

RECRUITMENT POLICY AND PROCEDURE



Policy Review				
Author	Position	Approved by SMT	Approval date	Review date
Rachel Gage	Head of HR	Signed: 	14/10/22	2 years 14/10/24

Document Control – Revision History (Policies only)					
Author/Owner	Summary of Changes	Date	Date last reviewed by SED	Version	Recommend to SED Y/N
Steve Chattell	Minor amendments	22.10.18	08.03.16		No
Gayle Williams	Minor amendments	02.12.2021			No
Rachel Gage	Reviewed against KCSIE 21 AND 22 Updated to reflect current team names, job roles and recruitment assessment centre plus any additional process e.g. clarifying that job offers and start dates won't be confirmed until pre-employment checks including 2 refs. Rearranged for better readability and added more subheadings Been clearer about arrangements for online interviews where needed in event of e.g. COVID or other circumstances Been clear on authorisation process for vacancies Safer Recruitment referenced more specifically	21/09/22		v1	

Initial Equality Impact Screening			
Have you consulted on this procedure? Yes Details: consulted with Senior HR Adviser and members of the HR team			
What evidence has been used for this assessment? Reviewed the current process alongside active vacancies and the application form. Reviewed the shortlisting process against the person specification to identify if our process could potentially discriminate against anyone with protected characteristics.			
Could a particular group be affected differently in either a negative or positive way? Indicate Y where applicable			
Group	Negative impact	Positive impact	Evidence
Age	Y	Y	Application form
Disability	Y	Y	Application form
Gender (incl. Transgender)	N	N	Personal details are not disclosed to Hiring manager
Race (incl. Gypsy & Traveller)	Y	Y	Application form and shortlisting sheet
Religion or belief	N	N	Not asked on any documents
Sex	N	N	Personal details are not disclosed to Hiring manager
Sexual orientation	N	N	Personal details are not disclosed to Hiring manager
Marriage & civil partnership	N	N	Personal details are not disclosed to Hiring manager
Pregnancy & maternity	N	N	Personal details are not disclosed to Hiring manager
Other groups (see guidance)			
Please give details: Age: By asking for their education history, this indicates the candidates age, which could be seen as potential for discrimination. However, our Safer recruitment compliance dictates the need to evidence a clear history from leaving school.			

Disability: Positive as they have to tick they have a disability, and are guaranteed an interview if they meet person spec. Could be negative impact as recruiting manager could potentially not shortlist based on this.

Race: Positive if employer is actively looking to recruit overseas candidates. Negative could be recruiting manager does not shortlist on grounds of no right to work in UK. Once colleges changes recruitment software, (not longer FE Jobs) we will look to hide this disclosure from the shortlisting manager.

If any negative impacts are identified, are there any related policies, services, strategies, procedures or functions that need to be assessed alongside this screening? If yes, please detail below:

Should the procedure proceed to a full Equality Impact Assessment? No
If no, please give reasons: Able to mitigate by not disclosing additional details to hiring manager except for age. Whilst their age is not disclosed, it is evident by their education history which must be disclosed as part of the safer recruitment process.

Declaration

We are satisfied that an initial screening has been carried out on this procedure and a full Equality Impact Assessment is not required.

We understand that the Equality Impact Assessment is required by the College and that we take responsibility for the completion and quality of this assessment

Completed by : Gayle Williams – Senior HR Advisor

Date: 13.09.2022

PURPOSE OF THE POLICY

- 1.1 The College seeks to attract high quality applicants through a fair and effective recruitment process and to employ the best people, with the right skills and attributes to support our strategic objectives and enhance our learners experience.
- 1.2 The college is committed to ensuring that selection and recruitment follows best practice guidelines and is in line with equality legislation and the college's Equality, Diversity and Inclusion policy. Yeovil College wholeheartedly supports the principles of equality and diversity and opposes all forms of unlawful or unfair discrimination on the grounds of race, nationality, ethnic or national origin, gender, gender re-assignment, sexual orientation, religion or belief, age, marital status, family responsibility, pregnancy or maternity, trade union activity, unrelated criminal convictions or disability. Therefore, candidates for a particular post are assessed against the same criteria and selected based on their skills and ability to perform the role.
- 1.3 The College has a legal and moral duty to ensure applicants are suitable to work with young people and vulnerable adults and that they do not pose a risk to our learners. To this end, the college's recruitment processes incorporate safer recruitment practices from the guidance under part 3 of Keeping Children Safe in Education to ensure that measures, practices and pre employment checks are in place to keep children and young people safe from harm.

