



Recruitment Process and Procedure

In line with Keeping Children Safe in Education 2018

September 2018

Our Educational Vision

We believe that every child has the right to go to a good school and that every child should have the opportunity to transform their life, whatever their starting point.

The MILL Academy Trust logo communicates the values of Motivate, Inspire, Learn, Lead. The graphic, in the shape of a mill, represents the starting point of this home grown trust, the town of Witney, Oxfordshire, famous for its mills.

In the Domesday survey, Witney is recorded as having two mills, both for grinding corn, but by 1277 at least one cloth or fulling mill was established in the area. By the end of the Middle Ages Witney was a lively market town with a developing industry making **blankets** and gloves and by 1800 there were five working mills in and around Witney.

Academies, staff and children within the Trust benefit from a strong ethos of support and collaboration. We also challenge ourselves to be even better, every day. We are not content with always doing what we've always done. The new educational landscape requires new ways of thinking, leading and operating:

Progress is impossible without change, and those who cannot change their minds cannot change anything.

George Bernard Shaw

Five 'big' questions underpin the way we do things around here:



Since October 2015, our approach has been to ensure sustainable school improvement. We have worked hard to achieve our successful improvements so far and our journey continues.

Life's most persistent and urgent question is, 'What are you doing for others?'
Martin Luther King

DDA Statement

MILL Academy Trust Schools will:

- Promote equality of opportunity between disabled persons and other persons.
- Eliminate discrimination that is unlawful under the Act.
- Eliminate harassment of disabled pupils that is related to their disabilities.
- Promote positive attitudes towards disabled people.
- Encourage participation by disabled persons in public life.
- Take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons.
- Comply with the Prevent Duty.

1. Introduction

The MILL Academy Trust as the proprietor has overall responsibility for safer recruitment within its academy schools.

- 1.1 These procedures have been developed to embed safer recruitment practices and procedures throughout MILL Academy Trust Schools and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. These procedures comply with guidance outlined in "Keeping Children Safe in Education" (September 2018).
- 1.2 These procedures have been developed, and should be read and understood, in the context of the following:
 - DfE Keeping Children Safe in Education 2018
 - Trust and School Aims
 - MILL Academy Safeguarding and Child Protection Policy
 - Equality Policy
 - MILL Academy Staff Code of Conduct
 - Whistleblowing Policy
- 1.3 These procedures reinforce the expected conduct outlined in the MILL Academy Code of Conduct for Staff as well as the school's Whistle Blowing Policy with which all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents.
- 1.4 This procedure is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community

and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates/volunteers to vacancies
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people.

1.5 MILL Academy Trust schools are committed to using procedures that deal effectively with those individuals who fail to comply with the school's safeguarding and child protection procedures and practices.

1.6 As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Designated Office for the local authority (LADO) within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

1.7 As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary investigation, is dismissed or resigns because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process.

2. Roles and Responsibilities

2.1 The Local Governing Committee of each MILL Academy Trust school will:

- ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education Guidance and Legal Requirements
- monitor the school's compliance with them
- ensure that appropriate staff and governors have completed safer recruitment training (and repeat this every 5 years).

2.2 The Headteacher will:

- ensure that the school operates safe and fair recruitment and selection procedures

which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance

- ensure that all appropriate checks have been carried out on staff and volunteers in the school
- monitor any contractors and agencies' compliance with this document
- promote the safety and well-being of children and young people at every stage of this process.

3. Inviting Applications

3.1 All advertisements for posts of regulated activity, paid or unpaid, will include the following statement:

MILL Academy Trust schools are committed to safeguarding children and young people. All postholders in regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosure and Barring Service Enhanced check".

3.2. All applicants will receive a pack containing the following when applying for a post:

- A statement of the school's commitment to ensuring the safety and well-being of the pupils
- Job description and person specification
- The MILL Academy Safeguarding and Child Protection Policy
- The selection procedure for the post
- The school's whistleblowing policy
- An application form
- Copy of the MILL Academy Staff Code of Conduct.

3.3 Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

3.4. Candidates submitting an application form completed on line will be asked to sign the form if called for interview.

3.5 A curriculum vitae will not be accepted in place of a completed application form.

4. Identification of the Recruitment Panel

- 4.1 At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment within the last 5 years.

5. Shortlisting and References

- 5.1 Candidates will be shortlisted against the person specification for the post.
- 5.2 Two references, one of which must be from the applicant's current/most recent employer where possible, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure. References should come from the head of the previous organisation, not a colleague, and references from friends, relatives or neighbours will not be accepted. References and/or testimonials provided by the candidate will not be accepted.
- 5.3 References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges. Where possible references will be requested in advance of interview.
- 5.4 Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.
- 5.5 Referees will be asked specific questions about the following:
- The candidate's suitability to work with children and young people
 - Any substantiated allegations
 - Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people
 - The candidate's suitability for the post.
- 5.6 Reference requests will include the following:
- Applicant's current post and salary
 - Disciplinary record
- 5.7 All appointments are subject to satisfactory references, vetting procedures, DBS clearance (including Barred List checks if appropriate).

6. Invitation to Candidates

6.1 Candidates called to interview will receive:

- A letter confirming the interview and any other selection techniques
- Details of the interview day including details of the panel members
- Further copy of the person specification
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview
- Be asked to provide proof of identity.

7. The Selection Process

7.1 Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.

7.2 Interviews will always be face-to-face and may include additional interview techniques such as observation or exercises.

7.3 Candidates will be required to:

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- Declare any information that is likely to appear on the DBS disclosure
- Demonstrate their ability to safeguard and protect the welfare of children and young people, including a knowledge of and commitment to PREVENT.

8. Employment Checks

8.1 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 (including a Barred List check if the post involves work in regulated activity)

- Provide proof of professional status
- Provide actual certificates of qualifications
- Complete a confidential health questionnaire
- Provide proof of eligibility to live and work in the UK
- Overseas police check (and any other checks deemed appropriate by the school) for any individual who within the last five years has lived or worked outside the United Kingdom, whether they are a British citizen or not.
- Prohibition Order checks will be undertaken depending on the applicant's role in the school (ie for anyone who is appointed to carry out teaching work).
- Checks for information about teacher sanction or restriction that an EEA professional regulating authority has imposed in respect of individuals who have worked in EEA countries.
- Section 128 Direction checks will be undertaken for anyone appointed to the management of the school (i.e Leadership Team posts).
- For staff who work in childcare provision or who are directly concerned with the management of such provision, appropriate checks will be carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009.

8.2 All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file
- Recorded on the school's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

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

9. Induction

9.1 All staff and volunteers who are new to the school will receive information on the MILL Academy's safeguarding and child protection procedure and procedures and guidance on safe working practices which would include guidance on acceptable

conduct/behaviour as outlined in the MILL Academy Staff Code of Conduct. These expectations will form part of new staff members' induction training.

9.2 All successful candidates will undergo a period of induction and will:

- Meet regularly with their induction tutor and/or line manager.
- Attend appropriate training including generalist child protection training.

10. Supply Staff

10.1 MILL Academy Trust schools will only use those agencies which operate a Safer Recruitment Procedure 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. These agencies should be able to demonstrate that their staff have received appropriate safeguarding training.

10.2. MILL Academy Trust schools will carry out identity checks when the individual arrives at school.

11. Peripatetic Staff

11.1 MILL Academy Trust schools will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

Wendy Hemmingsley
Chief Executive Officer

Next review date: September 2019