

Recruitment

(Policy and Guidance Notes for Managers)

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# Policy Statement

This policy has been adopted by the Kent Catholic Schools’ Partnership (the “Trust) to provide a policy framework for the recruitment and selection of staff to all posts within the approved staffing structure. The Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The Trust fully understands its responsibilities in ensuring that recruitment procedures are free from unlawful discrimination in line with the Equality Act 2010 and fully appreciate the importance of fair, open and effective procedures to enable the Trust to recruit people with the right skills, aptitudes and attitudes.

We will ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education (KCSIE), Disqualification under the Childcare Act 2006 (DUCA), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS).

The Trust fully understands its responsibilities in managing the personal data of job applicants in line with the Data Protection Act 2018 and the UK General Data Protection Regulations (GDPR).

All staff, governance committee members and volunteers are expected to share a commitment to safeguard children and vulnerable groups and, as part of that commitment, follow ‘Safer Recruitment’ guidance in line with the Keeping Children Safe in Education.

As part of the Trust’s commitment to safeguarding children and vulnerable groups, Enhanced DBS checks and/or Barred List checks on all posts must be carried out where they are required.

All staff, directors and governance committee members involved in recruitment and selection decisions are required to work in ways that are entirely consistent with this policy.

The Trust and Executive Principals/Headteachers will ensure that training is provided for all staff and governance committee members involved in the recruitment and selection of staff and that it is appropriate to their role.

It is a statutory requirement that all selection panels must include at least one member who has successfully completed safer recruitment training. This forms part of the School Staffing (England) Regulations 2009.

# Scope

This Policy applies to all employees of the Kent Catholic Schools’ Partnership.

# Equal Opportunities Statement

The Trust is committed to ensuring that each stage of the recruitment and selection process is accessible to all. We will review this recruitment policy and procedure regularly to ensure that it takes account of the Equality Act 2010 and does not discriminate against applicants on the grounds of race, religion or belief, disability, age, pregnancy and maternity, gender reassignment, marriage and civil partnership, sex or sexual orientation.

# Preventing Modern Slavery

When using the services of a recruitment agency for the provision of a temporary or agency worker, it is required that the recruitment agency complies with all applicable laws, statutes and regulations in force from time to time including but not limited to the Modern Slavery Act 2015, and that the recruitment agency should take reasonable steps to ensure that there is no modern slavery or human trafficking in its business or in any part of their business / processes.

# Delegated Responsibility and Recruitment Approval

The Director of Finance & HR must approve the recruitment of any Senior Leadership roles (i.e. the top two tiers of leadership in each school and the Business Manager) prior to advertising. The Executive Principal/Headteacher must approve the recruitment of all other school roles.

For the recruitment of a Senior Catholic Post, the following must be followed:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post** | **Shortlisted candidates to meet** | **Formal Interview Panel** | **Supported by** | **Formal Appointment** |
| CEO | Selection of directors, senior leaders and central team. | 4 Directors and the Commission Director | External HR support where required | The Board formally appoint the 4 directors on the Panel to form a committee to approve the appointment. |
| Executive Principals | Executive Governance Committee members, AC Chair and Parish Priest | 3 Directors, CEO  EGC Chair,  Education Commission Representative | HR Representative,  SI Team Member | The Board formally appoint the 3 directors on the Panel to form a committee to approve the appointment. |
| Headteachers | Local Governance Committee members, Parish Priest if not an LGC Member | 2 Directors, the CEO, LGC Chair and Commission Representative (as above) | HR Representative  SI Team Member | Appointment recommended and approval requested by email to the Pay and Performance Committee members with full candidate and panel details provided. |
| Academy Principals | Academy Committee Members and Parish Priest if not an AC Member. | EGC Chair, AC Chair, 1 other EGC Member, EP and Commission Representative | SPS HR Representative  SI Team Member | Appointment recommended and approval requested by email to the Pay and Performance Committee members with full candidate and panel details provided. |
| Head of RE (Secondary) | Academy Committee Members and Parish Priest if not an AC Member. | EGC Chair, AC Chair, EP, AP and Commission Representative | SPS HR Representative  SI Team Member | Appointment recommended and approval requested by email to the Pay and Performance Committee members with full candidate and panel details provided. |

1. **Prior to advertising, including role grading**

When a vacancy occurs the line manager will review the need for the post and consider all options (internal and external) before recommending recruitment. If there is a need to recruit, the job description and person specification should be appropriately reviewed, benchmarked and graded by the Trust’s HR Support Service, Cantium Solutions, prior to seeking approval for recruitment.

Consideration should also be given to the working hours and contractual arrangements for each post to ensure that posts are open to applicants wishing to work on a part-time or job-share basis where possible and practical.

# Qualified Teachers

It is a requirement that anybody appointed or engaged to work as a main scale teacher in a Trust school must be a qualified teacher, as defined by The Education (School Teachers’ Qualifications) (England) Regulations 2009 (as amended), or satisfy the requirements of persons not qualified under schedule 2 of The Education (Specified Work and Registration) (England) Regulations 2009.

Teachers who are qualified in Australia, Canada, New Zealand and the USA now have automatic Qualified Teacher Status (QTS). However, they still need to apply to the National College of Teaching and Learning before they can be recognised as qualified teachers. They also still need to satisfy any Border Agency requirements.

From time to time and with agreement from the Director of Finance & HR, an appointment may be made for an unqualified teacher. The appointment will be made through an accredited training programme enabling an employment-based route to become a qualified teacher

Teachers in further education who have Qualified Teacher Learning and Skills (QTLS) and who are members of the Institute for Learning (IfL) are now recognised as qualified teachers.

Candidates for Executive Principal, Headteacher and Academy Principal roles must hold QTS. Qualified teachers must produce a certificate confirming QTS. QTLS holders, whilst recognized as having QTS, do not have a QTS certificate, so will instead be asked to provide proof of QTLS status.

# Job Description

The job description is a statement of purpose and scope, and defines both the job role and expectations. It will:

* 1. Summarise the job purpose/impact
  2. Set out key responsibilities and accountabilities
  3. Set out reporting and line management arrangements

An up-to-date job description and person specification will be available for each vacancy advertised.

For teaching posts, line managers will refer to the Professional Standards for Teachers and to the School Teachers’ Pay and Conditions Document (which sets out the expected attributes of Main Scale, Post Threshold, Advanced Skills and Excellent Teachers).

