INTRODUCTION

The purpose of this policy is to set out the minimum requirements of a recruitment process that Orwell Multi Academy Trust aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people;
- appoint and grow from within the trust first, where possible.

STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in schools; notably headteachers and deputy headteachers. These requirements change from time-to-time and must be met.

IDENTIFICATION OF RECRUITERS

The Trust will ensure that at least one recruiter has successfully received accredited training in safe recruitment procedures.

INVITING APPLICATIONS

Vacancies for posts will be advertised internally within the Trust in the first instance. If there are no suitable applicants an external advertisement will follow. All application packs will include the following statement:

“Orwell Multi Academy Trust is founded on a belief that collaboration unlocks the potential to create excellent school communities where learning is unstoppable and aspirations have no limits.

To achieve this vision, we will ensure the following values:

- Inclusivity; we will ensure that all members of the community are equally valued.
- Integrity; we will ensure that all actions that we take are in line with our visions and values.
- Innovation; we will look beyond the known and be prepared to take risks in the relentless pursuit of excellence.
- Influence; we will use the skills and expertise from within Orwell MAT to inspire and empower other school communities.
We believe that a stronger partnership between schools that share a similar vision, ethos and values and the same commitment to raising standards, will help our schools in a number of important ways, including: extending the learning opportunities and activities for pupils, enriching the curriculum through strong partnership and enabling the sharing of excellent practice in teaching and learning.

All Orwell Multi Academy Trust Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment."

Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the Trust’s Safeguarding Children policy;
- the Trust’s recruitment policy (this document);
- the selection procedure for the post;
- an application form;
- a copy of the Trust’s Vision and Values Statement.

All prospective applicants must complete, in full, an application form.

**SHORT-LISTING AND REFERENCES**

Short-listing of candidates will be against the person specification for the post.

Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- the candidate’s suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate’s suitability for the post.

Employees are entitled to see and receive, if requested, copies of their employment references.
THE SELECTION PROCESS

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates, by a suitably qualified panel of school leaders.

Interviews will always be face-to-face and conducted by a panel of two or more. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear as part of a disclosure requested through the DBS;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

EMPLOYMENT CHECKS

All successful applicants are required:

- to provide proof of identity (with original documents) of photographic ID (or alternative document), proof of address and NI Number
- to complete a DBS disclosure application and receive satisfactory clearance
- to provide actual certificates of qualifications relevant to the post
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK as outlined in section 15-25 of the Immigration, Asylum and Nationality Act 2006
- for all teaching posts to be cleared via a teacher prohibition check
- to complete a childcare disqualification declaration.

INDUCTION

All staff who are new to the trust will receive induction training that will include the school’s safeguarding policies and guidance on safe working practices.

Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).
Orwell Multi Academy Trust follows the National Requirements for

“A SAFER RECRUITMENT PROCESS”

Our Recruitment Process will ensure that:

1. Job Descriptions will always include a statement of responsibility and requirements for safeguarding.

2. Clear messages about safeguarding will be sent to candidates from the outset.

3. A statement about commitment to safeguarding will be incorporated in any job advert.

4. CVs will not be accepted. Orwell Multi Academy Trust application forms will be required. (on-line applications will have to be signed by candidate when short listed).

5. A minimum of two references will be obtained

6. Short listing will be undertaken by at least two people.

7. Interview questions will include safeguarding issues.

8. Any job offer will be subject to successful references/DBS check and probation reports, and appointments will only be confirmed after satisfactory completion of the agreed probation period.

9. We will ensure an ongoing culture of vigilance.

10. We will use the Recruitment and selection checklist (see Appendix 1)
### APPENDIX 1 – PRE-EMPLOYMENT CHECKS – RECRUITMENT CHECKLIST

<table>
<thead>
<tr>
<th>Check</th>
<th>Date checking process started?</th>
<th>Progress notes</th>
<th>Date completed and SCR updated</th>
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<tbody>
<tr>
<td>A minimum of two references that cover at least 5 years. At least of one these should be an employment reference.</td>
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<tr>
<td>Identity</td>
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<tr>
<td>DBS and Barred List</td>
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<td>Disqualification under the Childcare Act 2006, where relevant to the role</td>
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<td>Prohibition Order, for teaching appointments, including, from 18 January 2016, restrictions imposed by all authorities in the European Economic Area (EEA)</td>
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<td>Health</td>
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<td>Right to work in the UK</td>
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<td>If the person has lived or worked outside the UK, further checks the school considers appropriate</td>
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<td>Professional qualifications, as appropriate.</td>
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