Recruitment Policy

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Recruitment Policy

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1.Purpose

This policy aims to ensure that Veritas Multi Academy Trust (the Trust) recruits and retains the most suitable employees, who are committed to the welfare and safety of our pupils. This policy is in line with the provisions of UK Employment Law and the Department for Education statutory guidance provided by the Keeping Children Safe in Education (KCSIE) and is aligned to both the Trust Equality Diversity and Inclusion Policy, as well as the Trust People Development Policy.

2.Scope

This policy applies to recruiting all permanent, temporary, and contract staff, volunteers (except Trustee/Governance roles) and any other individuals who work or support within Veritas MAT schools' environment.

3. Legal Framework

This policy is guided by, but not limited to:

- Keeping Children Safe in Education
- The Children Act 1989 and 2004
- The Education Act 2002
- The Worker Protection (amendment of Equality Act 2010) Act 2023
- The Employment Rights Act 1996, as amended, including by the Employment Rights Act 2025
- The Equality Act 2010
- The Rehabilitation of Offenders Act 1974
- Disclosure and Barring Service (DBS) legislation and statutory guidance
- ACAS Guidelines on recruitment and selection and Codes of Practice
- The Modern Slavery Act 2015
- UK data protection legislation

4. Key Principles

4.1 The Trust is committed to safeguarding and promoting the welfare of children and young people and requires employees and volunteers to demonstrate this commitment in every aspect of their work.

4.2 All employee appointments will be made on merit and in accordance with UK Employment Law and will comply with the requirements of Keeping Children Safe in Education, right to work in the UK, DBS and other pre-employment checks.

4.3 Selection panels will comprise a minimum of three people. In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training.

4.4 The Trust intends that the recruitment and selection process will be inclusive and carried out fairly and transparently.

4.5 The Trust is committed to ensuring that recruitment and selection processes are fair, inclusive and free from unlawful discrimination, harassment and victimisation in accordance with the Equality Act 2010 and other applicable legislation. The Trust will take all reasonable steps to prevent sexual harassment during recruitment and selection and will not tolerate sexual harassment or other inappropriate conduct by applicants, employees, panel members, contractors or third parties involved in the recruitment process.

4.6 Information received within the recruitment process will be treated confidentially and in accordance with the Data Protection Act 2018.

4.7 Recruitment panels and all individuals involved in recruitment must conduct themselves professionally and respectfully and must not engage in sexual harassment or other unlawful discrimination. Recruitment related communications, interviews, assessments and interactions with candidates must be conducted in accordance with the Trust's Equality Diversity and Inclusion and Sexual Harassment policies.

4.8 Where the Trust engages workers on zero hours, low hours, temporary or variable hours arrangements, the terms offered and working arrangements will comply with applicable employment legislation and any regulations made under the Employment Rights Act 2025.

5. Roles and Responsibilities

5.1 The Trust Headteachers, with the support of the HR Team, and under the direction of the CEO and Central Team, will oversee the implementation of this policy, in relation to curriculum and associated school based, pupil related appointments, ensuring that all recruitment is carried out in accordance with this policy, statutory guidance and best practices.

5.1 The CEO and Trust Business Manager, with the support of the HR Team, will oversee the implementation of this policy in relation to business team appointments ensuring that all recruitment is carried out in accordance with this policy, statutory guidance and best practices.

5.2 The HR Team, will manage the recruitment process, ensuring compliance with safer recruitment practices, facilitating DBS checks, maintaining accurate records, and supporting the Headteacher, CEO and Trust Business Manager in the application of this policy.

5.3 The Trust Board will provide oversight and regular review of the policy to ensure that safer recruitment procedures are current, robust, consistent and effective.

6. Appointment Panels and Delegated Responsibilities

6.1 The Trust Board delegates the power to offer employment for all posts not paid on the leadership scale to the Headteacher of the school within the Trust. The Headteacher may delegate the offer of employment to any other senior team leader (SLT).

