RECRUITMENT AND SELECTION POLICY

Resilience Multi Academy Trust

Summary	This document outlines the key factors of the recruitment and selection policy for appointments across RMAT. It sets out the requirements of current relevant legislation and provides a framework for recruitment and selection to ensure that the best appointments are made in accordance with good HR practice.
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Document Control

Date	Version	Action	Amendments
Nov 2020	2	Amended	Amendments to remove references to FNTI
Jan 2021	3	Amended	Amendments to ensure compliance with the Finance Regulations, Finance Scheme of Delegation, and the Financial Management Action Plan
Nov 2021	4	Amended	Amendments to Para 22 – Rehabilitation of Offenders; Para 66/126 Training for recruitment panel; Para 114 – Deleted reference to European Economic Area
Aug 2022	5	Amended	Amendments to reflect KCSIE 2022 requirement that RMAT should consider completing Online checks for shortlisted candidates
Sep 2022	6	Amended	Amendments to include a Social Media check on all external successful candidates prior to a firm offer of employment being made.
Jun 2024	7	Amended	Amendments to safer recruitment, advertising, Job Descriptions and person specifications, Interviews, Other selection methods, and DBS information.
May 2025	8	Amended	Rebranding
Apr 2026	9	Amended	EIA updated
Nov 2026	10	Amended	4 – Changed ref to UK GDPR, 62 – Reqs made clear. 65/71 – Ref to online searches. 98 onwards – Amends following withdrawal of supervision exemption for volunteers. 105 – Ref to DBS code of practice. 109- Ref to fair treatment. EIA updated

Introduction

1. Recruiting the best people to RMAT is vital for our continued success in providing the highest standards of education to our learners.

2. Not appointing the right people to our roles can have a negative impact on the performance of RMAT.

3. The Chief Executive is responsible for deciding on the arrangements recruiting to any post, with the exception of the Chief Executive role where the RMAT Board will be responsible.

4. In carrying out our recruitment processes we:

   - are committed to the creation of a safe environment for our learners by operating safer recruitment practices in line with the statutory requirements and guidance.

   - we will comply with the requirements of data protection legislation including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and any implementing laws, regulations, and secondary legislation, as amended or updated from time to time.

   - our Data Protection Policy sets out how we will comply with Data Protection Legislation.

   - will comply with the requirements of the Equality Act (2010) and are committed to ensuring that throughout our recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.

5. In the very exceptional cases where we are required to discriminate due to an occupational requirement this must be approved by the PPPC of the RMAT Board who will provide reasons for this requirement.

6. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, knowledge, experience, and skills will be assessed at the level that is relevant to the job.

7. If an applicant makes the RMAT aware, at any stage of the recruitment process, that they have a disability then reasonable adjustments must be considered to ensure the applicant is not disadvantaged by the process.

Scope and Purpose of this Policy

8. The purpose of this policy is to set out our processes for recruiting, selecting, and appointing any employee to work within RMAT.

Definitions used in this policy

The Equality Act

9. The Equality Act 2010 ensures the workplace is a fair environment and complies with the Act. There are several protected characteristics outlined in the legislation:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Discrimination

10. Unlike other employment legislation, an applicant can allege discrimination against an employer even though there is no direct employment relationship. This is particularly pertinent in the recruitment process whereby a potential applicant, person applying, or selected candidate may claim discrimination on the grounds of one or more of the protected characteristics. The Advisory, Conciliation and Arbitration Service ("ACAS") defines the different forms of discrimination as follows:

11. **Direct discrimination** - Direct discrimination occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have (see perception discrimination below), or because they associate with someone who has a protected characteristic (see discrimination by association below).

12. **Discrimination by association** - This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

13. **Perception discrimination** - This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

14. **Indirect discrimination** – Can occur when there is a condition, rule, policy or even a practice in the organisation that applies to everyone but particularly disadvantages people who share a protected characteristic. For example, if an employer requires all employees in a particular role to work full time. A female employee with children will suffer a disproportionate impact from this requirement because women are statistically more likely to have child-caring responsibilities. This requirement may be indirect sex discrimination if the employer cannot show that full-time working is essential.

Indirect discrimination in some extremely limited circumstances can be justified if there is a 'genuine occupational requirement' or it is 'a proportionate means of achieving a legitimate aim.' All actions and documents involved in the recruitment process must be free of any criteria that could be interpreted as being discriminatory within the terms of the Equality Act 2010. For example, advertisements, job descriptions, and person specifications must not include anything that could be construed as being intended to discriminate on an unlawful basis. Employers may also be unlawfully discriminating by failing to make reasonable adjustments that would allow a disabled person to take part in the recruitment process.

Unlawful discrimination could also be found in the terms on which employment is offered, or by refusing, or deliberately omitting to offer employment, or deliberately omitting a candidate from a shortlist on the grounds of a protected characteristic defined under the Equality Act.

15. Further advice can be found on the ACAS website: http://www.acas.org.uk/media/pdf/8/a/Equality-Act-2010-guide-for-employers.pdf

Employment legislation

16. There is a significant body of employment legislation and guidance which has an impact on the recruitment and selection process. This includes:

- School Staffing (England) Regulations 2009
- Keeping Children Safe in Education
- Equality Act 2010
- Asylum and Immigration Act 1996
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) (Statement on the appointment of ex-offenders)
- DBS Code of Practice
- Data Protection Act 2018 (implementing GDPR)
- Working Together to Safeguard Children

Reference to the relevant legislation will be made throughout the policy and within the guidance and supporting documents.

