RECRUITMENT PROCEDURE

September 2026

Passmores Co-operative Learning Community

PCLC Position Statement

All PCLC schools have an approach that is based on the following key principles:

- Our unconditional positive regard ensures that every young person is highly valued and expected to achieve their potential;

- every young person has the right to be successful and has ability to achieve, no matter what their socio-economic background;

- there is no limit to achievement – intelligence can be developed;

- each student must know what to do in order to improve and how to do it, high expectations on their own are not enough;

- consistency of experience is fundamental; each school is a team and consistency makes us greater than the sum of our parts;

- employment opportunities in PCLC schools should allow all colleagues to inspire a love for learning; not simply process and record what we find.

By ensuring all of actions and decisions adhere to these principles our community members:

- are highly valued and expected to achieve their full potential, no matter what their socio-economic background;

- benefit from an inclusive ethos, excellent teaching and a broad and balanced curriculum underpinned by strong leadership, in a local school;

- are supported and encouraged to lead healthy and active lives making sensible choices, whilst respecting the views and attitudes of others.

THE RECRUITMENT PROCEDURE

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1. Introduction

This document sets out the recruitment and selection procedures which will be followed by the Trust.

2. Policy Statement

The Trust is committed to the recruitment and retention of competent, motivated employees who are suited to and fulfilled in the roles they undertake.

The Trust's full Recruitment & Selection Policy Statement including Data Protection information is at **Appendix A**.

3. Scope

The relevant principles described in this procedure will be applied in relation to all recruitment, including for permanent, fixed term and casual roles and volunteers (see Section 6).

Safer recruitment practices are also expected to be applied by:

- external organisations such as supply agencies (see Section 7); and
- contractors and self-employed persons.

4. Roles and Responsibilities

- It is the responsibility of the **Trust Board** to:

- ensure there are effective policies and procedures in place for the safe and effective recruitment of all staff and volunteers and for the engagement of other adults in accordance with statutory guidance and legal requirements;
- monitor compliance with those policies and procedures;
- elect members to sit on the selection panel for the appointment of the CEO and headteachers;
- approve the appointment of the CEO and headteachers.

- It is the responsibility of the **CEO, Headteacher, and other managers** involved in recruitment to:
- apply robust, transparent and effective recruitment and selection processes in accordance with this procedure, statutory guidance and legal requirements; and
- ensure that safer recruitment practices are in operation and that all appropriate checks are carried out on all staff, volunteers and others engaged to work at an appropriate point in the recruitment process.

At least one member of each interview panel will have undertaken Safer Recruitment Training.

4.1 Specific Roles and Responsibilities

Employee	Recruitment Decision	Approve /consult
CEO	Panel - Trust Board	Trust Board - approve
Primary Lead / Headteacher / principal	Panel – CEO / Trust Board	Trust Board - approve

Senior Leaders	Primary Lead / Headteacher / co-principal	CEO – consult Trust Board - consult LGB - consult
Other Teachers	Primary Lead / Headteacher / co-principal	
Support Staff	Line Manager	
Trust Employee (Central Services)	CEO Deputed manager	CEO – approve Trust Board - consult

5. The Recruitment Procedure

Please see **Appendix B** for a flow chart summarising the procedure. Further key details are provided below.

Internal vacancies are defined as any vacancy in any Academy within the Trust.

5.1. Pre-advertisement

5.1.1 Identifying a vacancy

Before any action is initiated, careful consideration will be given to the necessity of filling the post, the tasks to be undertaken and the skills, attributes and behaviours required to do the job.

5.1.2 Job Descriptions/Person Specifications

A job description and person specification will be drawn up for all posts. The job description will provide a framework of expectations and will define the purpose, scope and the principal duties and responsibilities of the role. The person specification will enable applicants to assess themselves for the job and provides a benchmark for judging suitability. All Job Descriptions and Person Specifications will clearly set out the extent of the relationships/contact with children and the degree of responsibility for children for each post.

If a post is public facing and the successful applicant will be required to speak fluent English this will be set out in the job description and person specification. A public facing role is where, as a regular and intrinsic part of their role, the person is required to speak to members of the public, whether face to face or by telephone, will be considered as “customer facing”. This also includes any posts involving communication with pupils and parents.

The job description and person specification will be used throughout the recruitment process to develop the shortlisting and selection criteria.

The salary for the job will be determined at this point and the actual salary range will be advertised.

5.1.3 Setting timescales

The length of the recruitment process will vary depending on the type of vacancy, the advertising medium, whether it is necessary to advertise both internally and externally and the length of the required notice periods.

