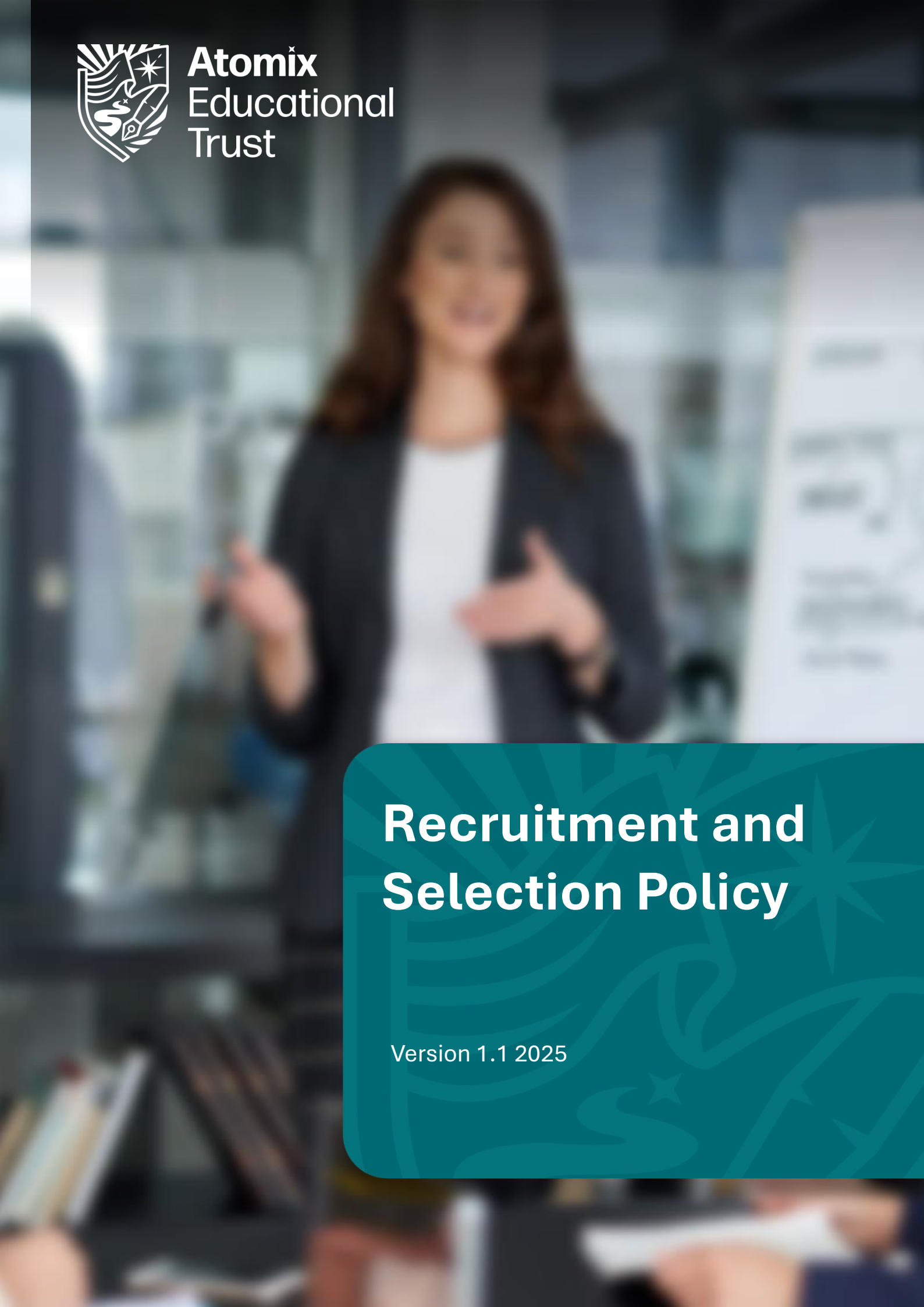


Atomix Educational Trust

Recruitment and Selection Policy

Version 1.1 2025

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1. Introduction

Our recruitment and selection process is vitally important in ensuring that the best possible person is appointed.

