



Minerva
Learning Trust

Recruitment Policy (including Safer Recruitment)

Date First Published	October 2018
Version	2
Last Approved	January 2023
Cycle	Annually
Review date	September 2023
Trade Union Consultation (if appropriate)	N/A

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Changes to this edition

- 1 Transfer onto new policy template
- 2 Section 3.1 – Application has been re-worded and moved to new paragraph 2.1
- 3 Section 4 – Roles and Responsibilities section re-worded to clarify specific groups and delegations.
- 4 Paragraph 5.2 – clarified that the person specification is to be referenced when short-listing.
- 5 Paragraph 5.3 – re-worded to add in encourage applications
- 6 Paragraph 5.4 – re-worded to reflect Keeping Children Safe in Education
- 7 Paragraph 6.1 – updated to include business efficiency as an example
- 8 Paragraphs 6.2, and 6.4 – updated to reference Trust as previous paragraph implied it was for schools only
- 9 Paragraph 7.1 – reworded to clarify retention of records
- 10 Paragraph 7.2 – updated to reflect latest technology for on-line interviews and confirm identity needs to be verified.
- 11 Paragraph 7.3 – amended to reflect reasonable adjustments
- 12 Paragraph 7.9 deleted and replaced with previous paragraph 7.10
- 13 New section 8 to reflect online checks required under KCSIE 2022
- 14 New section 9 to reflect all pre-employment checks and latest legal position
- 15 Updated section 10 to include reference to single central record under record retention and clarify the position regarding retention of DBS and criminal record information
- 16 New section 11 to set out monitoring of policy
- 17 New section 12 to outline position on equality impact assessment

1. Purpose

- 1.1 The Trust is committed to ensuring that the recruitment of staff who work for our schools and central services is conducted in a fair, transparent and consistent manner.
- 1.2 This policy sets out the guiding principles for recruitment which should be adhered to by all Trust staff when appointments are made. It is recognised that there will be situations where a swift recruitment process is required due to service needs, however, in all cases the Trust expects the principles of this policy to be followed. All decisions taken should be capable of standing up to external scrutiny and objective justification.

2. Policy Aims

- 2.1 Our vision is to provide an outstanding education for pupils within the Trust's schools. To deliver this our aim is to ensure we recruit the best people based on their skills, abilities and suitability for the role. All applicants for any position must be assessed objectively on their individual merits, in accordance with the Trust's equal opportunities policy.
- 2.2 To provide a clear framework for the recruitment of all vacancies, both teaching and support staff, in the schools or central services of the Trust whether internally or externally advertised.
- 2.3 To ensure all applicants for jobs at the Trust will be considered fairly and consistently in accordance with relevant employment legislation, education legislation and Minerva Learning Trust policies.
- 2.4 All recruitment should take place in a manner which ensures the Trust maintains its commitment to safeguarding and the welfare of our pupils through compliance with the DfE guidance for Keeping Children Safe in Education, safer recruitment and appropriate pre-employment vetting checks.

3. Links to other Documents

- Keeping Children Safe in Education (2022)
- Trust Pay Policy
- Trust Record Retention Policy
- Trust Equality and Diversity Policy
- School Teachers Pay and Conditions Document
- NJC Local Terms and Conditions Document
- Trust Managing Employee Health and Absence Policy
- Trust Standard Operating Procedures and templates (Internal documents)

All documents, other than internal procedures and templates, are available from the Headteacher's PA or Trust Central HR Team.

4. Roles and Responsibilities

4.1 Trust Board

- 4.1.1 Responsible for approval of this policy and monitoring the effectiveness of implementation in accordance with the relevant legislation and statutory guidance.
- 4.1.2 Responsible for the recruitment and appointment of the Chief Executive Officer and Headteacher's within the Trust.
- 4.1.3 Responsible for the approval of the Central Team staffing structure.

4.2 The Chief Executive Officer

- 4.2.1 Responsible for ensuring that staff recruitment is undertaken across the Trust in accordance with this policy and relevant legislation including carrying out appropriate checks in accordance with Keeping Children Safe in Education.
- 4.2.2 Responsible for the quality assurance and audit of the recruitment process including monitoring to ensure appropriate vetting checks are completed and updated in the single central record.
- 4.2.3 Responsible for the recruitment of the Trust Executive and Central Team and Senior Leaders in schools and approval of the appointment of school staff.
- 4.2.4 Responsible for the approval of the staffing structure in the Trust schools.
- 4.2.4 Responsible for ensuring that those involved in recruitment have the necessary skills, training and knowledge of effective selection processes.

