

SAFER RECRUITMENT AND SELECTION POLICY & PROCEDURE

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Putting Students First

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1. Scope

This policy provides information for those involved in all aspects of the recruitment and selection process and sets out the College's stance on safer recruitment practices. The Policy has been developed taking into account the Department for Education's 'Keeping Children Safe in Education' statutory guidance for Schools and Colleges, issued in September 2016. This policy sets out statutory requirements and other best practice guidelines to assist in making the recruitment process as effective as possible and ensuring the best candidate is selected for the College. In particular the policy is designed to ensure that the safeguarding of children and vulnerable adults is paramount at every stage of the recruitment process. In addition, our Human Resources team will support and give further advice as necessary.

The policy covers the recruitment and selection of all permanent and temporary staff, including agency staff, volunteers and contractors.

2. Principles

The guide sets out to:

- Ensure the safeguarding of children and vulnerable adults is at the forefront of the recruitment and selection procedure
- Identify and advise on safer recruitment practices that should be adopted by all staff involved in recruitment and selection at the College
- Outline the safer recruitment training that all those involved in a significant amount of training recruitment and selection must attend
- Encourage good practice and adopt an equal opportunities approach throughout
- Explain the College's policy and procedure on recruitment and selection, in-line with legal obligations
- Specify what information is required from recruiting manager/interviewing panel at each stage
- Indicate what the Human Resources team will do in response at each stage
- Assist the College in recruiting the best people for each job in a fair and efficient way.

3. Introduction

3.1 Effective recruitment and selection is central and crucial to the successful functioning of The Isle of Wight College. It depends on finding people with the necessary skills, expertise and qualifications to deliver the College's strategic objective; 'To recruit, develop and retain a highly skilled and motivated staff and governing body,' and the ability of these people to make a positive contribution to the values and aims of the organisation.

3.2 The college's Recruitment & Selection objectives are:

- To ensure a process of fair selection in line with the college's Equality and Diversity Policy and relevant employment legislation
- To help managers recruit the best person for the job
- To ensure consistency of recruitment practice across the college
- To ensure that the corporate image of the college is conveyed to all potential employees

3.3 At least one person involved in the short listing and interview process must be

trained in safer recruitment and equality and diversity legislation. If this is not possible HR will assist in the shortlisting process.

- 3.4 All organisations which employ staff or volunteers to work with children and/or vulnerable adults should adopt a consistent and thorough process of safer recruitment in order to ensure that people who are unsuitable to work with children and/or vulnerable adults are prevented from doing so. The Isle of Wight College will help and encourage staff to implement safer recruitment and selection practices by providing access to relevant government guidance, examples of good practice guidance, and model policies and procedures where needed.
- 3.5 Safer recruitment practice should include those persons who may not have direct contact with children and vulnerable adults, but because of their presence and familiarity in certain settings will still be seen as safe and trustworthy. The principles of safer recruitment will be included in the terms of any contract drawn up between the organisation and contractors or agencies that provide services to children and vulnerable adults for whom the College is responsible. The College will monitor compliance with the contract, which should also include a requirement that the provider will not sub-contract to any personnel who have not been part of a safer recruitment process.
- 3.6 As an organisation assessing 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), The Isle of Wight College complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The Isle of Wight College undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed. For more information please see Appendix 1 for our policy statement on the Employment of Ex-Offenders
- 3.7 It is the policy of the College to provide applicants with access to jobs, regardless of their age, disability, faith or belief, gender, race, sexual orientation including transgender. Selection criteria and procedures are frequently reviewed to ensure individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

Fairness and equality in selection consists of adhering to three basic stages:

- Drawing up valid selection criteria
- Collecting relevant information about applicants
- Objectively assessing applicants against selection criteria

4. Job Descriptions and Person Specifications

- 4.1 When a job becomes vacant the requirements should be reviewed to decide whether the post is still needed or whether changes are necessary. Any changes to the job description should be made before the recruitment process commences.
- 4.2 The process of making any changes to an existing post, or introducing a new post will be supported by the Job Evaluation process.
- 4.3 The job description should clearly set out the extent of the relationship with, and the degree of responsibility for, children and vulnerable adults with whom the person will have contact. It should also set out the requirements of the post holder to be committed to complying with and promoting the College's policies on safeguarding vulnerable adults and children.

