

TrinityLearning Recruitment Policy for Staff and Volunteers

This policy has been developed in accordance with the principles established by the Children Act 1989 and in line with the following:

- [“Keeping Children Safe in Education 2021”](#)
- [Working Together to Safeguard Children 2018](#)
- [Planning to recruit and advertise | Schools \(oxfordshire.gov.uk\)](#)

This policy should be read in conjunction with:

- The TrinityLearning Recruitment Procedure for recruiting Volunteers (Appendix 1)
- Our Recruitment Checklist for a fair and safe appointment (Appendix 2)

At TrinityLearning our Trustee Board takes seriously its responsibility under Section 11 of the Children Act, and its duties under “Working Together to Safeguard Children 2018” to safeguard and promote the welfare of children, and to work together with other agencies to ensure adequate arrangements exist within our setting to identify and support those children who are suffering harm or are likely to suffer harm.

TrinityLearning will ensure that all staff and volunteers are recruited in line with the current advice given in Keeping Children Safe in Education 2021 (Part 3) and our Recruitment Checklist (Appendix 1). As such, volunteers must provide two references, including one from a former employer, minister, or previous child-facing volunteer role co-ordinator. Referees are asked to comment on the applicant's qualities with reference to the specified role and all referees are directly asked about the applicant's suitability to work with children. All volunteers will be informally interviewed by 2 people, at least one of whom will have received Safer Recruitment training.

Many TrinityLearning volunteers carry out tasks that are defined as **regulated** within the Keeping Children Safe in Education document. Although some supervision of volunteers may occur, this can vary between schools and activities, therefore TrinityLearning will ensure that all volunteers working in schools, or regularly with children have an enhanced DBS check with children's barred list information. Volunteers will continue to be supported in adding their DBS to the Update Service. Non-Updated DBS checks will be renewed within 3 years and volunteers are encouraged to add them to the update service at this time.

TrinityLearning will keep a Secure Central Record of DBS checks and references for both staff and volunteers. This will be stored in a password-protected folder on an encrypted service.

Appendix 1

TrinityLearning Recruitment Procedure for recruiting Volunteers

Planning for Volunteer recruitment:

- The Education Development Officer and Workshop Leader to have Safer Recruitment Training
- All Volunteer roles to have written role descriptions
- Include clear time commitments
- Include details on interview and selection procedures
- Include timescales

Advertising Volunteer Posts

Include:

- Information about TrinityLearning, its achievements, size, structure, interest factors, new initiatives, and future projects
- Role Description including time commitments, responsibilities, interest factors, and support.
- Role Descriptions also need to include key requirements/ expectations (Split into essential and desirable), key competencies, personal attributes, and any training required.
- All volunteer advertising, including informal Facebook, newsletters, and similar notices or appeals, must include a statement demonstrating TrinityLearning's commitment to safeguarding children and young people through following safer recruitment best practice.
- How to request an application form and/ or further information

Application Pack

The volunteer application pack should include

- Application Form
- Role Description for the role applied for
- Equal Opportunities and Safeguarding statement
- Information about the Recruitment and selection process
- Details about reference collection and DBS check

Selection

On receipt of the application the Education Development Officer or Workshop Leader will:

- Scrutinise the application, looking for how well the application meets the role description, gaps in employment, repeat and regular changes in employment, inconsistencies or anomalies
- Obtain references and ensure they are sufficient for the role applied for
- Interview the prospective volunteer, interview panel of 2 people at least one of whom must have completed Safer Recruitment Training
- Begin the DBS check process before the interview so that documents can be checked at the interview. All volunteers working with children must have enhanced DBS including the Barred List Check.

Interview Questions

- Ask why they have applied for this role.
- Ask what they think they can bring to the role.
- Ask about any gaps in employment.
- Ask about any anomalies or inconsistencies in the application.
- What do you understand this volunteer role to be?
- What do you understand by the term safeguarding (answers do not have to be 'technically' accurate but give a good idea of a broad-brush understanding).

Next steps

Education Development Officer to check documents and complete the DBS application.

Volunteers to add DBS to Update Service as soon as it arrives and let the Education Development Officer know when they have done this.

Induction Procedure for Volunteers

Volunteers working with children must:

- Read the TrinityLearning Safeguarding Policy and accompanying policies and sign to confirm they have read these.
- Read Keeping Children Safe in Education part1 and sign to confirm they have read this.
- Complete an Oxfordshire Schools Safeguarding Briefing.

