

**Recruitment and
Safer
Recruitment
Policy and
Procedures**

Recruitment and Safer Recruitment Processes and Procedures

Planning, Advertising and Shortlisting

- ✦ A Staff Requisition form (SARAF) is completed by the recruiting Manager and forwarded to the relevant Director for approval. The Director confirms the approval with HR and Finance. Human Resources and Finance meet to review requests each week.
- ✦ All requests for new or replacement posts are authorised by the relevant Deputy Principal/Director and Director of Finance and Principal.
- ✦ Human Resources (HR) will provide a current job description and person specification or support Managers to write new ones and arrange advertising.
- ✦ The College is committed to a 'blind recruitment process' and therefore appointing managers will receive all applications for shortlisting with no personal details provided (i.e. name, address, age, equal opportunities information).
- ✦ If an applicant has applied and asked to be considered under the Disability Compliant scheme, but has not been shortlisted, to ensure the application has been considered fully it will be reassessed by a member of the HR team.
- ✦ When shortlisting it is important to check the employment and other history of all applications. Noting any gaps in employment or education that are not explained on the application and if the applicant is shortlisted, ask about those gaps at interview.
- ✦ To ensure candidates have plenty of notice the shortlisting pack should be returned to Human resources 7 days prior to the interview date.

Interviews

- ✦ Human Resources will contact all shortlisted applicants and confirm in writing the details of the interview.
- ✦ Interviews are conducted in a panel format and where appropriate students should be involved in Teaching roles and student facing Business support interviews.
- ✦ Interviewing staff will have attended Safeguarding and Safer Recruitment training.

- ✦
- ✦ Candidates may be asked to take part in additional assessments, including English and Math's assessments, a micro teach or other group assessments. They should be informed of these prior to the day of the interview.

Interview information for the appointing manager will be made available the day prior to the interview. This will include:

- the applications forms of the short listed candidates,
 - an assessment schedule,
 - Interview questions/ scoring sheets
- ✦ Interview panels must be fair and consistent in their questioning of candidates however do need to probe as appropriate.
 - ✦ Applicants should be issued with a visitor's pass and be collected from Reception. Managers should ensure all applicants are accompanied when they are on College premises.

The Selection Process

- ✦ On completion of all of the interviews, the panel will make their decision using the scoring sheets, suitability for the role, and may also consider the outcome of any tests / assessments the applicants have taken. All paperwork, including feedback information, should be completed and returned to HR promptly after the last interview.
- ✦ The appointing manager contacts the successful candidate, offering them the position subject to pre-employment checks, with the salary and agree a proposed start date.
- ✦ Human Resources will inform the unsuccessful candidates and give relevant feedback.
- ✦ Relevant contracts and offer letter with the pre-employment pack will be sent to the successful candidate within 5 working days of the offer.

Recruiting Remotely

There may be situations when the recruitment process has to be conducted remotely and the below alterations will apply if this is the case;

- HR will review the assessment process and support the Panel with any queries on how to best conduct the interview remotely.
- Interviews will be carried out via Microsoft Teams. Prior to the interview candidates will be contacted by a member of the HR Team and the format of the interview will be discussed. The candidates will be informed on how to join the Teams call and any queries will be discussed.
- This will be followed up with an email confirmation.
- Once an offer of employment has been made the offer letter, contract and starter documents will be sent securely online or via email.
- All documents required will be taken securely over Teams / online as per updated DBS guidelines.
- A mutually agreed date will be confirmed for the new starter to attend the College Campus to collect their IT equipment. At this meeting a member of Human Resources will attend to verify the originals of the ID previously taken.

Safer recruitment and pre-employment checks

Pre-employment checks are carried out for all successfully selected staff before they are confirmed in post. These include:

- ✦ Verifying original documents of their proof of right to work in the UK. Including Overseas checks if the 5-year address history requires this.
- ✦ Seeing proof of identity preferably from current photographic ID and proof of address
- ✦ All roles within the college have responsibility for managing student behaviour and ensuring, the safety and wellbeing of our students. An Enhanced Disclosure Baring Service check (DBS) and barred list check will be carried out for all new appointees. The College will recheck the barred list every 3 years.
- ✦ Appointments will only be confirmed once all pre-employment checks are completed and acceptable to the College.
- ✦ Obtaining two written satisfactory references, one of which must be from the applicants most recent employer. The references will specifically ask about the applicant's suitability

- ✦ to work with children and vulnerable adults and will also ask about any disciplinary warnings. All references received will be checked by HR. The College does not accept verbal references. If there has been no previous employment a reference from the candidates last education provider or work experience placement will be accepted.
- ✦ Online searches will be conducted on all new employees as per the guidelines within 'Keeping Children Safe in Education'
- ✦ Checks that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service.
Obtaining evidence of qualifications / certificates (originals not photocopies) and professional registration

Can staff be employed prior to a DBS disclosure being received?

