




# Recruitment and Selection Policy Statement

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**November 2023**

<b>Signed (Chair of Trustees):</b>	
<b>Date:</b>	<b>November 2023</b>
<b>Review:</b>	<b>November 2024</b>

*The Arbor Academy Trust reviews this policy annually. The Trustees may, however, review the policy earlier than this, if the Government introduces new regulations, or if the Trust receives recommendations on how the policy might be improved. This document is also available in other formats e.g. e-mail and enlarged print version, on request to the School Offices and is displayed on the schools' websites.*

The careful recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The Arbor Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to and fulfilled in the roles they undertake.

The Trust recognises the value of and seeks to achieve a diverse workforce, which includes people from different backgrounds, with different skills and abilities. The Trust is committed to ensuring that the recruitment and selection of all who work within the schools is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity.

This document provides a good practice framework to comply with the principles set down in the Trust's Equal Opportunities Policy. The practices described in this document are designed to ensure a fair and objective process.

All posts within The Trust are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Disclosure and Barring Service check. A previously issued Disclosure and Barring Service certificates will only be accepted in certain restricted circumstances.

The Trust is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s). The School's Recruitment Procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. The Trust is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of disclosure information.

The Trust will:

1. Implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role. Pre-employment checks will be carried out by the HR manager and countersigned by the Head of School. DBS checks will be carried out by the HR Manager/team and countersigned by the CEO or Executive Principal or Head of school for approval and verification.

The following pre-employment checks will be undertaken:

- receipt of at least two satisfactory references
- verification of the candidate's identity
- a list 99 check (in some establishments a check of PoCA list may also be required) which is included within the DBS check, or sometimes separate if no DBS at the time of starting employment and only when accompanied by a risk assessment.
- a satisfactory DBS disclosure.
- verification of the candidate's medical fitness
- verification of qualifications

- verification of professional status where required e.g. GTC registration, QTS status (unless properly exempted)
  - the production of evidence of the right to work in the UK
  - (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999).
  - Online check will be carried out
2. Keep and maintain a single central record of recruitment and vetting checks, in line with the DCSF requirements.
  3. Ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The Trust will monitor the compliance with these measures.
  4. Require staff who are convicted or cautioned for any offence during their employment with the Trust to notify The Trust in writing of the offence and penalty and ask any questions regarding this matter at interview stages.
  5. The Trust will refer to the Local Authorities internal registers of individuals whose previous employment history may give cause for concern and will refer names to the secretary of state in certain circumstances for possible inclusion on List 99 or PoCA list.