



Zest Academy Trust

Central Record of Recruitment and Vetting policy

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Person Responsible: Executive Team

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Registered in England No. 8087508 Company Limited by Guarantee

Introduction

Zest Academy Trust is committed to safeguarding and the welfare of children and young adults. As responsible employers and in accordance with the 'Safeguarding Children and Safer Recruitment in Education' guidance, Zest Academy Trust comply fully with this policy.

Purpose

The purpose of this policy and associated guidance is to adopt principles of good practice and to provide guidance that incorporates national recommend guidance in accordance to safeguarding children.

Scope

The measures described within this policy are applied to any adult who works with children under 18 years of age.

Roles and Responsibilities

The Academy Trust has nominated Trust Board Members, Directors, Academy Council Members and staff who have undertaken Safer Recruitment Training. The academy ensures that each interviewing panel has at least one member of the panel who is appropriately trained.

The Recruitment Process

Job Descriptions and Person Specification

Each advertisement lays down the role, responsibilities and accountabilities for each position that is being advertised.

The job description will be in the following format;

- name of the school
- title of the position
- role profile, grade and pay range
- general professional responsibilities
- applicable contract terms

- particular responsibilities

The person specification will reflect the skills, aptitudes and knowledge required to undertake the tasks and responsibilities of the job description as well as experiences and competencies. Each person specification will be defined as either;

- essential
- desirable

All personal qualities or circumstances are directly relevant and essential to the job advertised and promote equality and avoid discrimination.

Advertising

All posts will be advertised either externally or internally, depending on the nature of the position. Each advertisement will contain the following information;

- job Title
- name and contact details of the school
- salary and Role Profile grade
- hours per week (including INSET Days if appropriate)
- shortlisting date
- preferred start date
- details of the job, person profile and post holder requirements
- deadline and application process including where applications packs are available from
- safeguarding and equality statements

Application Forms

Applicants are required to complete an application form as the initial stage of the recruitment process. Each application form asks for identifying information, such as;

- name
- address
- qualifications
- previous employment
- referees
- details of any criminal convictions, cautions etc

Each applicant will be required to sign the application form to state that to the best of their knowledge and belief the contents are true and accurate and that they accept that if they are appointed and it is subsequently found that they have been untruthful in their application, they will be subject to disciplinary procedures including dismissal.

Applicants are also reminded that, in order to satisfy the safer recruitment process and discrimination legislation, all sections of the application form must be completed in full.

Each applicant will need to give the names, addresses and status of two professional referees, one of which should be from a current/most recent employer. Applicants with no previous paid work experience, references should be from their latest or current educational establishment, or from any appropriate voluntary work that they have been involved in. All references will be taken up after shortlisting but before interview. In exceptional circumstances a risk assessment may be undertaken if only one professional referee is provided.

Candidate Application Pack

This should include:-

- recruitment pack
- role profile
- job description
- person specification
- application form including explanatory notes on completing the application
- guaranteed interview scheme form
- equal opportunities monitoring form
- school prospectus

Shortlisting

Shortlisting will be undertaken by at least two people, with at least one of these people being on the interview panel. In addition at least one member of staff on the shortlisting panel will have undertaken the safer recruitment training.

The shortlisting panel will decide on the evidence submitted in the application form which applicants best meet the criteria. The panel will look at applications against the role profile, job description and person specification. In addition the panel will also ensure that there are no unexplained gaps in employment history.

Interviewing

Applicants will be notified shortly after the closing date if they have been invited to interview. Successful candidates will be given a letter, which includes the following;

- time, date and venue of interview details
- details of any activities they will need to take part in, for example unseen presentation or in-tray exercise
- details of any presentations required
- details on Lesson Observations (teaching staff)

The letter will also include details about what the candidate needs to bring with them such as;

- photo ID
- original qualification documents
- proof of address

Upon arrival at interview all documentation will be checked.

Interview Panels may consist of Trust Board Members, Directors, Academy Council Members, staff and on occasion's external consultants, with at least one person having received safer recruitment training.

All candidates will be asked the same core questions that have been agreed in advance. The panel will take notes throughout the interview process. At the end of the interview each candidate will have the opportunity to ask questions. The interview will close with the chair of the panel as each candidate if they are still a firm candidate for the position.

After all candidates have been seen the panel will discuss the suitability of each candidate and make their decisions.

All candidates, successful or otherwise will be notified and feedback offered.

Successful candidates will receive formal notification and advised of what checks and clearances will be required prior to an appointment being confirmed.

Induction

All members of staff will have an induction within their individual academy

The purpose being:

- provide information relating to their academy

- provide information relating to Zest Academy Trust
- confirm conduct
- support Individuals
- provide training and information
- opportunity to recognise concerns and issues

The enquiry recommends that all employees should sign a code of conduct to say they have read it and understood it. Whilst at Zest Academy Trust we do not have a specific code of conduct there is a professional standards which everyone is expected to follow and should know about. There are also a number of other written documents which will be available with this review that refer to the various codes of conducts which should give staff the information on the required appropriate behaviour. All staff are on a probation period which covers the proactive monitoring.