In exceptional circumstances, where there is significant operational need to appoint prior to receipt of a satisfactory DBS check, the relevant authorising manager and HR will complete the following:

- ✦ Complete an Exemption Risk Assessment form, (see Appendix 1) looking at the risks involved in starting this person without DBS clearance.
- ✦ Details have been provided outlining clearly how the individual will be managed prior to receipt of the completed DBS i.e. the appointing manager needs to ensure the new starter is appropriately supported and all other checks carried out are completed, has an Induction, relevant training, 1:1 meetings have been put in place and any teaching mentors allocated.
- ✦ Human Resource's will investigate whether the person has had a previous DBS check.
- ✦ At least one satisfactory reference has been received from a recent or current employer
- ✦ Vetting and barring checks have been completed
- ✦ Previous posts have been taken into consideration (i.e. have they come from an industry / employment where DBS clearance is required)

- ✦ These arrangements and the Exemption Risk Assessment should be reviewed by the recruiting manager and HR and the Designated Safeguarding Lead where appropriate every two weeks until the DBS is received.

What if a DBS disclosure reveals convictions?

Having a Criminal conviction does not automatically bar someone from working with children or vulnerable adults unless they fall under the categories listed (See appendix 2)

If a new member of staff has a DBS returned with a criminal conviction or warning Human Resources will complete a risk assessment to determine whether or not it is safe to appoint or to continue to employ the person concerned. (See Appendix 2). Their appointment will be considered on a case by case basis and any risks assessed and signed off by the colleges Designated Senior Person and the Deputy Principal.

Conducting risk assessments & guidance on decision making

Look at both the job and the person and consider if there is a risk to the service user(s) against possible safeguards and precautions. Remembering your foremost duty is the safety of children, young people and vulnerable adults.

The Risk Assessment document (see Appendix 2) is used to guide decision makers and to ensure consistency of decision making.

In addition the following examples, whilst not exhaustive, can be used as guide*:

- ✦ Sexual offences against a child – Offer of employment should not be made.
- ✦ Other sexual offences - the circumstances, age of the conviction, the type of job they are to going be doing, the specific duties, and the client group they are working with. If any doubt an offer of employment should not be made.
- ✦ Recent serious violent crimes and supply of drugs, or a pattern of possession, which is recent, would usually result in an offer of employment not being made.

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- ✦ One off possession of cannabis, especially if some years ago - offer of employment would usually be made.
- ✦ Any convictions for theft, fraud, criminal damage etc. are taken more seriously if the person has access to money, equipment or property or works in people's homes. An offer of employment would depend on the circumstances and the age of the conviction.
- ✦ Drink driving and other driving offences where driving/escorting children or vulnerable adults is a requirement of the job – offer of employment would not usually be made
- ✦ One-off drink driving offence where driving/escorting children or vulnerable adults is a requirement of the job and where the appointing officer is happy there is no longer an issue offer of employment would be made.
- ✦ One-off minor violence which can be explained, employment is usually offered but will depend on what the job is.

Remember someone is not DBS cleared to work until confirmation has been sent by the registered body; this includes candidates who may have shown managers a clear Disclosure certificate.

When is a new DBS check required?

- ✦ **Changing role** - Staff with multiple contracts where necessary will require a DBS check for each post. Unless the person is registered with the update service and/or each role required the same level of check and is in the same workforce. An exception can be made when a post carries the same or lower level of risks covered by the existing DBS or carries less responsibility and/or less contact with a vulnerable group than that covered by the existing DBS check. There are particular roles in the College whereby staff may be required to join the DBS Update Service so that an annual check can be carried out.
- ✦ **Gaps in service** - Anyone who has not been in paid or unpaid employment for six months or more, for any reason (excluding maternity/paternity and sick leave) must have a new DBS check unless they are registered on the update service. This includes anyone who takes a career break. All groups will be re-checked if they have more than a 6-month gap in service with the organization.

The College works closely with the relevant local authority Safeguarding Leads and police to ensure that systems are in place to notify the College if/when a concern with a member of staff is raised or an investigation is carried out.

Induction for New Staff

It is important that all staff are aware of College procedures prior to starting at the College. New staff are required to meet with HR to carry out pre-employment checks before joining the College. As part of this, they are given a verbal overview of Safeguarding and Health and Safety procedures and are issued with a Safeguarding contact card.

They will also be issued with a copy of the Corporate Induction documents which detail the key policies and procedures new staff will need to become familiar with during their first few weeks in College. This includes the Safeguarding and Health and Safety policies.

New staff will also take part in a number of local induction activities during their first few weeks in College relevant to their role and department organised by their line manager.

Internal Moves

Where a current employee is interested in applying for another position within the College the expectation is that they discuss this through with their current Line Manager in the first instance. The employee can then apply for the role through the HR system and will go through the same 'blind recruitment' process as external applicants.