2. SCOPE

- 2.1 This policy covers all job vacancies that occur within the college whether permanent or temporary. In the case of senior postholders decisions on vacancies, advertising, assessment methods and appointment will be made by the corporation. The college's HR team will assist with the recruitment process for senior postholders as instructed by corporation and will employ the same safer recruitment and best practice pre-employment methods as outlined in this policy and procedure.

3. RESPONSIBILITY AND AUTHORITY

- 3.1 SMT Staffing Group: is responsible for challenging, assessing and authorising vacancy requests.

Head of HR: is responsible for updating this policy and procedure and ensuring all college managers and other staff as necessary (e.g. HR, Clerk to the Corporation) have appropriate safer recruitment training.

HR: It is the responsibility of the HR team to co-ordinate recruitment activity and to give advice and support in line with this policy and procedure. HR are responsible for carrying out all appropriate pre-employment checks for staff and volunteers.

Clerk to the Corporation: is responsible for pre-employment checks of all senior post holders and governors.

Recruiting Managers: are responsible for adhering to this policy for all recruitment activity including achieving appropriate authorisation for vacancies; working with HR to progress their vacancy; carrying out shortlisting and interviewing appropriately to assess both the candidate's suitability to work within an education setting with children and young people, and their ability and qualifications to do the role; completing regular safer recruitment training.

4. RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS

KCSIE: Part 3 Safer Recruitment

Recruitment of Ex-Offenders Policy Statement (contained in Appendix A below)

DBS Guidelines and Procedure

DBS Policy (Handling)

DBS Code of Practice

Equality, Diversity and Inclusion Policy

Articles and Instruments of Governance (for recruitment decisions of the Clerk to the Corporation and Senior Postholders)

Volunteer Policy

Probation Policy and Procedure

Redundancy Policy

5. RECRUITMENT AUTHORISATION

- 5.1 All job posts whether temporary or permanent (including short term cover) must be authorised at senior management (SMT) level (except senior postholder posts which must be agreed at corporation level). The mechanism for achieving this is the completion of an online recruitment authorisation form by the recruiting manager which must be submitted to SMT staffing group for scrutiny and authorisation. The staffing group meet weekly throughout term time. See Appendix B for group membership, further details on this process, decision making and requirements of recruiting managers.
- 5.2 The purpose of the group is to ensure appropriate discussion and scrutiny of posts including relevant consideration of:
- budgets;
 - the recruitment market and whether changes to the post such as grade or hours need to be considered to attract the right candidates.
 - alternatives to fill the post, such as:
 - replacing with an apprenticeship post;
 - absorbing the work into the current team;
 - whether the work is still required and the post still meets the business need;
 - offering additional hours to existing staff;
 - whether there are internal candidates who could transfer to the role or develop the necessary skills;
- 5.3 Every recruitment authorisation form submitted should justify the details and requirements for the post, including the associated costs.
- 5.4 The recruiting manager will have had prior discussion and agreement in principle from their SMT lead for the vacancy they are requesting.
- 5.5 All posts will have a job description and a person specification. For new posts this will be written by the recruiting manager supported by their SMT lead and HR. For replacement posts the recruiting manager will review the job description and ensure it is up to date and relevant
- The job description describes the post in detail including key objectives so that managers, post holders and job applicants are clear about the competencies required.
 - The person specification identifies the minimum skills, experience and qualifications needed by the post holder to carry out the job effectively and should be written in a way that enables objective assessment of applicants against these criteria.

6. ADVERTISING

- 6.1 The college will usually advertise all posts on our online jobs board and promote via social media, however there will be times where the decision will be taken not to advertise a post, for example to enable internal opportunities for existing staff; to cover the work in another way; or to engage a recruitment agency (see also 'Temporary and Immediate Vacancies' section 9 below).

7. ATTRACTING APPLICANTS

- 7.1 To ensure that the college select the best candidate for the role, the college may use one or multiple methods available to attract candidates.
- 7.2 Additional advertisement opportunities may be used alongside or instead of our jobs board, to ensure the widest audience reach possible. Decisions may be made at any point during the recruitment attraction process and will depend on the role and the recruitment market at the time. Alternatives used may include the following methods:
- advertising in industry specialist publications whether online and/or print,
 - social media sites,
 - partner sites or
 - promoting internally to staff.

