



Recruitment and Selection Policy and Procedure

Version 13

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Author	CEO
Name of Responsible Committee/Individual	Trust Board
Target Audience	All Stakeholders
Date Policy Agreed	September 2019 – Version 1 July 2020 – Version 2 May 2021 – Version 3 October 2021 – Version 4 September 2022 – Version 5 December 2022 – Version 6 March 2023 – Version 7 July 2023 – Version 8 October 2023 – Version 9 October 2024 – Version 10 September 2025 – Version 11 July 2026 – Version 12 September 2026 – Version 13
Review Date	September 2027
Related Documents	Disclosure and Barring Policy Equality Policy Redeployment Procedure Keeping Children Safe in Education (www.gov.uk) Childcare (Disqualification) Regulations 2018 Equality Act 2010 Probationary Policy and Procedure Redundancy/Restructuring Policy

B

Belonging

We build a culture where every child, colleague and community member feels safe, valued and included, creating a strong sense of family across our Trust.



F

Flourishing

We enable every child and adult to flourish through rich opportunities, high quality education and exceptional care, so that all can achieve their full potential.



L

Leadership

We lead with integrity, ambition and professionalism, empowering others through strong governance, expert practice and moral purpose.



P

Partnership

We work in partnership across our academies and communities, sharing expertise, building capacity and achieving more together than we could alone.



T

Transformation

We transform lives through education by raising aspirations, tackling disadvantage and creating brighter futures for every child and young person.



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Policy Statement

The Trust is committed to recruiting high-quality staff through fair, consistent, and legally compliant processes. Safeguarding and promoting the welfare of children is central to all recruitment decisions in line with Keeping Children Safe in Education (KCSiE), Part 3: Safer Recruitment and relevant safeguarding legislation, including volunteer safeguarding expectations. Final approval of appointments rests with the CEO.

Purpose and Scope

This policy ensures recruitment:

- Attracts suitable candidates
- Is fair, transparent, and merit-based
- Complies with employment, safeguarding, and data protection legislation
- Promotes effective use of resources
- Minimises risk of unsuitable appointments

Key legislation and statutory guidance includes:

- Education Act 2002 (s.175/157) – safeguarding duties
- Keeping Children Safe in Education (DfE statutory guidance)
- Equality Act 2010
- Data Protection Act 2018 / UK GDPR
- Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, amended 2013 & 2020)
-

Recruitment decisions must not discriminate on protected characteristics.

Roles and Responsibilities

- Trust Board: Ensures policy compliance and statutory alignment; appoints CEO
- CEO: Approves all recruitment and ensures consistency and legal compliance
- Headteachers/Principals/Governing Bodies: Monitor implementation and KCSiE compliance
- HR/Admin: Provide guidance, ensure compliance with employment, safeguarding and DBS requirements
- Managers: Conduct recruitment fairly and in line with statutory guidance

All parties must uphold safeguarding duties under KCSiE.

Equality and Diversity

The Trust promotes equal opportunity and prohibits discrimination under the Equality Act 2010.

Principles

- Decisions based on job-related criteria only
- Consistent use of job description/person specification
- Interview panels will normally consist of at least two people. At least one member of the appointment panel must have successfully completed recognised safer recruitment training in accordance with Keeping Children Safe in Education (KCSiE).



The Trust will seek to ensure that safer recruitment training is regularly refreshed and that all panel members understand their safeguarding responsibilities throughout the recruitment process.

- Transparent and documented processes
- Safeguarding embedded at all stages

Advertising is expected unless exceptions apply (e.g. redeployment, organisational change).

Documentation

- Maintain a full audit trail of recruitment decisions
- Retain records for 6 months (in line with data protection guidance)
- Handle all data in accordance with UK GDPR/Data Protection Act 2018

Recruitment Authorisation

All vacancies must be approved prior to advertising. The Headteacher/Principal or CEO must demonstrate:

- Business need
- Consideration of redeployment (in line with employment law and good practice)
- Alignment with organisational and financial requirements

Job Description and Person Specification

Must clearly define:

- Duties and responsibilities
- Essential and desirable criteria
- Measurable, non-discriminatory requirements

Must reflect safeguarding responsibilities in line with KCSiE.

Advertising

Advertisements must include:

- Role details and criteria
- Pay and conditions
- Application instructions
- Safeguarding statement consistent with KCSiE

All roles must clearly state:

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to enhanced DBS checks and safeguarding screening.

Redeployment

The Trust prioritises retaining staff. Redeployees meeting essential criteria must be considered in line with:

- Employment law obligations
- Redundancy and redeployment best practice
 - Seeking to avoid compulsory redundancies wherever reasonably practicable.
 - Identifying suitable alternative employment opportunities at the earliest opportunity.



