EAST SCITT
DEVELOPING TEACHERS OF THE FUTURE

Recruitment & Selection Policy

Approved / Reviewed By:	Strategic Committee
Originally Ratified On:	4 July 2022
Last Reviewed On:	11 May 2026
Review Expectations:	

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1. About this Policy

Purpose

This document describes the Recruitment and Selection policy for EAST SCITT.

This policy is also designed to ensure that people who are unsuitable to work with children, young people and their families are deterred and prevented from training to become teachers within the school environment. This policy directly endorses and supports the mandatory guidance in the latest nationally published Keeping Children Safe in Education Document and in accordance with the provisions of Employment Law.

Recruitment and selection of trainees to EAST SCITT will focus on safeguarding children by reducing the risk of harm by complying with the requirements of KCSIE 2024, DfE guidance, legal requirements with regard to DBS and other pre-employment checks.

EAST SCITT actively promotes equality, diversity, and inclusion, aims to eliminate discrimination, promotes positive attitudes to disabled people and takes account of disabilities in any staffing dealings, including recruitment.

We will ensure compliance with the data protection regulations and the more stringent requirements contained within the general data protection regulations. Our privacy notice provides specific details in accordance with the GDPR principals.

2. Policy Statement

The aim of this policy is to create a structure and process to facilitate the recruitment of candidates who will become effective classroom teachers to the EAST SCITT Programme. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and trainees to share this commitment.

EAST SCITT's objective in carrying out selection is to bring candidates of the highest quality, drawn from the widest possible 'pool', whilst adhering to principles of fairness and equality. In line with legislative guidelines, we will ensure that people are treated solely on the basis of their abilities and potential regardless of race, colour, nationality ethnic origin religious or political belief or affiliation, trade union membership, age, gender, pregnancy and maternity, gender reassignment, marital status sexual orientation, disability, socio-economic background or any other inappropriate distinction.

In adopting this policy, the EAST SCITT is committed to:

- Ensure that the selection processes are safe and fit for purpose.
- Developing and promoting EAST SCITT.
- Appoint the best candidates.
- Ensure equality of opportunity for all applicants.
- Utilise the strengths of individual candidates and enable them to contribute to their maximum potential.
- Working towards developing candidates who, in their diversity can provide an appropriate and professional education to children.
- Actively engaging with under-represented sectors of the community where possible.
- Using flexible arrangements, where appropriate, to encourage a diversity of applicants.
- Ensuring that assessment techniques and tests are free from any bias that might unlawfully discriminate.

- Giving consideration to making reasonable adjustments at all stages of the recruitment process for applicants with a disability.
- Support in identifying and rejecting candidates who are unsuitable to work with children.
- Monitoring the success of, identifying failures and amending the policy where necessary.

Those with delegated responsibility to recruit and select will design recruitment campaigns, selection activities and training programmes that attract, identify, highlight, and support the behaviours in candidates that underpin the EAST SCITT's core values.

EAST SCITT will ensure those delegated with the responsibility to recruit will be equipped to carry out these responsibilities. All staff involved in the candidate selection process must have appropriate training and be aware of their responsibilities under the relevant legislation. At least one member of the recruitment panel should have carried out and successfully completed safer recruitment training.

EAST SCITT aims to secure equality of opportunity in all its activities, and in this respect all staff should demonstrate a positive approach towards equality in employment. If a member of staff involved in the recruitment process has a close personal or familiar relationship with an applicant, they must declare this relationship as soon as they are aware of the individuals' application. It will be necessary for the member of staff to avoid any involvement in the selection process.

We are committed to ensuring all recruitment adheres to relevant legislation, DfE guidance, safer recruitment guidelines and is fair and accessible to all. The safety of children and young people is paramount, and we are fully committed to safeguarding and promoting the welfare of children and young people.

The recruitment panel will be required to act reasonably in making decisions about the suitability of a prospective candidates based on checks and evidence including DBS checks, barred list checks and prohibition checks, together with references and information obtained at interview.

3. Scope of the Policy

This policy applies to anyone who deals with the appointment of EAST SCITT trainees including but not limited to the SCITT Director, SCITT Coordinator and the Interviewing Panel.

