



## RECRUITMENT PROCEDURE

This policy has been approved and adopted by the Christus Catholic Trust across all their academies and it will apply to all staff within the Trust.

This Policy will take effect from:	Immediate
It was adopted by the Trust Board on:	September 2021
Monitored and reviewed by:	February 2023

***The Christus Catholic Trust wishes to build a welcoming community of faith that has Christ at the centre, where all within our schools' communities have a love of God and a love of one another. Prayer and liturgy will shape our daily life.***

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## **1. INTRODUCTION**

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

The Christus Catholic Trust takes its responsibility for the safety of its staff and pupils seriously and the safer recruitment and effective vetting of all its employees is meticulously undertaken following DfE guidelines.

## **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 everyone who works within the Trust including:

- Staff employed on a permanent basis;
- Temporary and casual staff;
- Unpaid volunteers (see Section 6);
- Those engaged via 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 CSEL and Headteachers, Head of Schools and Deputy Head Teachers;
- Approve the appointment of the CSEL, Central Team, Headteachers, Head of Schools and Deputy Head Teachers.

It is the responsibility of the CSEL, 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;
- 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;
- All vacancies will need to be notified to the Trust HR Manager;
- The Trust HR Manager will oversee the Recruitment process.

*At least one member of each interview panel will have undertaken Safer Recruitment Training (refresher course undertaken every 3 years or sooner if required)*

*Panels should consist of minimum of 3 people*

#### 4.1 Specific Roles and Responsibilities

<b>Employee</b>	<b>Recruitment Decision</b>	<b>Approval</b>
<b>CSEL</b>	<b>Panel – Trust Board Diocesan representative</b>	<b>Trust Board Diocese of Brentwood</b>
<b>Headteachers</b>	<b>Panel – CSEL / Trust Board / LGC / Diocesan representative / Religious Order representative (where applicable)</b>	<b>Trust Board Diocese of Brentwood</b>
<b>Senior Leaders (Support and Teaching)</b>	<b>Headteacher Head of School LGC Diocesan representative Religious Order representative (where applicable)</b>	<b>LGC Diocese of Brentwood</b>
<b>Other Teachers</b>	<b>Headteacher Head of School</b>	<b>LGC</b>
<b>Support Staff</b>	<b>Line Manager Headteacher</b>	<b>LGC</b>
<b>Trust Employee (Central Services)</b>	<b>CSEL Deputed manager</b>	<b>CSEL</b>

*The Christus Catholic Trust HR Manager will be part of the interview process for Headteachers and Senior Leaders. They will be in an advisory capacity. They will also be available for other staff interviews should the Academy need to.*

## 5. THE RECRUITMENT PROCEDURE

Please see **Appendix B** for a flowchart 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. Academies **must** liaise with the Trust HR Manager as soon as a vacancy is identified.

#### 5.1.2 Job Descriptions / Person Specification

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 Trust HR Manager will provide/review all job descriptions and person specifications to ensure they are in line with relevant pay scales, equality and fairness across the Academy/MAT. 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 express themselves clearly, as appropriate to the circumstances***, 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
- Consent to Obtain References
- Recruitment Monitoring Form
- Rehabilitation of Offenders Act 1974 Declaration Form

### **5.1.5 Visits**

Informal discussions and visits prior to application are welcome by prior arrangement directly with the academy.

## **5.2 Advertising**

The Trust will consider the most appropriate methods of advertising any vacant posts and the format for the advert. The Trust HR Manager will place the advert once advert format has been discussed with Headteacher. 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.

CSEL, headteacher and deputy headteacher posts will be advertised in the manner considered appropriate by the Trust Board, HR Manager and the Diocese. In order to ensure the widest possible field of candidates advertising will be national for these roles.

All agency workers working within the Trust and employees working on fixed term contracts will be informed of any vacancies within the Trust.

### **5.3 Application**

#### **5.3.1 Application Form**

CES application forms (adapted by approval of CES for CCT) are used for all vacancies. 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 the Trust HR Manager will return them 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.

Internal applicants who wish to apply for a new post will be informed whether an application form must be completed or whether a letter of application is sufficient.

NB. Applicants with no Right to Work in the UK will not be considered.

#### **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 is issued within 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 and diversity 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 by the Trust HR Manager 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 and for the Trust to obtain references.

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.

We aim to ensure that all applicants are provided with the same opportunities during the recruitment process and, to that end, we strive to comply with the duties placed upon us to make reasonable adjustments as prescribed by the Equality Act 2010. There is a Reasonable Adjustment Statement which will be issued alongside the letter inviting applicants to interview.

### **5.4.2 Requesting references**

The Trust HR Manager will request the 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.



