



Clapton Girls' Academy is committed to safeguarding and promoting the wellbeing of young people and expects all staff and volunteers to share this commitment.

## **Inclusive Recruitment and Selection Policy**

<b>Coordinator</b>	Anna Feltham
<b>Review Frequency</b>	Every 3 years
<b>Policy First Issued</b>	April 2010
<b>Last Reviewed</b>	June 2022
<b>Date policy considered by External HR Consultant</b>	N/A
<b>Date policy considered by External Solicitor</b>	N/A
<b>Agreed by LT on</b>	5 <sup>th</sup> July 2022
<b>Does this policy need to be agreed by Trustees? If yes, which committee?</b>	No N/A
<b>Agreed by Trustees on</b>	N/A
<b>This policy is communicated by the following means:</b>	
<b>Trustees</b>	Trustee involvement in staff recruitment
<b>Staff</b>	Policy folders on staff SharePoint and on website
<b>Parents</b>	N/A
<b>Students</b>	N/A

### **Table of Contents**

1. Introduction .....	2
2. Aims of the Policy .....	2
3. Safer recruitment.....	2
4. Advertisements.....	3
5. Applications .....	3
6. The selection panel .....	4
7. Long-listing and short-listing.....	5
8. References .....	6
9. The interview and selection process .....	7
10. Tests and observations .....	7
11. Interviews .....	7
12. Job Offers.....	8
13. Secretary of State Prohibition Orders (teaching roles) .....	9
14. Employment of Migrant Workers .....	9
15. Internal Recruitment.....	9
16. Use of Fixed Term and Temporary Contracts .....	10
17. Use of Supply Staff, Volunteers and Contractors .....	10
18. Monitoring .....	11
19. GDPR/ Data retention .....	11



## **1. Introduction**

Clapton Girls' Academy value the contribution of all staff and recognise that the recruitment of appropriately skilled staff is key to the provision of a safe and successful teaching and learning environment in which students can thrive.

We are proud of our stance as a diverse and anti-racist school. We understand the importance of having a staff body that reflects the diverse community we serve.

This policy was introduced to provide a framework for the efficient and effective recruitment of all categories of staff at Clapton Girls' Academy.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This policy complies with current DfE guidance and the 'Keeping Children Safe in Education' document.

## **2. Aims of the Policy**

- To ensure that newly recruited staff possess the most appropriate blend of qualifications, experience, knowledge, skills and abilities to meet the demands of the post and the needs of the academy and students.
- To ensure a consistent and equitable approach to the appointment of all staff so that we recruit and retain a diverse workforce that is representative of the community we serve.
- To ensure that all relevant equalities legislation is adhered to throughout the selection process.
- To ensure that the recruitment and selection process is accessible to all by giving appropriate regard to the needs of individuals with a disability, with provision of reasonable adjustments where necessary.
- To ensure that all recruitment practices are compliant with DfE safeguarding guidance, with clear links to child protection policies and procedures, thereby ensuring as far as possible that all staff are suitable to work with children and young people.
- To ensure that the most cost effective use is made of resources in the recruitment and selection process.

## **3. Safer recruitment**

Matters relating to child protection, safeguarding and promotion of the welfare of children will be central to the recruitment process, starting with the planning of recruitment needs through to the selection exercise and appointment itself. Particular measures to ensure safer recruitment practice compliant with DfE advice, are identified throughout this policy. The selection panel have responsibility for ensuring the implementation of these measures. The safeguarding measures noted in this policy are neither exhaustive nor intended to override the need to refer to the most recent DfE guidance.



## 4. Advertisements

### All posts

All teaching and non-teaching posts will be advertised internally within the academy via Staff Notices. Any teaching posts that are also being advertised externally will appear on the academy website, academy social media platforms and on an appropriate internet jobs site and/or in the local or national press.

The time between the advert appearing and the closing date for the return of application forms is usually 2 - 4 weeks.

Notification dates for interviews are published in the advert. It is not usually possible to arrange interviews and tests on alternative dates.

