



Diocese of Ely

**Agapé
Courage
Thankfulness**

Trust Policy Statement on Recruitment Principles

ACT Multi Academy Trust acknowledges that securing and retaining high quality staff who support our vision, to work together to create great places to learn and work, is essential to the success of the Trust and its partner schools. Therefore, we are committed to following robust recruitment principles and procedures to ensure that we:

- Protect the children in our care by taking all reasonable steps to identify and reject candidates who are unsuitable to work with children;
- Build a diverse workforce through inclusive recruitment practices; and
- Attract and select competent and high calibre candidates for all vacancies.

Our recruitment procedures follow the principles set out in Keeping Children Safe in Education (2023) and comply with relevant guidance from the Department for Education and the statutory requirements set out in the Equality Act (2010). Our procedures also reflect best practice in safe and inclusive recruitment.

Safer recruitment

ACT Trust is committed to safeguarding the children in our care. Therefore, through our recruitment and onboarding procedures, we will:

- Seek to deter unsuitable applicants by clearly outlining expectations and preemployment checks;
- Identify unexplained periods of unemployment at application stage and take appropriate steps to investigate these;
- Seek to identify unsuitable candidates at interview, through incisive safeguarding related questions and appropriate follow-up questioning;
- Ensure that all involved in recruitment selection panels have recently undertaken safer recruitment training;
- Respond promptly and fully to concerns raised about the suitability of applicants;
- Conduct full and thorough pre-employment checks, including DBS and barred list checks, as appropriate to the job role; and
- In exceptional circumstances where pre-employment checks cannot be completed prior to the start date, undertake a thorough risk assessment and implement appropriate measures to protect the children in our care.

Inclusive recruitment

ACT Trust is committed to ensuring equal opportunities and creating an inclusive and diverse workforce. Therefore, we will:

- Promote opportunities via a variety of platforms, to ensure they are available to a wide range of candidates;
- Ensure that our advertisements and candidate packs use inclusive language;
- Use the Trust application form for all vacancies to avoid bias at application stage;
- Provide unconscious bias training to interviewers and line managers;
- Refer staff to inclusive recruitment practices through our school Equality Policies;
- Anonymously monitor equality and diversity data through our recruitment process, so as to evaluate and act upon trends;
- Consider how recruitment practices can support the achievement of our school Equality Objectives; and
- Utilise selection methods that are known to minimise bias and/or improve inclusivity, such as batched recruitment and carousel interviewing.

Best practice recruitment

ACT Trust is committed to recruiting and retaining excellent staff with the skills, knowledge and attitude to provide an excellent education for the children in our care. Therefore, we will:

- Carefully consider each vacancy as it arises, to ensure that we recruit in line with true need, rather than recruiting 'like for like';
- Consider apprenticeships as a possible route for recruitment;
- Ensure clear and realistic Job Descriptions and Person Specifications for each role;
- Write engaging and realistic advertisements to attract high calibre applicants;
- Choose advertising platforms appropriate to the role, to ensure a wide field of candidates;
- Provide informative and professional candidate packs and opportunities for prospective candidates to ask further questions;
- Use the recruitment process to promote the benefits of working for the ACT Trust and in our schools/academies;
- Involve a range of stakeholders in the selection process;
- Utilise best practice and innovative selection activities designed specifically to assess candidates against the Person Specification; and
- Maintain thorough records of the recruitment process

Next Review Date	December 2026	Version	1	Approval Date	01/12/24
Review Cycle	2 years	Owner	CEO	Approval Body	Trust Board