



Cheshire College
South & West



Safer Recruitment and Selection Procedure

Key Information	
Reference Number	CCSW - SRSP
ELT Post Responsible for Update and Monitoring	Principal / CEO
Published on Website	No
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Date Approved by Governor's Committee (if applicable)	N/A
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I Procedure Statement

- 1.1 The College is committed to achieving equality of opportunity for all individuals who work and study at the College and recognises the requirements under the Equality Act 2010 and ensuring a safer recruitment process is adhered to. This procedure is to be followed for selection to all posts whether permanent or temporary. (Different arrangements are in place for agency workers, specified below.)

2 Aim /Scope

- 2.1 The College Staffing Committee will review all changes to staffing. Consideration will be given to the following:
- 2.1.1 whether it is necessary to fill the vacancy;
 - 2.1.2 whether there should be any change to the role and responsibilities;
 - 2.1.3 whether changing work patterns, organisation or technology have produced a different job or the work can be distributed in a different way. Where appropriate these should be discussed with the relevant trade union(s);
 - 2.1.4 the nature of the replacement e.g., full-time, part-time, permanent, temporary, whether the post could be considered for job share or part-time working;
 - 2.1.5 whether it is an internal or external advert; and
 - 2.1.6 the use of agency staff where it proves essential to do so

3 Equal Opportunities

- 3.1 The College will ensure that all selection and recruitment activity comply with the Equality Act 2010.
- 3.2 The College will monitor each vacancy in accordance with its procedure.

4 Keeping Children Safe in Education

- 4.1 Those involved in the recruitment and selection process will ensure that all candidates are suitable to work with children and vulnerable adults by ensuring a safer recruitment method is adhered to by:
- 4.1.1 Application
 - 4.1.1.1 Application forms are considered, and any employment gaps noted for discussion at interview stage. An internal application form will be used for internal only posts.
 - 4.1.1.2 Any declarations of a criminal record/DBS application detail be reviewed following the interview to ascertain impact on the role being interviewed for and where necessary signed off by the Executive Director Organisational Development and Human Resources or the Director of Human Resources & Culture.
 - 4.1.2 Interview
 - 4.1.2.1 Gaps in employment to be fully accounted for by candidates.
 - 4.1.2.2 Responses to safeguarding questions are satisfactory, any concerns/training identified to be discussed should an offer be made.
 - 4.1.2.3 All candidates to be advised that a satisfactory enhanced Disclosure and Barring Service (DBS) check will form part of the offer of employment.
 - 4.1.3 Offer
 - 4.1.3.1 An offer letter and contract will be emailed over to the successful candidate to electronically sign and return to HR, where necessary hard copies will be provided.
 - 4.1.3.2 The Human Resources Team are responsible for ensuring that all pre-employment checks are completed in a timely manner and any non-compliance is escalated to the Executive Director of Organisational Development and Human Resources or the Director of Human Resources & Culture.

- 4.1.3.3 All pre-employment checks are recorded and logged by the HR team, this is monitored and reviewed by the Human Resources Manager to ensure all relevant documents are in place.
- 4.1.3.4 Candidate to submit relevant identification to process an enhanced DBS application (*Original documents must be provided, however, under exceptional circumstances a video link call can be held in the first instance to view documents followed by them being scanned or photographed and emailed to HR*), once candidates can attend College originals must be presented to HR.
- 4.1.3.5 2 references to be obtained following a verbal offer being accepted (*Once the new employee has taken up their position with the College, they can request a copy of their references*). Where the College is unable to obtain both stated references, this will be referred to the Human Resources Manager who will decide on risk and next steps.
- 4.1.3.6 Qualifications' certificates where applicable for the job role, will be verified and copies held on file.
- 4.1.4 Onboarding/Induction
 - 4.1.4.1 All new members of staff to receive an electronic welcome pack outlining a link for 'Keeping Children Safe in Education' which is to be read prior to commencement of employment. New staff member must acknowledge they have read the relevant document.
 - 4.1.4.2 Online Safeguarding training to be completed within first month of employment.
 - 4.1.4.3 Regular training updates to be attended by all staff, this will happen annually on staff development days.