Where this results in an additional budget implication over and above the normal recruitment advertising budget, or the scope of authority for the Head of HR or recruiting SMT lead, they will be approved by SMT staffing group.

- 7.3 At any point during the recruitment attraction process the decision may be taken to instruct one or more recruitment agencies, either as stand alone or alongside our own campaign, in order to achieve a broader field of applicants. This will normally be in the following circumstances:
- where we are unable to recruit to a post through our own advertising campaign,
 - for a job role which is known to be difficult to fill,
 - where a role is highly specialised and competitive,
 - for a management/leadership post.

An SMT lead will authorise HR to instruct an agency/ies and this will be documented at the next available SMT staffing group meeting.

- 7.4 Apprenticeship vacancies will be notified to the Employer Engagement Team so that they can as appropriate be advertised on the government website as well. Apprenticeship posts will follow the same recruitment process as any other staff recruitment.

8. Internal Applicants

- 8.1 Employees will be regularly reminded of how to access internal vacancies and we will from time to time ensure that we proactively advertise posts internally to all staff via our normal communication channels. We encourage applications from internal applicants as it enables progression and development opportunities and aids retention of knowledge and skill.
- 8.2 Internal applicants for posts advertised externally will be expected to complete a full application form and will follow the same selection process alongside any external shortlisted candidates. Internal applicants are reminded to prepare their application form and any interview process as if they were an external candidate and not to assume the panel know their abilities for the post.

8.3 For clarity, vacancies will not be advertised internally or externally where there is a reorganisation within a department and there is potential that employees in that department may be “at risk” of redundancy. In these circumstances internal applicants will necessarily be limited to those in any “at risk” pool for redeployment.

9. TEMPORARY AND IMMEDIATE VACANCIES

9.1 There are occasions when we need to cover staffing vacancies on an immediate temporary basis, such as:

- staff sickness;
- compassionate leave;
- early termination of contract;
- occasions at the start of the academic year when it can be difficult to predict the exact number of students who will enrol and when we have an unexpected surge in student numbers;
- additional unplanned workload
- New ‘in-year’ short turnaround funding opportunities.

9.2 On these occasions we may choose not to advertise a post and use alternative methods to fill posts, such as using an external agency, advertising for temporary cover internally, or asking existing staff to cover additional hours as appropriate. These temporary vacancies will also need to have a recruitment proposal form completed for the Staffing Group to consider and authorise as well as the normal safer recruitment and pre-employment checks.

10. APPLICATIONS

10.1 **Positive about Disability:** We are committed to employing high quality individuals from a range of backgrounds including those with a registered disability. HR will seek to ensure that any applicants who meet the essential requirements for any role and have declared a disability will be invited to attend an interview for that role.

10.2 Application forms will be provided in an alternative format if requested. In addition, members of the HR team can assist with the completion of the application form where the applicant has specific difficulties in completing the form. Please contact the HR Team to discuss any individual requirements.

11. THE APPLICATION FORM

11.1 As part of the college’s safer recruitment process, in line with statutory guidance, Keeping Children Safe in Education, **ALL** applicants for **ANY** job, whether permanent or temporary, speculative or via a recruitment agency, **will be** required to complete **a full application form**. This also extends to self-employed or sub-contractors/consultants who after an IR35 check are defined as employed. Anyone wishing to volunteer at the college must also complete a full application form, please refer to our volunteer policy.

11.2 CV’s or other testimonials will **not** be considered in place of the application form. CV’s may be used to generate an initial field of candidates interested in a post where they will then be used for an initial sift of applicants for suitability. Where CV’s are permitted, it will be made clear to all applicants that if successful after an initial sift, they will be required as part of our safer recruitment processes to complete a full application form. This also applies to applicants introduced via recruitment agencies.

- 11.3 Applicants failing to complete a full application form when asked may have their offer to attend a recruitment assessment process/interview or an offer of employment withdrawn.
- 11.4 An application form must be completed in full and must show a complete employment and educational history with all gaps explained, plus details of at least 2 suitable referees.
- 11.5 Providing false information is an offence and could result in an application being rejected or summary dismissal if the applicant has already been appointed.
- 11.6 **Internal only vacancy** : If a vacancy is advertised internally only, applicants may be asked to submit a letter of application outlining how they meet the person specification and job description, instead of completing an application form.