This policy is applicable for the selection of SCITT candidates within the Trust schools.

4. Initiating recruitment

4.1 Advertising

The normal practice should be for all posts to be advertised internally and externally concurrently.

It is the position of the Trust that the advertising of training posts should support the Equalities Act 2010 by ensuring that:

- All training posts are advertised internally and, where appropriate, externally via the Trust/school website and appropriate external media.
- The content of advertisements complies with anti-discrimination legislation.
- The advert should be based on the details of the programme and the agreed selection criteria.
- Be clear and precise to attract more suitable candidates.
- Avoid any gender, age or culturally specific language or implication.
- Include the statement: "We are committed to safeguarding and promoting the welfare of children and young people and expect all trainees, staff and volunteers to share this commitment. All appointments

are subject to satisfactory Enhanced criminal records with Barred List check through the Disclosure and Barring Service (DBS) It is an offence to apply for a role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity). CV's will not be accepted".

- Any advertising opportunity will be used to the fullest advantage to promote the Trust and its schools and to clarify the benefits of working and living in our local area.
- The advert will include the level of DBS check required depending on the role being recruited for and whether the role will include regulated activity.
- A link to the Trust Child protection policy must be included in the advert or application pack.
- The advert will specify whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, which means certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers. If they are disclosed, they will not be taken into account.
- All adverts state the requirement for a certificate of good conduct where applicable, in addition, for teaching posts, a letter of professional standing from the professional regulating authority in the country in which the applicant has worked.

4.2 Information for Applicants

All SCITT applications are made through the Apply system.

All applicants will be provided with:

- An Information pack containing information about the SCITT programme.
- A person specification may also be provided. This will also include a statement on behalf of the trustees of their commitment to safeguarding and promoting the welfare of children and young people.
- Reference to the Trust's Equality and Diversity Policy.
- Reference to the Child Protection/ Safeguarding Policy.
- DBS disclosure.
- The closing date for the receipt of applications.
- An outline of the terms of engagement.
- Reference to the EAST SCITT Recruitment and Selection Policy.

The applicant should sign the form to confirm the information provided is true and accurate and to the best of their knowledge and belief. The candidate should be asked to physically sign the form during interview, if shortlisted.

5. Selection

Selection for interview will be made by the SCITT Director and may include other members of the partnership.

The SCITT Coordinator and a member of the Shortlisting Panel are responsible for an initial assessment of application forms. This involves checking qualifications to ensure that applicants meet the minimum entry requirements.

Any Safeguarding issues declared on the application will be reviewed by the Shortlisting Panel who may also seek advice. This could lead to the application not progressing further.

Following this, candidates may be invited to interview by the SCITT Coordinator. No candidate will be admitted to the programme without an interview.

5.1 Training

In all cases, at least one of the Panel Members should have appropriate recruitment and selection training, so they understand:

- The legal impact and consequences of not following consistent recruitment and selection procedures.
- The EAST SCITT Recruitment Policy and Procedure.
- The reasons for equal opportunities monitoring.
- The importance of developing the necessary skills for effective interviewing.
- The importance of safeguarding children.
- Safer Recruitment Training.

It is best practice to have one Panel Member who has completed Safer Recruitment Training within the last three years.

All those involved in the interview process for the first time are paired with an experienced interviewer to ensure standardisation of judgements.

5.2 Shortlisted applicants

The Interview Panel will be responsible for the interviewing of shortlisted applicants and if required, further testing of candidates. In all cases, it is recommended that the Interview Panel should consist of at least two people.

All applications should be scrutinised to ensure that they are fully completed, that the information provided is consistent and does not contain any discrepancies, any anomalies or gaps in education / employment. Any anomalies or gaps in education / employment will be noted and taken up as part of the consideration of whether to shortlist the candidate. Where applications are shortlisted, any gaps identified from the application form and not adequately explained therein must be explored and recorded at interview.