Roles and Responsibilities

17. The RMAT Board and the Chief Executive have overall responsibility for colleagues appointments. The RMAT Board has delegated colleagues appointments which are in within structure, affordable, within budget and within the existing pay band or which are a change to the staffing structure but are in the Academy budget or added payments to the Academy Principals. The Academy Principal or a delegated member of the Academy Senior Leadership Team ("SLT") will be expected to lead recruitment panels with the support of the HR Team.

18. Where an additional colleagues appointment is considered necessary that is not within the staffing structure of an Academy or the RMAT Central Team or is a change to the staffing structure by either being an additional post not in the existing structure or a change to the staffing structure which may include additional payments, such change shall not be made without consultation of the Academy Principal (where applicable), Chief Executive, Chief Financial Officer and the approval of the PPP Committee of the RMAT Board. The designated line manager for the prospective appointee will be expected to lead the recruitment panel for the post with the support of the HR Team.

19. The Chair of the relevant RMAT Board committee will be a member of the recruitment panel for any appointments to the RMAT Executive Team if applicable.

20. A member of the HR Team should be present to advise the panel when there is no one with safer recruitment training on the panel.

21. At least one member of every recruitment panel must be Safer Recruitment Trained.

22. A member of a Local Review Board (LRB) may be invited to attend a recruitment process in an advisory capacity, for the appointment of senior post holders where deemed appropriate.

Safer Recruitment

23. All recruitment must be in line with this policy to ensure that we identify, deter, and prevent people who pose a risk of harm from working with our children and young people.

24. The recruitment of all applicants and volunteers to RMAT must, without exception, follow the processes of safer recruitment. All offers of employment will be subject to us being satisfied that the applicant or volunteer is a suitable person to work with children and young people.

25. Any person involved in recruiting to RMAT must read the Keeping children safe in education (KCSIE) guidance (or updated statutory guidance) produced by the DfE and the RMAT child protection policy. These can be obtained from SharePoint.

26. All recruitment must be planned to ensure that there is adequate time available to recruit safely.

27. Any person who becomes aware that this policy is not being followed during recruitment must inform their Line Manager/Designated Safeguarding Lead/HR immediately.

28. All of the checks described in paragraphs 94 to 106 must be carried out and have been determined as satisfactory before an applicant can start their employment in RMAT.

Publication of this Policy

29. The policy will be held on SharePoint where it will be accessible to all colleagues. The policy is also available on demand to those applying for roles in RMAT.

30. Guidance on any aspect of this policy can be obtained from HR. E-mail hr@rmat.uk

The objective

31. The objective of the recruitment process is to attract, select and retain colleagues who will successfully and positively contribute to the current and future development of RMAT, it is important to remember that applying for a vacancy is often the first contact an individual has with RMAT, so the experience should be a positive one. All those responsible for recruiting should:

- Ensure that all applicants, whether successful or unsuccessful, have a positive experience of the recruitment process.
- Give applicants a clear understanding of the post and what is expected of them.
- Reduce the risk of a selection decision which may lead to issues in the future or may not meet the commitment to safeguarding children.

32. It is expected that the processes outlined in this procedure are followed for all vacancies. There may be occasions, in exceptional circumstances, for example where there is a

requirement to make an urgent appointment due to the needs of RMAT, where some elements of the procedure may be truncated. In such circumstances it remains essential that the principles of safer recruitment continue to be observed. Any offer made in such circumstances would be entirely conditional and subject to the usual pre-employment checks. Advice should be taken from the HR Team if such a situation occurs.

Evaluating the vacancy

33. Each Academy will have a staffing structure in place or will be moving towards a planned structure.

34. When a vacancy arises, the Principal may need to review the Academy's staffing needs and determine whether it is appropriate for the post to continue in its current form or whether changes should be made. Advice should be sought from the Chief Executive, the Director of HR, and the Chief Financial Officer if any structural changes are required. If the vacancy is within the staffing structure and the Academy's budget and existing pay band, the Academy Principal may proceed with the recruitment or where there is a change to the staffing structure and there is a budget for an additional post or additional payments.

35. Where an Academy Principal or the Chief Executive wishes to make an appointment to and additional post which is not in the staffing structure or is a change to the structure which requires additional payments, the Chief Executive and the Chief Financial Officer must be consulted, and the position should not be added to the staffing structure of the Academy or Central RMAT Team without the permission of the PPP Committee.

Deciding how to fill the vacancy

36. In most cases when a vacancy arises it will need to be filled on a like for like basis. In some circumstances, a permanent role may need to be filled on a temporary or fixed term basis. Under The Fixed-term Employees (Prevention of Less Favourable) Treatment Regulations 2002, there are a limited number of circumstances which provide a fair reason to create a temporary or fixed term contract for example:

- To cover a period of long-term absence.
- To cover a period of maternity, paternity, adoption, or parental leave.
- To cover absence due to a secondment.
- Pending a staffing structure review.
- To carry out a short-term project.
- Where a role is attached to specific funding.

Internal recruitment

37. When a vacancy arises and often before it arises (e.g., upon receipt of a resignation), the Principal may identify opportunities for appropriate existing colleagues within a single academy or within RMAT to apply for the vacancy or for additional hours initially. At this stage, the Director of HR must be informed, and they will liaise with the Chief Executive and the Chief Financial Officer prior to the commencement of any recruitment process.

38. Whilst reviewing RMATs current internal capacity, consideration should be given to:

- The potential for temporary or fixed term acting up opportunities.
- Ensuring internal opportunities are shared with all appropriate colleagues including colleagues on leave.
- The potential need to fill further vacant posts or hours if the appointment were made internally.
- If an internal employee's role is at risk, or if a temporary or fixed term contract is coming to an end, whether the employee will have an automatic right to be offered or to apply for the post.
- Employee secondments from within RMAT.