12. Referees

- 12.1 Applicants must give their present or most recent employer as one of their referees. If they currently work in education one of the referees must be the Principal or Head Teacher of the most recent educational establishment. Applicants must give a previous employer if that employer was an educational establishment. Applicants may be asked to provide additional referees if it is felt that this will support safer recruitment checks for example where previous employment is more relevant to the post for which they are applying; applicants have had several short term positions; applicants can only provide character referees.
- 12.2 References may be taken up prior to interview. The reference request will ask specific questions to the referee about the applicant's experience and capability to undertake the post applied for. It will also ask specific questions about the applicant's suitability to work with children, young people and vulnerable adults.
- 12.3 A successful applicants start date will not be confirmed until satisfactory pre-employment checks have been completed, including processing of satisfactory references and return of a clear DBS check. Applicants accepting a job offer should bear this in mind when handing in their notice to their current employer.

13. SHORT LISTING

- 13.1 The criteria on the person specification are used to short-list applicants for interview by the recruiting manager and at least one other manager or appropriate staff member who will independently shortlist.
- 13.2 All managers will be safer recruitment trained.
- 13.3 The recruiting manager may consult with other members of management and staff with skills and expertise relevant to the vacancy under discussion.
- 13.4 The shortlisting panel will decide on the evidence given in the application form which applicants best meet the criteria. Not all applicants who meet the minimum criteria are guaranteed an interview. Candidates will be rated against the job specification and person specification. The shortlisting panel will complete a shortlisting form.
- 13.5 A member of the HR team will quality assure the shortlisting process to ensure fairness, quality of candidates and safer recruitment principles have been followed. They will also check that any applicants declaring a disability and meeting the essential requirements have been shortlisted for interview. If there are queries following this quality check, HR will contact the recruiting manager and as necessary the SMT lead to discuss prior to inviting candidates for interview.

- 13.6 Applicants invited for interview, will be notified by email and provided with information about the selection process including any activities they need to prepare and practicalities such as car parking.
- 13.7 Shortlisting may occur at any point during the advertising process, including prior to any stated closing date. The college reserves the right to withdraw or to close an advertised post at any point. This may be at a point that it is decided there are enough candidates to proceed with a selection process or alternatively, to take a different approach to fill the vacancy where a vacancy is not attracting enough interest or the right calibre of candidates.

14. INTERVIEW PROCESS AND SELECTION METHODS

- 14.1 If an individual requires special facilities or additional support at interview then they are asked to make HR aware of this when they are invited to interview. Every effort will be made to meet the identified need as far as it is reasonable and appropriate to do so.
- 14.2 A face to face* interview will be held for all posts.
- 14.3 Lecturing roles will always include a micro-teach session. This is where the candidate is required to deliver a teaching session of around 15 minutes to a group of learners so that their teaching ability can be assessed. Where learners are not available, they will teach to a group of staff who will act as students for this purpose. At least two people will assess the micro teach. This panel will normally consist of a member of the teaching, learning and quality team and experienced members of the college's teaching team. They will assess the candidate's micro teach and gather learner feedback. Candidates will be issued with a teaching topic relevant to the teaching post applied for, prior to interview so that they can prepare.
- 14.4 * In person face to face interviews are preferred, however there are circumstances in which the college may replace an in person face to face interview with an online face to face interview process (usually via MS Teams). These instances include but are not limited to: a pandemic situation similar to COVID-19 where either government health advice or regulations makes in person face to face unlawful or inadvisable; organisational risk assessment due to health or other risks which make in person face to face inadvisable; where an online face to face increases our ability to assess candidates from overseas or those unable to travel to us; for any initial sift assessments such as agency or temporary posts.
- 14.5 Interview panels consist of a minimum of two people with skills and expertise relevant to the post, and at least one member who has completed their Safer Recruitment training. For lecturing and curriculum delivery posts, the panel must include the recruiting curriculum area manager and preferably one other member of the curriculum team. Where possible every effort is made to ensure that members of interview panels are not from one gender or racial group, however, this cannot be guaranteed. Interviews will normally last for between thirty minutes and one hour.