- 4.4 The purpose of a Person Specification is to identify the skills, expertise and qualifications required by the post holder. Each applicant must be measured against the criteria at both the shortlist and interview stage.

The person specification must include the following requirements:

- Essential and desirable criteria
- Educational and professional qualifications
- Experience
- Skills / knowledge / abilities

- 4.3 If a Genuine Occupational Requirement is one of the essential criteria for the job, this must be justified. For example a male LSA could be required to provide personal care services to a male student.

- 4.4 During short-listing the four ways of assessing whether an applicant meets the criteria are:
- application form
 - task
 - interview and
 - references

5. Variation to Establishment (VTE) Procedure

- 5.1 Before any new role/replacement is advertised or contract amendment made a VTE form must be completed and returned to HR. This includes emergency temporary cover through an agency.
- 5.2 The VTE meeting is scheduled to run once a week. All VTE's must be received and fully completed in good time to enable it to be put forward. The submitter will be informed of the VTE panel's decision in due course.
- 5.3 In certain circumstances VTE's can be taken for approval outside of the usual weekly meeting, e.g. urgent recruitment need.

6. Advertisements

- 6.1 The College demonstrates its commitment to safeguarding and protecting young people and vulnerable adults by ensuring that all recruitment advertising material contains a policy statement to this effect. All information given to the interested applicant should highlight the importance placed by the organisation on rigorous selection processes.
- 6.2 The information should stress that the identity of the candidate, if successful, will need to be checked thoroughly, and that the person will be required to complete an application for a DBS Disclosure to an enhanced level straight away.
- 6.3 Vacancies will generally be advertised on an appropriate job board, and will **not** be confined to those media which, because of their particular source of applicants, provide only or mainly applicants of a particular group.

- 6.4 All vacancies will also be posted on the recruitment notice board and College website. The Isle of Wight College is keen to facilitate internal promotions wherever possible as development opportunities for its staff.
- 6.5 The closing date for the job will be up to 14 days after the date of advertisement.
- 6.6 All advertisements will contain the Two Ticks mark, a statement regarding our commitment to safeguarding and a positive statement to encourage applications from all sections of the community
- 6.7 Employees on maternity leave will receive all advertisements for posts advertised in the College during their period of maternity leave.

7. Application Form

- 7.1 Candidates for all posts will, except on some occasions when a vacancy is restricted to internal recruitment, be asked to complete a standard application form, in order that they can be judged on the basis of comparable information.
- 7.2 The application form should ask for:
- Full personal information, including any former names by which the person has been known in the past
 - A full history of employment, both paid and voluntary, since leaving school, including any periods of further education or training. This should include:
 - Start and end dates,
 - Explanations for leaving, and
 - Reasons for any gaps in employment
 - Details of any relevant academic and/or vocational qualifications
 - A declaration that the person has no convictions, cautions, or bind-overs, including those regarded as spent. This should also include referral to or inclusion on the DBS Young people and Vulnerable Adults or Adult's Barred List or regulatory body restricting or preventing them from working with young people and vulnerable adults or vulnerable adults.
- 7.3 Curriculum vitae drawn up by applicants are acceptable in certain circumstances on the proviso that they complete an application form prior to commencing employment, if successfully offered a provisional appointment.
- 7.4 In applying for posts, all candidates will be provided with a job description, details of the appropriate conditions of service and details about the college. A brief statement about the appointment procedure will also be provided and, if possible, an indication of the date (or week) when interviews will be held. The job description will include a list of the main duties and responsibilities of the post, together with an outline of the qualifications and experience which candidates are expected to possess.
- 7.5 In drawing up the job description and conditions of service the College will ensure that no job applicant receives less favorable treatment than another on the grounds of disability, gender, race, religion or belief, age, sexual orientation including transgender, marital status, parental status, caring responsibilities or hours of work, and that no applicant is placed at a

disadvantage unjustifiably by requirements or conditions which have a disproportionately adverse effect on a particular group.

