

GLC Recruitment & Retention Policy

Incorporating a statement regarding the employment of ex-offenders

This Policy was ratified by the Board of Directors on :	Autumn 2024
This Policy will be reviewed by the GLC Board on :	Autumn 2026

GLC Mission Statement

The GLC’s mission is to develop active and thriving citizens within a diverse, truly fair and equal community.

This will be achieved through:

- High quality teaching that deliberately develops competencies of curiosity, creativity, communication and critical-thinking;
- An inspiring and meaningful curriculum;
- The development of productive relationships by instilling the values of compassion, resilience, responsibility and aspiration to prepare our young people for learning and life;
- A commitment to the wellbeing of our staff;
- A culture of professional generosity, collaboration, challenge and support throughout the GLC;
- The development of effective external partnerships for the benefit and wellbeing of our community.

Equalities Statement

The GLC’s commitment to equality is enshrined in our mission statement to develop ‘active and thriving citizens within a diverse, truly fair and equal community’.

We are a vibrant, innovative and successful organisation: we work hard to be the place of choice to work and to learn. Across the 5 academies of the GLC, we pledge that everyone enjoys an equality of opportunity. We work tirelessly to ensure that individual characteristics including age, ethnicity, socio-economic background, academic ability, disability, gender, religious beliefs, sexual orientation are not discriminated against in any way. We create inclusive environments characterised by mutual respect where difference is celebrated.

1. Introduction

This policy has been adopted by the GLC's Board of Directors to provide a framework for the Recruitment and Retention of all posts within the 5 academies that form the GLC.

Directors fully understand their responsibilities in ensuring recruitment procedures are free from unlawful discrimination. The Directors also fully appreciate the importance of fair, open and effective procedures to enable the GLC to recruit and retain people with the right skills, aptitudes, values and attitudes. It is also recognised that poor recruitment practice can result in increased staff turnover, lowering of staff morale and increased costs for the GLC. Consequently, all staff, Governors and Directors involved in recruitment and selection decisions are required to work in ways that are entirely consistent with this policy at all times.

2. Aims and Objectives

The aims and objectives of this policy are to:

- Recruit and retain high quality staff with the right skills, aptitudes, values and attitudes so that our children are safe, supported and are able to achieve their full potential;
- Ensure all staff are recruited on the most appropriate contract terms to meet the needs of the GLC whilst balancing work-life integration;
- Ensure that equality of opportunity is a key consideration at each stage of the recruitment and retention process, thereby encouraging diversity and inclusion;
- Ensure our recruitment and retention practices reflect our commitment to flexible working;
- Ensure our recruitment and retention practice reflects positively on the GLC as an employer;
- Ensure that recruitment and retention procedures are fair, efficient and cost-effective;
- Monitor, review and improve our recruitment and retention practices continuously.

3. Recruitment & Selection Principles and Process:

The GLC will comply with the guidance as set out in Part 3 of Keeping Children Safe in Education.

- The CEO will ensure this policy is communicated to all staff and is reviewed by the GLC Board in-line with the published schedule;
- The GLC will ensure that training is provided for all staff and Directors involved in the recruitment and selection of staff and that it is appropriate to their role and that all recruitment panels include at least one person who has successfully undertaken the approved training in Safer Recruitment;
- All decisions on the appointment of staff will be made by the respective Head of School. The appointment of Heads of Schools and Deputy Heads of School will include the CEO and Directors;
- The GLC will structure and implement their recruitment and selection procedures to ensure that all legal requirements are met when seeking staff to work with children. At the same time, care will be taken not to unlawfully discriminate against candidates on grounds of race, sex, disability, religion or belief, sexual orientation or age, and to comply with data protection law;
- Prior to any recruitment advertisement the manager responsible for the appointment will review the needs of the post before seeking approval of the CEO to commence recruitment;
- Careful consideration will be given to the working hours and arrangements for each vacancy so that posts will be open to applicants wishing to work on a part-time, job-share or flexible basis where possible and practical;
- Prior to any recruitment advertising the GLC's HR Manager will ensure that there is an up to date job description, person specification, a clear recruitment timetable and a relevant package of information for each post being advertised;
- All vacant posts will be advertised by means of a GLC all-staff email, GLC bulletin and on the GLC website. Additionally, staff will be encouraged to advertise the post through their own networks [including via social media]. Consideration will also be given to advertising the post through other means such as Essex School Jobs, Linked In, Indeed and the DFE website;
- Recruitment advertisements will comply with all national and local guidance regarding commitment to safeguarding children;
- All enquiries for further details, further information or informal visits to the GLC will be dealt with promptly and professionally to reflect positively on the GLC as a potential employer;
- Deadlines for all advertisements will allow reasonable time for completing and submission of applications;
- All applicants must complete the required application form in full and in particular ensure that the declaration is clearly signed and dated. Incomplete application forms will not be accepted and will be returned for competition or checked with the candidate. The GLC may reasonably decide to reject an

