



**West Norfolk  
Academies Trust**

# **Recruitment and Selection Policy and Procedure**

**Reviewed by: Trustees**

**Approved: December 2019**

**Next review date: December 2022**

**Consulted with recognised trade unions on 4<sup>th</sup> December  
2019**

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## **1. Terms of Reference**

1.1. This procedure applies to all recruitment at West Norfolk Academies Trust.

1.2. Definitions:

- “Executive Headteacher” also refers to any other title used to identify the Executive Headteacher, where appropriate, or other Senior Manager delegated to deal with the matter by the Executive Headteacher.
- “Line Manager” refers to the person delegated to manage the probation period. This may be a Senior Manager other than the direct Line Manager.
- “West Norfolk Academies Trust” may also be referred to as “WNAT” or “the Trust”.

## **2. Introduction**

- 2.1. The Trustees are committed to safeguarding and promoting the welfare of children and young people and requires all employees and volunteers to demonstrate this commitment in every aspect of their work.
- 2.2. The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education (available via [www.gov.uk](http://www.gov.uk)) and the Trust’s Equality Duty Statement and Objectives.
- 2.3. The Trustees will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction. In the very exceptional cases where the Trust is required to discriminate due to an occupational requirement, advice must be sought from the Trust HR team and permission granted by the Executive Headteacher.
- 2.4. The Trustees will comply with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.
- 2.5. The Trustees will ensure compliance with the Data Protection regulations and the more stringent requirements contained within the General Data Protection Regulations (GDPR). The GDPR encompasses the core principles of the Data Protection Act and provides more onerous responsibility and accountability for fair and transparent processing. Our Privacy Notice can be found on the West Norfolk Academies Trust website. Our Privacy Notice provides specific details regarding those applying to join the Trust, which are in accordance with the GDPR principles, and can be found within the Privacy Notice, under the section entitled ‘If You Become A Staff Member Or Service Provider At WNAT’.

## **3. Delegation of Appointments and Constitution of Appointments Panels**

- 3.1. The power to offer employment for all posts below Headteacher level is delegated by the Trustees to the respective school Headteacher. The Headteacher may delegate the power to offer employment to any other senior leader.

- 3.2. The Headteacher is expected to involve at least one Trustee in the appointment of senior leadership posts.
- 3.3. Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training.

#### **4. Advertising**

4.1. All permanent vacant posts will usually be advertised to ensure equality of opportunity and to encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or employees are at risk of redundancy, vacancies may be advertised internally before, or instead of, an external advertisement. Permanent vacant posts will not be advertised, either internally or externally, if they are identified as suitable alternative employment for employees at risk of redundancy. If a permanent vacancy arises and one or more members of staff are already employed in the same role, at the same location on a temporary or secondment basis, then those relevant members of staff may be given the chance to be considered for the role prior to advertising to a wider field, whether internal or external.

4.2. Advertisements will be placed for a reasonable period of time.

4.3. Temporary vacant posts may not be advertised, internally or externally if it is identified that there are suitable internal members of staff to fill the vacancy.

4.4. If the field of applicants is felt to be weak the post may be re-advertised at any stage in the recruitment process.

#### **5. Information for Applicants**

5.1. All applicants for all vacant posts will be provided with:

- A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the relevant school.
- A person specification may also be provided. This will also include a statement on behalf of the Trustees of their commitment to safeguarding and promoting the welfare of children and young people.
- An application form. CVs will not be accepted. The application form will also include a statement that canvassing any member of staff, or member of the Governing Body or Trustees, directly or indirectly, is prohibited and will be considered a disqualification.
- Information will be available on the Trust and School's website to provide the following information to potential applicants:
  - A description of the school.
  - The Trust's Equality Duty Statement and Objectives.
  - The relevant school's child protection/safeguarding policy.

- The closing date for the receipt of applications.
- A basic outline of the terms of employment including salary.
- The Trust's policy on recruitment and selection.

## **6. Short Listing and Reference Requests**

6.1. The selection panel will use an agreed, recorded short listing process. The criteria for selection will be consistently applied to all applicants based on the essential and desirable criteria for the post. On receipt of application, equality monitoring information must be separated from applications to ensure a fair process for all. The selection panel will agree the candidates to be called for interview.

6.2. The selection panel may take up at least two references on each short listed candidate. If a candidate for a post working with children is not currently working with children, a reference will be sought from the most recent employment working with children, where applicable, to confirm details of their employment and their reasons for leaving.