5.1.4 Recruitment pack

The recruitment pack will vary according to the post but will consist, as a minimum, of:

- Application form
- Job Description
- Person Specification
- The Recruitment and Selection Policy statement
- Privacy Notice (Applicants)

A Key Information sheet will be included where appropriate and the pack may also include other relevant information i.e. covering letter, prospectus etc.

5.1.5 Visits

Informal discussions and visits prior to application are welcomed by prior arrangement.

5.2. Advertising

The Trust will consider the most appropriate methods of advertising any vacant posts and the format for the advert. This may include advertising the post on professional social media sites in addition to other methods e.g. website and local/national publications.

To ensure equality of opportunity, all positions will be advertised to encourage as wide a field of candidates as possible, and normally this will entail an external advertisement.

However, there may be circumstances where an internal advertisement may be considered appropriate. This will include where:

- clear career development and progression paths are being supported;
- there is a reasonable expectation that there are sufficient qualified and experienced internal candidates;
- the position is for additional responsibilities and not a vacant post;
- staff are at risk of redundancy

CEO, Headteacher and Deputy Headteacher posts will be advertised in the manner considered appropriate by the Trust Board. In order to ensure the widest possible field of candidates advertising will usually be national for these roles, unless there is a good reason not to do so.

All employees, including those working on fixed term contracts, and casual and agency workers working at the school will be informed of any vacancies.

5.3. Application

5.3.1 Application Form

A standard application form is used for all vacancies. Alternate format application forms will be accepted from disabled applicants, but such applicants must provide all of the information required by the standard application form. Curriculum vitae's will not be accepted in isolation. All parts of the application form must be completed and the form signed by the candidate. Incomplete application forms will not be accepted and will be returned for completion or checked with the candidate. Where an applicant is shortlisted, any discrepancies or gaps in employment will be discussed at interview.

Applicants should be aware that providing false information could result in the application being rejected or, in summary dismissal if the applicant has been selected.

Where a post is advertised internally only, applicants will be informed whether an application form must be completed or whether a letter of application is sufficient. Where posts are advertised externally, internal applicants will be expected to apply in the same way as external candidates to ensure equality and fairness.

5.3.2 Recruitment Monitoring Information Form

As part of the application process, individuals may be asked to complete a Recruitment Monitoring Information form. A Privacy Notice (Recruitment Monitoring Form) will be issued alongside the form.

The recruitment monitoring information does not form part of the selection process and is separate from the application. Completion of the form is voluntary.

Completion of the form will ensure that policies and procedures are effective in avoiding discrimination and promoting equality, diversity and inclusion in recruitment. The information provided will be used for periodic monitoring and statistical data purposes only. Required reporting of this data will be on an anonymous basis.

5.3.3 Acknowledgement

Due to limited resources only shortlisted candidates will be notified of the outcome of their application.

5.4. Shortlisting

Shortlisting will take place as soon as possible after the closing date. Shortlisting will be undertaken by the selection panel normally consisting of at least two individuals.

5.4.1 Invitation to interview

Once the shortlist has been decided, the shortlisted candidates will be notified as soon as possible. Invitation to interview will be confirmed in writing. Adequate time will be allowed between invitation and interview to allow candidates to prepare for their interview.

Full details of the selection process (i.e. details of the interview and any additional selection exercises) will be notified to the applicant in the invitation to interview letter.

Every effort will be made to accommodate any special requirements/adjustments necessary to enable candidates to participate in the process.

5.4.2 Requesting references

References will normally be taken up on all short-listed candidates, including internal applicants, prior to interview. In line with the statutory guidance, references will be scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed.

A reference will be required from the candidate's current and/or most recent employer and where available, at least one reference will relate to the last position which involved working with children.

References from an education establishment, must be submitted from the head of establishment (chair of the Trust Board in the case of headteachers).

In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. Where it is agreed to defer, referees will be contacted immediately after interview before an offer of employment is confirmed.

For internal candidates at least one reference will be required to cover the applicant's suitability for the advertised role. This could be from a line manager/Head of Department or the Headteacher as appropriate.

5.4.3 Self-declaration of criminal history and prohibitions

Shortlisted candidates will be required to make a declaration of criminal convictions and prohibitions and any relevant positive declarations will be explored with them at interview. Declarations should be submitted in a sealed envelope. The Recruitment and Selection Policy Statement at Appendix A sets out how such declarations will be considered.

Where the school setting and post are covered by the Childcare (Disqualification) Regulations, if the candidates declare information on a Disqualification Declaration Form the school will need to establish whether the information declared meets one of the disqualification criteria, in which case the panel may decide to:

(a) discontinue the recruitment process in respect of that candidate (b) allow the candidate time to apply for an Ofsted Waiver

5.4.4 **Screening applicants on-line** In line with recommended practice in the statutory guidance "Keeping Children Safe in Education", the school will conduct searches for information on shortlisted candidates which is publicly available on-line. The purpose is limited:

- to identify issues which call into question the applicant's suitability to work with children;
- to verify employment history.

