

Recruitment and Selection Policy

Approved on	29th November 2023
Signature of Chair of Trustees	<i>Julie Winyard</i>

Change Record

Date of Change:	Changed By:	Comments:
31.08.23	JPT	Additional clause Page 7
29.09.23	JPT	Removal of classroom observation Page 4
29.09.23	JPT	Addition of relevant offences Page
10.7.25	JPT	No changes

1. Aims And Values:

Essex and Thames Education is committed to ensuring that the recruitment and selection of Trainees and Apprentices is a fair and effective process and that the procedures are rigorous.

Our core purpose is to prepare Trainees and Apprentices to become highly effective teachers with a love of learning who will continue to develop their skills throughout their career, through exposure to excellent practice, observation, mentoring, coaching, practice, reflection and sharing with peers. Our Trainees and Apprentices will be enthusiastic and passionate practitioners and will find innovative and creative ways to communicate with learners and enable them to make excellent progress. We will seek to equip our Trainees and Apprentices with a wide range of teaching and learning strategies as well as the interpersonal skills required to motivate and inspire pupils.

We will review, monitor and develop recruitment procedures that encourage applications from people regardless of gender, race, colour, ethnic origin, political or religious belief, disability, age or sexual orientation as stated in our Inclusion Policy.

In the first instance candidates are selected for an interview on the basis of the quality of their written applications. During the selection process some preference may be given to applicants with a 2:1 or above.

2. Purpose

Essex and Thames Education is committed to equality and fair treatment in recruitment and selection and all offers of training places will be based on merit. We will ensure that all staff involved in recruitment follow this procedure, safeguarding children in its' Partnership schools. The purpose of the Recruitment and Selection Policy and Procedure is to provide a fair, consistent and transparent framework that enables Essex and Thames Education to:

- attract the best possible candidates
- ensure that the safeguarding and welfare of young children takes place throughout the process
- follow a fair and consistent process in recruiting and selecting Trainees and Apprentices
- adhere to all relevant legislation and statutory requirements
- ensure the most cost effective use is made of resources
- give applicants a clear understanding of the training programme and what is expected of them, measuring candidates against the criteria in a fair, transparent and reasonable way

Essex and Thames Education recognises the obligations it has as an Initial Teacher Training Provider under the DfE Statutory guidance ITT criteria and supporting advice. Shortlisting, assessments and selection processes will always be carried out without due regard to the nine protected characteristics:

- Age
- Disability
- Sex Gender reassignment
- Pregnancy and maternity
- Race
- Sexual orientation
- Religion or belief
- Marriage and civil partnership

Recruitment of high quality Trainees and Apprentices is crucial to the supply of high quality entrants to the teaching profession and the continued success of Essex and Thames Education. This policy details our approach recruitment and selection

3. Scope

This policy applies to all prospective candidates making applications to Essex and Thames Education

4. Equality and Diversity

Essex and Thames Education is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines, adhering to current legislation eg. the Equality Act 2010.
- Delivering high quality teacher training that meets the diverse needs of its trainee population, ensuring that no individual or group is disadvantaged.

5. Principles

Essex and Thames Education adheres to the following principles in recruitment and selection:

- All applicants will receive fair treatment.
- The recruitment criteria stated on the website and on DfE Publish are used throughout the process and applied equally to all applicants.
- Recruitment decisions will be based on the assessment of how candidates match the criteria
- Selection will be carried out by at least two people, with views from the school and Admin team also being considered
- Selection will be based on a completed application form, shortlisting and interview.
- The Equality Act 2010 requires Essex and Thames Education to make reasonable adjustments to the recruitment process if an applicant makes us aware that they have a disability. This applies to the entire recruitment process and we are committed to meeting this requirement.
- Recruitment and admissions policy and related procedures and practices across Essex and Thames Education are overseen by the Quality Assurance Committee. Activities or developments that have implications for the policy are considered at each termly meeting.
- Each stage of the recruitment process involves SCITT and School-based staff. Data is regularly scrutinised to ensure that assessments are rigorous and accurate.
- All candidates are assessed using the following criteria:

The selection criteria used at each stage

Pre-Interview	Verifying Documents to ensure compliance	
Interview Staffed by SCITT	<u>Essential</u> Formal Interview:	<u>Desirable</u>