- Giving priority consideration to employees at risk of redundancy for vacancies for which they meet the essential criteria.
- Ensuring selection and redeployment processes are fair, transparent, objective, and free from discrimination.
- Consulting with affected employees and, where applicable, their trade union representatives throughout the process.
- Considering reasonable training, support, and trial periods to enable employees to move into suitable alternative roles.
- Taking account of employees' skills, experience, qualifications, pay, working hours, work location, and personal circumstances when assessing suitability of alternative employment.
- Maintaining accurate records of redeployment activity and decisions.

Secondments and Expressions of Interest

All secondment opportunities and appointments made through an expression of interest process must receive prior approval from the Chief Executive Officer (CEO). The Trust will ensure that these opportunities are managed in a transparent, fair and equitable manner, with clear communication regarding the purpose of the opportunity, eligibility requirements and selection arrangements.

Where expressions of interest are sought, a consistent and objective selection process will be applied to all applicants to ensure fairness and transparency in decision-making. Selection decisions will be based on the requirements of the role and the skills, knowledge and experience of the individuals concerned, with appropriate records maintained to demonstrate compliance with the process.

The Trust is committed to providing equality of opportunity and will ensure that all secondment and expression of interest arrangements are conducted in accordance with relevant equality and employment legislation. All applicants will be treated fairly and with respect, and decisions will be made without discrimination, in line with the Trust's Equality, Diversity and Inclusion commitments.

Application and Shortlisting

- Applications must be completed using the official form (no CVs)
- Shortlisting must be based on essential criteria which explicitly relates to the job description
- Panels must apply consistent scoring
- Online Searches:
As part of the shortlisting process, the Trust will undertake online searches of shortlisted candidates in line with Keeping Children Safe in Education (KCSIE). Online searches will be conducted consistently for all shortlisted candidates for the same vacancy and will be limited to publicly available information. The purpose of the search is to identify any incidents, issues or concerns that may be relevant to a candidate's suitability to work with children.
Any information identified that may be relevant to the recruitment process will be objectively assessed and, where appropriate, explored with the candidate during the interview process. A record will be maintained confirming that the search has been completed.
- Criminal history must not be considered at shortlisting stage



Criminal disclosures are handled in accordance with:

- Rehabilitation of Offenders Act 1974 (Exceptions Order)
- DBS filtering guidance (Ministry of Justice)

Assessments

Selection must include interview and may include additional assessments.

Panels must:

- Use structured, job-related questions
- Avoid prohibited questions under the Equality Act 2010
- Assess consistently against criteria
- Include safeguarding-focused questions (as required by KCSiE)

Pre-employment checks initiated at this stage include identity and right-to-work checks.

Decision to Appoint and Pre-Employment Clearances

Appointments are subject to CEO approval and the satisfactory completion of all required pre-employment checks. The following checks must be completed before an appointment is confirmed:

Enhanced DBS Check (Police Act 1997; Protection of Freedoms Act 2012)

An Enhanced Disclosure and Barring Service (DBS) check is required for roles involving work with children and young people. This check identifies any relevant criminal convictions, cautions, reprimands or warnings and includes information held by local police forces where appropriate. The Trust will assess any disclosed information in accordance with safeguarding requirements and relevant legislation.

Barred List Check (Regulated Activity Requirement)

Where a role involves regulated activity, a Children's Barred List check must be completed to confirm that the individual is not legally prohibited from working with children. It is a criminal offence to knowingly employ an individual in regulated activity if they are barred from doing so. This check forms a critical element of the Trust's safeguarding responsibilities.

Prohibition from Teaching Check (Teacher Services)

A prohibition from teaching check must be undertaken for all teaching appointments to confirm that the candidate is not subject to a teaching prohibition order. This ensures that individuals who have been prohibited by the Secretary of State from carrying out teaching work are not employed in teaching positions. The check is completed through the Department for Education Teacher Services system.

Section 128 Check (Education and Skills Act 2008)

Where applicable, a Section 128 check must be carried out to establish whether an individual is prohibited from participating in the management of an independent school or academy trust. This requirement applies to relevant leadership, management and governance positions. The check helps ensure that those holding positions of responsibility are suitable to do so.



Identity Verification

The Trust will verify the identity of all successful candidates before employment commences.

Appropriate original documentation will be obtained, checked and recorded in accordance with Keeping Children Safe in Education (KCSiE), Disclosure and Barring Service (DBS) requirements and Home Office guidance.

Where identity cannot be satisfactorily verified, the appointment will not proceed until the Trust is satisfied that the individual's identity has been confirmed.

Right to Work Check (Immigration, Asylum and Nationality Act 2006)

The Trust must verify that all employees have the legal right to work in the United Kingdom before employment commences. Appropriate original documentation or approved digital verification must be obtained and recorded in line with Home Office guidance. Failure to complete this check could expose both the individual and the Trust to legal consequences.