References will be required from the candidate's current and/or most recent employer. In addition, for CSEL, HT, HoS, DHT, Head of RE and RE Leads, there will be a need to obtain a Parish Priest reference confirming the candidate is a practising Catholic in good standing with the Catholic Church.

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.

## **5.5 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 act of collective worship, teaching observations, in-tray and data exercises, group activities, presentations, pupil panels.

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.

## **5.6 Employment Offer**

The preferred candidate will be determined by the majority view of the interview panel (minimum 3 panelist). The panel may identify a first and any reserve choice candidate(s).

The successful applicant will be advised in writing by the Trust HR Manager 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/Trust HR Manager.

Where a preferred candidate has made a declaration of criminal convictions on the Rehabilitation of Offenders Act 1974 disclosure form and/or a positive DBS is received, these will be discussed prior to confirming the appointment in accordance with the Recruitment & Selection Policy Statement (Appendix A)

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 employer 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 by the Trust HR Manager and the contract of employment (or a contract amendment as applicable) will be issued. The contract/contract amendment will be issued within 8 weeks but there will be a change in legislation on 6<sup>th</sup> April 2020 whereby the contract / amendments and or any written particulars will need to be issued on the start date or before.

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. The Trust HR Manager will advise on this. 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 which will be provided via the Trust HR department and for CSEL, HT, HoS and DHT posts by the Diocese.

## **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, Newly Qualified Teachers will be subject to the Statutory Induction Period.

### **5.7.2 Probation**

All new entrants to the employment of the Christus Catholic Trust 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.

Please refer to 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 period of 6 months, 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 (SAR)** in writing to the **Trust HR Manager** 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 (including the part for DBS Consent)
- Rehabilitation of Offenders Act 1974 declaration form (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)
- Completed pre-employment health declaration form (not full questionnaire if required)

- Evidence of medical clearance (from the Occupational Health Centre if required)
- 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 completed)
  - Disqualification risk assessment form and any disqualification waiver documentation (where applicable)
- References
- Any relevant Risk Assessments (references, dbs....)

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

The academy with:

- an opportunity to explain the workings of the academy 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.

The volunteer with:

- 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 an application form. This provides the information necessary to undertake safeguarding checks and to give a picture of the skills and experience the volunteers bring to maximise their contribution and the volunteers own fulfilment in the assigned activities.

GDPR Statements are including in all our application forms.

## 6.3 Role Profiles

Volunteers will be given a 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 academy – this includes consistent attendance and undertaking the agreed tasks.

Volunteers may be asked to sign a voluntary agreement (Appendix C) as clarification of the commitment they are making to the Trust and vice 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

The Christus Catholic Trust wish to build a welcoming community of faith that has Christ at the centre, where all within our schools' communities have a love of God and a love of one another. Prayer and liturgy will shape our daily life.

The Trust will:

- Protect the Catholic status of all the schools by securing the Catholic ethos of the schools through ecclesial communion, the appointment of practising Catholic leaders, and by creating opportunities for sustainable leadership for Catholic education at all levels, including governors and Trustees;
- Ensure high quality Catholic education for all children by promoting high standards of learning in all areas – spiritual, academic, physical, social etc. with a relevant curriculum, fostering gospel values by creating a learning environment that pursues excellence and is shaped by prayer;
- Commit to safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
- promote equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
- promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs;
- expect 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.
- 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 the Canon law and 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.
- 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.
- 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

CHRISTUS CATHOLIC TRUST RECRUITMENT PROCEDURE

monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.

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.***

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

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 the Trust will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

Applicants will be required to sign a DBS consent (included in the application form) giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment. The Trust will expect all new preferred candidates to be issued with a new enhanced DBS certificate regardless whether they had a recent one with their previous employer.

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:

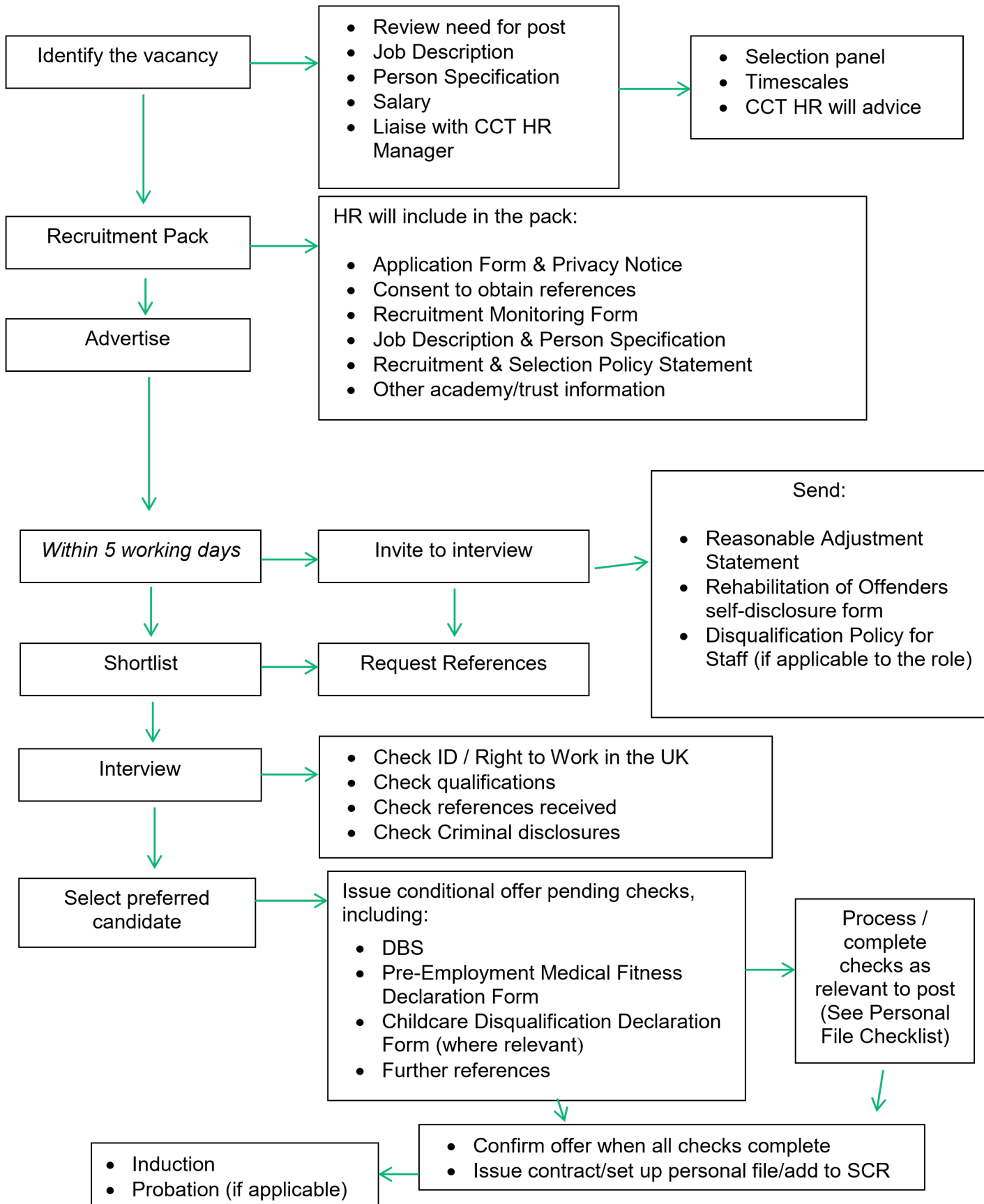
- The seriousness/level of the disclosed information eg was it a caution or a conviction.
- How long ago the incident(s) occurred and whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal 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.

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



## Appendix C – Volunteer Agreement



<b>Volunteer Agreement</b>	
<p>This document sets out the agreement between the named person and the Academy Trust Company/Academy for voluntary work. This agreement is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.</p>	
Academy:	
Name of Volunteer:	
Agreed start date, frequency/duration, general area(s) of work: <i>(attach role profile)</i>	
Induction and training to be supervised by:	
Academy Link Person:	
Headteacher Signature:	Date:
Volunteer Signature:	Date:

Enclosures (delete/supplement as applicable)

- *List of staff*
- *The Academy day*
- *General statements/information on safeguarding and other policies. (Policies and Procedures should be covered in detail at induction)*
- *Privacy Notice – Volunteers (see below Appendix D)*

### **PRIVACY NOTICE**

#### Managing volunteers

We sometimes have volunteers who come in to support our school activities. We are required to collect some information about them, for example:

- Name and contact details
- Vetting information
- Relationship information

Our legal basis for collecting and using this information is consent, but where we collect vetting information this is on the basis of our Legal Obligation. Where we are using your information with your consent you can withdraw your consent at any time by contacting the school.

We will keep your information whilst you are volunteering at the school, and retain for one year after your last support activity.

We also use personal information to:

- help investigate any worries or complaints you have about your/your child's education;
- keep track of spending;
- check the quality of education delivery; and
- to help with research and planning of new education initiatives.

No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.

For information about your rights in relation to this use of your personal information please see our CCT Privacy Notice for Trustees, Governors and Other Volunteers – Use of Your Personal Data.

## **Appendix E – Associated Policies/Procedures**

Keeping Children Safe in Education (latest update Sep 2021)

Induction

Probation

Equality and Diversity