

RECRUITMENT POLICY 2024

APPROVED BY GROUP BOARD OCTOBER 2024

Applies to:	
Harrogate College	✓
Keighley College	✓
Leeds City College	✓
Leeds Conservatoire	✓
Leeds Sixth Form College / Pudsey Sixth Form College	✓
Luminate Group Services	✓
University Centre Leeds	✓

CHANGE CONTROL

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Environmental Impact Assessment Completed	Date:	n/a
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Policy will be communicated via:	<ul style="list-style-type: none"> • All staff email • Staff Intranet/Sharepoint/SPACE • Recruitment toolkit/training from Recruitment team 	
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1 POLICY STATEMENT

1.1 Purpose

- 1.1.1 The purpose of this policy is to provide core principles and a framework for the recruitment and selection of staff within the Luminate Education Group (the group). The group recognises that our staff are fundamental to the achievement of our strategic plans and that effective recruitment and selection processes are therefore crucial in order to ensure that we recruit staff of the best possible calibre.
- 1.1.2 At Luminate Education Group, we are committed to fostering a culture of inclusivity and diversity. Our recruitment process aims to ensure the fair and equitable treatment of all candidates. We believe in providing equal opportunities for all individuals and actively seek to attract a diverse pool of candidates reflective of the communities we serve.

1.2 Scope

- 1.2.1 This policy must be applied when recruiting and selecting. In addition, there are specific requirements in relation to the recruitment and selection of designated senior post holders; these are detailed in the group's Articles of Government and Company Articles of Association (Leeds Conservatoire)
- 1.2.2 This policy is non-contractual.
- 1.2.3 There is a commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff and volunteers (including placement students) must share this commitment. Staff who lead recruitment processes will hold delegated responsibility for ensuring that all recruitment processes are delivered in line with the group's Recruitment policy. Disciplinary action may be taken if recruitment processes are not followed in an accurate and timely manner.

1.3 Guiding Principles

- 1.3.1 This document sets out the approach to recruitment and selection. It has been drafted to comply with statutory requirements, Keeping Children Safe in Education (where applicable), and in consideration of guidance from organisations such as the Association of Colleges and ACAS.
- 1.3.2 This policy will enable the attraction, development and retention of a highly qualified, skilled and professional workforce who will work collaboratively, in accordance with the values to deliver key strategic priorities and outstanding teaching and learning.
- 1.3.3 The HR Department and hiring managers will endeavour to process and administer vacancies in a timely manner to ensure there is no detriment to candidate recruitment due to delays in the process.

2 POLICY AIMS/OBJECTIVES

2.1 Key aims of this policy include:

- To ensure safeguarding and promoting the welfare of children and young people takes place throughout the process.
- To ensure recruitment and employment decisions are made on the basis of fair, objective and transparent criteria, in line with the requirements of the role.
- To empower managers to make key decisions in recruiting and selecting their teams.
- To ensure staffing budgets are utilised in the most effective and efficient way.
- To ensure there are effective ways of resourcing and managing talent, in line with workforce development initiatives, to maximise the quality and quantity of candidates.
- To maximise the diversity of candidates to reflect the diverse student and regional population.

- To ensure the candidate successfully appointed is the “best fit” to the role in terms of the skills, characteristics and values required for the post.
- To ensure candidates have a clear understanding of the culture and what will be expected of them.

3 EQUALITY, DIVERSITY AND INCLUSION

- 3.1 This policy has been written in accordance with the Equality Act 2010 to ensure candidates are not discriminated against throughout the recruitment and appointment procedure.
- 3.2 The group recognises that in order to promote equality, diversity and inclusion, and to attract and retain the highest quality workforce, its employment policies need to be flexible and responsive
- 3.3 We recognise that barriers may exist for individuals seeking employment and we are dedicated to removing these as far as is possible.
- 3.4 Care must be taken throughout the recruitment process by all involved to ensure that criteria used do not directly or indirectly discriminate against, or disadvantage any applicant.
- 3.5 The group welcomes applications from people with disabilities and will ensure that all reasonable and practical adjustments are made to accommodate candidates as required throughout the recruitment process
- 3.6 As part of the group’s dedication to the “Disability Confident” scheme all candidates who declare a disability and who meet the essential criteria will usually be automatically shortlisted for interview (unless there are particularly high levels of applicants, when the group may need to limit overall numbers of interviews offered to both disabled and non-disabled people). Additionally, all candidates who declare a disability will be contacted to establish if there is a need to make reasonable adjustments.

