


2025 - 2027

Our Community Multi Academy Trust
CEO – David Whitehead



Safer Recruitment Policy

Committee	Board of Directors
Version	2.3
Author	Ellie Bartlett
Approved on	21 st May 2025
Signature	
New Review date	June 2027

Associated Documentation	
Induction Policy	
Safer Recruitment School Leaders and Central Team Managers Guidance	
Anti-Fraud and Corruption	

Contents

Part A - Policy	4
1. Policy Statement	4
2. Scope of the policy	4
3. Adoption Arrangements and Date	4
4. Review of the Policy	4
5. Responsibilities of the Trust	4
6. Responsibilities of the Employee	5
7. Safer Recruitment Monitoring	5
8. References to Other Sources of Information	5
9. Equal Opportunities Statement	5
Part B – Process	5
10. Prior to recruitment	5
11. Job Description	6
12. Advertising	6
13. Applications	6
14. Shortlisting	7
15. References	7
16. Interview and Selection	8
17. Pre-employment Checks	9
17.1 Pre-employment Health Screening Questionnaire	10
17.2 Supply Staff	10
18. Withdrawal of Offers	10
19. Single Central Record	10
20. Complaints	10
21. Induction	11
22. Further Guidance	11

This policy should be read in conjunction with the Trust's latest guidance document: 'Safer Recruitment Guidance Notes for School Leaders and Central Team Managers'

Part A - Policy

1. Policy Statement

This policy has been adopted by the Trust Board of Our Community Multi Academy Trust to provide a framework for the recruitment and selection of staff to all posts within the approved staffing structure of each of its schools so that safeguarding and promoting the welfare of children is given the highest priority.

Our Community Multi Academy 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 Board understand their responsibilities in ensuring that recruitment procedures are free from unlawful discrimination in line with the Equality Act 2010. The Trust Board also appreciate the importance of fair, open and effective procedures to enable the Trust to recruit people with the right skills, aptitudes and attitudes.

The Trust Board will ensure compliance with all relevant legislation, recommendations and statutory guidance.

The Senior Leadership Team and the Trust Board fully understand their responsibilities in managing the personal data of job applicants in line with the General Data Protection Regulations (GDPR).

As part of our 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 and governors involved in recruitment and selection decisions are required to work in ways that are consistent with this policy.

The Trust will ensure that training is provided for all staff, directors and members of Local Monitoring Councils involved in the recruitment and selection of staff and that it is appropriate to their role.

All appointments must be made by a panel of two or more and all panels must include at least one person who has successfully undertaken approved training in Safer Recruitment.

The Trust recognises the value of a fully qualified teaching profession. Therefore, the Trust will endeavour to only appoint a teacher holding QT status to teaching posts. Temporary appointments of staff not holding QTS to a teaching post will only be made where it has not been possible to appoint a qualified teacher from all reasonable recruitment action.

2. Scope of the policy

This Policy applies to all current Employees, Directors, volunteers and contractors in regulated activity and Local Monitoring Committees representatives of Our Community Multi Academy Trust.

3. Adoption Arrangements and Date

This policy was adopted by the Finance and Resources Committee on 21st May 2025 and supersedes any previous safer recruitment policy.

4. Review of the Policy

This policy will be reviewed by the Board of Directors every two years or earlier if there is a need. This will involve consultation with the recognised unions.

5. Responsibilities of the Trust

The Trust Board has overall responsibility for the adoption, review and amendments of this policy. The Trust Leadership Team are responsible for the implementation of the policy and ensuring that all recruitment and selection actions are consistent with the aims, objectives and principles set out below:

- To deter, identify and reject any applicant unsuitable for work with children and young people

- To recruit high quality staff with the right skills, aptitudes and attitudes so that all children in the Trust schools feel safe, supported and can achieve their full potential
- To ensure all staff are recruited on appropriate contract terms to meet the needs of the Trust whilst promoting and ensuring a satisfactory work life balance
- To ensure that equality of opportunity is a key consideration at each stage of the process, thereby encouraging diversity
- To ensure the recruitment practice reflects positively on each school and the Trust as an employer.
- To ensure that recruitment procedures are efficient and cost-effective
- To regularly monitor, review and improve recruitment practices
- To provide employees with safer recruitment training appropriate to their role

