

RECRUITMENT & SELECTION POLICY AND PROCEDURE

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Recruitment and Selection Policy and Procedure

Purpose and scope

Effective recruitment and selection of staff is crucial to the successful functioning of the College. The purpose of this policy is to set out the stages that will occur and to ensure that the process is carried out in a fair and equitable manner, consistent with legislative requirements and recommended best practice. This policy applies to the recruitment of permanent and fixed term members of staff. The paragraph on page 4 relates to agency staff and volunteers are covered in a separate document. It covers stages of the process from advertisement to confirmation of appointment, there is a separate induction policy.

Equality statement

This policy applies to the recruitment of all college staff regardless of age, race, disability, religion or belief, gender, sexual orientation, marital or civil partnership status, gender reassignment, pregnancy or maternity, or any other status. All individuals will be treated in a fair and equitable manner recognising any special needs where adjustments can be made. No individual will suffer any form of discrimination, inequality, victimisation, harassment or bullying as a result of this policy.

The college is committed to safeguarding and promoting the welfare of its students and expects employees to share this commitment. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.

Advertising vacancies

- a) If the vacancy is due to a member of staff leaving, an evaluation of the post should be conducted with the Principal prior to any vacancy being posted in order to assess the future requirements of the College.
- b) Working hours, job descriptions and person specifications should be reviewed and remuneration reconsidered in light of any changes. Whether the post will be appointed to on a permanent or temporary basis should be considered, giving due consideration to the legislation protecting the rights of fixed term workers. Fixed term contracts will only be used where there is a specific reason for doing so.
- c) All posts will be advertised internally (excluding posts that have been specifically ring-fenced for members of staff whose roles are at risk of becoming redundant). Vacancies may also be advertised externally using the appropriate media and giving consideration to the costs involved.

- d) When constructing an advert, the focus should be on attracting a field of appropriately qualified candidates, without discrimination occurring. The basis of every advertisement should be a careful analysis of the job and should be aimed as explicitly as possible at the type of person identified in the Person Specification to enable potential candidates to assess their suitability for the role.
- e) It should also be ensured that a positive image of the College is projected at all times and that this first experience that candidates have is a favourable one.
- f) Care must be taken to avoid discrimination on any of the protected grounds including by using language which could imply a person from a particular protected category is being sought.
- g) An application pack will be prepared prior to placing the advertisement, usually containing the following documents:
 - a letter detailing closing date and procedure for applying
 - a job description and if appropriate, person specification
 - information on the College and the department
 - application form
 - equal opportunities information and form to return
 - criminal records declaration form and information sheet
- h) In the event that a vacancy is advertised but no suitable resident workers apply, the vacancy must be advertised for a further two weeks before a migrant worker, who would require a Tier 2 certificate of sponsorship, can be appointed in order to meet the requirement of the resident labour market test. The four-week advertising process must be completed within a three-month time period.

Shortlisting

- a) Applications will only be considered from applicants who return a complete application form and criminal record declaration on or before the closing date.
- b) Once the criminal record declaration and equal opportunities forms have been removed, all application forms will be passed to members of the interview panel(s) shortlisting, using the person specification as a guide. A clear record should be kept of the reasons candidates are or are not short listed, this information would be required for any future challenges to decisions.
- c) The college will offer an interview to applicants with a disability who meet all the essential criteria for a job vacancy. Where there are multiple applicants with a disability, the commitment to shortlist them will be balanced with the need to appoint the strongest candidate and the strongest applicant(s) with a disability will be short listed. This was one of the commitments given when awarded the disability confident employer accreditation to encourage workplace diversity.

- d) The H.R. Manager will discuss with the appointing manager the format of the selection process. The manager should ensure that details of any tasks are sent to the H.R. team so that candidates can be advised to make any preparations.
- e) The shortlisted applicants will be contacted to invite them for interview and determine if any reasonable adjustments are needed for disabled applicants.
- f) Once candidates have confirmed attendance, references will be requested unless the candidate has requested otherwise.
- g) In line with Keeping Children Safe in Education Guidance, an online search will also be performed by the H.R. team on candidates who have confirmed that they will attend the interview as part of the due diligence safeguarding checks. Please see Appendix 2 for the process and a copy of the form. If the search reveals anything concerning, this will be discussed with the candidate after the interview and if necessary, the recruitment process terminated and referrals to the relevant bodies made where appropriate.

