



Prepared by:

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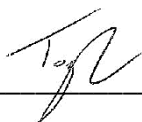


Date:

20th October 2023

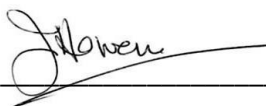
Approved by:

TONY LACEY
Chief Executive Officer



30th October 2023

JANE OWENS
Chair of Trustees



30th October 2023

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1. Introduction

- 1.1. Oak Trees Multi Academy Trust recognises that people are a key resource and therefore fully accepts its responsibilities as an employer with regards to its Health, Safety and Well-being of its employees, pupils within its care, visitors to the premises and others who could be affected by its undertakings.
- 1.2. Oak Trees Multi Academy Trust is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This Safer Recruitment policy forms an essential strand of our safeguarding policies and procedures in setting out the duties and responsibilities of all staff employed by the Oak Trees Multi Academy Trust in relation to recruiting and vetting staff, contractors or volunteers and for providing a safe learning environment.
- 1.3. This policy should be read in conjunction with other key policies and guidance – not limited to but including KCSIE (latest version released by DfE), Staff Code of Conduct, Acceptable Use and DBS policy.

2. Recruitment and selection

- 2.1. Oak Trees Multi Academy Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community. Our procedures ensure that our recruitment and selection process is rigorous, fair, open and transparent with the aim of:
 - attracting the best possible applicants to vacancies;
 - deterring prospective candidates who are unsuitable for work with children and young people;
 - identifying and rejecting applicants who are unsuitable for work with children and young people.
- 2.2. All employment decisions including those on recruitment, selection, promotion, training and career development, are based solely on job related objective criteria. Oak Trees Multi Academy Trust opposes all forms of discrimination and is fully committed to delivering on its responsibilities for diversity, equality and equity.
- 2.3. Appointment decisions for staff deployed in the Trust's schools are the responsibility of the relevant local Governing Body. For the majority of posts, this responsibility is delegated to the individual academy Headteacher and/or senior staff, however a local governor may be invited to sit on the interview panel. For Headteacher posts, the responsibility for recruitment and selection is delegated to a Trust Appointment Panel including the CEO and Trust Board Members as per the Scheme of Delegation. They are required to shortlist and interview candidates and make a recommendation to the Trust who make the final appointment decision.
- 2.4. In keeping with its statutory duties, at least one member of the recruitment panel will be suitably trained and qualified in Safer Recruitment.
- 2.5. It is strongly recommended that the recruitment panel see the process through from start to finish to ensure consistency.

3. Advert and Application Process

- 3.1. The advert for any post must contain the school or academy's commitment to safeguarding, the responsibilities for safeguarding associated with the role being advertised (including through the job description and person specification), checks that will be undertaken as part of the recruitment process and whether the post is exempt from the Rehabilitation of Offenders Act (1974). More information can be found [here](#).
- 3.2. Oak Trees Multi Academy Trust has a standard application form that all of its schools and offices must use. The application form includes content designed to deter unsuitable applicants. Application forms must be physically signed by applicants.
- 3.3. Oak Trees Multi Academy Trust does not accept curriculum vitae as a form of application for any posts. Incomplete application forms will not be accepted or considered.

4. Shortlisting

- 4.1. All shortlisted candidates will be asked to complete a criminal convictions declaration form – the guidance for declarations can be found [here](#). Declarations must be physically signed.
- 4.2. Shortlisting must be completed by at least two members of staff. Consideration must be given to any inconsistencies found and any gaps must be fully explored during the subsequent recruitment process.
- 4.3. Shortlisting will take place against the criteria set out in the job description and person specification.
- 4.4. Oak Trees Multi Academy Trust will include online checks as part of its shortlisting and recruitment checks and processes.
- 4.5. Where an applicant has indicated under Declaration of Interests that they know or are related to an existing employee, governor, trustee or member of Oak Trees Multi Academy Trust, it is the responsibility of the recruiting manager to ensure that this person is not involved in the appointment, or the decision behind the appointment.

5. Interview and selection

- 5.1. Applicants taken through to interview stage will be interviewed in alphabetical order.
- 5.2. All applicants will be asked at least one probing question with regard to safeguarding during interview.
- 5.3. Any gaps and inconsistencies will be fully scrutinised and explored during the face-to-face interview – if the panel are unsatisfied with regard to gaps and/or inconsistencies, the applicant will be unsuccessful.

6. Conditional offers and pre-employment checks

- 6.1. All successful applicants will have conditional offers of employment which are then subject to appropriate checks being received.
- 6.2. Pre-employment checks will include the need for two satisfactory references, one of which must be from the most recent/current employer, DBS clearance, satisfactory criminal records checks, appropriate qualification checks, identity checks and the right to work in the UK check. For people who have lived or worked outside of the UK, it may be necessary to perform overseas checks. All checks will be undertaken by the employing organisation. References and testimonials provided by the applicant will not be accepted.
- 6.3. Some posts within Oak Trees Multi Academy Trust will require further checks – not limited to but including a S128 check, barred list check and a prohibition from teaching check.
- 6.4. All successful applicants will undergo a health check.
- 6.5. Oak Trees Multi Academy Trust may utilise the support of registered companies to perform some of its checks – this includes social media checks for prospective employees.

7. Employment

- 7.1. When all necessary checks have been completed and with successful outcomes, the applicant will be considered an employee and a suitable start date will be arranged.
- 7.2. The employee will be added to the SCR prior to their start date and their personnel file will be complete with all necessary paperwork.
- 7.3. Employees will begin an induction period and will be provided with key policies and documents and access to the school or organisation IT systems. Some policies, such as the Staff Code of Conduct, Acceptable Use and Child Protection and Safeguarding, must be signed for.
- 7.4. The induction process will include reading and understanding KCSIE. All employees must sign to say that they have read and understood this document.
- 7.5. The induction process is two-way. Oak Trees Multi Academy Trust will ensure that all staff have a suitable induction and that key policies, guidance and details of systems and practice are shared but it is also the responsibility of the employee to seek help, advice and clarification where necessary.

8. Temporary Staff, including supply cover.

- 8.1. Where any organisation within Oak Trees Multi Academy Trust utilises, staff employed by agencies such as supply teacher agencies, they must receive written confirmation of appropriate checks having been made by the agency. These checks are in keeping with the pre-employment checks detailed above and as per safer recruitment guidelines.
- 8.2. Supply staff must provide their original DBS certificate and photographic forms of ID to the organisation prior to starting work.
- 8.3. Supply staff must be added to the SCR under the category for agency staff.