



Recruitment and Selection Policy

Document Control Information

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Signed	

Version	DATE	DESCRIPTION
1	15/06/2013	Created by M Rome
2	22/04/2016	Amended to take account of the DfE statutory guidance 'Keeping Children Safe in Education'. Numbering changed and contents page added. Appendices added.
3	10/05/2018	Repetition reduced. Appendices consolidated into a Recruitment Documentation pack
4	15/06/2020	Minor update relating to Covid-19 guidance
5	08/04/2022	Inclusion of advertisement procedure, appointment and promotion statement and employment of migrant worker statement
6	22/05/2024	Inclusion of supporting recruitment documentation pack list

1 Summary

This Recruitment Policy and procedure and accompanying documentation have been produced in line with the “Keeping children safe in education” statutory guidance document which came into force in September 2016 and last updated in 2021. This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Making safeguarding and promoting the welfare of children an integral factor in recruitment and selection is an essential part of creating safe environments for children.

2 Recruitment and Selection Policy Statement

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The College is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the college’s performance and fundamental to the delivery of a high quality service.

This policy is supported by the Recruitment Documentation pack saved on the school Personnel Drive, which includes:

- Support staff application form
- Teacher application form
- Equal opportunities monitoring form
- Reference request for support staff
- Reference request for teaching staff
- Reference request for headteachers
- Reference request letter
- Reference request for health
- Shortlisting and interview form
- Invite to interview letter
- DBS Guidance
- Criminal background declaration form
- Guidance on disqualification
- Checklist for employment
- Recruitment and retention checklist

3 Scope

The policy applies to all employees and Management Committee members responsible for and involved in recruitment and selection of all college based staff.

The ultimate responsibility for recruitment and selection lies with the Management Committee. The Committee has delegated the responsibility for appointing staff, other than to the leadership group, to the Headteacher. The Management Committee will notify the Local Authority when appointing a new Headteacher.

4 Aims and Objectives

- To ensure that the safeguarding and welfare of children and young people occurs at each stage of the process
- To ensure a consistent and equitable approach to the appointment of all college based staff.

- To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, sex, religion or belief, age, disability, marriage and civil partnership, sexual orientation, gender reassignment or pregnancy and maternity.
- To ensure the most cost effective use is made of resources in the recruitment and selection process.
- To ensure that newly recruited staff possess the most appropriate blend of qualifications, experience, knowledge, skills and abilities to meet the demands of the post and the needs of the college.

5 Principles

The following principles are encompassed in this policy :

- All applicants will receive fair treatment and a high quality service
- The job description and person specification are essential tools, available at the outset of the recruitment process and used throughout the process
- Employees will be recruited on the knowledge, experience and skills needed for the job
- Selection should be carried out by a panel with at least two members. At least one panel member **MUST** have received safer recruitment training.
- Selection should be based on a minimum of completed application form, shortlisting and interview
- Monitoring and evaluation are essential for assessing the effectiveness of the process
- All posts will normally be advertised internally (those on maternity leave and long term absence must be made aware of all suitable vacancies) and externally where appropriate.
- The Equality Act makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

6. Advertising

All posts will normally be advertised internally (those on maternity leave and long term absence will be made aware of all suitable vacancies) and externally where appropriate.

Occasionally the decision may be taken not to advertise a post. This may occur, for example, when a similar post has recently been advertised and an appointment can be made from the subsequent interviewees, or because a temporary appointment needs to be made as soon as possible to ensure continuity within a post.

In certain circumstances a post or promotion opportunity will be ring-fenced for current staff in the first instance. Any such ring-fencing will be done in a consistent and transparent manner.

For all posts, information packs will be sent, or made available electronically. The information pack will generally consist of:

- A job description and person specification
- An application form, including an equal opportunities monitoring form
- A statement of terms and conditions relating to the post (location, hours, grade)
- Information about the recruitment process (interview format and dates)
- Any other relevant information regarding the post and the college

Applications received after the closing date will not be considered unless by prior agreement with the selection panel.

