

	<b>Recruitment Policy and Procedures</b>	
	<b>Last reviewed: February 2017</b>	<b>Author: Warden</b>
	<b>Next Review: February 2018</b>	<b>Governor: Matthew Paul</b>

## 1.0 Policy

1.1 This policy is rooted in the College's responsibility to keep children safe, and in its principles of fairness and non-discrimination and is designed to achieve the best match between an individual and the requirements of the vacant position in order for the College to be successful through its staff.

1.2 Llandovery College is committed to safeguarding and promoting the welfare of children and young people and expects all staff (including volunteers) to act on their duty to actively share in this commitment.

1.3 This policy follows the guidelines for safeguarding children and safer recruitment for children identified by the Department for Education (DfE), the National Minimum School standards (NMS), the Disclosure and Barring Service (DBS), and is linked to the College's Child Protection/Safeguarding policy, which can be found on the College's website and in the Staff Handbook.

1.4 The College will not unlawfully discriminate on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, religion or belief, colour, nationality, ethnic or national origin, disability or age, trade union membership, part-time or fixed-term status and any criminal cautions or convictions.

## 2.0 Recruitment Procedure

2.1 Llandovery College regularly reviews its recruitment procedure to ensure the safety of pupils in education by preventing, as far as possible, unsuitable people from working at the College. There are two separate recruitment procedures for the appointment of teaching and non-teaching staff. Both procedures embrace common elements to ensure compliance and equality. Procedures are also compliant with relevant legislation including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education, the National Minimum Standards for Boarding Schools (NMS) and the Code of Practice published by the DBS.

2.2 The Warden and senior staff identify staffing recruitment needs. A job description is then prepared which is supplemented by other departmental and College information. The selection criteria for the role will be based on the requirements identified through the job description and the qualities and experience that the applicant(s) bring to the role. It is these selection criteria that form the basis of fair selection.

2.3 Vacancies will usually be advertised, internally and/or externally, using the best methods, as deemed appropriate, to attract and recruit the best applicant available for the position.

2.4 The job description and other information is sent to applicants, together with an application form, the College's Child Protection/Safeguarding Policy, Recruitment Policy and Procedures and the DBS Code of Practice.

2.5 All applicants will be required to complete an application form containing questions about their right to work in the UK, employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline

for completed application forms has not passed. Written explanation of any gaps in employment must be provided by the applicant. A curriculum vitae will be accepted in addition to, but not in place of, the completed application form. A list of applicants is prepared against the selection criteria and interviews arranged. Applicants called for interview will be expected to bring proof of identification e.g. passport or birth certificate and proof of qualifications.

2.6 A panel appropriate to the role will be involved in the recruitment, interview and selection process to provide reassurance, fairness, balance, objectivity and safety. Wherever possible, one member of the panel will have completed the safer recruitment training through the DfE.

2.7 Interviews will be conducted in a fair and consistent manner. A written record of the interview will be kept, documenting reasons for any gaps in the employment history and periods of employment outside of the United Kingdom, along with an assessment by the interviewers.

2.8 Once all interviews have been completed the applicants will again be reviewed against the selection criteria and a decision made. The successful applicant will initially be verbally offered the position subject to the satisfactory completion of all pre-employment checks.

### **3.0 Pre-employment checks**

3.1 Pre-employment checks can occur at different stages, often due to logistical considerations. Many of these checks are also required for the College's volunteers and people working on behalf of the College such as the self-employed, contractors and agency staff who have frequent or intensive contact with children and young persons.

They include the following:

- **Successful completion of a Disclosure from the DBS at an Enhanced level**  
This will be issued to the individual who will be required to present the original Disclosure certificate to the College for verification. Failure to present the original Disclosure certificate within 28 days of receipt may lead to the offer of employment being withdrawn. The Disclosure certificate will state if the individual is barred from working with children and vulnerable adults. It will also contain details of convictions and cautions as detailed in The Police Act 1997 and amended for England and Wales under The Order 2013. Further details are outlined in section 4.0.
- **Providing Certificates of Good Conduct Applicants or equivalent documentation**  
This will be for applicants with periods of overseas residence within the last five years and is presented alongside the enhanced criminal records check undertaken by the College. The College recognises that the length of time to obtain a Certificate of Good Conduct can vary.
- **Verification of identity, address and the right to work in the UK**  
Where an applicant has changed name by deed poll or any other means then he/she will be required to provide documentary evidence of the change. The College also asks for the date of birth of all applicants (and proof of this) to assist in the verification of identity. The College does not discriminate on the grounds of age.
- **At least two, possibly three, satisfactory references**  
If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend. All referees will be asked whether they have any reason to believe that the applicant is unsuitable for the job for which they have applied. Referees will also be asked for details of any substantiated allegations or concerns, as defined by the DfE, that have been raised (whether formally or informally) about the applicant relating to the safety and welfare of young people or under disciplinary sanctions (including expired warnings or sanctions). All referees will be sent a copy of the job description for which the applicant is applying and a 'character form'. If the referee is a current or previous employer, they will be asked to confirm the applicant's dates of employment, salary, job title/duties, reason for leaving, performance and disciplinary record.