4.2.5 Responsible for confirming approval to recruit in line with Trust standard operating procedures.

4.3 Headteachers, Senior Leaders and Managers

4.3.1 Responsible for following the Trust policy and standard operating procedures for recruitment including seeking approval to recruit, creation of job descriptions, person specifications, adverts and recruitment packs, and decisions to appoint.

4.3.2 Ensuring that the recruitment panel has the appropriate skills, knowledge and experience to fulfil the role and includes at least one member of the School Leadership Team or the Trust Executive Team, in the case of central team appointments, and must have at least one member who has attended safer recruitment training within the last three years.

4.3.3 Responsible for ensuring that the salary offer for the successful candidate is made in line with the Trust Pay Policy and information on the application form regarding current or prior earnings is checked with the relevant employer before any offer is made.

4.3.4 Responsible for maintaining confidentiality during the recruitment process and ensuring that accurate records are completed and retained securely for a period of 6 months in accordance with the General Data Protection Regulations 2018 (GDPR) and the Trust Record Retention Policy.

4.3.5 Responsible for ensuring that all steps are taken to treat candidates fairly and make reasonable adjustments to support anyone with protected characteristics to enable them to take part in the recruitment process without discrimination.

4.4 Local Governors

4.4.1 Responsible for participation and contribution to the appointment of the Headteacher in collaboration with the Trust Board.

4.4.2 Responsible for receiving information regarding the school staffing structure and assessing the impact of changes on outcomes for the school.

4.5 Human Resources

- 4.5.1 Support delivery of the Trust standard operating procedures to approve requests to recruit and place appropriate adverts.
- 4.5.2 Provide advice and guidance to support the recruitment process, including provision of templates for recruitment packs, development of job descriptions and completion of job evaluation where appropriate, terms and conditions including salary levels and offers, and support for shortlisting and interviews where necessary.

5. Recruitment Packs

- 5.1 All advertised posts must have an up-to-date job description and person specification within the recruitment pack for candidates. The job description must make clear the safeguarding requirements of the role.
- 5.2 The person specification will set out the minimum skills, knowledge and experience required by someone to enable them to fulfil the duties required in the job description. Criteria should be objective and non-discriminatory. Shortlisting must be undertaken with reference to the person specification.
- 5.3 The recruitment pack should contain information about the Trust, the relevant school or service, links to the Trust safeguarding policies, and other details to encourage applications and enable candidates to make an informed choice about applying to work for the Trust.
- 5.4 The Trust application form must be completed by all candidates in line with Keeping Children Safe in Education. CVs must not be accepted unless accompanied by an application form.

6. Advertising

- 6.1 All permanent vacancies must be externally and internally advertised unless the Trust has agreed to ring-fence internally for operational or statutory reasons i.e. redundancy mitigation, fixed-term contract extensions, business efficiency, or as part of a talent development programme. Temporary vacancies will normally be advertised externally and internally unless the contract period is short-term and there is a business case for internal recruitment only.
- 6.2 Where someone is on a temporary or fixed term contract which the Trust wishes to make permanent, the post may be advertised openly or the current postholder confirmed in post depending on the needs of the Trust. However, this may only be actioned where the current postholder had previously applied for and been interviewed for the temporary post and the Trust is satisfied there is evidence to objectively justify it.

- 6.3 All adverts will confirm the Trust commitment to safeguarding and will avoid discriminatory terms or statements which may bring the Trust into disrepute or liable for claims under the Equality Act 2010. Adverts must avoid specifying requirements for the position which are potentially discriminatory on the grounds of age, sex, race, religion or belief, sexual orientation, pregnancy or maternity, gender re-assignment, marriage or civil partnership status, disability or trade union membership/non-membership as these can potentially discriminate either directly or indirectly.
- 6.4 All adverts and/or recruitment packs should clearly state the closing date for the vacancy, arrangements for visits to the school or the central team (where applicable), contact details for informal discussion and details of the planned recruitment process or potential dates.
- 6.5 All potential candidates will be required to complete the relevant Trust application form and submit this for consideration by the advertised closing date. The panel may choose to accept late applications provided shortlisting has not taken place. CVs will not be accepted, and no offers should be made to any candidate without a completed application form.
- 6.6 Applicants will be asked to complete a Diversity, Equality and Inclusion form as part of their application. This information will be separated from the application form and will be used for monitoring purposes only. The information will not play any part in the selection process.