15. ASSESSMENT METHODS

- 15.1 All posts will include an interview and most, but not all will also include some other form of assessment methods to:
- provide additional information to enable a better assessment of an applicant's knowledge, skills, or aptitude;
 - provide extra opportunity for an applicant to demonstrate their suitability for a post and better inform the selection process.
- 15.2 The following is a general guide only of the types of assessment methods used and may be varied if necessary:

- 15.3 **Middle and Senior Management level posts** – presentation; panel interview; leadership competencies questions; other assessment tests; data analysis task; formal Q&A session with cross college staff.
- 15.4 **Teaching or curriculum delivery posts** – presentation; panel interview; observed micro teach; practical demonstration (if relevant for subject area); informal meetings with staff.
- 15.5 **Business support posts** – panel interview; skills test; in-tray exercise; informal meetings with staff.
- 15.6 **Professional/Technical business support posts** – presentation; technical discussion; panel interview; skills test; practical demonstration; in-tray exercise; informal meetings with staff.

This list is not exhaustive and other assessment methods may be included.

- 15.7 All candidates will be asked the same core questions during their formal interview, with supplementary questions asked by panel members as appropriate. In addition to ascertaining the candidate's fit to the job description and person specification, the interviewing panel will also explore the candidate's suitability to work with children, young people and vulnerable adults.
- 15.8 Candidates should be prepared to answer questions relating to any relevant criminal reprimands, cautions, convictions, warnings; whether they are known to the police, social or children's care services; whether they are prohibited/banned from working with children or young people or disqualified/banned from teaching; whether they have had disciplinary action against them including investigation relating to safeguarding of children and young people. Disclosure can also be made prior to interview or at interview confidentially to HR. Information disclosed will not normally be the sole criterion for deciding a person's suitability for a post unless that individual is banned from working in teaching, or with children or young people.
- 15.9 Panel members will make written notes during the interview. These notes will be kept with each individual's application. Notes of unsuccessful applicants will be destroyed after six months in line with the College's data protection policy.

16. OTHER INTERVIEW SELECTION INFORMATION

- 16.1 Referees may be contacted prior to interview or prior to any offer of employment (except where a candidate has requested us not to do so). After any employment offer has been made and accepted we will automatically contact referees.
- 16.2 An online search (e.g. social media) of shortlisted or successful candidate/s may be undertaken as part of wider safer recruitment checks. Candidates may be questioned about this if appropriate or relevant either during interview or at offer stage where successful.
- 16.3 The Police Act 1997 provides a statutory basis for certain criminal record checks to be used by establishments, to safeguard children and vulnerable adults to provide information on anyone seeking to engage in activities with children and young people which are exceptions to the Rehabilitation of Offenders Act 1974. Working at the College could involve substantial access to young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. Candidates are encouraged to disclose in confidence any criminal cautions, convictions and reprimands or pending prosecutions even if they would otherwise be regarded as 'spent' under this Act. Refer to Appendix A: Recruitment of Ex-Offenders Policy.
- 16.4 A member of the HR team and relevant senior manager will oversee the interview process.

17. RESULTS OF THE SELECTION PROCESS

17.1 All candidates will be assessed objectively and scored on their

- Suitability for the job
- Ability to fulfil the job requirements
- The candidate's suitability to work within the college environment will also be considered.

17.2 A high score or scoring higher than other candidates on the day will not automatically result in a job offer.

17.3 At the end of the interview process, an interview summary sheet will be completed by a panel member noting the decision made and reasons for appointment / non appointment of candidates. This along with any notes made by panel members will be collected by the recruiting manager and returned to HR.

17.4 The decision of the interview panel is based on information given during the recruitment process. Where a decision is not unanimous the recruiting manager will have the final decision.

17.5 The recruiting manager or a member of the interview panel will normally let all applicants know by telephone within 5 working days of the interview whether they have been successful or not. The successful applicant will be made a verbal offer and receive their offer letter and written statement of particulars along with all pre-employment paperwork normally within seven working days. Unsuccessful applicants will be given the opportunity for feedback.

18. EMPLOYMENT OFFERS

18.1 All offers of employment whether verbal or in writing are conditional on satisfactory pre-employment checks and we reserve the right to withdraw an employment offer.

18.2 A start date will not be confirmed until all satisfactory pre-employment checks have been completed, successful candidates should bear this in mind when resigning from their current post.

