

REBUILD • REINTEGRATE • REDISCOVER



RECRUITMENT AND SAFER RECRUITMENT POLICY



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Updates made:	Date:



1. Scope

This policy sets out our approach to the recruitment and selection of all Reboot Education staff.

2. Who is this policy for?

This policy covers the recruitment and selection of all employed staff. Separate policies cover the engagement of individuals working via third parties (e.g. agency personnel), and volunteers.

3. Policy statement

3.1: The aim of this policy is to ensure that:

- Reboot Education is able to function effectively and meet the needs of its commissioners, by having staff with the necessary skills at the right time and place to meet its needs;
- those employed by Reboot Education reflect our values, views, motivations and attitudes;
- appointments are made on the basis of objective and transparent criteria that are clearly relevant to an individual's ability to perform the role in question;
- our workforce is as diverse as the people and the communities we support;
- those making recruitment and selection decisions are appropriately trained and supported;
- current employees have the opportunity to access promotion opportunities and retain security of employment where they have the necessary skills and experience to carry out new job roles;
- the people and their communities we work with are safeguarded from contact with unsuitable people;
- Reboot Education complies with all relevant legislation, recommendations and guidance including statutory guidance published by the Department of Education (DFE), Keeping Children Safe in Education (KCSIE), the Disclosure of Barring Service (DBS) and the General Data Protection Regulations (GDPR).

4. The role of the Recruitment Panel

4.1: The CEOs of Reboot Education are responsible for recruitment and ensuring adherence to all relevant policies during the recruitment process.

4.2: The CEOs of Reboot Education will organise a Recruitment Panel to support in the assessment and selection of candidates. Where possible, the entire Recruitment Panel will contribute to shortlisting and hiring decisions, in order to increase the objectivity of decision-making and reduce the potential impact of individual biases.

4.3: The Recruitment Panel should offer a diverse range of views and expertise.

4.4: Recruitment Panel members are expected to have completed approved 'Safer Recruitment Training' prior to overseeing a recruitment campaign.

5. Preparing to recruit

5.1: The need to recruitment may arise for a number of reasons:

- An employee resigns.
- A new post is established.
- An employee becomes temporarily absence from work.
- A project needs to be undertaken.

5.2: The CEOs of Reboot Education will take time to plan their recruitment from the outset, whenever possible.



6. Job Description and Person Specification

6.1: All roles must have an up-to-date job description and person specification.

6.2: Job descriptions can be found on the staff onboarding SharePoint page.

7. Advertising a vacancy

7.1: There are three main ways we advertise roles:

- **Public** - published on website like Suffolk Jobs Direct and open to existing Reboot Education staff and members of the public.
- **Public** - published on Reboot Education's website under 'current vacancies' and open to existing Reboot Education staff and members of the public.
- **Internal** - published on the internal jobs page and open only to existing Reboot Education staff.

7.2: All vacant posts should normally be advertised externally by default, and therefore open to applications from outside of Reboot Education. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff with relevant skills and experience who are at risk of redundancy, vacancies may be advertised internally. In these circumstances, the Recruitment Panel may decide that certain parts of the recruitment process are omitted but all candidates will be subject to a formal interview and satisfactory pre-employment checks.

7.3: Private adverts should only be used to support the redeployment of staff at risk of redundancy.

7.4: There are no strict requirements for the length of time that roles are advertised, but it is recommended that external roles are advertised for at least two calendar weeks in order to ensure equality of opportunity and encourage as wide a field of candidates as possible.

7.5: Internal roles should normally be advertised for at least a week, and should be promoted through internal networks, emails and staff notice boards.

8. Information for candidates

8.1: All adverts for vacancies at Reboot Education must provide the candidate with the following information:

- An outline of the duties of the post.
- The qualifications, skills, experience and behaviours required by a successful candidate.
- The salary on offer, pro-rata when applicable (see below).
- A link to the full job description and person specification.
- Confirmation of the planned assessment process, including the format of each assessment or interview, and likely location.
- A timetable, with, as a minimum, estimated dates of key assessment and interview stages which will involve candidate attendance.
- The need for an enhanced DBS check, as well as any other specific requirements or limitations related to criminal offence history.