7. Recruitment Process

- 7.1 At least two members of the recruitment panel should carry out and document the shortlisting exercise using the Trust template for this purpose.
- 7.2 Shortlisting must take place based on the information in the candidate's application, including any covering letter or additional sheets, against the person specification. The Trust shortlisting template form must be used for all shortlisting exercises to ensure fairness and serve as a record should there be a request for feedback or challenge to the shortlisting process including employment tribunal. All forms should be retained in accordance with the Trust Record Retention Policy. It is acceptable to shortlist one candidate where there is only one applicant or they are the only applicant to match the criteria however the panel may choose to re-advertise to seek a wider field depending on the post.

- 7.3 Candidates should be invited for interview in writing and should be given sufficient notice of the arrangements to enable them to prepare, particularly where a presentation or other recruitment exercise is required. All interviews will be carried out on a face to face basis however, there may be occasions where the panel holds an interview via Microsoft Teams or alternative platform where a candidate is outside of the city or overseas. The candidate's identity must be verified during this process.
- 7.4 Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children, subject to Ministry of Justice guidance on the disclosure of criminal records. For this purpose, they should be sent the Rehabilitation of Offenders Act 1974 – Disclosure Form and should be asked to complete this and bring it to the interview in a sealed envelope. Under no circumstances should an offer be made to a candidate unless this form has been received and considered.
- 7.5 The recruitment panel must ensure that all arrangements for recruitment and selection activities consider equalities issues and do not place any individual or groups at a disadvantage or discriminate on the basis of the protected characteristics under the Equality Act 2010. All candidates should be asked whether there are any reasonable adjustments required to enable them to participate in the process.
- 7.6 All reasonable steps will be taken to ensure appointment decisions are free from any form of bias (conscious and unconscious) and will be based on merit determined by predetermined selection criteria and the individual's performance in the selection process.
- 7.7 The panel will ensure they have a core set of questions and activities for all candidates and these are applied equally and fairly to all. However, there may be supplementary questions asked of candidates to follow up their answers during the interview or where there may be discrepancies in their application or gaps in employment which need to be explored in accordance with safeguarding requirements.
- 7.8 The selection process for every post will include use of the Trust interview template and all candidates will be asked mandatory questions including the exploration of the candidate's understanding of safeguarding issues and Keeping Children Safe in Education, finding out what attracted the candidate to the post and their motivation for working with children, exploring their skills and ask for examples of experience working with children which are relevant to the role and probing any gaps in employment or frequent changes in employment or location and reasons for this.

- 7.9 No questions should be asked about the candidate's personal circumstances, even in small talk, which are not relevant to the position or requirements of the post. Likewise, no assumptions should be made about a candidate's willingness to undertake the role or specific duties.
- 7.10 The panel will ensure they make appropriate notes on the Trust interview template form and clearly record their decision making during the process to enable the Chair of the panel to provide constructive, verbal, feedback to unsuccessful candidates and ensure there is documented evidence of the process followed if a challenge is made. All notes and documentation will be returned by the panel to the Heads PA or Human Resources and retained securely in accordance with the Trust Record Retention Policy.
- 7.11 Where a vacancy has been re-advertised and a previous candidate is being considered, if the process has changed in any way (e.g. the make up of a student panel or different tasks) the previous candidate must be interviewed again alongside new candidates to ensure a fair process.

8. Online searches on shortlisted candidates

- 8.1 In line with Keeping Children Safe in Education, an additional safer recruitment check has been introduced with effect from 1st September 2022 and checks will commence in the Trust from January 2023. No retrospective checks should take place.
- 8.2 All candidates will be made aware of the requirement for this check to be completed during short-listing and will be asked to provide details of other names they may have used on-line for this purpose. The requirement is to search for any incidents or issues that have happened and are publicly available online. The search will rely on the internet search engine, Google, and we will only review social media content if it is publicly available. Only information in the public domain will be checked and recorded.
- 8.3 The on-line check will be carried out on shortlisted candidates, including internal candidates, prior to interview. The search will be undertaken by the Headteacher's PA or a member of SLT for school vacancies or the Trust Executive and Governance Assistant or a member of the Executive Leadership Team for central team vacancies provided they are not involved in the recruitment panel and will follow the Trust online search procedure. If they are involved in the recruitment panel, the check will be completed by a member of the Human Resources team.
- 8.4 A record of the completed check will be made using the Trust template form and will be shared with the Recruitment Panel Chair so that any disclosures may be considered during the interview process.