All job descriptions, person specifications or adverts should clearly state to what extent the role will involve contact with children, whether they will be engaged in regulated activity relevant to children, and the post holder’s responsibility for promoting and safeguarding the welfare of children and young people.

# Person Specification

The person specification is a description of the qualifications, experience, knowledge, skills, competencies and other attributes of the ideal person to fill the role.

It will classify each attribute as either ‘Essential’ to do the job or as a ‘Desirable’ attribute for the post holder to have and indicate how each attribute will be assessed e.g. application form, interview, reference, test etc.

All attributes should be measurable and quantifiable and should take care not to unlawfully discriminate against particular groups of people, either directly or indirectly.

# Advertising

All vacant posts will be advertised in a fair, open and honest manner and will be advertised by means of a formal notice on the Trust or school website as a minimum.

The advert should include the safeguarding responsibilities of the post as set out in the job description and person specification and state whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. This means that when applying for certain jobs and activities, some spent convictions and cautions are ‘protected’, so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

To demonstrate to potential job applicants our commitment to Safeguarding and the welfare of children, the following statement should be included on any relevant advertisements and documentation sent out to applicants:

Our Trust and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service.

# Applications

All applicants must be asked to complete the relevant application form in full to enable the panel to shortlist in a fair and objective manner. Our application forms will:

* Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
* Include a copy of, or link to, our child protection and safeguarding policy and our policy on the employment of ex-offenders.

The application form should also state that providing false information may be an offence and could result in de-selection. All applicants are required to sign and date the declaration.

The Trust may reasonably decide to reject an application where incomplete and/or ambiguous information is provided. Applications by CV or letter alone will not be considered.

# Shortlisting

Shortlisted candidates will be asked to complete a separate Criminal Convictions Self-Disclosure form.

Candidates will be required to declare any unspent convictions or conditional cautions, any spent adult cautions (simple or conditional) or convictions that are not protected as defined by either the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended in England, Scotland and Wales, or the Rehabilitation of Offenders (Northern Ireland) Order 1978 as amended in Northern Ireland.

They will also be asked to declare:

* Whether they have ever been known to any Children’s Services department or Police as being a risk or potential risk to children.
* Whether they have ever been the subject of any investigation and/or sanction by a professional body due to concerns about their behaviour towards children.
* Whether they have any overseas convictions; and
* Whether they are included on the DBS Children’s Barred List.

Failure to declare relevant information may disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice.

All applicants are required to sign and date the declaration to confirm that the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at point of interview.

It is a requirement that at least 2 people are involved in the shortlisting process, one of whom should be the line manager.

All shortlisting decisions will be made with clear reference to the skills and qualities set out in the person specification using an agreed method of scoring against the essential and desirable criteria. Each candidate will be considered on their own merit.

The equal opportunities monitoring form will be separated from the main application form to reduce any likelihood of conscious or unconscious bias.

The notes of the shortlisting panel and details of the scoring will be retained for six months from the appointment date in line with the Trust’s Records Management policy.

# References

References should be scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed, including for any internal candidates. This will be done using the standard reference form at Appendix 1. References will, wherever possible, be sought on shortlisted candidates before interview. Obtaining references before interview allows any concerns they raise to be explored further with the referee and taken up with the candidate at interview.

On receipt, references will be checked to ensure that all specific questions have been answered satisfactorily. Any discrepancies or anomalies should be noted and addressed with the applicant.

Specific questions should be included to explore the applicant’s suitability to work with children and, if the referee has any concerns, they should be asked to give their reasons.

In order to comply with the Equality Act 2010, reference requests sent prior to an offer of employment will not request details of attendance or absence however; further information will be requested and compared with the medical questionnaire following the applicant’s acceptance of a conditional offer of employment.

References will be sought from the current or most recent employer and references will only be obtained directly from the referee: testimonials or open references (those addressed ‘To whom it may concern’) will not be considered. Referees will be provided with a copy of the job description and person specification to assist them in their response.

References for staff working in an education setting will be sought from the Headteacher in order to ensure that information about disciplinary investigations is accurate and, in other settings, it would be appropriate to seek a reference from the line manager of the applicant.

Where a candidate is not currently working in a school or childcare setting but has done so in the past, one reference should be from their most recent children’s workforce employer in line with Safer Recruitment guidelines.

We reserve the right to request that the applicant provides alternative referees where the initial referees are deemed inappropriate for our purposes e.g. where the current or most recent employer is not provided.

We will seek to confirm whether the candidate has been subject to any formal disciplinary procedures within the last two years and to establish any details, outcomes or ‘live’ sanctions which are in place.

In cases where there have been disciplinary concerns which involved children or safeguarding that have been substantiated, the referee will be required to confirm details.

In accordance with Keeping Children Safe in Education, cases in which an allegation is proven to be false, unsubstantiated, or malicious should not be included in employer references.

When recruiting to teaching posts we will seek to confirm whether candidates have been subject to formal capability proceedings in the past 2 years as part of our appointment process.

In the case of recruitment to all other posts we will ask referees to confirm whether candidates have been subject to formal capability proceedings in the past 2 years as part of our appointment process.

# Interview and Selection

The Trust is committed to ensuring that all interviewees are assessed according to their ability to meet the criteria of the job description and person specification and to fulfil their obligation regarding keeping children safe.

Applicants may have indicated on their application form that they have a disability and, in order to promote fairness and to meet our obligations under the Equality Act 2010, the letter of invitation will encourage applicants to contact the lead recruiter if they require any adjustments to enable them to attend the interview.

Candidates are required to bring evidence of relevant qualifications to interview where the original documents must be checked, and a signed and dated copy retained. Documents relating to unsuccessful candidates will be retained with the interview papers and destroyed six months from the date on which the position was offered and accepted.

Qualifications, Qualified Teacher Status (QTS), induction records, sanctions and prohibition/suspension from teaching should be checked via the Teacher Regulation Agency’s Employer Self-service Portal. If the role is a management position a prohibition from management check (section 128) will be made.

The interview panel must include at least one member who has undertaken Safer Recruitment training in accordance with the School Staffing (England) Regulations 2009 and should not include an employee where one of the applicants is a relative, partner or close friend.

The panel will take notes during the interview to enable a scoring matrix to be completed and, at the conclusion of the interviews; the panel will consider each of the candidates against the criteria for the post before reaching their decision.