8.2: The following details will also be included in all adverts:

- Reboot Education's equal opportunities statement.
- Reboot Education's statement confirming their commitment to strong safeguarding practices.

8.3: Roles which are subject to KCSIE are also required to provide the following information:

- Reboot Education's commitment to safeguarding and promoting the welfare of children and make clear that safeguarding checks will be undertaken.
- The safeguarding responsibilities of the post as per the job description and personal specification.



- Whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.
- A link to Reboot Education's Safeguarding Policy.
- Where applicable, confirmation that an 'Online Search' will be conducted on shortlisted candidates, to ensure accuracy of information provided and protect Reboot Education against potential reputational damage (see below).

9. Advertised salary.

9.1: Jobs should normally be advertised on a spot salary depending on:

- the salary band of the advertised role.
- the salaries of existing team members performing a similar role
- affordability
- market conditions

10. External job boards

10.1: Many roles which are open to external applicants will require the use of external websites in order to provide sufficient promotion to attract the volume and quality of applicants needed.

10.2: Additional paid advertising on websites is recommended to boost the reach and impact of advertising.

11. Using recruitment agencies

11.1: If a vacancy requires specialist skills that are hard to recruit, or where a role has previously proved hard to fill, a recruitment panel may consider using an external recruitment agent to supply candidates.

11.2: Recruitment agency services can be expensive, as they typically charge 10%-20% of the role's annual salary, so they should only be used as a last resort.

11.3: Before agreeing to receive candidates via a recruitment agent, Reboot Education's CEOs will ensure they fully understand all associated costs, and that they have the required budget.

12. Temporary posts

12.1: Temporary post of more than 6 months (e.g. 12 month maternity cover) should normally be advertised internally and externally and follow our usual recruitment procedures.

13. Diversity and Equal Opportunity in recruitment

13.1: We will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.

13.2: Many of our roles are 'exempt' from the Rehabilitation of Offenders Act 1974, this means we can ask about an applicant's criminal history - including details of convictions and cautions - that are not protected. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.



13.3: At Reboot Education we are committed to being an inclusive and accessible employer, offering interviews to disabled people, providing reasonable adjustments, and supporting existing employees.

13.4: It is our policy that all recruitment advertisements carry our equal opportunities statement and candidates who apply for roles declaring that they have a disability on their application, should be automatically shortlisted if they meet the minimum essential criteria for the role.

13.5: Where minority sections of the community are under-represented in the relevant part of our workforce, a Positive Action Statement may be used to encourage applicants from certain sectors of the community.

13.6: For some posts there may be a Genuine Occupational Requirement (GOR) and/or policy objective that dictates that appointees must be of a certain gender, nationality etc and that this requirement must be set out in advertisement/person specification etc. Genuine GORs/policy objectives are quite rare and must be objectively justified to ensure they do not amount to unlawful discrimination.

14. Reasonable adjustments

14.1: Reboot Education will offer adjustments to the recruitment process, should these be requested by a candidate, which will help reduce or remove disadvantages faced by disabled candidates. These may include accessible documentation, extra time to complete assessments, or advanced notification of interview questions.

14.2: All requests for adjustments in the recruitment process will be taken seriously, and the recruitment panel will not ask for details or proof of the candidate's disability.

15. Shortlisting

15.1: The Recruitment Panel will use the criteria laid out in the person specification to decide on which candidates to shortlist for the vacancy. Shortlisting decisions will be made on the content of the application against these criteria alone, free of any bias or pre-judgement, and applied equally to all applicants.

15.2: We will publish a closing date for applications and make a shortlisting decision once all applications are received.

15.3: If the field of applicants is felt to be weak the post may be re-advertised.

16. KCSIE process for shortlisted candidates

16.1: For roles subject to KCSIE, additional steps must be taken to gather further information on candidates invited to interview.

- Candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children, as part of the application process.
- Two professional references will be collected for each candidate, one should be from their most recent employer / one should be from their last employer where the candidate worked with children (if the candidate is not working with children in their current role).
- The references taken, should cover at least a 5-year period from the date of the reference.
- Reboot Education may also carry out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which Reboot Education might want to explore with the applicant at interview.
- Where possible, the above steps will be taken, prior to the candidate's interview, so that any issues raised in these steps can be discussed with the candidate at interview.