application where incomplete and/or ambiguous information is provided. Applications by CV alone will not be considered;

- All shortlisting decisions will be made with clear reference to the skills and qualities set out in the person specification;
- SSMs will maintain a log of applications with clear reasons why an applicant has not been called to interview;
- Where an applicant is shortlisted, any discrepancies or gaps in employment will be discussed at interview;
- Applicants should be aware that providing false information could result in the application being rejected or, in summary, dismissal if the applicant has been selected;
- Where a post is advertised internally only, applicants will be informed whether an application form must be completed or whether a letter of application is sufficient. Where posts are advertised externally, internal applicants will be expected to apply in the same way as external candidates to ensure equality and fairness;
- Due to limited resources only shortlisted candidates will be notified of the outcome of their application;
- Shortlisting will take place as soon as possible after the closing date;
- Invitation to interview will be confirmed in writing. Adequate time will be allowed between invitation and interview to allow candidates to prepare for their interview;
- Shortlisted candidates will be required to make a declaration of criminal convictions and prohibitions and any relevant positive declarations will be explored with them at interview. Declarations should be submitted in a sealed envelope. The Recruitment and Selection Policy Statement at Appendix sets out how such declarations will be considered;
- Where the school setting and post are covered by the Childcare [Disqualification] Regulations, if the candidates declare information on a Disqualification Declaration Form the school will need to establish whether the information declared meets one of the disqualification criteria, in which case the panel may decide to: a) discontinue the recruitment process in respect of that candidate; b) allow the candidate time to apply for an Ofsted Waiver;
- The selection process will, as a minimum, consist of a face to face interview even where there is only one candidate and including for internal appointments and promotions and volunteers;
- Where appropriate, the selection process may include additional activities such as in-tray exercises, group activities, presentations, pupil panels and lesson observations;
- The process will assess the merits of each candidate against the job requirements [i.e job description and person specification] and explore their suitability to work with children;
- Where interview panels are deployed they will ensure that they prepare properly for the interviews, having read the applications beforehand and considered any specific questions that need to be asked of each candidate. The panel will ensure that all candidates are received and treated in a way that reflects our motto and that they adhere to the interview timetable;
- All questions used in selection interviews will also be focussed on the priority needs of the post and will avoid any questions or language that could be held to be unlawful discrimination;
- At the end of the selection process, the respective merits of each candidate will be carefully considered and the Chair of the panel [with delegated responsibilities] will offer the position to the person that the panel decides best meets the skills and qualities set out in the person specification;
- In the event the person offered the position declines the appointment then the panel will consider carefully whether to offer the position to the next identified candidate, whether to re-advertise the vacancy or whether to cover the duties in another way;
- If it is felt that none of the available candidates fully meet the requirements of the person specification then the panel must not rush into an appointment but must take time to carefully weigh up the various alternative actions.

