

SAFER RECRUITMENT & SELECTION POLICY - JUNE 2021

APPROVED BY SELT November 2021

Applies to:

Harrogate College

Keighley College

Leeds City College

Leeds Conservatoire

White Rose Academies Trust



CHANGE CONTROL

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1 POLICY STATEMENT

1.1 Scope

- 1.1.1 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 college's Articles of Government.
- 1.1.2 Whilst this policy applies to the recruitment and selection of employees, further information on the procedures for temporary workers, agency staffing and contractors (including self-employed contractors) is available from HR & OD.
- 1.1.3 This policy does not form part of any employee's contract of employment.
- 1.1.4 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. Disciplinary action may be taken if safer recruitment processes are not followed in an accurate and timely manner.

1.2 Guiding Principles

- 1.2.1 This document sets out the approach to recruitment and selection. It has been drafted to comply with statutory requirements, Keeping children safe in education, and in consideration of the Association of Colleges and ACAS guidance.
- 1.2.2 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. This includes making reasonable adjustments to the recruitment process if a candidate makes the employer aware they have a disability.
- 1.2.3 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.
- 1.2.4 Recruitment and selection comply with the General Data Protection Regulations.

2 POLICY AIMS/OBJECTIVES

- 2.1 To ensure safeguarding and promoting the welfare of children and young people takes place throughout the process.
- 2.2 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.
- 2.3 To empower managers to make key decisions in recruiting and selecting their teams.
- 2.4 To ensure staffing budgets are utilised in the most effective and efficient way.
- 2.5 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.
- 2.6 To maximise the diversity of candidates to reflect the diverse student and regional population.
- 2.7 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 help ensure a productive and innovative learning environment is created.

- 2.8 To ensure successful candidates have a clear understanding of the culture and what will be expected of them.

3 SAFER RECRUITMENT TRAINING

- 3.1 Prior to the start of the recruitment process at least one member of the recruitment and selection panel, and specifically one of the people conducting the interview, must have successfully completed the NCSL (National College for School Leadership), CWDC (Children's Workforce Development Council), Safer Recruitment Consortium face to face, or NSPCC online safer recruitment training. This should have been completed in the last five years. It is the chair of the panel's responsibility to ensure this is enforced.

4 TALENT MANAGEMENT / SUCCESSION PLANNING

- 4.1 HR & OD will work actively with managers to create succession planning strategies and promote internal workforce development opportunities.
- 4.2 Apprentices will be employed wherever possible and managers are encouraged to recruit apprentices within their areas to develop roles organically.
- 4.3 HR & OD will assist in the design and engage with talent management initiatives to help source talent.

5 RECRUITMENT AND SELECTION

5.1 General Principles

- 5.1.1 Agency workers on assignment will have access to all vacancies.

- 5.1.2 HR & OD and recruiting 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.

5.2 Establishing the Proposed Vacancy

- 5.2.1 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. 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.

- 5.2.2 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.

- 5.2.3 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.

- 5.2.4 The person specification must detail the essential and desirable competencies of the post. All job descriptions will be reviewed (prior to advertising the vacancy) by HR & OD to ensure duties and grading assigned to roles are fair. Where alterations to the job description are required, HR will work with the relevant recruiting manager (prior to advertising the vacancy) to ensure the changes still meet the needs of the curriculum/service area.

- 5.2.5 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.

- 5.2.6 The recruiting manager must complete an authority to appoint form (ATA) for every post. A role may be advertised (following discussion with HR) but will not be appointed to until the necessary approval has been given.
- 5.2.7 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.

5.3 Contacting Previous Applicants

- 5.3.1 If an applicant has applied for a role and the same role becomes vacant within a three-month period following the original interview, the candidate may be appointed without the need for a further interview.
- 5.3.2 HR & OD have access to a pool of candidates who have expressed an interest in certain roles and have consented to their information being retained. When a vacancy is advertised externally, HR & OD will actively promote the vacancy to potential candidates and invite them to apply in the usual way.

5.4 Advertising

- 5.4.1 All posts will be advertised internally and externally, unless the recruiting manager has specified otherwise, or the post is ring-fenced (advertised internally only). Ring-fenced posts should be discussed with the relevant Senior HR Business Partner prior to advertising.
- 5.4.2 Managers will utilise the most effective and efficient advertising sources and specific platforms should be stipulated on the ATA.
- 5.4.3 External vacancies will be advertised on a variety of platforms to increase the diversity of applications in line with equality and diversity objectives and internal workforce development objectives.

5.5 Shortlisting & Selection for Interview

- 5.5.1 The recruitment panel must be detailed on the ATA. Where possible, the panel will be as diverse as possible and must consist of at least two people and ideally three. Where possible, the chair of the panel should consider including an 'independent voice' within the panel.
- 5.5.2 All candidates must fully complete an application form; CVs cannot be accepted as the sole mechanism for application for a post.
- 5.5.3 When the vacancy closes, at least two members of the recruiting panel will shortlist and interview. All 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.
- 5.5.4 As part of the dedication to the "Disability Confident" scheme all candidates who declare a disability and who meet the essential criteria will be automatically shortlisted for interview. Additionally, all candidates who declare a disability will be contacted to establish if there is a need to make reasonable adjustments.