16.2: The Selection Process

The format and style of the selection process will depend on the role being interviewed for. A range of selection methods maybe used to support and enhance objective decision making, which can be difficult through interview alone.

The selection process may include:

- Teaching task
- Presentations
- Interviews by the pupils
- In-tray exercises
- Tests
- Group discussions

The selection process will always include a panel interview.

17. Panel interviews

17.1: Before the interviews the Recruitment Panel will agree on the interview format.

17.2: The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification. Each candidate will be assessed against all of the criteria for the post.

17.3: The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked.

17.4: Questions will include:

- Finding out what attracted the candidate to the post, and why they want to work for Reboot Education Limited.
- Exploring their skills and experience and asking for examples of experience which are relevant to the role.
- The candidate's understanding of and alignment to Reboot Education's values.
- Where applicable, questions to test and explore the candidate's knowledge of safeguarding procedure.
- At the end of each interview, the Recruitment Panel should allow the candidate the opportunity to ask questions that they may have and inform the candidate of the estimated timeline for feedback.

18. Safeguarding and recruitment

18.1: The interview stage is an important part of our safer recruitment processes, and the Recruitment Panel will take steps to screen out individuals who might pose a risk to children, young people and vulnerable adults.

18.2: The Recruitment Panel take the widest possible view of those who may be in a position to abuse a position of trust and therefore not limit safeguarding questions to frontline workers, but all those who have access to children, young people and vulnerable adults. For this reason:

- Questions will be included that enable the recruitment panel to gain a good understanding of each candidate's motivation for working with children and young people in particular and personal values which candidates believe make them an appropriate person for this type of work.
- All gaps in a candidate's career history will be identified and explored.
- Reasons for a candidate leaving previous employment will need to be established where this reason is unclear from their application form.
- Any anomalies in a candidate's application or supporting statement will be drawn out and explored.

19. Conditional offer of employment

19.1: As soon as a hiring decision is made, the Chairperson of the Recruitment Panel will contact the successful candidate and will verbally offer the role to them and make clear that this is a conditional offer.

19.2: Should the preferred candidate not accept the role, the Chairperson of the Recruitment Panel may then (if they wish) offer the role to any other shortlisted candidate deemed to be appointable at interview.



19.3: A Formal letter confirming the offer of employment to the successful candidate will be emailed to them as soon as possible.

19.4: Once a conditional offer has been accepted, the Recruitment Panel will ensure that all unsuccessful candidates are informed of the outcome of their interview. Candidates who attended an interview will also be offered the opportunity to discuss their feedback with a member of the Recruitment Panel.

20. Starting salary

20.1: Pay on appointment will normally depend on:

- the knowledge, skills and experience the new employee brings in comparison to existing team members performing a similar role.
- Affordability.
- equal pay considerations.

21. Pre-employment checks

21.1: An offer of employment at Reboot Education is subject to the following pre-employment checks:

- Verification of identity.
- Verification of right to work in the UK.
- Two satisfactory professional references – one of which must be the candidate's most recent employer.
- Evidence of qualifications where detailed in the person specification.
- Confirmation of mental and physical fitness to carry out work responsibilities.
- Satisfactory Disclosure and Barring Service (DBS) check at an enhanced level and other appropriate vetting checks.

21.2: In addition, offers of employment with Reboot Education are also subject to the following pre-employment checks (where appropriate):

- Any additional check needed for time spent living or working overseas.
- Verification of professional qualifications. The Teaching Regulation Agency's (TRA) Employer Access Service should be used to verify any award of qualified teacher status (QTS), and the completion of teacher induction or probation.
- Section 128 check (management posts only).
- Probation from teaching check (where the post involves teaching work).

21.3: No newly appointed staff member can start their role until all pre-employment checks have been completed. Exceptions will only be made in circumstances where a risk assessment has been undertaken.

21.4: As directed by KCSIE, Reboot Education will keep a record of all pre-employment checks will be recorded on our single central record.

22. Start of employment

22.1: Induction is the final stage of the recruitment process. Once a successful candidate has accepted the offer of employment and a start date has been agreed the CEOs of Reboot Education will preparing a comprehensive induction programme for a new employee.

23. Related policies

- Code of Conduct
- Data Protection Policy
- Equality & Diversity