



Recruitment Policy and Procedure

DISTRIBUTION	This is a Trust-wide policy and applies to all staff within the Trust.		
MANDATORY READERSHIP	Line managers, School Business Managers, Headteachers, Trust Central team		
DOCUMENT ID	FT-HR018 Recruitment Policy		
AUTHOR	GED	VERSION	1.0
RATIFIED BY THE TRUSTEES OF THE FALLIBROOME TRUST			
POLICY REVIEW CYCLE	1 YEAR (due 1/9/2024)		
POLICY REQUIREMENT	NON- STATUTORY		

The Fallibroome Trust, Priory Lane, Macclesfield, Cheshire, SK10 4AF
 Telephone: +44 (0) 1625 827 898 | Email: info@fallibroometrust.org.uk | Web: www.fallibroometrust.org.uk

The Fallibroome Trust (Company number: 07346144). A company incorporated as private limited by guarantee.
 Registered Office situated in England and Wales

CONTENTS

Changes since last review.....	3
Policy	4
Purpose	4
Governance	4
Scope.....	4
Equality	4
Responsibilities	5
General principles	5
Recruitment & selection procedure	5
Pre-employment checks.....	8
Disclosure and Barring Service (DBS).....	9
DBS clearance not received before start date	9
Limitations of disclosure information.....	9
Section 128 Checks (for those being recruited to a management position)	10
References.....	10
Qualifications	10
Right to work	10
Medical fitness	10
Agency/Third Party staff	11
Contractors	11
Self-employed staff/consultants.....	11
Single Central Record	11
Data Responsibility within the Fallibroome Trust Schools.....	11
Verifiers.....	12
Recruiters (including managers of agency workers)	12
Making decisions using disclosure information	12
Non-conviction information.....	13
Storage and handling of disclosure information.....	13
Post-appointment documentation.....	13
New Starter Checklist.....	14
Complaints.....	14
Review	14
Appendix 1: New Starter Checklist	Error! Bookmark not defined.

CHANGES SINCE LAST REVIEW

- Pg 5 FACE-Ed recruitment portal and process added
Change to posting on Trust staff intranet and external website
- Pg 7 Addition of online searches to pre-employment checks added
- Pg 11 Detail of checks required for Contractors and the discretion to carry out online searches of contractors as felt appropriate by the school Designated Safeguarding Lead added
- App 1 Policy now directs to the Staff Intranet for the current 'New Starter Checklist' document

POLICY

The Fallibroome Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and apprentices to share this commitment. In order to meet this responsibility, it follows a rigorous selection process to select the best candidate for each role.

These procedures take account relevant legislation and guidance and make particular reference to the statutory guidance 'Keeping Children Safe in Education' (Department for Education, (September 2023 and subsequent versions)), as well as the Equality Act 2010 Employment Statutory Code of Practice and the Data Protection Act (DPA) 2018 and UK General Data Protection Regulations.

PURPOSE

This policy aims to ensure that Fallibroome Trust employs the best candidates for the job, assists its schools to identify people who are suitable to work with children, help to promote equality of opportunity and to ensure that Fallibroome Trust meets its statutory obligations as a public sector employer and education system leader.

GOVERNANCE

The Local Governing Body is a committee of the Fallibroome Trust. The Local Governing Body will adopt and comply with all policies communicated by the Trustees. The Local Governing Body is responsible for setting out the policies and practices for staff. The Local Governing Body may delegate these matters to:

- The Headteacher/Principal;
- A sub-committee of the Local Governing Body; or
- A sub-committee and the Headteacher/Principal.

Where this procedure refers to the Local Governing Body representative this can be any one of the above.

SCOPE

This procedure applies to all employees of the Fallibroome Trust and covers the recruitment of all school based staff and Trust Central team. It is the Headteacher's responsibility within their school to ensure that relevant agencies are made aware of these standards as supported by the Trust HR Lead.

EQUALITY

The Fallibroome Trust is committed to eliminating discrimination and encouraging diversity amongst our employees. We endeavour to build a workforce that will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on grounds of age, disability, gender reassignment, marriage/civil partnership

status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We oppose all forms of unlawful and unfair discrimination.

The appointment and recruitment procedure must always be applied fairly and in accordance with employment law and the Fallibroome Trust Single Equality Policy.

RESPONSIBILITIES

The Fallibroome Trust is responsible for maintaining fair, consistent and objective procedures for matters relating to recruitment and appointments.

The Headteacher, supported by the Trust HR Lead, has overall responsibility for the internal organisation, control and management in their school and the implementation of this policy in their school.