It is our policy to recruit people fairly with the necessary skills, experience and qualifications to deliver the Trust objectives and who have the ability to make a positive contribution to the values and aims of the Trust. The best person for each vacancy will be recruited, regardless of sex, race, religion or belief, age, sexual orientation, gender re-assignment, marriage and civil partnership, pregnancy and maternity or disability (the 'protected characteristics').

Internal applicants will be encouraged to apply for promotion opportunities within the Trust

All information relating to applications must be treated in strict confidence, only being disclosed to those directly involved in the recruitment and selection process. Where details of an applicant relate to Equal Opportunities monitoring, this must be separated from the main application form before the selection process commences.

This recruitment policy is in place to ensure the Trust adhere to the following legislation:

- Protection of Freedoms Act 2012
- Human Rights Act 2010
- Safeguarding & Vulnerable Groups Act 2006
- Police Act 1997
- Rehabilitation of Offenders Act 1974
- Terrorism & Extremism Act 2015 (Guidance for Public Sector)
- Equalities Act 2010
- Keeping children safe in education – Statutory guidance for schools and colleges

2. Safer Recruitment

Atomix Educational Trust (the Trust) is committed to safeguarding young people and vulnerable adults who enrol on learning programmes with the Trust

The Trust will ensure that safer recruitment procedures are implemented by undertaking relevant checks for those working with children and adults who are undertaking regulated activities.

The full, legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, as amended (in particular, by the Protection of Freedoms Act 2012).

All new employees of the Trust will be expected to undertake an Enhanced DBS Check, unless already registered on the DBS Update Service.

It is a condition that applicants must complete all sections of the application form. Where an Exception Order under the Rehabilitation of Offenders Act 1974 applies to the post, this should be indicated in the advert. The Trust policy on recruiting Ex-Offenders is available for potential applicants.

The Trust will treat all applicants fairly and we will not discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.

All shortlisted applicants will be asked to complete a 'Self Declaration Form' which requests details of cautions or convictions which are not 'protected under the Rehabilitation of Offenders

Act 1974 in England, Scotland and Wales. Any declarations will be discussed with shortlisted candidates at interview.

Any previous convictions will be thoroughly assessed before an offer of employment is confirmed. We will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. Unless the nature of the position allows the Trust to ask questions about an entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974

All applications will be scrutinised to ensure that they are fully and properly completed, that the information provided is consistent, does not contain any discrepancies and to identify any gaps in employment. CVs, by themselves, will not be accepted and any incomplete applications will be returned for completion. This is in line with Safeguarding best practice.

The Trust reserves the right to seek clarification on any information provided from either the applicant or referee.

3. Recruitment and selection process

The flowchart in appendix 1 shows the recruitment and selection process.

The recruitment and selection process will involve a selection panel made up of a minimum of two managers, at least one of which will be a member of SLT and at least one of whom will have completed Safer Recruitment Training.

Staff or governors involved in making recruitment and selection decisions should declare to the CEO where there is any potential conflict of interest and/or any close personal relationship with one or more candidates, including those declared by candidates. Close personal relationships include:

- Partners/spouses
- Members of the immediate or partners'/spouses' families (including parents, brothers, sisters, cousins, nephews, nieces, uncles, aunts and grandparents)
- Close friends
- Anyone else who may be, or perceived to be, in a position to influence the recruitment process (if in doubt, relationships should be declared)

Staff and governors must declare and be disqualified from being involved (directly or indirectly) in the recruitment and selection decision making process where a candidate is either his/her partner/spouse or a member of his/her immediate or partners'/spouses' families (including parents, brothers, sisters, cousins, nephews, nieces, uncles, aunts and grandparents)

Where there are close friends and/or anyone else who may be, or perceived to be, in a position to influence the recruitment process, these should also be declared to the CEO, who should then decide whether they also merit disqualification. Non disclosure of close relatives and close friendships by a member of staff may lead to disciplinary action being taken.

