



AGAPE
MULTI ACADEMY TRUST

A collaboration of schools which enhances the educational experiences and outcomes for children, maximising the benefits of working together, whilst maintaining the individual culture and ethos of each individual school

Safer Recruitment Policy

Author:	CEO/Governance Professional
Approver:	People & Pay Committee
Date:	2 nd July 2024
Next review:	July 2027 unless there are earlier statutory or guidance changes
Category of policy:	Trust Board

Changes history

Version:	Date:	Amended by:	Substantive changes:	Purpose:
1			New trust policy	

Agape MAT document: This is a policy for the Agape Trust only although all schools within the trust are to align their safer recruitment policy/procedures with this policy.

The Agape Multi Academy Trust ('The Trust') is the employer.

HR records are maintained throughout employment, both in hard copy, and electronically. Those records are maintained as part of our safer recruitment procedures, to meet the needs of our safeguarding policy, to fulfil employment regulations, for performance management and continuous professional development purposes. HR records are also used in the event of any disciplinary procedure.

Comprehensive safer recruitment procedures are maintained throughout the recruitment process, using the following checklist:

1. Positions are advertised, together with job descriptions and person specifications. The advert will include a deadline for applications and our commitment to safeguard children and young people.
2. The Trust receives applications on a trust application form. Personal CVs alone are not acceptable.
3. Candidates are shortlisted by more than one member of staff. They will consider any inconsistencies and look for gaps in employment and reasons given for them, and explore all potential concerns.
4. As part of the shortlisting process the Trust and schools within the Trust will consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the Trust/school might want to explore with the applicant at interview. Shortlisted candidates will be informed that online searches may be done as part of due diligence checks.
5. Candidates are selected for interview and invited to attend.
6. References are applied for from previous employers prior to interview.
7. Interview days have a planned format, which is communicated to candidates prior to interview day – in the case of teachers, an observed class is arranged.
8. Interview panels include at least one member of staff who has completed safer recruitment training.
9. An offer letter is sent to the selected candidates.
10. The school receives written acceptance of job offer.
11. Contract, DBS application form, starter form and corporate health form are sent to successful candidates.

12. An appointment is made for new employees to bring completed forms to the office and to provide the following:
 - a. completed DBS documentation
 - b. qualifications (in the case of a teacher)
 - c. proof of the right to work in the UK (Birth certificate/National insurance documents)

13. New employees are issued with or referred to our website to read the following policies:
 - a) Code of Conduct and Personal Behaviour
 - b) Keeping Children Safe in Education
 - c) Fire Policy
 - d) Violence at Work Policy
 - e) Directed Time (teaching staff only)
 - f) Lockdown Procedure (Wargrave only)
 - g) Policy with Regard to Preventing Radicalisation
 - h) Whistleblowing Policy
 - i) Data Protection Policy (including procedures)
 - j) Acceptable Internet Usage Policy
 - k) Internet Access Policy and Procedures
 - l) Pupil Behaviour Policy
 - m) Safeguarding Policy
 - n) Leave of absence Policy and Procedures
 - o) Gifts, Hospitality And Anti-Bribery Policy
 - p) Health and Safety Policy
 - q) Health and Safety Procedures:
 - Asbestos
 - Contractors
 - COSHH
 - Display screen equipment
 - Electrical safety
 - First aid
 - Legionella
 - Lone working
 - Managing health and safety
 - Manual handling
 - New and expectant mothers
 - Noise
 - Permits to work
 - PPE
 - Safety signs

- Wellbeing and stress
- Work equipment
- Working at height
- Young people at work

Employees are required to return a form to the Trust confirming agreement to abide by these policies.

14. Employees are required to show the DBS certificate to the Trust as soon as it is received. A copy of the certificate will not be placed on the personnel file.
15. Employees are asked to provide their P45 and bank details.
16. Safeguarding, including KCSIE, health & safety and Prevent training is arranged for new members of staff.
17. A photo is taken of new members of staff and everyone is issued with a trust pass and lanyard.
18. IT staff issue new employees with a computer login.
19. The school provide 'buddies' to assist new employees with orientation and any queries they may have.
20. Similar procedures are followed for all starters whatever time of year they commence employment with the school.
21. Support/Administration staff employment conditions include a six-month probationary period and are invited to join the school as permanent members of staff after successful completion of this stipulated probationary period.

Advertising

22. All posts will normally be advertised internally (those on maternity leave and long-term absence must be made aware of all suitable vacancies) and externally, where appropriate.
23. Occasionally the decision may be taken not to advertise a post. This may occur, for example, when a similar post has recently been advertised and an appointment can be made from the subsequent interviewees, or because a temporary appointment needs to be made as soon as possible to ensure continuity within a post. In certain circumstances a post or promotion opportunity will be ring-fenced for current staff in the first instance. Any such ring-fencing will be done in a consistent and transparent manner.
24. For all posts, information packs will be sent, or made available electronically. The information pack will generally consist of:

- A job description and person specification
- An application form, including an equal opportunity monitoring form
- A statement of terms and conditions relating to the post (location, hours, grade)
- Information about the recruitment process (interview format and dates)
- Any other relevant information regarding the post and the Trust and/or School

25. Applications received after the closing date will not be considered unless by prior agreement with the selection panel. Applications made through means other than application forms will not be considered unless a reasonable adjustment has been made to accommodate the needs of an applicant with a disability.

Appointment and Promotion of Existing Staff

26. The contribution of all staff within the school community is valued and key skill retention is sought, where possible. The school will support, as far as possible, the continued professional development of all staff as they seek promotion to new opportunities within the Trust. All members of staff are therefore encouraged to consider their suitability for any vacancy with the Trust and Borough. Where a member of staff applies for a vacant post they will be given equal consideration to external candidates, based on the essential criteria for the post.

