

Recruitment Policy

Policy Owner	Director of Human Resources
Approved by	CEO
Last reviewed on	September 2024
Next review date	September 2025.



1. Introduction

- 1.1 Creative Education Trust is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing the very best education and outcomes for our pupils. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to each school's performance and fundamental to the delivery of high-quality education.
- 1.2 The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, workers and all other members of the school community to share this commitment.
- 1.3 These procedures take into account relevant legislation and guidance and make particular reference to the statutory guidance 'Keeping Children Safe in Education' (Department for Education, 2024), as well as the Equality Act 2010 Employment Statutory Code of Practice and the Data Protection Act 2018.

2. Purpose

- 2.1 The purpose of this policy is to set out the Trust's approach to the recruitment and selection of both permanent and temporary employees to ensure:
 - The safeguarding and welfare of children and young people is first consideration at each stage of the process.
 - A professional, consistent and equitable approach to the appointment of all academy-based staff.
 - That the best person is appointed for each position, with the appropriate qualifications, skills and experience.
 - All relevant equalities legislation is adhered to and that candidates are not discriminated against on the grounds of a protected characteristic.
 - All staff involved in recruitment are aware of the governments guidance on safer recruitment and follow its recommendations by following this policy.

3. Scope

- 3.1 This policy covers the recruitment and selection of all employees across Creative Education Trust.

4. Equal Opportunities

- 4.1 The recruitment and selection procedures must always be applied fairly and in accordance with the Equality, Diversity and Inclusion Policy and relevant employment law.

5. Authority to Recruit

- 5.1 Prior to starting the recruitment process, all posts require authority to documentation, which will be approved by the relevant Finance Business Partner.



6. Recruitment & selection procedure

6.1 Job Descriptions and Person Specifications

6.1.1 At the start of the recruitment process, it is important to define the postholder's responsibilities and the qualifications and experience needed to perform the role. All job descriptions will, as a minimum, detail:

- Job title;
- Grade/scale/salary of post;
- Working arrangements e.g. full or part time, term time only working etc;
- Job purpose;
- Line management details;
- Specific responsibilities; and
- The postholder's responsibility towards the promotion and the practice of safeguarding the welfare of children that they come into contact with through their job.

6.1.2 All person specifications will, as a minimum, detail:

- Qualifications required;
- Professional registrations (if required);
- The experience, skills, and personal attributes required;
- Creative Education Trust's commitment to safeguarding and the requirement for the successful applicant to undertake relevant safeguarding checks.

6.1.3 Each requirement on the person specification will be graded as either 'essential' or 'desirable'. These grades will be used for shortlisting purposes after the closing date.

6.2 Advertisements

6.2.1 Usually posts will be advertised externally, to encourage as wide a field of candidates as possible. However, where there is a reasonable expectation that there are sufficiently qualified internal candidates, or where employees are at risk of redundancy, an internal advertisement may be considered appropriate.

6.2.2 The advertisement for a vacancy will demonstrate Creative Education Trust's commitment to safer recruitment and vetting procedures in order to act as a deterrent to people who might harm children or are otherwise unsuited to working with them.

6.2.3 All recruitment advertisements will include the following:

- The name and logo of the school or Trust if a Head Office role;
- Post title;
- Hours (this should indicate if full or part time, and if term time only etc);
- Grade or scale;
- Salary including any allowances offered;
- Permanent or fixed term (if fixed term the duration of the contract should be stated);
- The main responsibilities of the post;
- Essential Information Statement. "Creative Education Trust (CET) is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, workers and all other members of the school community to share this commitment."



- The CET Recruitment Policy follows the guidance set out by Keeping Children Safe in Education. All shortlisted candidates are subject to online checks and referencing prior to interview, and all offers of employment are subject to an enhanced DBS Check and where appropriate a Prohibition from Teaching search. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. CET is committed to developing, maintaining, and supporting an inclusive culture and environment for the benefit of its employees and the communities it serves.
- Closing date and (where scheduled) interview date.

6.3 Candidate Information

6.3.1 Candidates will be provided with the following documentation:

- Application form;
- Equality and diversity monitoring form;
- Job description and person specification; and
- Further information relating to the school/Trust.

6.4 Shortlisting

6.4.1 The equality and diversity monitoring form will be separated from each candidate's details before shortlisting.

6.4.2 All shortlisting panels will always include at least one person who has successfully completed safer recruitment training.

6.4.3 The shortlisting panel will review all applications and score them against the person specification using the following scoring system:

0	Insufficient evidence
1	Satisfactory evidence
2	Good evidence
3	Exceptional evidence

6.4.4 A shortlist of the strongest candidates will be drawn up based on the highest total scores. A candidate scoring zero on any aspect will not be short-listed.

6.5 References

6.5.1 A minimum of two references for external short-listed candidates will be requested immediately after short-listing, and before interview. References are sought at this point, so that any discrepancies can be explored during the interview process. For internal candidates, at least one reference will be requested should the candidate be from a different Creative Education Trust school than the role they are applying for.