The notes for all interviewees should be retained for a minimum of 6 months from the date on which the position was offered to enable constructive feedback to be given to unsuccessful candidates.

# Right to Work

In order to comply with the Asylum and Immigration Act 1996 – Prevention of Illegal Working

– interview candidates must be asked to bring certain documentation to the interview which shows their eligibility to work in the UK. No offer of employment can be made unless one of the original documents listed in Appendix 2 is produced.

The candidate’s original documents must be checked, and a signed and dated copy retained. Documents relating to unsuccessful candidates will be retained with the interview papers and destroyed six months from the date on which the position was offered and accepted.

Appendix 2 shows the acceptable identity documentation as currently defined by the Home Office and further information on establishing an individual’s right to work can be found at [www.gov.uk/legal-right-work-uk](http://www.gov.uk/legal-right-work-uk)

# Pre-employment Checks

All offers of employment will be conditional on the successful completion of the pre-employment checks listed below and will include confirmation of salary, start date and any information that the successful applicant needs to provide before commencing employment e.g. completion of the DBS process and any pre-employment questionnaire.

All offers of employment will be subject to and conditional upon the following checks. We will:

* Verify identity
* Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below).
* Verify mental and physical fitness to carry out work responsibilities
* Verify right to work in the UK. We will keep a copy of this verification for the duration of the member of staff’s employment and for 2 years afterwards
* Verify professional qualifications, as appropriate
* Ensure they are not subject to a prohibition order if they are employed to be a teacher or carry out teaching work in their role
* Obtain 2 satisfactory references
* Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, this could include:
  + criminal records checks for overseas applicants – the Home office guidance can be found at [gov.uk](https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants)
  + For teaching positions, we will seek to obtain a letter of professional standing from the professional regulating authority in the country in which the applicant has worked. Advice about the regulatory or professional body applicants should contact is available from [the National Recognition Information Centre for the UK](https://www.naric.org.uk/), UK NARIC.
  + Where available, the above evidence will be considered together with information obtained through other pre-appointment checks to help assess their suitability. Where the above information is not available, Executive Principals/Headteachers should seek alternative methods of checking suitability and undertake a risk assessment that supports informed decision-making on whether to proceed with the appointment
* Check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the secretary of state
* Ask for written information about previous employment history and check that information is not contradictory or incomplete
* Carry out disqualification checks under the 2018 Childcare Disqualification Regulations for individuals employed to work in reception classes, or in wraparound care for children up to the age of 8 in schools providing childcare.

If these are not satisfactory an offer of employment may be withdrawn or where an individual has commenced work, employment may be terminated.

# DBS and Barred List Checks

It is a statutory requirement that everyone working with Children and/or vulnerable adults must have an enhanced criminal records check through the DBS before, or as soon as practicable, after appointment. Those in a position which amounts to ‘regulated activity relating to children’ must have a criminal records check at the enhanced level with barred list check.

It is the Trust’s practice that individuals obtain a satisfactory enhanced DBS check, with barred list if appropriate, before commencing work.

All volunteers having unsupervised, frequent, or intensive contact with children must obtain an enhanced disclosure with barred list check. This contact can be as little as one hour a week, 4 days or more in a month, or overnight - such as a one-off residential trip. Volunteers undertaking other one-off contact are not eligible for Disclosures, such as helping on sports day. However, adequate supervision must be in place. All volunteers working regularly in a Trust school in a supervised capacity must obtain an enhanced disclosure without barred list check.

In cases where we are notified that a DBS check is positive for criminal convictions, cautions, warnings etc, the contents of the certificate will be discussed with our HR Consultant and a risk assessment must be completed by the Executive Principal/Headteacher or the CEO for senior leadership posts.

# Prohibition of Teachers

We are required to check that anyone carrying out teaching work, including HLTAs and unqualified teachers, has not been prohibited from doing so by the Secretary of State in accordance with the Teachers’ Disciplinary (England) Regulations 2021. All those in teaching work, or those with previous teaching experience, will require a prohibition check. All teaching staff will be checked on the Teaching Regulation Agency self-service portal (formerly known as the Employer Access Service) to ensure that they have the required teaching qualifications, have successfully completed statutory induction where it is necessary i.e. for teachers who obtained QTS after May 1999, and have not been prohibited from teaching.

The Teaching Service allows checks on UK teachers and on those who have lived or worked outside the UK however; unqualified teachers and instructors may not have a record on the system. A person who is prohibited must not be appointed to a role that involves teaching work.

# Disqualification under the Childcare Act 2006

The Trust will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare Disqualification (Regulations 2018) and Childcare Act 2006. Successful candidates will be made aware of what information will be required of them and how it will be used to make decisions about disqualification.

The relevant settings are:

* In an Early Years provision
* Providing care for children aged 0-5 (up to and including reception aged children)
* Providing childcare outside of school hours for children under the age of 8
* Those managing these provisions

# Follow-up References

Following a written conditional offer of employment to the successful candidate, a supplementary reference request will be sent to their original referees. This is an opportunity to request information about sickness absence and attendance records which cannot be requested prior to an offer of employment in order to comply with the Equality Act 2010.

The offer of employment is conditional of both parts of the reference being satisfactory.

# Pre-employment Medical History Questionnaire

The Trust will require all successful applicants to complete a medical history questionnaire in order to verify their medical fitness. There is also a requirement to ensure that staff appointed to teaching posts have the necessary physical and mental fitness to teach under the Education (Health Standards) (England) Regulations 2003.

Completed medical history questionnaires will then be considered in conjunction with the follow- up references which specifically explore sickness absence and attendance issues and, where appropriate, further advice about fitness to carry out a role will be sought from Occupational Health. In order to comply with the Equality Act 2010, reasonable adjustments will be made to enable a candidate to take up their role.

In circumstances where the candidate is assessed as medically unfit to carry out the role, or where it is not possible to make reasonable adjustments, an offer of employment may be withdrawn.

# Withdrawal of Offers

In the event that the pre-employment checks are unsatisfactory, or where the identity, qualifications or right to work in the UK of a successful candidate cannot be verified, the Trust will consider withdrawing the conditional offer of employment. Where the successful candidate has started in post and information becomes available which would have caused the offer to be withdrawn, employment may be terminated. In these circumstances, advice will be sought from the Trust’s HR consultant.

