



inspiring the journey for
independence together

Recruitment and Selection Policy

Non-Statutory

Reviewed every Two years

Signed:  (Chair of the Trust)

Date: February 2026

Review Date: February 2028

1. Policy statement

The safe recruitment of staff employed by Rivermead Inclusive Trust is the first step to safeguarding and promoting the welfare of the children in education. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

The Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from different backgrounds with different skills and abilities. The Trust is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The Trust will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, gender reassignment, pregnancy, marital status, disability, race, colour, nationality, ethnic origin, religion or creed. This document provides a good practice framework to comply with the principles set down in the school's Equality Policy.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS). Rivermead Inclusive Trust complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

Rivermead Inclusive Trust undertakes not to discriminate unfairly against any subject of a criminal record check based on a conviction or other information revealed.

The Trust can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

The Trust is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position.

The Trust will:

1. ensure that appropriate staff who undertake recruitment have received safer recruitment training and successfully completed safer recruitment training assessment.
2. work towards ensuring every appointment panel consists of three members with at least one member who has received safer recruitment training
3. implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
4. keep and maintain a single central record of recruitment and vetting checks in line with DCSF requirements
5. ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The Trust will monitor the compliance with these measures.
6. require staff who are convicted or cautioned for any offence during their employment with the Trust to notify the school, in writing of the offence and the penalty.

The following pre-employment checks will be undertaken:

- Receipt of at least two satisfactory references, one of which will be from the former or most recent employer
- Verification of the candidate's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006
- A list 99 check
- A satisfactory DBS clearance
- Verification of the candidate's medical fitness
- Verification of qualifications
- Verification of professional registration as required by law for teachers
- Verification of successful completion of induction period (for those who obtained QTS after 7 May 1999)

2. Roles and Responsibilities

It is the responsibility of the Trustees to:

- Ensure the Trust has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DCSF guidance and legal requirements

- Monitor the Trust's compliance with them

It is the responsibility of the CEO and other managers involved in recruitment to:

- Ensure that the Trust operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who are employed by the Trust
- To monitor contractors' and agencies' compliance with this document
- Promote welfare of children and young people at every stage of the procedure

It is the responsibility of all potential and existing workers, including volunteers to comply with this document.

It is the responsibility of all contractors and agencies to comply with safe recruitment pre-employment checks.

It is the responsibility of the school's HR Manager to deal with the administration of the disclosure system for the Trust

In accordance with the School Staffing Regulations, the Local Advisory Board has delegated responsibility to the Headteacher to lead in all appointments outside of the leadership group

3. The Procedure

3.1 Advertising

To ensure equality of opportunity, the Trust will advertise all vacant posts to encourage as wide a field of candidates as possible, normally this will entail an external advertisement. However, where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement may be considered appropriate.

3.2 Applications

The form – The Trust uses a standard application form. CVs will not be accepted (CV's will be accepted only as an adjunct to the application form.)

The Trust requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.

Applicants should be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies (eg: General Teaching Council for England).

3.3 References

References for shortlisted candidates will be sent for immediately after shortlisting. The only exception to this is where candidates have indicated on their application forms that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any offer of employment being made. One reference will be sought prior to interview wherever possible. References must be in writing and be specific to the job for which the candidate has applied - open references or testimonials are not acceptable.

The Trust will not accept references from relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source will be acceptable. Reference requests are made on the attached exemplar pro forma and specific information is required regarding the relationship of the referee to the applicant and their suitability for working with children.

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview. Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and which no further issues have been raised, are not likely to cause concern. More serious or recent concerns or issues (are more likely to cause concern but should be considered carefully. A history of repeated concerns or allegations over time is also likely to give cause for concern.

3.4 Self-declaration of convictions by job applicants

The Trust can only ask an individual about convictions and cautions that are not protected.

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

3.5 Interviews

The selection process will always include the following:

- Face to face professional interview, with a panel of three people, including a question related to safeguarding children (in line with Safer Recruitment Training)
- Young people panel / activity with children

3.6 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 in line with those set out in The Immigration, Asylum and Nationality Act 2006. Similar information is also required to undertake a Criminal Records Bureau check on the preferred candidate. Short-listed candidates will also be required to provide 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 NARIC will also be required.

Proof of identity and other documentation will be verified by the chair of the panel / Headteacher.

3.7 Commencement of Employment prior to DBS check being received

In unusual circumstances it is permitted to commence employment prior to receiving a DBS check. However, a List 99 check and risk assessment must be completed and the member of staff must be shadowed in the workplace

3.8 Employment Offer

It may be possible to negotiate a provisional start date with the preferred candidate, however, with the exception of DBS disclosures, the checks detailed above must all be completed BEFORE a person's appointment is confirmed. In the case of DBS disclosures, the certificate must be obtained before or as soon as practicable after appointment.

Once all pre-employment checks have been satisfactorily completed / received, an offer of employment will be made and the contract of employment issued.

3.9 Record Retention / Data Protection

Under the data protection act 2018 Rivermead Inclusive Trust takes the retention and perception of personal data serious (PLEASE REFER TO THE SCHOOLS DISPOSAL OF DOCUMENTS POLICY).

3.10 Personal file records

From January 2008, the school will retain the following information which will make up part of the personal file, for the successful candidate:

- Application form
- References
- Disclosure of convictions form
- Proof of identification
- Proof of academic qualifications
- Proof of registration with General Teaching Council (for teaching staff)
- Certificate of Good Conduct (where applicable)
- Evidence of medical clearance from Occupational Health (where applicable)
- Evidence of the DBS clearance (ie: the notification form from EPM or the DBS certificate reference number, NOT the actual DBS form or certificate)
- Checks of right to work in the United Kingdom

3.11 Single Central Record of Recruitment Vetting Checks

In line with DCSF requirements, the school/Trust will keep and maintain a single central record of recruitment and vetting checks. The central list will record all staff who are employed within the Trust, 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
- Additionally, for those applying for teaching posts, registration check with the GTC where appropriate
- Section 128 checks on Management/Teachers/Governors
- Checks of right to work in the United Kingdom
- List 99 checks
- DBS Enhanced Disclosure
- Further overseas records where appropriate

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

In order to record supply staff provided through an agency on the record, the school will require written confirmation from the supply agency that it has satisfactorily completed the checks described above. The school does not need to carry out checks itself except where there is information contained within the disclosure. However identity checks must be carried out by the school to check the person arriving is the person the agency intends to refer to them.

3.12 Probation periods

If they are a new entrant to the Trust, or new to role, or have had a break from continuous employment, the appointment is subject to a satisfactory probationary period of a minimum of six months from the commencement of their employment. During the probationary service, they will be expected to establish their suitability for the post.

Rivermead inclusive trust operates a 3-month probationary meeting to ensure that our staff are making progress and are happy with the working environment.

3.13 Keeping Children Safe in Education

School staff will be given a copy of the latest DCSF guidance on Keeping Children Safe in Education and asked to sign a declaration that they have read and understood the document and will follow the guidelines required to maintain professional boundaries at all time.

The Trust has a specific safeguarding- related whistle policy which forms part of the school's Child Protection Policy and which has been disseminated to all staff and volunteers.

The Trust adopts a culture of vigilance where all concerns are listened to and taken seriously.

The Trust will follow DCSF and Medway Safeguarding Children Board allegations procedures and refer any allegation for initial consultation with the Local Authority Designated Officer.

4. Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.