

# G37 Safer Recruitment Policy

The Ryes College

**Approved by:** Charlotte Marman

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<b>Contents</b>	<b>Page no.</b>
1. Aim	3
2. Advertising	3-4
3. Job description	4
4. Person specification	4
5. Scrutinising and shortlisting	4-5
6. Application form and candidate information pack	5-6
7. Interview	6-7
8. Offering position	7-8
9. References	8-9
10. Previous employment history	9
11. Training and familiarisation	9
12. Monitoring	9-10
13. Agency	10
14. Single Central Record	10
15. Right to work in the UK	10
16. Referral to DBS	10-11
17. Appendix 1: Lists of acceptable documents for manual right to work checks (from 1 July 2021)	12-14
18. Appendix 2: Recruitment flow chart	15

## **1. Aim**

- 1.1 The aim of the Safer Recruitment Policy is to ensure a safe, fair, and consistent recruitment process for all candidates. The Ryes College does this by following the *Keeping Children Safe in Education, Statutory Guidance for Schools and Colleges*. This policy is based on guidance from that document.
- 1.2 The policy covers:
- Advertising
  - Job descriptions
  - Person specifications
  - Scrutinising and short listing
  - Application form and Candidate Information Pack
  - Interview
  - Offering of Position
  - References
  - Previous Employment History
  - Training Plan and Familiarisation
  - Monitoring
  - Agency Staff
  - Single Central Record
  - The Right to work in the UK
  - Teacher's Qualification check and Teacher Prohibition orders
  - Fitness for work
  - DBS referral
- 1.3 To be successful, the recruitment process is carefully planned. Before the advertisement is issued the following issues are resolved:
- What mix of qualities, qualifications and experience the successful candidate will need to demonstrate
  - Who should be involved in the process of selection
  - Assigning responsibilities

## **2. Advertising**

- 2.1 All posts are advertised internally and the majority externally, where appropriate. Adverts contain information on the details of the post, salary, qualifications required, and the need for the successful applicant to undertake an Enhanced Disclosure via the DBS. It also makes clear the Ryes' commitment to safeguarding and promoting the welfare of children by including the statement "The Ryes College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment".

2.2 This statement is also included in:

- Publicity materials
- Recruitment websites
- Advertisements
- Candidate information packs
- Person specifications
- Job descriptions
- Competency frameworks
- Induction training

### **3. Job Description**

3.1 The job description states:

- The main duties and responsibilities of the post
- Who the staff member will report to
- The staff member's responsibility for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with.

3.2 Both the job description and proposed advert will be sent to the relevant line manager, and once approved, will be reviewed annually.

### **4. Person Specification**

4.1 The person specification includes:

- Qualifications
- Experience
- Any other requirements needed to perform the role in relation to working with children and young people
- The competences and qualities that the successful candidate should be able to demonstrate

### **5. Scrutinising and Short-listing**

5.1 Applications will be sent to the relevant Line Manager to be shortlisted.

5.2 Once this has been completed, a telephone interview will take place, this is the first stage of vetting candidates.

5.3 All applications are scrutinised to ensure that they are fully and properly completed, that the information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment. Incomplete applications are not accepted and are returned for completion. Any anomalies or discrepancies or gaps in employment identified by the scrutiny are noted so that they can be taken up as part of the consideration of whether to short-list the applicant. As well as reasons for obvious gaps in employment, the reasons for a history of repeated changes of employment without any clear career or salary

progression, or a mid-career move from a permanent post to supply teaching or temporary work are also explored and verified.

- 5.4 All candidates are assessed equally against the criteria contained in the person specification without exception or variation.

## **6. Application Form and Candidate Information Pack**

- 6.1 The Ryes uses an application form for all post applicants which requests the following information:

- Current and former names
- Date of birth
- Current address
- National Insurance number
- A statement of any academic and/or vocational qualifications achieved that are relevant to the post with details of the awarding body and date of award
- A full history in chronological order since leaving secondary education, including periods of any post-secondary education or training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment, education or training, and reasons for leaving employment
- A declaration of any family or close relationship to existing employees or employers
- Details of two referees. (One referee should be the applicant's current or most recent employer. Family and friends are not acceptable references)
- Where an applicant who is not currently working with children has done so in the past a reference is also obtained from the employer by whom the person was most recently employed in work with children.
- A statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.