# Single Central Record

In accordance with the terms of the School Staffing (England) Regulations (as amended) the Trust will retain details of recruitment and vetting checks undertaken in a Single Central Record (SCR) on the CPOMS StaffSafe system. This data will be collated, used, stored and deleted in line with GDPR.

# Complaints

An individual who feels that their treatment during the recruitment and selection process is unfair may raise a formal complaint. This can be done by following the Trust and Academy Complaints policy which can be found on the Trust and school websites.

Existing employees of the school should raise their concerns through the Grievance Procedure.

# Induction

Induction is essential in ensuring that new employees are properly equipped for work, their role and feeling part of the community.

The line manager will put in place an induction programme for new members of staff joining the Trust. This will vary taking into account previous experience and the nature of the role but will ensure that all staff receive guidance on safe working practices and the safeguarding policies of the Trust. An Induction Checklist is included at Appendix 3.

# Part 2

# Guidance Notes for Managers - a reference document

**Job Descriptions**

The manager responsible for recruiting to the role will be expected to ensure that the job description and person specification are designed or updated to attract the best candidates for the role. A carefully considered and precise job description and person specification will help to narrow the field of applicants, leaving fewer, better suited candidates to consider for interview.

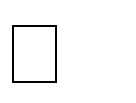
Some key considerations include:

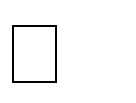
* 1. Clarifying the pay grade, job title, reporting and supervisory arrangements and working hours/weeks;
  2. Identify and list the tasks that are to be carried out by the post holder;
  3. Setting out the purpose of the role, the key responsibilities, accountabilities and wider expectations of the role in the job description. Examples of wider responsibilities would be an expectation that all staff take part in regular continuing professional development or that all staff have a responsibility for their own health and safety and that of others; and
  4. A statement about safeguarding responsibilities should be included in all job descriptions and should also refer to promoting the welfare of children.

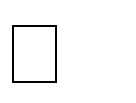
**Person Specifications**

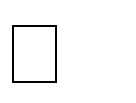
A well thought out person specification will help potential candidates to determine if they have the right skills for the role and candidates should aim to demonstrate their experience and suitability for the role against the criteria. The criteria should be exported to a shortlisting grid to enable the shortlisting panel to measure and judge candidates against each expectation using an agreed scoring method.

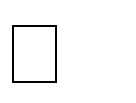
Some key considerations include:

 Ensuring that the criteria in the person specification are objective and measurable – for example, asking for someone with a good sense of humour is subjective and cannot be measured;

 Criteria should be based on relevant knowledge, skills, attitudes and aptitudes and should include essential and desirable qualifications and experience. It is possible to ask for particular personal qualities, but consideration should be given to how they will be measured;

 Ensuring that the criteria are not discriminatory – for example, asking for applicants over a certain age or of a particular gender unless it is a Genuine Occupational Qualification (GOQ). This is a very difficult threshold to meet and advice should be sought from your HR Consultant or Kent Teach in the first instance;

 Details of how candidates will be assessed against the criteria i.e. application form, interview, tests, references etc.; and

 The person specification must make it clear that it is an essential criteria for all staff to have an understanding of their safeguarding responsibilities and should include criteria linked to the suitability of the post holder to work with children. This can be tested through application form, references and interview.

**Advertising a Vacancy**

Consider whether any other posts in the Trust are at risk of redundancy and whether this role could be a suitable alternative post which could be ring fenced for the ‘at risk’ staff. If this is the case the post would not need to be advertised outside of this group of staff.

Consider what makes the job, school or the Trust stand out from others. Think about what the candidate will need to know, for example:

* Job title
* Salary
* School name and location
* Hours per week/weeks per year
* Fixed term/permanent/term time only
* Key features of the role including qualification and experience levels
* Unique features of your setting – what makes the academy a great place to work?
* Benefits of working for your school/Trust– what can you offer candidates?
* How to find out more including opportunities to visit?
* Recruitment timetable including closing date
* Safeguarding Statement
* Details of the checks/conditions that the post is subject to

Information should be relevant to the level of the role.

For senior and hard-to-fill roles, consider sending out a pack of information or creating the same pack on line with details of the area, the school, the role, the most recent Ofsted and prospectus, an introductory letter from the Chair of the Board, Executive Principal/Headteacher, quotes from pupils and parents etc. Kent-Teach can advise on the use of micro-sites (a website dedicated to your vacancy) and alternative methods of advertising.

**Application Forms**

Application forms should be the key method of application, whether paper based or on-line. The candidate should be invited to provide a covering letter or supplementary information. CV’s should not be accepted in preference to application forms. CV’s give the shortlisting panel no control over the information being provided to them and this will limit the ability to directly compare applicants and may indirectly lead to discrimination as CV’s are more likely to compare equal opportunities information which cannot be separated prior to shortlisting.

The school should include a statement in the application form, or elsewhere in the information provided to applicants, that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. Schools should also provide a copy of the school’s child protection policy and practices, and policy on employment of ex-offenders in the application pack or refer to a link on its website.

You may also consider including a signed statement declaring that the person is not on the children’s barred list, disqualified to work with children, or subject to any sanctions imposed by a regulatory authority, such as the General Teaching Council/Teacher Regulation Agency.

All application forms should include the Trust privacy notice for applicants (appendix 4) which details how personal data will be collated, used and stored, and the timeframe for deletion or direct applicants to where they can view the Trust’s privacy notice.

**Shortlisting**

Shortlisted candidates will be asked to complete a separate Criminal Convictions Self-Disclosure form. Candidates will be required to declare any unspent convictions or conditional cautions, any spent adult cautions (simple or conditional) or convictions that are not protected as defined by either the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended in England, Scotland and Wales, or the Rehabilitation of Offenders (Northern Ireland) Order 1978 as amended in Northern Ireland.

Shortlisting should take place after the closing date detailed in the advert by a minimum of two people who will be on the interview panel. One of the people shortlisting must be safer recruitment trained and one would usually be the line manager.

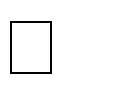
All applications should be assessed equally against the criteria of the person specification and a fair and systematic method of scoring must be used. Discrepancies, gaps in employment, inconsistency, repeated changes in employment or any concerns regarding the application must be noted and followed up with the applicant if they are invited to interview.

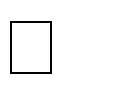
Generalised assumptions about how age, disability, gender, pregnancy and maternity, race, religion or belief, sex or sexual orientation will affect the applicant's ability to do the job, and any tendency to achieve a fair quota of men/women etc. must be avoided when shortlisting.