6.5.2 Where candidates have indicated on their application forms that they do not wish their current employer to be contacted, this reference will be taken up immediately following a conditional offer being made. Any candidate currently working in a school or college must provide details of their current Principal/Head teacher as one of their two referees.

6.5.3 References must be in writing, specific to the job for which the candidate has applied and directly from the referee. Electronic references should originate from a



legitimate source, e.g. company email address. Open references or testimonials are not acceptable. Creative Education Trust will not accept references from relatives or people writing solely in the capacity as a friend.

- 6.5.4 Referees for all candidates will be asked for previous employment details, specific role and child protection related questions. Referees will be contacted by telephone or email to clarify any anomalies or discrepancies or to obtain more information if required. A detailed written note will be kept of such exchanges.
- 6.5.5 Creative Education Trust reserves the right to seek references from the current employer even if they are not listed as referees on the application form, following the requirements of Keeping Children Safe in Education.
- 6.5.6 Standard forms will be used for seeking reference requests.

6.6 Online Checks

- 6.6.1 As referenced above, reasonable online searches will be undertaken for shortlisted candidates.
- 6.6.2 Online searches must be carried out before interview using the SGF11 form (Online Search Form: Shortlisted Candidates) This process is designed to identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with the applicant at interview.
- 6.6.3 If any information of concern is identified, the Head of Recruitment must be notified and the SGF11 sent to them, who will consider if the matter needs to be discussed with the Director of Safeguarding.
- 6.6.4 Completed SGF11 forms should be handed to the Regional HR Business Partner who must countersign the form before it is stored in the candidate's recruitment file.

6.7 Interviews

- 6.7.1 Shortlisted candidates will be invited to an interview. Interviews will normally be carried out face-to-face. On rare occasions, for example where the candidate is overseas, interview via video conferencing is permissible. On arrival at an individual school, candidates will be required to verify their identity using photographic identification i.e. passport or driver's licence.
- 6.7.2 The interview process will explore the applicant's ability to carry out the job description and meet the person specification. The interview process will also allow time for any discrepancy in a candidate's application or references to be scrutinised and clarified. Interviewers will put safeguarding at the heart of the interview and will question candidates regarding any employment gaps, criminal record disclosures, previous experience, suitability for the post and their motivation to work with children. Answers to the safeguarding questions will be recorded in the interview notes.
- 6.7.3 The panel will be certain they have explored all relevant areas before they offer a post.
- 6.7.4 All interview panels must include at least one person who has successfully completed safer recruitment training. This will enable the scrutiny of each



candidate's motivation to work with children by a trained interviewer.

6.7.5 The interview panel will score all interviewees against the published person specification as follows:

- | | |
|---|-----------------------|
| 0 | Insufficient evidence |
| 1 | Satisfactory evidence |
| 2 | Good evidence |
| 3 | Exceptional evidence |

6.7.6 Any candidate scoring zero for an aspect will not be appointed. The panel would normally appoint the highest scoring candidate unless there is good reason to do otherwise. Standard interview forms will be used during the interview process.

6.8 Additional selection methods

6.8.1 In addition to panel interviews, other selection methods may be used to assess a candidate's suitability for the post. Tasks (such as lesson observations, in-tray exercises, data tasks, student panel etc.) should be of relevance to the role.

7. Offer and Contracts

7.1 A verbal offer of employment will be made to the successful candidate via telephone after the interview. All unsuccessful candidates must be notified in person or via telephone call with feedback collated from the interview process.

7.2 Once an offer of employment has been verbally accepted, the HR team will arrange for an offer letter and contract to be issued to the prospective member of staff.

8. Pre-employment checks

8.1 Any offer of appointment to a successful candidate, must be conditional upon satisfactory completion and verification of pre-employment checks.

8.2 Prior to employing new staff, schools must:

- Verify the candidate's identity using photographic identification based on statutory guidelines.
- Obtain, via the applicant, an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity¹. Where a candidate is using the DBS update service, we will still obtain the original DBS certificate.
- Verify the candidate's fitness to work.
- Verify the candidate's right to work in the UK; where the right to work in the UK cannot be verified, the offer of employment will be immediately withdrawn.
- Verify professional qualifications as outlined in the Essential Criteria in the Person Specification; a copy of the certificates will be kept on the employee's personnel file.

¹ A person will be considered to be in 'regulated activity' if, as a result of their work, they: will be responsible, on a regular basis, in any setting for the care or supervision of children; or will regularly work in a school or college at times when children are on school or college premises (where the person's work requires interaction with children, whether or not the work is paid (unless they are a supervised volunteer), or whether the person is directly employed or employed by a contractor); or will regularly come into contact with children under 18 years of age. A supervised volunteer who regularly teaches or looks after children is not in regulated activity.



- Individuals who have lived or worked outside of the UK will undergo the same checks as all other staff applying for a role at Creative Education Trust.
- Where a candidate has lived or been overseas for 3 months or more in the last 5 years, we will make any further checks that we consider appropriate. This will include, where available, an overseas police check.
- Check that a candidate applying for a role that involves line management, or management of a budget, is not subject to a section 128 direction made by the Secretary of State.
- Check that a candidate who is to be employed in 'teaching work'² is not subject to a prohibition order issued by the secretary of state by using the Teacher Services System.
- Verify any professional registration required by the person specification; a copy of the certificates will be kept on the employee's personnel file.