8.5 Information which may be a cause of concern would be:

- posts which are critical/hostile regarding the nine protected characteristics under the Equality Act 2010.
- posts which refer to or allude to previous activities of an unacceptable nature e.g. criminal activity
- posts that are unprofessional such as obscene language, inappropriate photographs or lifestyle choices e.g. drug use
- retweeted or shared posts which promote the views of people who hold and post racist/sexist/transphobic/misogynistic etc. messages
- anything that suggests the candidate may not be suitable to work with children

8.6 Any concerns regarding information found during an on-line search will be discussed with the candidate during the interview process and the candidate will have the opportunity to respond.

9. Pre-appointment checks

9.1 Employment history and References

9.1.1 Written references will be requested, using the Trust template, for all shortlisted candidates including internal applicants. At least one reference must be from the applicant's current or most recent employer and have been completed by a senior person with appropriate authority. The Trust reserves the right to seek references from the current employer even if the applicant has not listed them as a referee on their application form however the applicant will be spoken to about this before an approach is made. The Trust may also obtain a reference from the relevant employer from the period when the applicant last worked with children if they are not currently doing so.

9.1.2 There may be applicants who do not wish their current employer to be contacted unless they are successful at interview. In these circumstances, the Trust will not seek a reference until the candidate has been successful at interview and is the preferred candidate for the post. No job offer will be made until two satisfactory references have been received for the candidate.

9.1.3 Referees will be asked to confirm their relationship with the candidate, details of the candidate's current post and salary, their performance history and conduct including any disciplinary action or substantiated allegations involving the safety and welfare of children including whether or not the referee believes the candidate is suitable to work with children and young people.

- 9.1.4 The Trust will not accept open references, testimonials or photocopies of previous references in respect of the requirement for two satisfactory references.
- 9.1.5 Where a reference is provided from a candidate's previous employer, other than the CEO, Headteacher, Senior Manager, the Trust will ensure that they are contacted to verify the reference provided and confirm that the candidate is suitable to work with children and has not been subject to disciplinary or capability procedures.
- 9.1.6 Upon receipt of two satisfactory references, the Panel may make an offer of employment to the candidate however it must be clearly stated to the candidate that it is conditional upon satisfactory completion of all remaining pre-employment checks and receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service. On completion of all satisfactory checks, an offer of a contract of employment will be issued to the candidate.
- 9.1.7 If the panel does not have two satisfactory references, an offer may not be made however the Panel can inform the candidate they are the 'preferred candidate' for the post following the recruitment process but no offer can be made until checks are completed.
- 9.1.8 Offers of employment can only be made by those authorised to do so. Verbal offers have the same legal status as written offers therefore it is important that nothing is said to a candidate which has not been verified or is outside of Trust policies or terms and conditions. All information given to a candidate must be noted on the recruitment template and no salary offer should be confirmed until this has been checked and verified by Human Resources.

9.2 Identity

- 9.2.1 It is important to be sure that the candidate is who they claim to be. The identity of the candidate should be verified during the recruitment process and the Trust invitation to interview letter template clearly states the original documents which need to be brought to the interview to satisfy this requirement.
- 9.2.2 When checking the validity of identifying documents, the Trust will ensure that this is done in the presence of the holder. This can be a physical presence in person or via a live video link. In both cases, the Trust must be in physical possession of the original documents and cannot rely on the inspection of documents via live video link or faxed, scanned or photocopied documentation. The Trust cannot accept copies of documentation printed from the internet e.g. internet bank statements.

- 9.2.3 The Trust will request documents with photographic identity, such as a passport, and compare this with the candidate's likeness. The Trust will not accept documents that are not in the candidate's current name as recorded on the application form.
- 9.2.4 The Trust will ensure that the candidate declares all previous name changes and provides documentary evidence to support the name change. If the candidate is unable to provide evidence to support the name change, the panel will hold a discussion with the candidate about the reasons why and document this. The Trust will always aim to check the name on the candidate's birth certificate in order to validate their identity.
- 9.2.5 All documentation provided by the candidate must be recent and within a three month period.