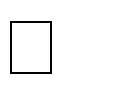
Reasons for not inviting people to interview must be recorded so that feedback can be provided to the applicant if requested at a later date. This paperwork must be kept for a minimum of 6 months, along with the application forms.

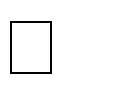
At the shortlisting stage, the selection methods for interview should be decided, questions set and who will ask which questions agreed. The person specification should directly inform your interview questions, and these should be agreed in advance of the interview.

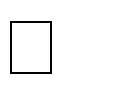
The purpose of shortlisting is to arrive at an initial list of candidates for further consideration at interview. Care should be taken to ensure the list is both fair and objective.

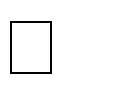
 The panel should be familiar with the job description and person specification prior to shortlisting.

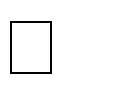
 It may be useful to scan-read all applications initially to get a feel for the candidates.

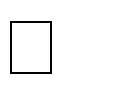
 All application forms should be carefully scrutinised to ensure that they are fully and properly completed. Unsigned application forms should be returned for signature – online application forms may be signed at interview.

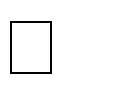
 Any discrepancies or gaps in employment should be noted so they can be clarified at interview.

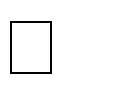
 All candidates should be assessed equally, fairly and consistently against the criteria contained in the person specification.

 Evidence provided in the application form should be carefully scrutinised by the panel to assess which candidates best meet the experience, attributes and skills required for the post.

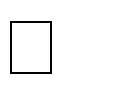
 Look for practical examples of how the candidate fulfils the criteria - is there actual evidence, rather than an unsupported statement?

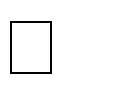
 If the applicant is an internal candidate, only information provided within the application form should be considered as part of the shortlisting process.

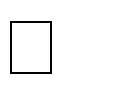
 Formal educational qualifications alone may not be an accurate indicator of capability.

 Consider skills and experience gained outside of the traditional work environment - for example, voluntary work and life experience.

Keep an open mind so as not to pre-judge, or make assumptions about, a candidate's abilities based on irrelevant criteria, such as age or gender.

 Use of a shortlisting matrix is recommended in order to justify shortlisting decisions, and to enable comments to be recorded for each candidate against the person specification. Such notes should assist in providing candidate feedback if required.

 A scoring system may be useful to objectively identify the relative merits of each candidate.

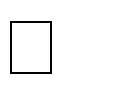
 Consider inviting a larger number of candidates to an initial selection activity and then selecting the strongest of these for interview.

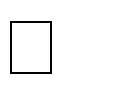
Plan the questions and tasks for the interview day and decide who will ask each question.

**Interview and Selection**

Whenever possible, shortlisted candidates should be invited to interview in writing. The letter of invitation should give an outline of the interview format and details of any other selection activities which candidates will be required to undertake.

Candidates should be advised that their suitability to work with children will be explored at interview and that they will be required to bring original documentary evidence of their:

 Identity - passport, driving license, full birth certificate

 Entitlement to work in the UK - passport, birth certificate or other documentation taken from the approved border agency list

Educational and professional qualifications

A member of staff should be available to greet candidates and to take copies of all requested information for the panel. Copies of all relevant documentation should be taken at interview and must be signed and dated by the person with the responsibility for checking the documents.

It is best practice to ask all candidates whether they have any additional requirements regardless of whether they have disclosed a disability.

**Interview Preparation Guidance**

Questions should be planned in advance of the interviews and should aim to cover each key area of the role seeking to provide evidence that the candidate can meet the person specification. A range of questioning techniques should be used to explore experience, skills and competencies as well as attitude and understanding. The panel should take the opportunity to remind candidates of the requirement for an enhanced DBS check and ask whether there is anything they would like to declare.

Other key points are:

* Ensure the panel is familiar with the job description/person specification and requirements of the post.
* Ensure the panel is familiar with the candidates' applications and identify areas which need further exploration or clarification.
* Ensure one member of the panel has attended accredited safer recruitment training and that safe recruitment questions are incorporated within the interview plan.
* Ensure enough time is set aside for each interview, allowing time for deliberation/reflection after each candidate and at the close of the process.
* Plan the structure of the interview so questions 'flow' in a logical order and there is a clear opening, middle and end.
* Think about the information candidates are likely to want to know and make sure it is available.
* Ensure the venue is properly organised - welcome arrangements, room layout, refreshments, etc.
* Ensure the panel is aware of any additional requirements candidates may have.
* Ensure there are no interruptions/distractions.
* Think about what 'first impressions' you want to give to the candidates.
* Consider offering the candidates a workplace tour/opportunity to meet potential colleagues.

**Interview Panel**

The interview panel must include at least one member who has undertaken safer recruitment training and should also consider gender balance, seniority of panel members and any existing relationship to the candidate when deciding on the panel members.

**Additional Selection Activities**

Other selection methods may be used to compliment the interview process but these must be proportionate, appropriate and related to the person specification. Examples include: an in- tray exercise, a written task, a presentation, a meeting with the student council and teaching a task.

Tests may provide useful information about an individual's practical work skills, working style and aptitude, in addition to that gained from an interview. Selection activities must be objectively assessed/scored and be relevant to the requirements of the job.

Candidates should be made aware of additional selection tasks when they are invited to interview and given notice of presentation titles, available equipment (e.g. laptop, projector, etc.).

A wide range of selection activities can be used including:

* Interviews: An essential selection tool. Required for all posts for people who work with children.
* Psychometric testing: Provides a quantifiable, scored assessment of candidates’ abilities.
* Presentation exercise: Tests clarity of communication and subject knowledge.
* Group exercise: Tests communication, team working, time management and interpersonal skills.
* Role play: Tests candidate’s ability to manage real-life scenarios - particularly conflict situations and customer service skills.
* In-tray exercises and case studies: Tests clarity of thought, ability to prioritise and attention to detail.
* Technical exercises (e.g. typing/WP/finance tests): Tests technical competencies relevant to the post.
* Observed exercise with pupils if applicable.