All applicants are selected according to the following criteria, as set out by EAST SCITT in accordance with DfE ITT criteria:

- A degree or equivalent qualification - candidates working towards obtaining the required entry qualifications before the start of their training are eligible to be interviewed and given a conditional offer of a place
- Subject knowledge needed to achieve QTS or the ability to satisfy this requirement by the end of the training. Evidence might include relevant work experience, professional or vocational qualifications.
- Grade C/4 or above in GCSE English, Mathematics (and Science for Primary) or the equivalent. When qualifications have been awarded overseas, ENIC evidence has to be provided and is checked to verify equivalence.
- Ability to communicate clearly and effectively in spoken and written standard English.
- Personal and intellectual qualities to be a teacher
- Capacity to meet the standards for the award of QTS by the end of training
- Motivation to teach their phase / subject effectively
- Satisfactory references which confirm the suitability of the candidate to work with young people
- Physical and mental fitness to teach and suitability to teach
- A satisfactory DBS check

- Certificates of Good Conduct are required for any trainee who has lived/worked overseas in last 10 years
- Resilience, reliability and flexibility
- Ability to consider and assess strengths and weaknesses for future self-development
- Transferable skills.

It is essential that all staff involved in the recruitment and selection process ensure the confidentiality of information supplied by applicants and referees.

All shortlisted candidates will be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

For example:

- If they have a criminal history.
- Whether they are included on the barred list.
- Whether they are prohibited from teaching.
- Whether they are prohibited from taking part in the management of an independent school.
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted.
- If they are known to the police and children's local authority social care
- whether they are disqualified from providing childcare (Childcare Disqualification Regulations 2018).
- Any relevant overseas information.

Applicants will be asked to sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate will be asked to physically sign a hard copy of the application at the point of interview.

Keeping Children Safe in education – Part 3 - As part of the shortlisting process EAST SCITT should carry out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which EAST SCITT might want to explore with the candidate at interview. This should be conducted by an appropriate staff member not involved in the selection panel. It is important to inform shortlisted candidates that online searches may be done as part of the due diligence checks.

6. References

References are received via the DfE 'Apply for Teaching' portal once a training post has been accepted. References reviewed by EAST SCITT Coordinator and either EAST SCITT Director or EAST SCITT Primary Programme Lead.

If references are not satisfactory EAST SCITT will seek further references with the EAST SCITT candidate. Offers are subject to satisfactory references being received.

7. Interviews

7.1 Preparing for the interview

Each shortlisted candidate will be invited to interview in writing by the SCITT Coordinator to ensure appropriate documentation is brought to interview for checking of identity, eligibility to work in the UK and

evidence of qualifications. All shortlisted applicants are eligible for an enhanced DBS disclosure and will be asked to provide the interview panel with completed self-declaration form.

The selection process is made up of 3 main parts:

- A teaching task / student panel task
- The formal interview
- Subject Knowledge Audit

7.2 Conducting the interview

To ensure fairness each candidate should receive the same interview experience. The panel will be assessing the candidate, and the candidate will be assessing EAST SCITT.

It is therefore advisable to ensure that candidates are made aware at the beginning of the interview:

- What the selection process and methods are.
- How they will be assessed.
- That they will be given the opportunity to ask questions.
- Be advised on how and when they will be informed of the selection outcome.

The panel should also:

- Ensure that each candidate is greeted and escorted to and from the interview room.
- Ensure that the room is appropriate for the interview (free of interruptions, comfortable, etc.).
- Ensure that arrangements are in place for candidates with a disability. Due diligence is necessary to ensure that any additional needs are accommodated at the interview.
- Give all interviewees a comparable amount of time.
- Supplement their understanding of the candidate's responses by the use of probing questions.
- Ensure a member of the SCITT central team will be present at all interviews and teaching tasks.

Each candidate will be asked:

- The same core set of questions and their answers fully noted
- Answers may be probed further as appropriate
- Competency questions to assess personal behaviours towards safeguarding, with outcomes being fully recorded
- Verification of the candidate's Right to Work in the UK (original documentation will be seen and a copy taken)
- Verification of qualifications (original documents will be seen and a copy retained)
- Where appropriate from the details on the self-declaration form, discuss the circumstances of their declarations either at interview or in a separate meeting.

The panel should follow the interview questions as determined by the SCITT Director. Depending on the responses given, supplementary questions may be asked. These and the subsequent answers should be noted on the Candidate Assessment Interview Form. Obvious gaps in education / employment or any history

of repeated changes of employment without any clear career progression should be fully explored and reasons verified.