If shortlisted for an interview, following the interview process and if the recruiting manager would like to progress with the internal applicant, an internal reference must be completed by the current Line Manager prior to an offer being made. Upon this reference being received by the recruiting manager and it being satisfactory then a formal offer can be made. Arrangements for a start date is then discussed and decided between the current Line Manager and the recruiting manager and communicated to the Human Resources Team for processing.



Retention of documentation and information (GDPR)

In line with legislative requirements, recruitment documentation will be held securely by the Human Resources Department for twelve months, after which time it will be destroyed confidentially.

*Information taken from Hertfordshire safeguarding board safe staffing handbook and Keeping children safe in Education statutory guidance September 2022.

DBS Compliancy

In line with legislative requirements, the College ensures that all DBS Counter Signatories are trained on a regular basis to ensure compliancy with relevant DBS Privacy and Eligibility Policies and that DBS information is handled securely.

Authorised by	Published Date
College Leadership Group	September 2022

Pre DBS Clearance Risk Assessment

It is essential this Risk Assessment form is completed by the Appointing Manager/ Human resources, where newly recruited employees, are commencing employment prior to their Disclosure & Barring Service clearance being received. **All DBS checks carried out are enhanced and include a check on whether the applicant is barred from working with children or adults.**

Name		Role :	
School /Department		Proposed Start Date:	
Application Form: are there any unexplained breaks, discrepancies or anomalies in employment?			
Reasons for considering commencement of employment prior to receiving clearance Impact (on service delivery) of waiting for clearance			
Appropriate and satisfactory reference received and reviewed by HR and recruiting manager?			
What role / industry/ previous employment has the individual come from? (I.e. Teachers, Nurses, childcare providers where DBS check is required). Summarise how role(s) may reduce the risk			
Previous DBS check made: _____ Date of completion: _____			
Please describe below the arrangements in place for supervision whilst waiting for DBS clearance. Specify name and role or person(s) providing supervision			
Nature of risk			

Risk Mitigation Action(s)	
Has the candidate completed the Convictions Policy Statement on the Application form regarding the Rehabilitation of Offenders Act 1974? Please state the information they supplied	
Vetting and Baring check Completed by HR :	Date of completion:
Any other relevant information to demonstrate /Support how the decisions have been made relating specifically to work in similar/relevant roles and/or organisations.	

Head of School responsible for delivering Risk Mitigation Action(s)

I have completed this form and accept responsibility for the accuracy of the information contained and for ensuring out the risk mitigation action(s) are carried out as stated on this form.

Name	Signature

Safeguarding Lead Officer

I have reviewed the risk assessment and the associated mitigating actions and am satisfied that these constitute adequate safeguarding arrangements.

Name	Signature

**Please send the completed form to the Human Resources Recruitment Team
The section below should be completed every 2 weeks until the DBS cert is received.**

Risk Assessment updated by:	Date:
Any additional comments:	
Approved by HR:	Date:
Risk Assessment updated by:	Date:

Any additional comments:	
Approved by HR:	Date:
Risk Assessment updated by:	Date:
Any additional comments:	
Approved by HR:	Date:
Risk Assessment updated by:	Date:

Any additional comments:

Approved by HR:

Date:

APPENDIX TWO

DISCLOSURE RISK ASSESSMENT FORM

Forms are to be completed by the Human Recourses department to assess the suitability of an applicant where a Disclosure of criminal offence has been made.

Name		Role applied for:	
School		Date:	
Details of relevant Convictions:			
Disclosure Issue Date & Ref No:			
Has the candidate completed the Convictions Policy Statement on the Application form regarding the Rehabilitation of Offenders Act 1974? Please state the information they supplied:			
Factors that will be considered when assessing the suitability and any risk posed by an individual will include: suitabili			

- Nature of offence i.e. violent, sexual, behavioural theft, Possession of drugs or intent to supply.
- Does the applicant have any gaps in their employment history
- Date of offence
- Age at time of offence and length of time since last offence took place
- Any mitigating circumstances
- Are there any risks to students/ staff
- Any other relevant information that increase the severity of crime

Detail relevant information to demonstrate the decisions been made.

/Support ho

Vetting and Baring check Completed by HR :

Yes / No

Date of completion:

Head of School responsible for delivering Risk Mitigation Action(s)

I have completed this form and accept responsibility for the accuracy of the information contained and for ensuring out the risk mitigation action(s) are carried out as stated on this form.

Name	Signature

Safeguarding Lead Officer

I have reviewed the risk assessment and the associated mitigating actions, and am satisfied that these constitute adequate safeguarding arrangements.

Name	Signature

Internal Reference Request

Name of employee:

Job title:

Please complete the details below (continue on a separate sheet if necessary):

Name of person providing reference:	
Please give your opinion on the employee's suitability for the role:	
To the best of your knowledge, does the employee have the appropriate skills and qualifications for the role?:	
Please give your opinion on the employee's suitability for the role:	
And finally, is there any other relevant information that you wish to share?	

Thank you for completing this questionnaire.

Signature..... Please print name.....

Date.....

Contact us

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