	<ul style="list-style-type: none"> <input type="checkbox"/> Good communication skills; <input type="checkbox"/> Commitment to becoming part of the profession; <input type="checkbox"/> Sound knowledge about the role of the teacher; <input type="checkbox"/> Resilience; <input type="checkbox"/> Self-awareness; <input type="checkbox"/> 'Teach-ability'; <input type="checkbox"/> Empathy; <input type="checkbox"/> Problem-solving ability; <input type="checkbox"/> Passion for children's learning. <p>Writing activity:</p> <ul style="list-style-type: none"> <input type="checkbox"/> English skills are sufficient for teaching <input type="checkbox"/> Ability to make simple assessments of teaching they are observing <p>Classroom Approximation:</p> <p>Presentation and discussion:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Suitable communication skills; <input type="checkbox"/> Teacher presence; <input type="checkbox"/> Self-awareness; <input type="checkbox"/> Awareness of audience; <input type="checkbox"/> Humility; <input type="checkbox"/> Empathy (in group interactions); <input type="checkbox"/> Passion for children's learning; <input type="checkbox"/> An ability to make simple assessments about children's learning; <input type="checkbox"/> Self-awareness. 	<ul style="list-style-type: none"> <input type="checkbox"/> Detailed knowledge about the role of the teacher; <input type="checkbox"/> Humility (in terms of understanding the scale of skills and knowledge to be acquired); <p>Writing activity:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ability to write in an academic style <p>Presentation and discussion:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Excellent use of voice; <input type="checkbox"/> Appropriate use of IT. <p>Classroom Approximations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> An ability to make simple adjustments to activities based on assessments about audience engagement; <input type="checkbox"/> Good use of voice; <input type="checkbox"/> Sufficient subject knowledge.
<p>Successful candidates Overseen by the Admin Team and SCITT Academic Lead</p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Required evidence of qualifications, ID and certificates of good conduct (if necessary) <input type="checkbox"/> Two references <input type="checkbox"/> Safeguarding checks 	<p><u>Desirable</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Reference from a school based professional; <input type="checkbox"/> Academic writing ability (for those applying for the PGCE)

6. Documentation

The recruitment process will be documented at each stage, resulting in a clear audit trail and transparency of decisions. Documentation relating to successful candidates will be transferred to their personal file. By keeping appropriate records Essex and Thames Education can demonstrate in the event of an enquiry or complaint that appropriate procedures have been followed. Information on candidates must be treated in the strictest confidence and restricted to those directly involved in the recruitment process. Essex and Thames Education will use appropriate ICT to manage the recruitment process and therefore applicant data will be stored electronically and all recruitment documentation will adhere to the requirements of GDPR.

7. Provision of Information

Essex and Thames Education is committed to the provision of timely, accurate and appropriate pre-entry information and support to prospective Trainees and Apprentices. Our recruitment and admissions activities are informed by a commitment to the provision of impartial advice and guidance and support for applicants to enable them to make informed decisions about Essex and Thames Education as a training choice. Information provision is guided by the following principles:

Accuracy:

Essex and Thames Education is committed to providing accurate and detailed information on the nature of our courses, their structure, duration, modes of assessment, associated fees or additional costs. This information is maintained by recruitment and admissions staff to ensure that the information remains current and is accurate at point of enrolment.

Transparency:

Information about our courses and the student experience more broadly is communicated through multiple channels including: SCITT website, the course brochure, digital communications, open days, induction days and through correspondence with front-line recruitment and admission staff. To ensure transparency and consistency, Essex and Thames Education maintains individual course information profiles accessible on Essex and Thames Education website and internal Google Drive. The information includes: entry requirements, course specific selection and assessment criteria and processes, course structure, teaching and learning, coursework and assessment, fees, funding, attendance requirements, professional accreditation and employability outcomes.

Timeliness:

Essex and Thames Education seeks to provide appropriate information at each stage of the applicant journey, from early interactions to targeted communication with offer holders. We make every effort to ensure that the information we provide is accurate when it is published. Applicants are encouraged to

refer to Essex and Thames Education website for the most up-to-date information about course content, selection criteria, SCITT processes and financial matters. Essex and Thames Education has safeguards in place to ensure any course changes made post-offer are reasonable, in the best interests of Trainees and Apprentices and brought to the attention of Trainees and Apprentices at the earliest opportunity. In such circumstances applicants will be given the option to transfer to an alternative programme or to withdraw their application.

