

Recruitment and Selection Policy

DOCUMENT CONTROL

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Please note that a record of the changes made to the original issue of this document can be found at Schedule 1 after any Appendices to the Policy/Procedure.

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1. Introduction

- 1.1 Cumbria Education Trust (the Trust) is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers, and workers to share this commitment.
- 1.2 The Trust recognises that safer recruitment practices are essential in protecting children and ensuring the appointment of suitable individuals.

2. Scope and Purpose

- 2.1 This policy sets out the procedures for recruiting, selecting and appointing individuals within the Trust, ensuring compliance with:
- Keeping Children Safe in Education (KCSIE – latest version)
 - Equality Act 2010
 - Data Protection legislation
 - Immigration, Asylum and Nationality Act and related legislation

3. Safer Recruitment

- 3.1 All recruitment activity will follow safer recruitment principles.
- All individuals involved in recruitment must read and comply with the latest version of Keeping Children Safe in Education (KCSIE) guidance (or updated statutory guidance) produced by the DfE and Cumbria Education Trust's Child Protection Policy which can be found here.
 - At least one panel member must hold current Safer Recruitment training.
 - All offers are conditional upon satisfactory pre-employment checks.

4. Advertising and Vacancy Approval

- 4.1 All vacancies must be approved by the Trust's Workforce Panel and in line with the Scheme of Delegation.
- 4.2 Vacancies will normally be advertised to attract the best field of candidates, using:
- MyNewTerm (the Trust's chosen recruitment platform)
 - Appropriate external advertising channels
- 4.3 Advertisements must include:
- The Trust's agreed safeguarding statement confirming the Trust's commitment to safeguarding and promoting the welfare of children and young people.
 - Requirement for an appropriate DBS check (including barred list check where applicable);
 - The expected interview date (where possible);
 - Essential qualifications, skills, and experience required for the role;
 - Access to, or a link to, the job description and person specification;
 - Contractual hours and working pattern;

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- Salary details, including actual salary and any applicable allowances;
- Number of working weeks for term-time only roles (including whether paid weeks include holiday entitlement); and,
- For fixed-term vacancies, the reason for the fixed term and the expected end date.

5. Job Descriptions and Person Specifications

5.1 All job descriptions and person specifications must be taken from the Trust's approved bank of documents, which is maintained by the Trust HR Department.

- Recruiting managers must ensure that the most appropriate and up-to-date version is used for each vacancy.
- Where no suitable job description exists, a draft must be submitted to the Trust HR Department for evaluation and grading prior to advertising.

5.2 All job descriptions must:

- Be completed using the Trust's approved template.
- Accurately reflect the duties, responsibilities, and safeguarding requirements of the role.
- Be consistent with the evaluated grade of the post.

5.3 Job descriptions must not include:

- Salary details
- Place of work
- Contractual hours

This information must instead be clearly stated within the body of the advertisement (e.g. via MyNewTerm) to ensure accuracy and flexibility.

6. Temporary to Permanent Post

6.1 Where the situation arises which allows for a temporary or fixed term role to be made permanent consideration should be given to current individuals performing the role where the post was originally secured through a selection process. Advice should be sought from the Trust HR Department.

6.2 Any temporary to permanent appointment is subject to the provision that there are no disciplinary, capability or performance issues outstanding with the current postholder.

6.3 Where a permanent post becomes available and there is more than one person carrying out the role then a selection process must be undertaken.

7. Application Process

7.1 The Trust uses an online recruitment system (MyNewTerm) to manage applications. Each school will have a nominated system administrator to support local school based recruitment processes.

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- All applicants must complete a full application form via the system.
- CVs alone will not be accepted.
- The system will be used to;
 - Store applicant data,
 - Record recruitment activity,
 - Maintain an audit trail.

8. Expressions of Interest

- 8.1 In certain situations, it may be appropriate to request submission of an expression of interest from candidates rather than a full application form. This will only apply where a vacancy is internal in nature and may be appropriate in circumstances where a temporary development or additional duties are available. Guidance must be sought from the Trust HR Department before progressing any vacancy on this basis.

9. Shortlisting

- 9.1 Shortlisting will be conducted by the interview panel against the person specification.

- 9.2 Mandatory Requirements:

- A shortlisting grid must be completed for every recruitment process.
- Scoring must be:
 - Objective
 - Evidence based
 - Consistent across all candidates

- 9.3 Shortlisting documentation must:

- Clearly justify decisions.
- Be retained for audit purposes.

- 9.4 Additional checks:

- Employment history scrutinised
- Gaps and/or inconsistencies flagged and discussed at interview.
- Any disclosures made as part of the application process.
- Any concerns regarding references where these are provided in advance of the selection process or if current employer is not provided.

10. Online Searches (KCSIE Requirement)

- 10.1 Online searches will be carried out for the successful candidate.

- 10.2 This will:

- Be publicly available information only
- Be conducted consistently.
- Identify issues relevant to safeguarding or suitability.