3.1 Recruitment Authorisation

A Recruitment Authorisation Request must be submitted and approved via SAMPeople Recruitment – Vacancy Approval Request – before a vacancy can be advertised. The request must be supported by a detailed business case, and include the following information:

- an up to date job description and person specification.

- Basic details about contractual arrangements e.g. full time/if part time number of hours/term time only, permanent/temporary/fixed term, casual, job-share secondment etc.
- Details of the salary scale
- Sufficient detail of the duties and qualities required in order for the reader to be able to decide whether they should apply for the post, including the required skills, abilities, experience, attitude and behaviours.
- Closing date and time.
- Date for interviews, where this has been determined.

3.2 Advertising

A range of recruitment methods may be used depending on the vacancy which will include use of websites, advertisements in newspaper, publications, journals, or any other appropriate method.

All employees who receive queries regarding recruitment from the public should refer them to Human Resources.

Generally, all vacancies will be advertised to external applicants as well as existing employees of the Trust to promote open competition, avoid indirect discrimination and to attract a wider field of applicants to select from.

Exceptions **will** be made in the following circumstances and for the following reasons:

- Where there is an existing employee within the Trust who must be considered for redeployment because they are under notice of dismissal or at risk of dismissal on grounds of redundancy, ill-health, capability, conduct (except gross misconduct), contravention of a statutory enactment or for some other substantial reason and the vacancy may be suitable alternative employment; or
- Where an internal review process has decided that the appropriate method of appointment to the post is “ringfencing” or “slotting in”.

Exceptions **may** be made in the following circumstances and for the following reasons:

- Where a current temporary incumbent has a legitimate legal claim on a post it may be necessary to make that appointment without competition;
- Where an employee asks to “step down” to a lower-graded job;
- Where the vacancy can be filled without advertising by transferring an employee from another post within the Trust at the same grade (if more than one person is interested in transferring, a selection interview will take place);
- Where a post is already covered by job sharing and one of the sharers leaves as the remaining sharer can be offered the option of holding the post full-time;
- Where it would be impracticable and/or unreasonable to undertake the normal recruitment process e.g. short term ‘acting-up’ arrangements where an internal advertisement only would be appropriate or, engaging supply staff or
- Where a similar post has recently been advertised and it would be reasonable to shortlist from the same pool of candidates. In determining reasonableness, it will be necessary to take into account the similarities and differences between the two posts (e.g. hours, permanency, grading, responsibilities, duties etc), whether candidates are likely to perceive the two posts as being similar, the overall standard of applications, how recently the advertisement was placed etc.

The following information will also be included on the advertisement:

- Salary details and any allowances, including their cash value, and grade where appropriate. Where a support staff post is term time only, the actual pro-rata salary.
- Staff benefits information

- How to obtain an application form and further details (postal and web/e-mail address) and where to return the application form (postal and web/e-mail address).
- Trust and College/School logos
- Equality statement.
- Safeguarding requirements, including the Trust's statement on its commitment to safeguarding and promoting the welfare of children and young people.

3.3 Receipt of Applications

All applicants will be required to use the Trust's standard form of application and return the completed document to HR@atomix.ac.uk.

CVs will not be acceptable as an alternative to the application form, and simply completing the application form by referring to the CV rather than inserting the details requested will not be acceptable.

When the application form is returned it will be logged accordingly and personal details, any safeguarding information and equality monitoring information will be removed so it will not be seen by anyone involved in the selection process. It is the responsibility of Human Resources to ensure that this happens, and to report on the data to ensure equality & fairness of the recruitment and selection process.

The Trust will not usually consider late applications so only exceptional circumstances will merit even basic consideration. The reasons for accepting late applications will be recorded.

3.4 Short listing

Short listing will be carried out to assess applications against the job description and person specification and to produce a short list of people to interview.

The shortlisting panel will consist of a minimum of 2 people. All members of the panel will be aware of the statutory obligations and regulations applicable to recruitment and selection and will abide by the equalities law.

The panel will meet to discuss each application against the criteria contained in the person specification which are measurable from the application, and an objective assessment made of the degree to which it meets the criteria. The use of a selection matrix will ensure that the process is carried out in a systematic manner.

