

**1. RECRUITMENT ADVERTISING**

Recruitment advertising occurs internally, in the local or national press and elsewhere as applicable.

All adverts and job descriptions contain a reference to Child Protection, which is normally worded:

‘Concord College is committed to safeguarding and promoting the welfare of children and young people. Child protection screening is undertaken which includes checks with past employers and the Disclosure and Barring Service.’

**2. RECRUITMENT PACK**

All applicants are sent a recruitment pack containing the following:

- Job description/person specification
- Application form (including Employment History section)
- Safeguarding and Child Protection Policy Statement
- Recruitment and Selection Procedures
- Recruitment of Ex Offenders Policy
- Information about the College as appropriate

**3. APPLICATION**

All posts require a Concord College application form to be completed as fully and effectively as possible. The information provided will be used for recruitment and selection purposes only. Please note that the question on date of birth is not discriminatory and is asked to ensure correct identification of the candidate in accordance with the DfES document ‘Safeguarding Children and Safer Recruitment in Education’.

- No personally devised CVs can be accepted as an alternative.
- A full employment history is required.
- Any gap/concern in the information provided on the application form will be followed up, preferably before the candidate arrives for interview. If not resolved beforehand, any gap/concern will be thoroughly investigated at interview.
- The application form states ‘an enhanced DBS check will be carried out before any appointment is made.’

**4. SHORTLISTING**

Following the closing date all application forms will be carefully read and considered by a Recruitment Selection Panel.

If applicants have not been contacted within 4 weeks from the closing date, they should consider their application to be unsuccessful.

## 5. REFERENCES

References are taken up prior to an offer of employment being made and occasionally at the short-listing stage.

- Two written references are required. One referee must be the applicant's current employer.
- Open 'to whom it may concern' references and testimonials are not acceptable.
- References written by family or friends are not acceptable.
- Telephone/verbal references alone are not acceptable, and must be confirmed in writing. In addition, if there are any follow-up queries by telephone then anything substantial added to the original reference will be formally recorded and the referee asked to confirm that in writing.
- Referees will be asked about an applicant's suitability to work with children and about disciplinary offences (whether current or time expired) and about whether the applicant has been the subject of any child protection allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure.
- Referees will be contacted by telephone to obtain confirmation that the reference is genuine.

## 6. INTERVIEWS

- Interview and visit procedures will vary according to the post, but will normally include a tour of the school, introduction to relevant members of staff and, in the case of teachers, will usually include teaching a lesson.
- Certain interview questions will be agreed in advance and asked of all the candidates (there will obviously be some variation dependent on information provided in the application). During the interview it is likely that an applicant's answers will also lead to some variations in follow-up questions.
- Child protection questions will feature within the interview.
- There will be at least two interviewers involved in the process of interview (but they will not necessarily interview simultaneously). In the case of teachers, ideally one of these will have undertaken safer recruitment training as recommended by the DfE.
- Qualifications will be verified. This involves seeing the original or certified copy of certificates, diplomas, etc, as appropriate. If this is not possible then the successful candidate will be asked to obtain written confirmation of the relevant qualifications from the awarding body. Qualifications will be checked with the awarding body.
- Identity will be checked. This involves seeing a candidate's passport or photo driving licence, a full birth certificate and, if applicable, any documentation evidencing a change of name (eg. marriage certificate) and a utility bill or financial

statement showing the candidate's current name and address. Photocopies are not sufficient.

- The right to work in the UK will be checked and copies of the relevant documentation, eg. passport, will be held in the personnel file of each successful applicant.
- Candidate assessment notes will be taken at interview and a meeting held post interview to discuss the candidates before a decision is taken on the appointment.
- All interview records are securely stored for 12 months after which those for unsuccessful applicants are destroyed.

## **7. OFFERS OF EMPLOYMENT**

Offers of employment are subject to the following:

- The applicant providing accurate information. Provision of false information is an offence and could lead to possible referral to the police and/or the DCSF Children's Safeguarding Operations Unit. Applicants should note that College appointments are exempt from the Rehabilitation of Offenders Act and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- **DBS checks.** The procedures laid down by the DBS are followed. All employees must have an enhanced DBS check, not a standard check, the cost of which is currently met by the College. A certificate is sent directly to applicant and must be sent to the College immediately on receipt only if it contains additional information. The original document will be returned to the employee and a copy retained on file in accordance with our Policy on Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Any matters revealed in the disclosure information will be discussed with the applicant before the decision is taken to withdraw an offer of employment.
- Where a candidate has worked or been resident overseas in the previous 5 years, such checks and confirmations as the College may require in accordance with statutory guidance (eg. a written report from a local police station confirming that the person has no record and is suitable to work with children).
- Verification of medical fitness by completion of a medical questionnaire, in order to comply with the Health and Safety at Work Act 1974 and DCSF Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training.
- Verification of qualifications (for teaching staff). The status of qualified teachers will be checked using the NCTL on-line service.
- Receipt of at least two satisfactory references and verification by telephone.

## **8. DATA PROTECTION**

The information provided on the application form will be processed using manual and computer records. The application form will be held on the personnel file of each successful applicant. The application forms of unsuccessful applicants will be destroyed after a period of 12 months.

## **9. DBS CERTIFICATE INFORMATION**

DBS certificate information is kept confidential and communicated on a need to know basis only. Certificates are not placed in the candidate's personnel file but stored separately and securely within a locked cabinet. Certificate information is kept for 6 months in accordance with the DBS Code of Practice. It is then shredded, but the College keeps a record of the date of issue, the name of the subject, the position for which the certificate was requested, and the unique reference number of the certificate.

## 10. EQUAL OPPORTUNITIES

All staff involved in the recruitment and selection of staff will treat applicants fairly and make decisions objectively and in line with the College's commitment to equal opportunities by:

- ensuring that no job application or employee receives less favourable treatment on the grounds of any of the protected characteristics covered by the Equality Act 2010;
- ensuring that all employees are recruited on the basis of ability, qualifications and experience as measured against the job description/person specification.

Concord College welcomes applications for employment from disabled people and is committed to providing reasonable adjustments, where necessary, to make interviews and jobs more accessible to disabled people.

Reviewed by Finance Committee, March 13  
BMB-D/LJ/Jul 14  
Reviewed CK/LJ (HR)Jan 16