

RECRUITMENT AND SELECTION

1. Introduction

- 1.1 The Governing Board recognises the value of, and seeks to achieve, a diverse workforce which includes people from different backgrounds, with different skills and abilities. The College is committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job.
- 1.1 It is vital that the College creates a culture of safe recruitment by the adoption of recruitment procedures and checks for appointing staff, volunteers and peripatetic workers to ensure that reasonable steps are taken to avoid appointing a person who is unsuitable to work with, disqualified from working with children and young adults, or does not have the suitable skills and experience for the role.
- 1.3 The College will act reasonably in making decisions about the suitability of the prospective employee based on pre and post interview checks and evidence including criminal record checks (DBS checks), barred list and prohibition checks, pre-interview social media checks, together with references and interview information.
- 1.4 When engaged in the appointment of new staff, the image presented must uphold the principals and standards of the College and recruitment processes must reflect such standards. It is the College's policy to recruit the best person for each vacancy, regardless of age, sex, sexual orientation, marital status, pregnancy, gender re-assignment, disability or health, race (which includes colour, nationality and ethnic origin), religion or belief and wherever possible existing employees will be invited to apply for promotion opportunities.
- 1.5 In order to achieve this aim the whole recruitment process must be carefully structured from the outset which will not only enable candidates to assess whether the College is a place where they would wish to work, but will follow good employment practices ensuring that equal opportunity of employment is offered to all potential applicants and safer recruitment principles are imbedded at each stage of the process.
- 1.6 Recruitment processes shall be carefully structured from the onset, which allow sufficient time between each stage (e.g. appearance of advertisement, shortlisting, interview) and supports the important principle of recruiting the best candidate for the post.
- 1.7 The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers and other workers to share this commitment.

2. Recruitment Procedure

2.1 Pre - Advertisement

In the light of the College's objectives and future requirements, consideration will be given as to whether the post is still needed and if it should continue in its present

form, be revised or deleted thereby releasing funding for some other purpose within College.

- 2.2 Consideration will be given as to whether there are any other College Staff in a re-deployment situation who should be considered for the vacancy.
- 2.3 A job description will be drawn up for all posts. This will provide a framework of expectations and will define the purpose, scope and principal duties and responsibilities for the role. It will also identify the working environment, hours of work, temporary or fixed term, extent of evening/weekend work, etc. and salary applicable to the post.
- 2.4 A person specification, i.e. qualities and characteristics to be looked for in applicants based upon information within the job description and job condition will also be produced. The person specification is crucial as this will help focus the recruitment process on the required qualities of potential applicants. It is important to separate these features into those which are essential and those which are desirable.
- 2.5 All job descriptions and person specifications will clearly set out the extent of the relationships/contact with students and the degree of responsibility for students in each post.

3. Timescales

- 3.1 The length of the recruitment process will vary depending on the type of vacancy, the advertising medium, whether it is necessary to advertise both internally and the length of the required notice period.

4, Recruitment Pack

- 4.1 The recruitment pack will vary according to the post but will consist, as a minimum, of:
 - Application Form
 - Job Description
 - Person Specification
 - Recruitment and Selection Policy Statement
 - Privacy Notice (Applicants)
 - A Key Information Sheet may be included where appropriate and the pack may also include other relevant information i.e. covering letter, prospectus etc.

The College's website will be signposted to candidates.

5. Advertising

- 5.1 The College will consider the most appropriate methods of advertising any vacant posts and the format for the advert. This may include advertising the post on professional social media sites in addition to other methods, e.g. website and local/national publications.
- 5.2 To ensure equality of opportunity, all positions will be advertised to encourage as wide a field of candidates as possible, and normally this will entail an external

advertisement. However, there may be circumstances where an internal advertisement may be considered appropriate.

5.3 This will include where:

- Clear career development and progression paths are being supported;
- There is a reasonable expectation that there are sufficient qualified and experienced internal candidates;
- The position is for additional responsibilities and not a vacant post;
- Staff are at risk of redundancy.
- Senior Post holder vacancies will be advertised in the manner considered appropriate by the governing body and/or Principal

6. Application

6.1 Application Form

- 6.2 A standard application form is used for all vacancies. Alternate format application forms will be accepted from disabled applicants, but such applicants must provide all of the information required by the standard application form. A Curriculum vitae will not be accepted in isolation.
- 6.3 All parts of the application form must be completed and the form signed by the candidate. Incomplete application forms will not be accepted and may be rejected or returned for completion/checked with the candidate. Where an applicant is shortlisted, any discrepancies or gaps in employment will be discussed at interview.
- 6.4 Applicants should be made aware that providing false information could result in the application being rejected or, in summary dismissal if the applicant has been selected.
- 6.5 Where a post is advertised internally only, applicants will be informed whether an application form must be completed or whether a letter of application is sufficient.
- 6.6 Shortlisted applicants will be required to sign digitally submitted forms when attending for interview
- 6.7 Internal applicants will not be required to complete a new form but will be required to provide updated information and a supporting statement to show why they are suitable for the role.