- 6.2 The application form includes an explanation that the post is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions, and bind-overs, including those regarded as 'spent', must be declared. And requires a signed statement that the person is not on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body, e.g. the General Teaching Council (GTC), and either has no convictions, cautions, or bind-overs, or has attached details of their record in a sealed envelope marked confidential.

- 6.3 It states that the successful applicant will be required to provide an enhanced DBS disclosure for the post, that the Ryes will seek references on short-listed candidates, and may approach previous employers for information to verify particular experience or qualifications, before the interview; if the applicant is currently working with children, on either a paid or voluntary basis, their current employer will be asked about disciplinary offences relating to children, including any which are 'spent' and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children but has done so in the past, that previous employer will be asked about those issues.

- 6.4 Providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police.
- 6.5 Applicants for teaching posts are also being asked:
- To provide their DfES reference number
  - Whether they have Qualified Teacher status (QTS)
  - Whether they are registered with the GTC for England
- 6.6 All candidates are provided with a candidate information pack which includes:
- Application form
  - DBS disclosure form
  - Equality and Diversity form
  - The job description and person specification
  - Information about the Ryes College, including a description of the nature of work
  - Information about the recruitment process

## 7. Interviews

- 7.1 All recruitment processes include a face to face interview even if there is only one candidate.  
N.B. Due to COVID-19, most interviews are taking place via Microsoft Teams.
- 7.2 Included in the invitation to interview will be:
- Time and place
  - Directions to the venue
  - Membership of the interview panel
  - Reminder to candidates about how the interview will be conducted areas it will explore including suitability to work with children.
  - A copy of the person specification
- 7.3 The invitation will inform the applicant that the successful candidate will be checked thoroughly to ensure they are who they claim to be and that an enhanced DBS will be required. They are therefore required to bring with them documentary evidence of their identity that will satisfy the DBS requirements, i.e. either a current driving licence or passport including a photograph, or a full birth certificate, plus a document such as a utility bill or financial statement that shows the candidate's current name and address, and where appropriate change of name documentation. Candidates are also asked to bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g. the original or a certified copy of a certificate, or diploma, or a letter of confirmation from the awarding body.
- 7.4 N.B. If the successful candidate cannot produce original documents or certified copies, written confirmation of his or her relevant qualifications must be obtained from the awarding body.

- 7.5 A copy of the documents used to verify the successful candidate's identity and qualifications are kept for the personnel file.
- 7.6 The interview panel will be made up of at least two interviewers and for more senior posts it may be larger. The members of the panel will have undertaken the Safer Recruiting Training and have the authority to make decisions about the appointment.
- 7.7 An agreed set of questions relating to the requirements of the post will be asked of all candidates and a note of all answers will be made.
- 7.8 The interview will explore:
- The candidate's attitude toward children and young people
  - Their ability to support the organisation's agenda for safeguarding and promoting the welfare of young people
  - Gaps in the candidate's employment history
  - Concerns or discrepancies arising from the information provided by the candidate and/or a referee.
  - Relevant skills and qualification that are specific to the role
- 7.9 The candidate will be asked if they wish to declare anything in light of the requirement for a DBS Disclosure.
- 7.10 If, for whatever reason, references have not been obtained before the interview, the candidate will also be asked at interview if there is anything they wished to declare or discuss in light of the questions that have been put to their referees.

## **8. Offering of position**

- 8.1 All offers of employment are conditional upon:
- The receipt of at least two satisfactory professional references
  - A satisfactory DBS Disclosure, which will include checks against the Children's & Adults barred lists, where required.
  - Verification of the candidate's medical fitness
  - Verification of qualifications
  - Verification of professional status where required
  - Verification that the applicant, regardless of role, is not on the teachers prohibited from work list
  - All new staff who have lived outside the United Kingdom for a period of more than 12 month within the last 5 years will be required to provide a police check from that country to cover that period. For more guidance on criminal records checks for overseas nationals see the [DBS website](#). All overseas nationals may be subject to additional checks where the DBS is not considered sufficient such as obtaining certificates of good conduct from relevant embassies or police forces.
- 8.2 All checks are:

- Confirmed in writing
- Documented and retained on the personnel file
- Followed up where they are unsatisfactory or there are discrepancies in the information provided.