6.3. Reference requests will ask the referee to confirm:

- The referee's relationship with the candidate.
- Details of the applicant's current post and salary.
- Performance history.
- All formal time-limited capability warnings which have not passed the expiration date.
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date.
- All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns.
- Details of any substantiated allegations or concerns relating to the safety and welfare of children.
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the relevant school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

6.4. References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate. References will be verified and any discrepancies will be discussed with the candidate at interview.

6.5. References may be checked against information on the application; any discrepancy/issue of concern noted to take up with applicant at interview.

## **7. Interviews**

7.1. The format, style and duration of the interviews are matters for the relevant Headteacher to decide in consultation with any Trustees involved in the process but the following will be adhered to:

### **7.1.1. Briefing:**

All candidates will be given relevant information about the relevant school to enable the candidate to make further enquiries about the suitability of the advertised job.

### **7.1.2. The formal interview:**

Before the interviews the selection panel will agree on the interview format (including any other assessment methods). The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked. The selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

7.2. The recruitment documentation will be retained for six months from the date of interview. Applicants have the right to request access to notes written about them during the recruitment process. After 6 months all information about unsuccessful candidates will be securely destroyed.

7.3 In circumstances relating to internal recruitment only, the selection panel may decide that certain parts of the recruitment process may be omitted but all candidates will be subject to a formal interview, the satisfactory reference requirements and any other necessary checks.

## **8. Offer of Employment by the Selection Panel**

8.1. The offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to:

- Verification of identify
- Verification of right to work in the UK
- Proof of relevant qualifications
- Satisfactory DBS Enhanced Disclosure
- A certificate of good conduct (if applicable) which may include EEA sanctions and restrictions
- Barred list check
- Teacher prohibition (if applicable)
- Section 128 check (if applicable)

- Pre-employment medical screening
- Satisfactory references
- Disqualification under the Childcare Disqualification Act 2006, as amended.

The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

8.2. Candidates who are selected and attend an interview will be notified by the relevant recruitment lead if they are unsuccessful.

## **9. Personnel File and Single Central Record**

9.1. Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of their employment with the school and Trust including:

- Application form – signed by the applicant
- Interview notes – including explanation of any gaps in the employment history
- References – minimum of 2
- Proof of identity
- Proof of right to work in the UK
- Proof of relevant qualifications
- Certificate of Good Conduct (where applicable) which may include EEA sanctions and restrictions
- Evidence of medical clearance from the Occupational Health service
- Evidence of DBS clearance and barred list check
- Teacher prohibition checks
- Evidence of a Section 128 direction (where applicable)
- Offer of employment letter (where applicable) and signed contract of employment
- Disqualification under the Childcare Disqualification Act 2006, as amended.

9.2. Retention of personal information for the successful candidate following the end of their employment will be in accordance with the Trust's Privacy Notice (available on the Trust's website), which is compliant with relevant Data Protection Act. When retained documents have reached their data retention limit they will be securely destroyed.

9.3. The relevant school will destroy information obtained by a vetting exercise within six months. A record of the result of the vetting or verification of the successful candidate will be retained on the employees file and the Single Central Record.

9.4. The relevant school will normally collect personal information from applicants only where they have consent to do so, or where they need the personal information to perform a contract with, or involving, an applicant, or where the processing is in the school's legitimate interests and not overridden by the applicant's data protection interests or fundamental rights and freedoms. In some cases, the relevant school may also have a legal obligation to collect personal information from the

applicant or may otherwise need the personal information to protect the applicant's vital interests or those of another person. The school will retain a record of consent as evidence that they have obtained consent to collect and process the data and that applicants have been advised of the purpose of the collection and processing.

9.5. Applicants have the right to withdraw consent at any time and can do so by informing the Trust's Data Protection Officer, with the exception of documents that are required for a statutory requirement. Details on how to withdraw consent are published on the Trust's website.

9.6. Where agency staff are employed, the Trust will impose an obligation on the agency to perform all relevant recruitment checks, as set out in 9.1. The Trust will obtain written confirmation from the agency that these checks have been carried out and are satisfactory.

9.7. The relevant school will maintain a Single Central Record of employment checks for all staff, including agency workers, in accordance with the DfE document 'Keeping Children Safe in Education' (available via [www.gov.uk](http://www.gov.uk)).

## **10. Start of Employment and Induction**

10.1. The pre-employment checks listed in paragraph 9.1 above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the barred list and teacher prohibition checks.

10.2. All new employees will be provided with an induction programme which will cover all relevant matters of school and Trust policy, but in particular safeguarding and promoting the welfare of children.