It is advisable to ask the candidate if there is anything they would like to declare or discuss in light of the requirement for a DBS check (if applicable) and the questions put to their referees. Depending on the amount of contact with children, young and vulnerable people, the interview may need to explore issues relating to safeguarding and promoting the welfare of children.

Note: Where possible, any interviews should be carried out on the same day and by the same panel. Where this is not possible, the gap between interviews should be minimised.

The interview process will take place at one of the EAST secondary schools or a partner primary school. In the event of school closures/extreme circumstances, an online interview process will be undertaken. This may also be necessary where applicants are overseas or other specific circumstances. This will be decided on a case-by-case basis by the SCITT Director and agreed in advance.

7.3 The Teaching Task

The teaching task will be sent out with the letter inviting the candidate for interview. They will be informed of the resources available to them in the interview room and have opportunity to request other resource. Any electronic visual aids must be emailed in advance of the interview.

Candidates will teach a panel of students, who will then feedback to a member of the Interview Panel verbally. This is recorded on the interview documentation. The observers use standard pro-forma linked explicitly to the selection criteria to feedback their observations. Students involved in the teaching task will be given training prior to the interview.

In order to ensure consistency of approach and equality of opportunity, a member of the SCITT central team will be present at teaching tasks.

7.4 The Formal Interview

The SCITT Director is responsible for compiling relevant competency-based interview questions. All interview questions asked must be relevant (and seen to be relevant) to training programme.

Everyone who sits on the Interview Panel will be trained in the procedures prior to the interview taking place. The panellists are given interview packs which include all supporting documentation.

The Interview Panel is made up of a minimum of two people. A member of the SCITT central team and a Subject Specialist Lead / SCITT Tutor will be present at all interviews. The central team have had Safer Recruitment training.

A representative from one of the partner schools may also be present at the interviews as part of the selection process.

A number of set questions will be used during the interview. Candidates are invited to ask for questions to be repeated or returned to if needed. Notes taken during the interview are written on the designated sheets. Candidates are asked to explain any gaps in their employment history and whether they have previously been enrolled with any other teacher training providers.

Candidates who have been previously enrolled with other training providers are informed that further references will be sought from the previous provider(s).

7.5 Subject Knowledge Audit

The subject knowledge audit will gauge the candidate's perceptions of their subject knowledge and whether there are significant gaps, which might require subject knowledge enhancement.

The resulting document will also then contribute towards a successful applicant's training plan.

7.6 Suitability to work with children, young and vulnerable people

The selection process for all trainees will include exploration of the candidate's understanding of child safeguarding issues.

Questions will cover the following areas:

- Finding out what attracted the candidate to the programme being applied for and their motivation for working with children.
- Exploring their skills and asking for examples of experience of working with children which are relevant to the role.
- Probing any gaps in education / employment, or where the candidate has changed employment or location frequently, asking for the reasons for this.

The interview will also explore potential areas of concern to determine the applicant's suitability to work with children.

Area that may be concerning and lead to further probing include:

- Implication that adults and children are equal
- Lack of recognition and/or understanding of the vulnerability of children
- Inappropriate idealisation of children
- Inadequate understanding of appropriate boundaries between adults and children
- Indicators of negative safeguarding behaviours

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case.

The interview will 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.

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

7.7 Decision to appoint

The decision is based on the amalgamation of the individual scoring sheets from interviews and any other selection-related tasks including:

- Comments on the Teaching Task.
- Qualitative comments on the interview
- Qualitative comments made by the Interviewers.
- Evidence of sufficient subject knowledge from the subject specialist questions.
- Further consideration of qualifications, predicted grades, personal statement and references.
- Consideration of any specific extenuating circumstances.

The highest scoring candidates should be offered the training posts, providing minimum acceptable standards have been met

Decisions are made by the relevant SCITT Director or Primary / Secondary Lead and the Subject Specialist Lead / SCITT tutor.

They will decide whether:

- To make an offer subject to satisfactory references, police checks and health checks.
- To make a conditional offer with academic and/or non-academic conditions imposed.
- To reject the candidate.