Occasionally the decision may be taken not to advertise a post. This may occur, for example, when a similar post has recently been advertised and an appointment can be made from the subsequent candidates, or because a temporary appointment needs to be made as soon as possible to ensure continuity within a post.

### Leadership posts

Headteacher and Deputy Headteacher posts will be advertised as the Governing Body considers most appropriate. As a rule, such posts will, as a minimum, be advertised on a relevant internet jobs site, and may additionally be advertised in a relevant national publication.

Where the Governing Body has determined that there is good reason not to advertise a leadership post, the decision making process will be clearly documented.

### *Safeguarding measures*

*All advertisements highlight our commitment to safeguarding by including the following statement:*

*Clapton Girls' Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be DBS checked at an enhanced level.*

## 5. Applications

Application forms, job descriptions and person specifications for current vacancies are available on the academy website. In addition, all adverts include a specific email address for recruitment ([recruitment@clapton.hackney.sch.uk](mailto:recruitment@clapton.hackney.sch.uk)).

The job description gives further information for candidates to self-select and decide whether they possess the necessary skills and are interested in further pursuing their application. The person specification contains the knowledge, skills and experience required for the job. A short-listing selection decision will be made against these criteria.

The Academy does not accept CVs. Incomplete application forms or forms containing unexplained gaps in the information provided, particularly in employment, will not be considered.



Application forms are also used to assess a candidate's ICT skills and grammar, spelling, and punctuation. Candidates are also assessed on their ability to express themselves clearly and concisely as well as their ability to organise information.

If an applicant has difficulty completing the form because of a disability or learning difficulty, we accept applications for these candidates in an alternative agreed format.

Errors, omissions or falsehoods in the application form will result in it being rejected or, if discovered later, may lead to dismissal.

Applications received after the closing date will not normally be considered, unless the applicant has given prior notice of a late application and the selection panel has agreed this, or there has been a low response to the advertisement.

The academy reserves the right to close adverts earlier than the stated deadline.

#### *Safeguarding measures*

- *All applications must be made using the application form for the position to ensure receipt of relevant personal data, education and employment history, declaration of relationships, details of referees, details of overseas work, and a statement of personal qualities and experience.*
- *The Academy complies with the DBS code of practice in regard to criminal record information.*
- *All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions is provided to applicants via the application guidance notes*
- *Shortlisted candidates are asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.*
- *Candidates may be asked for further information about their criminal history during the recruitment process.*
- *Where a role involves engaging in regulated activity relevant to children they are reminded that it is an offence to apply for the role if they are barred from engaging in regulated activity relevant to children.*
- *Applicants are reminded that providing false information is an offence and could result in:*
  - *The application being rejected.*
  - *Summary dismissal if they have been selected.*
  - *Possible referral to the police or DBS if appropriate.*

## **6. The selection panel**

A selection panel of at least two people will be set up prior to the shortlisting process. We aim to ensure the panel is as diverse as possible, including those who are under-represented in the academy.

Wherever possible, all panel members will have been trained in and/ or have relevant experience of recruitment and selection interviewing.

Where a candidate is known personally to a member of the selection panel, this fact should be declared before shortlisting takes place. It may then be necessary to change the



selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

The panel must be able to justify selection decisions made by evidence and record the reasons for their decisions.

*Safeguarding measures*

*Subject to the availability of training, the academy will maintain a position in which at least one panel member has successfully received accredited training in safer recruitment procedures.*

## 7. Long-listing and short-listing

Prior to long/shortlisting, the equality monitoring form will be removed from all applications. All candidates are treated fairly and no personal information with regards gender, age, ethnicity or disability is available at this stage.

If an applicant has requested reasonable adjustments to a part of the shortlisting process, to accommodate a disability, then the chair of the selection panel will be notified.

Long listing is used if there are a number of posts available or if there is a high number of applicants. A short-listing process follows this.

Short-listing is undertaken by a minimum of two members of the selection panel. A written record of the short-listing process is made.

The shortlisting process for interview will determine the applicants who best meet the criteria for the post as outlined in the person specification. Decision-making will be based solely on the information available on the application forms.