4 CONFIDENTIALITY AND DATA PROTECTION

- 4.1 Recruitment and selection processes will comply with the General Data Protection Regulations.
- 4.2 Data will be processed in line with the group’s Data Protection Policy.

5 TALENT MANAGEMENT / SUCCESSION PLANNING

- 5.1 The HR Department will work actively with managers to create succession planning strategies and promote internal workforce development opportunities.
- 5.2 Apprentices will be employed wherever possible and managers are encouraged to recruit apprentices within their areas to develop roles organically.

6 SAFER RECRUITMENT TRAINING

- 6.1 Prior to the start of the recruitment process at least one member of the recruitment panel should have successfully completed Luminare’s internal recruitment training.
- 6.2 Where the Keeping Children Safe in Education guidance is applicable, or where the role may involve working with adults classed as ‘at risk’ under the Care Act 2014, at least one member of the recruitment panel must have successfully completed the Safer Recruitment Consortium one day internal or external Safer Recruitment training. This should have been completed in the last three years. The group will ensure that this training is available to all staff.

- 6.3 Where a staff member's Safer Recruitment training accreditation is coming up for expiry, they must complete a half day in-house safer recruitment refresher course (or have the option to complete the full day course again).

7 ESTABLISHING THE PROPOSED VACANCY

- 7.1 When considering recruiting, it is important to carefully think about the requirement for the role in context of its purpose within the department as a whole. It is the responsibility of the relevant manager to assess whether recruitment is required and to discuss their staffing requirements with the relevant Senior HR Business Partner. Where a manager is seeking to make changes to their staffing structure, they should consult with the relevant Senior HR Business Partner for advice and guidance.
- 7.2 A full evaluation of the role against the department's strategic plans and budget must be completed prior to the commencement of any recruitment process. All new or substantially changed posts should be reviewed through the appropriate job evaluation processes before proceeding.
- 7.3 The job description and person specification must be reviewed to reflect any changes in the requirements of the post, for example due to the changing skill mix within the team or to reflect changes in priorities.
- 7.4 The job description and person specification will be limited to the necessary requirements for the effective delivery of the role. The job description must provide a summary of the role and responsibilities, the person specification must detail the essential and desirable competencies of the post.
- 7.5 All job descriptions will be reviewed (prior to advertising the vacancy) by the HR department to ensure duties and grading assigned to roles are fair. Where alterations to the job description are required, HR will work with the relevant hiring manager (prior to advertising the vacancy) to ensure the changes still meet the needs of the curriculum/service area.
- 7.6 In accordance with the Safeguarding Children and Vulnerable Adults Policy, the person specification for all roles must include a requirement for understanding the importance of, and commitment to safeguarding young people, vulnerable adults and the PREVENT agenda.
- 7.7 All vacancies must be authorised through the appropriate channels. Hiring managers must complete the necessary form on the group's applicant tracking system (ATS).

8 SOURCING APPLICANTS

8.1 Previous Applicants

- 8.1.1 If an applicant has applied for a role and the same role becomes vacant within a three-month period following the original interview, the role can be offered to the candidate without the need for a further interview.

8.2 Advertising

- 8.2.1 Vacancies will usually be advertised both internally and externally, unless the vacancy has been ringfenced for deployment purposes. However, we may advertise vacancies solely internally, or internally first, where roles may offer career development opportunities for current employees.
- 8.2.2 Care should be taken prior to advertising to ensure that any candidates at risk of redundancy, or who are on family leave, have any appropriate vacancy brought to their attention and are given the opportunity to apply. Agency workers on assignment will also have access to vacancies.

8.2.3 For jobs being advertised externally, the group will use a variety of methods, including on specialist boards used by those with protected characteristics.