5 Filling the Vacancy

- 5.1 The relevant College Leadership Team Member will complete a staffing request which will go to the relevant SLT and ELT member to consider, final approval will be made by the Staffing Committee.
- 5.2 Staffing committee is held bi-weekly, urgent requests may be circulated by the HR Manager to Staffing Committee members for expedited approval.
- 5.3 Once a staffing request has been approved by the Staffing Committee, the relevant HR Lead will prepare an advert and agree with the SLT member the most appropriate medium for the recruitment advert. The selection date should be included in the advertisement.
- 5.4 All documentation should be checked for equal opportunities implications.
- 5.5 Consideration should be given to undertaking appropriate positive action if one gender or race has been under-represented in a given post/level in the present year.
- 5.6 All information must be available in an appropriate accessible format on request.

6 Shortlisting & Selection

- 6.1 Shortlisting
 - 6.1.1 Short listing will be based on the requirements of the job description and person specification and will be carried out by a panel. All members of the short-listing panel should be familiar with the recruitment and selection procedure, Keeping Children Safe in Education guidance and equal opportunities.
 - 6.1.2 Any applicant who has a declared disability (as defined by the Equality Act 2010) and who meet the essential criteria as detailed in the Job Description/Person Specification will be guaranteed an interview.
 - 6.1.3 All candidates shortlisted will be contacted in writing advising them of the selection process, clearly stating, the date time and location ideally 7 days prior to the interview date. All candidates will be asked to contact HR should they have any special interview requirements. All interview materials should be available in an appropriate accessible format on request.
 - 6.1.4 All unsuccessful candidates will be advised that their application was unsuccessful at this stage.

6.2 Selection

- 6.2.1 The interview panel will usually consist of three individuals, exceptions to this will be agreed with the Executive Director of Organisational Development and Human Resources. At least one member of the interview panel must be safer recruitment trained, and one should be a representative from the HR team. All candidates will be introduced to the panel on arrival and advised of the format of the interview and fully informed of when they can expect to be notified of the outcome of the process.
- 6.2.2 All interview questions will be appropriate to the requirements of the post and in line with equality and diversity. Individuals' employment history will be explored during the interview to explore any gaps or anomalies in their application in line with safer recruitment processes.
- 6.2.3 The panel should ensure that the candidate is familiar with the full terms and conditions of the post and advise that if they are successful that they will be expected to undertake a Disclosure and Barring Service Check.

6.3 Interview Administration Arrangements and Accountability

- 6.3.1 Rooms will be booked and logged by the relevant HR Lead in consultation with the relevant SLT/CLT member. The SLT/CLT member must ensure that the rooms are fit for purpose (clean/tidy/accessible/professional).
- 6.3.2 All equipment required for the interview will be booked out by the HR Lead and made available for use by the interviewee (where appropriate).
- 6.3.3 HR Lead will ensure that Network Services are notified of the selection days and that there is support available on the selection day, where required.
- 6.3.4 Catering and refreshments will be booked by the relevant HR Business Partner if the length of the candidate's selection process justifies this. Water should always be made available to candidates.
- 6.3.5 The HR Lead will ensure that the Interview Panel is agreed and signed off by the relevant ELT member.
- 6.3.6 Prior to candidates being invited for interview, the relevant SLT/CLT should provide the HR Lead with details of selection activities.
- 6.3.7 The relevant SLT/CLT member will ensure that interview questions are provided at least 48 hours before the selection day to enable packs to be prepared.
- 6.3.8 Interview Packs will be prepared by the HR Lead and (where possible) issued to the panel at least 24 hours before the selection day.
- 6.3.9 On the interview day the relevant SLT/CLT member will check rooms and IT/technology in the room before the interviews commence and contact Network Services if support is needed.
- 6.3.10 Candidates requiring reasonable adjustments will have these put in place to allow for a full and fair interview process to be followed for all candidates shortlisted.