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A record that the search has been completed must be retained. A copy of the Trust's agreed pro-forma is available [here](#).

11. References

11.1 Reference will be obtained for all shortlisted candidates:

- A minimum of two references is required.
- One must be the current or most recent employer.
- Requested prior to interview wherever possible.

11.2 References must be:

- Obtained directly from referees via MyNewTerm;
- Scrutinised and followed up, as necessary.
- Any issues regarding references should be discussed with HR and appropriate action taken.

12. Criminal Self-Disclosure

12.1 Shortlisted candidates must complete a self-disclosure form declaring:

- Unspent cautions or convictions (not subject to filtering)

12.2 Relevant disclosures will:

- Be risk assessed;
- Be discussed at interview,
- Be compared to DBS results.

13. Interview Panel Composition (Best Practice)

13.1 Interview panels should consist of three members, wherever possible.

13.2 The minimum acceptable number of panel members is two.

13.3 In all cases, at least one panel member must be trained in Safer Recruitment.

14. Interview

14.1 The selection process will be structures and consistent.

14.2 Panels must:

- Prepare appropriate questions for the role;
- Have clarified whether any criminal information disclosed in the self-disclosure is relevant and, if so, agreed what questions will be asked to understand the context of the offending and whether it affects the suitability of the candidate to take up the post. A record of the questions asked and the response provided, will be retained with the interview notes.

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- Prepare a brief of relevant information for the candidate that will allow them to make further enquiries about the suitability of the advertised job;
 - Use agreed standard questions to test the applicant's suitability to work with children and young people;
 - Identify any area for further probing e.g. if a criminal record has been declared 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.
- 14.3 All applicants will be asked to bring with them documentary evidence of their identity and their "right to work in the UK." A list of suitable documents can be found [here](#).
- 14.4 Applicants must also bring documents confirming any educational and professional qualification(s). If this is not possible, written confirmation must be obtained from the awarding body and documentation of registration with any appropriate professional body.
- 14.5 A copy of the documents used to verify the successful applicant's identity and qualifications will be retained on their personal file.
- 14.6 All recruitment documentation will be retained for 6 months from the date of the interview. Applicants have the right to request access to notes taken during the interview. All information relating to unsuccessful candidates will be securely destroyed after 6 months.

15. Other Selection Methods

- 15.1 Those responsible for deciding the arrangements for recruitment to a specific post will determine the selection method. In addition to the interview the selection panel may use a variety of other selection methods. They will be relevant and appropriate to the role and will be based on the requirement for the post as set out in the job description and person specification and could include:
- observation of teaching practice in one of our school;
 - one or more additional panel interviews (for example, a panel made up of pupils for one of our schools);
 - a presentation / briefing; and,
 - in-tray / scenario-based exercises.
- 15.2 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.
- 15.3 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 staff who, as a regular and intrinsic part of their role, are required to speak to members of the public (including student in schools).

The Trust will accept a range of evidence of spoken English ability as follows:

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- Competently answering interview questions in English
- 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 competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English.

16. Conditional Offer of Employment – Pre-employment Checks

16.1 All offers are conditional upon satisfactory completion of checks in accordance with the requirement of KCSIE, including:

- Enhanced DBS (with barred list where applicable);
- Barred list check prior to start (if required);
- Identity verification;
- Right to work (including digital checks where applicable);
- Qualification verification;
- Professional status checks (e.g. QTS, TRA);
- Prohibition from teaching check;
- Section 128 check (where applicable);
- Health/medical clearance;
- Childcare disqualification declaration (where required);
- Receipt of at least two satisfactory written references (one of which must be their current or most recent employer);
- A separate Children's Barred List check for those with a "portable" DBS Enhanced Certificate for Regulated Activity or who start work in regulated activity before the DBS Certificate is available. Such individuals will be subject to reasonable supervision until a new Enhance Disclosure for Regulated Activity is received. (Except supervised volunteers).

16.2 Additional checks:

- Overseas criminal record checks (where applicable)
- Letter of professional standing (teaching roles abroad)

16.3 All checks must be:

- Completed before employment (or appropriately risk managed)
- Recorded in the Single Central Record (SCR)
- Retained on the personal file
- Recorded on the Trust's Safer Recruitment Checklist, a copy of which should also be retained on the personal file

17. Record Keeping and Data Protection

17.1 All written records of interviews, application forms and reasons for appointment or non-appointment will be retained by the Trust for a period of 6 months and in accordance with the requirements of Data Protection Legislation.

Failure to return documentation promptly may result in escalation.

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18. Single Central Record (SCR)

18.1 All schools must maintain an accurate and up-to-date SCR in line with statutory requirements and Keeping Children Safe in Education (KCSIE).

- Each school must use the Trust's approved SCR template.
- The SCR template is subject to periodic review.

18.2 It is the responsibility of each school to:

- Ensure their SCR is maintained in accordance with the latest approved template.
- Promptly transfer all existing records to the most recent version when updates are issued.
- Ensure all require pre-employment checks are accurately recorded and kept up to date.