Redeployees

39. RMAT is committed to supporting redeployees to secure employment through the Managing Colleague Reductions Policy and Procedure. Consideration should be given to employees at risk of redundancy for any suitable vacancies that arise. Academies may invite redeployees to apply for their vacancies and if they meet the criteria, they would be interviewed alongside any other applicants shortlisted. Academies may offer redeployees the opportunity to be interviewed first, or with other candidates.

Advertising

40. Any vacant position will normally be advertised via the appropriate channels to ensure the most appropriate field of applicants is obtained. The purpose of the advert is to attract suitably qualified and experienced applicants to apply for the role.

41. All advertisements will have the following statement about safeguarding children and young people and the requirement to have a DBS check:

    RMAT is committed to safeguarding and promoting the welfare of children and expects all colleagues and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.'

42. All advertisements will also include the following statement if the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020:

    'This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

    https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974.'

43. Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English. For example, an ISW required to communicate with students to support their learning, would be viewed as operating in a public-facing role. Adverts (and Job Descriptions) should make clear the necessary standard of spoken English required for the role.

44. All applicants will be provided with a copy of our Recruitment Privacy Notice upon request which sets out how we will gather, process, and hold personal data of individuals during and after the recruitment process.

45. The HR Team are responsible for placing all adverts centrally for all posts to be advertised externally. Where it is deemed appropriate to advertise a role internally, the Principal/Line Manager will liaise with HR to receive support and guidance with the recruitment process, ahead of placing an advert.

46. Where an advert is deemed necessary it should highlight the key duties of the role and experience required and should include the job description/role responsibilities and person specification. Internal adverts should be circulated to all appropriate colleagues including those absent at the time of the advertisement i.e., colleagues on maternity and other types of leave.

47. Line Managers should also consider whether it is necessary to advertise externally and in which publication, being mindful of advertising timescales, deadlines, and costs. It is recommended that external adverts should be live for at least two weeks to allow the advert to be seen by potential applicants and to give individuals a reasonable amount of time to apply.

Job description and Person specifications

48. A job description will be required for all posts which describes the duties and responsibilities of the post. It must be up to date, accurate and specific to the role. The job description must also include a person specification which outlines all of the necessary skills, abilities, experience, attitude, behaviours, qualifications, and knowledge requirements for the post.

49. All job descriptions and person specifications must make reference to the responsibility for safeguarding and promoting the welfare of children.

50. Before a post is advertised, a review of the job description and person specification should be undertaken to ensure they meet the current requirements of the role. These documents should describe fully and in plain language, the responsibilities, and duties of the post, as follows:

- The job title
- The job purposes – why the job exists.
- The reporting structure – to show where the job is placed within the Academy or RMAT
- Main duties
- Salary band
- Grade

51. If a nationally or locally agreed job description exists, this may be used. The School Teachers Pay, Conditions Document contains details of the professional duties for teachers, and the RMAT Pay Policy contains details of pay bands.

52. When a new post is created, or when a vacancy arises and there is a need to modify the existing job description/person specification, advice should be sought from HR.

53. An up-to-date person specification is an essential feature of the recruitment process. A person specification enables a shortlist of applicants to be drawn up and a final selection to be made, based on fair, equitable and consistently applied criteria. It will ensure, as far as possible, that the right person is appointed to the position.

54. The Person Specification should include:

- The knowledge, skills, experience and qualifications, and any other requirements needed to perform the role in relation to working with children and young people.
- The competences and qualities that the successful candidate should be able to demonstrate.
- Detail the method of assessment, for example, application form, test, or interview.

55. Care should be taken to ensure that the person specification is free of any criteria that could be interpreted as being discriminatory such as age limit or physical requirements (this is not an exhaustive list).

Application form and Shortlisting

56. The information made available to applicants following advertisement is important. They should have access to:

- The application/expression of interest form.
- Guidance for completing the application/expression of interest form.
- Person specification/job description/list of role responsibilities as appropriate.
- Any relevant information about RMAT and an individual academy.

57. All applicants are required to fill out our standard application form. CVs may be accepted but will not replace the application form.

58. All applications should be scrutinised to ensure that they are fully and properly completed, that the information provided is consistent and does not contain any discrepancies and to identify any gaps in employment.

59. Incomplete application forms should not be accepted and should be returned to the applicant for completion with a clear timescale for re-submission.

60. To be eligible for interview an applicant must demonstrate that they meet all the essential criteria on the person specification, which can be assessed from the application form. If many applicants meet all the essential criteria, it may be necessary to look at the applications again to determine those that meet the desirable elements of the person specification. This

should narrow the field. A fair and consistent method of scoring must be followed to ensure the decision is clear and justifiable.

61. Where many applicants meet all the essential and desirable criteria the panel may create a long list for the post. This may involve the use of pre-selection techniques, for example, a test, presentation, or interview from which the field can be reduced further before creating the final shortlist for interviews. It is important, that any supplementary method used must be valid, reliable, quantifiable, and non-discriminatory.

62. Applicants will be short-listed against the requirements of the person specification, based on their skills, qualifications and experience. The same people should carry out the short-listing and the interviews and should be at least two people. The outcome of the short-listing process will be recorded and retained.

63. The equal opportunities monitoring form must be removed from the application and not provided to the short-listing panel.

64. The short-listing panel are responsible for scrutinising the application forms and identifying any gaps in employment or other areas that may affect an applicant's suitability to work with children and young people. A satisfactory explanation for any concerns, including any concerns as a result of online searches must be obtained from the applicant during the interview process.