6. Responsibilities of the Employee

- To demonstrate a commitment to safeguarding and promoting the welfare of children and young people as high priority
- To engage in safer recruitment training provided for staff involved in the recruitment and selection of staff that is appropriate to their role
- Following training take every reasonable endeavour not to recruit applicants who are unsuitable to work with children or young people

7. Safer Recruitment Monitoring

To manage safer recruitment effectively the Trust will record, monitor and review recruitment. Any data gathered will not identify individual Employees.

8. References to Other Sources of Information

Parts 2 and 3 of the most recent [Keeping Children Safe in Education guidance](#) forms part of this policy.

9. Equal Opportunities Statement

Our Community Multi Academy Trust is committed to ensuring that each stage of the recruitment and selection process is accessible to all. The Trust Board will review the 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

As far as is reasonably practical the Trust will make any reasonable adjustments to accommodate the needs of a disabled person. This will apply to the recruitment process and to the workplace or working arrangements on appointment. The Trust will seek appropriate advice from relevant agencies to achieve this where necessary.

Part B – Process

10. Prior to recruitment

When a vacancy occurs, proposed recruitment will require signed authorisation, as per the table below before any advertising for the vacant post is undertaken, to ensure that budgets are fully considered and appropriate authorisation to recruit obtained.

Appointment	Authorisation to recruit and appoint required from	Interview panel should include
School staff (excluding the appointment of Headteacher)	CEO, Headteacher and CFO	School Leadership HR Manager or line manager
Headteacher	CEO, Director, CFO	CEO Diocese (for church school's Headships) Director

		Headteacher Representative Chair of Local Monitoring Council
CEO	Members	Trust Chair Diocese Director CFO External advisor
CFO	CEO, Trust Chair, CFO	CEO Trust Chair or Director Chair F&S Committee CFO
School Improvement Lead	CEO, Trust Chair, CFO	CEO Trust Chair or Director Chair Standards Committee Headteacher
Central support staff	CEO, CFO	CFO Relevant central team manager

11. Job Description

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

- Summarise the job purpose/impact
- Set out the purpose of the job, key duties and responsibilities
- The person specification will set out the key qualifications, experience and skills required
- Summary of teachers' professional standards (teaching staff only)
- Set out who the post holder will report too

12. 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 staff notice board as a minimum.

Recruitment advertisements will comply with all national and Trust guidance regarding commitment to safeguarding children and will include;

- A statement to reference the school's commitment to safeguarding and promoting the welfare of children and that safeguarding checks will be undertaken.
- The safeguarding responsibilities of the post as per the job description and person specification.
- Whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974
- Attachments or links to the school's Safer Recruitment Policy and Child Protection Policy.

The requirements when advertising for Headteacher and Deputy Headteacher vacancies are set out in the School Staffing (England) Regulations 2009 which require the Trust to advertise Headteacher and Deputy Headteacher vacancies "unless it has a good reason not to" and in sections 35 and 36 of the Education Act 2002. Any decision not to advertise should be documented in full and should only be taken if the Trust can demonstrate there is a good reason not to and that their decision does not leave them open to challenge.

Applications

All applicants must complete the relevant application form in full to enable the panel to shortlist in a fair and objective manner.

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

Where an application form is submitted online, the shortlisted candidates will be asked to sign a declaration as part of the interview process. Their identification will be verified from photographic evidence.

13. Shortlisting

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.

Shortlisting will be completed by at least 2 people who will also be involved in the interview and assessment process, one of which will be Safer Recruitment trained.

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they can share relevant information and it can be discussed at the interview.

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

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 stage.

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.