Interview records for unsuccessful candidates must be retained for a period of six months following the interviews. Records for successful candidates will be filed on their Personnel File. If the panel are unable to reach a unanimous decision, then either the majority would make a decision or the Recruiting manager.

The selection panel will agree feedback for each candidate and record whether each candidate is suitable for appointment, even if not the first-choice candidate.

When assessing candidates with disabilities, it is a requirement to consider their suitability on the basis that any reasonable adjustments that may be required have been made. Similarly, if special equipment is required the candidate's suitability will be evaluated on the basis that the equipment is in place.

Interview documentation will be filed for future reference and to inform planning and development for successful candidates.

8. Making offers

The SCITT Coordinator will input the decision onto the Apply system according to the result, unconditional offer, conditional offer or rejection.

If an offer is made, the SCITT Coordinator will also telephone and write to successful candidates. All offers are subject to satisfactory references, DBS and health checks.

9. Pre SCITT Programme Checks

EAST SCITT should ensure all checks are complete prior to the successful candidate starting the training programme. No-one should begin the programme without all checks being clear.

If any of the above checks are not satisfactory, the offer may be revoked. Where this is necessary, written reasons will be supplied. All checks will be confirmed in writing, documented, and retained on the employee's personal file. Where they are unsatisfactory or there are any discrepancies in the information provided, these must be followed up.

If a candidate is found to be on the DBS Children's Barred List, the SCITT Director will be informed by the DBS Team and this person will not be able to train within the Trust. If a candidate has an unclear DBS Disclosure, the SCITT Director will be informed by the DBS Team. They must discuss with the Trust and the applicant and decide whether to continue with the offer of training. The ultimate decision will be made by the SCITT Director.

Disqualification under the Childcare Act 2006 - Candidates are covered by this legislation if they are training and/or provide early years childcare (this covers the age range from birth until 1 September following a child's fifth birthday i.e. up to and including reception age) or later years childcare (this covers children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if they are directly concerned with the management of such childcare.

This includes:

Early years provision - trainees who provide any care for a child up to and including reception age. This includes education in nursery and reception classes and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during and outside of school hours for children in the early years age range; and

Later years provision (for children under 8) - trainees who are employed to work in childcare provided by the school outside of school hours for children who are above reception age but who have not attained the age of 8. This does not include education or supervised activity for children above reception age during school hours (including extended school hours for co-curricular learning activities, such as the school's choir or sports teams) but it does include before school settings, such as breakfast clubs, and after school provision. Further information can be found in the DfE Statutory Guidance on Disqualification under the Childcare Act 2006 issued in February 2015

https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006

9.1 Criminal records

Candidates who have access to children and vulnerable people will normally not be able to start training until a satisfactory DBS certificate is received. If there is information on the DBS certificate, please contact the SCITT Director.

In exceptional cases, candidates may commence training prior to DBS clearance provided there is no unsupervised access to children or vulnerable people and following a risk assessment.

The SCITT Director is responsible for the final decision and should complete an individual risk assessment of the candidate prior to making this decision.

9.2 Convictions

The SCITT Director will be responsible for ascertaining whether a candidate's criminal record does or does not render them unfit for the training.

9.3 Occupational Health

Once the training programme offer has been made, all successful candidates must complete a medical health questionnaire. Depending on the particular circumstances of a candidate, a referral to Occupational Health may be required. This may delay the appointment process. All information should be kept confidentially.

Pre-training post health enquiries will only be made for applicants with disabilities for the specific purpose of allowing EAST SCITT to make reasonable adjustments to an assessment that is part of the recruitment process. Applicants will be contacted by the Selection Panel and informed of the selection process, and checks made of what 'reasonable' adjustments might be required to meet their needs.

9.4 Eligibility to work in the UK

You must check applicants are allowed to work in the UK before you offer them a training post. You can:

- check the applicant's right to work online, if they've given you their share code
- check the applicant's original documents

For further details on checking the applicants' documents please go to Checking a job applicant's right to work - GOV.UK (www.gov.uk)

9.5 Evidence of qualifications required

In training posts where qualifications are an essential requirement, successful candidates must provide proof in the form of a certificate of achievement, membership number or other documentary evidence that may be relevant. Use may be made of the online service which enables a quick verification of qualifications.