No candidate or third-party individual will be asked to provide access to on-line information which is not publicly available. No detriment will be applied whether or not an individual has an on-line presence.

Searches will be conducted by an appropriate individual who is not a member of the recruitment panel to avoid the potential for discrimination. Only information related the purposes stated will be shared with the Panel. Any information will be discussed with candidates at interview before any decisions regarding the recruitment process are made.

5.5 Selection process

The selection process will, as a minimum, consist of a face to face interview even where there is only one candidate and including for internal appointments and promotions and volunteers. Where appropriate, the selection process may include additional activities such as in-tray exercises, group activities, presentations, pupil panels or observed assemblies/teaching.

The process will assess the merits of each candidate against the job requirements (i.e. job description and person specification), and explore their suitability to work with children.

5.5.1 **Screening applicants using social media**

Potential applicants will be notified if candidates are to be screened prior to interview by checking social media sites. This will be set out on the Key Information Sheet. The purpose of such screening will be to ascertain whether a candidate demonstrates appropriate conduct, behaviour and suitability for employment in a school environment. Any such screening will not be used in isolation and will be discussed with candidates at interview where necessary

5.6. Employment Offer

The choice of candidate will be determined by the majority view of the interview panel. The panel may identify a first and any reserve choice candidate(s).

The successful applicant will be advised that they are the preferred candidate and a conditional offer made, subject to satisfactory pre-employment checks. A firm offer cannot be made until all pre-employment checks have been completed to the satisfaction of the Trust.

Where a preferred candidate has made a declaration of criminal convictions on a Self- Disclosure form (SD2), and/or a positive DBS is received, these will be discussed prior to confirming the appointment in accordance with the Recruitment & Selection Policy Statement.

Where the school setting and post are covered by the Childcare (Disqualification) Regulations, if the preferred candidate declares information on a Disqualification Declaration Form the school will need to establish whether the information declared meets one of the disqualification criteria, in which case the panel may decide to:

a) discontinue the recruitment process in respect of that candidate
b) allow the candidate time to apply for an Ofsted Waiver

Once all pre-employment checks have been received and confirmed as satisfactory, a firm offer of employment will be made and the contract of employment (or a contract amendment as applicable) will be issued. The contract/contract amendment will be issued as soon as possible in advance of the proposed start date but in all circumstances no later than the first day of employment.

If the preferred candidate does not accept the post, the panel will consider the option of contacting any reserve candidate(s). This will only be done where these candidates meet the criteria for the role. In this case, if the reserve candidate wishes to proceed to be the preferred candidate a conditional offer will be made subject to satisfactory pre-employment checks as set out above.

Unsuccessful shortlisted candidates will be advised accordingly. All candidates can request feedback on their interview/selection.

5.7. Induction and Probation

5.7.1 Induction

All new employees, internally promoted staff and volunteers will be provided with an induction program, which will seek to ensure that they are clear about their job role, the expectations of them in terms of standards of performance and conduct and applicable policies and procedures. Any training and development needs will be identified and supported appropriately.

Where applicable, Early Career Teachers will be subject to the Statutory Induction Period.

5.7.2 Probation

All new entrants to the employment of this employer will be subject to the satisfactory completion of a 26 week probationary period (unless their appointment arises from a statutory transfer or they are a newly qualified teacher subject to a Statutory Induction Period).

During the probationary period, new entrants will be expected to establish their suitability for the post.

See the Probation Procedure for more detail.

5.8 Record Retention/Data Protection

5.8.1 Selection Records

Interview notes on all applicants will be retained for a 6 month period, after which time, these records will be destroyed.

Under data protection legislation, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the chair of the interview panel/Headteacher within 6 months from the date of interview.

5.8.2 Personal File Records

For the successful candidate, the following information will be retained (where applicable) and will make up part of the employee's personal file:

- Application form
- SD2 (until DBS clearance is received)
- Proof of identity
- Evidence of right to work in the UK and any supporting documents
- Proof of required qualifications
- Certificate of good conduct (if applicable)
- Evidence of medical clearance
- DBS consent form
- Evidence of the DBS check or online status check (not DBS Certificate)
- Evidence of DBS Children's Barred list check
- Evidence of prohibition from teaching check (if applicable)
- Evidence of Completion of Statutory Induction (Teachers only where applicable)
- Evidence of s128 directions check (e.g. file note confirming check complete)
- Childcare Disqualification Declaration where no declaration is made – otherwise a Disqualification Risk Assessment form and any disqualification waiver documentation (where applicable)
- References

Relevant evidence of pre-employment checks will be retained on volunteers, contractors and other workers as required by Statutory Guidance (Keeping Children Safe in Education).