65. RMAT conducts online searches on shortlisted candidates as part of the safer recruitment process. In accordance with the Keeping Children Safe in Education 2026 statutory guidance, RMAT carries our searches via an online search engine as part of its due diligence on shortlisted candidates. We also use a dedicated online screening tool that goes beyond a standard search engine to conduct more thorough searches of a candidate's publicly available online activity. RMAT relies on legitimate interest as its lawful basis for processing under the UK GDPR and has completed a legitimate interest assessment (LIA) prior to conducting such searches. The LIA documents RMAT's legitimate interest in protecting children and young people, confirms that the processing is necessary and proportionate to that purpose and records the balancing exercise undertaken between RMAT's interests and the candidate's rights and freedom. The HR Director liaised with the Data Protection Officer to ensure the LIA has been completed correctly, and it will be kept under review.

66. All information sent to candidates must, if requested, be provided in other formats such as braille and large print or Compact Disk.

Applicants Invited for Interview

67. Once the shortlisting panel have determined applicants who will be invited to interview the following checks **must** take place:

68. References:

- All offers of employment will be conditional upon receipt of at least two satisfactory written references. **References will**:
- be requested for all shortlisted applicants, including internal applicants.
- include the applicant's current or most recent employer and where an applicant for a

teaching post is not currently employed as a teacher, will include the applicant's most recent employer as a teacher.

- ask the current employer for details of any capability history in the previous two years, and the reasons for this.
- be directly from the referee, who will be a senior person with appropriate authority and confirmed as accurate by the headteacher/principal in respect of any disciplinary investigations.
- not be accepted if they are 'to whom it may concern' letters.
- request information on the applicant's suitability to work with children and young people from the last employer where the applicant worked with children (if not currently working with children).
- be verified with the person who provided the reference and, where the reference is provided electronically, verify that it is from a legitimate source.
- be clarified with the referee where the information is vague or insufficient.
- establish the reason for the candidate leaving their current or most recent post.
- be compared with the information set out in the application form and any discrepancies discussed with the candidate.
- be requested before the interview; and
- be explored further with the referee and with the applicant during the interview if necessary.

69. Where it has not been possible to obtain references before the interview any concerns that are subsequently raised will need to be resolved before the appointment is confirmed.

70. In order to comply with the Equality Act 2010, information relating to sickness absence will only be requested after a conditional offer of employment has been made.

71. RMAT conducts searches, themselves and through a third party of the online presence and publicly available social media content of shortlisted candidates to identify any comment, image or other content that could cause reputational damage to the trust and/or give rise to a safeguarding concern.

72. Management of online searches (either by carrying out the search or instructing a third party to do so), and the collation of information will be carried out independently from those managing the shortlisting process. Only information relevant to potential reputational damage and/or safeguarding concerns obtained from the search will be passed to those managing the shortlisting process.

73. Shortlisted candidates will be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Applicants will only be asked to disclose and discuss criminal convictions and/or cautions which are not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) that may deem them unsuitable. Where this is provided electronically, the shortlisted candidate will be asked to physically sign a hard copy at the point of the interview.

Inviting candidates to the assessment process

74. When arranging interviews, it is recommended that five working days' notice is given to the candidates.

75. Dates and times arranged should be arranged with the rest of the interview panel and assessments and interview questions agreed. Timetables should be drawn up in advance and the times issued with the invite letter if possible.

76. Arrangements should also be made for the unexpected, i.e., replacements for the interview panel in the case of absence.

77. The interview letter must supply or request the following information:

- The interview date and time; venue, directions to the venue and information about assessments, (if applicable).
- That they must bring evidence of their identification and their eligibility to work in the UK by bringing proper documentation to the interview.
- That they must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g., the original or a certified copy of a certificate, or diploma, or a letter of confirmation from the awarding body.
- That a photocopy of all candidates' identification and certificates will be made on the day of interview and kept in the successful candidate's personnel file subject to our Records Management Policy.
- That the successful candidate will have to undertake an Enhanced Disclosure check by the Disclosure and Barring Service and other statutory employment checks in line with the requirements of the role.

Interviews

78. A face-to-face interview must take places for all posts even if there is only one candidate. Where necessary, the use of video conferencing, Skype, Facetime, or other similar technologies is acceptable for this purpose.

79. All those involved in interviewing must be properly prepared to undertake the role, which may involve appropriate interview training. At least one person on the interview panel must have passed the appropriate safer recruitment training.

80. The purpose of the interview is to assess the merits of each applicant against the job description and person specification to establish their suitability for the post and to work with children and young people.

81. Interviews should be conducted with a minimum of two interviewers on the panel ideally with an equal gender balance to enable one interviewer to assess the applicant, observe and make notes whilst the applicant talks to the other interviewer.

82. Before the panel commences the interview, the panel should have:

- prepared appropriate questions for the role.
- prepared appropriate questions to test the applicant's suitability to work with children and young people.
- identified any areas for further probing, e.g., if a criminal record has been declared,

any information about past disciplinary action/allegations, or if there are gaps in employment etc.

- agreed assessment criteria which reflects the person specification; and
- decided a structure to the interview and established which member of the panel will ask which questions.
- A set of common questions relating to the requirements of the post will be asked of each applicant. Their response will determine whether that is followed up through further questioning.
- Any gaps in employment history and any concerns identified as part of the online and social media checking process must be explored during the interview process.
- Candidates shortlisted for interview will be asked about their suitability to work with children. Areas that may be concerning and lead to further questions include:

    - implication that adults and children are equal.
    - lack of recognition and/or understanding of the vulnerability of children.
    - inappropriate idealisation of children.
    - inadequate understanding of appropriate boundaries between adults and children; and
    - indicators of negative safeguarding behaviours.