8. Commitment to Professional Standards in Recruitment

Essex and Thames Education provides a professional service to applicants and prospective Trainees and Apprentices, delivered by expert representatives. Essex and Thames Education is an institutional member of NASBTT (National Association of School Based Teacher Training) and the OIA (Office of the Independent Adjudicator) and our work is guided by their codes of practice and rigorous standards on impartiality. Our recruitment practitioners are committed to:

- Maintaining high professional standards and a commitment to the provision of impartial advice and guidance and fair admissions.
- Keeping abreast of UK and international Higher Education trends and developments.
- Maintaining integrity in their interactions with prospective Trainees and Apprentices. Developing knowledge of sources of information and advice about progression to higher education.
- Developing promotional materials that provide a balanced and accurate account of the Essex and Thames Education training experience.
- Providing support only for events that provide free and impartial advice to prospective Trainees and Apprentices.
- Undertaking training and development to ensure their knowledge of recruitment, selection and admissions practice, policy and procedure remains current.*
- Following the guidelines associated with Safer Recruitment

*Those staff members who undertake face-to-face recruitment work are provided with good practice guidelines and information regarding general entry criteria appropriate and key promotional messages.

9. Use of Third Parties and Educational Advisers

Essex and Thames Education works with a relatively small number of educational advisers. All advisers are contracted on a one year renewable basis. All new partners are selected on the basis of a full and robust recruitment process. All consultants and advisers are monitored on an ongoing basis.

10. Entry Qualifications

Essex and Thames Education welcomes applications from Trainees and Apprentices achieving excellence in a wide range of qualifications. The admissions staff are responsible for determining the qualifications and/or subjects that are appropriate for admission. Strategic oversight of qualifications and UK equivalency is undertaken by the Senior Administrator. She has responsibility for UK, EU and international academic qualifications for entry to the courses. The general minimum institutional entry requirements are: Applicants for all courses must normally demonstrate a broad general education including, acceptable levels of literacy and numeracy, equivalent to at least grade C/ grade 4 GCSE in English, Science and Mathematics, and an undergraduate degree.

Candidates must;

- Hold a first degree of a United Kingdom higher education institution or equivalent qualification. Professional, vocational and Overseas qualifications will be reviewed by our Senior Leadership Team to ensure equivalency.
- Have GCSEs at level 4 or above and hold a standard equivalent to a grade 4 in Mathematics, Science and English.
- All applications undergo two readings.

11. Applicants with non- UK qualifications

Essex and Thames Education welcomes Trainees and Apprentices from all over the world and we invite applications from Trainees and Apprentices whose previous education has not included UK qualifications. Applications from international applicants will be assessed against the standard entry criteria. All non-UK qualifications will need to be verified for equivalency by ECTISS.

All applicants with gaps in their career history will explain these through the DfE application system. Additionally those who have spent longer periods abroad will be required to supply certificates of good conduct, If these are unavailable the SCITT will adopt the East of England Regional Risk Document for missing certificates of good conduct.

12. English Language Requirements

Our teaching, assessment and student support are delivered in English. Applicants must therefore demonstrate proficiency in written and spoken use of the English language to the general standard required by Essex and Thames Education, and in the specific entry requirements of the course for which they are applying.

13. Duty to Disclose Criminal Convictions

Essex and Thames Education has a duty to ensure the safety of the pupils in partnership schools, its students and staff community, and that of other people with whom Trainees and Apprentices interact as part of their course of study. The application process requires applicants to disclose relevant unspent criminal convictions. Applicants must declare all criminal convictions. Essex and Thames Education requires applicants to pass a criminal records check carried out by the Disclosure and Barring Service (<http://www.homeoffice.gov.uk/crime/vetting-barring-scheme/>). Essex and Thames Education Administration Team will investigate the nature of any criminal convictions prior to any unconditional offers being made.

The ITT Criteria States: *“Providers should establish clear safeguarding procedures and protocols that are agreed by all partners in the partnership. This should include a common understanding across the partnership of convictions, offences, cautions and warnings that would not pose a barrier to joining an ITT programme.”*

All cases will be considered on a case by case basis against a set of criteria agreed by the Partnership. This is detailed in [Annex A](#)

14. Fitness to Train to Teach Assessment

We require applicants to demonstrate medical fitness to practise, in order to comply with the requirements of relevant professional bodies.