18.3 The SCR must include all checks required under KCSIE and be available for inspection and audit at any time.

18.4 Failure to maintain an accurate and up to date SCR may be considered a safeguarding and compliance concern.

19. Responsibilities

19.1 Recruiting managers and panel members are responsible for:

- Following this policy
- Ensuring safeguarding compliance
- Completing and returning all recruitment documentation

19.2 Failure to comply may:

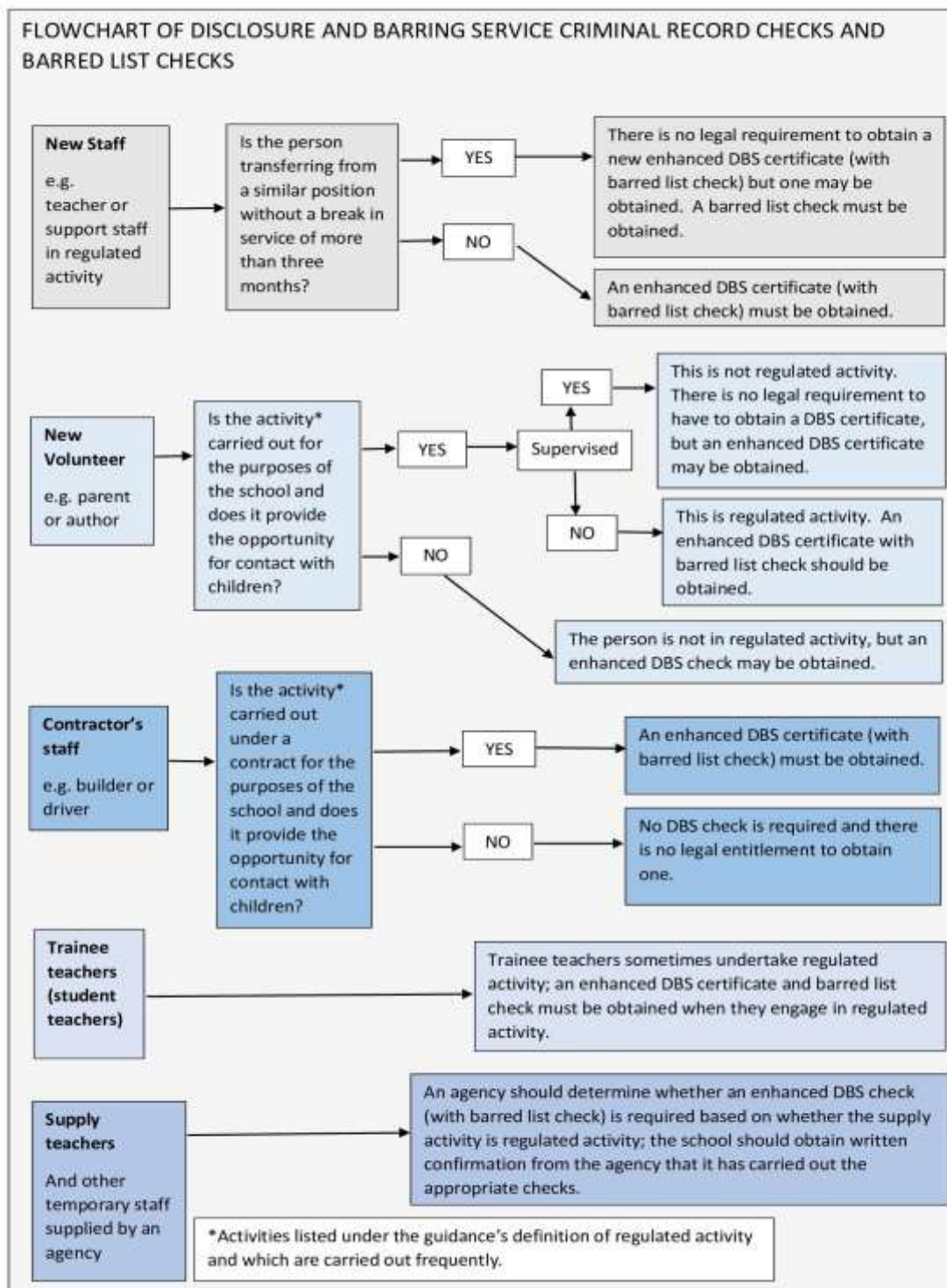
- Result in risk of challenge and/or employment claim
- Be treated as a safeguarding concern.

19.3 As best practice, the Recruiting manager and panel members are asked to complete the [Panel Checklist](#).

20. Monitor and Review

20.1 This policy is reviewed annually and updated in line with statutory guidance and best practice.

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SCHEDULE 1

DOCUMENT CONTROL – RECORD OF CHANGES

Version Number:	Publication Date:	Nature of, and Reason for, Change(s)
002	January 2022	Updated to reflect legislative changes and to provide further detailed guidance.
003	June 2023	General Review – no amendments.
004	June 2026	Update, review and refresh to focus on key elements.

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