6.2 The Headteacher is expected to involve at least one Governor from the Local Academy Committee (LAC) in the appointment of school level senior leadership staff (SLT), not on Leadership Scale.

6.3 The Trust Board and CEO will be involved in all appointments of staff appointed to the Leadership Scale.

6.4 The CEO and Chair of LAC (Local Academy Committee) are responsible for appointing the Headteacher. A Trustee will be involved, where appropriate

6.5 The CEO and Trust Business Manager will be involved with business team appointments, or non-pupil related roles. A Headteacher or SLT will be involved where appropriate.

6.6 For appointments of CEO, the Chair of Board of Trustees will appoint the panel.

7. Due diligence

7.1 Prior to roles that are additional to the agreed budget being advertised, either internally or externally, approval must be sought by the Headteacher from the CEO and Trust Business Manager.

7.2 When a role becomes available within the Trust, a scoping activity will be undertaken to establish if there are any current employees within the Trust who would be suitable for the post. This will be to support employee development and progression, in line with the Trust People Development Policy.

7.3 After the scoping activity has taken place and if no potential staff have been assigned for redirection, the post will be advertised both internally and externally to

ensure equity of opportunity and encourage as wide a field of candidates as possible.

7.4 Prior to advertising roles, Trust Headteachers or the CEO and Trust Business Manager (dependent on the role advertised), with the support of the HR Team, will evaluate the job role, which will include reviewing job descriptions and job specifications.

8. Advertising

8.1 Adverts will include a statement showing the visions and values of the Trust and school and their commitment to safeguarding and promoting children's welfare.

8.2 Online searches will be undertaken in accordance with KCSIE and Trust procedures. Searches will be conducted consistently and proportionately and will focus on publicly available information relevant to safeguarding and suitability for employment. Information relating to protected characteristics or other irrelevant personal information will not be taken into account in recruitment decisions. Additionally, any successful candidates will undergo DBS and other pre-employment check requirements.

8.3 The advert will also reference the Trust's People Development policy and the policy on Equality and Diversity and Inclusion Objectives, offering equal opportunities. The Trust supports flexible working and will consider flexible working requests in accordance with application legislation, the ACAS Code of Practice and the Trust's Flexible Working Policy, as amended from time to time.

8.4 A job description will be included, detailing employment terms and salary range and outlining the post's duties, indicating where it fits into the organizational structure of the Trust and school. A person specification must also be included.

9. Application Process

9.1 Application form:

Candidates must complete a standardised application form that includes a full employment history, details of any criminal convictions, and an explanation of any gaps in employment. ***Curriculum Vitae will not be accepted.***

9.2 **References:**

A minimum of two references will be sought, one of which must be from the current or most recent employer. References must verify the candidate's suitability to work with children.

9.3 **Self-Disclosure:**

All candidates will be required to declare any relevant criminal convictions, whether spent or unspent, in line with the Rehabilitation of Offenders Act 1974. All job application forms will include information about this requirement.

10. Selection Process (Shortlisting and Reference Requests)

10.1 Shortlisting will be undertaken by at least two members of the selection panel to ensure objectivity, with support from HR, where required. (In the case of Trust Leadership posts a minimum of three members).

10.2 The selection panel, supported by the HR team will review applications against the person specification, paying close attention to any discrepancies or inconsistencies. Gaps in employment history will be scrutinised.

10.3 The selection panel will request a minimum of two references for each shortlisted candidate, one of which must be from the current or most recent employer.

10.4 Where a candidate applying for a post working with children and is not currently working with children; a reference will also be sought from the most recent employment working with children (where available) to confirm details of their employment and their reasons for leaving.