## **9. References**

- 9.1 References are always sought and obtained directly from the referee.
- 9.2 In order to seek objective verifiable information from referees a Reference Proforma is used and a copy of the job description and person specification for the post for which the person is applying is included with all requests.
- 9.3 The reference proforma requests information on:
- The referee's relationship with the candidate, e.g. working relationship
  - How long has the referee known the candidate
  - In what capacity
  - Whether the referee is satisfied that the person has the ability and is suitable to undertake the job in question
  - Specific comments about the applicant's suitability for the post
  - How s/he has demonstrated that s/he meets the person specification
  - Whether the referee is completely satisfied that the candidate is suitable to work with children, and, if not, for specific details of the referee's concerns and the reasons why the referee believes the person might be unsuitable
- 9.4 In addition to the above, requests addressed to the candidate's current or previous employer in work with children also seek:
- Confirmation of details of the applicant's current post
  - Salary
  - Sickness record
  - Specific verifiable comments about the applicant's performance history and conduct
  - Details of any disciplinary procedures the applicant has been subject to in which the disciplinary sanction is current
  - Details of any disciplinary procedures the applicant has been subject to involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired, and the outcome of those
  - Details of any allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, and the outcome of those concerns e.g. whether the allegations or concerns were investigated, the conclusion reached, and how the matter was resolved.
- 9.5 On receipt, references are checked to ensure that all specific questions have been answered satisfactorily. If all questions have not been answered or the reference is vague or unspecific, the referee is contacted and asked to provide written answers or clarify as appropriate. The information given is compared with the application form to ensure that the information provided about the candidate and his or her previous employment by the referee is consistent with the information provided by the applicant on the form. In all cases, the referee is telephoned to check the details of the reference and questioned to ensure that the information given is correct.



- 9.6 Any information about past disciplinary action or allegations are considered in the circumstances of the individual case. Points considered are:
- How long ago the allegation took place
  - Whether it was satisfactorily resolved
  - Whether or not the allegation was determined to be unfounded
  - Whether formal disciplinary sanctions took place
  - The seriousness of the allegation
  - A history of repeated concerns
- 9.7 All references will be sent to the relevant Line Manager to approve before final offer is made by the HR department.

## **10. Previous Employment History**

- 10.1 Information about previous employment is always requested and explanations of any gaps in employment expected. If a candidate for a teaching post is not currently employed as a teacher, a check is made with the school, FE College, or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving.

## **11. Training plan and familiarisation**

- 11.1 Prior to starting, all new employees will be sent the appropriate online training links that they are expected to completed, these include:
- Equality and Diversity
  - GDPR
  - Food Hygiene
  - Manual Handling
  - Health and Safety at Work
  - Fire Warden
  - Safeguarding (if no workshop is available)
- 11.2 On the first day of employment, familiarisation will take place, whereby, policy's will be read and signed, proving them a full induction regarding the College and expectations.

## **12. Monitoring**

- 12.1 Monitoring the recruitment process allow for future recruitment practices to be better informed and it covers:
- Staff turnover
  - Reasons for leaving
  - Exit interviews

### **13. Agency Staff**

- 13.1 All agencies providing staff for the organisation must confirm that the appropriate checks have been carried out and are satisfactory, including taking up of references, confirming identity, and ensuring a DBS process has been completed. All agency staff must present their DBS to the HR Department or Manager of the Unit before starting work and a copy will be taken and filed.

### **14. Single Central Record**

- 14.1 A Single Central Record is kept by The Ryes detailing the completion of:
- Identity checks
  - Qualification checks for any qualifications legally required for the job
  - Professional Registration numbers
  - Referencing checks
  - DBS
  - to include:
    - Police Record of convictions, cautions reprimands and warnings check
    - information held from the list under section 142 of the education act 2002 checks
    - children's barred list information checks
    - adult's barred list information checks (where eligible)
    - other relevant information disclosed at Chief Police Officer's discretion checks
  - Proof of right to work in the UK
  - Further overseas records check where appropriate
  - Section 128 Barring Check
  - Section 128 Barring Check leaderships and Governance
- 14.2 The record also shows the date on which each check was completed or the relevant certificate obtained, and who carried out the check.