Information will be collected, held and processed in accordance with the Trust's data protection policy and record retention schedule.

6. Engaging Volunteers

The Trust values the contribution that volunteers make to its community and recognises the positive impact they can have on pupils' learning, experiences and wellbeing.

Volunteers are seen by children as safe and trustworthy adults and the same high standards of safer recruitment principles and processes are applied to volunteers as are applied to paid staff.

6.1 Interviewing Volunteers

Volunteers will be asked to have a discussion with the headteacher or other manager prior to commencing their role. This will not be a formal interview but will provide:

<u>The school with</u>:

- an opportunity to explain the workings of the school and the Trust and how volunteers fit into that;
- time to ask volunteers for the factual information needed to make a successful placement including any safeguard checks;
- the opportunity to explore their suitability to work with children, including their motivation to work with children and their ability to form and maintain appropriate relationships and personal boundaries;
- an opportunity to determine whether any special health, safety and welfare criteria need to be met.

<u>The volunteer with</u>:

- the opportunity to find out more about the nature of the work;
- information to decide how best they can make a contribution, using their skills and experience;

- how much time they want to commit.

6.2 Application Forms

Volunteers will be asked to complete a basic application form. This provides the information necessary to undertake safeguard checks and to give a picture of the skills and experience the volunteers brings to maximise their contribution and the volunteers own fulfilment in the assigned activities.

Prospective volunteers will be given the Privacy Notice (Volunteers) prior to completing the volunteer application form.

6.3 Role Profiles

Volunteers will be given clear and simple description of the roles and boundaries of the voluntary activity.

It is acknowledged that by its very nature, volunteering does not place the same obligations on an individual in terms of attendance etc. as a paid employee. However, it is very much hoped that volunteers will fulfil their commitment as agreed between themselves and the school- this includes consistent attendance and undertaking the agreed tasks. Volunteers may be asked to sign a voluntary agreement as clarification of the commitment they are making to the school/academy and visa versa.

7. Agency Staff and other workers

It is expected that the same standards of safer recruitment will be applied by external bodies providing workers or volunteers to the Trust.

External bodies will be required to provide written confirmation that relevant safer recruitment and other relevant pre-employment checks have been undertaken and this will be recorded on the Single Central Record. A copy of the written confirmation will be retained on a central file.

Appendix A
Recruitment and Selection Policy Statement

1. The Trust is committed to:
   - safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
   - promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
   - promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs;

   and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

2. The Trust recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race(which includes colour, nationality and ethnic origin), religion or belief.

3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.

4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.

5. The following pre-employment checks will be required where applicable to the role and setting: • receipt of satisfactory references
   - verification of identity
   - a satisfactory DBS disclosure if undertaking Regulated Activity
   - verification that you not barred from working with Children
   - verification that you are not prohibited from teaching
   - verification of medical fitness for the particular role
   - verification of qualifications and of professional status where required e.g. QTS status
   - the production of evidence of the right to work in the UK
   - verification of successful completion of/exemption from statutory induction period

- verification that you are not subject to a section 128 direction preventing you from holding a management position within a school
- a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2018 or that you have provided a valid disqualification waiver from Ofsted

NB It is illegal for anyone who is barred from working with children to apply for, or undertake Regulated Activity.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.

7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all preferred candidates will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police) prior to their offer of employment being confirmed. When making a recruitment decision Trust will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

   Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and/or consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

   The Trust is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2018 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

   Positive disclosures will be managed on a case by case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:
   - The seriousness/level of the disclosed information eg was it a caution or a conviction.
   - How long ago the incident(s) occurred and whether it was a one-off incident or part of a repeat history/pattern.
   - The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
   - The country where the offence/caution occurred.
   - Whether the individual shows or has shown genuine remorse.
   - If the offences were self-disclosed or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

   This Trust operates in accordance with The Disclosure and Barring Service Code of Practice in relation to the processing, handling and security of Disclosure information.

8. In line with recommended practice in the statutory guidance "Keeping Children Safe in Education", the school will conduct searches for information on shortlisted candidates which is publicly available on-line. The purpose is limited:

   - to identify issues which call into question the applicant's suitability to work with children;
   - to verify employment history.

Only information related the purposes stated will be shared with the Panel. Any information will be discussed with candidates at interview before any decisions regarding the recruitment process are made.

9. The Trust processes personal data collected during the recruitment process in accordance with its data protection policy. Data is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. On the conclusion of the process, data collected will be held in accordance with the school's retention schedule.

   A copy of our Recruitment Procedure is available upon request.

Appendix B – Summary of Recruitment Procedure