10.5 Reference requests will ask the referee to confirm:

- the referee's relationship with the candidate
- details of the applicant's current post and salary
- whether the referee feels that the applicant is suitable for the role that they have applied for and how they meet the person specification
- performance history and conduct
- strengths and areas for development
- any disciplinary action involving the safety and welfare of children, including any in which a sanction has expired
- details of any substantial allegations or concerns relating to the safety and welfare of children
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, Veritas MAT will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

10.6 References are the property of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' may not be accepted. References must be specific to the job for which the candidate has applied.

10.7 The selection panel may not accept references from relatives or people writing solely in the capacity as a friend of the candidate for any post. References will be verified. Any discrepancies will be discussed with the candidate at interview.

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

11. Self-Declaration

All shortlisted applicants will be asked to complete a self-declaration form before the interview stage. This is within the application form process.

Applicants must complete this accurately and reveal all relevant convictions and any other information that would make them unsuitable to work with children. Failure to reveal any relevant information could lead to the withdrawal of an offer of employment. All job application forms will include information about this requirement.

We will store all sensitive personal data securely, only share it with relevant staff members, and destroy it securely when we no longer need it.

12. Interviews

12.1 The format, style and duration of the interviews will be decided by the Headteacher, CEO or Trust Business Manager (dependent on advertised role). The structure of the interview may be delegated to the selection panel. The following will be adhered to:

- Before the interviews, the selection panel will agree on the interview format
- The questions asked will aim to obtain evidence of how each candidate meets the requirement of the job description and person specification
- Each candidate will be assessed against the criteria of the post using an objective measure
- The same areas of questioning will be covered for each candidate and no questions which would discriminate directly or indirectly on protected characteristics under the Worker Protection Act 2023 (formerly Equality Act 2010) will be asked.
- The selection process for every post, will include exploration of the candidate's understanding of safeguarding issues
- Where needed, the interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment

12.2 Additional selection activities may be used to inform the panel of the candidate's suitability for the post. Activities will be pertinent to the advertised role.
12.3 Once all interview activities are undertaken, the selection panel will then review all information and decide the best candidate for the position.
12.4 The final offer of employment is made by the Headteacher or CEO and Trust Business Manager for all posts below the leadership scale and CEO or Trustees for posts within the leadership scale.
12.5 Recruitment documentation will be retained in accordance with the Trust's Records Retention Schedule and Data Protection Policy. Retention periods will take account of applicable legal limitation periods, safeguarding requirements and the Trust's legitimate needs to evidence fair and lawful recruitment decisions. Information relating to unsuccessful candidates will be securely destroyed or deleted when the applicable retention period expires.

13. Offer of Employment

13.1 The offer conditional of employment by the Headteacher, CEO and Trust Business Manager, or Trustees and acceptance by the candidate is binding on both parties, subject to pre-employment checks.
13.2 The successful candidate will be informed initially by telephone. This will be followed up by an offer letter, which will confirm that the appointment is subject to satisfactory completion of all pre-employment checks.
13.3 The Trust will provide new employees and workers with all information required by law regarding their statutory employment rights, including any information relating to trade union membership and representation.
13.4 Unsuccessful candidates will be contacted by telephone and offered an opportunity for feedback to inform them of their professional development. This feedback will be offered for up to two weeks from the telephone call.

14. Pre- Employment Checks

14.1 The offer of employment is subject to pre-employment checks and verification of:

- **Qualification Requirements:** aligned to the post job description and advert
- **Right to work in the UK:** all candidates are required to prove their right to work in the UK, in line with GOV.UK legislation
- **DBS Checks**: a satisfactory DBS Enhanced Disclosure is required for all staff and volunteers.
- **Online Media Checks**

- **Overseas Checks**: If the candidate has lived or worked outside the UK, appropriate overseas checks will be carried out.
- **Health / Medical Information**: The Trust will seek health information for the purposes permitted under the Equality Act 2010, including identifying reasonable adjustments and assessing whether an individual can undertake the functions of the role. Any health information will be processed confidentially and in accordance with applicable data protection requirements.
- **Prohibition from Teaching and Management Checks** will be made to ensure candidates are not subject to a teacher prohibition order this will include, checks against Section 128 Directions will be conducted.