**Checks at Interview**

**Right to Work in the UK**

As part of your recruitment processes you should satisfy yourself that any potential worker has

an entitlement to work in the UK. From 27 January 1997 The Asylum and Immigration Act 1996 introduced a requirement for employers to carry out 'right to work in the UK' checks on people they intended to employ in order to provide a defense against prosecution. The statutory provisions have been amended several times since and the current guidance was introduced on 1 November 2010.

The documents that are considered acceptable for demonstrating right to work in the UK are set out in two lists - List A and List B which can be found at Appendix 2.

List A contains the range of documents which may be accepted for checking purposes for a person who has a permanent right to work in the UK. If you follow the prescribed right to work checks you will establish a continuous statutory excuse for the duration of that person's employment with you.

List B contains the range of documents which may be accepted for checking purposes for a person who has a temporary right to work in the UK.

To comply with the legislation employers must:

* Ask to see original documents that demonstrate an entitlement to work in the UK;
* Check the validity of documents, e.g. photographic evidence, cross-checking dates of birth, expiry dates, visas etc.;
* Make reasonable checks to ensure documents appear to be genuine and have not been tampered with;
* Ask the employee for a reason, and a further document, if he/she gives you 2 documents which have different names. The further document could be a marriage certificate, a divorce decree, a deed poll or statutory declaration.
* Retain a copy of these documents on file. In particular you should copy any pages that provide details of nationality, his or her photograph, date of birth, signature, date of expiry of biometric details, and any page containing Government endorsements.

Date and sign copies as evidence as to when the check was carried out, and by whom. Copies must be kept for 2 years after employment has ceased.

The UK Visas and Immigration can require an employer to show them evidence at any time of an individual's right to work in the UK. If you fail to produce this and the employee is found to be working illegally, the school will be fined up to £20,000 in each case. There is a further penalty of imprisonment that could be imposed where an employer is knowingly employing someone illegally. Please refer to the SPS website for further information.

**Proof of Qualifications**

Proof of qualifications should be checked to ensure that they match with the candidate’s application form. Ensure that the name of the qualification, awarding institution, date of qualification and candidate name are accurate. Date and sign copies as evidence of when the check was carried out, and by whom.

In the event of any concerns regarding the validity of the qualification, the candidate should be required to obtain confirmation or clarification in writing from the exam board or awarding institution.

**Pre-employment Checks**

The primary purpose of pre-employment checks, particularly enhanced DBS checks and barred list checks, is to try and identify those who would be unsuitable to work with children and young people, to deter the small minority who would actively seek to harm children and young people, and to select and maintain a workforce who will be vigilant and seek to protect children and young people from harm.

**List of Prohibited Teachers**

Since 2nd September 2013 Schools and Academies have been required to ensure that they perform a check against the list of prohibited teachers and record the result on the Single Central Record. This check is in addition to the normal barred list check which is part of the DBS checking process.

The service provides information relating to an individual's employment details, initial teacher training qualifications and induction history. Employers, and potential employers, can view the

record of any teacher with Qualified Teacher Status (QTS) or any teacher with an active restriction (including any teacher with QTLS to whom this applies) and allows access to the following lists:

* Teachers who have been prohibited from teaching;
* Teachers who may be the subject of a suspension or conditional order imposed by the GTCE (prior to its abolition) that is still current; and
* Teachers who have failed to successfully complete their induction or probation period.

**Disqualification from Childcare**

The Childcare (Disqualification) Regulations prohibit anyone who is disqualified under the Regulations, working in a relevant setting, including in schools and academies.

Who is covered under the regulations?

The rules in relation to disqualification apply to the following: -

* Staff working directly with children under 5 years of age within the Early Years Foundation Stage
* Those providing ‘wrap around’ care (after school and breakfast clubs) with children up to 8 years of age.

The legislation applies to agency staff and volunteers as well as staff employed by a school or academy. With regard to agency staff, the obligation to have fulfilled the requirements of the legislation is on the agency that employs them. Academies must obtain confirmation that agencies have done so.

|  |  |  |
| --- | --- | --- |
|  | **During School Hours** | **Outside School Hours\*** |
| **Reception age or younger** | Covered | Covered |
| **Older than Reception age until age 8** | Not Covered | Covered |
| **8 years or older** | Not Covered | Not Covered |

\*Outside school hours does not include school clubs e.g. Choir or sports’ team, or detentions, but does include breakfast clubs or after-school provision.

Staff such as caretakers, cleaners, drivers, transport escorts, catering and office staff, who are not employed to directly provide childcare, are NOT covered by the legislation.

Anybody involved in any form of health care provision for a child, including school nurses, and local authority staff (such as speech and language therapists and education psychologists) are NOT covered by the legislation.

Governors and directors are NOT covered by the legislation unless they directly manage work or volunteer in a relevant provision.

**Safer Recruitment Checks including DBS checks**

For detailed information regarding Safer Recruitment and DBS checks please see the Trust Child Protection & Safeguarding Policy and the SCR Procedure document

**Offer of Employment**

Offers of employment may be made verbally but should always be confirmed in writing and must always be conditional.

Verbal offers are legally binding so care should be taken to ensure the terms offered are correct and accurate. Care should be also taken when discussing terms at interview since any offers made or implied could be regarded as binding.

All written and verbal offers must be made conditional upon the receipt of:

* Enhanced DBS check
* Verification of entitlement to work in the UK
* Verification of any relevant qualifications
* Receipt of 2 satisfactory references
* Satisfactory pre-employment health clearance

In addition, employees are required to confirm their date of birth and national insurance number.

Any verbal or written offer should clearly state that if these checks are unsatisfactory the offer of employment may be withdrawn. If the individual has commenced work, employment may be terminated with the minimum statutory notice however advice should always be sought from your HR Consultant before taking any action.

**Contracts**

Please note that only standard Trust contract formats can be used.

**Unsuccessful Candidates**

Unsuccessful candidates should be notified in writing of the outcome of the selection process. It is good practice for candidates to be offered the opportunity to request feedback. Feedback should be constructive and evidence-based, and should reference the person specification criteria.

At the conclusion of the appointment process all copy identity documentation (passport/birth certificate etc.) relating to unsuccessful candidates should be securely destroyed however, copies of application forms, interview notes and references should be retained for six months from the date that the post is offered and accepted. All personal date will be stored and destroyed in line with the Data Protection Act 2018 and GDPR.

