



Education Trust

Inspiring the individuals of today, for a better society tomorrow,
“Aspire, Belong, Collaborate”

RET RECRUITMENT & SELECTION

Review Frequency	Annual
Reviewed	January 2026
Next Review	January 2027
Agreed by Trustees	13 th January 2026



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Summary

This Recruitment and Selection Policy has been produced in line with the latest version of the DfE statutory guidance ‘Keeping Children Safe in Education’. The policy aims to ensure that recruitment and selection processes are conducted safely, fairly, and in a manner that prioritizes the welfare of children. Safeguarding and promoting the welfare of children is a fundamental consideration in every stage of recruitment.

Recruitment and Selection Statement

Riviera Education Trust is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Riviera Education Trust is fully committed to attracting, selecting, rewarding and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school’s performance and fundamental to the delivery of a high-quality education.

Purpose

To ensure the recruitment of both permanent and temporary (including voluntary) staff is conducted in a safe, fair and effective manner.

To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

Scope

The policy applies to all employees, Board of Trustees and governors responsible for and involved in recruitment and selection of all school staff. For the purposes of this Policy, references to “school” include all academies within Riviera Education Trust.

The measures described within this policy should be applied in relation to everyone who works within the Riviera Education Trust who is likely to be perceived by the children as a safe and trustworthy adult. This includes people who regularly work in the Trust’s schools when the pupils are present, who may not have direct contact with children as a result of their job e.g., contractors and unpaid volunteers.

The ultimate responsibility for recruitment and selection lies with the Board of Trustees, who should ensure that the school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers. The normal expectation is for CEO, Head of Schools and



Executive Headteachers to lead the process of making staff appointments with the exception of leadership posts at Deputy Headteacher level and above. The Trustees lead the process of these appointments.

The Local Governing Bodies should ensure that policies and procedures adopted by the Board of Trustees are fully implemented and followed by all staff.

Aims and Objectives

- To ensure that the safeguarding and welfare of children and young people occurs at each stage of the process
- To ensure consistency and fairness in the appointment and remuneration of all school staff.
- To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, ethnicity, sex, religion or belief, age, disability, pregnancy and maternity, marriage and civil partnership, gender reassignment and sexual orientation.
- To ensure the recruitment and selection process is resource-efficient and cost-effective.

Principles

The following principles guide this policy:

- **Fair Treatment:** All applicants will be treated fairly and professionally.
- **Job Descriptions and Person Specifications:** These are essential tools throughout the recruitment process.
- **Panel Selection:** Recruitment panels will include at least two members, one of whom must have undertaken safer recruitment training.
- **Equal Opportunities:** In compliance with the Equality Act 2010, reasonable adjustments will be made for applicants with disabilities.
- **Monitoring and Evaluation:** The process will be regularly reviewed for effectiveness.

Equal Opportunities

Riviera Education Trust is committed to providing equality opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, ethnicity, sex, religion or belief, age, disability, pregnancy and maternity, marriage and civil partnership, gender reassignment and sexual orientation. The Trust acknowledges that unfair discrimination can arise on occasion and therefore will ensure that the Equal Opportunities Policy is the foundation for all its activities.

Safer Recruitment - Recruitment and Selection Training



Safer Recruitment training is available online and face-to-face through a number of providers. The training is based on the statutory guidance *Keeping Children Safe in Education* and has been developed for staff, trustees and governors, to improve recruitment processes in schools to help deter, identify and reject applicants who might be unsuitable to work with children.

The School Staffing Regulations (2009) require that maintained schools have at least one person on any appointment panel that has undertaken safer recruitment training. Although the School Staffing Regulations do not apply to academy schools, the Trust will adopt this approach.

Pre-Recruitment Process Objective

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of The Trust. The first experience an individual has is important, therefore the experience should be positive and all those responsible for recruiting should:

- Leave a positive image with unsuccessful applicants who may currently be involved in the school or may be future employees.
- Give successful applicants a clear understanding of the post, grade and what is expected of them
- Reduce the risk of making the wrong selection decision that can be expensive and may cause line management problems in the future or may not meet our commitment to safeguard children.

Application Form

A standard application form will be used to collect consistent core data from all applicants.

Job Description and Person Specification

An accurate job description is required for all posts. A person specification is a profile of the necessary requirements for the post. These are required to be matched to an appropriate job profile to ensure appropriate grading of the post. If a new support staff role is created within The Trust it will be graded through a job evaluation process.

References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They should always be sought and obtained directly from the referee.

References will normally be sought for all shortlisted candidates prior to interview, in line with *Keeping Children Safe in Education* guidelines. Where this is not possible, references will always be obtained, scrutinised, and any concerns resolved before an appointment is confirmed.