GENERAL PRINCIPLES

When recruiting and selecting workers and staff, each Fallibroome Trust school will:

- ensure its practices and systems are transparent, objective, thorough and consistent
- ensure those involved in the recruitment & selection process receive appropriate training
- take account of issues relating to safeguarding children at every stage of the procedure

RECRUITMENT & SELECTION PROCEDURE

Stage one: Recruitment planning

When a vacancy arises, the following should be reviewed by the Headteacher:

- Replacement: whether the post needs to be filled and/or whether the nature of the job has changed significantly
- Job description: this should state the post title, salary, reporting lines and resources (including staff) for which the postholder is responsible. It should also include the purpose of the post and main responsibilities, as well as making it clear that the postholder will have responsibility for promoting and safeguarding the welfare of children within the school and that the post is subject to an enhanced disclosure.
- Person specification: this should set out the essential requirements for the post in terms of qualifications, skills, knowledge and experience, personal characteristics or other qualities that candidates will need to demonstrate. The person specification should make it clear that candidates will be expected to demonstrate a commitment to safeguarding the welfare of children, and that this will be tested at interview.

Stage two: Advertising and applicant management

The recruitment advert should be clear and communicate information about the Trust and the school. It will include:

- post title, and a description of the associated duties

- remuneration
- whether full time or part time
- essential characteristics/qualifications/skills/ experience necessary
- details of the school, and who to contact for further information
- a statement of Trust's commitment to equality of opportunity and commitment to safeguarding and promoting the welfare of children and the requirement for an enhanced DBS check
- a statement of the Trust's commitment to peer support and development

Media

Trust website and staff intranet via recruitment portal (FACE-Ed)

All vacancies will be posted via the Trust recruitment portal and be published on the staff intranet and Fallibroome Trust website using the agreed vacancy approvals process hosted in the Trust FACE-Ed recruitment system. A nominated person at each school will manage the vacancy approval and administration through to appointment.

'How to' guides explaining the use of FACE-Ed are available on the staff intranet by following 'Find it' > HR Resources > FACE-Ed.

Times Educational Supplement (TES)

The Trust does not direct the schools to use the TES as it is costly and each school has the autonomy to determine if it wishes to use this resource. It is usual to advertise school leadership roles in the TES but schools need to be aware that a premium is charged for senior roles.

Jobs Go Public (JGP)

Jobs Go Public is a local authority hosted job site and each school has the autonomy to determine if it wishes to use this resource.

Teaching Vacancies

The UK Government has established a free online jobs portal for teaching and support roles education. The FACE-Ed recruitment portal automatically posts vacancies on the Teaching Vacancies site.

Application form

The FACE-Ed portal includes a detailed, safer recruitment compliant application form.

The application form has been designed to ensure that the following information is obtained from candidates prior to the shortlisting stage:

- full identifying details of the applicant including current and former names, current address and contact details, and National Insurance number
- academic/professional qualifications relevant to the post applied for, with details of the awarding body and dates for teachers, their QTS reference number
- confirmation of whether the applicant requires a work visa (and details associated with this)

- a full chronological history since leaving education, including periods of training, work (including voluntary work), and an explanation for any gaps. Start and end dates should be provided in all instances.
- a declaration of any family or close relationship to existing employees or to school governors and Trustees
- contact details for two referees (one of whom **must** be the applicant's current or most recent employer). Where the applicant is applying for a teaching position and his or her current job does not involve working with children, a reference should be sought from their most recent employer where it did.
- a supporting statement of the knowledge/skills/experience/personal qualities that the applicant is able to bring to the job, and how they feel they meet the person specification
- a statement from the applicant that they are not disqualified from working with children, or subject to sanctions imposed by a regulatory body such as the Teaching Regulation Agency or qualifications awarding organisations
- a declaring if they have any criminal convictions, cautions, reprimands or final warnings not filtered under current guidelines.

Shortlisting

Short-listing is the first stage of the selection process. Headteachers/Recruiting Managers will ensure that the following standards are met:

- Those responsible for short-listing should normally take part in the interview process; at least a minimum of one short-lister should be on the panel
- the members of the panel should shortlist the applications independently of each other before meeting and agreeing a final list to interview. All applications are scrutinised for consistency and completeness of information, gaps in employment, anomalies and discrepancies. Incomplete applications are not accepted.
- a standard short-listing matrix is to be used for recording applicants and whether they met the short-listing criteria as defined by the job specification.
- all candidates are assessed equally against the criteria contained in the person specification.