- 7.6 Applicants will be asked to specify whether they have any disabilities, as defined in the Equality Act 2010, and whether there are any reasonable adjustments needed for them to attend an interview. All applicants with a disability who meet the essential criteria for a job will be interviewed, and considered on their merits.
- 7.7 Applicants will be required to supply the names and addresses of two people from whom references can be obtained, one of which should normally be the applicant's current or most recent employer, or most recent long-term employer if applicable.
- 7.8 All candidates will be asked to declare on the application form whether they have ever been convicted of any criminal offence in terms of the Rehabilitation of Offenders Act 1974. This includes 'spent' convictions which are not exempted from disclosure for those working with children and vulnerable adults.
- 7.9 All information relating to the data collected in the equality and diversity recruitment monitoring form will be hidden from all those involved in the recruitment and selection process. The information collected will be solely used for the purposes of equality monitoring.
- 7.10 All completed applications forms are private and confidential and should only be made available to those directly involved in the recruitment and selection process.

8. Shortlisting

- 8.1 Safer recruitment means that all application forms should additionally be:
- Checked to ensure that they are fully and properly completed. Incomplete application forms should not be accepted and should be returned to the candidate for completion.
 - Scrutinised for any anomalies or discrepancies in the information provided.
 - Considered with regard to any history of gaps, or repeated changes in employment, or moves to supply work, without clear and verifiable reasons.
- 8.2 HR will complete an initial 'sweep' of all application forms and supply those which meet the minimum criteria to the appointing manager and interview panel for shortlisting purposes, along with a shortlisting grid.
- 8.3 All application forms will be anonymous to ensure no bias based on age, disability, faith or belief, gender, race or sexual orientation including transgender takes place.
- 8.4 A shortlist of candidates will be drawn up for interview by a minimum of two people per vacancy, based entirely on merit and suitability for the post, but taking account of the college's responsibilities in relation to the Equalities Act 2010. Other than in exceptional circumstances, reasonable notice will be given to ensure that candidates have sufficient time in order to prepare for and make the necessary arrangements to attend the interview.
- 8.5 No one on the shortlisting panel should shortlist if they are related or connected by close friendship, marriage or partnership to an applicant and they should declare this.

- 8.6 Shortlisting decisions must be made clear on the shortlisting grid. The interview arrangement section must be fully completed and returned. The interviewers are responsible for any room booking, refreshments and equipment that may be needed.
- 8.7 The HR Advisor will carry out routine audits of shortlisting paperwork to ensure decisions are being made on merit and suitability, and are fair and consistent. The HR Advisor will countersign the shortlisting paperwork to confirm it has been audited.

9. Selection Methods

9.1 Interviews

- 9.1.1 Questions should be set which test the candidate's specific skills and abilities to carry out the job applied for.
- 9.1.2 The candidate's attitude toward young people and vulnerable adults in general should be tested and also their commitment to safeguarding and promoting the welfare of young people and vulnerable adults in particular. At least one member of the interview panel should be trained in how best this can be done.
- 9.1.3 Any gaps and changes in employment history should be fully explored during the interview, as should any discrepancies arising from information supplied by the candidate or by the referee. Any information provided to explain gaps should be recorded on the recruitment paperwork for successful candidates, with confirmation that the recruitment manager and HR are satisfied with the information provided.
- 9.1.4 Interviews will be held by a panel comprising of ideally three people, but a minimum of two people, gender balanced wherever possible. The interviewers will encourage candidates to be at ease during the interview, in order that they can give a fair and accurate impression of themselves.
- 9.1.5 A representative from HR will be present on interview panels as necessary.
- 9.1.6 A set of questions will be agreed by the interview panel and HR in advance and will be developed from the current job description for the post. The panel will seek to develop questions which ask the candidates to give examples of their previous relevant experience
- 9.1.7 All candidates will be asked the same questions in the same order, and their responses rated between 1 and 5. Each question will have a weighting of 1 or 2 dependent on the importance of that question to the role. The panel will each have a copy of the questions and will score as a group after the interview. Time is allocated between interviews for the panel to discuss each candidate and to award a total point score.