Applications made through means other than application forms will not be considered unless a reasonable adjustment has been made to accommodate the needs of an applicant with a disability

7 Recruitment Process

Objective

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the college and to deter, reject and identify people who might abuse children. The first experience an individual has is important, therefore the experience should be positive and all those responsible for recruiting should :

- leave a positive image with unsuccessful applicants who may currently be involved in the college or customers of the LA or future employees.
- give successful applicants a clear understanding of the post and what is expected of them
- reduce the risk of a bad selection decision that can be expensive and may cause line management problems in the future or may not meet our commitment to safeguard children.

The paragraph below will be included in all publicity materials, entries on Recruitment websites, advertisements, candidate information packs, person specifications, job descriptions, competency frameworks and induction training materials

'The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The successful applicant will be required to undertake an Enhanced Disclosure via the DBS'

Safer Recruitment Training

College has chosen the NSPCC as the appropriate training provider, as recommended by the LSCB. The training must cover, as a minimum, the content of the 'Keeping Children Safe in Education' statutory guidance. Safer recruitment training will be refreshed every two years.

<http://www.nspcc.org.uk/what-you-can-do/get-expert-training/safer-recruitment-education-course/>

Application Form

A standard application form will be used to obtain a common set of core data from all applicants. Curriculum vitae drawn up by applicants in place of an application form will not be accepted.

Job Description and Person Specification

An accurate job description is required for all posts. A person specification is a profile of the necessary requirements for the post.

References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They should always be sought and obtained directly from the referee.

References should be sought on all short listed candidates, **including internal ones**, and should be obtained **before** interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview. In exceptional circumstances it might not be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate strongly objects to their current employer being approached at that stage, but that should be the aim in all cases.

Open references and testimonials, i.e. "To Whom It May Concern" will not be accepted. Agreed references which have resulted from a settlement agreement will be carefully scrutinised.

In any case where a reference has not been obtained on the preferred candidate before interview, the college must ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is confirmed.

On receipt, references should be checked to ensure that all specific questions have been answered satisfactorily. If all questions have not been answered or the reference is vague or unspecific, the referee should be telephoned and asked to provide written answers or amplification as appropriate.

The information given should also be compared with the application form to ensure that the information provided about the candidate and his / her previous employment by the referee is consistent with the information provided by the applicant on the form. Any discrepancy in the information should be taken up with the applicant.

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

If an applicant is not currently employed in a role working with children, but has done so in the past, it is strongly advised that a reference is requested from the college / education establishment they were last employed in, including reasons for leaving.

Employers are only able to ask about a candidate's health and attendance at work following a job offer being made. A follow-on reference request for this purpose is recommended.

Scrutinising and Shortlisting

All applications should be scrutinised to ensure that they are fully and properly completed, that the information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment.

Any anomalies or discrepancies or gaps in employment identified by the scrutiny should be noted so that they can be taken up as part of the consideration of whether to short list the applicant.

As well as reasons for obvious gaps in employment, the reasons for a history of repeated changes of employment without any clear career or salary progression, or a mid-career move from a permanent post to supply teaching or temporary work, also need to be explored and verified.

Where shortlisted candidates have declared that they have unspent cautions, convictions, warnings or bindovers, or have proceedings pending, and/or have any sanctions imposed by the Teaching Agency then this will be followed up at interview as necessary. In certain circumstances it may be necessary to have a discussion with the applicant prior to the interview.

All candidates should be assessed equally against the criteria contained in the person specification without exception or variation.

The equal opportunities monitoring form will be removed prior to shortlisting. If an applicant has requested any reasonable adjustments this will be notified to the chair of the selection panel.

Interviews

The interview should assess the merits of each candidate against the job requirements, and explore their suitability to work with children. The selection process must always include a face-to-face interview, even if there is only one candidate. The face to face interview may be conducted through Microsoft Teams if it is not possible to meet the candidate personally Eg during Covid-19 restrictions.

Invitation to Interview

In addition to the arrangements for interview visit – time and place, directions to the venue, membership of the interview panel – the invitation should outline to candidates how the interview will be conducted and the areas it will explore, including suitability to work with children. Enclosing a copy of the person specification can usefully draw attention to the relevant information.

All candidates should be instructed to bring with them documentary evidence of their identity that will satisfy DBS requirements, i.e. either a current driving licence or passport including a photograph, or a full birth certificate, plus a document such as a utility bill or financial statement that shows the candidates current name and address, and where appropriate, change of name documentation.