**Induction**

The individual induction programme (template at Appendix 3) should cover the training required by the new starter to carry out their role and to maintain safe working practices; this may include:

* health and safety training
* manual handling
* child protection training
* code of conduct
* behaviour policies and how to report concerns
* part 1 of Keeping Children Safe in Education

An effective induction helps the new starter to understand their role and how they fit into the school/department, become fully effective in their role in the shortest possible time and establish effective working relationships leading to improved performance and effectiveness.

A checklist of basic information should be given to all new starters together with details of

where they can access all policies and procedures, who is available to support them in their new role, expectations and how to raise issues and concerns between reviews.

Probation review dates or induction review dates should be included in the initial induction plan to ensure that line managers and staff have clear expectations of when they will meet. These meetings are an opportunity for:

* progress to be recognised and praised;
* the line manager to make the new starter aware of any concerns or gaps between performance and expectation;
* the employee to ask questions or raise concerns that they may have;
* training and development to be reviewed.

## Appendix 1 – Reference Request Form



Name:

Post Applied for:

1) Current Employment

Job Title:

Date Appointed:

For how long have you known the applicant?

In what capacity are they known to you

**REFERENCE REQUEST**

*The applicant named below has applied for position of*

*at the Kent Catholic School*

*Partnership and has named you as a referee. I would be grateful if you would please indicate, by*

*ticking appropriate boxes, which comments most closely match your knowledge of the applicant and provide the further information requested. If you are unable to comment on any of these points please state why.*

What is your assessment of the applicant in relation to:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Very Good | Good | Fair | Poor |
| Job knowledge in current role |  |  |  |  |
| Relations with others |  |  |  |  |
| Communication Skills |  |  |  |  |
| Team work |  |  |  |  |
| Ability to meet deadlines |  |  |  |  |
| Time Keeping / Punctuality |  |  |  |  |
| Quantity of work produced |  |  |  |  |
| Quality of work produced |  |  |  |  |
| *Add other criteria as relevant*  Please use this space to expand on any of your answers above where relevant.  1) Do you have any reason to doubt the applicant’s honesty & integrity? If yes, please give details.   Yes No  2) With reference to the attached job description and person specification, do you consider that the applicant has the ability & is suitable to undertake the job described?   Yes No  Please give details of relevant skills, knowledge and experience:  3) Are there any formal disciplinary or capability investigation(s), action(s) or warning (s) / sanction (s) live on file at the date of leaving employment?  Yes  No  If Yes, please give details:  4) Has the applicant been subject to any formal disciplinary procedures involving issues relating to the safety & welfare of children / young people. This should include both current  & expired warnings (s) / sanction (s).  Yes  No  If Yes, please give details and outcome:  **OTHER INFORMATION** |  |  |  |  |

5) Have any allegations or concerns been raised about the applicant that relate to the safety

& welfare of children & young people or the applicants behaviour toward children & young people?

Please note any allegations which have been found to be unsubstantiated, unfounded or malicious should not be included.

Yes  No 

If yes, please give details i.e. whether an investigation took place, what was the outcome / conclusion and how the matter was resolved

6) Are you completely satisfied that the applicant is suitable to work with children & young people? If not, please give specific details of your concerns & the reasons why you think they might be unsuitable.

7) Service

Dates of any previous local government or related service prior to joining your organisation: Job Title:

From: To:

8) If you were looking to appoint to a similar post would you (please circle as appropriate):

A Go out of your way to appoint this applicant. B Be happy to appoint or retain this applicant.

C Be prepared to appoint or retain this applicant if there were no better applicants. D Definitely not appoint or retain this applicant

E It is not our organisation’s policy to reappoint

9) Please use the space below for any additional comments:

*Signed:*

*Date:*

*Full Name:*

*Position:*

*Organisation :*

*Thank you for your assistance in completing this form which is based on the requirements for references set out in the DfE guidance Keeping Children Safe in Education Statutory guidance for schools and colleges (September 2018).*

Please return the completed form in the first instance via email to ADD EMAIL

Please return a hard copy with original signature to:

## Appendix 2 - Eligibility to work in the UK Acceptable documents

List A – Acceptable Documents which show an ongoing right to work

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area country or Switzerland.
3. A registration certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A permanent residence card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the person named is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
6. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
7. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, **together with** an official document giving the person’s National Insurance Number and their name issued by a Government agency or a previous employer.
8. A **full** birth or adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder’s parents or adoptive parents, **together with** an official document giving the person’s permanent National Insurance Number and their name issued by a Government agency or a previous employer.
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person’s permanent National Insurance Number and their name issued by a Government agency or a previous employer.
10. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person’s permanent National Insurance Number and their name issued by a Government agency or a previous employer.

List B – Documents which show a right to work for a limited period of time

Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave

* 1. A **current** passport endorsed to show that the holder is allowed to stay in the United Kingdom and is currently allowed to do the type of work in question.
  2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the United Kingdom and is allowed to do the work in question.
  3. A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
  4. A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person’s permanent National Insurance number and their name issued by a Government agency or a previous employer

Group 2 – Documents where a time-limited statutory excuse lasts for six months

1. A certificate of Application issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (European Economic Area) Regulations 2006 to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than six months** old **together with a Positive Verification Notice** from the Home office Employer Checking Service\* .
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take employment, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
3. A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer which indicates that the named person may stay in the UK and is permitted to do the work in question.

* A ‘Positive Verification Notice’ is official correspondence from the Home Office Employer Checking Service which confirms that a named person has permission to undertake the work in question.

## Appendix 3 - Induction Checklist & Plan

|  |  |
| --- | --- |
| **Employee name:** |  |
| **Job Title:** |  |
| **Department:** |  |
| **Post Start Date:** |  |
| **Line Manager:** |  |

|  |  |  |
| --- | --- | --- |
|  | | *Date Completed* |
| **Pre-Employment** | Pre-Employment Checks Completed |  |
| Joining Instructions Provided |  |
| New Employee Paperwork Submitted to Payroll / HR Provider |  |
| Work area prepared |  |
| Swipe card / access set up |  |
| IT access set up |  |