15. Applicants seeking to enter with Accreditation of Prior Learning

Applicants may be considered through the accreditation of prior learning, which may be certificated or experiential. Essex and Thames Education is responsible for determining the grounds on which accreditation is acceptable. Credit is allocated for evidence of achieving appropriate and assessed learning outcomes, rather than for experience itself. Applicants are strongly advised to discuss their circumstances with Essex and Thames Education Senior Administrator before submitting an application.

16. Applicants with Special Circumstances

Applicants with special circumstances that have affected previous study or are likely to affect academic performance in current studies should provide this information at the point of application. If these circumstances are encountered after the submission of an application, applicants should inform the Senior Administrator as soon as possible. Special circumstances cannot be considered after an adverse decision has been made where prior notification could have been made. Where special circumstances have already been taken into account, for example by the relevant examination board, we will not be able to make further allowances.

17. Applicants Wishing to Re-apply

Applicants who are unsuccessful may apply again in a subsequent year. Applications will be considered against the standard course entry criteria for that year of entry. The new application should demonstrate an improvement from the previous application. We may draw upon all information from previous applications or any previous registrations at Essex and Thames Education as a student when assessing suitability for a course.

18. Application & Shortlisting

All applications are received through Apply or directly from our website. Candidates complete the application form including:

- personal details,
- choice of course,
- qualifications including content of first degree,
- school, college and university education
- criminal conviction declaration
- Special needs or support
- Personal statement School/work experience

Reference sections are completed by two nominated referees.

On receipt of an application form the following procedure is followed:

Pre-Interview

- Applications are checked for compliance by Essex and Thames Education Admin team
- All documentation is digitised with access restricted to the recruitment and admin teams
- The Senior Administrator conducts initial qualification checks, e-mails recruitment form & application to Essex and Thames Education SLT for shortlisting against criteria

- SCITT SLT reviews applications against criteria & returns completed recruitment form to The Senior Administrator within 2 days
- The Senior Administrator arranges interview and updates the online systems accordingly
- The Senior Administrator invites the candidate to interview, ensuring candidates are aware of the need to bring appropriate identity evidence and original qualification certification to the assessment day.

Essex and Thames Education will not normally provide feedback for candidates that are not invited to interview.

19. The Assessment Process

A member of the team will be present at all assessment welcome meetings to conduct identity and qualification document checks. They will notify the panel of any issues arising from these checks. Electronic copies of certificates and ID documentation are kept in the candidate file with all interview materials. The candidate will be assessed against the criteria and will undertake the following assessments:

Interview

Candidates attend an online recruitment day during which they;

- Undertake an formal interview of approximately 30 mins
- Classroom approximation: give a presentation as if teaching a class;
- Watch a video of teaching and write a timed analysis of what they have seen
- Engage in a group discussion about the presentations they have watched

All assessments measure the candidate's suitability against the criteria in a fair, transparent and consistent way. The panel completes the scoring sheet online and returns all documentation to the Senior Administrator upon completion of the assessment process.

20. The Making of Offers

Candidates are required to provide copies of all the required evidence of qualifications, ID and certificates of good conduct (if necessary). References are obtained via the DfE system and safeguarding checks are carried out.

Candidates must also complete assessments in functional skills to ensure they meet the required standards by the end of the programme.

All applicants who are offered a place to study at Essex and Thames Education will receive an offer letter detailing the terms and conditions of the offer. This will include details of any individual requirements that need to be fulfilled before an applicant can be admitted to Essex and Thames Education. Conditional offer holders are responsible for providing evidence that they have met the terms and conditions of their offer. This evidence could include for example, certificates and degree transcripts once these become available or the fulfilment of other requirements such as medical fitness.

21. Interaction between Essex and Thames Education and Applicants

Essex and Thames Education will communicate regularly with offer holders providing relevant information throughout the process with information such as the start of year registration processes and induction week events.

22. Applicant Behaviour

Essex and Thames Education has a diverse population and expects all interaction between applicants, representatives of applicants, Trainees and Apprentices and staff to be conducted with courtesy and respect. We do not tolerate inappropriate behaviour towards members of our community. Examples of inappropriate behaviour include hostile or aggressive behaviour or the act of offering a bribe or financial inducement. Inappropriate behaviour will be viewed seriously and may prejudice the further consideration of an application, appeal or complaint. Applicants will usually be warned by Essex and Thames Education when their conduct is such that action is being considered. In exceptional cases, e.g. a threat to a member of staff, then no warning need be given before action is taken.