Selection process

- a) An interview schedule will be produced and rooms, refreshments and any other equipment required for the interview arranged. Reasonable adjustments to the process for any disabled candidates will be made.
- b) Prior to the interview, the interview panel(s) will receive:
 - copies of application forms and C.V.s
 - blank interview record forms
 - copy of the job description and person specification
 - copy of the interview schedule
 - copy of the job advertisement
- c) At the interview, each panellist will ensure that the interview record form is completed as fully as possible. When interviewing they will ensure that Equal Opportunities legislation is strictly adhered to, with no discrimination shown on the grounds of any characteristic protected under the Equality Act 2010 (listed in the equality statement above). All questions asked should be strictly relevant to the job and non-discriminatory.
- d) If the role is one which involves contact with children or vulnerable adults, the understanding of safeguarding issues will be assessed.
- e) When the selection process has been completed, the panel will decide on the best person for the post using information gathered from the interview, any exercises or tests and references (if received).
- f) Reasonable out of pocket expenses will be paid to external candidates for travel costs and subsistence allowances (copies of receipts must be produced). An interview expenses form will be available to candidates.

Offers of employment and employment checks

- a) The Principal will arrange to inform the successful candidate as soon as possible, agreeing a commencement date and starting salary. This will be followed up by a letter of appointment. All interview packs should be returned to H.R. for secure storage.
- b) Offers will not normally be made prior to the receipt of references. References from education institutions should be countersigned by the Principal or Headteacher.
- c) All appointments, other than the Clerk to the Corporation and other senior postholders, must be authorised by the Principal, or duly authorised representative. The College Corporation is responsible for the appointment of senior postholders including the Clerk to the Corporation.
- d) All offers of employment will be subject to receipt of satisfactory pre-employment checks as outlined in Department for Education safeguarding guidance. This includes:
 - satisfactory medical form or report if necessary
 - a satisfactory Disclosure and Barring Service check
 - further satisfactory criminal record checks where possible if a candidate has recently lived outside of the UK for an extended period
 - evidence of qualification certificates
 - evidence of the right to work in the United Kingdom
 - a satisfactory check of the Prohibition from Teaching list for teachers

The completion of these checks will be documented on the College's Single Central Record of pre-employment checks. A copy of the document confirming the appointee's right to work in the UK will be taken and stored on the personal file.

- e) On occasion, it may be agreed that an appointee may commence their employment prior to receipt of all of the above information. This decision can only be approved by the Principal, Deputy Principal or H.R. Manager. If this is agreed, the appointee should be supervised by a named individual throughout their working day and the relevant form completed to confirm this arrangement. The judgement must be made based on the level of risk from a safeguarding perspective.
- f) Once the relevant documentation has been received from the appointee, H.R. will notify payroll and IT, enter the details on the H.R. system and create a personal file.

Volunteers

This policy and procedure does not apply to the recruitment of short-term volunteers or individuals wishing to undertake work experience placements at the College. For information on the procedures and documentation used in relation to these individuals please see the Policy for the Engagement of Volunteers.

Agencies

On occasions it may be necessary to fill vacancies that arise at short notice or short-term vacancies with agency staff. Agencies will normally only be used where work cannot be covered by existing staff. Where members of staff are recruited by an external agency it will be ensured that all the above recruitment checks have taken place, and confirmation of this is documented on the single central record.

