

# Recruitment policy

Edition – September 2023

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## Contents

Policy statement .....	3
1 Vision, mission, and values .....	3
2 Purpose and intent .....	3
3 Roles and responsibilities .....	3
1 Introduction .....	3
2 Scope .....	4
3 Breaches of the policy .....	4
4 Review of policy .....	4

## **Policy statement**

### **1 Vision, mission, and values**

As a Trust we want to ensure that we attract, recruit and retain the best possible staff to ensure we can continue to be a high performing Trust with high performing teams to ensure we can create brighter tomorrows for our students and staff members.

### **2 Purpose and intent**

Safe recruitment is the first step to safeguarding and promoting the welfare of all students and pupils. We are committed to the creation of a safe environment for all of the students and pupils in our care and, we expect all staff to share this commitment.

### **3 Roles and responsibilities**

It is the responsibility of everybody involved in the recruitment process to:

- Implement robust safer recruitment procedures correctly.
- Ensure that all appropriate checks are carried out on all staff, volunteers, agency workers and contractors.
- Promote the welfare of students at every stage of the process.

## **1 Introduction**

**1.1** This policy sets out the minimum requirements of our recruitment process which aims to:

- Create a safe environment for our students and pupils by operating safer recruitment practices in line with statutory requirements and guidance.
- Help deter, identify and reject prospective applicants who are unsuitable to work with children.
- Ensure that all job applicants are considered equitably and consistently.
- Ensure that the best possible staff are recruited based on their merits, abilities and suitability for the position measured against the job description and person specification.
- Meet our commitment to safeguarding and promoting the welfare of our students and pupils by carrying out all necessary pre-employment checks.

## **2 Scope**

**2.1** Our recruitment process contains measures to ensure we attract recruit and retain the best possible candidates and deter, identify, prevent and reject unsuitable people from gaining access to students and pupils.

The recruitment and selection processes aim to go beyond minimum legislative requirements, and any other guidance that may be issued in order to keep children safe, as well as principles of general good practice.

**2.2** The following principles are encompassed in this policy:

- Selection will be carried out by a panel with at least two members. At least one panel member will have received Safer Recruitment training.
- Appointment will be based on a minimum of a completed online application form, shortlisting and interview, and receipt of at least two suitable references.
- The Equality Act (2010) makes it a requirement to make reasonable adjustments to the recruitment process if an applicant makes us aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

## **3 Breaches of the policy**

**3.1** Any instances of this policy not being adhered to will be taken very seriously which could lead to disciplinary action being taken.

**3.** Any complaint in relation to this policy, including its application will be managed through the Complaints or Grievance policy (for existing members of staff).

## **4 Review of policy**

This policy is reviewed annually by the Head of HR who will monitor the application and outcomes of this policy to ensure it is working effectively.

Policy lead	Sarah Green, Head of HR
Policy renewal date	September 2024
Policy approving body	Finance & Resources Committee
Date of approval	25 September 2023
Adopted on	17 October 2023