In addition:

- Some projects require specific training e.g. Thinking Books, which must be completed before starting the project.
- Volunteers awaiting completion of a DBS check may be supervised in the role by the Workshop Leader or Education Development Officer.
- Volunteers new to their role, or those with limited experience of working with children may be mentored in the role by the Workshop Leader or Education Development Officer.
- Volunteers working in schools may be required by the school to complete additional training e.g., Prevent Training and FGM Training.

Ongoing Development and Support

- Oxfordshire Safeguarding briefing annually for those volunteers working with children
- Regular Volunteer Meet-Ups to share training and best practice
- Volunteers working with children to read the TrinityLearning Safeguarding Policy and accompanying Policies and must sign to confirm they have read these annually.
- Volunteers working with children must read Keeping Children Safe in Education part1 and must sign to confirm they have read this annually.

Appendix 2

Recruitment Checklist for a Safe and Fair Appointment

This checklist should be used to ensure you have carried out all the necessary steps involved in a safe and fair recruitment process and staff appointment.

Post:

Proposed start date:

Part	Criteria	Action 1) What needs to happen 2) Who is responsible 3) By when	Tick and date when completed
1	Recruitment		
1.1	Planning for Recruitment Consider: <ul style="list-style-type: none"> Type of appointment required – e.g. temporary, fixed-term, term-time only, part-time, casual worker, volunteer, etc Role Profile / Job description / Person Specification Interview and selection procedures Timescales Roles and responsibilities throughout the recruitment process 		
1.2	Advertising Think about the content, medium and location of your advert. Consider:		
1.2.1	TrinityLearning and what it does: <ul style="list-style-type: none"> Achievements Growth Size/structure Interest factors Future projects, developments, and any new initiatives 		
1.2.2	The Job or Volunteer role <ul style="list-style-type: none"> Reason for post (new post, retirement, cover for absent staff member, etc) Duration of contract (employee), or engagement (casual worker or volunteer) 		

Part	Criteria	Action 1) What needs to happen 2) Who is responsible 3) By when	Tick and date when completed
	<ul style="list-style-type: none"> ▪ Responsibilities ▪ Interest factors ▪ Support (management and/or subordinates) <p>1.2.3 The requirements/ expectations – split into essential and desirable</p> <ul style="list-style-type: none"> ▪ Key competencies ▪ Personal Attributes required for the role ▪ Education, training and experience <p>1.2.4 Incentives</p> <ul style="list-style-type: none"> ▪ Pay ▪ Benefits (flexible working, etc) ▪ Environment ▪ Training <p>1.2.5 Action/what to do next</p> <ul style="list-style-type: none"> ▪ How to get an application form – online, email, call, etc ▪ Who to contact to discuss the post further and arrange a visit if appropriate <p>1.2.6 Include Equal Opportunities Statement</p> <p>1.2.7 Include Safeguarding Children Statement and ensure the advert is clear that all appointments are subject to satisfactory pre-employment checks, including DBS. Include a statement that the post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 because it is a post that involves working directly with children or young people and that the applicant is required to declare any criminal convictions (or cautions or bind-overs) including those which are “spent”. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website: https://www.gov.uk/government/organisations/disclosure-and-barring-service.</p> <p>1.2.8 Medium & Location</p>		

Part	Criteria	Action 1) What needs to happen 2) Who is responsible 3) By when	Tick and date when completed
1.3	<ul style="list-style-type: none"> Where can the post best be advertised to ensure a suitable pool of applicants? Have you considered an internal advert? Cost of advertising in various media Have you considered a standard or enhanced vacancy on education jobs? <p>Application Pack</p> <p>The candidate's application pack should include:</p> <ul style="list-style-type: none"> Application form Detailed role profile/job description/person specification Details about grade/salary Details about the type of post e.g. fixed-term, part-time, casual engagement, etc Details of key terms and conditions of employment or engagement Child Safeguarding & Equal Opportunities statement Information about the context of the vacancy. e.g. how the vacancy arose, start date, school, and, where appropriate, local authority information Information about the recruitment and selection process, including details about what pre-employment checks will be required for interview Details about what pre-employment checks will be required for the successful candidate 		
2	<p>Selection</p> <p>Choose panel and decide on interview details (e.g. date / time / selection activities)</p> <p>2.1 Remember that at least one panel member MUST be trained in Safer Recruitment.</p> <p>Shortlisting</p> <p>Scrutinise the applications, using the 'Shortlisting pro-forma' looking for:</p> <p>2.2</p> <ul style="list-style-type: none"> How well the application meets your criteria for the post Gaps in employment Repeat and regular changes in employment Inconsistencies or anomalies <p>Invite shortlisted applicants to interview</p> <p>2.3</p> <ul style="list-style-type: none"> 'Invite to Interview letter' template available* Use of Pre-interview Checklist for Candidates 		