7. Recruitment monitoring form

- 7.1 As part of the application process, individuals may be asked to complete a Recruitment Monitoring Information form.
- 7.2 The recruitment monitoring information does not form part of the selection process and is separate from the application. Completion of the form is voluntary.
- 7.3 Completion of the form will ensure that policies and procedures are effective in avoiding discrimination and promoting equality and diversity in recruitment. The information provided will be used for periodic monitoring and statistical data purposes only. Required reporting of this data will be on an anonymous basis.

8. Acknowledgement

- 8.1 Due to limited resources shortlisted candidates only will be notified of the outcome of their application.

9. Shortlisting and Prior to Interview.

- 9.1 Copies of application forms will be provided for shortlisting. Shortlisting should be done by a least two people. The Senior Manager – HR and Administration will provide advice and guidance as requested/ required.
- 9.2 The Principal, and/or Senior Manager HR and Administration shall determine the member(s) of staff who should be involved in the shortlisting.
- 9.3 The shortlisting form will be based on the job description and person specification and should be completed after examination of the application form and other submitted documents. It should be completed for all vacancies
- 9.4 Current legislation, Equal Opportunities and other College policies should be borne in mind and adhered to during this process.
- 9.5 The shortlisting form will be retained along with all applications (including those from applicants not interviewed) for six months. This will ensure that any query about shortlisting decisions can be responded to properly.

10. References

- 10.1 References will normally be taken up on all shortlisted candidates, including internal applicants, prior to interview. In line with the statutory guidance, references will be scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed.
- 10.2 A reference will be required from the candidate's current and/or most recent employer and where available, at least one reference will relate to the last position which involved working with children and young adults.
- 10.3 In exceptional circumstances candidates can request referees are not contacted prior to interview. This should be communicated to the HR department and a decision to defer will be taken. In these instances, references will be taken immediately after interview and prior to confirmation of employment.
- 10.4 For internal candidates at least one reference will be required to cover the applicant's suitability for the advertised role. This could be from a line manager/head of department or the Principal as appropriate.

11. Invitation to interview

- 11.1 Once the shortlist has been decided, the shortlisted candidates will be notified as soon as possible. Invitation to interview will be confirmed in writing. Adequate time will be allowed between invitation and interview to allow candidates to prepare for their interview.

- 11.2 Full details of the selection process (i.e. details of the interview and any additional selection exercises) will be notified to the applicant in the invitation to interview letter.
- 11.3 Every effort will be made to accommodate any special requirements/adjustments necessary to enable candidates to participate in the process

12. Self-declaration of criminal history and prohibitions

- 12.1 Shortlisted candidates will be required to make a declaration of criminal convictions and prohibitions and any relevant positive declarations will be explored with them at interview. This is on the application form.
- 12.2 Shortlisted candidates invited to interview will be required to countersign the hard copy of application form (if submitted by email)
- 12.3 Where the vacancies are covered by the Childcare (Disqualification) Regulations, if the candidates declare information on a Disqualification Declaration Form the College will need to establish whether the information declared meets one of the disqualification criteria, in which case the panel may decide to discontinue the recruitment process in respect of that candidate allow the candidate time to apply for an Ofsted Waiver

13. Selection Interviews

- 13.1 The selection panel for interview should include at least one senior member of staff and one other member of staff who is experienced, or has been trained to interview and received Safer Recruitment training.
- 13.2 The panel should meet before the formal interviews are scheduled to begin so that the structure of the interview, role of interviewers, including areas of questioning, and method of ranking can be planned and agreed.
- 13.3 The College will use a range of selection techniques to identify the most suitable person for the post. The criteria against which candidates will be assessed should be agreed in advance and the standard assessment sheet used. This does not mean that everyone has to use the same system of assessment but it is important that each individual interviewer should be assessing candidates against the same job criteria.
- 13.4 Selection methods should include questions and/or activities that
 - Find out what attracted the candidate to the post and their motivation for working with children and young adults
 - Explore their skills and ask for examples of their experience of working with children and young adults that would be relevant for this role
 - Probe any gaps in employment and the reasons for this.
- 13.5 The interviews should also be used to explore any potential areas of concern to determine the applicant's suitability to work with children and young adults. Areas that may be concerning and need further probing included
 - Implication that adults and children are equal

- Lack of recognition and/or understanding of the vulnerability of children and young adults.
- Inappropriate idealisation of children and young adults
- Inadequate understanding of appropriate boundaries between adults and children and young adults.
- Indicators of negative safeguarding behaviours.