The panel will be conscious of not letting aspects of the application influence their decision by, for instance, making assumptions that are not evidence based. Short-listed applicants are advised promptly and invited to interview.

. All applicants are informed that if they have not heard from the academy within two weeks of the closing date, they have not been successful on this occasion. No further communication is sent to unsuccessful applicants at this stage.

*Safeguarding measures*

- *Incomplete applications will be rejected and may, at the discretion of the selection panel, be returned to the candidate for completion.*
- *Notes will be made of any anomalies, discrepancies or gaps in employment so that these can be considered as part of the shortlisting process. Reasons for gaps in employment, repeated career changes, moves from permanent to temporary or supply teaching will also be noted for exploration and verification.*
- *Shortlisted candidates are asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. For example:*
  - *If they have a criminal history*
  - *If they are included on the children's barred list*
  - *If they are prohibited from teaching*
  - *If they are prohibited from taking part in the management of an independent school*
  - *Information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted*



- *If they are known to the police and children's local authority social care*
- *If they have been disqualified from providing childcare*
- *Any relevant overseas information.*
- *Where applicants have declared that they do have unspent convictions, cautions, warnings, bind overs or have proceedings pending, and/ or have had any sanctions imposed then this will be followed up at interview as necessary. In certain cases, it may be necessary to have a discussion with the applicant prior to the interview*
- *In addition, as part of the shortlisting process the academy will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with the applicant at interview.*

## 8. References

References will be requested for all shortlisted candidates prior to interview. If candidates do not give permission for their current employer to be contacted at this stage, we will not make contact with them yet. The second named referee will be contacted in all cases. We aim to have received at least one reference for shortlisted candidates prior to interviews taking place. A formal job offer will not be made until we have received two satisfactory references in line with our commitment to safer recruitment.

The academy will comply with the requirements of the Equality Act 2010 by not asking questions about a candidate's health or disability as part of these references prior to a job offer being made (this includes information relating to levels of sickness absence).

Applicants are asked to give the names and work addresses of two individuals, from whom the Academy seeks to obtain references. One of these referees needs to be the current, or most recent, employer.

For support staff, at least one of them must be a professional reference (as opposed to a character reference). For teaching staff, both references must be from a person who knows, or has known, the candidate in a professional capacity. If a candidate is currently employed, then one of the references must be from their existing employer and for teachers or support staff working in another school, this is expected to be their headteacher. However, if the candidate is a student or has been out of work for a significant period, then teachers or previous employers are sufficient.

Early Career Teachers are asked to provide references from their initial teacher-training provider and one from one of their teaching practice schools. All candidates should provide professional references from two different organisations. References from family members or friends will not be accepted. Referees should be able to comment on an applicant's ability to perform the job for which they are applying.

The Academy does not accept open testimonials or pre-written references.

### *Safeguarding measures*

- *References will be sought and obtained directly from the referee. Pre written references or testimonials provided by the applicant will not be accepted.*
- *References will seek the necessary relevant and objective information in line with current DfE guidance and a declaration from the referee that the applicant is suitable to work with children.*



- *All references will be vetted according to current DfE guidance.*
- *If for any reason the academy is in a situation where remote selection is required, three references will be sought.*
- *Any issues of concern will be raised further with the referee and taken up with the candidate during interview.*
- *Where references are not received prior to interview, they will be chased and obtained prior to any verbal or written offer of employment being made.*

## 9. The interview and selection process

Prior to the interview and selection process, candidates will be given any relevant information i.e. details of any selection methods that will be used. Candidates who have a disability or any other particular needs will be given the opportunity to highlight this prior to any selection activities taking place in order that reasonable adjustments may be made to the recruitment process if required.

## 10. Tests and observations

Whilst an interview is always likely to be used as the primary feature of the selection process, we also use a range of tests to help determine whether candidates possess the right skills or aptitude for the vacancy under consideration. In addition, for all teaching and curriculum based support staff roles, the Academy undertakes observations of tasks or lessons.