15. Personnel File and Single Central Record

15.1 It is the responsibility of the Chair of the interview panel to pass recruitment and selection information for the successful candidate to the HR team, to retain securely and confidentially for the duration of the candidate's employment with the Trust. This will include:

- application form (including self declaration) – signed by the applicant
- interview notes – including explanation of any gaps in employment history
- references – minimum of two
- self-declaration *(within Criminal Record area on application form)*
- proof of identity
- proof of right to work in the UK and relevant overseas checks
- proof of relevant academic qualifications (including QTS and induction certificates for teaching staff)
- certificate of good conduct (where applicable)
- completed medical declaration questionnaire
- evidence of DBS clearance, barred List and teacher prohibition checks
- offer of employment letter and signed contract of employment

15.2 The HR team will maintain the Single Central Record of employment checks, in accordance with Keeping Children Safe in Education, this is centrally held by the Trust but is segregated for each individual Trust school.

15.3 Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in the Trust. This includes obtaining (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK. In

addition, the Trust must make any further checks deemed appropriate so that any relevant events that occurred outside the UK can be considered.
These checks could include, where available:

- criminal records check for overseas applicants - Home Office guidance can be found on GOV.UK;
- and for teaching positions obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked. Advice about which regulatory or professional body applicants should contact is available from the National Recognition Information Centre for the United Kingdom, UK NARIC.

15.4 Where available, such evidence can be considered together with information obtained through other pre-appointment checks to help assess the candidate's suitability.
15.5 Where this information is not available, the Trust will seek alternative methods of checking suitability or undertake a risk assessment that supports informed decision-making on whether to proceed with the appointment.
15.6 Although sanctions and restrictions imposed by another regulating authority do not prevent a person from taking up teaching positions in England, the Trust will consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment.

16. Start of Employment and Induction

16.1 The pre-employment checks listed above must be completed before any employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken and approved by the Headteacher. Exceptions will never be made in the case of the barred list and teacher prohibition checks
16.2 All new employees will be provided with a robust induction and online training process appropriate to their role. The Headteacher, CEO and Trust Business Manager, or delegated line manager, will cover all relevant matters of Trust and school policy, with a specific consideration of safeguarding and promoting the welfare of children.
16.3 In line with the Trust People Development Policy, the line manager and new employee will engage through regular conversations to discuss constructive feedback and development requirements and opportunities to support progression and further promote equality, diversity and inclusion. The induction process should span the probation period.

17. Probation

17.1 All new employees and employees undertaking new roles are subject to a term of probation, normally not more than three months, detailed within their contract. This applies equally to both permanent, temporary and fixed term contracts. ECTs are supported through their own ECT framework, please see Induction of Early Career Teacher Policy.

17.2 In line with the People Development Policy the probation period is intended as a supportive measure for all new employees and those moving to new roles within Veritas MAT to; understand their role and clarify the expectations surrounding the conduct and performance of their role, and for the Trust to ensure all employees perform to the required levels.

17.3 Probation review meetings (Part 1 and Part 2) will be undertaken at month one and month three by their line manager.

17.4 The employee is expected to:

- Fully participate in induction processes provided by Veritas MAT, completing all mandatory training identified as a role requirement.
- Demonstrate suitability for their position by fulfilling the role requirements as detailed in the job description and person specification.
- Raise with direct line management any circumstances which may impact upon their performance including any difficulties they may be experiencing and/or additional training/support required.

17.5 The employee is expected to:

- Establish standards of performance required for the position in line with a current job description and person specification.
- Clearly communicate the required standards, responsibilities and expectations of the role;
- Ensure each employee completes an induction programme appropriate to their role and the Trust/school;
- Monitor, identify and manage performance fairly ensuring the employee is given opportunity for resolution.