Any criminal record disclosed by the applicant should not be taken into account in the shortlisting process. Only if an applicant is shortlisted should the confidential disclosure be opened so that it can be discussed with the applicant at interview.

All applications received by the closing date will be considered at the shortlisting stage. Any late applications will also be considered having regard to section 3.3.

At least two references will be taken up in advance of interviews for all shortlisted candidates, and an online search will be carried out for any information publicly available to identify any incidents or issues, related to suitability to work with children, that may need to be raised or clarified at interview.

Shortlisting will take place on the basis of the candidate information provided. Qualifications will be verified at the appointment stage.

Candidates will be advised that only those shortlisted will be contacted.

3.5 Reasonable Adjustments

As a Disability Confident Employer, all disabled candidates who meet the minimum criteria for a post will be offered an interview. By 'minimum criteria' we mean that the applicant must provide us with evidence in the application form which demonstrates that they generally meet the level of competence required for each of the essential criterial specified in the person specification for the role. The application will be considered like all others, by measuring it against the criteria as set out in the job description and person specification.

Details of any reasonable adjustments required at interview should also be provided. Where applicants indicate they need any practical arrangements, equipment or aids if invited to interview these will be discussed in detail with the applicant, if shortlisted, and appropriate arrangements made.

3.6 References

All shortlisted applicants must provide two referees. References will be sought and obtained directly from the referees, on all shortlisted applicants, including internal applicants where appropriate. Testimonials and open references will not be accepted as an alternative to confidential references.

One referee must be the current or most recent employer unless the applicant has not previously been employed. If the referees provided do not include the current or most recent employer, the Trust will reserve the right to request a reference from the current or most recent employer and will notify the applicant of their intentions prior to doing so. Wherever possible, the Trust will obtain a reference relating to a previous role in which the applicant worked with children or young people.

The following points should also be considered:-

(1) Current or previous employers should not be approached without the candidate's permission.
(2) Information obtained through a referee should be treated as strictly confidential.

The Trust will not approach a current employer for references, unless the candidate has given express permission to do so, until after an offer of employment has been made.

References will, wherever practicable, be obtained before interviews so that any issues of concern they raise can be explored further with the referee and taken up with the candidate at interview. Any offer will be subject to the receipt of satisfactory written references.

On receipt of the subsequent reference any concerns must be resolved satisfactorily before the appointment is confirmed.

3.7 Interview

Constitution of interview panels and the use of other selection methods will be in accordance with Section 3. External experts or colleagues from partnerships may advise the panel but cannot be involved in the final decision.

The interview process will consist of a range of selection methods relevant to the role, such as interviews, skills tests and lesson observations, which are suitable for assessing both the essential and desirable criteria in the person specification. Reasonable adjustments must be made for disabled persons where the assessment method would put them at a disadvantage.

Interview questions and the structure of the interview process will be consistently applied to all candidates. Where relevant, discussion will take place regarding; gaps in employment, discrepancies between the application form and reference details, any concerns arising from the information provided by a referee and information provided on the Self Declaration form.

If references have not been received before the interview, the applicant must be asked at interview if there is anything s/he wishes to declare or discuss in light of the questions that have been put to the referee. References will be available to the panel at the decision making stage.

Appropriate questions will also be asked to assess the applicant's suitability to work with children or young people relevant to the post, including their:

- Attitude towards children and young people and their motivation to work with them.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours
- Attitudes to discipline.

Each interviewer must keep records to summarise each applicant's answer, or performance during the tasks, and show how the person specification has or has not been met which, along with any other documentation, will be retained by HR for a minimum of 6 months following the selection process.

At the end of the interview, the panel should discuss the responses/ performance given by each applicant and agree who best meets the person specification, recording a summary of the decision. This will be used if there is any future complaint about the recruitment process.

Following interview, the successful and unsuccessful candidates will be notified of the outcome verbally by the Chair of the Panel as soon as possible and feedback given in line with the points agreed by the panel. To ensure consistency the same person should verbally notify both the successful and unsuccessful candidates wherever possible. Under the Data Protection Act people applying for jobs have a right to see the interview notes.