References will be verified for authenticity, and concerns raised will be addressed during the interview.

Self-Declaration by Job Applicants

The Trust's policy requires shortlisted applicants for all posts (including volunteers) to declare all criminal convictions whether "spent" or "unspent" and include any cautions and pending prosecution.

Such declarations will be made on the appropriate section of the school's application form, which will be removed by HR prior to the selection panel shortlisting process. The Chair of the panel / Head of School will discuss any relevant, positive declarations confidentially with the applicant at interview.

The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

Proof of Identity and Right to Work in the UK & Verification of Qualifications and / or Professional Status

Shortlisted applicants for all posts will be required to provide proof of identity by producing documents on the day of interview. Similar information is also required to undertake a Disclosure and Barring Service (DBS) check on the preferred candidate.

If the interview is being held via Zoom, then the candidate will be required to email through copies of their ID prior to the interview, the Chair of the interview panel will ask the candidate to hold up their ID so that it can be verified that they are interviewing the correct person. The appointment member of staff will need to bring their ID in on their first day of employment.

Short-listed candidates will also be required to provide original proof of their qualifications and professional status by producing documentation on the day of interview. The school will verify that candidates have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant certificate, or a letter of confirmation from the awarding body/institution. If the original documents are not available, the school will require sight of a properly certified copy. Where candidates have obtained qualifications abroad, a certified comparability check by UK National Recognition Information Centre (NARIC) will also be required.

Shortlisting

In line with the DfE statutory guidance *Keeping Children Safe in Education*, as part of the shortlisting process the HR Team will undertake an online search as part of the due diligence process on all shortlisted candidates. This may help identify any incidents or issues that are publicly available online and relevant to an individual's suitability to work with children. Any such information identified may be explored with the applicant at interview where appropriate.



Online searches will be limited to publicly available information and will be conducted in a proportionate and consistent manner. Information obtained will be treated confidentially and in accordance with data protection legislation. Shortlisted candidates will be informed that online searches may be carried out as part of the due diligence process.

Interviews

The interview will assess the merits of each candidate against the job requirements, and explore their suitability to work with children. The selection process for people who will work with children will always include a face-to-face interview even if there is only one candidate.

Interview Panel

Although it is possible for interviews to be conducted by a single person it is not recommended. It is better to have a minimum of two interviewers, and in some cases, e.g. for senior or specialist posts, a larger panel might be appropriate. A panel of at least two people allows one member to observe and assess the candidate, and make notes, while the candidate is talking to the other. It also reduces the possibility of any dispute about what was said or asked during the interview.

The members of the panel should:

- have the necessary authority to make decisions about appointments
- be appropriately trained, (at least one member of interview panels will have undertaken 'Safer Recruitment' training (see Section 3 above)
- remain aware of the risks associated with making incorrect hiring decisions, which can be costly, create future management challenges, and undermine our commitment to safeguarding children
- meet before the interviews to:
 - reach a consensus about the required standard for the job to which they are appointing;
 - consider the issues to be explored with each candidate and who on the panel will ask about each of those;
 - agree their assessment criteria in accordance with the person specification.

Any individual involved in the recruitment process must declare any actual or potential conflict of interest at the earliest opportunity. Where a conflict is identified, it may be necessary to amend the selection panel and/or recruitment process to ensure that decisions are fair, objective, and in line with equal opportunities principles.

Scope of Interview

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:



- the candidate's attitude toward children and young people;
- his/her ability to support the Trust's agenda for safeguarding and promoting the welfare of children;
- gaps in the candidate's employment history;
- concerns or discrepancies arising from the information provided by the candidate and/or a referee; and,
- whether the candidate wishes to declare anything in light of the requirement for a criminal record check.
- All interviews will include at least one question designed to assess the candidate's understanding of safeguarding and their suitability to work with children.
- Any findings from the online check that have raised concerns within the HR Team.

If, for whatever reason, references are not obtained before the interview, the candidate will also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees. (references will be obtained and scrutinised before an appointment is confirmed and before the individual starts work).

Conditional Offer of Appointment: Pre-Appointment Checks

An offer of appointment to the successful candidate is conditional upon:

- the receipt of at least two satisfactory references (if those have not already been received);
- verification of the candidate's identity (if that could not be verified straight after the interview)
- verification of the candidate's fitness to carry out the role, in line with statutory requirements and occupational health guidance.
- verification of qualifications (if not verified after the interview);
- verification of professional status where required e.g. QTS status, NPQH;
- a full DBS check, including Barred List check, plus, if the successful candidate has been recruited from, or worked overseas, a certificate of good conduct or criminal record check from that country's embassy / appropriate body.
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- a Prohibition check; and,
- (for non-teaching posts) satisfactory completion of the probationary period, if applicable.
- Verification of eligibility to work in the UK.
- Childcare disqualification check (where applicable).