The equal opportunities monitoring form will be separated from the main application form to reduce any likelihood of conscious or unconscious bias. Applicants may have indicated on their application form that they have a disability and, to promote fairness and to meet the Trust's obligations under the Equality Act 2010, the letter of invitation will encourage applicants to contact the Trust if they require any adjustments to enable them to attend the interview.

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 school's document retention schedule.

A designated member of staff, separate from the selection or interview panel should complete the on-line check for all shortlisted candidates, using the same method criteria and search engine.

Example: [Joe Bloggs Manchester]

Search engine: Google

Any relevant information should be shared with the interview panel to allow an opportunity to discuss further with the candidate.

14. References

To comply with Keeping Children Safe in Education, the Trust's will take up references prior to interview so that any relevant questions arising can be raised with the candidate before a selection decision is made. Where references are not available for interview, any job offer made will be conditional upon the receipt of satisfactory references.

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 may be requested from referees to compare with any medical conditions noted in the applicant's occupational health pre-employment medical screening report following their acceptance of an offer of employment.

References must be sought from the applicant's current employer, or most recent employer if not currently employed, 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. The reference must be signed by or on behalf of the most senior person appropriate to the position, for example Headteacher and should be on the organisation's headed notepaper. Where references are received by email, the email accompanying the reference must be retained on file.

In line with Safer Recruitment guidelines, if a candidate is not currently working in a school or childcare setting but has done so in the past, one reference must be from their most recent school or childcare setting employer.

The Trust must confirm whether the candidate has been subject to formal disciplinary procedures within the last two years to establish if any details, outcomes or 'live' sanctions are in place. The Trust will carefully and fairly consider information about current or past disciplinary action or allegation(s) and the circumstances of the action or allegation(s) against the requirements of the Trust's vacancy.

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.

The Trust must confirm whether candidates have been subject to formal capability proceedings in the past 2 years as part of the appointment process.

Rehabilitation of Offenders Disclosure

- All posts within the Trust are exempt from the Rehabilitation of Offenders Act 1974 therefore all convictions, cautions and bind-overs (including those regarded as 'spent') must be declared unless they are considered a protected offence. N.B. The amendments to the Exceptions Order 1975 (2013) and 2020 provide that certain spent convictions and cautions are 'protected' and not subject to disclosure to employers and cannot be considered

The Trust is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for employment at schools within the Trust. Having a criminal record will not necessarily be a bar to a position in a Trust school.

The Trust reserves the right to withdraw any conditional offer of employment if it cannot obtain the relevant references in line with the above,

15. 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, to promote fairness and to meet the Trust's obligations under the Equality Act 2010, the letter of invitation will encourage applicants to contact the Trust if they require any adjustments to enable them to attend the interview.

Short-listed candidates must be interviewed in person before a formal, unconditional offer of employment is made.

At the point of arrival for interview all candidates must provide the following:

- Photographic proof of identity
- Actual (not photocopy or scan) certificate of relevant qualifications
- Entitlement to work in the UK – passport, birth certificate, online share code or other documentation taken from the approved border agency list (see 17 for further details to comply with the Asylum and Immigration Act 1996). <https://www.gov.uk/view-right-to-work>

Candidates will always be required to:

- Satisfactorily explain any gaps in employment
- Explain any anomalies or discrepancies in their application to the satisfaction of the person recruiting
- Declare any information that is likely to appear in a DBS disclosure
- Demonstrate their capacity to safeguard and protect the welfare of children

The Trust fully supports the work of the Kent Safeguarding Children Multi-agency Partnership and reserves the right to provide the LSCB with any relevant information when requested by the LSCB or if otherwise it is believed to be necessary and proportionate in the interests of safeguarding of children.

Where possible and practicable applicants for teaching and learning positions will be observed practising. Candidates will be informed of the selection tests to be used prior to being invited for interview.

All questions used in selection interviews will also be focussed on the priority needs of the post and will avoid any questions or language that could be held to be unlawful discrimination.

16. Pre-employment Checks

All offers of appointment will be conditional until satisfactory completion of all necessary pre-employment checks have been concluded, any unsatisfactory checks may lead to the withdrawal of an employment offer. Where an individual has commenced work, employment will be terminated.