Qualification Verification

The Trust will verify all qualifications and professional certificates that are a requirement of the role, or where they have been cited by the candidate as evidence of suitability for appointment.

Original certificates, secure electronic verification or confirmation from awarding bodies will be obtained where appropriate. Any discrepancies identified during the verification process will be investigated before employment commences.

For teaching appointments, verification of Qualified Teacher Status (QTS) and any other professional qualifications required for the role will be completed through the appropriate Department for Education systems.

References (as Required by KCSiE)

Employment references must be obtained and verified in accordance with Keeping Children Safe in Education (KCSiE) requirements.

As part of the Trust's commitment to safer recruitment and robust selection practices, references will be obtained for all shortlisted candidates, including internal applicants, wherever possible prior to interview. Obtaining references at this stage allows any concerns relating to employment history, conduct, performance, suitability for the role, or safeguarding to be reviewed and explored before an appointment decision is made.

Open references will not be accepted, as they do not provide the level of assurance required to support informed recruitment decisions and fulfil safeguarding responsibilities. All references must be obtained directly from named referees using the Trust's approved processes and documentation. For all staff appointments, referees will be required to complete the reference template within the MyNewTerm recruitment system to ensure that all relevant employment, conduct and safeguarding information is obtained in line with Keeping Children Safe in Education (KCSiE) requirements.

Any concerns, discrepancies or safeguarding-related information identified through the referencing process will be followed up with the referee where appropriate and discussed with the candidate during the interview process. All references will be treated confidentially and carefully assessed as part of the overall evaluation of a



candidate's suitability for appointment, ensuring that recruitment decisions are fair, evidence-based and consistent with the Trust's safeguarding responsibilities.

References will be scrutinised before appointment and any discrepancies, unexplained gaps in employment history, concerns regarding conduct, disciplinary matters or safeguarding issues will be investigated and satisfactorily resolved before employment is confirmed.

Medical Clearance (Equality Act Compliant)

A pre-employment health assessment may be required to determine whether a candidate is medically fit to undertake the duties of the role. The process will be conducted in compliance with the Equality Act 2010 and will focus on identifying any reasonable adjustments that may be required. Medical information will be handled confidentially and in accordance with data protection requirements.

Employment must not commence until all mandatory pre-employment checks have been satisfactorily completed. Only in exceptional circumstances may an individual commence work before all checks have been finalised. In such cases:

- Headteacher, Principal or CEO approval must be obtained.
- A written safeguarding risk assessment must be completed.
- Appropriate supervision arrangements must be implemented.
- Any legally required barred list check must be completed before regulated activity is undertaken.
- Outstanding checks must be completed as soon as reasonably practicable.

All decisions and safeguards will be fully documented and retained on the employee's personnel file.

Continuous Service

The Trust will recognise continuous service for successful candidates who transfer from a local authority or another publicly funded organisation within the education sector, where continuity of service is preserved under applicable employment provisions. This enables eligible employees to retain relevant employment rights and benefits associated with their length of service. Recognition of continuous service will not normally apply to employees transferring from private or independent schools, as these organisations operate outside the publicly funded education sector.

Childcare Disqualification Requirements

For posts which fall within the scope of the Childcare Act 2006 and the Childcare (Disqualification) Regulations, the Trust will undertake appropriate checks and obtain relevant declarations to establish whether an individual is disqualified from providing childcare.

This may apply to employees working in:

- Early Years provision.
- Later years childcare provision for children under the age of eight.
- Other roles where childcare disqualification legislation applies.



Candidates will be required to disclose any information that may affect their eligibility to work in such settings. Any declaration will be considered in accordance with statutory guidance and legislative requirements.

Where a disqualification is identified, the Trust will obtain appropriate advice and determine whether the individual is eligible to undertake the role or whether a waiver has been secured from the relevant authority.

All information obtained through this process will be treated confidentially and managed in accordance with data protection legislation.

Single Central Record (SCR)

The Trust will maintain a Single Central Record (SCR) in accordance with Keeping Children Safe in Education (KCSIE) and all statutory requirements.

The SCR will contain records of all required recruitment, safeguarding and vetting checks for employees, governors, trustees, trainee teachers, agency workers, contractors and other individuals where required by legislation or statutory guidance.

The SCR will record, where applicable:

- Identity checks.
- Enhanced DBS checks.
- Children's Barred List checks.
- Right to Work checks.
- Qualification checks.
- Prohibition from Teaching checks.
- Section 128 checks.
- Overseas criminal record checks.
- Professional registration checks.
- The date checks were completed.
- The name of the person who verified the checks.

The Trust will undertake regular audits of the SCR to ensure ongoing compliance with statutory requirements and safer recruitment expectations.

Overseas Checks

Candidates are required to provide a criminal record certificate from any country outside the United Kingdom in which they have resided for a total of 12 months or more (either continuously or cumulatively) during the 10 years preceding their application, provided that the period of residence occurred when they were aged 18 or over.

