

POLICY STATEMENT

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| Policy | Safer Recruitment Policy |
| Date Written | 3 rd October 2018 |
| Written by | HR Consultant |
| Approved by | J Blake |
| Next major review date | August 2019 |
| Location and disseminations | A copy of the policy can be found, in the college admin office and on the college website. |

This recruitment and selection policy, produced in accordance of statutory guidance, 'Keeping Children Safe in Education 2018' aims to ensure that safe and fair recruitment is conducted by St George 's College.

Safeguarding and promoting our Student's welfare is paramount in everything we do at St George's College and is an integral factor in recruitment. We are committed to selecting and retaining individuals who will work successfully and in the best interests of our students. We believed a skilled, motivated and knowledgeable workforce is critical to college performance.

The proprietor holds the ultimate responsibility for recruiting and selecting staff and have delegated responsibilities to relevant Senior Managers and the Human Resources team. The St George's HR Consultant will be oversee the recruitment processes.

This policy aims to:

- Support the college in attracting and recruiting the best candidates for all roles.
- Ensure that all staff adhere to all safeguarding measures within processes at all times.
- Ensure consistency throughout interviewing and selecting candidates, ensuring that it is fair, equal and results in recruiting the most appropriate candidate.

Procedures

The objective of our recruitment procedures is to enable the college to select staff who will positively contribute to the college's development and act in the best interests of our students.

Job Listing

The first step within the recruitment process is to prepare a clear job specification and description, appropriate to the role and provide a clear guidance on what may be expected within the role.

Following on from this, a person specification will be produced, highlighting the qualities the college believes would make a candidate most effective for the role.

Adverts for the role will then be created by either the HR Consultant or Relevant Manager. All Adverts will be checked by the HR Consultant prior to posting, ensuring the advert is relevant and accurate. If

there is any special requirement for the role, this will be specified in the advert. All adverts will state the method of applying, closing date for applications and who to contact regarding the job.

Where appropriate, vacancies must be advertised both internally and externally.

Application

All applications received must be complete, signed and dated.

All application forms must be processed and stored by the HR Consultant. Should any other member of staff receive an application form, it must be provided, unopened, to the HR Consultant.

All unsuccessful applications will be kept for six months, in case of a claim of discrimination at selection point.

Shortlisting

The recruiting officer, with support from the HR Consultant, will review the applications and shortlist candidates against the set job requirements and person specifications. During the shortlisting process, the dates of interviews, interview questions and interview panel should be decided upon.

The recruiting officer or HR Consultant will then contact all shortlisted candidates to invite them for interview at the College, where required ID, location and interview process will be explained to the candidate.

Following acceptance of an interview, the HR Consultant should apply for the candidate's references, unless the candidate has requested that references are not contacted until following the interview.

Interview Process

Interviews will be used to assess the strengths and qualities of each candidates against the job and role requirements, as well as explore their suitability to work with the students. The selection process for a role at the college will always include a face-to-face interview, even where there is only one candidate. In some circumstances, this interview may take place over the internet via a video call facility.

A minimum of two interviewers will be present for each interview, with at least one interviewer having completed Safer Recruitment Training. When a candidate is known personally to a member of the interviewing team, it should be declared before the interviews are shortlisted. It may then be necessary that a new interviewing panel is selected, to ensure there is no conflict of interest and that equal opportunity principles are adhered to. The interview panel will be the same for each applicant for the same role, to provide a fair opportunity.

The interviewing panel should make brief notes during the interview of questions asked and any response.

In interview panel will explore:

- The candidate's suitability for the particular post
- The candidate's suitability for working within the college team
- The candidate's attitude toward young people
- Any gaps in employment history
- Any concerns or discrepancies arising from information from the candidate or referee
- Whether the candidate wishes to declare any information

Immediately after the interview, the candidate should present their ID to the Lead Interviewer and copie should be made.

Selecting a candidate

After an interview, the interview panel will make a decision on who to appoint and an offer will be made. All interview notes and packs will be returned to the HR department to be retained for 6 months.

Offer of Employment

An offer of appointment to the successful candidate will be made on the condition of all pre-employment checks being completed. The HR Consultant or relevant manager will call the successful candidate to make a job offer and notify all unsuccessful candidates. Unsuccessful candidate will not be notified until a successful candidate has verbally accepted.

A formal contract of employment will be issued upon completion of pre-employment checks.

Pre-employment Checks

References

References for posts should ideally be obtained prior to the interview. One of the reference must be from the candidate's current or most recent employer. If a teaching candidate is newly qualified, one of the reference must be from their PGCE tutor or School placement. Referees will be sent a request form, with guidance on how to respond to the request. Only references following the guidance of these forms will be accepted.

Disclosure and Barring Service (DBS) checks

All roles within the college will require an Enhanced DBS check to be completed. Following an employment offer, the candidate will be informed of how to apply for the DBS and sent the online link for completion. ID obtained during the interview stage will be used to verify the ID of the DBS, if the ID does not meet the requirements, additional ID will be requested. If the candidate is part of the DBS update service, they can authorise the HR Consultant to carry out the relevant checks and a result will be received immediately.

Required Pre-Employment Checks and Paperwork

- Fully completed Application form (Paper based or Digital)
- Full employment history since leaving school
- ID verification
- Verified Eligibility to work in UK
- Proof of qualifications relevant to the role
- Verification of professional status such as QTS, NPQH etc
- Completed medical form and declaration of medical ability to carry out required work
- Verification of successful completion of the statutory induction period (applies to those who obtained QTS after 7 May 1999)
- A clear check against the list of Prohibition Orders (For teaching posts)

All checks will be carried out by the College's HR Consultant. Should the checks reveal information that a candidate did not declare during the selection process, the HR Consultant will follow relevant DBS guidance and notify the DSL and the offer of employment may be withdrawn.

All checks must be:

- Recorded on St George's SCR (Single Central Register)
- Followed up where there are discrepancies in provided information
- Confirmed in writing
- Documented in the individual's personnel file, subject to restrictions on retention

A report must be made by the DSL to the Children's services and/or police when:

- The candidate is found have be on the Children's Barred List
- The DBS disclosure shows they have been disqualified from work with children
- An applicant has provided false information which affects their suitability to work in an environment with children
- There are serious concerns about an applicant's suitability to work with children.

Risk Assessment

If all checks excluding the DBS check have been completed, it may be possible for them to start employment under a risk assessment. All checks must be recorded on a risk assessment form which will need to be signed off by the college DSL, subject to a satisfactory Barred List Check. This risk assessment must be reviewed fortnightly after the employee has started, until the DBS is received and the employee must be supervised by a member of staff with a complete enhanced DBS check until the DBS is received.

New Starters

New employees will be provided with a link to all the documentation they will need to complete prior to starting work at the College. These forms will be passed on to HR and then dispersed to any relevant departments. Once all checks and forms are completed and signed off, the new starter will be added to the College SCR.

Induction

New staff at the college will begin with an induction with the DSL, arrange safeguarding training and be set up on Educare to complete online safeguarding courses.

Probation Review

All new starter's will be subject to a probation period as specified in their contract. This will allow for progress and skills to be closely evaluated and any shortcomings and weaknesses to be identified early on. Prior to the end of the probation period, there should be a formal review meeting which will involve an evaluation of the performance, with a declared outcome that they have passed the probation period, that the probation period will be extended or that the employment will be terminated.

Complaints Procedure

Applicants who are concerned about the recruitment process should write to the HR department or a member of the senior management team.