### **15. Right to Work in the UK**

- 15.1 All employers must confirm the right of those they employ to work in the UK, at The Ryes, staff confirm their right to work by producing one of the following (please see appendix 1)
- 15.2 Serious, deliberate fraud or deception in connection with an employment application may amount to a criminal offence (Obtaining Pecuniary Advantage by Deception). In such cases, we may consider reporting the matter to the police and could also report the matter to the Secretary of State

### **16. Referral to DBS**

- 16.1 There is a legal duty to refer to the DBS anyone who has harmed or poses a risk of harm, to a child where the individual:
- has received a caution or conviction for a relevant offence
- or

- If there is reason to believe that the individual has committed a listed relevant offence and has been removed from working in regulated activity.

Referrals will be made as soon as possible, ordinarily on conclusion of an investigation when enough evidence has established a foundation for the offence, or at the time of suspension where this is in no doubt.

## 17. Appendix 1: Lists of acceptable documents for manual right to work checks (from 1 July 2021)

### List A

#### Acceptable documents to establish a continuous statutory excuse

1. A passport (current or expired) showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland.
3. A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely (*please ensure you have taken the necessary steps to ensure you have settled status*).
4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules.
5. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
6. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
7. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, together with an official document

giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

8. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
10. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

### **List B**

#### **Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave**

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
3. A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.
4. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration

Rules.

5. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008, on or before 30 June 2021.
6. A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
7. A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

**Group 2 – Documents where a time-limited statutory excuse lasts for 6 months**

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

## 18. Appendix 2: Recruitment Flowchart

Advertise job	<ul style="list-style-type: none"> <li>Send a copy of proposed advert to line manager to make any amendments if required, once approved, these will be reviewed annually</li> <li>Job positions will be advertised internally and externally</li> </ul>
Shortlist	<ul style="list-style-type: none"> <li>Send applications to line managers to shortlist</li> </ul>
Telephone interview	<ul style="list-style-type: none"> <li>HR to conduct a telephone interview</li> <li>Candidates will be asked the same generic questions to ensure consistency and equal opportunity etc.</li> </ul>
Second shortlist	<ul style="list-style-type: none"> <li>Successful applicants: Invite to interview and send out application pack</li> <li>Unsuccessful applicants: HR to notify</li> </ul>
Formal interview	<ul style="list-style-type: none"> <li>Interview will include questions from a YP where possible. If interview is successful, applicant will be asked to visit location.</li> </ul>
Offer position to successful applicant(s)	<ul style="list-style-type: none"> <li>HR to offer position pending DBS, references and HealthWorks check. HR to notify line manager of acceptance.</li> </ul>
Recruitment pack	<ul style="list-style-type: none"> <li>Send out offer letter, DBS link and other forms</li> </ul>
Induction and training plan	<ul style="list-style-type: none"> <li>HR to send out online training links, including: E&amp;D, GDPR, safeguarding (if no workshop available), Fire Warden, H&amp;S, Manual Handling and Food Hygiene (if required)</li> </ul>
Receive documents	<ul style="list-style-type: none"> <li>DBS and 3x ref completed and verified. Workfit received</li> <li>Line Manager to review references before final offer is made</li> </ul>
Hired	<ul style="list-style-type: none"> <li>Once all documentation has been returned and checks have been made, first day of employment is arranged</li> </ul>
Issue contract	<ul style="list-style-type: none"> <li>Issue contract and staff handbook</li> </ul>
Familiarisation	<ul style="list-style-type: none"> <li>On first day of employment, familiarisation will take place, whereby policy's will be read and signed, alongside other appropriate paperwork.</li> </ul>
Probation	<ul style="list-style-type: none"> <li>Send out probation form and set 3 and 6 month probation</li> <li>Ensure probation form is returned to HR in the first 2 weeks</li> </ul>