

SPTA Safer Recruitment Policy

Key points

- The Safer Recruitment Policy applies to all employees and members of the Education Advisory Bodies throughout SPTA, including the Core Team, who are responsible for and involved in the recruitment and selection of all staff.
- SPTA CEO retains responsibility for the appointment of all SPTA Academy Principals.
- All recruitment requests for new posts and additional temporary posts must be sent to the SPTA recruitment team for approval by ELT.
- All recruitment requests for replacement posts must be sent to the SPTA recruitment team for approval by the Recruitment Manager.

Equal opportunities

- There is a significant body of employment legislation which impacts on the SPTA Recruitment and Selection process. This includes The Equality Act 2010.
- An applicant can allege discrimination against an employer even though there is no direct employment relationship.
- All actions and documents involved in the recruitment process must be free of any criteria that could be interpreted as being discriminatory within the terms of legislation.
- Liability for unlawful discrimination rests with the employer and/or any workers who are found to have discriminated.
- Applicants have up to 3 months, following the recruitment process, to make a complaint.
- If a complaint is received by the school it should be dealt with in line with the Academy's Complaints Procedure. Advice can be sought from the HR Adviser.
- Advice should be sought from the SPTA Recruitment Manager before proceeding with any plans to advertise a post using the Genuine Occupational Requirements provisions.

Process overview

Pre recruitment

- All advertisements for posts whether in newspapers, journals or on line will include the statement: "The Academy is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced Disclosure and Barring Service check".
- A standard SPTA application form will be used to obtain a common set of core data for all applicants. CVs alone will not be accepted.
- An accurate job description is required for all posts. A person specification is also required for all posts.

References

- References will be sought on all short listed candidates, including internal ones
- Referees will always be asked specific questions about:
 - The candidate's suitability for working with children and young people
 - Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children and young people;
 - The candidate's suitability for the post.

Short-listing

- Shortlisting of candidates will be against the job description and person specification for the post.
- Unsuccessful candidate's feedback must be stored securely within the Academy for six months before being destroyed.

Selection process

- All interview questions asked by the academy will be recorded on an SPTA Interview question and scoring matrix template.
- Interviews will always be face-to-face
- During the interview, the panel will ask candidates to:
 - Explain any gaps in employment
 - Explain satisfactorily any anomalies or discrepancies in the information available to the panel which has not been explained already on their application form
 - Declare any information that is likely to appear on the DBS disclosure, which has not been disclosed already on their application form.
 - Demonstrate their ability to safeguard and protect the welfare of children and young people. This will be covered by the statutory safeguarding question, asked by the interview panel.
 - All candidates will be subject to the same interview questions and assessment tasks specific to the role.

Pre-employment checks

An offer of appointment will be conditional and all successful candidates will be required to:

- Provide proof of identity
- Complete an enhanced DBS application and receive satisfactory clearance
- Provide proof of professional status
- Provide actual certificates of qualifications
- Complete a confidential health questionnaire (teaching staff)
- Provide proof of eligibility to live and work in the UK
- If successful candidates have worked/lived abroad they must provide a certificate of good conduct from the foreign country they worked.

All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file
- Recorded on the Academy's Single Central Record
- Core Team staff will be recorded on the Core Team Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

Employment will commence subject to all checks and procedures being satisfactorily completed.

Supply staff

- Academies in SPTA will only use those agencies, which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially.
- Academies in SPTA will carry out identity checks when the individual arrives at school.
- Academies should notify the Recruitment Manager immediately if there are any safeguarding issues with supply staff.

Volunteers

- All voluntarily recruited staff must complete a Volunteers Application form explaining why they would like to complete voluntary work and why they feel they would be suitable to do so.
- SPTA Academies require all necessary checks and DBS requirements to be completed for voluntary staff.