- 5.5.5 All shortlisted candidates will be invited to the interview/selection process giving reasonable notice to attend. For external interviews this will be a minimum of five working days and allow for reasonable arrangements to be made to support attendance. Travel or associated interview costs will not be reimbursed.
- 5.5.6 All vacancies for teaching posts must include a teaching task/micro-teach or a formal presentation task to a selected and appropriate audience, as a minimum. Other selection methods can be used in addition and can be discussed with the relevant HR Business Partner.
- 5.5.7 Where possible, candidates will be informed in advance about the selection methods to be used as part of the invitation to interview communication.
- 5.5.8 Two references will be requested for all shortlisted candidates, including internal ones, prior to interview, where possible (see 5.7.1 for guidance on references).

6 Interviews

- 6.1.1 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 chair of the panel must ensure that the copies are verified against the original documents and sign and date each page. It is the chair of the panel's responsibility to ensure all documentation is passed to the relevant department for pre-employment checks to be completed and a contract of employment generated.
- 6.1.2 If the panel is unsure of a candidate's right to work in the UK, advice should be sought from HR & OD. 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 via the following link: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/441957/employers_guide_to_acceptable_right_to_work_documents_v5.pdf)
- 6.1.3 It is the responsibility of the chair of the panel to prepare the interview questions. The questions and assessment methods must be mapped against the person specification. The panel must discuss the questions, agree model answers and set a benchmark in advance to ensure the right candidate is selected.
- 6.1.4 It is the responsibility of the panel to book appropriate interview/assessment space and finalise interview schedules.
- 6.1.5 At interview the panel must 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.
- 6.1.6 At interview the panel must 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.
- 6.1.7 The panel will ask about the candidate's awareness, and commitment to the PREVENT agenda.
- 6.1.8 The panel will record 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.

- 6.1.9 All candidates will be offered constructive feedback on the selection process, in a timely manner. This will be the responsibility of the chair of the panel. Feedback should reflect the agreed views of the panel based on the written records made at interview.
- 6.1.10 When making the recruitment decision, the manager should discuss considerations around reasonable adjustments to the relevant Senior HR Business Partner.
- 6.1.11 The chair of the panel will contact the preferred candidate to offer the position subject to satisfactory pre-employment checks. This is a conditional offer of employment and the preferred candidate must be advised that there will be no formal confirmation of employment until all pre-employment checks have been completed satisfactorily.
- 6.1.12 The salary offered to the individual will normally be at the lowest point of the relevant pay scale. The chair of the panel/recruiting manager must seek advice from the relevant Senior HR Business Partner prior to offering a higher salary.
- 6.1.13 Managers must seek advice from the relevant Senior HR Business Partner before any changes suggested during the offer process are confirmed to the candidate.
- 6.1.14 Written confirmation of the offer, subject to satisfactory pre-employment checks, will be sent to the preferred candidate.

7 Pre-Employment Checks

7.1 References

- 7.1.1 If references were not obtained prior to interview they must be sought as part of the pre-employment checking process.
- 7.1.2 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.
- 7.1.3 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.
- 7.1.4 Two satisfactory references must be received prior to commencement of employment.

7.2 Validation of Qualifications/Professional Status

- 7.2.1 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.

7.3 Verification of Mental and Physical Fitness

- 7.3.1 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/or consider reasonable adjustments.

7.4 Disclosure and Barring Service Check

- 7.4.1 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>
- 7.4.2 If a disclosure is revealed on a DBS, a Risk Assessment will be completed prior to confirming the appointment.
- 7.4.3 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.
- 7.4.4 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.
- 7.4.5 A separate Barred List check will be undertaken if an individual will start work before the DBS check is available.
- 7.5 Prohibitions, Sanctions and Restrictions
- 7.5.1 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.
- 7.5.2 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.
- 7.6 Overseas Checks
- 7.6.1 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.
- 7.6.2 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.

7.7 Confirming the Employment Offer

- 7.7.1 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.
- 7.7.2 The contract of employment will be sent to the appointed candidate prior to their start date and this will confirm details of the probation period applicable to the post.

8 Induction

- 8.1 On-boarding information will be sent to the appointed candidate. This will include policies and important documents; information about benefits; e-learning to be completed; Trade Union membership and details to guide the appointee when they start employment.
- 8.2 At the earliest opportunity the line manager will discuss departmental specific practices to induct the new starter into localised arrangements. This will include IT and telephone set up, including access to relevant systems/log on details; workstation items; safety and tidiness of work areas; any reasonable adjustments required; essential equipment/clothing; agreement of the first week's work programme the provision of a training plan and allocation of a Buddy/Mentor.
- 8.3 Corporate induction sessions are available for new starters to attend within one month of their start date. Further information is available from HR & OD.
- 8.4 The new starter is firmly encouraged to complete their mandatory training modules prior to, and within two weeks of their start date. As a minimum this will include safeguarding and PREVENT, but will generally also include Health and Safety, Equality and Diversity and GDPR. Failure to comply with timescales may result in disciplinary action.

9 Probation

- 9.1 The employee's line manager will set objectives aligned to the team plan as part of their introduction to the role and team. These objectives must also be built into the probation process and the employee monitored against these throughout the probation period and as part of the review meetings (see Probation Policy).
- 9.2 The employee cannot complete probation without completing all mandatory modules.

10 REVIEW

This policy will be reviewed by the Head of Resourcing within 3 years of approval. The Group reserves the right to review the policy at any time.