Where a candidate has lived or worked outside the UK, additional checks must be undertaken in line with KCSiE (Part 3 – Safer Recruitment, overseas checks provisions):

- Overseas criminal record checks (or certificates of good conduct) must be sought as early as possible in the recruitment process, normally at the point of shortlisting or immediately after conditional offer, to avoid delays.
- Checks are required where a candidate has lived or worked abroad for a significant period (typically 3 months or more) within relevant recent years.



- Where available, employers should obtain:
 - Criminal record information from the relevant country
 - Professional standing or regulatory confirmation (for teaching roles)
- If overseas checks cannot be obtained, the Trust must:
 - Undertake enhanced UK checks (including DBS)
 - Obtain additional references and verification
 - Risk assess suitability in line with safeguarding duties

All overseas checks must be completed prior to employment commencing, or subject to a formal risk assessment in line with KCSiE requirements.

Induction and Probation

All newly appointed staff must complete a structured induction and probation process in line with KCSiE (Part 1 and leadership responsibilities) and Trust policies:

- Induction must include:
 - Safeguarding training and child protection procedures (including reading and understanding relevant parts of KCSiE Part 1)
 - Staff code of conduct and key policies
 - Role-specific training and expectations
- New starters must receive appropriate supervision and support during their initial period of employment.
- A formal probation period must be applied to all new staff, during which:
 - Performance, conduct, and suitability to work with children are assessed
 - Regular review meetings are held and documented
 - Any concerns relating to safeguarding or conduct are addressed promptly in line with safeguarding procedures
- Successful completion of probation is subject to satisfactory performance, conduct, and continued compliance with safeguarding requirements.

Confirmation of Employment

Once all checks are satisfactory:

- Contract issued
- Induction arranged in line with safeguarding requirements
- Mandatory training (including safeguarding) provided

Line-Managers must ensure probation and induction comply with KCSiE expectations.

Volunteers

Volunteer recruitment must follow a proportionate, risk-based approach in line with Keeping Children Safe in Education (KCSiE), Part 3 – Volunteers (e.g. paras ~308–321). Decision flow: Regulated activity? → Yes: enhanced DBS + barred list check → No: ensure supervision is regular, day-to-day, and reasonable in all circumstances to protect children → Never leave an unchecked volunteer unsupervised.

- A risk assessment must be undertaken to determine the level of checks required, based on:
 - The nature of the role and level of contact with children
 - Whether the volunteer is supervised and how robust that supervision is



- Frequency and regularity of the activity
- Regulated activity (unsupervised or intensive contact):
 - An enhanced DBS check with barred list check is mandatory
- Supervised volunteers not in regulated activity:
 - A barred list check must not be undertaken
 - An enhanced DBS may be obtained based on risk assessment
- Supervision must be:
 - Ongoing and robust
 - Carried out by an appropriate member of staff who has completed safer recruitment checks
 - Sufficient to ensure the volunteer does not engage in unsupervised regulated activity
- Schools must use professional judgement (as required by KCSiE) when deciding whether to obtain a DBS check where not legally required.
- All volunteers must:
 - Receive appropriate safeguarding induction and understand their responsibilities
 - Be provided with a role description outlining expectations and boundaries
 - Be made aware of the Trust's safeguarding policies and reporting procedures
- For regular or long-term volunteers, good practice includes:
 - Obtaining references where appropriate
 - Interview or informal discussion to assess suitability

Safeguarding principles apply equally to volunteers as to paid staff, including the expectation to act in accordance with child protection procedures at all times.

Agency, Supply Staff and Contractors

The Trust will obtain written confirmation from employment businesses and supply agencies that all required safer recruitment checks have been completed for individuals supplied to work in the Trust, including identity verification, enhanced DBS checks, barred list checks where appropriate, prohibition checks where applicable, and any other checks required by Keeping Children Safe in Education (KCSiE). The Trust will verify the identity of all agency and supply staff on arrival and confirm that appropriate checks have been undertaken before they commence work.

Appropriate safeguarding arrangements will also be in place for contractors. The level of checks required will be determined through a risk assessment based on the nature of the work, the opportunity for contact with children and whether the work takes place in areas where children are present. Contractors who have not undergone appropriate safeguarding checks will be supervised at all times whilst on Trust premises.

Work Experience Placements

Where students participate in work experience placements, any safeguarding checks on employers, supervisors or placement providers will be determined in accordance with current legislation and DfE guidance relating to regulated activity and work experience arrangements.



Monitoring and Review

The policy will be:

- Monitored annually against KCSiE and statutory safeguarding requirements
- Reviewed regularly to reflect legislative updates

Recruitment and Selection Policy Version 13 agreed by Trust Board September 2026

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