4. Appointments

A decision on an appointment must not be made prior to the closing date of an advertisement. All unsuccessful short-listed candidates must be informed as soon as possible of the outcome of their applications. An indication of the time scale and method for advising candidates should be given during selection or interview.

As soon as possible after verbally offering a post, the Chair of the Panel should notify HR of the successful candidate via the SAM People Recruitment portal. HR will then confirm the

Onboarding Process, including issuing a written conditional offer to the successful applicant. An offer of appointment to a successful candidate will be conditional upon:

- the receipt of at least 2 references, that are deemed satisfactory to the Head of Centre/Head Teacher
- verification of the candidates identity (photographic evidence together with confirmation of current address)
- the provision of an Enhanced Disclosure certificate prior to the employment start date that is deemed satisfactory to the Head of Centre/Head Teacher
- a barred list check (this will be completed as part of the Enhanced DBS process, unless required as outlined in paragraph 5 of the DBS Checks Policy)
- a prohibition from teaching check where applicable
- verification of the candidates medical fitness, which is obtained after an offer of employment
- verification of qualifications and/or relevant experience
- verification of Professional Status, e.g., Teaching Qualification (where required)
- a risk assessment in line with the Prevent Strategy where applicable
- a satisfactory declaration under the Childcare (Disqualification) Regulations where applicable to the post

Original document(s) confirming the individual's right to work in the UK should be provided by the applicant to ensure compliance with the Immigration Asylum and Nationality Act 2006. Preventing Illegal Working Without Discrimination Guidelines are issued to applicants. (Appendix 3)

This information will be held on the Single Central Record of recruitment and vetting checks.

4.2 Medical

Following an employee's offer of appointment a medical health questionnaire must be completed. If there are any concerns regarding the information declared on the questionnaire they may be passed to occupational health to request recommendations for reasonable adjustments. We will then consider the necessary measures in discussion with the employee.

4.3 Disclosure and Barring Service (DBS)

This guidance should be read in conjunction with the Trust DBS Checks Policy.

An Enhanced DBS Check (or check on the DBS Update Service) will be completed for all new employees of the Trust. All checks should be:

- In accordance with the Data Protection Act 1998 and the DBS Code of Practice if a certificate or copy is retained it should not be kept for longer than 6 months. (subject to certain restrictions on the retention of information imposed by DBS regulations); and
- followed up where they are unsatisfactory or there are discrepancies in the information provided

Where the candidate is found to be on the barred list or the Prohibition from Teaching list, the DBS Certificate or the Prohibition Check shows that they have been disqualified from working with children or vulnerable adults as a teacher by a Court or the Teachers Regulation Authority, or the Childcare (Disqualification) Regulations, 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 should be reported to the police and/or the Disclosure and Barring Service.

4.4 Prohibition Orders

It is a requirement that a Prohibition Check is carried out for all employees working under the definition of 'teaching work'. The Keeping Children Safe in Education guidance confirms that prohibition orders prevent a person from carrying out 'teaching work' and anyone with a prohibition order must not be appointed to work in this role.

4.5 Overseas Checks

Overseas checks must be carried out for any person appointed from overseas. This includes British citizens and anyone who has worked or lived abroad for a period of 6 months or more in the previous 5 years.

The following checks need to be carried out:

- Verification of the persons right to work in the UK.
- Overseas check where appropriate - the person will need to provide a certificate of good conduct or a police certificate from their country of origin. Further details on the appointment of overseas employees are provided on the GOV.UK website.
- All other safeguarding checks as detailed in section 4.

4.6 Section 128 Direction

A Section 128 check will be carried out for any individual appointed to a senior management position or as a Governor.

4.7 Childcare (Disqualification) Regulations

The DfE document; Disqualification under the Childcare Act 2006, Statutory guidance for local authorities, maintained schools, academies and free schools, September 2018 sets out schools' statutory guidance on the application of the Childcare (Disqualification) and Childcare (Early Years provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018

Under the regulations it is necessary to carry out this check for any potential employee who will be working with young children aged 5 and under including reception and those providing wrap around care for children up to 8 years old) in childcare settings. It is essential that all appointments are conditional on these clearances being satisfactorily obtained. Volunteers and Governors are also subject to the regulations and should complete the declaration if they are working unsupervised in the identified settings.