A copy of the documents used to verify the successful candidate's identity and qualifications must be kept for the personnel file. The photocopy of any original document must be signed and dated by the person viewing it noting that they certify this is a true copy of the original.

Interview Panel

Although it is possible for interviews to be conducted by a single person, it is not recommended. It is best practice to have a minimum of two interviewers, and in some cases, e.g. for senior or specialist posts, a larger panel might be appropriate (For senior leader positions a member of management committee is also required to be present on the panel). A panel of at least two people allows one member to observe and assess the candidate, and make notes, while the candidate is talking to the other. It also reduces the possibility of any dispute about what was said or asked during the interview.

The members of the panel should:

- have the necessary authority to make decisions about appointments
- be appropriately trained, (one member of interview panels college **MUST** have undertaken 'Safer Recruitment' training
- meet before the interviews to:
 - reach a consensus about the required standard for the job to which they are appointing

- consider the issues to be explored with each candidate and who on the panel will ask about each of those
- agree their assessment criteria in accordance with the person specification.

Where a candidate is known personally to a member of the selection panel it should be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

Scope of the Interview

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel should also explore:

- the candidate's attitude toward children and young people
- his / her ability to support the authority / college's agenda for safeguarding and promoting the welfare of children
- gaps in the candidate's employment history
- concerns or discrepancies arising from the information provided by the candidate and / or a referee
- if the candidate wishes to declare anything in light of the requirement for a DBS check

If, for whatever reason, references are not obtained before the interview, the candidate should also be asked at interview if there is anything she / he wishes to declare / discuss in light of the questions that have been (or will be) put to his / her referees. (It is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before she / he starts work.)

All copies of any notes relating to your shortlisting and interview decisions must be retained for 6 months.

8 Conditional Offer of Appointment : Pre Appointment Checks

An offer of appointment to the successful candidate should be conditional upon:

- the receipt of at least two satisfactory references
- verification of the candidate's identity
- verification of the candidate's medical fitness
- verification of qualifications
- verification of professional status where required e.g. QTS status (unless properly exempted), NPQH where required
- a prohibition from teaching check
- a check of the Children's Barred List as part of a satisfactory DBS Enhanced Disclosure
- A declaration from the candidate that they are not disqualified under the Childcare (Disqualification) Regulations 2009 – only applies to certain posts
- verification of successful completion of statutory induction period (applies to teachers who obtained QTS after 7 May 1999)
- satisfactory completion of the probationary period (for non-teaching posts)
- verification of eligibility to work in the UK
- further checks on people who have lived or worked outside the UK

All checks should be:

- documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS Code of Practice and GDPR. Colleges do not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record)
- followed up where they are unsatisfactory or there are discrepancies in the information provided.

The photocopy of documents used to check identity and / or the right to work must be signed and dated by the person who has seen the originals noting that they can certify that the originals were seen by said person on said date.

The recruitment checklist must be completed to ensure that all the necessary recruitment checks are conducted.

Where:

- the candidate is found to be on the Children's Barred List or
- an applicant has provided false information in, or in support of, his / her application or
- there are serious concerns about an applicant's suitability to work with children, the facts should be reported to the police and / or the Disclosure and Barring Service.

Appointment and Promotion of Existing Staff

The contribution of all staff within the college community is valued and key skill retention is sought, where possible. The college will support, as far as possible, the continued professional development of all staff as they seek promotion to new opportunities within the college, and across the Borough. All members of staff are therefore encouraged to consider their suitability for any vacancy with the college and Borough. Where a member of staff applies for a vacant post they will be given equal consideration to external candidates, based on the essential criteria for the post.

Employment of Migrant Workers

Foundry College will not employ any individual who cannot demonstrate that they have the right to work in the UK, regardless of the individual's colour or apparent race, nationality or ethnic origins. Any employee who has a restricted right to work in the UK will be required to provide evidence of that right at least once in every 12 month period.

9 Post Appointment Induction

There will be an induction programme for all staff, Management Committee and other volunteers newly appointed in the college, regardless of previous experience. **This will include reading at least part one of Keeping Children Safe in Education which is available at:**

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

All staff members should be made aware of systems within the college which support safeguarding and these should be explained to them as part of staff induction. This should include:

- the Child Protection policy;
- the Code of Conduct and
- the role of the designated safeguarding lead.