8.3 Using Agencies

8.3.1 The group will use its best endeavours to recruit directly. However, where this is not possible, managers may need to use the services of recruitment agencies or a headhunter. All managers should contact the resourcing team for advice on these options and contracts already in place. The cost of executive search and agency appointed candidates will be covered by the recruiting department.

8.3.2 Agencies will be required to demonstrate compliance with the group's applicable policies and procedures relating to recruitment and selection.

9 THE RECRUITMENT PROCESS

9.1 Applications

9.1.1 Candidates should apply by completing an application form and supporting statement. CV's and file uploads (ie music videos) can also be uploaded to the candidate portal.

9.2 Shortlisting

9.2.1 Shortlisting will be carried out by at least two people from the recruitment panel. The recruitment panel should be balanced in respect of gender, age, ethnicity and other protected characteristics so far as is possible. Consideration may also be given to including an 'independent voice' within the panel, for example an external consultant or expert.

9.2.2 Candidates will be shortlisted against the essential criteria for the post, as identified in the person specification. Candidates who meet the essential criteria will be invited to interview, unless the number of candidates meeting the criteria is too high. In this instance the desirable criteria will be used to identify the shortlist of candidates. (see also para 3.6)

9.2.3 If any individual involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare this to their HR Business Partner as soon as they are aware of the individual's application.

9.2.4 Where a panel member is related to an applicant or shares a close personal relationship, the panel member will be asked to withdraw from further involvement in the selection process and an alternative panel member will be appointed if required.

9.2.5 All hiring decisions must be based solely on merit, qualifications and suitability for the position.

9.3 Interviews

9.3.1 All shortlisted candidates will be invited to the interview/selection process giving reasonable notice to attend. Candidates should be asked whether they require any reasonable adjustments to support them to attend. Travel or associated interview costs will not be reimbursed unless at the discretion of the hiring manager. The hiring manager's department will be responsible for any associated costs.

9.3.2 It is the responsibility of the hiring manager to prepare the interview questions which must be mapped against the person specification, and to arrange appropriate interview/assessment space and finalise interview schedules.

9.3.3 At interview the panel will:

- Check, copy and verify right to work documentation and any qualifications as appropriate.

- Explore any gaps in employment history or discrepancies arising from the information provided by the candidate. The panel will also provide an opportunity for candidates to discuss any issues or concerns that may be raised in their references.
- Explore the candidate's attitude toward young people and vulnerable adults and their ability to support the agenda for safeguarding and promoting the welfare of young people and vulnerable adults.
- Ascertain the candidate's levels of awareness of, and commitment to, the PREVENT agenda.
- Make notes of the discussions that take place throughout the interview/selection process, including question responses, the reasoning behind the decision-making, the scoring and the agreed feedback to each candidate. Notes for all candidates should be uploaded to the ATS.

9.3.4 Interviews may be conducted in conjunction with other methods of assessment, such as:

- A teaching task/micro-teach (mandatory for teaching based roles)
- Work related skills test(s)
- A presentation task to a selected and appropriate audience
- Staff or student panels
- Group exercises

(This list is not exhaustive)

9.3.5 Each candidate should be asked the same or comparable interview questions and undergo the same assessments. Supplementary or probing questions can be asked where more clarity is required.

9.4 Appointing

9.4.1 The hiring manager will contact the successful candidate to make a verbal offer. This will be followed up in writing with a conditional offer subject to satisfactory pre-employment checks. Once the HR department are satisfied with the pre-employment checks (as set out in Appendix I and II), a contract of employment will be issued with a start date.

9.4.2 The salary offered to the individual will normally be at the lowest point of the relevant pay scale. The hiring manager must seek advice and approval from the relevant Senior HR Business Partner prior to offering a higher salary or a pay supplement of any kind.

9.4.3 All unsuccessful candidates must be contacted by the hiring manager in a timely manner, they should be offered constructive feedback where appropriate.

9.4.4 Any right to work documentation collected for unsuccessful candidates must be securely destroyed.

10 POLICY REVIEW

This policy will be reviewed on a 3 yearly basis, but can be reviewed earlier by agreement between the group and Recognised Trade Unions.