83. The interview panel must ensure a fully completed Self-Declaration form is discussed and considered. Should a disclosure be present on the declaration form, or the applicant verbally shares a disclosure, the panel must complete the Disclosure Discussion Form.

Other selection methods

84. In addition to a face-to-face interview with an interview panel a variety of other selection methods may be used, such as:

    - Observation of teaching practice in RMAT or in the applicant's current school or academy.
    - One or more additional panel interviews (for example, a panel made up of RMAT students).
    - A presentation.
    - In tray exercises; and
    - Psychometric testing.

85. Those responsible for deciding the arrangements for recruitment to a specific post will determine the selection method(s). They will be relevant and appropriate to the role and will be based on the requirements for the post as set out in the job description and person specification.

86. Candidates will be informed in advance if any selection methods are to be used in addition to a face-to-face interview and what these are.

Reasonable adjustments for interview and assessment purposes

87. It is permitted under the Equality Act to ask candidates when inviting them to interview and assessment to notify the organisation of any reasonable adjustments they may need to allow them to take part in the process.

88. Candidates should be asked to notify an administrative contact or the chair of the recruitment panel for any reasonable adjustment required. This contact person should then ensure reasonable adjustments are made. It may become apparent to the interview panel that an adjustment has been made, however the chair of the recruitment panel should ensure as far as possible that information regarding adjustments is shared on a need-to-know basis only.

89. In all cases if the panel become aware of an adjustment, they should ensure this has no discriminatory effect on any part of the recruitment process.

Level of language proficiency

90. Under the "fluency duty" (Part 7 of the Immigration Act 2016), public authorities are required to ensure that workers in public facing roles are fluent in English. Public facing roles are those members of teaching and support colleagues who, as a regular and intrinsic part of their role, are required to speak to members of the public (including students in schools).

91. RMAT will accept a range of evidence of spoken English language ability as follows:

- competently answering interview questions in English or Welsh.
- possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English by a recognised institution abroad,
- passing an English spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognised institution abroad.

92. Care should be taken not to discriminate against candidates and advice should be taken from the HR Team, as necessary.

Informing unsuccessful candidates

93. Unsuccessful candidates should be informed either by phone or in writing. On no account should this message be left with partners, colleagues, or friends. Not only is this unprofessional practice but it also contravenes data protection regulations.

94. Feedback should be offered to all candidates and provided promptly if requested. It is best practice to give constructive feedback and can make a significant difference to candidates' opinion about the organisation, especially where their application has been unsuccessful.

95. Feedback can be given in either verbal or written form and should include an overview of the results of tests and exercises as well as from the interview. The feedback should be accurate and factual, and the message should be delivered in a supportive manner. Raw scores should not be given; instead, the person providing feedback should provide a balance between those areas where the candidate did well or showed strength, and areas of development, where the candidate needs to improve in the future.

Pre-employment checks

96. An offer of appointment to the successful applicant will be conditional upon the following:

- receipt of at least two satisfactory written references (one of which must be their

current or most recent employer).

- verification of the applicant's identity, preferably from current photographic ID and proof of address. It is important to be sure that the person is who they claim to be, this includes being aware of the potential for individuals changing their name. Best practice is checking the name on their birth certificate, where this is available.
- verification of the applicant's medical fitness.
- verification of qualifications where relevant.
- verification of professional status where applicable. For teachers, this will include checking that the individual has the required teaching qualification and has successfully completed any statutory induction, if required, through the DfE Check a Teacher.
- satisfactory enhanced DBS check.
- satisfactory online searches.
- for management positions (Applicable to LRB Members/Trustees, Principals, members of Senior Leadership Teams and departmental heads only), verification that they are not subject to a section 128 direction by checking the DfE's check a teachers' record.
- for teachers and other employees who hold QTS who are working in non-teaching roles, verification that they are not subject to a prohibition order by checking the DfE's Check a teachers record.
- for teachers, satisfactory check to determine any restrictions/sanctions that have been imposed in other EEA member states, through the provision of a letter of professional standing from the professional regulating authority in the country that they qualified. [1]
- a clear children's barred list check, if working in regulated activity.
- verification of right to work in the United Kingdom.
- any further checks where the applicant has lived or worked outside of the UK including receipt of criminal record information from overseas.
- For employees to be employed in Primary academies, confirmation that the applicant is not disqualified from providing childcare.
- Social Media checks

97. Under the Equality Act 2010, RMAT are not permitted to ask about an individual's absence record or health before they are offered a job (subject to a few extremely limited exceptions). RMAT should not collect information or enquire into an individual's absence record, health or disability in the application or interview stage prior to a candidate being offered a position. Supplementary checks may be completed after making an offer of employment with a view to making reasonable adjustments or to ensure the individual can do the job. If a concern with previous sickness absence arises through supplementary checks, please contact the HR Team for advice.

Disclosure and Barring Service (DBS) checks – new employees and volunteers.

98. The supervision exemption for volunteers has been removed for any volunteer in regulated activity.

[1] EEA regulator restrictions do not prevent an individual from taking up teaching positions in England; however, employers should consider the circumstances leading to the restriction when assessing a candidate's suitability to be employed.

99. Where a volunteer is not in regulated activity, RMAT will carry out a risk assessment to determine what checks, if any, are appropriate. The assessment will consider the nature of the role, any information known about the volunteer, and whether references to their suitability are available from other work or activities. Where appropriate, RMAT may obtain an enhanced DBS check without barred list information or a basic DBS check. The outcome of the risk assessment must be recorded. Under no circumstances should a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity. Where no checks have been carried out, supervision must be maintained at all times by a person who is themselves in regulated activity, and such supervision must be regular, ongoing and reasonable in the circumstances for the protection of children. What is reasonable will depend on factors including the ages and vulnerability of the children concerned, the number of children involved, the nature of the volunteering role, and the ratio of adults to children.