18.3 All successful candidates will be invited to attend an appointment at the college as soon as possible after offer in order to complete their DBS check along with other pre-employment paperwork. DBS checks should be completed in person so that the individual's identification can be verified, and the paper based DBS form can be completed, checked by HR and sent to DBS as soon as possible. There may be occasions when this check can be completed over video call or post, however, unless there is a national incident where normal DBS rules are amended, or in other exceptional circumstances, we would require the candidate to present original identity documentation in person prior to or on their first day of employment.

18.4 Other pre-employment forms include among others: salary payments form, HMRC salary declaration form, Occupational Health questionnaire, equal opportunities monitoring form, self disclosure form, DBS privacy notice, consent form for additional barred list checks. All candidates must return all forms to the HR office prior to their start date.

19. PRE-EMPLOYMENT CHECKS AND START DATE

19.1 All offers of employment are conditional in the first instance, subject to the following satisfactory pre-employment checks:

- completion and subsequent presentation of enhanced DBS certificate;
- proof of identity and right to work in the UK;

- original certificates of relevant qualifications;
- completion of a safeguarding self disclosure form;
- at least two satisfactory references, one of which must be the appointee's current or last employer.

19.2 These checks should be satisfied wherever possible prior to any new employee starting in role. It will be a decision by the Head of HR or Senior HR Adviser/s whether a new starter can start without all the above pre-employment checks being in place. This will be documented and as a minimum the following must apply:

- At least one satisfactory employer reference and character reference already returned, where we are applying for additional relevant references;
- Right to work check completed;
- DBS form completed and returned clear with original seen by HR;
- Self-disclosure form completed and signed;
- All pre-employment forms completed by employee.

19.3 In exceptional circumstances the recruiting manager may request that a new employee starts prior to all pre-employment checks being completed. Any such requests will be considered by the designated safeguarding lead (DSL), who will normally be the Vice Principal Quality of Education (or in their absence the designated safeguarding lead for students; or the Principal). The DSL will only consider such requests on receipt of a fully completed safeguarding risk assessment in which the recruiting manager must state how they intend to supervise the new starter and all other control measures and information to mitigate any potential safeguarding risks to learners. They will need to commit to sustaining the controls until such time as HR confirm that all pre-employment checks have been satisfactorily completed. A safeguarding risk assessment form can be obtained from HR.

19.4 Where a safeguarding risk assessment is requested a children's barred list check will be undertaken by HR. For teachers and managers a check will also be completed with the Teaching Regulation Agency (TRA) to ascertain whether an individual is prohibited or restricted from working in teaching.

19.5 All successful candidates are asked to sign a consent form for this purpose. Without it no candidate may start prior to a satisfactory DBS being in place.

20. RECORDS CHECKS

20.1 For all successful candidates an enhanced DBS check is required, this is a criminal records check carried out by the Disclosure and Barring Service (DBS). (See our Disclosure and Barring Service DBS (Handling) Policy, DBS Guidelines and Procedure). It will include checking if a person is registered on the children's barred list. Candidates on the DBS update service will need to provide their reference number AND present to us their original paper DBS disclosure certificate. Where this check does not meet our needs i.e. it is not an enhanced child check, the candidate will be required to complete a new DBS disclosure check.

20.2 Candidates who have lived or worked outside the UK may be required to complete additional checks. Where they are asked to do so, satisfactory completion of these additional checks will be a requirement prior to confirmation of employment.

20.3 For teaching and management staff a check may or will also be completed with the Teaching Regulation Agency (TRA) to ascertain whether an individual is prohibited or restricted from working in teaching.

- 20.4 If a candidate's DBS disclosure certificate comes back as unsatisfactory they will be invited to meet with the Designated Safeguarding Lead (usually the Vice Principal Quality of Education, however advice may also be sought from the designated safeguarding lead for students and/or the Principal) and an appropriate member of the HR team (Lead Counter signatory/Counter signatory) who will discuss the content of the disclosure with them. On the rare occasion that an employee has already started in post (subject to a safeguarding risk assessment being approved see para 19.3) they may be suspended on full pay whilst an investigation takes place. Consideration will be given to the nature of the information on the disclosure and its relevance to the post, considering the time periods involved. The College will adhere to the DBS's Code of Practice and KCSIE guidance. This is designed to ensure the Disclosure Information is used fairly, sensibly, and confidentially. Please see our DBS (Handling) Policy. Refer to Appendix A: Recruitment of Ex-Offenders Policy.
- 20.5 Failure to reveal information that is directly relevant to the position sought could lead to a withdrawal of an offer of employment or summary dismissal if the applicant's employment has started.