If candidates are required to be observed teaching a lesson, full details are given in their interview invitation letter and they are expected to arrive fully prepared. This includes having a lesson plan or equivalent evidence of planning to share with staff observing lessons.

## 11. Interviews

A panel of at least two people, and usually three or four always conducts interviews. The panel will usually include the Headteacher or designated member of Leadership Team and a manager from a relevant department or faculty. For more senior positions, a member of the governing body may be present.

A more diverse interview panel leads to better decisions and better confrontation of unconscious bias. The selection panel will therefore be a mix in ethnic background and gender composition where possible.

Understanding and recognising how bias affects and harms people is key to making conscious selection decisions that are rooted in care, accountability and consideration.

The selection panel will be trained on recognising their own personal attitude, views and likes/dislikes with regards to people and learning how to put these to one side during the selection process.

Interview questions will relate to the job description, person specification, and the candidate has completed application form, their ability and suitability to work with children with children, their qualifications, skills, experience and values. In addition, a safeguarding question will always be asked.



Particular care will be taken to ensure that no questions or selection methods could be viewed as discriminatory.

A truly inclusive process also recognises that not everyone performs at their best at the interview stage so ensuring assessment processes are equally weighted is key. Candidates from different backgrounds may have different ways of communicating their achievements at job interview and this will be taken into account. Where relevant, candidates may be given some interview questions prior to interview.

All shortlisted candidates, successful or otherwise, are informed of the result of the selection process in which they have taken part. Feedback, either verbal or written, will always be provided to any shortlisted candidates that request this.

It is not Academy policy to assist with accommodation costs. Candidates may be reimbursed for reasonable travel costs within the UK if they have travelled a considerable distance, but local travel costs will not be reimbursed.

#### *Safeguarding measures*

- *All panel members have the responsibility to ensure that the interview is conducted in a fair and professional manner.*
- *In the interests of safeguarding, at least one member of each interview panel will have undergone Safer Recruitment Training.*
- *In line with Safer Recruitment guidance, all candidates currently working in an education or other settings with children are asked to bring details of their current DBS disclosure on the day of interview. If they do not currently have a DBS disclosure or if it has expired, they are asked to inform the Academy's HR Manager prior to their interview so that alternative arrangements to support safeguarding can be made.*
- *In addition, candidates are asked to bring proof of British Residency and/or their right to work in the UK (in the form of a passport and/or work permit) on the day of interview along with their qualifications. These documents must be originals and will be photocopied by the receptionist upon their arrival. The copies of these documents of unsuccessful candidates will be shredded or posted back to them (upon request).*

## **12. Job Offers**

The successful candidate(s) will be given a conditional offer of appointment once two satisfactory references have been received, and a firm offer of appointment will be confirmed once the following have been received:

- Proof of the right to work in the UK
- EU settlement status (where applicable)
- Health clearance
- Enhanced DBS Check for the role at the academy
- Prohibition order check
- Verification of Qualifications relevant to the post
- A section 128 check (where applicable)
- QTS proof (where applicable)





- Successful teacher induction proof (where applicable)

Vetting checks can take some time, so candidates are reminded of the importance of completing, and returning all forms issued with their conditional offer letter as soon as possible, to prevent any possible delay to their start date.

If any of the following circumstances become known during the vetting process the facts will be reported to the Disclosure and Barring Service (DBS) and/ or the police, as appropriate:

- Candidates are found to be on the Children's Barred list; or the DBS check shows that the candidate has been disqualified from working with children;
- An applicant has provided false information in or in support of , his/ her application;
- There are serious concerns about an applicant's suitability to work with children.

### **13. Secretary of State Prohibition Orders (teaching roles)**

In all cases where an applicant is to undertake a teaching role of any kind a Prohibition Order check will be made.

Prohibition orders prevent a person from carrying out teaching work in schools, academies, sixth form colleges, relevant youth accommodation and children's homes in England. A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting.

### **14. Employment of Migrant Workers**

The academy will not employ, as a member of staff, any individual who cannot demonstrate that he/she has the right to work in the UK, regardless of an individual's colour or apparent race, nationality or ethnic origins. Any employee who has a restricted right to work in the UK will be required to provide ongoing evidence of that right during employment.