9.6 Performance and conduct checks

Prohibition checks against them via the DfE –Teaching Agency should be made.

10. Evaluation

It is extremely important to evaluate the success of the recruitment and selection process at each stage to see whether mistakes were made and whether a repetition of them can be avoided in the future. Effective monitoring is essential as a key element to inform the recruitment strategy and is an important tool in fulfilling the responsibility to provide equality of opportunity to all applicants. Data collected for monitoring should not be used for any other purposes. It is also advisable to monitor where applicants have heard about training posts in order to identify which source is most effective.

11. Data collection and protection

Special care should be taken regarding all information supplied by applicants. Data must only be collected that is relevant to the purpose. In addition, any 'sensitive' data should only be collected where the applicant's express consent has been gained. Therefore, EAST SCITT should ensure the following steps are taken:

- All information gathered is stored securely and used only for the stated purposes.
- Applications are destroyed when they are no longer needed (it is recommended that this is done after six months).
- Names of unsuccessful applicants should only be kept on file if the applicants have been informed.
- Applicants should be given a chance to provide an explanation if any checks on their application details produce discrepancies.

In addition, the interview panel should be aware that interviewees have the right to access their interview notes and therefore any opinions noted must be based on fact. Candidates have the right to request feedback on the status of their application at any stage of the recruitment process.

11.1 Records and monitoring

Please refer to the Trusts Records and Retention policy.

11.2 Analysis

The School / Trust will analyse recruitment data to identify trends in relation to the above factors for evidence of disparate impact. Data will also be analysed for budget projection purposes and to identify service improvements.

12. Summary of roles and responsibilities (Selection Panel?)

12.1 SCITT Director

As SCITT Director, you are responsible for:

- Assess applicant suitability for interview and shortlist based on the selection criteria
- Arrange interview / selection panel
- Prepare questions and selection tests for the interviews.

- Conduct interviews, select the successful candidates and complete the interview paperwork.
- Provide feedback for unsuccessful candidates

The below criteria will be considered for successful candidates:

- Motivation to teach
- Enthusiasm for teaching specific subject / phase
- Resilience
- Effective interpersonal skills
- Reliability and flexibility
- Ability to consider strengths and weaknesses for future self-development
- Transferable skills (not necessarily directly gained in an educational environment)
- Subject expertise.

The SCITT Director is accountable for the recruitment campaign and must take action as appropriate to ensure that it is conducted appropriately and to the highest standard.

12.2 SCITT Coordinator

As SCITT Coordinator you are responsible for:

- Initial assessment of applications, including checking qualifications to ensure that applicants meet the minimum entry requirements.
- Allocating interview dates and sending invitation letters to include equal opportunities statement.
- Contacting applicants with disabilities and making any special arrangements necessary
- Prohibition checks.
- Ensuring the smooth running of interview days including that all special arrangements are in place.
- Checking and copying applicants' proof of identity and evidence of qualifications on the interview day.
- Informing the candidate of interview outcome.
- UCAS and Apply system administration.
- Setting up and maintaining records for all applicants, including the filing of interview evidence.
- Organisation of health checks for successful candidates.
- Activation of Disclosure and Barring Service (DBS) forms
- Disqualification Check
- Checking of references alongside the SCITT Director/Phase lead.

12.3 Interview Panel

The Interview Panel is responsible for:

- Welcoming candidates on the Interview Day.
- Overseeing the Student Task.
- Undertaking the Formal Interview.
- Completing the interview paperwork concisely and with equity.
- Return of all interview documentation for safe keeping to the SCITT Coordinator.
- Deciding whether to make a firm offer, a conditional offer with academic and/or non-academic. conditions imposed, or to reject the applicant.

13. Further information

In addition to the material in the toolkit, please refer to:

Keeping Children Safe in Education

Signposting to other Policies:

- Equality & Diversity Policy
- Equality in Employment Policy
- Disciplinary Policy
- Probation Policy
- Data Protection Policy
- Records and Retention Policy

14. Publishing policy

This policy will be available through the EAST SCITT website and our documentation. A copy is available from the SCITT office.

15. Review date for the policy

This policy will be reviewed and agreed by the Strategic Committee on a biannual basis.