5. Candidate Start Date

Appointed candidates, whether on full time, fixed term or casual arrangements, must not commence employment without confirmation from the HR Team that all relevant checks are in place.

6. Monitoring and Record Keeping

The Trust will monitor recruitment processes in line with the provisions of the relevant equality legislation.

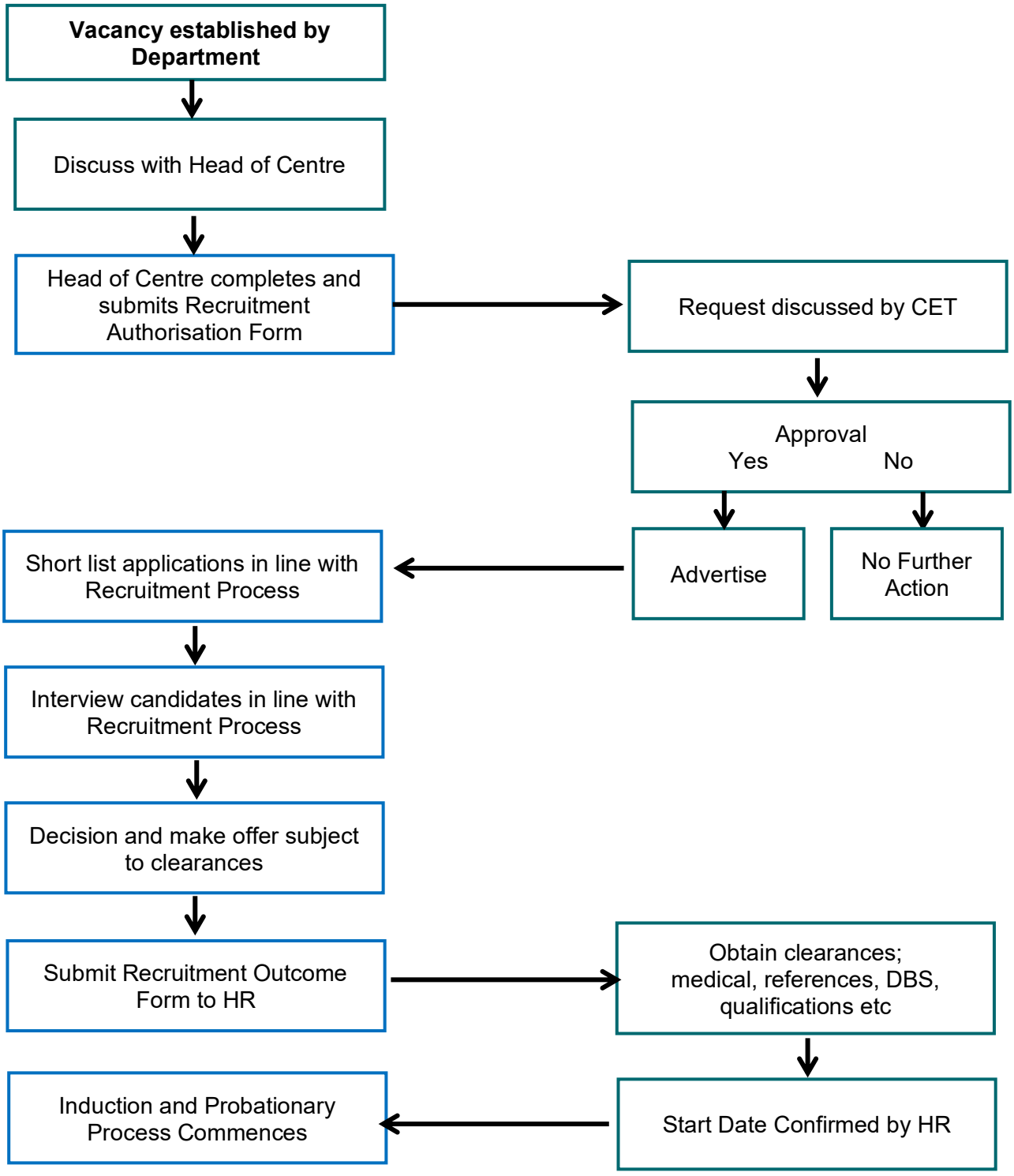
All documents relating to the applications, shortlisting and appointment of candidates, including a record of the reason for all actions/decisions taken and any feedback given will be confidentially and securely retained for a period of six months from the date of the post being offered to the successful candidate.