4. Employment Offer and Pre-employment Checks

- All appointments must be made subject to satisfactory and relevant recruitment checks. This will include a DBS and any other recruitment and/or security checks required by national policy prior to the contract position being confirmed. This includes children's barred list check and the right to work in the UK;
- Documentary proof [not a photocopy] will be required and checked for any qualification specified in the person specification for the post or otherwise required by national policy;
- The GLC will ensure that two satisfactory references are obtained prior to any contract position being confirmed;
- References will normally be taken up on all shortlisted candidates, including internal applicants, prior to interview. In line with the statutory guidance, references will be scrutinised and any concerns resolved

satisfactorily before the appointment is confirmed.

- A reference will be required from the candidate's current and/or most recent employer and where available at least one reference will relate to the last position which involved working with children;
- References from an education establishment must be submitted from the head of the establishment [Chair of the Board in the case of Heads of School];
- In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form;
- Where it is agreed to defer, referees will be contacted immediately after the interview before an offer of employment is confirmed;
- For internal candidates at least one reference will be required to cover the applicants suitability for the advertised role. This could be from a line manager/head of department or the Head of School as appropriate;
- The successful candidate will be advised that they are the preferred candidate and a conditional offer made, subject to satisfactory pre employment checks. A firm offer cannot be made until all pre- employment checks have been completed to the satisfaction of the Trust;
- The offer of employment is conditional upon receipt of:
 - Self-declaration [SD2] [in place until DBS clearance is received];
 - Proof of identity;
 - Evidence of right to work in the UK and any supporting documents;
 - Proof of required qualifications;
 - Certificate of good conduct [if applicable];
 - Medical clearance;
 - Satisfactory DBS check or online status check;
 - DBS Children's Barred list check;
 - Prohibition of teaching [if applicable];
 - Statutory Induction [Teachers only where applicable];
 - Section 128 check [where applicable];
 - Childcare Disqualification Declaration [where applicable];
 - Two Satisfactory References.

No appointment can be confirmed until the above information is obtained.

- Once all pre-employment checks have been received and confirmed as satisfactory, a firm offer of employment will be made and the contract of employment [or a contract amendment as applicable] will be issued;
- The contract of employment/contract amendment will be issued as soon as possible in advance of the proposed start date but in all circumstances no later than the first day of employment;
- The GLC will ensure that all new appointments are subject to satisfactory health report and will ensure that the employer's duty to fully consider any reasonable adjustments is fulfilled prior to an offer of employment being confirmed;
- Data will be held on the MIS system in accordance with the General Data Protection Regulations [GDPR];
- Information provided by the candidates, referees or through the clearance procedures must not be discussed with or disclosed to any other party except as determined by the GDPR. All photocopies of applications must be destroyed, following the interviews within 7 working days;
- The importance of adequate records cannot be overemphasised. It is the responsibility of the SSM to ensure that notes are kept at each stage of the recruitment process. The recruitment file and all documentation shall be kept for six months after the closing date and then shredded [in-line with the GLC's Document Retention Policy];
- Any applicant may request feedback on the reasons why they were not shortlisted or appointed and this will be provided either in writing or verbally within a reasonable period of the request;
- Applicants who wish to access their interview notes must make a subject access request in writing to the chair of the interview panel/Head of School within 6 months from the date of interview;
- As far as is reasonably practicable the GLC will make any reasonable adjustments to accommodate the needs of a disabled person. This will apply to the recruitment process and to the workplace or working arrangements on appointment. The GLC will seek appropriate advice from relevant agencies to achieve this where necessary;
- Induction is a process whereby new employees are familiarised with their new job, their colleagues and their new working environment. This is to help support them to feel part of the organisation as quickly as possible. Please see the GLC's induction policy for further details. Where applicable Early Careers Teachers

will be subject to the Statutory Induction Period.

5. Screening applicants on-line

In line with recommended practice in the statutory guidance "Keeping Children Safe in Education", the school will conduct searches for information on shortlisted candidates which is publicly available on-line. The purpose is limited:

- To identify issues which call into question the applicant's suitability to work with children;
- To verify employment history.