23. Fraud, Omission and Plagiarism

Applicants may not omit any requested or relevant information, make any misrepresentation (for example, through plagiarism) or give false information at any point of the application process including after an offer is made. Should this occur Essex and Thames Education reserves the right to dismiss the application, withdraw an offer of a place and/or revoke your registration. Essex and Thames Education may also, in accordance with its obligations, notify external organisations about any suspected misrepresentation. Original documents will be requested at the interview stage.

24. Applications

The term 'application' refers to a fully completed and submitted application including supporting documentation (e.g. transcripts, references, additional statements of purpose) where required. Speculative communications are not considered to be formal applications. Applicants may apply for multiple courses but will receive only one offer. Where an applicant has applied for multiple courses Essex and Thames Education reserves the right to offer a place for only one of the courses.

25. Personal Data

SCITT use of Prospective Enquirer Data

Essex and Thames Education collects data on prospective enquirers who request prospectus information or other course literature, attend open days or other recruitment events. This data is collected for the specific purpose of providing information to prospective applicants and parents. This data is not shared with any third parties.

SCITT use of Applicant Data

Essex and Thames Education needs to collect, maintain and use personal data relating to its applicants to allow us to process applications for study, register Trainees and Apprentices, to administer courses and to provide facilities for Trainees and Apprentices. Data collected during the admissions and registration processes will be used for the purposes of maintaining student records, managing processes in relation to academic progress, providing personal and academic advice and support and providing access to the facilities in Essex and Thames Education. Essex and Thames Education also needs to collect and process sensitive personal data such as ethnic origin, disability data and sometimes other health data in order to undertake equal opportunity monitoring, and provide access to some courses and support for Trainees and Apprentices where appropriate. We are also legally required to collect and process data on past criminal convictions. This data will only be shared between staff who have a legitimate need to see it. The personal data held about applicants is processed in accordance with the Data Protection Act 2018. It is shared internally where appropriate in order to meet the purposes detailed above. The Act requires that any information held is accurate and has been processed fairly and lawfully. It gives applicants the right to check the information held and to correct it if necessary. All data is held and processed in accordance with the requirements of the Data Protection Act 2018. Further information on Data Protection and the data held by Essex and Thames Education is available from Essex and Thames Education Office. Anonymised and aggregated applicant data are analysed by Essex and Thames Education, for purposes including institutional and statutory monitoring, market research, planning, and teaching and learning, in order to ensure that our processes are fair and effective and our courses best reflect applicant need.

26. Transition from Applicant to Trainee

Registration

PGCE Trainees and Apprentices will be required to register at both Essex and Thames Education and the university in order to gain access to facilities for their course.

Intellectual Property

Essex and Thames Education regards the creation of Intellectual Property (IP) as one of its major objectives and has Regulations regarding new inventions and IP arising from Trainees and Apprentices whilst studying at Essex and Thames Education. Essex and Thames Education's Policy relating to IP, and the communication of IP is available on Essex and Thames Education secure portal

27. After Acceptance Of A Training Place

The Senior Administrator will contact candidates who have accepted an offer of a training place with Essex and Thames Education, to arrange for them to complete the online DBS application form, providing the candidate with advice and guidance in line with DBS guidance. The candidate will complete their medical questionnaire.

Qualifications and the right to work will normally be checked on the assessment day. If any original certificates are not available on the assessment day, arrangements will be made for the candidate to provide these prior to registration date.

The Childcare (Disqualification) Regulations 2009 are made under section 75 of the Childcare Act 2006 and set out the circumstances in which an individual will be disqualified for the purposes of section 75 of the Act. Section 76 (2) of the 2006 Act provides that a person who is disqualified under the 2009 Regulations may not provide relevant childcare provision or be directly concerned in the management of such provision. Schools are prohibited from employing a disqualified person in connection with relevant childcare provision. The criteria for disqualification include the following:

- Inclusion on the DBS Children's Barred List
- Being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2009 Regulations
- Certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2009 Regulations
- Refusal or cancellation of registration relating to childcare, or children's homes, or being prohibited from private fostering, as specified in Schedule 1 of the 2009 Regulations
- Being found to have committed an offence overseas which would constitute an offence regarding disqualification under the 2009 Regulations if it had been done in any part of the UK

Essex and Thames Education will remain in contact with all candidates who have accepted a training place with us and they will be invited to the pre course induction day (in July) prior to registration on the Essex and Thames Education programme in September. Essex and Thames Education will check that each trainee has fulfilled the conditions of their offer on the programme registration date.