The academy is not currently licensed to sponsor migrant workers who require sponsorship in order to work in the UK under Home Office rules.

### **15. Internal Recruitment**

The academy values the contribution of all staff within the academy community and seeks to promote development and progression and retain key skills. The academy will support as far as possible the continued professional development of all staff as they seek promotion to new opportunities within the academy. All members of staff are therefore encouraged to consider their suitability for any vacancy within the academy. If a member of staff applies for a vacant post that has been advertised externally, they will be given equal consideration alongside external candidates based on the essential criteria for the post.

In certain circumstances, a post or promotion opportunity will be ring fenced for current staff in the first instance. Any such ring fencing will be done in a consistent and transparent manner.



Internal only vacancies will be advertised via Staff Notices and existing staff will be invited to initially express an interest in the position by a designated date. Once all expressions of interest have been received, staff will usually be asked to complete a supporting statement for the position in question on a given subject by a designated date. Following the submission of the supporting statement staff will be invited to an interview, which will be carried out in the same way as an interview for an external candidate.

The remainder of the selection process for internal vacancies is conducted in the same way as an external vacancy.

External references for internal candidates will only be sought if they are new to the academy (have been in employment for under 12 months) and the internal role for which they are applying is significantly different from the role they are currently performing (and we have already received references for).

## **16. Use of Fixed Term and Temporary Contracts**

Where the Governing Body, in conjunction with the Headteacher, determines that posts are of a short-term nature, this will be clearly specified in the job description and on any advertising literature. Posts will only be advertised on a temporary or fixed term basis for genuine reasons. Most temporary or fixed term contracts will come to a natural end. Where, however, a fixed duration contract expires and the need for the post remains for a further definite period, then the post holder will usually be given an extension to their fixed term contract.

Where the need for a temporary or fixed term post becomes a permanent one, there will be no automatic entitlement for the temporary post holder to be offered the permanent contract. It will be for the Governing Body to consider the most appropriate recruitment process in the circumstances. This could include for example, consideration of the original reason for the post initially being temporary, any subsequent changes to the needs of the academy and the original recruitment process that was undertaken.

## **17. Use of Supply Staff, Volunteers and Contractors**

The academy workforce is made up of a rich variety of professional and highly skilled and committed people, not all of whom are paid employees. The academy values the diversity that this brings to its community as it strives to provide a safe environment and improve the standards of teaching and learning for all students. To ensure the continued high standards of contributions we will:

- Use, as our preferred sources of supply staff, agencies that operate to high quality standards, particularly in terms of recruitment checks and legislative compliance;
- With appropriate adjustment, adopt similar recruitment measures for contractors as employees, and for volunteers as for paid staff.

### *Safeguarding measures*

- *All agency representatives must complete an 'Agency Checklist' for any member of staff designated to work at the academy. We also ask for two references and proof of the right to work in the UK and a valid DBS prior to any assignment commencing. All regular and long-term agency staff appear on the Single Central Record.*



- *All volunteers and contractors are asked to provide a valid DBS and proof of their right to work in the UK before coming into the academy. If they are to attend the site regularly, they will appear on the Single Central Record.*

## **18. Monitoring**

The Governing body is mindful of its commitment to best practice in recruitment and its obligations under the Equality Act 2010 and DfE safer recruitment guidance. It will therefore ensure regular monitoring of all recruitment activity. This will be undertaken with a view to improving future recruitment practices and thereby achieving the aims of this policy. The results of this monitoring, and any recommended actions, will be reported to the Governing Body on an annual basis.

## **19. GDPR/ Data retention**

Records relating to recruitment and selection activities will remain confidential and accessible only to those who require information either as part of the recruitment decision-making process or for the administration of the process (including monitoring activities for the purposes of this policy or equality policies). Records relating to successful candidates will be placed in HR files. Records for unsuccessful candidates will be retained in a secure place for a period of six months, after which time they will be destroyed.