No candidate or third-party individual will be asked to provide access to on-line information which is not publicly available. No detriment will be applied whether or not an individual has an on-line presence.

Searches will be conducted by an appropriate individual who is not a member of the recruitment panel to avoid the potential for discrimination. Only information related to the purposes stated will be shared with the Panel. Any information will be discussed with candidates at interview before any decisions regarding the recruitment process are made.

6. Record Retention and Data Protection

6.1 Selection Records

Interview notes on all unsuccessful candidates will be retained for a 6-month period, after which time, these records will be destroyed.

Under data protection legislation, applicants have a right to request access to notes written about them during the recruitment process.

Applicants who wish to access their interview notes must make a subject access request in writing to the chair of the interview panel/CEO/Head of School within 6 months from the date of the interview.

6.2 Personal File records

For the successful candidate, the following information will be retained [where applicable] and will make up part of the employee's personal file:

- Application form;
- Selection paperwork [shortlisting and interview notes];
- Self-declaration [SD2] [until DBS clearance is received];
- Proof of identity;
- Evidence of right to work in the UK and any supporting documents;
- Proof of required qualifications;
- Certificate of good conduct [if applicable];
- Evidence of medical clearance;
- DBS consent form;
- Evidence of the DBS check or online status check [not DBS certificate];
- Evidence of DBS Children's Barred list check;
- Evidence of prohibition of teaching [if applicable];
- Evidence of completion of Statutory Induction [Teachers only where applicable];
- Evidence of Section 128 check [e.g file note confirming check completed where applicable];
- Childcare Disqualification Declaration where no declaration is made - otherwise a Disqualification risk assessment form and any disqualification waiver documentation [where applicable];
- References.

Relevant evidence of pre-employment checks will be retained on volunteers, contractors and other workers as required by Statutory guidance [Keeping Children Safe in Education].

Information will be collected, held and processed in accordance with the Trust's data protection policy and record retention schedule.

7. Roles and Responsibilities

- The GLC Board of Directors has overall responsibility for the adoption and review of this policy, including approval of any amendments. Monitoring and evaluation of the effectiveness of this policy;
- The CEO is responsible for the implementation of the policy in full and to ensure that all recruitment procedures and processes are consistent with the aims and principles set out above;
- Responsibility for the day to day implementation of this policy, including management of the administration process rests with GLC's HR Manager and SSMS;

8. Agency Staff and other workers

It is expected that the same standards of safer recruitment will be applied by external bodies providing workers or volunteers to the Trust.

External bodies will be required to provide written confirmation that relevant safer recruitment and other relevant pre-employment checks have been undertaken and this will be recorded on the Single Central Record. A copy of the written confirmation will be retained on a central file.

9. Staff Recruitment Strategy

Our aim is to attract great people who want to help us to achieve our motto, mission and values. We are committed to creating working practices which enable all members of our team to thrive in a supportive environment.

The GLC has created and implemented a People Strategy detailing how we welcome, retain and develop great people: [Gateway Learning Community - Join Our Team](#)

Welcoming Great People

- **Friendly & supportive:** We develop productive relationships by instilling our Trust core values of compassion, resilience, responsibility and aspiration;
- **Equality of opportunity:** We actively promote our Trust mantra [All different: All equal, Together improving upon our best], celebrate uniqueness and ensure individual differences are celebrated and do not act as a barrier to success;
- **Feedback:** We actively seek feedback from all staff and use this to influence working practices, so that staff can thrive in a supporting setting.

Retaining Great People

- We believe that our staff are the most important resource and their well-being is paramount to maintaining a successful and forward-thinking organisation.

