

Recruitment Policy

Emil Dale School of Performing Arts (EDSA) & Emil Dale Academy (EDA)***



****In this policy, the abbreviation of EDA will be used to cover all business streams*

1. Aims

EDA are passionate about ensuring that we provide the best possible care and education to our EDA are also committed to providing a supportive and flexible working environment to all our members of staff.

EDA recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. The aims of EDA's recruitment policy are therefore as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- to ensure that all job applicants are considered equally and consistently
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping children safe in education (September 2021) (KCSIE), Disqualification under the Childcare Act 2006 (DUCA), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- to ensure that EDA meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks. Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

2. Scope

This policy applies to all staff involved in teaching students at EDA's full-time academy. This includes any individual who teaches at EDA full-time courses, regardless of the number of times they come onto premises to teach.

3. Definitions

Resident teaching fellow – This term applies to any subcontractor who has taught at EDA’s full-time academy for five or more days across an academic half term.

Guest teaching fellow – This term applies to any subcontractor who has taught at EDA’s full-time academy for four days or less across an academic half term.

Non-teaching fellow – This term applies to any member of contracted staff who works at EDA in a non-teaching format. This may include EDA’s Operations Team, Admissions Team, or Management Team.

4. Data Protection

EDA are legally required to carry out the pre-appointment checks detailed in this procedure. Staff and prospective staff will be required to provide certain information to EDA to enable us to carry out the checks that are applicable to their role. EDA will also be required to provide certain information to third parties, such as the Disclosure and Barring Service and the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership (NCTL)). Failure to provide requested information may result in EDA not being able to meet its employment, safeguarding or legal obligations. EDA will process personal information in accordance with its Staff Privacy Notice.

5. Policy

5a. Recruitment and selection procedure

Resident teaching fellow

When hiring for a *resident* teaching fellow at EDA, the following steps must be taken to ensure that the recruitment process is robust:

1. Micro-teach session and Interview
 - a. The candidate must attend a micro-teach session and interview with the relevant Head of Department and Principal.

It is the responsibility of the Head of Department and Principal to decide the suitability of the candidate to the role.

If it is decided to make an offer of employment following the micro-teach and interview, any such offer will be conditional on the following:

1. The agreement of a mutually acceptable start date.
2. For positions which involve "teaching work", information about whether the applicant has ever been referred to, or is the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency which renders them unable or unsuitable to work at EDA.
3. For applicants who have carried out teaching work outside the UK, information about whether the applicant has ever been referred to, or is the subject of a sanction issued by a regulator of the teaching profession in any other country which renders them unable or unsuitable to work at EDA.
4. Information about whether the applicant has ever been subject to a direction under section 142 of the Education Act 2002 which renders them unable or unsuitable to work at EDA.
5. Verification of the applicant's medical fitness for the role.
6. Any further checks which EDA decides are necessary as a result of the applicant having lived or worked outside of the UK which may include an overseas criminal records check, certificate of good conduct or professional references.
7. An enhanced DBS check (this is preferred, but only mandatory when teaching students under-18).

The candidate must also agree to provide the Executive Assistant with the following information:

1. An up-to-date teaching CV.
2. Two email addresses of employment references.
 - a. EDA will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.
3. A clear (enhanced) DBS check.
4. A signed sub-contractual agreement (which the Executive Assistant will email to the successful candidate upon being offered the role).

5. A scanned copy of photo identification and proof of right to work in the UK (where applicable).
6. Name and contact details of their next of kin.

It is the responsibility of the Executive Assistant to retrieve and document this information. If the successful candidate does not send in this information, EDA hold the right to freeze the employment process, including payment to the individual regardless of their hours taught at EDA.

Guest teaching fellow

When hiring for a *guest* teaching fellow at EDA, the following steps must be taken to ensure that the recruitment process is robust.

Any offer for employment will be conditional of the following:

1. The agreement of a mutually acceptable start date.
2. For positions which involve "teaching work", information about whether the applicant has ever been referred to, or is the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency which renders them unable or unsuitable to work at EDA.
3. For applicants who have carried out teaching work outside the UK, information about whether the applicant has ever been referred to, or is the subject of a sanction issued by a regulator of the teaching profession in any other country which renders them unable or unsuitable to work at EDA.
4. Information about whether the applicant has ever been subject to a direction under section 142 of the Education Act 2002 which renders them unable or unsuitable to work at EDA.
5. Verification of the applicant's medical fitness for the role.
6. Any further checks which EDA decides are necessary as a result of the applicant having lived or worked outside of the UK which may include an overseas criminal records check, certificate of good conduct or professional references.

