



**PENK VALLEY  
ACADEMY TRUST**

*Learning  
Together*

# ***Recruitment and Selection Policy***

**Reviewed at Personnel Committee October 2022**

**Ratified by PVAT Board of Trustees December 2022**

Frequency of Review:            Every 3 years

Policy based on LEA Recruitment & Selection Policy – May 2016

## Amendments

2017 – NF/DS/HJ/JA/PJT – Federation SLT 17/02/2017

2017 – TP – SJFS added

2018 – TP – updated for PVAT

2021 – DH – Safer recruitment staff names removed

2022 – DH – alterations to meet KCSIE

## ***Contents***

1. Policy statement	3
2. Who the policy covers	3
3. Purpose	3
4. Policy principles	3
5. Safer Recruitment	5
6. Equality	5
7. Responsibilities	5
8. Safer Recruitment training	5
9. Links to other Policies	5
10. Review of policy	5

## **1. POLICY STATEMENT**

We are an employer who abides by all legislation relating to the recruitment of staff.

Penk Valley Academy Trust is committed to:

- improving performance by recruiting and selecting the best people. It aims to attract potential employees who have the relevant knowledge, skills, qualifications, experience, behaviours and talent to make a positive and innovative contribution.
- safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.
- the principles of equal opportunities in the recruitment and selection of staff and promotes fair treatment.

## **2. WHO THE POLICY COVERS**

- This policy applies to the recruitment and selection of all employees and potential employees.
- Penk Valley Academy Trust commends the principles set out in this policy for adoption by the Board of Trustees to apply to the recruitment of school staff.

## **3. PURPOSE**

The purpose of this recruitment and selection policy is to ensure that the best candidates are recruited on the basis of their ability and potential to support the delivery of our Academy Trust strategy:

- Based on performance and capability;
- Through a process that supports our values and behaviours;
- With regard to value for money;
- In an equal and inclusive way that complies with employment and equality legislation and good practice.

Accordingly, this policy will ensure that:

- a fair, open, transparent and consistent approach is taken to all aspects of recruitment;
- selection is valid and justifiable and based on an individual's relevant skills and experience;
- current employment legislation is adhered to, to safeguard individuals' right to fairness and
- equality of opportunity in conjunction with the business needs and values of the Academy Trust.

## **4. POLICY PRINCIPLES**

This policy has been developed in line with the appropriate National Conditions of service for employees of the Academy Trust.

Penk Valley Academy Trust recognises its statutory duty under all relevant employment legislation and is committed to meeting them.

All recruitment and selection decisions must be equitable and fair and taken on the basis of the applicant's competence or ability assessed against the person specification for the post.

The selection criteria must be consistent and objective and communicated at the outset of the process. They must be adhered to throughout each stage of the recruitment and selection process.

All appointments must be made on skills and experience – the candidate determined to be the best match with the stated requirements of the role (detailed in the person specification) should be offered the post.

As an Academy Trust we follow the four stages of the recruitment process

1. Plan:
  - Creation/identification of job description and staffing structure
2. Attract:
  - Advertise appropriately
  - Prepare a pack of information
3. Select:
  - Shortlist
  - Send for references – ensure references are most recent and appropriate
  - Check application form for completeness; ensure any gaps in employment history are clarified
  - Invite shortlisted candidates to interview
  - Ensure interview process is appropriate

Once we have shortlisted candidates, we will ask shortlisted candidates to:

- Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
  - If they have a criminal history
  - Whether they are included on the barred list
  - Whether they are prohibited from teaching
  - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
  - Any relevant overseas information
  - Sign a declaration confirming the information they have provided is true

We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. Any findings causing potential concern must be explored with candidate.

4. Appoint
  - Pre-appointment checks
    - All pre-employment checks for new starters must be completed and deemed satisfactory before the successful candidate commences in their role.
      - Verify ID
      - Verify mental and physical fitness with regard to work responsibilities
      - Check qualification certificates
      - Obtain enhanced DBS certificate

- Check right to work
- Carry out further additional checks (as appropriate) who have lived or worked outside of the UK
- Section 128 check (where applicable)
- Barred List and Prohibition checks (where applicable)
- Proof of address
- Class 2 Medical Form (Minibus drivers)
- Driver Training assessment (Minibus drivers)

In Schools with pupils aged under 8, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

There must be compliance with safer recruitment procedures and processes. Those responsible for recruitment and selection have a duty to scrutinise documentation and comply with appropriate regulatory body requirements.

Any member of staff involved in the selection of staff must satisfy themselves that they are appropriately trained and can comply with the requirements of this policy.

Those responsible for recruitment within the Academy Trust are equipped with the necessary skills including safer recruitment training.

## **5. SAFER RECRUITMENT**

The Academy Trust has responsibility for ensuring that recruitment, selection, and retention decisions for posts working with children and vulnerable adults are safe, and that the Trust meets its statutory obligations as detailed in the Department for Education statutory guidance.

As set out in the Department for Education statutory guidance,

- All schools within the Academy Trust keep a single central record in accordance with the DfE requirements.
- The Academy Trust is responsible for carrying out checks on employees seeking to work with children or vulnerable adults (or where their work may bring them into contact with either of these groups). These checks will be made in accordance with the Rehabilitation of Offenders Act 1974 (as amended), and with the Disclosure and Barring Service as appropriate.
- For those areas that are subject to Ofsted inspection, evidence of appropriate training will be assessed. At least one selection panel member must have completed Safer Recruitment training.

## **6. EQUALITY**

As an employer, Penk Valley Academy Trust is committed to ensuring that it provides equality of opportunity to all in employment. Through its recruitment and selection policy and procedures it aims to eliminate barriers and encourage applicants from all sections of the community by:

- Ensuring recruitment and selection procedures are fair and equitable;
- Only considering applicants for jobs on the basis of their relevant experience, skills and abilities unless a Genuine Occupational Qualification (GOQ) exists for specific posts;
- Ensuring that all employees receive fair and equal treatment in relation to their employment regardless of whether they are part-time, full-time or employed on a temporary basis.

### **7. RESPONSIBILITIES**

Penk Valley Academy Trust Board of Trustees devolves the role of “hiring manager” to members of the Senior Leadership team.

### **8. SAFER RECRUITMENT TRAINING**

Penk Valley Academy Trust commits to ensuring training is renewed at least every 5 years. This is not a legal requirement, but shows best practice and will ensure staff understand new legislation. For a list of all currently Safer Recruitment trained staff and trustees, please contact Penk Valley Academy Trust’s central HR department.

### **9. Links to Other Policies**

- Probation policy – *PC/TUPE/170*

### **10. Review of Policy**

This policy will be reviewed every 3 years, or before if deemed necessary by the Academy Trust Board of Trustees.