Windsor Academy Trust

	Windsor Academy Trust, People and Culture Committee
	June 2023
	September 2023
	September 2025

1.1   Windsor Academy Trust's (WAT) approach to recruitment acknowledges a responsibility to secure the best interests both of the school and the wider system. Recruitment is important because high quality staff are fundamental to raising standards and school improvement.

1.2   WAT is committed to safeguarding and promoting the welfare

All formal time-limited capability warnings which have not passed the expiration date • All formal time-limited disciplinary warnings where not relating to safeguarding concerns • All disciplinary action which may include those where the penalty is "time expired" and relate to the safety and welfare of children

Details of any substantiated 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, the academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

5.5   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' will not be accepted. References must

6.5   The recruitment documentation for unsuccessful candidates will be retained for six months from the date of interview. Applicants have the right to request access to written notes about them during the recruitment process. After 6 months all information about unsuccessful candidates will be securely destroyed.

7.1   The offer of employment by the selection panel and acceptance by the candidate is binding on both parties and is subject to satisfactory completion of the follou

undertaken. Exceptions will never be made in the case of the barred list and teacher prohibition checks.