100. Where an existing volunteer will now be in regulated activity as a result of the removal of the supervision exemption, RMAT must obtain an enhanced DBS check with children's barred list information. Where RMAT wishes to permit the volunteer to continue before the full check has been processed, a standalone barred list check may be obtained as an interim measure. Where a volunteer works across more than one settings, all days count cumulatively towards the period condition. RMAT will coordinate with other settings to agree which organisation applies for the check, and the volunteer will provide the result to each setting. The DBS Update Service, which is free for volunteers, is strongly recommended to allow checks to be reused across settings.

101. RMAT has audited its existing volunteer list to identify any volunteer who will be in regulated activity from 1 September 2026 as a result of the removal of the supervision exemption. For each volunteer, RMAT has considered whether the volunteer assists on more than three days in any 30-day period or participates in any overnight activity with children. Where a volunteer is identified as being in regulated activity, RMAT has ensured that an enhanced DBS check with children's barred list information is obtained before 1 September 2026.

102. RMAT will carry out a risk assessment to determine if the appropriate level of DBS check required for each successful applicant in accordance with Annex E of Keeping Children Safe in Education. The following DBS checks will be undertaken for new appointments, before the employee or volunteer starts their role in RMAT:

Who?	Definition	Type of check
Employees who will be engaging in regulated activity	As an educational institution which is exclusively or mainly for the provision of full-time education to children, RMAT is an establishment specified in the relevant legislation. Activity carried out in this establishment will therefore be regulated activity relating to children if it meets the definition in the relevant legislation, including that it is carried out: Frequently by the same person (for example once a week or more); or	An enhanced DBS check with children's barred list check will be obtained

Who?	Definition	Type of check
	On more than three days in any period of 30 days. Note – personal care of a child because of age, illness or disability including physical help with eating, toileting, washing, bathing, or dressing is always regulated activity regardless of how frequently it is carried out.	
Volunteers in regulated activity	A volunteer is in regulated activity if they teach, train, instruct, care for or supervise children, or are responsible for driving a vehicle used only for children: (a) on more than three days in any 30-day period, whether at one setting or cumulatively across multiple settings; or (b) overnight, between 2am and 6am. A volunteer who participates in any overnight activity with children (such as a residential trip) will be in regulated activity regardless of how frequently they otherwise volunteer. Personal care of a child because of age, illness or disability is always regulated activity regardless of frequency.	An enhanced DBS check with children's barred list information will be obtained. It is a criminal offence to permit a barred person to engage in regulated activity. All volunteers in regulated activity must be recorded on the single central record (SCR). Those applying for Chair of Trustee posts (after 01.04.17) must also have their identity verified for a stipulated professional as part of their DBS check as per the below link: https://www.gov.uk/government/publications/identity-verification-for-new-chairs-of-trustees
Volunteers not in regulated activity	Where a volunteer does not meet the conditions for regulated activity (as set out above), the trust will carry out a written risk assessment, using professional judgment to determine what checks if any, are appropriate. The assessment will consider the nature of the role; what the trust knows about the volunteer, including any formal of informal information from colleagues, parents or other volunteers and whether the volunteer's other work or activities	Where no checks have been carried out, supervision must be maintained at all times by a person who is themselves in regulated activity, and such supervision must be regular, ongoing and reasonable in all the circumstances for the protection of children. What is reasonable will depend on factors including the ages

Who?	Definition	Type of check
	can provide references as to their suitability.	and vulnerability of the children concerned, the number of children involved, the nature of the volunteering role, and the ratio of adults to children.

103. In exceptional circumstances, a new employee or volunteer may be able to start before the enhanced DBS certificate has been received, but not before the children's barred list check has been completed. The trust must ensure that appropriate supervision is in place until the DBS certificate has been received.

104. DBS certificates will only be issued to the applicant. All applicants must produce the disclosure when requested to do so. The DBS certificate will be cross-referenced with the applicant's signed self-declaration and the interview notes to ensure the information disclosed has been assessed correctly. The disclosure will be scrutinised to ensure it is authentic and to detect any fraud. The DBS disclosure number and date of the check must be recorded in the Single Central Record (SCR). We are not required to take a copy of the DBS certificate; however, we may choose to do so for decision making purposes. Any copy will be held for no longer than necessary, and up to a period of six months and be processed in line with Data Protection Legislation.

105. RMAT operates in accordance with the Disclosure and Barring Service Code of Practice in relation to the processing, handling and security of Disclosure information.

106. Any applicant who refuses to produce their DBS disclosure will not be able to start their position at RMAT and the conditional offer will be withdrawn as satisfactory checks are not in place. Any volunteer who refuses to produce their disclosure will not be able to volunteer in RMAT or any of our academies.

107. Applicants (free for volunteers) can have their DBS certificate kept up to date and take it with them from role to role where the same type and level of check is required. Applicants or volunteers should be asked if they have subscribed to this service. The cost of this service is £16 per year. RMAT will make payment of this. Where the applicant or volunteer has subscribed, they should provide RMAT with the original disclosure document to be verified and RMAT will check the online update for any changes.

108. Applicants will only be asked to declare convictions and cautions that are not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020).