In the event that poor or unsatisfactory attendance, performance and/or conduct is identified, it is important that these areas are clearly defined and timescales for improvement are agreed. Reasonable support and additional training should be considered where appropriate.

Issues of poor or unsatisfactory attendance, performance and/or conduct should be raised with the employee as it occurs and not left until a review meeting. The review meetings are the opportunity to discuss individuals' performance and development.

17.6 In instances where it has not been possible to assess an individual's suitability for the role, for example, due to significant periods of absence or additional training is required, it may be appropriate to extend the probation period (usually for a maximum of 12 months) to allow for this to happen. This should be under the guidance and sanction of the Trust HR department.

If the probation period is extended the employee will be notified during a review meeting and informed of the reasons for the extension. The performance improvements required will be detailed and any reasonable additional support discussed. Regular review meetings will be held by the line manager during any extended period of probation to monitor performance.

17.7 Where an employees' performance, attendance or conduct remains unsatisfactory following appropriate support, review and consideration of the circumstances, the Trust may terminate employment in accordance with the employee's contractual terms and applicable employment law. The Trust will follow a fair and proportionate process appropriate to the circumstances, having regard to the employee's length of service and statutory employment rights. Where appropriate, the Trust's Disciplinary, Capability, Attendance or other relevant procedure will be followed. Where a reference is provided, it will be prepared in accordance with the Trust's reference policy and will not be determined solely by reference to the employee's probationary status or length of service at an individual school.

17.8 The Trust recognises that employment law provides statutory protections from the commencement of employment and that, from 1 January, 2027, the qualifying period for ordinary unfair dismissal protection will be six months. The existence or completion of a probationary period does not remove or reduce an employee's statutory employment rights,

18. Complaints

Any complaints regarding the recruitment process should be directed to the Trust's Complaints Policy.

Appendix 1:

Veritas MAT Recruitment Flowchart (KCSIE 2026)

Hiring Manager	HR / Recruitment	Interview Panel	Safeguarding / HR	New Employee
Identify Vacancy Review JD and PS Determine safeguarding role				
Seek Approval →	Verify budget Authorise recruitment			
	Advert vacancy include safeguarding statement			
	Receive applications Check completeness			Submit application →
Review candidates →	Scrutinise employment history Identify gaps		Conduce online searches on shortlisted candidates	
Select shortlist →	Arrange interviews →	Prepare questions	Review references where available	
		Conduct interview Explore gaps Assess suitability Test safeguarding		Attend interview →
Appoint preferred candidate	Issue confidential offer			
	Coordinate checks		Complete: • Identity • Right to Work • DBS • Barred List • Prohibition • Section 128 • Qualifications • References • Overseas Checks • Health Clearance	Provide evidence →
			All checks satisfactory? No - Risk Assessment Yes - Approve Start	
	Update Single Central Record		Verify compliance	
Authorise start →	Issue induction documentation		Provide DSL information	Commence role
Monitor probation and performance	Record training and compliance		Safeguarding induction	Complete training and probation
END				

Appendix 2:

Veritas MAT Modern Slavery and Human Trafficking Statement

Introduction

Veritas MAT is committed to upholding the highest standards of integrity and ethical conduct in all its operations. We recognise our responsibility to ensure that modern slavery and human trafficking have no place within our organisation or in our supply chains. This statement outlines the steps we have taken and will continue to take to prevent these practices, in compliance with the Modern Slavery Act 2015.

Our Commitment

Dedicated to the education and well-being of children, Veritas MAT is fully committed to safeguarding and promoting human rights. We acknowledge that modern slavery and human trafficking are serious crimes and violations of fundamental human rights. While our direct activities may not typically be associated with high-risk areas for modern slavery and human trafficking, we recognise that risks may exist within our supply chains, particularly in relation to products such as uniforms, IT equipment, and outsourced services. As such, Veritas MAT are committed to acting ethically and with transparency in all business dealings. We are determined to ensure that these practices are not present in our operations or those of our suppliers. This commitment extends to all individuals who work within our Trust schools, including staff, students, parents, contractors, and suppliers.