The recruitment process will be continually monitored with a view to seeking improvements and achieving best value.in line with organisational changes, and other legislative requirements, including Disclosure and Barring Scheme, Safeguarding & Vulnerable Groups Act 2006, Police Act 1997 Regulation, Protection of Freedoms Act 2001 and Keeping children safe in education – Statutory guidance for schools and colleges (September 2018)

These arrangements will be finalised in consultation with you as far as possible. If you have staff reporting to you, you will be involved in all decisions relating to the temporary reporting arrangements to cover your adoption leave.

Recruitment Process Flow Chart

For all vacancies, including variations to contract



Appendix 2

Preventing Illegal Working Without Discrimination Guidelines

At initial recruitment stage, all candidates will be asked if they need permission to work in the UK. At interview all applicants will be asked to produce an original document or documents, from one of two lists below.

No offer of employment will be made until the employee has provided original ID documents.

For any applicant recruited on or after 29 February 2001, who has limited leave to remain in the UK, repeat checks will take place at least every 12 months. Employees will be required to comply with the request.

List A
Single documents

- A passport showing that the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card showing that the holder is a national of an EEA country or Switzerland.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the HO or BIA to a national of an EEA country or Switzerland.
- A permanent residence card issued by the HO or BIA to the family member of a national of an EEA country or Switzerland.
- A Biometric Immigration Document issued by the BIA which indicates that the person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

Document combinations

- An official document issued by a previous employer or Government agency, which contains the permanent National Insurance number and name of the person and ONE of the documents listed in A-G below:
    A. An Immigration Status Document issued by the HO or BIA to the holder with an endorsement indicating that the person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK; **or**
    B. A full birth certificate issued in the UK which includes the name(s) of at least one of the holder's parents; **or**
    C. A full adoption certificate issued in the UK which includes the name(s) of at least one of the holder's adoptive parents; **or**
    D. A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; **or**
    E. An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland; **or**
    F. A certificate of registration or naturalisation as a British citizen; **or**
    G. A letter issued by the HO or BIA to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK

List B

- A passport or travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
- A Biometric Immigration Document issued by BIA which indicates that the person named in it can stay in the UK and is allowed to do the work in question.
- A work permit or other approval to take employment issued by the HO or BIA when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question, or a letter issued by the HO or BIA to the holder or the employer or prospective employer confirming the same.
- A certificate of application issued by the HO or BIA to or for a family member of a national of an EEA country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old when produced in combination with evidence of verification by the BIA Employer Checking Service.
- A residence card or document issued by the HO or BIA to a family member of a national of an EEA country or Switzerland.
- An Application Registration Card issued by the HO or BIA stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the BIA Employer Checking Service.
- An Immigration Status Document issued by the HO or BIA to the holder with an endorsement indicating that the person named in it can stay in the UK, and is allowed to do the type of work in question, when produced in combination with an official document giving the person's permanent NI Number and their name issued by a Government agency or a previous employer.
- A letter issued by the HO or BIA to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do the work in question when produced in combination with an official document giving the person's permanent NI Number and their name issued by a Government agency or a previous employer.

Copies of original documents will be maintained on the employee's personnel file for inspection only by the appropriate authorities.

Employers providing work for individuals in breach of these rules can be fined up to £10,000. In addition, the workers themselves may face an on-the-spot- fine of £1,000. Those employers who are found to be knowingly employing illegal migrant workers will face an unlimited fine and/or a prison sentence of up to 2 years.