9.3 Enhanced DBS check

- 9.3.1 An enhanced DBS check must be obtained, via the applicant, including the children's barred list information for those who will be engaging in regulated activity with children).
- 9.3.2 Employees will not be allowed to work in the Trust until a satisfactory DBS check has been received. In exceptional circumstances, an employee may be allowed to start earlier, provided the Headteacher or member of the Executive Team has carried out a risk assessment, obtained a separate children's barred list check and all other relevant checks have been completed. The Trust risk assessment template must be completed and signed off by the Trust HR Team before the individual starts work in the Trust.
- 9.3.3 Where criminal convictions have been disclosed by an applicant or listed on a DBS check, the panel will consider the following before reaching a decision whether to appoint to the post or not:
- the seriousness and relevance to the post which they have applied for
 - how long ago the offence occurred
 - the country where the offence occurred
 - whether it was a one-off incident or a history of incidents
 - the circumstances around and at the time of the incident
 - whether the individual accepted responsibility for what happened
 - whether the offence has been decriminalised
 - whether there is a risk to the reputation of the Trust and confidence from the community

9.3.4 The applicant will be offered the opportunity to discuss their declaration or information received through the DBS process before a decision is made. The outcome of the discussion will be recorded on the Trust risk assessment form for disclosures and retained on the candidate personal file if they are appointed. Where a decision is taken not to appoint because of their convictions, the information will be retained with the recruitment documentation in accordance with the Trust record retention policy.

9.4 Mental and Physical Fitness

9.4.1 The candidate's mental and physical fitness to carry out their work responsibilities must be verified in line with the Education (Health Standards) (England) Regulations 2003. The Occupational Health referral form should be completed by the applicant and submitted to the Occupational Health Nurse for review. In line with Section 60 of the Equality Act, the panel may ask questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role and any reasonable adjustments, after the offer of employment has been made unless there are elements which are intrinsic to the job e.g. candidates for a job as a driver can be asked if there are any health restrictions on their ability to drive.

9.4.2 Where there are specific health requirements, these should be made clear during the advertising process and in the recruitment pack to enable prospective candidates to consider whether their health would prevent them from fulfilling the role even if reasonable adjustments were put in place.

9.5 Right to Work in the UK

9.5.1 The Trust must obtain evidence that a candidate has the right to work in the UK by either conducting a manual document based check or by using the Government's online portal. Biometric residence cards or permits are no longer acceptable. The right to work check must be done before a candidate is offered a position.

9.5.2 When conducting a manual, document based check, the Trust will ensure that the documents received from the candidates are acceptable in line with government guidance and from the appropriate list: [List A](#) for candidates with a permanent right to work in the UK or [List B](#) for candidates with a temporary right to work in the UK.

9.5.3 The Trust will not make assumptions about a person's right to work in the UK, or their immigration status, and all candidates, including British citizens, must have their right to work checked.

- 9.5.4 Where a candidate's right to work is time-limited, the Trust will conduct a follow up check in advance of its expiry.
- 9.5.5 The Trust will contact the Home Office in the event that a statutory excuse must be established where a candidate has an outstanding right to work application, administrative review or appeal or if their immigration status requires verification by the Home Office.
- 9.5.6 Applicants from overseas, including those from the European Economic Area (EEA), Norway, Iceland, Liechtenstein and Switzerland, need a visa or other immigration status allowing them to work in the UK unless they have been granted status under the EU Settlement Scheme.
- 9.5.7 Applicants will have the right to work in the UK if they:
- are Irish citizens
 - have settled or pre-settled status under the EU Settlement Scheme
 - have indefinite leave to remain in the UK
- 9.5.8 Most other applicants will need a '[skilled worker visa](#)', which the Trust would have to sponsor. The Trust does not currently hold an employer licence to sponsor such applicants and advice should be sought from Human Resources before shortlisting and interview if an applicant requires sponsorship.
- 9.5.9 Applicants with the following visa or immigration status do not need to be sponsored and can be employed by the Trust:
- [Graduate visa](#): allows permission to stay in the UK for at least 2 years after successfully completing an eligible course in the UK
 - [High potential visa](#): allows permission to stay in the UK for at least 2 years after the award of a qualification by an eligible university in the last 5 years
 - [Youth mobility scheme visa](#): can apply to live and work in the UK for up to two years if you are aged between 18 and 30, have £2530 in savings and have certain types of British Nationality or from certain eligible countries or territories.
 - [Family](#), [UK Ancestry](#) and [British National \(Overseas\)](#) visas
- 9.5.10 People who have permission to live in the UK as a dependent (usually partner or child) of someone on a student visa or a skilled worker visa will not need to be sponsored. They can work without a sponsor for the duration of their partner's or parent's visa.
- 9.5.11 Further information and guidance on UK visas can be found on the [Check UK Visa](#) website.