Developing Great People

- Whichever career pathway you choose at The Gateway Learning Community, you will be supported to achieve your career aspirations and goals through internal and external training and development programmes.
- The GLC encourages all employees to use their existing networks to advertise vacancies. To support this, we will:
 - Pay current employees a finders' fee of £500 [subject to necessary deductions] for every appointed teacher and/or LSA they recommend [the CEO, Heads of School and Deputy Heads of School are not eligible for this payment] NB this payment will be made after 12 months and subject to a successful probation;
 - Make a one off payment of £1,000 [subject to necessary deductions] to a new recruit [teachers paid on Main Scale to UPS3 and LSAs] if they are appointed through a direct application to the GLC [i.e. avoiding agency costs]. This payment is allocated 12 months after the teacher/ LSA has come to post.
- The GLC will continue to develop partnerships with:
 - TeachNorfolk First;
 - Essex, Suffolk Teacher Training;
 - TES;
 - Greenwich University.
- Recruit teachers to salaried training positions such as graduate training schemes;
- Develop teachers through approved teaching apprenticeships;
- Hold Recruitment Fairs and taster CPD sessions;

- Work to developed strong links with a number of local and international ‘preferred’ recruitment agencies and partners including:
 - Point 2 Point;
 - Strategy Education;
 - KS Recruitment;
 - Engage Education.

10. Staff Retention Strategy

The GLC aims to be an employer of choice and takes the well-being of all staff very seriously. It has developed a number of initiatives to retain existing staff:

- Retention Payments

Heads of School will consider the following and engage early with teachers they need to retain in-order to secure the ongoing employment of that teacher:

- Double increment rise [only applicable to reward outstanding practice];
- TLR3 payments [can be made for taking on time limited tasks within an academic year];
- Recruitment and retention allowances [offered for 1 year and reviewed in-line with performance management, annually thereafter]. These payments must be discussed with, and approved by the CEO. They should be based on the following criteria:
 - ✓ The recruitment of a suitable replacement teacher would be unlikely;
 - ✓ The pupils of the teacher have achieved their annual targets;
 - ✓ The teacher has demonstrated a consistent commitment to the wider life of the school and the GLC;
 - ✓ The teacher has demonstrated a consistent commitment to their own professional development and is ‘professionally generous’;

NB additional retention payment will not usually be made to colleagues on Tier 2 visas as the sponsorship is deemed to be a retention payment in itself.

- Flexible Working

The Head of School will consider any application for flexible working and will assess the application in relation to the impact on the member of staff and the effective running of the academy and in-line with the current GLC Flexible Working Policy;

- The GLC aims to be the local employer of choice to support this, we will continue to work to help staff to balance their workload where possible, to create a supportive, welcoming and dynamic work environment and continue to develop a range of well-being events and support that will be delivered each year under the direction of the Recruitment and Retention action group. See Wellbeing policy;
- Significantly strengthened and rigorously applied GLC Staff Sickness Management Policy and GLC Leave of Absence Policy to reduce the stress on attendant staff caused by the absence of colleagues. Please see the agreed policies for full details.

11. My Days

My Days are intended to recognise the amazing commitment of GLC staff and to allow them a paid day off work [to attend a child’s first day of school or to go to Wimbledon etc] . The protocols are as follows:

- All GLC staff can be considered for one My Day during the current academic year;
- Staff must apply directly to the Head of School for permission to take a My Day. The My Day will be approved at the discretion of the HoS who will take attendance records into consideration when dealing with an application. The HoS will also make an assessment regarding the impact of the particular request;
- Requests must be made within the specific deadlines for each term as outlined in the management calendar and it is unlikely that absence will be approved during peak times of the year, for example SATs week or if there is expected to be a high level of absence due to school events [My Days will not usually be granted for the first and last days of each term];
- A My Day will be granted providing it can be covered internally and there is no financial burden placed on the academy;
- If the My Day is on the same day as a parents’ evening, staff will be expected to return for the parents evening;
- Staff can apply to take two half days to make up their one My Day;

- Part-time employees are entitled to receive a proportion of the My Day, equivalent to the proportion of their working week. For example: someone who works 3 days per week [0.60 proportion] is entitled to 0.60 of a full day off for the My Day;
- New starters will be eligible to take a My Day following successful completion of their probation period.