109. Information relating to an individual's criminal record will only be shared with the relevant people to enable RMAT to make a decision about their suitability to work with children and young people. The trust is committed to treating all applicants fairly and will not unfairly discriminate against any applicant on the basis of a conviction, caution or other information revealed as part of a criminal record check. Applicants will be given every opportunity to establish their suitability for positions. Positive disclosures will be discussed with candidates

and decisions made on a case-by-case basis taking into account the nature, seriousness and relevance of the disclosure to the role.

110. However, where a statutory restriction applies — such as inclusion on the children's barred list, or disqualification under the Childcare (Disqualification) Regulations 2018 — the trust is unable to appoint the individual to a role to which that restriction applies, unless in the case of childcare disqualification, a relevant waiver can be obtained from Ofsted.

Disclosure and Barring Service (DBS) checks - existing employees and volunteers.

111. An enhanced DBS check and a children's barred list check will be carried out for all existing colleagues and volunteers in regulated activity (subject to risk assessment) where their contact with children or young people has increased from that at their time of appointment.

112. An enhanced DBS and children's barred list check may be carried out on any employee or volunteer in regulated activity (subject to risk assessment) where RMAT has concerns about an individual's suitability to work with children and young people. An enhanced DBS check (without barred list information) may be carried out on any volunteer not in regulated activity (subject to risk assessment) where RMAT has concerns about their suitability to work with children and young people.

113. DBS certificates will only be issued to the applicant. expects all applicants to produce the disclosure when requested to do so. Any existing employee who does not produce their DBS disclosure will be managed through the disciplinary procedure.

114. All existing employees are required to inform us immediately if they are the subject of a police investigation or receive any conviction or caution which is not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) or any occurrence that may disqualify them from providing childcare under the Childcare (Disqualification) Regulations 2009. Failure to immediately report such information will result in disciplinary action, up to and including dismissal. RMAT requires all employees to sign a declaration on an annual basis that there has been no change in their criminal record. Action may be taken as a result of any change or any failure to inform RMAT of any change.

Agency colleagues

115. In the case of agency colleagues, RMAT will ensure that the arrangement with the agency imposes an obligation on the agency to carry out all recruitment checks as set out including DBS and children's barred list checks, that RMAT would otherwise complete for its colleagues. RMAT must obtain written confirmation from the agency that these checks have been carried out and are satisfactory. This must be recorded in the single central record (SCR).

116. Upon the engagement of an agency worker, the agency must be supplied with a copy of RMAT's Managing Allegations Procedure unless they have previously been provided with the most recent version of this procedure.

Induction

117. There should be an induction programme for all newly appointed colleagues and volunteers regardless of previous experience. The content and nature of the induction process will vary according to the role and previous experience of the new member of colleagues or volunteer.

118. All newly appointed colleagues and volunteers will receive an initial HR Safeguarding Induction delivered by a member of the HR team.

119. A structured induction programme with the academy where the employee will be based is arranged which will give employees the opportunity to meet colleagues, attend meetings, meet colleagues from affiliated academies or organisations, and familiarise themselves with computer systems and academy protocols.

120. The induction programme should also indicate to new members of colleagues where to access the following information:

- Policies and procedures in relation to safeguarding, including child protection, local child protection and safeguarding procedures, anti-bullying, physical intervention/restraint, intimate care, ICT and E-Safety.
- Safe Working Practice and the Personal and Professional Code of Conduct which outlines the standards of conduct and behaviour expected of colleagues in the establishment i.e., Guidance for Safer Working Practice, Keeping Children Safe in Education and Working Together to Safeguard Children.
- How and with whom any concerns about the above issues should be raised.
- The name of the Designated Safeguarding Lead ("DSL"), Deputy DSLs, other colleagues trained as DSLs and their role in the academy/RMAT.
- Other relevant HR procedures including managing attendance and special leave, performance management, health, and safety, disciplinary, capability, grievance, and whistleblowing.
- The induction programme should also include attendance at child protection training appropriate to the person's role at the earliest opportunity.

Leadership recruitment

121. The Chief Executive, and the Chief Financial Officer must be consulted regarding any vacancies within the RMAT Leadership teams.

122. The principles of fair, legal, and safe recruitment should be applied throughout the process. The key features of leadership recruitment are as follows:

- RMAT is committed to succession planning and will look to support internal promotions into leadership roles wherever possible.
- The responsibility for recruiting a new Chief Executive or Head of Governance or Compliance lies with the RMAT Board.
- The responsibility for recruiting a new Chief Financial Officer, Chief Operating Officer, Director of School Improvement or Principal lies with the Chief Executive

- The Chair of the RMAT Board and or the Chair of the relevant committee will be a member of the recruitment panel for any appointments to the position of Chief Financial Officer, Chief Operating Officer Director of School Improvement.

- The responsibility for recruiting new members of the Finance team lies with the Chief Financial Officer.

- The responsibility for recruiting a new Director of HR, Director of IT or Facilities, Health and Safety Manager lies with the Chief Operating Officer

- The responsibility for recruiting a new Primary Lead, Director of SEND & Safeguarding, Data and Intelligence Lead, Attendance Lead or ECT Lead lies with the Director of School Improvement

- Senior Deputy, Vice, and Assistant Principal recruitment will be led by the Chief Executive and Principal, supported by HR.

- Leadership person specifications which are based on the National Standards of Excellence for Head teachers and the Teachers' Standards will be consulted upon where applicable.

Breaches of the policy

123. Any instances of this policy not being adhered to will be taken very seriously and appropriate disciplinary action will be taken.

124. Any complaint in relation to this policy, including its application will be managed through the RMAT's complaints policy or grievance policy (for existing employees).

Record keeping and data protection.