8.3 All original documents seen as part of the pre-employment checks must be signed and dated using a stamp or the handwritten wording "I confirm that this is a true and accurate copy of the original, which I have seen on (Date) (Time) (Print Name) (Signed)".

9. Disclosure of Criminal Record

- 9.1 Employment opportunities with Creative Education Trust are exempt from the Rehabilitation of Offenders Act 1974.
- 9.2 Shortlisted candidates will be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on GOV.UK. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.
- 9.3 Having a criminal conviction will not necessarily bar a person from working with children. Successful candidates will be required to complete an enhanced DBS application (and Disqualification by Association declaration where appropriate). Once the enhanced DBS, with barred list clearance for those in regulated activity is verified, any discrepancy in convictions declared on the application form and the DBS clearance will be discussed with the candidate and may lead to the offer of employment being withdrawn with immediate effect, even if the person has commenced work.
- 9.4 If the Principal or Head teacher wishes for an individual to start work in regulated activity before the DBS certificate is available, then a risk assessment must be completed and authorised by the Head of HR Business Partnering.

10. Childcare Disqualification Arrangements

- 10.1 In line with Disqualification under the Childcare Act 2006 guidance (updated in 2018), relevant staff are disqualified from working in the school when they are

² Each of the following activities is teaching work for the purposes of The Teachers' Disciplinary (England) Regulations 2012: planned and preparing lessons and courses for pupils; delivering lessons to pupils; assessing the development, progress and attainment of pupils; and reporting on the development, progress and attainment of pupils.



barred from working with children or young people.

- 10.2 Staff are covered by this legislation if they are employed and/or provide early years childcare (this covers the age range from birth until 1 September following a child's fifth birthday i.e. up to and including reception age) or later years childcare (this covers children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if they are directly concerned with the management of such childcare.
- 10.3 The school will take steps to gather information about whether relevant new members of staff are disqualified from working with children as per the Childcare Disqualification Regulations or Disqualification under the Childcare Act 2006. The school will take steps to gather information about whether relevant new members of staff are disqualified from working with children as per the Childcare Disqualification Regulations or Disqualification under the Childcare Act 2006.
- 10.4 Candidates will be required to complete a self-disclosure form prior to being invited to the selection day. Candidates must complete a self-disclosure form before being invited to the selection day. This form will ask them to declare (in line with any cautions or convictions for a relevant offence; where a care order is issued with respect to a child who has been in the person's care; whether they are named on the DBS Children's/adults Barred List and whether they have committed an offence overseas which would have resulted in disqualification if it had occurred in the UK. This form will ask them to declare (in line with the Rehabilitation of Offenders Act 1974 as amended) any cautions or convictions for a relevant offence; where a care order is issued with respect to a child who has been in the person's care; whether they are named on the DBS Children's/adults Barred List and whether they have committed an offence overseas which would have resulted in disqualification if it had occurred in the UK.
- 10.5 Employees are expected to inform their Principal or Head teacher immediately should circumstances change and they believe that they may meet the criteria for disqualification.
- 10.6 The school will keep a record of staff employed to work in or manage relevant childcare and record the date disqualification checks were completed on the Single Central Register.
- 10.7 In the event of information leading to disqualification being obtained, the school will follow guidance set out in the Disqualification under the Childcare Act 2006 guidance (as amended in 2018).

11. Temporary staff employed directly by the Academy

- 11.1 Staff employed on a temporary contract issued by the academy will follow the same recruitment process as any other permanent employee. All pre-employment checks must be completed.

12. Adults working at the school but not directly employed by the school

12.1 Peripatetic tutors and agency staff (including agency supply teachers)

- 12.1.1 Academies must conform with Section 18. the Education (Independent School



Standards) Regulations 2014. This means that for supply staff, we will always seek an Enhanced DBS certificate (with barred list information) and a copy of their ID on arrival. We will also adhere with the wider requirements of that section of legislation.

12.2 Third-Party staff

- 12.2.1 Where a third-party company, or adult is contracted to work at an academy, we will obtain a letter of assurance from the company that verifies that they have been subject to the appropriate level of checks for the work they are contracted to undertake. A copy of the letter of assurance offered by the company will be retained on file for the duration of the work.
- 12.2.2 If a contractor is self-employed, the school will obtain the appropriate DBS check.
- 12.2.3 On arrival at an individual school, third-party staff will be required to verify their identity using photographic identification i.e. passport or driver's license.

12.3 Volunteers

- 12.3.1 Under no circumstances should a volunteer in respect of whom no checks have been obtained be allowed to work unsupervised or engage in regulated activity. Volunteers who engage in regulated activity must have an enhanced DBS certificate including barred list information.
- 12.3.2 All members of the Academy Council must have an enhanced DBS check, within 21 days of their appointment but not a barred list check unless they also engage in regulated activity.

13. Trustees and Head Office

- 13.1 All trustees and head office staff are recruited in line with safer recruitment guidelines and are included on the head office single central record.