21. RIGHT TO WORK

- 21.1 The law on preventing illegal working is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (the 2006 Act), section 24B of the Immigration Act 1971, and Schedule 6 of the Immigration Act 2016. , and the College does not employ anyone without the right to work in the UK. All applicants will need to produce proof of their right to work in the UK at interview stage.

22. PROBATIONARY PERIOD

- 22.1 New permanent employees are subject to a six months' probationary period before the appointment is confirmed. (There are different time periods for Senior Post Holders).
- 22.2 During this period, they will have regular reviews including formal reviews at 3 and 6 months with their Line Manager. Where the line manager has concerns, the employee will be made aware and the probationary period may be extended. Please refer to the Probationary Policy and Procedure.

23. DATA PROTECTION REGULATIONS

- 23.1 The storing and processing of personal data and sensitive personal data provided by candidates is subject to the strict guidelines provided by the College within our Data Protection Policy available on our website www.yeovil.ac.uk.
- 23.2 The application forms of unsuccessful candidates are retained for 6 months from the date of interview and then destroyed.

RECRUITMENT of EX OFFENDERS POLICY STATEMENT

The College recognise equality of opportunity for all and the importance of recruiting the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

Social exclusion is an important issue for the College and one which the College works to eliminate. In terms of our recruitment process the College undertakes not to discriminate unfairly against any candidate on the basis of a conviction or other information revealed.

The College has a duty to protect children and vulnerable groups from harm or abuse and asks candidates to provide details of all previous convictions, including those that are spent.

As an organisation we assess applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), in line with the [code of practice](#) and undertakes to treat all applicants for positions fairly.

Roles which are exempted from the Rehabilitation of Offenders Act 1974, 2013, 2020

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

1. Recruitment Procedures

Disclosure of "spent" or "unspent" convictions or cautions will not normally be the sole criterion in deciding a person's suitability for a role unless that person is disqualified by the Court or the DofE from working in education, with children or vulnerable adults.

The college will follow the Keeping Children Safe in Education Guidance and where necessary seek advice from the Local Authority Designated Officer for Safeguarding to support decision making where a relevant conviction or caution is made and must be considered in the context of that individual presenting a potential risk to our learners. The College will adhere to the DBS's Code of Practice. This is designed to ensure the Disclosure Information is used fairly, sensibly and confidentially.

The College will:

- At interview, or in a separate discussion, ensure that an open and measured discussion takes place on the subject of any offences or other matter disclosed that might be relevant to the position. On recruitment paperwork and any subsequent offer it is clear to applicants that failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
- Fully consider the relevance of any conviction;
- Ensure recruitment information for each post contains a statement that Disclosure will be requested of a successful applicant;
- Encourage applicants to declare convictions and cautions and encourage confidence in our policy not to automatically exclude ex-offenders;
- Ensure this policy is available to applicants;
- Ensure subjects of DBS checks are aware of the existence of and have available on request to them the DBS [Code of Practice](#)

- Support recruiters in the use of the policy and the DBS guidelines.

The College will only seek “Disclosure” at a level appropriate for the post applied for.

The College will only request “Disclosure” information from the applicant who is offered the post once the level of “Disclosure” required has been determined.

The College will only seek “Disclosure” from an existing employee when they transfer to a post which requires this, or where it is discovered that they have failed to disclose new convictions, or when information comes to the College’s attention which causes concern. A full appraisal of the risk involved will be undertaken and appropriate steps considered, e.g. redeployment to a non-risk area, or disciplinary action, considered. However, evidence of a previous conviction or caution which has not been declared will not automatically justify dismissal. The individual’s service record and the nature of the undisclosed conviction or caution will be taken into account.