The subcontractor must also provide the Executive Assistant with the following information:

1. An up-to-date teaching CV.
2. Two email addresses of employment references.
 - a. EDA will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee.
3. A clear (enhanced) DBS check.
4. A signed sub-contractual agreement (which the Executive Assistant will email to the successful candidate upon being offered the role).
5. A scanned copy of photo identification and proof of right to work in the UK (where applicable).
6. Name and contact details of their next of kin.

It is the responsibility of the Executive Assistant to retrieve and document this information. If the subcontractor does not send in this information, EDA hold the right to freeze the employment process, including payment to the individual regardless of their hours taught at EDA.

Non-teaching fellow

When hiring for a *non*-teaching fellow at EDA, the following steps must be taken to ensure that the recruitment process is robust.

Following their application, an applicant may be invited to attend a formal interview at which his/her/their relevant skills and experience will be discussed in more detail. All shortlisted applicants will be tested at interview about their suitability to work with children.

It is the responsibility of the Line Manager of the role and Principal to decide the suitability of the candidate to the role.

If it is decided to make an offer of employment following the interview, any such offer will be conditional on the following:

1. The agreement of a mutually acceptable start date and salary.
2. Information about whether the applicant has ever been subject to a direction under section 142 of the Education Act 2002 which renders them unable or unsuitable to work at EDA.
3. Verification of the applicant's medical fitness for the role.
4. For management positions, information about whether the applicant has ever been referred to the Department for Education, or is the subject of a direction under section 128 of the Education and Skills Act 2008 which renders them unable or unsuitable to work at EDA.
5. Verification of the applicant's medical fitness for the role.
6. Any further checks which EDA decides are necessary as a result of the applicant having lived or worked outside of the UK which may include an overseas criminal records check, certificate of good conduct or professional references.

The successful candidate must also provide the Executive Assistant with the following information:

1. An up-to-date CV.
2. Two email addresses of employment references.
 - a. EDA will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.
3. A clear DBS check.
 - a. If the candidate does not have a DBS check, they will be required to undertake one with EDA.
7. A signed contractual agreement (which the Executive Assistant will email to the successful candidate upon being offered the role).
8. A scanned copy of photo identification and proof of right to work in the UK (where applicable).
9. Name and contact details of their next of kin.

It is the responsibility of the Executive Assistant to retrieve and document this information. If this information is not sent in, EDA hold the right to freeze the employment process, including payment to the individual regardless of their hours worked at EDA.

5b. Pre-employment checks

In accordance with the recommendations set out in KCSIE, DUCA and the requirements of the Education (Independent School Standards) Regulations 2014 the School carries out a number of pre-employment checks in respect of all prospective employees.

EDA reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at EDA. This may include internet and social media searches.

In fulfilling its obligations, EDA does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

6. Policy on recruitment of ex-offenders

6a. Background

EDA will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. EDA makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar them from employment with EDA. Each case will be decided on its merits in accordance with the objective assessment criteria set out in paragraph 8.2 below.

All applicants must declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for EDA to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the School. EDA will make a report to the police and / or the DBS if:

- It receives an application from a barred person
- It is provided with false information in, or in support of an applicant's application; or
- It has serious concerns about an applicant's suitability to work with children

6b. Assessment criteria

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, EDA will consider the following factors before reaching a recruitment decision:

- Whether the conviction or other matter revealed is relevant to the position in question
- The seriousness of any offence or other matter revealed
- The length of time since the offence or other matter occurred
- Whether the applicant has a pattern of offending behaviour or other relevant matters
- Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
- The circumstances surrounding the offence and the explanation(s) offered by the applicant.

If the post involves regular contact with children, EDA would not usually consider it appropriate to employ anyone who has been convicted at any time of any the following severe offences:

- Murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence; or
- Serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, EDA would not usually consider it appropriate to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is EDA's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

6c. Assessment procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, EDA will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by Principal and the Head of HR of EDA before a position is offered or confirmed. If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, EDA may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

6d. Retention and security of disclosure information

EDA's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

Version Number	Date of Issue	Review Date	Author	Changes Made/ detail
01	26 April 2022	April 2023	Eden Tinsey	First issue