9.6 Overseas Checks

- 9.6.1 For candidates who have lived or worked outside the UK, all mandatory checks outlined in this policy will be carried out, along with additional checks where appropriate, including an enhanced DBS certificate with barred list information for those engaging in regulated activity, even if they have never been to the UK before.
- 9.6.2 The Trust should make further checks as appropriate so that any relevant events that occurred outside the UK can be considered. This is in line with Keeping Children Safe in Education guidance at paragraphs 280 to 285. Following the UK's exit from the EU, the Trust will apply the same approach for any individuals who have lived or worked outside the UK regardless of whether or not it was an EEA country or the rest of the world.

9.7 Professional Qualifications

- 9.7.1 Where appropriate and required for the role, professional qualifications must be evidenced and verified. The Teaching Regulation Agency (TRA) employer access service will be used to verify any award of Qualified Teacher Status (QTS) and the completion of teacher induction or probation.
- 9.7.2 Original documentation must be seen and verified as part of the recruitment process.
- 9.7.3 Teachers who qualified outside of the UK can work in English schools for up to four years without QTS. The Trust will require evidence of QTS at the earliest opportunity and no later than the four year exemption period. Teachers will be paid on the unqualified teacher scale until evidence of QTS is provided. Further guidance about obtaining QTS can be found on the [Gov.uk](https://www.gov.uk) website.

9.8 Section 128

- 9.8.1 Candidates who are taking up a management position within the Trust must be checked to ensure they are not subject to a section 128 direction made by the Secretary of State. A section 128 check can be disclosed when making an enhanced DBS check with children's barred list requested or by carrying out a check through the TRA employer access service.
- 9.8.2 A Section 128 check will be required for Trustees and Local Governors within the Trust.

9.9 Childcare disqualification

9.9.1 The childcare disqualification arrangements apply to staff working with young children in childcare settings including primary schools. The arrangements predominantly apply to staff working with children aged 5 and under, including reception classes, but also apply to those working in wraparound care for children up to the age of 8 such as breakfast clubs and after school care. The Trust will carry out appropriate checks during recruitment in respect of candidates who will be required to work in such provisions.

9.10 Prohibition checks

9.10.1 The Trust will make sure that any applicant to be employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State for prohibition checks or any sanction or restriction imposed by the GTCE before its abolition in March 2012.

9.10.2 Teaching work, as defined in the Teachers' Disciplinary (England) Regulations 2012, is planning and preparing lessons and courses for pupils, delivering lessons to pupils, assessing the development, progress and attainment of pupils and reporting on the development, progress and attainment of pupils. Support staff who undertake 'teaching work' and are not subject to direction and supervision of a qualified teacher e.g. Higher Level Teaching Assistants, Curriculum Specialists, are subject to prohibition checks.

10. Recruitment of other individuals

10.1 Volunteers

10.1.1 For all volunteers, the Trust will consider whether or not they are in regulated activity and obtain either a DBS certificate or enhanced DBS certificate depending on the activity and level of supervision.

10.1.2 All unsupervised volunteers engaging in regulated activity will be required to provide the school with an enhanced DBS check with a barred list check.

10.2 Agency and third-party staff

10.2.1 In the case of any individual working in the Trust who is sourced from an agency or third-party organisation, written confirmation must be obtained from the organisation that the same checks that the Trust would complete for employment have been completed. This includes written confirmation that an enhanced DBS check and, where required, a barred list check has been obtained by the agency or third-party organisation.

- 10.2.2 Where the agency or third-party organisation has obtained an enhanced DBS certificate which discloses any matter or information, or any information was provided to the business, the Trust must obtain a copy of the certificate from the agency.
- 10.2.3 In all cases, the school or central team, must check that the person presenting themselves for work is the same person on whom checks have been made.
- 10.2.4 Details of the individual should be added to the Single Central Record for the period of work in the Trust.
- 10.2.5 Where it is intended to secure the services of an individual from an agency or third-party organisation for an assignment longer than two weeks, the Trust approval process must be followed before the individual is engaged to provide the service.