Disclosures and Disclosure Information

a) Policy

As an organisation using the Disclosure and Barring Service (DBS) to help assess the suitability of applicants for positions of trust, Wyke College complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the General Data Protection Regulations and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

b) Storage and Access

Disclosure information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties. Electronic information should be saved in files with access limited to those who need to access the information for legitimate purposes with appropriate security practices in place. The DBS no longer send a copy of the disclosure certificate directly to the employer so the applicant will be requested to supply their copy. The offer will be made to return the certificate to them once the information has been processed.

c) Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed other than Human Resources team members, the line manager and the Designated Safeguarding Lead if a decision has to be made about suitability to work in the College and it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

d) Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

e) Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary. This is

generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

f) Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is promptly destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Recruitment of Ex-Offenders Policy

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Wyke College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed. This policy applies to all staff and applicants for employment.

We have a written statement on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process. We ask all applicants to sign a DBS Privacy Policy disclosure to confirm that they are happy with the way their personal information will be processed.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience as well as the quality of the application they submit.

Any offer of a post will be subject to the College obtaining a satisfactory Enhanced Disclosure from the DBS where this is relevant to the position concerned. A Disclosure is required for all positions at the College and all application packs and job adverts contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

We encourage all applicants to provide details of their criminal record at an early stage in the application process. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

We ensure that the H.R. team are always involved in assessing the relevance and circumstances of offences, considering the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

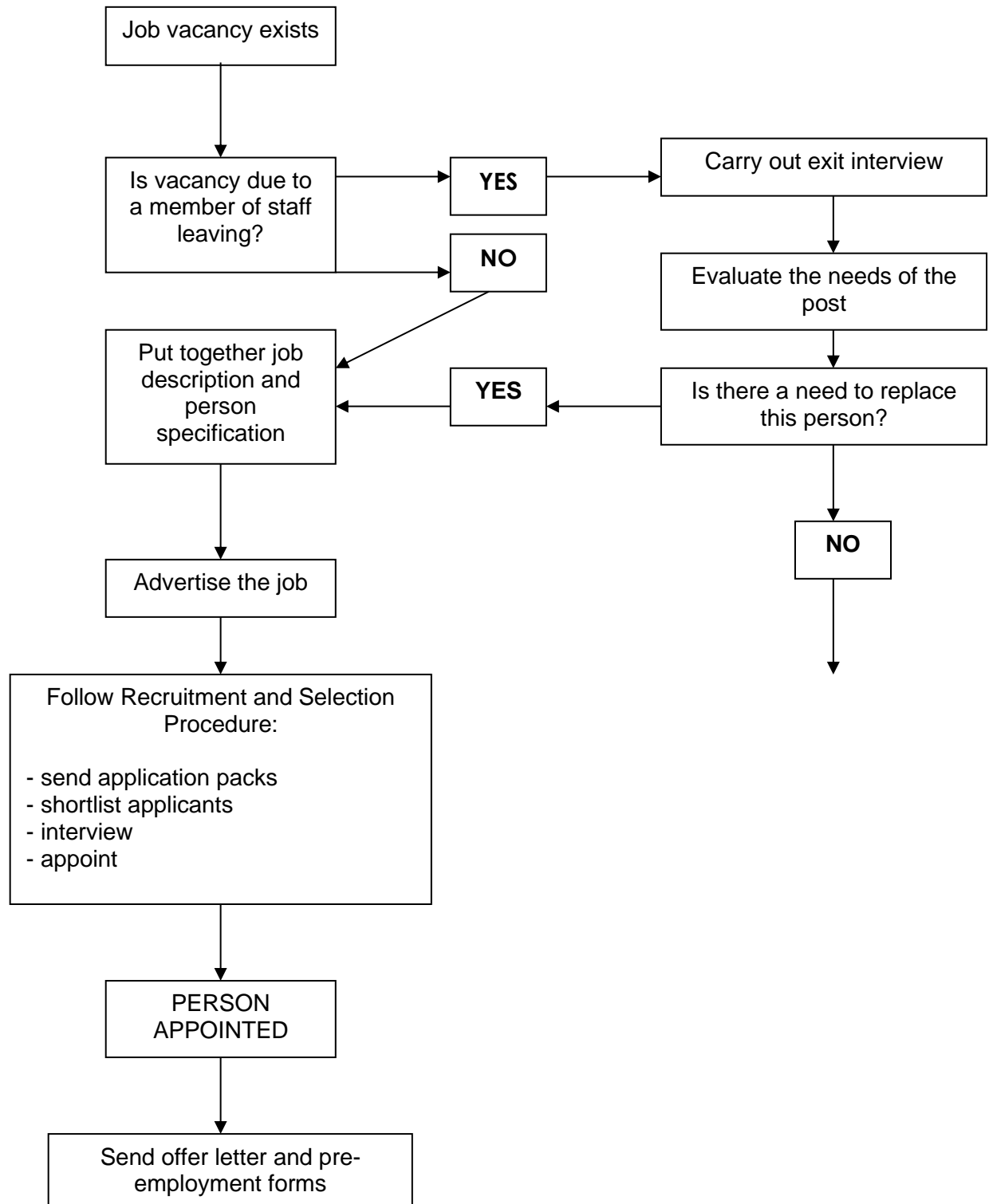
At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

