



**CORNWALL EDUCATION**  
LEARNING TRUST

## **Recruitment Policy**

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**Adopted by (body):** CELT Trustees

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## **1. Policy Aim**

- 1.1 Cornwall Education Learning Trust is committed to providing the best possible levels of education to its students/pupils, and to safeguarding, caring for and promoting the welfare of children and young people by maintaining a safe and supportive learning environment for all. To achieve this, it is essential to attract, recruit and retain staff of the highest calibre who share this commitment.
- 1.2 The aim of this policy is therefore to ensure the best possible staff are recruited on the basis of their merits, abilities and suitability for the post, by:
- Ensuring that the recruitment process enables Cornwall Education Learning Trust to attract and appoint staff who can fulfil the strategic aims and support the Trust's vision and values;
  - To promote the equal treatment of all job applicants irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origin), religion or belief, sex (gender) or sexual orientation and to ensure that this is managed in such a way that Cornwall Education Learning Trust complies with the Equality Act and relevant Equal Opportunities legislation and Codes of Practice;
  - Upholding compliance with all relevant recommendations and guidance including Safeguarding Children and Safer Recruitment in Education, Keeping Children Safe in Education, Every Child Matters, Disclosure and Barring Service (DBS) Code of Practice;
  - Ensuring that Cornwall Education Learning Trust upholds the highest standards and meets its commitments to safeguarding and promoting the welfare of its students/pupils by carrying out all essential pre-employment checks.
- 1.3 This policy is applicable to the recruitment and selection of all employees, agency staff and contractors engaged to provide services to the Trust, regardless of whether this is on a permanent, temporary, fixed term or voluntary basis.

## **2. Responsibilities**

- 2.1 The Trust Board will ensure staff and governors involved in the recruitment of new employees have completed safer recruitment training and will monitor compliance with this policy.
- 2.2 The Governing Body of the Trust will:
- ensure that the Trust adheres to policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with DofE guidance, DBS guidance and legal requirements;
  - ensure that appropriate checks have been carried out on all staff and volunteers in the Trust.
- 2.3 Staff and governors involved in the recruitment process who have a close personal or familiar relationship with an applicant will be required to declare this as soon as they are aware of the individual's application. Staff and governors will not be included on an interview panel that may result in an appointment of a relative.

### **3. Identification of a Post**

3.1 A post may occur for a variety of reasons, including, operational planning, organisational change, resignation, retirement, termination of employment and leave of absence. Prior to advertising posts the Headteacher/Senior Manager and the Finance Lead will consider the following before completing the Recruitment Requisition Form for approval by the Trust Lead/Deputy Trust Lead:

- Is there funding for the post?
- If this is an additional role, what is expected school improvement and reasoning?
- If this is a replacement role, is it still required in the current form, on the same terms and conditions?
- Are there any existing Trust employees with the skills or with available hours who could undertake the role?
- What alternative solutions have been explored?
- Does an appropriate job description exist for the post?

### **4. Advertising**

4.1 All advertisements for posts of regulated activity, paid or unpaid, will include the following statement, to reinforce the importance of safeguarding:

*Cornwall Education Learning Trust is an equal opportunities employer and is also committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. All offers of employment are subject to the satisfactory completion of checks and references including an enhanced DBS check.*

4.2 Positions may be simultaneously advertised internally and externally.

4.3 For external positions a variety of advertising mediums may be used, subject to budgetary approval.

4.4 The Trust's HR team will ensure externally advertised posts, i.e. those posts advertised on external websites or in publications, are checked for equal opportunity purposes.

4.5 All appointments will be to Cornwall Education Learning Trust.

### **5. Applications**

All applicants will be provided with an application pack containing the following when applying for a post:

- Job description and person specification;
- Details of the selection procedure to be followed;
- An application form (a CV will not be accepted in place of this).

This pack may be provided online or in paper form, in line with the advertising mediums used and to take account of applicants' needs.

## **6. Selection and Recruitment Panel**

- 6.1 At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment.
- 6.2 Applications will be passed to the Selection and Recruitment Panel in an appropriate manner to ensure that all applicants are considered fairly and consistently.
- 6.3 Candidates will be shortlisted against the person specification and the essential requirements for the post using a selection matrix form.
- 6.4 Decisions to interview, shortlist or offer employment will take no account of an applicant's trade union membership or non-membership.
- 6.5 The Selection and Recruitment Panel will decide on the appropriate selection technique (as outlined in this policy) to ensure that candidate's suitability for the role is thoroughly assessed.