10.3 Trainee and student teachers

- 10.3.1 The Trust must ensure that all necessary checks are carried out including enhanced DBS certificates and barred list checks, for all salaried candidates engaged in regulated activity.
- 10.3.2 Trainee teachers who are fee funded should have their checks carried out by the initial teacher training provider. The Trust must obtain written confirmation from the provider to confirm that it has carried out all pre-appointment checks and has been judged by the provider to be suitable to work with children.
- 10.3.3 Whilst there is no requirement to record details of fee-funded trainees on the single central record, the Trust will include this information on the tab for ITT students.

10.4 Contractors

- 10.4.1 Contractors are not recruited directly by the Trust however in the contract arrangements, the Trust will ensure that any contractor or employee of the contractor has obtained a suitable level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate including barred list information. All other contractors, who are not engaging in regulated activity but whose work provides them with an opportunity for regular contact with children, an enhanced DBS will be required. Under no circumstances will a contractor be allowed to work unsupervised or engage in regulated activity if an appropriate check has not been obtained.
- 10.4.2 If a contractor is self-employed, the Trust will consider obtaining the DBS check for them as they are not able to make an application directly to the DBS on their own account.

10.4.3 The identity of all contractors should be checked on arrival on a Trust site.

11. Retention and Security of Records

- 11.1 The Trust takes seriously all obligations under the General Data Protection Regulations 2018 and expects all those involved in recruitment within the Trust to ensure they are operating within these requirements when processing or storing recruitment information.
- 11.2 The Trust and its schools will store securely all application forms and other recruitment documentation containing personal data and will retain these for six months from the date of completion of the recruitment process. All information will be securely destroyed after this period has passed.
- 11.3 The application form and other documentation in respect of the successful candidate will be retained on their employee personnel file and maintained in accordance with the Trust data security and record retention arrangements. This may be as a hard copy or in a scanned format which cannot be manually altered e.g. PDF document
- 11.4 The details of the successful candidate and pre-employment checks conducted will be added to the Single Central Record for Minerva Learning Trust and/or the relevant school.
- 11.5 The Single Central Record template for the Trust will be used in all settings and must be maintained in accordance with the guidance in Keeping Children Safe in Education 2022. It must include all staff, teacher trainees, agency and third-party supply staff and all Members, Trustees and Local Governors of the school. The details of an individual should be removed once they no longer work or volunteer in the Trust or school.
- 11.6 The Trust does not have to retain copies of DBS certificates in order to fulfil the duty of maintaining the single central record. Where a copy is retained, there must be a valid reason for doing so and it should not be retained for longer than six months. Where information is destroyed the Trust will keep a record of the fact that vetting was carried out, the result and the recruitment decision taken. The Trust may retain details of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number and the details of the recruitment decision taken.
- 11.7 A copy of documents used to verify the successful candidate's identity, right to work and required qualifications should be kept on their personnel file.

12. Complaints

- 12.1 Complaints from prospective candidates or unsuccessful candidates will be managed through the Trust complaints procedure and, in the first instance, should be raised with the Trust HR and Governance Director via hr@minervalearningtrust.co.uk
- 12.2 Existing employees may raise concerns through the Trust grievance procedure or whistleblowing policy to raise any concerns.
- 12.3 Concerns regarding data security or GDPR should be raised with the Trust Data Protection Officer via toby@edudatapro.com

13. Monitoring and Evaluation

- 13.1 The Trust Board and Local Governing Bodies will monitor the implementation and outcomes of this policy on a regular basis and consider decisions taken, equality impact and any trends in action being taken in respect of employees with protected characteristics.
- 13.2 The policy will be reviewed and updated, in consultation with the recognised trade unions, on an annual basis unless there are statutory or organisational changes which mean an earlier review is required.

14. Equality Impact Assessment

- 14.1 The Trust will carry out Equality Impact Assessments in order to ensure that policies, procedures and practices cater for individuals who share protected characteristics in relation to the Equality Act 2010. The purpose of these assessments is to ensure that policies, procedures and practices within the organisation are fair to all. If unfairness is highlighted, the assessment will also seek to show how this can be changed and, where it can't be changed, how it can be improved. Equality Impact Assessments will be available via the Trust website and shared with trade union colleagues during consultation.