Preparation for Training

Trainees and Apprentices or apprentices will be contacted on a regular basis once they have accepted a place on the course. They are supplied with a reading list to encourage early participation. They may also have been given a target for them to work on after the interview process. Candidates are encouraged to gain school experience, especially if they have not had any. Candidates are asked to complete on-line learning regarding Safeguarding, Prevent and well-being and provide the evidence to the administration. The academic writing task has already been mentioned earlier. Candidates are given access to their Google Drive in the Summer so that they can familiarise themselves with the system and also the contents of the Trainee Information folder. They also have to complete the Subject Audit and any compliance documentation.

Late starters

Trainees and Apprentices or apprentices may start the programme up to 4 weeks from induction day. In this instance, unless exceptional circumstances apply, Trainees and Apprentices or apprentices are expected to pay for additional tuition in order to cover the subject areas they have missed and will have to complete additional practice at the end of the training programme. Trainees and Apprentices or apprentices will not be registered on DMS or confirmed on SLC until they have attended their first training session.

28. Tuition Fees and Funding

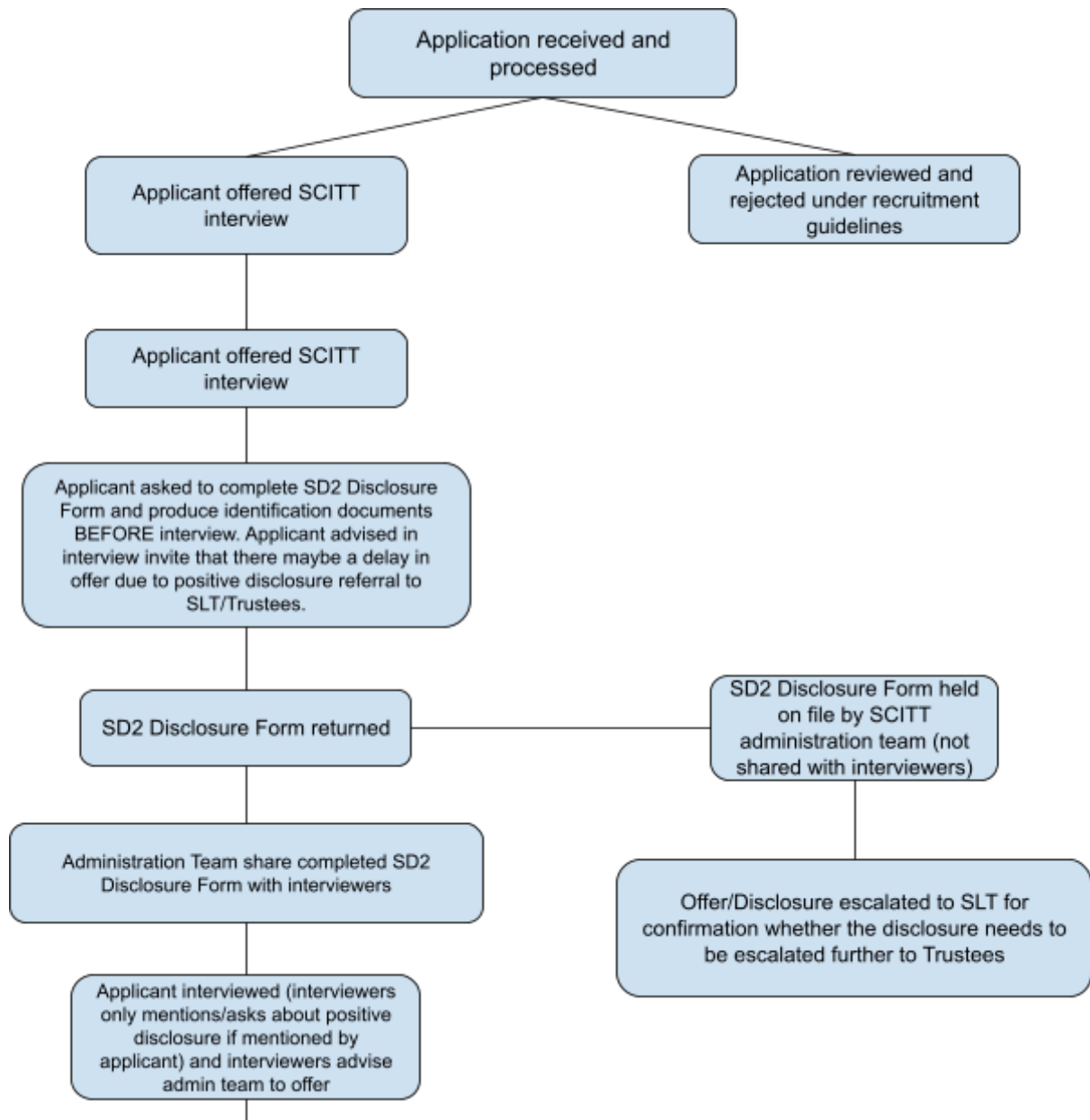
There is an expectation that Trainees and Apprentices will have sufficient funds to pay tuition fees and living expenses during their period of study, and applicants are asked to give details of their funding arrangements at the point of registration. Applicants are bound by Essex and Thames Education's regulations on the payment of fees and the consequences of non-payment. Employed Trainees and Apprentices should be aware that should their school fail to pay the required fees, the applicant will become responsible for payment. A non-refundable deposit of £180 is required at the point at which the offer of a place is firmly accepted.