When appointing new staff, we will require them:

- to provide proof of identity
 - to complete a DBS application/ children's barred list check (or DBS update service check) which will be processed in line with school criminal record checking policy
 - to provide a satisfactory certificate of good conduct relating to time spent living outside of the UK
 - to pass a prohibition check (for all teaching staff/ or management roles in independent schools)
 - to provide certificates of professional qualifications, as deemed appropriate by the school
 - to provide proof of their right to work in the United Kingdom
 - to complete a childcare disqualification declaration where applicable
 - to complete a confidential health questionnaire and be deemed mentally and physically fit to perform the role
- **Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status.**

All applicants invited to attend an interview will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations. These should be original documents.

In addition, applicants must be able to demonstrate that they have obtained academic or vocational qualification/s required for the position and claimed in their application form and provide copies of the original certificates.

• **Individuals who have lived or worked outside the UK**

When appointing a candidate who has spent a significant period of time overseas, a Certificate of Good Conduct (or equivalent) should be obtained from the appropriate embassy.

If an applicant is unable to provide a Certificate of Good Conduct, evidence must be presented to show that an attempt to obtain a copy has been made.

If an applicant is unable to obtain a Certificate of Good Conduct then a Risk Assessment Form must be completed and all pre-employment checks completed before making an appointment decision.

• **Childcare Disqualification Declaration**

Where relevant, all applicants must complete a self-declaration form provided by the school in relation to the Childcare Disqualification Regulations 2009. Where a positive declaration is made a waiver must be applied for from Ofsted, and be satisfactorily granted, before the applicant may commence work in a relevant setting.

This applies to:

- Early Years Provision - staff who provide any care for a child up to and including reception age. This includes education in nursery and reception classes and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during and outside of school hours for children in the early years age range; and
- Later years provision (for children under 8) - staff who are employed to work in childcare provided by the school outside of school hours for children who are above reception age but who have not attained the age of 8.

Pre-employment Health Screening Questionnaire

The Trust will require all successful applicants to complete a confidential health screening questionnaire to verify the candidate's medical fitness to carry out their work responsibilities. An applicant can be asked relevant questions about their disability and health to establish whether they have the physical capacity for the specific role. 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. To comply with the Equality Act 2010, reasonable adjustments will be made to enable a candidate to take up their role.

Supply Staff

Agencies providing staff on a supply or short-term contract basis will be required to provide written confirmation, that all required checks have been satisfactorily completed and they have checked original copies of qualification certificates. Agencies are required to take up enhanced DBS checks for school workers and the Trust may require access to the check where information has been revealed. Identity checks for all agency or other supply/temporary contract staff will be undertaken by the school on first arrival.

17. Withdrawal of Offers

If 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 school's HR consultant.

18. Single Central Record

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

For agency staff working in the Trust, the contractor must be asked to provide the DBS Disclosure number and date of issue for everyone. The Trust must also confirm each person's identity when reporting for work the first time.

19. Complaints

An individual who feels that their treatment during the recruitment and selection process is unfair may raise a formal complaint.

Existing staff should use the Trust's grievance procedure.

External applicants should raise their complaint at the earliest opportunity by writing with key details to the Chair of Governors of the relevant school setting out the key points of their complaint, who will ensure that a full investigation of the complaint is undertaken and that a written response is provided within 15 working days of receiving the complaint.

20. Induction

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

Our Community Multi Academy Trust have put in place an induction programme for all staff joining the Trust. This will vary considering previous experience and the nature of the role but will ensure that all staff and volunteers receive guidance on safe working practices and the safeguarding policies of the school.

21. Further Guidance

Further information for recruiting managers is available in the Trust's Guidance Notes for School Leaders and Central Team Managers.

Unsuccessful candidates are contacted by Headteacher to be advised verbally that they were not successful on this occasion and notifies central Trust HR to continue paper trail/new recruit paperwork.