APPENDIX I - PRE-EMPLOYMENT CHECKS – WHERE KEEPING CHILDREN SAFE IN EDUCATION REGULATIONS DO NOT APPLY

The following checks will be carried out for all candidates offered a position where the Keeping Children Safe in Education guidance does not apply, for example at Leeds Conservatoire (excluding the Junior Conservatoire):

1 Right to Work

- 1.1 Candidates are required to bring original documents and copies of proof of identity and confirmation of right to work in the UK to interview. The hiring manager must ensure that the copies are verified against the original documents and sign and date each page. Right to work documents should be uploaded to the ATS and then securely destroyed.
- 1.2 If the hiring manager is unsure of a candidate's right to work in the UK, advice should be sought from the HR department. A recruitment decision must not be made until the chair of the panel has confirmed the candidate has the right to work in the UK (acceptable documents for proof of right to work in the UK can be found on the government website: <https://www.gov.uk/check-job-applicant-right-to-work>)

2 References

- 2.1 Prior to interview (where consent has been provided) at least one, and ideally two references will be requested for all shortlisted external candidates. For internal candidates moving departments one reference will be requested.
- 2.2 First references must be from the candidate's current or most recent employer. Second references should be supplied from a relevant employer where possible and if not, from an individual who knows the candidate in a professional or training/education capacity. References from colleagues or personal character references cannot be accepted.
- 2.3 The panel should review reference information and seek clarification with referees if there are any concerns. Advice should be sought from the relevant Senior HR Business Partner if there are any concerns relating to references.
- 2.5 If not obtained prior to interview they must be sought as part of the pre-employment checking process.
- 2.7 The panel should review reference information and seek clarification with referees if there are any concerns. Advice should be sought from the relevant Senior HR Business Partner if there are any concerns relating to references.
- 2.8 Satisfactory references must be received prior to commencement of employment.

3 Validation of Qualifications/Professional Status

- 3.1 Where appropriate, candidates are asked to bring original certificates with them to interview to confirm attainment of qualifications that are listed as essential in the person specification. A member of the panel will take a copy and sign and date each page to verify the qualification.

4 Verification of Mental and Physical Fitness

- 4.1 The preferred candidate will be required to comply with the procedure for ensuring they are both physically and mentally fit to undertake the role. In accordance with the Equality Act 2010, the purpose of this assessment is to establish if the applicant will be able to carry out all functions intrinsic to the role and to consider whether any reasonable adjustments need to be made to support the candidate to undertake their role.

APPENDIX II - PRE-EMPLOYMENT CHECKS – WHERE KEEPING CHILDREN SAFE IN EDUCATION REGULATIONS APPLY

The checks in this section will be carried out for all candidates who may have regular contact with young people or vulnerable adults and where the Keeping Children Safe in Education guidance is applicable; this includes staff working at:

- Leeds City College
- Keighley College
- Harrogate College
- University Centre Leeds
- Leeds/Pudsey Sixth Form College
- Leeds Junior Conservatoire
- Leeds Conservatoire staff who are engaged in regulated activity
- Any future entities that may be established under the group banner which caters for young people or vulnerable adults.

Pre-employment checks carried out for staff working at the above establishments will comply with the requirements of Keeping Children Safe in Education.

1 Right to Work

- 1.1 Candidates are required to bring original documents and copies of proof of identity and confirmation of right to work in the UK to interview. The hiring manager must ensure that the copies are verified against the original documents and sign and date each page. Right to work documents should be uploaded to the ATS and then securely destroyed.
- 1.2 If the hiring manager is unsure of a candidate's right to work in the UK, advice should be sought from the HR department. A recruitment decision must not be made until the chair of the panel has confirmed the candidate has the right to work in the UK (acceptable documents for proof of right to work in the UK can be found on the government website: <https://www.gov.uk/check-job-applicant-right-to-work>)

2 References

- 2.1 Prior to interview (where consent has been provided) two references will be requested for all shortlisted external candidates. For internal candidates moving departments one reference will be requested.
- 2.2 If not obtained prior to interview they must be sought as part of the pre-employment checking process.
- 2.3 First references must be from the candidate's current or most recent employer. Second references should be supplied from a relevant employer where possible and if not, from an individual who knows the candidate in a professional or training/education capacity. References from colleagues or personal character references cannot be accepted.
- 2.4 The panel should review reference information and seek clarification with referees if there are any concerns. Advice should be sought from the relevant Senior HR Business Partner if there are any concerns relating to references.
- 2.5 Satisfactory references must be received prior to commencement of employment.