29. Changes to or Discontinuation of Courses

The content, delivery and assessment of courses are reviewed regularly to ensure that they are up to date, relevant, reflect current research and practice and are consistent with the requirements of regulatory bodies. Essex and Thames Education would only look to make changes to courses (for example, to their content, structure or assessment) or discontinue a course (or certain elements of a course) during the admissions cycle in exceptional circumstances (such as for the reasons outlined above or where such changes are otherwise operationally necessary), and where such changes are objectively necessary. Where this is the case then: Offer holders will be informed at the earliest possible opportunity and provided with advice and support regarding the impact of the changes and the options available to them. Essex and Thames Education will take all reasonable steps to minimise any disruption caused to the offer holder by the changes. Where appropriate, offer holders may be given help with securing an offer of a suitable alternative course internally or at another institution.

30. Feedback, Appeals and Complaints

We aim to consider all applications fairly and effectively against the published entry requirements and in line with our procedures. We provide feedback on request to applicants whose application has been unsuccessful to enable them to reflect on their progress through the application process. Feedback is usually given in writing, at the discretion of the course admissions staff. To request feedback, applicants should contact the admissions staff for their chosen course. If applicants or prospective Trainees and Apprentices are dissatisfied with the outcome or treatment of their application, the concerns should be raised firstly with the Admissions staff. Where the concerns remain, applicants are advised to use the [Appeals and Complaints Procedure for Applicants](#) which has been established to safeguard the interests of prospective Trainees and Apprentices. Essex and Thames Education office will be happy to supply a copy of Essex and Thames Education Complaints and Appeals Procedures on request.