Part	Criteria	Action 1) What needs to happen 2) Who is responsible 3) By when	Tick and date when completed
<p>2.4</p> <p>2.5</p> <p>2.6</p> <p>2.7</p>	<ul style="list-style-type: none"> Remember to contact the unsuccessful applicants to inform them they were not successful <p>Request References prior to interview 'Pre-interview reference request pro-forma' available*</p> <p>Interview candidates</p> <ul style="list-style-type: none"> Remember that at least one panel member MUST be trained in Safer Recruitment Example 'safeguarding questions matrix' available* 'Interview planning & assessment' pro-forma available* <p>Other selection activities (as appropriate) Undertake other selection activities, if relevant (some may be undertaken before interview if appropriate), for example:</p> <ul style="list-style-type: none"> Classroom observation Group activities and discussions on relevant topics Written work Presentations Occupational Personality Questionnaire Assembly slots Playground duty <p>Make selection decision</p> <ul style="list-style-type: none"> Based on a fair assessment of the skills and abilities demonstrated by all the candidates during the selection process 'Post interview Decision Matrix' available* 		
<p>3</p> <p>3.1</p> <p>3.2</p>	<p>After Interview – Employees</p> <p>Make verbal offer & send conditional offer letter to successful candidate</p> <ul style="list-style-type: none"> Conditional offer must be subject to satisfactory pre-employment checks Model Offer Letter and associated paperwork available* <p>Once offer accepted, inform unsuccessful candidates</p>		

Part	Criteria	Action 1) What needs to happen 2) Who is responsible 3) By when	Tick and date when completed
	<ul style="list-style-type: none"> ▪ Provide feedback if requested ▪ Bear in mind that some of your unsuccessful candidates may be second choice if pre-employment checks are unsatisfactory for your first choice. <p>3.3 Set up personnel file Model 'file divider' and 'Contents list' available*</p> <p>3.4 Commence pre-employment checking process</p> <ul style="list-style-type: none"> ▪ Use the relevant pre-employment checklist (Support, Teacher or Volunteer) to ensure you have carried out all the necessary checks. ▪ Satisfactory pre-employment checks should be received before the successful candidate begins work in schools. ▪ Remember to carry out the post-offer Health Reference - 'Post-offer reference request pro-forma' available* <p>3.5 Once satisfactory pre-employment checks have been received, send firm offer letter Model Firm Offer letter available*</p> <p>3.6 Update Single Central Record Update TrinityLearning's SCR with relevant data from the pre-employment checks.</p> <p>3.7 Update Payroll system with new post details</p> <p>3.8 Send Statement of (contract)</p>		
	<p>4 After Interview – Casual Workers</p> <p>4.1 The following actions should be undertaken for casual worker engagements:</p> <ul style="list-style-type: none"> ▪ Make verbal offer and send Assignment letter to successful casual worker (Letter and associated paperwork available*) ▪ Inform unsuccessful candidates ▪ Carry out pre-employment checks – satisfactory checks should be received before the casual worker begins work in the school ▪ Set up personnel file (Model 'file divider' and 'Contents list' available*) 		

Part	Criteria	Action 1) What needs to happen 2) Who is responsible 3) By when	Tick and date when completed
	<ul style="list-style-type: none"> ▪ Update the school's Single Central Record with relevant data from the pre-employment checks ▪ Update Payroll system with new post details ▪ Remember that NO Statement of Particulars (contract) to be sent out to casual workers 		
5	<p>Induction</p> <p>5.1 Introduction to the role, including:</p> <ul style="list-style-type: none"> ▪ Basic introduction to the school, including a tour and introduction to key people ▪ Explanation of role, as appropriate ▪ Confirm expected conduct <p>5.2 Confirm TrinityLearning's policies and procedures Signed declarations that they have read, understood, and will carry out their responsibilities in line with the school's policies and procedures, including, but not limited to:</p> <ul style="list-style-type: none"> ▪ TrinityLearning Safeguarding and Child Protection policies ▪ Equal opportunities policies ▪ Internet safety and use of ICT ▪ Capability, Disciplinary, Grievance policies ▪ Performance management and pay policy ▪ Code of conduct for staff and dress code <p>5.3 Training needs (as appropriate)</p> <ul style="list-style-type: none"> ▪ Courses ▪ Specific to role ▪ Specific to child protection ▪ Mentoring <p>5.4 Double check all pre-employment checks have been completed</p> <p>5.5 Set date of next work review</p>		