Invitation to interview

Prior to inviting short-listed candidates for interview/testing, the Headteacher/Recruiting Manager must ensure that:

- candidates are made aware that the interview will assess their suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children
- for teaching staff, references are sought for each candidate
- candidates may be asked to bring identification documents, qualifications and certificates to the interview. **Important note:** It is essential that references, qualification details, and other documents provided by the applicant are cross-checked against details on the application form, in order to rule out possible anomalies. Where anomalies are found or where references are vague or unspecific, follow-up action will be taken by the Headteacher to establish the candidate's suitability for the post.

Interviews

The Headteacher/Recruiting Manager must ensure that:

- no offer of appointment is made without the candidate having attended an interview, face to face or via video conference.
- interviews are conducted by a minimum of two interviewers at all times
- interviewers have received appropriate training, and in particular at least one member of every panel must have undertaken Safer Recruitment training
- a core set of questions to be asked of all candidates is drawn up prior to interview (or provided by the Fallibroome Trust), based on the person specification (normally competence- based)
- additional questions are prepared related to safeguarding and promoting the welfare of children, including:
 - motivation to work with children and young people
 - ability to form and maintain appropriate relationships and personal boundaries with children and young people
 - ability to deal with challenging behaviours and attitudes to use of authority and maintaining discipline
- the interview panel agrees the required standards before the interviews take place and how they are to be measured
- the interview panel agrees beforehand what additional issues specific to each candidate need to be explored at interview (based on the candidate's application and references)
- candidates are reminded that their identity needs to be checked and that they are subject to an enhanced criminal background check

The Headteacher is responsible for ensuring that all of the above checks are confirmed in writing; that the checks are followed up if they are unsatisfactory or where there are discrepancies and finally, that these written confirmations are retained on the individual's personnel file (subject to certain restrictions in relation to criminal background checks).

In addition, all staff are subject to a 26-week probation period.

PRE-EMPLOYMENT CHECKS

The Headteacher must ensure that all offers are made conditional on completion of all checks and that (other than in the most exceptional of circumstances which must be discussed with the Trust HR) new recruits do not commence work without the following checks having been satisfied.

Staff responsible for pre-appointment checks in schools will ensure that they have:

- Enhanced DBS check
- Children's Barred List check
- verification of qualifications and/or professional certificates
- evidence of identity and address (birth certificate, driving licence, or passport combined with evidence of address)
- confirmation that the applicant can legally take up employment in the UK
- health check/medical questionnaire (post offer)
- completion of statutory induction period (applies to teachers who obtained QTS after 7/5/99)
- two satisfactory references
- overseas criminal record check (where necessary)
- for those being recruited to a management position, a Section 128 check must be carried out
- online searches: schools are now required as part of their shortlisting process to carry out an online search as part the safer recruitment due diligence. If shortlisted for the role, an appropriate online search will be undertaken on the candidates' names. Any information given will be treated as confidential and will only be used in relation to the post for which they have

applied. An online search form is available from the Trust Intranet > Find it > HR Resources > HR Guidance > Online Searches.

DISCLOSURE AND BARRING SERVICE (DBS)

All prospective employees and other adults working or otherwise having substantial unsupervised access to children require an **enhanced DBS with children's barred list check**.

The Trust will apply for a DBS check after a provisional offer of employment has been made. **The candidate will receive a certificate, which must be shown to the school HR or person who requested the DBS check.**

All staff employed by the Fallibroome Trust are subject to an enhanced disclosure and applicants should not be allowed to start work at in a post requiring a disclosure until a satisfactory certificate has been received. This includes temporary employees and secondments.

This includes all unspent convictions recorded on the Police National Computer (PNC) and also any unspent cautions, reprimands or final warnings.

Enhanced Disclosures may also contain other information from local police records that might be relevant to the post for which the disclosure is being requested. Exceptionally (typically to protect the integrity of current police investigations), additional information may be sent under separate cover to the counter-signatory. Additional information provided by the police must not be revealed to the applicant.

If a person is barred from teaching, they must not be employed in such a role.

In very exceptional circumstances the Fallibroome Trust schools may allow an applicant to start work in an alternative post or with appropriate supervision pending the receipt of the disclosure.

DBS CLEARANCE NOT RECEIVED BEFORE START DATE

In exceptional circumstances it may be possible for an individual to start employment without a returned DBS.

If an individual starts work before their DBS has returned then the school must take advice from the Trust HR Director and either defer the start date or carry out a DBS Risk Assessment to manage any potential risks to the school, or Trust, of someone who has not yet had formal clearance of their suitability to work in a school setting.