Our policies to resist modern slavery and human trafficking

Veritas MAT have reviewed our existing policies and procedures considering the Act and in line with our Trust values. We are confident that our policies endorse good behaviour among our colleagues. Our policies and procedures are kept under review to ensure that they reflect the changing needs of Veritas MAT and of the staff, pupils and the communities it serves.

Among the policies that we consider give us strength in avoiding modern slavery or human trafficking under the Act are:

Governor Code of Conduct Policy
Staff Code of Conduct Policy
Equality & Diversity and Inclusion Objectives Policy
Finance Policy (including Fraud, Gifts, Hospitality & Related Party)
Pay Policy
Safer Recruitment Policy
Whistleblowing Policy

Veritas MAT are determined that there shall be no modern slavery or human trafficking in Veritas MAT. Our policies evidence our commitment to act ethically and with integrity throughout our organization.
All tenders for supply of services and or goods include a requirement for the supplier to report on their ethical trading including ensuring they also comply with the Modern Slavery Act 2015.

Procedures

To further mitigate the risk of modern slavery, we have implemented the following practices:

Suppliers: We expect our suppliers to adhere to a code of conduct that prohibits the use of forced labour, child labour, and human trafficking. We require our suppliers to operate transparently and in compliance with all relevant laws.

Staff Training: All staff members are trained on the importance of identifying and reporting concerns related to modern slavery and human trafficking. This training is part of our broader commitment to safeguarding and promoting the welfare of all students and staff.

Due Diligence: We conduct due diligence within our network of suppliers and contractors to assess and manage risks related to modern slavery. This includes reviewing the practices of suppliers who provide goods and services to our Trust/schools, particularly those operating in high-risk industries or regions.

Ongoing Commitment

Veritas MAT is committed to continuously improving our practices to combat modern slavery and human trafficking. Further, we commit to report concerns related to modern slavery via the Gov.Uk designated guidelines.

We will review and update this statement annually, ensuring that our approach remains robust and effective.

This statement is made in accordance with section 54(1) of the Modern Slavery Act 2015 and constitutes our school's modern slavery and human trafficking statement for the financial year ending 31st August 2027.

Approval

This Modern Slavery Statement has been approved by the Veritas MAT Trust Board and will be reviewed annually.



Kerry Jordan-Daus (CEO)

September 2026

General Principles Underlying This Policy

A. Practice

The policy will be implemented according to the ACAS Code of Practice.

B. Consistency and Fairness

The Veritas Multi Academy Trust Board is committed to ensuring consistency of treatment and fairness. The Trust is committed to equality of opportunity and will comply with the Equality Act 2010, including the duty to make reasonable adjustments for disabled applicants and employees.

C. Definitions

Unless indicated otherwise, all references to "employee" include the Headteacher and all members of Veritas Multi Academy Trust employees.

D. Delegation

Normal rules apply in respect of the delegation of functions by Local Academy Committees (LACs), Headteachers and Multi-Academy Trust Board.

E. Links with other policies

This policy links to our policies on:

- Fairness at Work Policy
- People Development Policy
- Induction of Early Careers Teachers (ECTs)
- Fairness at Work Policy
- Equality Diversity and Inclusion Objectives
- Pay Policy
- Complaints Policy

F. Personal Data

Where Veritas Multi Academy Trust legitimately requires your personal data and sensitive data for the execution of this policy, it will be done so, in accordance with data protection policies.

Veritas Multi Academy Trust takes its approach to its employees' data very seriously, will collect and process personal data relating to our employees to manage the employment relationship. The Trust is committed to being transparent about how it collects and uses that data and how it meets its data protection obligations.