If any information is revealed in a Disclosure Certificate, we will make an assessment of their suitability for employment, which includes a discussion with the person seeking the position, before withdrawing a conditional offer of employment. Having a criminal record will not necessarily prevent an applicant from working with the College. This will depend on the nature of the position and the circumstances and background of the offences.

Please note that whilst every effort will be made to follow this policy, circumstances may not always allow this or may render certain parts of the policy inappropriate. Individuals will be treated fairly and in line with legislation in all instances.

Recruitment & Selection Procedure Summary



Online searching for shortlisted candidates

Process

1. Candidate shortlisted
2. When a candidate confirms their attendance at a selection day, an online search should be carried out before the interview by a member of the H.R. team using the form found at the end of this document.
3. When searching, you should use Google to search for the candidate's name, the role they are applying for and the area they live.
4. Using the results on the first page, you should visit each page that links back to the candidate, covering five years prior to the search date.
5. Table 1 provides guidance on considering the content of online content.
6. If you identify any information of concern that requires the recruitment panel to ask any further or supplementary questions to explore the candidate's suitability to work with children and to work in our organisation, **you must notify the H.R. representative or SLT member who will be on the panel.**
7. The H.R. Manager will discuss any concerns that are of a safeguarding or criminal nature with the Principal or Designated Safeguarding Lead without delay.
8. Using the form below, you should identify what sites we visited and whether or not you believe the content to cause concern.
9. Once the forms are complete, they should be stored in the candidate's recruitment file (for successful candidates)

No further action is required

Table 1 – Guide for assessing content

Category of concern	Things to consider
Risk to children	<ul style="list-style-type: none"> • Is there any information that is not consistent with our legal obligation and statutory guidance regarding safeguarding and promoting the welfare of children? • Is there any information that would suggest the adult may have behaved in a way that has harmed a child or may have harmed a child; possibly committed a criminal offence against or related to a child; behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; behaved or may have behaved in a way that indicates they may not be suitable to work with children
Illegal activities	<ul style="list-style-type: none"> • Is there any information that indicates illegal activity? N.B. due regard must be paid to filtering rules for DBS checks. • Is there any information that indicates support or promotion of illegal activity?
Extremist and / or discriminatory views	<ul style="list-style-type: none"> • Is there any information that is not consistent with our legal obligation under the Equalities Act towards protected characteristics? • Is there any information that is not consistent with our statutory obligation to promote British Values?

Online Search Form (Shortlisted Candidates)

Details			
Candidate name		Date search completed	
Post applied for			

Section a:

Results of online search				
Any concerns identified?				
YES		NO		
If NO – move to section b				
If yes – provide details				
Record of discussion with the H.R. Manager (where concerns identified)				
As a result of the information disclosed above:			YES	NO
Is there information of concern that requires the recruitment panel to ask any further or supplementary questions to explore the candidate's suitability to work with children and/or to work in our organisation? ¹				

Section b:

Person completing:	
Signed:	

¹ If yes, this must be discussed with the H.R. Manager, for support to be provided to the panel in how to explore the concerns. Safeguarding concerns must be discussed with the Principal or Designated Safeguarding Lead.