31. Implementation

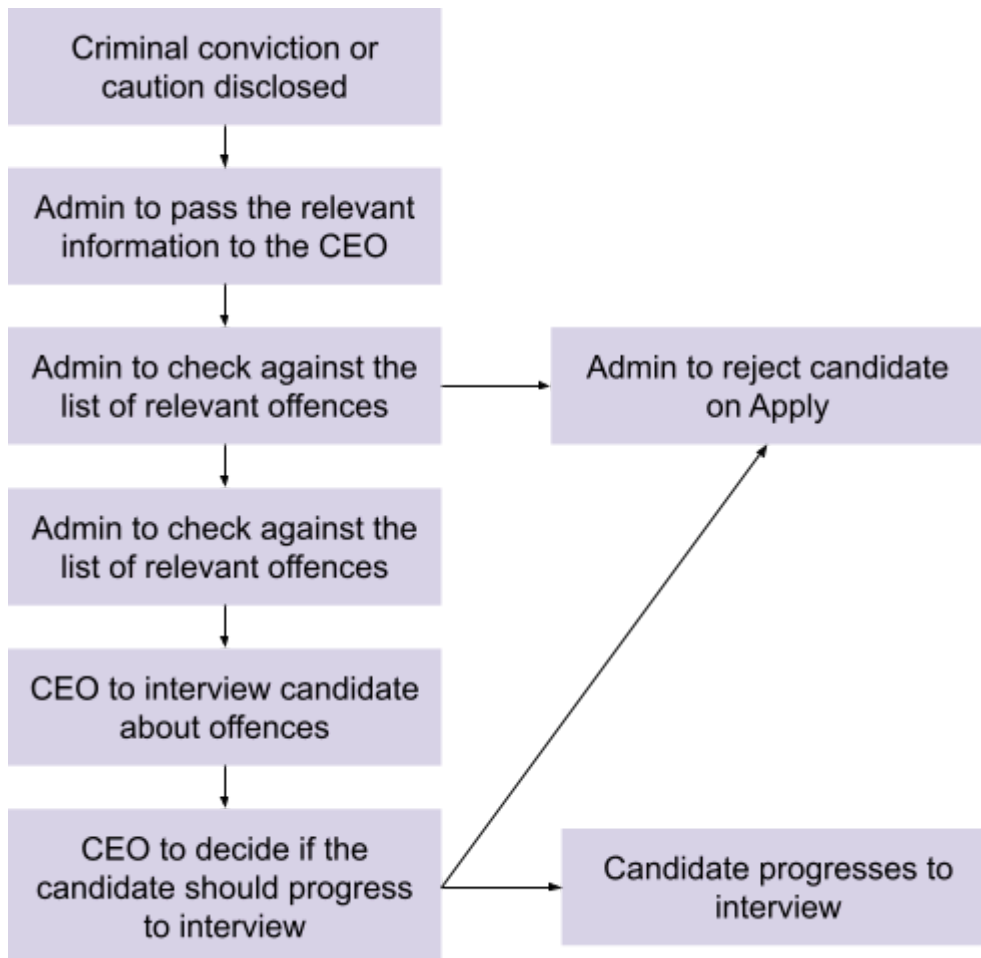
This policy will be overseen by the Quality Assurance Committee with planned reviews every twelve months.

32. Monitoring and Review

This policy and related recruitment and admissions procedures and practices across Essex and Thames Education are overseen by the Quality Assurance Committee. Activities or developments that have implications for the policy are considered at each meeting.

Annex A

Process:



Relevant Offences

If the candidate has had a caution or conviction of any of the following they will be rejected at the point of application:

- Violence;*
- Terrorism;
- Sexual activity;
- Voyeurism (including upskirting);
- Revenge pornography (sharing private, sexual materials, either photos or videos, of another person without their consent);
- Sexual communication with a child

- Any activity involving viewing, taking, making, possessing, distributing or publishing any indecent photograph or image or indecent pseudo photograph or image of a child, or permitting any such activity, including one off incidents;
- Child cruelty and/or neglect;
- Controlling or coercive behaviour;
- Harassment and/or stalking;
- Fraud or serious dishonesty;
- Arson and other “major” criminal damage;
- Possession of prohibited firearms, knives or other weapons;
- Intolerance and/or hatred on the grounds of race, religion, sexual orientation or any of the other protected characteristics;
- Theft from a person or other serious theft;
- Serious driving offences, particularly those involving alcohol or drugs;
- Serious offences involving alcohol;
- Serious offences involving gambling;
- Possession (including for personal use), possession with intent to supply another person, supply (selling, dealing or sharing) or production of any class A drugs;

If the candidate has had a caution or conviction of any of the following they will be referred to the CEO for consideration:

- Isolated minor cases of theft;
- Minor driving offences;
- Minor offences involving gambling;
- Minor offences involving personal use of alcohol or class B, class C or temporary class drugs away from children and education contexts.
- Violence*
- Criminal damage
- Any other offences not listed here

*Details should be obtained to ascertain the level of violence. For example GBH and ABH would lead to an automatic rejection of the application whereas affray would not necessarily.

Automatic Rejection	Further exploration needed
Murder (homicide) Manslaughter Acid attacks Gun and knife crime Robbery with violence	Common assault Affray Domestic violence Gang violence Assault

Actual bodily harm Grievous bodily harm Wounding with intent Rape Sexual assault	
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