



# Recruitment and Selection Procedures

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# CONCORD COLLEGE

## RECRUITMENT AND SELECTION PROCEDURES

Concord College is committed to providing the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority and, in consideration of this, the College is dedicated to practicing safer recruitment.

The College aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the College's Application Form and recruitment process must be directed to the Assistant Bursar (HR) or the Bursar.

### **SCOPE**

The Recruitment and Selection Policy and Procedure herewith refers and applies to staff directly recruited and employed by the College,

For staff employed through outside agencies, the College will check with the relevant supply agency that the required checks within this policy have been carried out.

In respect of contractors, unchecked contractors will under no circumstances be allowed to work unsupervised in College. The College will determine the appropriate level of supervision depending on the circumstances.

The College maintains a Single Central Register evidencing the checks and considerations within this policy.

### **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 and expects all staff and volunteers to share this commitment. Child protection screening is undertaken which includes checks with previous employers and the Disclosure and Barring Service.'

## **RECRUITMENT PACK**

All applicants are sent (or can obtain directly from the College website) 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

## **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.
- Checks will be made of previous employment history to ascertain satisfactory reasons for any gaps in employment. These checks will then be checked against references and any discrepancies discussed with the candidate.
- The application form states 'an enhanced DBS check will be carried out before any appointment is made'.
- The College will carry out an online search on shortlisted candidates as part of its due diligence. This may help to identify any incidents or issues that have happened, and are publicly available online, which the College may want to explore with an applicant at interview.

## **SHORTLISTING**

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

All applicants will be contacted after the closing date to inform them of whether they have been successful in their application.

## REFERENCES

An offer of employment is subject to receipt of references which are satisfactory to the College. References will be taken up 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, they 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). They will also be asked 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.
- All references are verified and referees will be contacted by telephone to obtain confirmation that the reference is genuine.

## 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 process.

There will be at least two interviewers involved in the process of interview (but they will not necessarily interview simultaneously) and one of these will have undertaken safer recruitment training as recommended by the DfE.

Qualifications will be verified. This involves seeing the original certificates, diplomas, etc, as appropriate. If it is not possible to see originals, the successful candidate will be asked to obtain written confirmation of the relevant qualifications from the awarding body. Qualifications may also 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.

## 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 Disclosure and Barring Service (DBS) are followed. All employees must have an enhanced DBS check (with barred list information), not a standard check, the cost of which is currently met by the College. DBS checks must be completed prior to commencement of employment.

When an application is processed, certificates are sent directly to applicants and the College receives notification by e-mail. All applicants must produce their original certificates to the Human Resources Department on or before their first working day at the College.

If the certificate contains additional information, the College will be notified by email and will contact the applicant. The College must see the original certificate and discuss matters revealed on the certificate with the applicant directly, before any decision is taken as to whether or not to withdraw an offer of employment. The original certificate will be returned to the applicant and a copy retained on file in accordance with our Policy on Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information.

- Where a candidate has worked or been resident overseas in the previous 10 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). Overseas criminal record check documents must be provided prior to commencement of employment.
- 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 Teacher Services on-line service.
- Receipt of at least two satisfactory references and verification by telephone.

**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.

**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.

**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.