12. Stay Interviews

We will actively engage with staff so that they are open and transparent about their career aspirations and the GLC can support the achievement of those. This may be undertaken by senior members of academy staff, the CEO and directors.

13. Exit Questionnaires

Exit questionnaires can provide a valuable source of information regarding working practices. The link to the online Exit Questionnaire is forwarded to all staff leaving the GLC by the HR Manager. This questionnaire helps identify any areas where improvements or change are required. The data obtained from this can be used to develop a retention strategy that focuses on particular causes of turnover in the GLC. Exit questionnaires are treated in the strictest confidence. Where there are particular concerns/issues/improvements highlighted, the CEO and Head of School will be notified directly. In addition, if a member of staff wishes to arrange a meeting with the HR Manager, this will be arranged.

14. Complaints

Anyone who feels that their treatment has been in breach of this policy may bring a formal complaint. Existing staff of the GLC should use the established grievance procedure. External applicants should raise their complaint by writing to the CEO setting out the relevant details, who will ensure that a full investigation of the complaint is undertaken and that a written response is provided within 21 days of receiving the complaint.

Appendix 1 - Recruitment and Selection Policy Statement

1. The Trust Board is committed to:
 - Safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people;
 - Promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued;
 - Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs;and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.
2. The Trust Board recognises the value of and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race [which includes colour, nationality and ethnic origin], religion or belief.
3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
5. The following pre-employment checks will be required where applicable to the role and setting:
 - Receipt of satisfactory references;
 - Verification of identity;
 - A satisfactory DBS disclosure if undertaking Regulated Activity;
 - Verification that you not barred from working with Children;
 - Verification that you are not prohibited from teaching;
 - Verification of medical fitness for the particular role;
 - Verification of qualifications and of professional status where required e.g. QTS status;
 - The production of evidence of the right to work in the UK;
 - Verification of successful completion of/exemption from statutory induction period;
 - Verification that you are not subject to a section 128 direction preventing you from holding a management position within a school;
 - A declaration that you are not disqualified from working with children by virtue of the Childcare [Disqualification] Regulations 2018 or that you have provided a valid disqualification waiver from Ofsted.

NB It is illegal for anyone who is barred from working with children to apply for or undertake Regulated Activity.
6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.
7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all preferred candidates will be

required to declare spent and unspent convictions, cautions and bind-overs [save for those offences that are subject to filtering by the Police] prior to their offer of employment being confirmed. When making a recruitment decision Trust will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared [within strict guidelines] for the purposes of considering suitability for employment and/or consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Trust Board is committed to ensuring that people who have convictions / cautions / reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare [Disqualification] Regulations 2018 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the Trust [unless a waiver can be obtained from Ofsted].

Positive disclosures will be managed on a case-by-case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information e.g. was it a caution or a conviction;
- How long ago the incident(s) occurred and whether it was a one-off incident or part of a repeat history/pattern;
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then;
- The country where the offence/caution occurred;
- Whether the individual shows or has shown genuine remorse;
- If the offences were self-disclosed or not [non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness].

This Trust Board operates in accordance with The Disclosure and Barring Service Code of Practice in relation to the processing, handling and security of Disclosure information.

8. In line with recommended practice in the statutory guidance "Keeping Children Safe in Education", the school will conduct searches for information on shortlisted candidates which is publicly available on-line. The purpose is limited:
 - To identify issues which call into question the applicant's suitability to work with children;
 - To verify employment history.

Only information related to the purposes stated will be shared with the Panel. Any information will be discussed with candidates at interview before any decisions regarding the recruitment process are made.

9. The Trust processes personal data collected during the recruitment process in accordance with its data protection policy. Data is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. On the conclusion of the process, data collected will be held in accordance with the Trust's retention schedule.

A copy of our Recruitment Procedure is available upon request.

Appendix 2 - Recruitment – New Starter Flow Chart