7 Appointment/Offer*

- 7.1 Following the interview process HR will contact the successful candidate to make a verbal offer of employment. They will advise that the offer of employment is subject to the satisfactory completion of pre-employment checks. The pre-employment checks required before employment commences are:
 - 7.1.1 proof of right to work in the UK;
 - 7.1.2 evidence of qualifications specified as essential on the job description/person specification;
 - 7.1.3 satisfactory DBS disclosure, payment for the DBS will be made by the individual and is then reimbursed by the College;
 - 7.1.4 a full identity check;
 - 7.1.5 overseas check, where required;
 - 7.1.6 two satisfactory references - one reference must be from the applicant's current or most recent employer. If the current / most recent employment does / did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children;
 - 7.1.7 satisfactory medical clearance;
 - 7.1.8 checking for any prohibitions, sanctions and restrictions that might prevent the individual from carrying out teaching work, taking part in certain activities or working in specific positions; and

7.1.9 checking membership of professional bodies referred to on the application form

**All checks are to be carried out in line with the Modern Slavery and Human Trafficking Statement.*

- 7.2 Should the preferred candidate decline the offer and there is a second choice that meets the requirements of the post an offer can subsequently be made.
- 7.3 HR confirm the verbal offer with a written offer of employment and by instigating the formal checks, which all offers are subject to the Executive Director Organisational Development and Human Resources assessing the risk of a recruit commencing employment before all pre-employment checks are completed. This is in respect of all employment, however long the contract.
- 7.4 All employees new to the college are required to complete a period of Probationary Review before being confirmed in post. This will usually take four months but can be extended for a maximum of one month. During the probationary period, the capability procedure is not deemed appropriate to support issues of concern.

8 Internal Applications

- 8.1 Staff should inform their current line manager if applying for an internal post.
- 8.2 For all internal applications, the procedure outlined above will be followed. The College has an internal application form that should be completed for all internal vacancies.
- 8.3 Within one day of the completion of shortlisting, internal applicants who are not shortlisted, will be contacted, by phone, by a member of the HR Team and advised that they have been unsuccessful.
- 8.4 All staff will be given the opportunity to receive feedback from the relevant SLT/CLT member.

9 Agency Workers

- 9.1 The use of agency workers must be agreed by the Staffing Committee.
- 9.2 The HR team will share the vacancy with appropriate agencies and obtain relevant CVs.
- 9.3 The CVs will be shared with the relevant SLT/CLT member, who will review them and advise HR of any applicants to be interviewed.
- 9.4 All agency workers will be interviewed with a panel consisting of at least two members, and interview questions will be asked and recorded.
- 9.5 Following interview, the HR team will confirm the successful candidate with the agency.
- 9.6 The agency will confirm in writing that all pre-employment checks are in place and share any safeguarding or reference concerns with the College.

10 Feedback

- 10.1 Unsuccessful candidates that have attended an interview or selection day will be notified by HR via phone call.
- 10.2 Unsuccessful candidates will be given feedback upon request.
- 10.3 Any complaints should be dealt with promptly by the nominated person in accordance with the College's complaints procedure.

I I Documentation

- I I.1 At all stages of the recruitment and selection process, all employees engaged in the recruitment process will make notes on each applicant.
- I I.2 All relevant documentation will be collated on every applicant at the end of the process and retained by the HR Department as specified in the College's Data Protection Policy.

I 2 Single Central Register

- I 2.1 In addition to the various staff records kept in the College there is a Single Central Register (SCR) of recruitment and vetting checks. This is kept up-to-date and retained by the Human Resources Department.
- I 2.2 The SCR will contain details of the following, all employees who are employed to work at the College be it on a permanent or fixed term contract and agency support, all others who have been chosen by the College to work in regular contact with learners. This will cover volunteers, Governors and people brought into the College to provide additional teaching or instruction for learners but who are not staff members eg: sports coaches etc.

I 3 Onboarding

- I 3.1 On the first day of employment a new staff member will receive a 'Welcome' email from HR which will include key information which will aid in their integration into the College and their team.
- I 3.2 Managers will go through the initial stage of the probationary review to identify targets/objectives and agree and support that may be needed. Managers will also go through a new induction checklist during the new staff members initial 3 months at the College and go through a health and safety checklist.
- I 3.3 All new staff will be invited to attend a college induction with HR. Attendance at the induction is compulsory for all newly appointed staff and forms part of the successful completion of their probationary period.
- I 3.4 In addition, key mandatory training and CPD activity must be completed within the probationary period. Employees are not able to pass their probation with these outstanding.