The Trust will liaise with its Human Resources provider in order to follow relevant criminal record check guidance if a Disclosure reveals information that a candidate has not disclosed in the course of the selection process.

All checks will be:



- confirmed in writing;
- summarised on a Single Central Record in line with the statutory guidance *Keeping Children Safe in Education*
- documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by criminal record check regulations); and,
- followed up where they are unsatisfactory or there are discrepancies in the information provided.

Where:

- the candidate is found to be on a Barred List, or other checks shows s/he has been disqualified from working with children by a Court; or,
- an applicant has provided false information in, or in support of, his/her application; or,
- there are serious concerns about an applicant's suitability to work with children, the facts will be reported to the Local Authority Designated Officer and / or the Disclosure and Barring Service.

Commencement of Employment Prior to DBS Check being received

In exceptional circumstances, employment may commence prior to the receipt of a DBS check. In such cases, a written risk assessment must be completed and approved by the Headteacher (or equivalent senior leader), and appropriate safeguarding measures must be put in place, including enhanced supervision, until the DBS check has been received and assessed.

Post Appointment Induction

There will be an induction programme for all staff, Board of Trustees, governors and other volunteers newly appointed in an establishment, including teaching staff, regardless of previous experience.

The information provided through the induction process will cover the requirements of the statutory guidance – *Keeping Children Safe in Education*.

Single Central record of Barring and Recruitment Vetting Checks

In line with DfE requirements, the school will keep and maintain a single central record of recruitment and vetting checks. The central list will record all staff who are employed at the school, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide additional teaching or instruction for pupils but who are not staff members, e.g. specialist sports coach or artist.



The central record will indicate whether or not the following have been completed:

- Identity checks
- Qualification checks for any qualifications legally required for the job
- Prohibition from teaching check
- Checks of right to work in the United Kingdom
- Barred List checks
- DBS Enhanced Disclosure and/or Certificate of Good Conduct Embassy checks for those who have resided outside of the UK
- Further overseas records where appropriate
- Section 128 check (for management posts)
- Reference checks
- Keeping Children Safe in Education (latest version read & understood)
- Online search / online media check

It shall also indicate who undertook the check and the date on which the check was completed or the relevant certificate obtained.

School staff will be given a copy of the school's Staff Handbook asked to sign a Staff Declaration Form that they have read and understood the document and key policies and will follow the guidelines required to maintain professional boundaries at all times.

The school adopts a culture of vigilance where all concerns are listened to and taken seriously. The school has a whistle-blowing policy which has been disseminated to all staff and volunteers.

The school will follow DfE statutory guidance (Keeping Children Safe in Education) and refer any allegation against a member of staff to the Local Authority Designated Officer (LADO).

Monitoring and Review

This policy will be reviewed annually to ensure compliance with current laws and best practices. The Trust will conduct regular evaluations to monitor the effectiveness of this policy, including periodic audits of recruitment files, the Single Central Record, and safer recruitment practice.



Details of Amendments:

September 2019

- Updated to include Shiphay Learning Academy
- Updated to Keeping Children Safe in Education 2019 edition.

September 2020



- Updated to include Keeping Children Safe in Education September 2020 guidance

May 2022

- Reviewed without change.

June 2022

- Revised in line with the changes to Keeping Children Safe in Education 2022, to include online checks on all shortlisted candidates.

August 2023

- Revised in line with KCSIE 2023 – shortlisted candidates to be informed that an online search will be undertaken as part of due diligence checks.

October 2024

- Information added in relation to verification of references.
- Minor formatting changes

January 2026

- Clarified Trust-wide application of the policy, confirming that references to “school” apply to all academies within Riviera Education Trust.
- Clarified the handling of self-declaration of convictions, including HR responsibility for removing declarations prior to shortlisting and confidential discussion at interview.
- Added explicit requirements for proportionate online searches of shortlisted candidates, including data protection and confidentiality safeguards.
- Clarified conflict of interest requirements for all individuals involved in recruitment and selection.
- Strengthened interview requirements, including mandatory safeguarding-focused questions.
- Updated pre-appointment checks to clarify applicability of childcare disqualification checks.
- Strengthened controls where employment commences prior to receipt of a DBS check, including written risk assessment and enhanced supervision.
- Added Monitoring and Review arrangements, including annual review and audit of recruitment and safer recruitment practice.