It is the responsibility of the Headteacher to ensure that such measures are in place and that the candidate is supervised whilst working at the school.

LIMITATIONS OF DISCLOSURE INFORMATION

The information provided on a disclosure certificate is limited to basic facts: for example, the date, offence and sentence. It does not set the offence in context. If the information on the disclosure certificate gives cause for concern, the applicant must be given the opportunity to discuss this information. Only then should a final decision on the individual's appointment or employment be made.

Staff should be aware that disclosure certificates are an important part of the overall recruitment process, which should also include references, qualification checks and interviews. Disclosure certificates requested by other employers must not be accepted because a disclosure will only contain relevant information on offences up to the date it was issued.

SECTION 128 CHECKS (FOR THOSE BEING RECRUITED TO A MANAGEMENT POSITION)

A Section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. A person who is prohibited, is unable to participate in any management of an independent school such as: a management position in an independent school, school or free school as an employee; a trustee of a school or free school trust; a governor or member of a proprietor body for an independent school; or a governor on any governing body in an independent school, school or free school that retains or has been delegated any management responsibilities.

A check for a Section 128 direction can be carried out using the Teacher Services' system. Where the person will be engaging in regulated activity, a DBS barred list check will also identify any section 128 direction.

The grounds on which a Section 128 direction may be made by the Secretary of State are found in the relevant regulations.

REFERENCES

All candidates are required to provide details of two referees, one of whom should be their current employer. Referees are asked to complete a detailed questionnaire, including whether the candidate has been subject to concerns for any child protection issues.

QUALIFICATIONS

Candidates are required to provide evidence of their professional qualifications (where this is a requirement of the job), including evidence of Qualified Teacher Status.

RIGHT TO WORK

Candidates are required to provide evidence of their right to work in the UK. Candidates who have lived outside of the UK for three years or more will also be required to provide an overseas criminal records check. In line with XXX legislation, the Trust schools will retain a hard copy of the evidence used to demonstrate the right to work in the UK (passport, birth certificate etc).

MEDICAL FITNESS

Candidates are asked to complete a confidential medical history questionnaire which is reviewed by Fallibroome Trust's medical advisors.

AGENCY/THIRD PARTY STAFF

All agencies providing staff, whether on short or long-term contracts, are required to meet the standards of pre-employment screening set out above. A written record and confirmation of the checks each agency undertakes needs to be kept. We will also check that the person presenting themselves for work is the same person on whom the checks had been completed by requiring ID and a hard copy of their DBS certificate when signing into school.

Where agency cover is used for posts that require a disclosure certificate, the agency must be asked to provide the reference number of a satisfactory enhanced disclosure for their worker. Disclosure reference numbers should be checked to ensure that the agency is providing references to valid certificates. If the agency is unable to provide the necessary disclosure reference, the agency worker should not be used. The Headteacher is responsible for issuing contracts to approved agencies and must ensure this requirement is contained in the terms and conditions of contracts.

CONTRACTORS

The Trust and school will ensure that any contractor, or employee of a contractor, who is to work at the school has had the appropriate level of DBS check. This will be an enhanced DBS check with children's barred list check for contractors engaging in regulated activity or an enhanced DBS check for contractor who are not in regulated activity but whose work provides them with an opportunity for regular contact with children (with 'regular' as less than once a week, less than 3 days in a 30-day period or times outside of 2am – 6am).

Pre-employment checks may also include an online search as part of the due diligence on persons working in the school which may include candidates provided by contractors, as felt necessary by the Designated Safeguarding Lead. This 'spot check' will only include searches of sources which are publicly available online.

SELF-EMPLOYED STAFF/CONSULTANTS

Whereas agencies will be required to provide disclosure references and other assurances for workers that they provide, any self-employed staff or consultants used to fill interim or peripatetic roles must have the same enhanced DBS and barred list checks made as for other staff.

SINGLE CENTRAL RECORD

A single central record of safeguarding checks for those who work within a Fallibroome Trust school on a paid or voluntary basis must be maintained. This information should be entered into the schools' Single Central Record. The Single Central Record should include Governors, Trustees, Contractors, Volunteers and other visitors not entered into the HR system.

DATA RESPONSIBILITY WITHIN THE FALLIBROOME TRUST SCHOOLS

All staff must treat all disclosure information in the strictest confidence. It is an offence under the Police Act 1997 to pass disclosure information to unauthorised persons. This means that disclosures

and the information they contain are only passed to staff who need to have access to it in the course of their duties. Members of staff who pass confidential disclosure information to an unauthorised person will be subject to disciplinary procedures.

