recruitment file stored for 6 months	File with recruitment details and process of recruitment filed.	Personnel Office
24. Publicise appointment to all staff on staff noticeboard and staff intranet/bulletin		Primaries – Principal SCHA – Personnel Office

25. Set up employee personal file	<p>File (paper) created and stored in office - documents (fully completed) to be included:</p> <ul style="list-style-type: none"> • Letter of acceptance • Signed job description • Signed Contract • Signed Application form • References x 2 with note on the file if only one reference was available plus an explanation of this. • Photocopies of original qualifications • Pre-employment checks pro-forma completed and signed by Principal (PF14) • Health declaration (PF16) • OH clearance • Bank Mandate (PF15) • Notification of new starter (PF17) • Additional Information (PF20) • Register of Business Interest (PF19) • Copies of ID and right to work in the UK checklist • NCTL Prohibition check (teaching staff) 	<p>Personnel Office to set up file.</p> <p>Primaries:- Employee file to be sent to the primary school for secure storage & to be kept updated for the duration of employment.</p>
26. Pre-employment checks completed	<p>Enhanced DBS Barred List NCTL Prohibition check (teaching staff only), Section 128 and EEA Sanctions (where required), ID & right to work in the UK References Qualifications Overseas police check (if required) Childcare Disqualification Regulations</p>	Personnel Office
28. Update school staff lists & database		<p>Primaries – Principal / designated person SCHA – Personnel Office</p>
28. Update central employment checks register & file	Copy of electronic DBS certificate and consent form to be filed.	Personnel Office

	If DBS certificate is not returned before post to be taken up then the CEO/Director of Finance & Operations is to modify the work undertaken to ensure child protection & complete a Risk Assessment	
29. Employee details given to Finance/Payroll Manager	Appointment form for teaching (PF 12) and support staff (PF13), bank details (PF15), notification of new starter form (PF17), HMRC Starter Form and P45/46	Personnel Office
30. Set up Induction Programme	Induction programme for all staff to include child protection procedures. GS Induction – GS 12 Induction checklist PF 18	Primaries – Principal or designated person SCHA - Personnel Office
31. Employee to sign induction form	Employee signs induction form when completed (this is the general induction not the year of induction for NQTs) and placed on the employee's personnel file.	Employee
32. Probationary Period (non-teaching staff only)	Copy of completed probationary review form to be placed on file and copies of letters	Letter from Principal / CEO / Director of Finance & Operations