

## 22 Recruitment, Selection & Disposal of Staff (2015-16)

- to ensure that the best possible staff are recruited to the position;
- to ensure that all job applicants are considered equally;
- to ensure that no job applicant is treated unfairly on the basis of national origin, religion or religious belief, sex or sexual orientation, disability or age;
- to ensure compliance with all relevant legislation, regulations and guidance published by the Department for Education (and Families) - Safeguarding Children and Safer Recruitment in Education (KCSIE) and any guidance or code of practice (DBS); and
- to ensure that the college meets its commitment to young people by carrying out all necessary pre-employment checks.

### 2. Recruitment & selection procedure

#### Employees involved in the recruitment and selection of staff

complying with the provisions of this policy.

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. A curriculum vitae will not be accepted in place of the completed application form.

Applicants will receive a job description and person specification for the role applied for.

The applicant may then be invited to attend one or more **formal interviews** at which his/her relevant skills and experience will be discussed in more detail. The precise format of the interview will vary according to the type of post that has been applied for. Applicants will receive further guidance about the format of their interview(s) when an invitation to attend an interview is made.

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

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the college's standard terms and conditions of employment;
- verification of the applicant's identity (where that has not previously been verified);
- the receipt of at least two references (one of which must be from the applicant's most recent employer) which

- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK.

Copies are made of the documents identified above and are stored in the staff member's personnel file.

### **3 Medical Fitness**

The college is legally required to verify the medical fitness of anyone to be appointed to a post at the college, **after** an offer of employment has been made but **before** the appointment can be confirmed.

It is the college's practice that all applicants to whom an offer of employment is made must complete a Health Questionnaire. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extra-curricular activities, layout of the college etc. The college will arrange, where necessary, for the information provided to be reviewed by the college's medical adviser. If the college's medical adviser has any doubts about an applicant's fitness the college will consider reasonable adjustments in consultation with the applicant. The college may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

Successful applicants will be required to sign a declaration of medical fitness confirming that there are no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the role.

The college is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, and considering reasonable adjustments and suitable alternative employment.

### **4. Pre-employment checks**

In accordance with the recommendations set out in SCSRE, KCSIE and the requirements of The Education (Independent School Standards) (England) Regulations 2010 the college carries out a number of pre-employment checks in respect of all prospective employees.

#### **4.1 Verification of identity and address**

All applicants who are invited to an interview will be required to bring with them evidence of identity, right to work in the UK, address and original documents confirming any relevant educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed his/her name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

The college asks for the date of birth of all applicants (and proof of this) in accordance with SCSRE and KCSIE. Proof of date of birth is necessary so that the college may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The college does not discriminate on the grounds of age.

Copies are made of the documents identified above and are stored in the staff member's personnel file.

#### **4.2 References**

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second reference should, where possible, be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, sickness\* and disciplinary record;
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated, unfounded or malicious;

- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be false, unsubstantiated, unfounded or malicious.

(\*questions about health or sickness records will only be included in reference requests sent out after the offer of employment has been made.)

The college will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.

The college will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

### 4.3 Criminal records check

Due to the nature of the work, the college applies for an **enhanced** certificate from the DBS in respect of all prospective staff members, Directors and volunteers.

The college applies for an **enhanced** disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the College which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List maintained by the DBS. Any position undertaken at, or on behalf of, the college (whether paid or unpaid), will amount to "regulated activity" if it is carried out:

frequently, meaning once a week or more; or

overnight, meaning between 2.00 am and 6.00 am; or

satisfies the "period condition", meaning four times or more in a 30 day period; and

provides the opportunity for contact with children.

This definition will cover nearly all posts at the college. Limited exceptions could include an administrative post undertaken on a temporary basis in the college office outside of term time. It is for the college to decide whether a role amounts to "regulated activity" taking into account all the relevant circumstances.

The DBS now issues a DBS disclosure certificate to the subject of the check only, rather than to the college. It is a condition of employment with the college that the original disclosure certificate is provided to the college within two weeks of it being received by the applicant. Original certificates should not be sent by post. Applicants who are unable to attend at the college to provide the certificate are required to send a certified copy by post or email within two weeks of the original disclosure certificate being received. Certified copies must be sent to the Principal. Where a certified copy is sent, the original disclosure certificate must still be provided on the first working day. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the college.

If there is a delay in receiving a DBS disclosure the Principal has discretion to allow an individual to begin work pending receipt of the disclosure. If the position amounts to regulated activity this will only be allowed if all other checks, including a clear check of the Children's Barred List have been completed and once appropriate supervision has been put in place.

The Principal may accept a disclosure from a previous employer if the applicant provides written consent. Such disclosures will not, however, be accepted if there is a gap in employment of three months or more.

DBS checks will be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including a criminal records check or a certificate of good conduct from the relevant jurisdiction(s) if one is available.

## **5. Contractors and Agency Staff**