Employment of Migrant Workers

27. We will not employ any individual who cannot demonstrate that they have the right to work in the UK, regardless of the individual's colour or apparent race, nationality or ethnic origins. Any employee who has a restricted right to work in the UK will be required to provide evidence of that right at least once in every 12-month period.

Monitoring

28. In accordance with our obligations under the Equality Act 2010, the Trust Board will monitor recruitment. This will be undertaken with a view to improving future recruitment practices and thereby achieving the aims of these procedures.

General Data Protection Regulation (GDPR)

29. Records relating to recruitment and selection activities will remain confidential and accessible only to those who require information either as part of the recruitment decision-making process or for the administration of the process (including monitoring activities for the purpose of these procedures or equality policies). Records relating to successful candidates will be placed in personnel files. Records for unsuccessful candidates will be retained in a secure place for six months, after which time they will be destroyed. If you would like more information about how the school uses your data, please see our Privacy Notice.

References		Date
Reference 1 received		
Reference 2 received		
Offer Letter/Contract etc		
Offer Letter Sent		
Acceptance Letter received		
Two contracts sent with letter, code of conduct policy, acceptance of policies form, Keeping Children Safe in Education document and Under 8s form if applicable		
Starter form sent		
Health questionnaire e-mail sent		
DBS		
DBS E-mail sent		
DBS Certificate Received		
DBS Verified on-line		
DBS on Single Central Record		
DBS on SIMS		
Prohibition List Checked		
Right to Work/ID Check		
ID checked (passport)		
Proof of eligibility to work in UK (passport)		
Forms Returned		
Starter form received		
Signed Contract received		
Code of Conduct form returned		
Policies read and signed form received (H&S and KCSIE)		
Disqualification form if working with children under 8 years received		
P45/P46 Received		
Health Reply		
Qualifications		
Check with DFE if have QTS		
QTS Documentation seen		
Degree certificate seen		
Add to Safeguarding and Prevent Training needed lists		
To Request		
Staff Badge requested/given		
IT log on requested		
Once on SIMS, ask Finance to generate Parent Pay letter		
To Give To Employee		
Staff handbook given		
Car Parking – let Reception know car reg no		
SIMS/Payroll		
Add to SIMS		
Copy of [offer letter] [starter form] [P45] to Payroll		

- The Trust provides clear and accurate job descriptions for all posts within the Trust, teaching and non-teaching. The job descriptions are published and available to all candidates.
- The Trust adopts nationally negotiated contracts of employment. Contracts are reviewed annually to ensure compliance with nationally and locally negotiated agreements.
- The Trust conducts an annual review of recruitment procedures to ensure that satisfactory safer recruitment procedures are maintained, and that the Trust's Safeguarding Policy is adhered to. The review will also ensure that the Trust continues to achieve efficient recruitment and best value.
- The Trust and the Schools within the Trust maintain a Single Central Register of all employees, and volunteers within school. The register includes name and address, date of birth and DBS registration. In the case of teachers, the Single Central Register will also include proof of qualifications and confirmation that the teacher is not subject to a prohibition or interim prohibition order made by the secretary of state. The register is a live document and is maintained and updated throughout the year.
- All SLT members and a number of Trustees and Governors have completed the Government recommended Safer Recruitment training course, ensuring consistency throughout the Trust with regard to safer recruitment.
- All staff (teaching, support and administration) receive safeguarding training via the school's Designated Safeguarding Lead or Deputy DSLs. The training is given on employment and updated every year.
- Teaching staff and support/administrative staff have annual performance appraisal reviews.
- Training and INSET opportunities are documented, as is the relevant authorisation, and records are maintained throughout employment.
- In order to ensure non-reliance on one person for salary/cover/overtime payments, the school has a double check system in place for all entries. The Finance Officer provides staff payment information to the Headteacher and then to the school payroll provider. The monthly cut off dates for salary submissions are available upon request.
- The Trust has organisational charts for all staff.
- Any contractual changes agreed by the CEO or Headteachers are communicated to employees by way of a formal 'Notice to amend Terms and Conditions of Employment' letter. No other notice of amendment is acceptable or deemed to be contractual on the part of the Trust.

- The schools within the Trust maintain 'Leave of Absence' records. That information is also given to the Trust's payroll provider and recorded in line with agreed sickness and absence procedures.
- The Trust offers exit interviews via a Governor on the Local Governing Committee or in the case of the Trust Central Team via a Trustee. The outcome of exit interviews is used by the Trust and schools to review employment procedure and practice.
- In the event of a disciplinary or grievance issue for any employee, the Trust will comply with the locally negotiated Discipline and Grievance policy, as adopted by the Trust Board.

Disclosure and Barring Service

Enhanced DBSs for all staff recruited to work at Agape Multi-Academy Trust, including staff working for our cleaning or catering services. This is a requirement prior to a member of staff commencing service at the school (Enhanced checks take approx. 4 weeks and can now be tracked on-line). Portable DBSs are now acceptable and can be used for adults visiting the school, if they will be working temporarily with our pupils. A portable DBS should have been renewed within the last 3 years.

Volunteers/visitors will not require a DBS to have contact with pupils as long as they are supervised by a member of the trust staff.

All Members, Trustees and Governors will continue to be DBS checked on appointment.

It is the responsibility of our catering and cleaning services, and any other companies carrying out work on site during the school term, to DBS check all of their employees.

References

It is the Trust's policy not to write open references for any employee, ex-employee, contractor or companies employed by the Trust or any of the schools within the Trust.