3 Validation of Qualifications/Professional Status

- 3.1 Candidates are required to bring original certificates with them to interview to confirm attainment of qualifications that are listed as essential in the person specification. A member

of the panel will take a copy and sign and date each page to verify the qualification. Valid certification will need to be evidenced prior to commencement of employment.

4 Verification of Mental and Physical Fitness

- 4.1 The preferred candidate will be required to comply with the procedure for ensuring they are both physically and mentally fit to undertake the role. In accordance with the Equality Act 2010, the purpose of this assessment is to establish if the applicant will be able to carry out all functions intrinsic to the role and to consider whether any reasonable adjustments need to be made to support the candidate to undertake their role.

5 Disclosure and Barring Service Check

- 5.1 All posts are subject to an enhanced Disclosure and Barring Service (DBS) check. The enhanced DBS certificate should be obtained before commencement in role. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>
- 5.2 If a disclosure is revealed on a DBS, this should be reviewed with your Senior HR Business Partner. A Risk Assessment must be completed prior to confirming the appointment.
- 5.3 Disclosing a criminal record will not necessarily prevent the preferred candidate from being appointed; however, any offer of employment will be withdrawn if the Risk Assessment is unsatisfactory. Consideration will be given to the nature of the post and the nature and circumstances of the offence/s.
- 5.4 A candidate's failure to disclose information relating to their criminal record will be taken seriously. Whilst the circumstances of individual cases will be taken into consideration, the failure to disclose may result in the employment application process being terminated.
- 5.5 A separate Barred List check will be undertaken if an individual will start work before the DBS check is available.
- 5.6 In exceptional circumstances, a candidate may start work before the DBS check is received. This option will only be considered if the individual is to be appropriately supervised and all other checks, including a separate barred list check, have been completed and a risk assessment has been undertaken.
- 5.7 Where a candidate has a DBS certificate and is subscribed to the online DBS Update Service, a new DBS check may not be required. If this is the case the candidate must supply the original certificate to HR for verification. If the DBS certificate is for the same level check as required and it matches the verified identity of the candidate, the HR department will carry out an online status check. A printed copy of the status check will be taken and stored in accordance with data protection legislation.
- 5.8 Where a status check reveals a change to the certificate, the group reserves the right to apply for a new certificate.

6 Prohibitions, Sanctions and Restrictions

- 6.1 Anyone who is appointed to carry out teaching work is subject to an additional check (via the Teacher Services' system) to ensure they are not subject to a prohibition order issued by the Secretary of State, or any sanction or restriction imposed (that remains current) by the GTCE.

- 6.2 Anyone who is appointed to management roles within areas classified as independent schools, academies or free schools will be subject to an additional check (via the Teacher Services' system) to ensure they are not subject to a Section 128 Direction made by the Secretary of State.

7 Overseas Checks

- 7.1 Individuals who have lived or worked outside the UK within the last five years will undergo additional checks. This will include criminal record checks overseas (following Home Office guidance) and checks for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed. All candidates will be risk assessed to determine the further appropriate checks that need to take place. Considerations will include recent employment history in the UK; length of time since they worked/lived abroad and any other risk factors appropriate to the role.
- 7.2 It is the candidate's responsibility to obtain the additional overseas checks required. All checks will be:
- Accompanied by a risk assessment if they are unsatisfactory (prior to employment).
 - Documented and retained on the candidate's personal file in line with the GDPR.
 - Recorded on the single central record.
 - Followed up where they are unsatisfactory or there are discrepancies in the information provided.

8 Online Checks

- 8.1 As part of the safeguarding checks, candidates will be subject to an online search. This will include a google search of their name and associated information such as "Mr xxxx + [previous employer]". If any information is revealed that causes concern (such as potential safeguarding or other risk to the group), the findings will be discussed with the hiring manager and the Senior HR Business Partner to discuss the concerns with the candidate and if necessary risk assess prior to confirming or withdrawing the offer of employment.