13.6 Other means of assessing candidates will also be used e.g.

for teaching staff

- time in the classroom/ with students will be used to assess teaching skills
- informal meetings with students
- informal meetings with colleagues
- round robin information sessions/assessments etc

for support staff

- appropriate skills/aptitude test
- informal meetings with colleagues
- informal tour of College site etc.

13.7 Interview assessment sheets will be retained for six months from date of offer of appointment. This will ensure that any query about an interviewing decision can be dealt with in an informed way.

13.8 Where possible informal debriefing will be offered to candidates. This would normally be done via a telephone conversation.

14. Pre-appointment checks

14.1 Any offer of appointment made to a successful candidate, including one who has lived or worked abroad, must be conditional on satisfactory completion of the necessary pre-employment checks. When appointing new staff we will

- obtain references
- verify a candidate's identity.
- obtain a certificate for an Enhanced DBS check which will include barred list information, for those who will be engaging in regulated activity, in line with legal guidance in place at the time of appointment.
- obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- verify the candidate's mental and physical fitness to carry out their work responsibilities.
- verify the person's right to work in the UK.
- if the person has lived or worked outside the UK in the previous 5 years a certificate of Good Conduct should be obtained by the candidate.
- verify professional qualifications, as appropriate
- ensure that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State,

- 14.2 Where an Enhanced DBS certificate is required it must be obtained for the candidate before, or as soon as practicable after the appointment. If we are unable to complete a DBS check a risk assessment will be conducted.
- 14.3 References will be scrutinised and any concerns should be addressed and resolved satisfactorily before the employment is confirmed. The College will not accept open references but instead references will be requested directly from previous employers and other referees. Any discrepancies or concerns should be taken up with the candidate.

15. Single Central Record

- 15.1 The College will keep a single central record holding information with regard to whether the required checks have been carried out, including dates that checks were completed. This will cover the following people
- All staff, including temporary, casual and supply staff, and teacher trainees
 - Peripatetic workers, volunteers, Governors (non-employed staff)
 - Self-employed workers.

16. Individuals who have lived or worked abroad.

- 16.1 Individuals who have lived or worked outside the UK must undergo the same checks as all staff. In addition, they will be asked to obtain a 'Certificate of Good Conduct' or equivalent if they have been living and working abroad within 5 years from date of appointment.
- 16.2 Failure to produce a 'Certificate of Good Conduct' would not automatically exclude an applicant from employment but further safeguarding checks and a risk assessment in conjunction with the Designated Safeguarding Lead should be undertaken.

17. Trainee/Student teachers

- 17.1 Where applicants for initial teacher training are salaried by the College the above checks will be carried out.
- 17.2 Where trainees from partner organisations or other training providers visit the school or are on placement, the College will check with the other providers that the necessary safeguarding checks, including DBS and barring checks, have been undertaken.

18. Volunteers and Self-employed workers

- 18.1 Volunteers will not be subjected to a formal interview process but should have a discussion with a senior manager/HOD/section head prior to commencing their role. This will provide the College with
- an opportunity to explain the workings of the College and how volunteers fit into that;
 - time to ask volunteers for the factual information needed to make a successful placement, including any safeguarding checks;

- the opportunity to explore their suitability to work with children and young adults including their motivation to work with this age group and their ability to form and maintain appropriate relationships and personal boundaries;
- an opportunity to determine whether any special health, safety and welfare criteria need to be met.

18.2 Volunteers who are recruited to the College will be required

- to complete a reduced application/ data checking form and
- undergo a DBS check (if they have unsupervised access to students)
- supply references from at least one previous employer
- produce photographic evidence of their ID

18.3 The College will undertake a risk assessment and use professional judgement when deciding whether to seek an enhanced DBS check for any volunteer not engaging in regulated activity.

18.4 Self-employed staff will be subject to an interview and the checks as outlined above.

19. Peripatetic and third-party workers.

19.1 It is expected that the same standards of safer recruitment will be applied by external bodies providing workers or volunteers to the college.

19.2 Peripatetic and other workers will be required

- to produce photographic evidence of their ID
- to produce evidence of their right to work in the UK
- complete a data collection form

19.3 External bodies will be required to provide written confirmation that safer recruitment and other relevant pre-employment checks have been undertaken.

19.4 A risk assessment will be completed by the Senior Manager HR and Administration and this will be recorded on the data collection sheet/ casual application form and on the Single Central Record

19.5 The data collection/risk assessment form will be retained on a file.

20. Governors

20.1 Governors are volunteers and are treated on the same basis as other volunteers. In order to facilitate contact and access with students Governors would normally be required to have an enhanced DBS check. Governors without this would need to be supervised on visits to the College.

Approved by SMEX	October 2021
Review Date	October 2026
Author/ Responsibility	Senior Manager HR &Admin / DSL