The College will only accept references obtained directly from the referee and will not accept open references or testimonials. The College will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

- **Verification of qualifications and any relevant professional status**

Applicants must present original documents which will be compared to other information provided.

- **Verification of medical fitness**

The College is legally required to verify the medical fitness of applicants after an offer of employment has been made, but before the appointment can be confirmed. In accordance with its obligations under the Equality Act 2010, no job offer will be withdrawn without first consulting with the applicant, obtaining medical advice and considering reasonable adjustments and suitable alternative employment.

3.2 All recruitment processes and documentation within the College are held by the Bursary.

3.3 Contractors engaged by the College and agencies that supply staff to the College must complete the same checks which the College completes for its own staff where the frequency or intensive nature of the work undertaken provides them with access to children and young persons. This will not usually apply to delivery and emergency maintenance personnel who are supervised.

#### **4.0 Regulated activity and DBS checks**

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

- occurs frequently, meaning once a week or more
- occurs overnight, meaning between 02:00 and 06:00
- satisfies the 'period condition' meaning 4 times or more in a 30 day period
- provides the opportunity for contact with children.

4.2 This definition will cover nearly all posts at the College. It is for the College to decide whether a role amounts to 'regulated activity' taking into account all the relevant circumstances.

#### **5.0 Appointment of Staff**

5.1 All offers of employment are subject to the satisfactory receipt and completion of all pre-employment checks

5.2 All paperwork relating to identity, qualifications, DBS Disclosures, for unsuccessful applicants will be shredded and disposed of securely, immediately after the successful applicant has been formally confirmed. All other recruitment paperwork relating to unsuccessful applicants will be stored for a period of six months and then shredded and disposed of securely.

5.3 The successful applicant will be issued with an offer letter, terms and conditions of employment, Health and Safety Policy, pension information and the College Information Guide. Support staff will also be issued with the policy and procedures relating to child protection and receive training in the first six months of their appointment. Teaching staff will receive the policy and procedures relating to child protection on commencement of their role during their induction process.

#### **6.0 Dismissal**

6.1 All positions within the College are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must declare previous cautions and/or convictions that would be declared and not filtered on an Enhanced DBS Disclosure certificate. Failure to disclose a previous conviction or any related information may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

6.2 It is unlawful for the College to employ anyone who is barred from working with children. It is a criminal offence for anyone who is barred from working with children to attempt to apply for a position at the College. The College will report to the police and/or the DBS if:

- it receives an application from a barred person
- it is provided with false information in, or in support of, an applicant's application
- it has serious concerns about an applicant's suitability to work with children

All of the above are likely to lead to an application being rejected, or a summary dismissal.

## **7.0 Recruitment of Ex-Offenders and Assessment of DBS Disclosures**

7.1 On receipt of a DBS Disclosure containing information on cautions and/or convictions, the College shall consider the following:

- whether the conviction or other information disclosed is relevant to the position in question
- the seriousness of the offence or other matter revealed
- the length of time since the offence or other matter occurred
- whether the applicant has a pattern of offending behaviour or other relevant matters
- whether the applicant's circumstances have changed since the offending behaviour
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

7.2 At interview, or in a separate discussion, the College will discuss with the applicant any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought, could lead to a withdrawal of an offer of employment.

7.3 Employment decisions based on consideration of any information provided by the DBS, will relate to the existence and extent of any risk to the welfare of children; offences that do not indicate any significant risk to children will not necessarily debar applicants from employment at the College.

## **8.0 Confidential handling of DBS Disclosure Information**

8.1 Llandovery 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 with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to safe handling, use and storage.