|  |  |  |
| --- | --- | --- |
|  | | *Date Completed* |
| **Introduction to School** | Meeting with headteacher / academy principal |  |
| School’s culture / ethos explained |  |
| Introductions   * Key personnel – Dept leads, SBM – contact for HR/Payroll queries * Immediate colleagues * Wider school colleagues (e.g. governors) |  |
| Site orientation & access |  |
| Facilities for staff |  |
| IT / Telephone system induction |  |
| Data Protection policies/GDPR |  |
| Key terms explained |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | | *Date Completed* |
| **Terms & Conditions of Employment** | Staff handbook / Code of Conduct issued |  |
|  | Payroll, pension & expenses arrangements |  |
|  | Absence / sickness procedures |  |
|  | Working time / breaks / flex |  |
|  | Annual leave | Page 26 |

|  |  |  |
| --- | --- | --- |
|  | Performance management system explained |  |
| Disciplinary Policy |  |
| Grievance Policy |  |
| Probationary Period |  |
| E Safety / Social Media Policy |  |
| Dress Code |  |

|  |  |  |
| --- | --- | --- |
|  | | *Date Completed* |
| **Safeguarding** | KCSP Child Protection & Safeguarding Policy |  |
| Keeping Children Safe in Education |  |
| CPOMS familiarisation and log in details |  |
| Prevent training |  |
|  | | *Date Completed* |
| **Health & Safety** | Health & Safety Policy |  |
| Emergency Exits / Evacuation Procedures |  |
| First Aid Facilities |  |
| Accident Reporting |  |
| Protective Equipment |  |
| Specific Hazards |  |
| Lone working policy |  |
| Smoking Policy |  |

|  |  |  |
| --- | --- | --- |
|  | | *Date Completed* |
| **Role Specific Induction** | *Specify arrangements here* |  |
|  | *Include reference to personal development plan and/or probationary review* |  |
|  | *Introductions to key contacts e.g. statutory agency contacts, suppliers* |  |

**A close up of a logo

Description automatically generated**

# Appendix 4 - PRIVACY NOTICE FOR APPLICANTS

**PRIVACY NOTICE FOR APPLICANTS**

Kent Catholic Schools’ Partnership is committed to protecting the privacy and security of your personal information.

Kent Catholic Schools’ Partnership (‘the Trust’) is a multi-academy trust and a charitable company limited by guarantee (registration number 08176019) whose registered office is Barham Court, Teston, Maidstone, Kent, ME18 5BZ.

The Trust is the Data Controller for all the academies within the Trust.

Academies within the Trust are “data processors”.

This privacy notice describes how we collect, store and use personal information about you where we have engaged with each other during the recruitment process.

The Data Protection Officer is Michelle Boniface, [dpo@kcsp.org.uk](mailto:dpo@kcsp.org.uk)

**1: THE PERSONAL DATA WE HOLD**

We process data relating to those we engage with during the recruitment process. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not limited to;

* Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses
* Date of birth
* Gender
* Marital status and dependants
* Next of kin and emergency contact information
* National Insurance number
* Bank account details, payroll records and tax status information
* Salary, annual leave, pension and benefits information
* Teacher Reference Number
* Recruitment information including copies of right to work documentation, references and other information included in a CV or letter as part of the application process
* Copy of driving licence
* Employment records (including job titles, work history, working hours, training records and professional memberships)
* Compensation history;
* Absence data;
* Performance information
* Disciplinary and grievance information, including warnings issued to you
* Photographs;

We may also collect, store and use the following “special categories” of more sensitive personal information:

* Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions
* Trade union membership
* Information about your health, including any medical condition, health and sickness records
* Genetic information and biometric data
* Information about your criminal record/allegations and offences

**2: OUR LAWFUL BASIS FOR USING THIS DATA**

We will only collect and use personal information about you when the law allows us to. We may use personal information about you where you have given us consent to use it in a certain way or where we need to carry out a task in the public interest.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you may overlap, and there may be several grounds which justify the Trust’s use of your data.

**3: HOW IS YOUR PERSONAL INFORMATION COLLECTED?**

We typically collect personal information about candidates through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, the Local Authority or other background check agencies including, but not limited to;

* Her Majesty’s Revenue and Customs HMRC
* The Disclosure and Barring Service
* Teaching Regulation Authority

**4: HOW WE WILL USE INFORMATION ABOUT YOU**

We will only use your personal information when the law allows us to and;

* To make a decision about the recruitment process or to make an appointment;
* Determining the terms on which you work for us;
* Checking you are legally entitled to work in the UK;
* Checking the award of Qualified Teacher Status, completion of teacher induction and prohibitions, sanctions and restrictions that might prevent the individual from taking part in certain activities or working in specific positions via the Teacher Services Online platform
* To maintain our single central record and to comply with our general safeguarding obligations

**Change of purpose**

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

**5: HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION**

“Special categories” of particularly sensitive personal information require us to ensure higher levels of data protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information in the following circumstances:

1. In limited circumstances, with your explicit written consent.
2. Where we need to carry out our legal obligations or exercise our employment-related rights and in line with our data protection policy.
3. Where it is needed in the public interest, such as for equal opportunities monitoring and in line with our data protection policy.

**6: DATA SHARING**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do during the recruitment process.

**7. DATA SECURITY**

We have put in place measures to protect the security of your information. Details of these measures are available in the Trust Information Security Policy which is available on our website.

**8. DATA RETENTION**

**How long will we use your information for?**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, insurance or reporting requirements. Details of retention periods for different aspects of your personal information are available in our Records Management Policy which is available on our website. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

**9. RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION**

**Your duty to inform us of changes**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

**Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

* **Request access** to your personal information (data subject access request). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
* **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
* **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
* **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
* **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
* **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Data Protection Officer (DPO) in writing ([dpo@kcsp.org.uk](mailto:dpo@kcsp.org.uk)).

The legal timescales for the Trust to respond to a Subject Access Request is one calendar month. As the Trust has limited staff resources outside of term time, we encourage employees to submit Subject Access Requests during term time and to avoid sending a request during periods when the Trust or school is closed or is about to close for the holidays where possible. This will assist us in responding to your request as promptly as possible. For further information about how we handle Subject Access Requests, please see our Data Protection Policy.

**No fee usually required**

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is manifestly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

**What we may need from you**

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

**10. RIGHT TO WITHDRAW CONSENT**

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the DPO. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

**11. DATA PROTECTION OFFICER**

We have appointed a Data Protection Officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO (dpo@kcsp.org.uk). You have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

**12. CHANGES TO THIS PRIVACY NOTICE**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

**If you have any questions about this privacy notice, please contact Michelle Boniface, DPO,** [**dpo@kcsp.org.uk**](mailto:dpo@kcsp.org.uk)

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