## **7. References**

- 7.1 At least two references will be requested, one of which must be from the current/most recent employer. Open references will not be accepted. References must cover a five-year period of employment.
- 7.2 References will be taken up at shortlisting stage, so that any discrepancies can be discussed with the candidate.
- 7.3 Referees will be contacted directly and may be asked to clarify any discrepancies.
- 7.4 Where necessary, with the candidate's permission, previous employers who have not been named as referees may be contacted in order to provide clarification. Records will be kept of any communications.
- 7.5 Referees will be asked specific questions about the following:
  - The applicant's suitability to work with children and young people;
  - Disciplinary and capability records, including any disciplinary warnings (including time-expired warnings), relating to the safeguarding of children and young people;
  - The applicant's general suitability for the post;
  - The applicant's current post and salary.

## **8. Selection Process – Interviews and Assessment**

- 8.1 Shortlisted candidates will be sent:
  - A letter or email confirming the interview and giving details of any other tasks required as part of the interview process;
  - Dates, times, locations and details of interview days, including the panel members where known;

- The opportunity to discuss the process prior to the interview;
  - Details of acceptable documents for confirming identification and right to work.
- 8.2 The Trust will pay reasonable expenses for attending interviews at the discretion of the Headteacher/Senior Manager in exceptional circumstances and only on the production of valid invoices or receipts, in accordance with the rates shown in the Trust's Finance Policy. Prior approval is required by the Headteacher/Senior Manager as appropriate. Travel arrangements for candidates based overseas should be discussed with the Headteacher/Senior Manager, but the Trust will normally only pay for expenses incurred in the UK.
- 8.3 A range of assessment methods may be used, including: interview questions, completion of relevant task or exercises, presentations, practical tasks, etc. The panel will complete an interview summary form to explain how candidates have or have not met the requirements of the role.
- 8.4 Selection techniques will be determined by the post but all posts will normally include one or more formal face-to-face interviews. In exceptional circumstances, when it is not possible to conduct face-to-face interviews, interviews will be conducted as live video meetings via Microsoft Teams in accordance with the Trust's Online Job Interview Protocols. In advance of the interview day, guidance on how to login to the app will be issued to candidates and technical support will be offered where required.
- 8.5 The interview process will allow the panel to ask questions in order to evaluate suitability for the post, clarify any discrepancies in the information given prior to interview, allow candidates to demonstrate their ability to safeguard and protect the welfare of children and young people and to allow candidates to declare any information likely to appear on a DBS disclosure.
- 8.6 Responses to all interview questions will be recorded by the panel members. At least one question relating to the safeguarding of children will be asked during the formal interview.
- 8.7 If there is no suitable candidate, the Headteacher/Senior Manager will review the initial recruitment process to identify whether any improvements or changes should be made. This may include reviewing the post in relation to the market, media used, the timing of the advert and the selection process. The Headteacher/Senior Manager may then decide to start the recruitment process again.

## **9. Offers of Employment**

- 9.1 All offers of employment are to Cornwall Education Learning Trust and are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and an Enhanced Disclosure and Barring Service (DBS) check.
- 9.2 Candidates will be required to:
- Provide proof of identity and eligibility to live and work in the UK;
  - Complete an Enhanced DBS application and receive satisfactory clearance;
  - Provide proof of professional status;
  - Provide original certificates of qualifications;

- Complete a confidential post-offer health questionnaire;
- Complete a Childcare Disqualification declaration form;
- Undergo Prohibition list checks for those responsible for a group of students;
- Read at least Part One of the current Keeping Children Safe in Education Statutory Guidance and complete the declaration form.

9.3 The Trust will carry out all necessary checks, e.g. Barred List, Prohibition List etc.

9.4 Details will be documented and recorded on the personnel file, the school's Single Central Record and the personnel system as required.

9.5 Any unsatisfactory issues or discrepancies in information provided will be followed up.

9.6 Employment will only commence when **all** checks and procedures are satisfactorily returned and complete.

9.7 In exceptional circumstances only, the Trust Lead may agree to a candidate commencing employment prior to the completion of all checks and procedures, on receipt of a risk assessment and following the satisfactory completion of a Barred List check. **Under no circumstances will employment commence prior to the satisfactory completion of a Barred List check.**

## 10. Agency Staff

10.1 Cornwall Education Learning Trust will use only agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been fully and satisfactorily completed.

10.2 Identity checks will be carried out when agency staff first arrive at the school.

## 11. Contractors

Where contractors are engaged to work on Trust sites, and contact with learners is foreseeable and/or unavoidable, appropriate checks should be carried out. This should be done by a written agreement from the contracting or partnership organisation confirming that they operate a Safer Recruitment Policy and can supply written confirmation that all relevant checks have been fully and satisfactorily completed. This will be provided in the form of a Letter of Assurance, using the template provided by the HR team.

## 12. Induction

All staff and volunteers who are new to the Trust will undergo an induction process. Schools will issue to new starters the safeguarding policy and procedures and guidance on safe working practices.

## 13. Probation

All appointments will be subject to successful completion of a probationary period. The progress of new members of staff will be supported and monitored by their line manager during this period in line with the Cornwall Education Learning Trust Probationary Policy.



**Date Last Reviewed:** April 2021

Should you require further information, please contact

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