10 Volunteers

Volunteers are also seen by children as safe and trustworthy adults, and when the college is actively seeking Management Committee members and other volunteers, and is considering candidates about whom it has little or no recent knowledge, it should adopt the same recruitment measures as it would for paid staff. In other circumstances, for example where the college approaches a parent who is well known to them, to take on a particular role, a streamlined procedure can be adopted - seeking references, checking to ensure others in the college community know of no concerns and can make a positive recommendation, conducting an informal interview to gauge the person's aptitude and suitability. A DBS Enhanced Disclosure will still be required.

In other circumstances, e.g. where a volunteer's role will be "one - off" – such as accompanying teachers and pupils on a day outing, those kind of measures would be unnecessary provided that the person is not to be left alone and unsupervised in charge of children. Where volunteers recruited by another organisation work in a college, e.g. sports coaches from a local club, the college should obtain assurance from that organisation that the person has been properly vetted.

11 Agency / Supply Teachers

It is important that thorough checks are made on anybody who will be working in a college, both to prevent unsuitable people from gaining access to children and to maintain the integrity of the teaching profession.

Written confirmation that the agency has carried out the necessary checks must be completed and evidenced.

Where a teacher is directly employed following a period of agency working it is essential that the college carries out all of the checks normally conducted on a new employee.

12 Employees transferring from one WBC to another WBC college

The college **MUST** complete all recruitment checks, including transfers from Academy and Free schools.

Assumptions must not be made that the previous college's checks can be accepted by the new college. It may be possible to accept a DBS check from another WBC school if there has not been a break in employment of more than 3 months.

In the case of secondments, the employing college retains responsibility for all the employment checks. They will be expected to confirm in writing that all the necessary checks are all in place and provide the Enhanced DBS reference number for the Single Central Record.

13 Employees joining a WBC college from another Authority, including Academy and Free Colleges

All recruitment checks must be carried out including an Enhanced DBS with barred list check.

14 General Data Protection Regulation (GDPR)

Records relating to recruitment and selection activities will remain confidential and accessible only to those who require information either as part of the recruitment decision-making process or for the administration of the process (including monitoring activities for the purpose of this policy or equality policies). Records relating to successful candidates will be placed in personnel files. Records for unsuccessful candidates will be retained in a secure place for six months, after which time they will be destroyed.

If you would like more information about how the college uses your data, please see our Privacy Notice.

15 Monitoring

In accordance with our obligations under the Equality Act 2010, Management Committee will ensure regular monitoring of all recruitment activity. This will be undertaken with a view to improving future recruitment practices and thereby achieving the aims of this policy.

16 Headteacher Recruitment

Setting up a selection panel

Where a vacancy for a headteacher is advertised, the board will need to put in place a selection panel to select candidates for interview (and notify the local authority of the names of the candidates), interview applicants and, if the interviews are successful, recommend a candidate for appointment as headteacher to the board.

Panel size

The panel must comprise of at least three managers. There is no limit to the number of managers who can sit on the panel, but boards should ensure that the selection panel is not unnecessarily large. It is important to strike a balance between ensuring the panel possesses the range of skills needed and ensuring a candidate does not feel intimidated.

Panel composition

Membership of the panel should be diverse and inclusive to help ensure an equal and fair recruitment process. In choosing members of the panel, boards should consider factors such as conflict of interest. Panel members may be drawn from the management committee as a whole, with the exception of a governor who is the headteacher, as this is prohibited by regulations.

Training

It is a statutory requirement for at least one member of the selection panel to have completed safer recruitment training. Whilst not a statutory requirement in academies, this is considered best practice. Boards should also consider what general recruitment training members of the panel might need.

Local authorities

The local authority, as the employer, has the right to attend all proceedings of the selection panel (including interviews) and provide advice. The board will need to consider any advice provided by the local authority.

The local authority may, however, offer advice to the board, subject to the terms of a written agreement between the board and the local authority. Any such advice that is given must then be considered by the board. The selection panel must notify the local authority of the names of applicants selected for interview. If, within a period of seven days beginning with the date it receives notification, the local authority makes written representations that any applicant is not a suitable person for the post, the selection panel must consider those representations.

Where it decides to recommend for appointment any person about whom representations have been made, the selection panel must notify:

- the board and local authority in writing of its reasons