2. Confidentiality

Only the lead signatory and the relevant counter signatory will be informed. HR team members will necessarily be involved as having access to and giving advice on HR matters. However the number of people aware of the details will be kept as limited as possible. The manager involved in the recruitment process will be informed if a disclosure reveals an incident but will not be given specific details about the incident except on a need to know basis for example if this is relevant to ensure any temporary or permanent control measures which need to be put in place to enable an individual to start or continue in employment whilst the matter is considered. The manager will be bound by the DBS’s Code of Practice. Information will be shared with the Designated Safeguarding Lead the Principal and where necessary the designated safeguarding Lead for students as they will be the decision makers as to whether an offer is withdrawn. To encourage confidence in this the successful applicant will be informed who in the College is aware of the conviction or caution and why they have been told.

“Disclosure” information will be kept securely in line with our data protection policy and procedure.

VACANCY AUTHORISATION DETAILS OF PROCESS, DECISION MAKING, REQUIREMENTS FOR RECRUITING MANAGERS

Every recruitment authorisation form submitted should justify the details and requirements for the post, including the associated costs. HR and Finance can assist with the completion of this form, however the recruiting manager must ensure they complete all relevant information including:

- hours, type of contract (fixed, permanent, term time only...),
- whether this is a replacement or new post,
- pay grade and point, all on-costs,
- whether there are potential candidates internally who could be considered to progress to this role,
- justification for this post (learner numbers, level of workload, staff utilisation etc).
- a Job description and person specification must also be attached as well as any other supporting documentation particularly for new posts.

The recruiting manager will have had prior discussion and agreement in principle from their SMT lead for the vacancy they are requesting.

The SMT Staffing Group is made up of:

- Principal,
- Vice Principals and
- Senior Management Team,
- Assistant Principal Finance.
 - Where the Assistant Principal Finance is absent, a deputy from the Finance team may attend to ensure availability of information for budget considerations.
- The Head of HR and Senior HR Adviser/s (or a deputy)
 - attend to manage the process and provide information and insight to ensure robust decision making.
- A PA or member of HR attends to take minutes.

VACANCY AUTHORISATION DECISION MAKING

To achieve quoracy, there must be a minimum of 1 member of the Principalship and 2 members of the Senior Management Team present at staffing group meetings for decisions to be taken.

There will however be occasions where a decision to advertise a post will be taken outside of a staffing group meeting. In particular in relation to resignations, where waiting, for example during the summer holiday period, would create an unnecessary delay to replacing a critical post and impact learners. Where an urgent replacement is required the SMT lead and Head of HR will make an initial decision on whether an advert can be placed and will seek to gain email approval from at least one additional SMT member and at least one member of the principalship as soon as is possible, in order to achieve a quorate decision. The post will be formally considered and retrospectively authorised at the next available staffing group. In the event that it is not authorised the advertisement will be withdrawn and any applicants contacted.

The purpose of the group is to ensure appropriate discussion and scrutiny of posts including relevant consideration of:

- budgets;
- the recruitment market and whether changes to the post such as grade or hours need to be considered to attract the right candidates.
- alternatives to fill the post, such as:
 - replacing with an apprenticeship post;
 - absorbing the work into the current team;
 - whether the work is still required and the post still meets the business need;
 - offering additional hours to existing staff;
 - whether there are internal candidates who could transfer to the role or develop the necessary skills;

TEMPORARY AND IMMEDIATE VACANCIES

There are occasions when we need to cover staffing vacancies on an immediate temporary basis, such as:

- staff sickness;
- compassionate leave;
- early termination of contract;
- occasions at the start of the academic year when it can be difficult to predict the exact number of students who will enrol and when we have an unexpected surge in student numbers;
- additional unplanned workload.

On these occasions we may consider alternative methods to fill posts, such as using an external agency, advertising for temporary cover internally, or asking existing staff to cover additional hours as appropriate. These temporary vacancies will also need to have a recruitment proposal form completed for the Staffing Group to consider and authorise. There will be exceptions whereby SMT staffing group agree to authorise an urgent request outside of a staffing group meeting, the SMT lead should seek approval via email from the staffing group and a recruitment proposal form will need to be submitted for the next available staffing group meeting for retrospective authorisation and minuting.

All posts will have a job description and a person specification. For new posts this will be written by the recruiting manager supported by their SMT lead and HR. For replacement posts the recruiting manager will review the job description and ensure it is up to date and relevant.

- The job description describes the post in detail including key objectives so that managers, post holders and job applicants are clear about the competencies required.
- The person specification identifies the minimum skills, experience and qualifications needed by the post holder to carry out the job effectively and should be written in a way that enables objective assessment of applicants against these criteria.