



An Daras Trust  
Igniting Curiosity Growing Capabilities

## An Daras Multi Academy Trust

# Safer Recruitment and Selection Policy

The An Daras Multi Academy Trust (ADMAT) Company  
An Exempt Charity Limited by Guarantee  
Company Number/08156955

Status: <b>Approved</b>	
Recommended	
Statutory	Yes
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Advisory Committee	LSS
Linked Documents and Policies	ADMAT Child Protection and Safeguarding Policy, Data Protection Policy

## 1) Introduction

An Daras Multi Academy Trust (**Trust**) is committed to providing the best care and education for pupils and promote welfare and safeguarding among children and young people. The Trust recognises that, in order to achieve these aims, it is fundamental to attract, recruit and retain staff who share this commitment.

The aims and purpose of the Trust's safer recruitment policy are as follows:

- to attract the best possible applicants to vacancies based on their experience, abilities and suitability for the position
- to ensure an anti-discriminatory practice is met and all job applicants are considered equally and consistently
- to ensure that no job applicant is treated unfairly on any grounds, including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age (Equality Act 2010)
- to ensure compliance with all current legislation, recommendations and guidance including the statutory guidance published by the Department of Education (DFE), *Keeping children safe in education* (updated annually) (**KCSIE**) and the code of practice published by the Disclosure and Barring Service (DBS) and;
- to ensure the Trust meets its commitments to safeguarding and promoting the welfare of children and young adults by carrying out all the necessary pre-employment checks.

For more information on Safeguarding please read the '*An Daras Safeguarding Child Protection Policy*' found on the Trust website.

## 2) Data Protection

The Trust is legally required to carry out pre-appointment checks that require confidential and sensitive information to be disclosed to the Trust HR Administrator. The Trust will be required to provide certain information to third parties such as staff absence insurance and the Disclosure and Barring Service.

For more information on collecting and storing data please see the '*Data Protection policy*' on the Trust website.

## 3) Recruitment and selection procedure

### 3.1) Advertising

Advertisements for posts – whether via agencies, online platforms, LinkedIn and Indeed– will include a safeguarding statement specifically linked to the Trust.

Advertisements for prospective applicants, as a minimum will include the following:

- job description and person specification;
- the Trusts safeguarding policy;
- the Trusts safer recruitment policy (this document);
- the application form;
- the equal opportunity form;
- GDPR Privacy Notice

### **3.2) Applications**

Applicants must complete in full, a Trust application form which can be found attached to the advertisement or on the An Daras Trust website. Due to the specific requirements and information required, a curriculum vitae will not be accepted in place of an application form. Should there be any gaps in employment or academic history, a satisfactory explanation must be provided by the applicant.

Applicants will refer to the job description and person specification for the role applied for via the advertisement and are available to download through the Trusts website.

Should the prospective employee be invited to an interview, a copy of the application form should be hand signed by the applicant to confirm the accuracy of information contained with the application.

If you are unsuccessful within the application stage you are unlikely to hear from us.

### **3.3) The Selection Procedure**

The Trust will conduct a short-listing procedure reviewing all application forms received to determine which applicants to invite to interviews. The applicants will be reviewed against the person specification for the advertised role. This will be conducted by at least two people (members of staff/Local Governing Body/Directors) who ideally will also be involved in the interview process. At least one recruiter must have successfully completed accredited training in safer recruitment procedures.

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require a formal interview as standard for short-listed applicants. This will be to assess suitability for the role and discuss relevant skills and experience.

In line with KSCIE online checks will be carried out on shortlisted applicants by the Trust Safeguarding Manager. Applicants will be informed of this in the 'invite to interview' letter.

Formal interviews will be conducted in conditions where the applicant is able to prove identity, either face to face or via Zoom or other webcam platforms.

Applicants will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

If it is decided to make an offer of employment following the formal interview, any such offer will be made on the conditions that the pre-employment checks are satisfactory. Refer to section 4 for more information.

Where possible, references will be taken up before the interview stage using the Trusts standard reference template. Applicants will be informed of this intention as part of the application pack. The references will be sought directly from the referee using the contacts provided by the applicant in the application form. Personal email addresses for referees will not be accepted and in this case the applicant will be contacted to provide an alternative contact. In line with safer recruitment two to three references will be requested to cover a period of five years, one of which must be a current or previous employer.

In line with KCSIE referees will always be asked specific questions about the candidate's suitability for working with children and young people and any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children. References of the successful applicant will be verified by telephone.

References are to be kept confidential and Trust employees are not entitled to see or receive, if requested, copies of their employment references.

All applicants shortlisted for interview must complete the 'Criminal Declaration' form & submit it prior to interview.

#### **4) Pre-Employment Checks**

In accordance with the recommendations set out in KCSIE and local government the Trust are required to carry out a number of pre-employment checks in respect of all prospective staff.

In addition to the checks set out below the Trust reserve the right to obtain such formal or informal background information regarding the applicant as is deemed reasonable in relation to the circumstance. The Trust fully comply with the Equality Act 2010 and do not discriminate against applicants or staff.

The successful applicant(s) will be required to undertake the below checks.

##### **4.1) Verification of identity, right to work in the UK and Qualifications**

**Identity:** All applicants must bring proof of identity (photo ID) with them to the interview. Original documents such as, passport, driving licence or provisional driving licence.

These will also be required at the pre-employment checks at central office where copies will be taken and kept in the applicants named electronic file.

In the event an applicant claims to have changed their name by deed poll or any other means (e.g., marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change. A copy will be taken by HR and kept in the applicant's electronic file.

**Right to work in the UK:** Please refer to Annex 1 in this document for a list of documents valid for a right to work in the UK check.

**Qualifications:** Conditionally successful applicant(s) are required to provide original qualifications and certificates related to the role

##### **4.2) New Starter documents:**

**Payroll forms including National insurance number and Date of birth:** The Trust asks for the date of birth of all applicants in order to verify identity and check for any unexplained discrepancies in the employment and education history. The Trust does not discriminate on the grounds of age.

**Medical fitness:** The Trust is legally required to verify medical fitness of anyone whom will undertake work within the Trust. It is the practice of the Trust that this information will be obtained via health questionnaires sent via email from a third party system.

The Trust may seek third party medical advice from a specialist to consider any reasonable adjustments required in consultation with the applicant.

#### **4.3) DBS**

Satisfactory clearance via the Disclosure Barring Service is mandatory. The Trust will obtain (via the applicant) an enhanced DBS check, including children's barred list information, for those who will be engaging in regulated activity with children. Where an applicant is registered with the DBS update service the Trust will need to see the original, physical certificate in addition to performing the update check.

#### **5) Induction and probation**

All new staff will receive an induction which includes schools safeguarding policies on safer working practices. Standard probation period is six months under which period of time staff will receive two meetings. The meetings will be conducted at the time deemed appropriate by the line manager but no later than 3 months and 5 months.

## **Annex 1**

### **Right to work**

#### **List A**

- A passport (current or expired) showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland.
- A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
- A current Biometric Immigration Document (biometric residence permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

#### **List B Group 1**

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A current Biometric Immigration Document (biometric residence permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time-limited period and to do the type of work in question.

- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
- A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008, on or before 30 June 2021.
- A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
- A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- List B Group 2
- A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
- An application registration card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.