VERIFIERS

A verifier must check the disclosure application form has been completed correctly and check the evidence of identity provided by individuals. Each school must maintain records of disclosures requested and received. If a verifier receives a disclosure for a job applicant that gives rise to any concerns, they must inform the Headteacher and the Trust HR immediately.

RECRUITERS (INCLUDING MANAGERS OF AGENCY WORKERS)

All staff responsible for recruiting to posts that require a disclosure must ensure they adhere to this policy. School staff must also ensure that agencies providing cover staff who are subject to a disclosure provide a valid disclosure reference number and verify the individual's identity before they perform duties on the Fallibroome Trust schools' behalf.

MAKING DECISIONS USING DISCLOSURE INFORMATION

Any decisions should be made only after following the procedure laid down here:

Identify and discuss concerns

- If a disclosure reveals information that gives cause for concern, the verifier should first check whether the individual has previously disclosed details of any convictions or cautions. The Headteacher should then meet with the individual to confirm that the disclosure is accurate.
- If the individual has not disclosed the convictions on an application form, they should be asked why. The Headteacher should be concerned about any failure to provide the required information.
- If an individual denies that the convictions relate to them a further check must take place. The verifier should contact the relevant government organisation to advise that there is a dispute on the evidence submitted. The relevant government organisation will then undertake an investigation.

Factors to consider when making a decision

- Once it is established that the convictions or cautions relate to the individual, the Headteacher should explore with them the circumstances surrounding the convictions/cautions. An applicant's criminal record should be assessed in relation to the tasks they will be required to perform and the circumstances in which the work is to be carried out. Factors to consider may include:
 - the seriousness of the offence
 - the degree of risk that the offence suggests that the individual represents
 - repeat offences: was the offence a one-off or part of a history of offending
 - the age of the offence and whether or not committed whilst a juvenile
 - whether the offence has been decriminalised by Parliament

- an examination of the circumstances of the offence(s), for example the candidate's age at the time, the influence of financial or domestic circumstances
- whether circumstances have changed since the offence was committed, making re-offending highly unlikely
- the nature of the job and the extent of job supervision i.e. does the nature of the job present any opportunities for the postholder to re-offend in the course of their work, such as one-to-one contact with children
- if the applicant disclosed the offence on their original application

A conviction or caution is not an automatic bar to employment with the Fallibroome Trust but serious consideration will be given before a decision is made.

The decision should be documented, agreed with the HR Director for the Fallibroome Trust and recorded in a sealed envelope on the employee's personnel file.

NON-CONVICTION INFORMATION

If a decision is made not to confirm an offer of employment to a job applicant because of non-conviction information, the individual should be informed that the offer of employment has been withdrawn. If the individual queries the decision no further justification can be given. Non-conviction information is exempt from the Data Protection Act provisions in relation to subject access requests and from the Freedom of Information Act. In the event of the Fallibroome Trust being taken to an employment tribunal as a result of a decision based on non-conviction information, the details will be given to the chairman of the tribunal.

STORAGE AND HANDLING OF DISCLOSURE INFORMATION

In accordance with Section 124 of the Police 1997 Act, disclosure information should only be passed to those who are authorised to receive it in the course of their duties. The Fallibroome Trust schools must maintain a record of all those to whom the disclosure or disclosure information has been revealed and be aware that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

The only necessary criminal background check information to be retained is the disclosure number and date of disclosure. These should be retained on the school's single central register.

POST-APPOINTMENT DOCUMENTATION

Application and interview details of those candidates not appointed should be destroyed after 6 months from the interview date. All other relevant recruitment documentation relating to the chosen candidate must be kept securely, including:

- application form (including signed declaration)
- interview assessment notes
- short-listing forms
- documentation from any selection tests.

If the chosen candidate is being sponsored on a Tier 2 visa by the Fallibroome Trust then all applications and interview details of every candidate assessed should remain on file until the UK Boarder Agency gives permission for them to be destroyed.

NEW STARTER CHECKLIST

A New Starter Checklist has been developed to ensure all new starters are managed in a consistent and supportive way to ensure that all school and Trust safeguarding obligations are met.

The New Starter Checklist is available on the Fallibroome Trust staff intranet on 'Find It > HR Resources > New Starter Checklist'.

COMPLAINTS

If an individual disputes the accuracy of information contained in a disclosure, the Fallibroome Trust will inform them to contact the relevant government organisation so an investigation can be undertaken.

REVIEW

This policy will be reviewed in line with changes in legislation and best practice or at least annually.