



Education Trust

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

RET RECRUITMENT & SELECTION

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Introduction

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 Trust 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 Trust operates safe recruitment procedures and makes sure that all appropriate checks



are carried out on staff and volunteers. The normal expectation is for CEO or Headteacher 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 Trust 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:** For external appointments, 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.



Early Years Foundation Stage

In accordance with the statutory EYFS framework, the Trust will ensure that the required suitability and criminal-record checks are completed for individuals working or volunteering within EYFS provision. New employees must not commence employment until the required criminal-record check has been obtained.

Staff working within EYFS provision will be informed that they are expected to disclose any convictions, cautions, court orders, reprimands or warnings that may affect their suitability to work with children, whether received before or during their employment.

At least one written reference will be obtained before recruitment for staff, students and volunteers, in accordance with the statutory EYFS requirements.

Volunteers and Regulated Activity

Before a volunteer commences duties, the Trust will determine whether the activities to be undertaken constitute regulated activity with children. Where a volunteer will undertake regulated activity, the Trust will obtain an enhanced DBS check including children's barred-list information. The Trust will not request children's barred-list information where the individual is not engaging, or seeking to engage, in regulated activity.

In accordance with the changes to the definition of regulated activity effective from 1 September 2026, the previous supervision exemption will not be relied upon when determining whether otherwise qualifying activity undertaken by a volunteer constitutes regulated activity.

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 across the Trust 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 Trust 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.

Advertising Vacancies

All vacancy advertisements will reflect the Trust's commitment to safeguarding and promoting the welfare of children and will make clear that appropriate safeguarding checks will be undertaken.

Advertisements will include the safeguarding responsibilities of the post, as set out in the job description and person specification, and will state whether the post is exempt from the Rehabilitation of Offenders Act 1974.

Where appropriate, advertisements will make clear that appointment is subject to satisfactory completion of the relevant pre-employment checks, including an appropriate Disclosure and Barring Service (DBS) check.

Application Form

A standard application form will be used to collect consistent core data from all applicants. This will include: current/former names; address; NI number; present/last employment and reason for leaving; full history since leaving school including education, employment and voluntary work and reasons for gaps; qualifications; referees; and suitability statement. CVs should only be accepted alongside, not instead of, the application form.

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. References will be sought directly from the referee and will not be accepted from the applicant.

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

References will be checked for authenticity and scrutinised for any concerns, inconsistencies or discrepancies with the information provided by the applicant. Any concerns will be followed up with the referee and, where appropriate, discussed with the applicant at interview.

Self-Declaration by Job Applicants

The Trust requires all shortlisted applicants, including volunteers where appropriate, to complete a self-declaration of any convictions, cautions or other criminal-record information they are legally required to disclose. Applicants are not required to disclose any convictions or cautions that are protected under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended, and therefore not subject to disclosure.

Any relevant disclosures will be discussed confidentially with the applicant at interview. A disclosure will not automatically prevent appointment but will be considered fairly and proportionately in relation to the role and the applicant's suitability to work with children.

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 Trust 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 Trust will require sight of a properly certified copy. Where qualifications have been obtained outside the UK, the Trust will take appropriate steps to verify their authenticity and, where necessary, their comparability with UK qualifications. This may include obtaining a Statement of Comparability from UK ENIC, the UK National Information Centre for the recognition of international qualifications and skills.

Shortlisting

At least two people will undertake the shortlisting process and, wherever practicable, these will be the same people who form the interview panel.

Online Searches

In line with *Keeping Children Safe in Education*, the HR Team will undertake an online search of all shortlisted candidates as part of the Trust's safer recruitment due diligence. Searches will be limited to publicly available information and may identify issues relevant to a candidate's suitability to work with children.

Online searches will be conducted consistently, proportionately and in accordance with data protection and equality legislation. Shortlisted candidates will be informed that an online search will be undertaken, and any relevant concerns identified may be explored with the candidate at interview.

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

For external interviews, panels will consist of at least two members, at least one of whom will have undertaken safer recruitment training. For senior or specialist appointments, a larger panel may be appropriate.

For internal appointments, interviews may be conducted by one suitably experienced member of staff, although a larger panel may be used if required.

Panel members will have the appropriate authority and experience to assess candidates objectively and make appointment decisions.

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 each candidate against the requirements of the post, the interview panel will use agreed structured questions to explore the candidate's suitability to work with children, including:

- their motivation for working with children;
- their understanding of, and commitment to, safeguarding and promoting the welfare of children;
- their relevant skills and experience
- any frequent changes of employment or gaps in their employment history;
- any concerns, inconsistencies or discrepancies arising from their application, references or other information obtained during the recruitment process;
- any relevant matters arising from the candidate's self-declaration; and
- any relevant concerns identified through the online search.

All interviews will include at least one question specifically designed to assess the candidate's understanding of safeguarding and their suitability to work with children.

Pupils will be meaningfully involved in the recruitment process where appropriate.

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



All information considered as part of the recruitment and selection process, together with the reasons for decisions made, will be clearly documented and retained in accordance with the Trust's record retention requirements

Conditional Offer of Appointment: Pre-Appointment Checks

An offer of appointment to the successful candidate will be 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;
- the appropriate level of DBS check and, where the individual will engage in regulated activity, children's barred list information, plus, if the successful candidate has been recruited from, or worked overseas, a cross-reference to current government overseas criminal-record/checking guidance.
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- a prohibition from teaching check, where applicable; 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 show they have been disqualified from working with children by a Court; or,
- an applicant has provided false information in, or in support of, their 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, an individual may commence employment before receipt of the DBS certificate, provided all other required checks have been completed and, where the role involves regulated activity, a separate children's barred list check has been obtained.

A written risk assessment must be completed and approved by the Headteacher (or equivalent senior leader), with appropriate safeguarding measures, including supervision, in place until the DBS certificate has been received and considered.

This provision does not apply to individuals commencing work or volunteering within EYFS provision.

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*. *All staff, including staff who do not work directly with children, are now expected to read Part One in full.*

Single Central Record (SCR)

In accordance with *Keeping Children Safe in Education*, the Trust will maintain a Single Central Record (SCR) of the required pre-appointment checks for relevant staff and other individuals.

The SCR will record the statutory checks required by KCSIE, as applicable to the individual and their role, including the date on which each check was completed or the relevant certificate obtained. The Trust may also record additional safer recruitment and assurance checks, such as references, online searches and confirmation that relevant safeguarding guidance has been read and understood. These will be clearly distinguished from the statutory SCR requirements.

The SCR will be maintained in accordance with the current requirements and recommended format set out in *Keeping Children Safe in Education* and will be subject to regular internal review and audit.



Trust staff will be given a copy of the relevant school's Staff Handbook, and will be 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.

September 2026

- Reviewed and added Early Years Foundation Stage
- strengthened requirements for shortlisting, references, self-declarations and online searches
- updated EYFS recruitment and suitability requirements
- clarified interview panel and safeguarding interview arrangements
- updated overseas qualification and criminal-record checking provisions; and
- strengthened Single Central Record and recruitment record-keeping requirements

Policy updated to reflect *Keeping Children Safe in Education 2026* and associated safeguarding changes, including:

- updated safer recruitment and pre-employment checking requirements
- revised DBS, barred-list and regulated activity requirements, including the removal of the supervision exemption from September 2026