125. All written records of interviews, application forms and reasons for appointment or non-appointment will be kept by RMAT in line with our records management policy and in line with the requirements of data protection legislation.

Monitoring

126. HR will monitor the implementation and effectiveness of the policy by liaising with the Principals in each academy on a termly basis. Issues arising from regular reporting/audits from HR will also help inform this process as will any ad hoc concerns raised by colleagues, students, or the community.

127. HR will monitor the relevant legislation, guidelines, and information forthcoming from the relevant statutory bodies for any recommendation or changes. Where a gap, potential inequality or shortfall in performance is identified within the policy.

128. HR will advise the PPPC committee of the RMAT Board of any changes that are needed, and a proposal will be submitted to the RMAT Board within an appropriate timescale. There will be a full review of the policy by HR prior to the stated review date where recommendations will be made for consideration by the PPPC.

Other Policies

129. The following policies should be read in conjunction with this policy:
- Equality and Diversity Policy
- Child Protection and Safeguarding Policy
- Statement of Recruitment of Ex-Offenders
- Data Protection Policy
- Accessibility Policy
- KCSIE Statutory Guidance

Diversity

130. RMAT is committed to a policy of celebrating diversity, promoting equality of opportunity, providing an inclusive workplace, and eliminating any unfair treatment or unlawful discrimination. This overriding objective applies to all policies and procedures relating to colleagues and students. RMAT will always comply with the requirements of the Equality Act 2010 and associated guidance produced by the DfE.

Appendix 1: Disqualification from Childcare information for new employees

This information is to make you aware of your obligations relating to Disqualification under the Childcare Act 2006 which came into force in schools and academies in late 2014.

Your role within our school has been identified as one which the disqualification declaration applies to.

So, what does this mean in practice?

We need to make you aware that there are certain things that may mean that you are automatically disqualified from providing childcare (affecting your role within this school) by you having committed a disqualifiable offence or a disqualifying event. These broadly fall into the four below categories:

1 That you have a caution/conviction for certain violent/sexual offences.

2 Grounds relating to the care of children.

3 That you have had registration refused/cancelled in relation to childcare.

4 That you have committed an offence overseas which would constitute an offence regarding disqualification under the 2009 Regulations if it had been done in any part of the United Kingdom.

Ofsted have provided a list of disqualifiable offences/events in tables A & B of the below guidance.

https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006

You need to read this and report to the Head without delay if there is anything to declare under the disqualification guidance. It is only the offences/events on this list that we require you to declare. If you are unsure of whether a specific offence/event is applicable after reading the Ofsted lists, then please let us know so that we can advise you appropriately.

You should also be aware that from this point forward if your circumstances change relating to the disqualification guidance, you are obligated to inform us of this without delay.

You will be required to sign to confirm that you are clear relating to your obligations regarding disclosure pertaining to Disqualification under the Childcare Act 2016, so please do make sure that you ask any questions on which you are unclear. If you wish to do this, please speak with the Head in person.

If you require additional information or help with any aspect of this, then please let the Head know so that we can take advice from our HR provider on your behalf.

I have read and understood the information in this document.

Signed

Print name.

Date

Appendix 2 - Equality Impact Assessment

Policy Title: Recruitment and selection policy
Policy Owner: RMAT
Date of assessment: November 2026
Assessed by: COO

Purpose of the policy:

- To set a clear and lawful framework for recruitment and selection.
- To secure safe, fair, and effective appointments
- To support safeguarding and equality duties across RMAT.

Groups affected:

- Job applicants and potential applicants.
- RMAT colleagues involved in recruitment panels.
- HR colleagues.
- Students through safe recruitment outcomes.

Protected characteristics considered:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Potential impacts

Positive impact:

- Creates a consistent recruitment process across RMAT.
- Selection based on merit using job related criteria only.
- Clear reasonable adjustment process for disabled applicants.
- Safer recruitment requirements protect children and young people.
- Equal access to internal opportunities, including colleagues on leave.
- Strengthened safeguarding checks for volunteers support the safety and welfare of children and young people whilst applying requirements consistently across recruitment activities.
- Supports fair treatment of applicants with criminal records through individual assessment of disclosures and compliance with the DBS Code of Practice.

Negative or unequal impacts:

- Risk of unconscious bias during shortlisting or interview stages.
- Online and social media checks risk inconsistent interpretation if poorly managed.
- Language fluency requirements risk indirect disadvantage if applied without care.
- Complex recruitment processes may disadvantage some applicants without support.

- Enhanced online screening tools may identify information relating to protected characteristics, creating a risk of conscious or unconscious bias if safeguards are not maintained.

Mitigation actions:

- Structured scoring against person specifications.
- Minimum of one safer recruitment trained panel member.
- HR oversight at key stages of recruitment.
- Clear separation between equality monitoring data and selection decisions.
- Reasonable adjustment offered at application, interview, and assessment stages.
- Manage guidance on lawful use of online checks.
- Language requirements applied only where roles are genuinely public facing.
- Online screening activity is managed separately from shortlisting. Only information relevant to safeguarding or legitimate reputational risk concerns is shared with recruiting managers.
- Online screening is supported by a documented Legitimate Interest Assessment and oversight from the Data Protection Officer.
- Risk assessments are completed for volunteers not undertaking regulated activity to ensure checks are proportionate and appropriate to the role.

Monitoring and review:

- HR monitors recruitment outcomes and complaints.
- Review of applicant data where held appropriately and lawfully.
- Audits of safer recruitment compliance.
- Policy reviewed in line with statutory guidance and scheduled review cycle.
- Periodic review of online screening outcomes to ensure processes remain proportionate, consistent and free from unlawful discrimination.