Additional notes may be made by the panel during the interview, however it should be noted that candidates will have access to all information should they request it.

- 9.1.8 It should be remembered that an interview is a two way process, and candidates will be given every opportunity to view the offices where they will work and ask questions about the college, to ensure that they have a full understanding of the post for which they are applying and the way the college operates.

9.1.9 All candidates should be instructed to bring with them documentary evidence of their identity, either a full birth certificate, passport or photo card driving licence and additionally a document such as a utility bill or bank statement that verifies the candidate's name and address. Where appropriate, change of name documentation must also be brought to the interview.

9.1.10 Candidates should also be asked to bring original or certified copies of documents confirming any necessary or relevant educational and professional qualifications. If the successful candidate cannot produce original documents or certified copies written confirmation of his/her relevant qualifications must be obtained from the awarding body.

9.2 Micro-teach

9.2.1 The interview panel are responsible for proposing a suitable micro-teach topic, with HR's assistance as required.

9.2.2 Any special arrangements, e.g. making resources available, providing candidates with further information should be arranged by the interview panel, with HR's assistance as required.

9.2.3 The interview panel are responsible for arranging an appropriate cohort of students to be present for the micro-teach.

9.3 Other Forms of Assessment

9.3.1 Other forms of assessment, e.g. selection tests, group or individual tasks should be planned by the interview panel and prepared with HR's assistance as required.

9.4 General

9.4.1 HR should be notified at shortlisting stage of additional tasks that the interview panel wish candidates to carry out in order to notify candidates in good time for them to prepare and to provide them with relevant information.

9.4.2 HR will ensure any special arrangements at interview are considered and every effort made to accommodate requests.

9.4.3 Candidates attending an interview will be reimbursed any reasonable expenses incurred. For travelling expenses this would normally be at the appropriate second-class rail fare.

9.4.4 A candidate who withdraws or refuses an offer of appointment for reasons considered by the college to be inadequate will not be reimbursed his/her expenses.

9.4.5 All appointments will be made strictly on merit and related to the requirements of the job.

9.4.6 All interviewed candidates will be notified of the outcome of the selection process as soon as possible, either by telephone or email.

9.4.7 All unsuccessful candidates' application forms and interview notes will be retained for six months from the date of interviews taking place. After this date they will be destroyed.

9.4.8 HR must check the candidate's eligibility to work and the criminal records section of their application. If the successful applicant has disclosed any convictions on their application form these should be discussed with HR when a provisional offer is made. Any applicant that discloses a conviction which would make them unsuitable for employment with children and vulnerable adults will not be shortlisted and any necessary further steps taken in-line with the Keeping Children Safe in Education legislation.

10. The Selection Decision

10.1 The HR Department will process an Offer to Appoint form and the recruiting manager notified once this has been done.

10.2 The recruiting manager or HR will contact the successful candidate to make a provisional offer and confirm that a start date will be offered upon receipt of satisfactory pre-employment checks.

10.3 In exceptional circumstances it may be necessary for a successful applicant to commence prior to all pre-employment checks being secured (workload, cover for classes etc.) In these circumstances a start date can be offered providing that a risk assessment is carried out and risk assessment form completed and signed by the line manager, counter-signed by the Assistant Principal – Curriculum, or another suitable senior manager in the absence of. The criteria to be fulfilled for a risk assessment to be valid are; at least 1 satisfactory reference ideally from the most recent or most recent long-term employer if appropriate, DBS form completed and sent off and completion of a staff disqualification form. One character reference alone will not be acceptable to validate a risk assessment.

10.4 Unsuccessful candidates will be advised of the outcome of their interview upon acceptance from the successful candidate by email/letter giving details of the recruiting manager they should contact for feedback.

10.5 Internal candidates will be given the opportunity of a one to one with a member of the interview panel as this will be of use for their personal/career development.

11. Pre-Employment Checks

11.1 All offers of employment will be made conditional upon satisfactory receipt of the following:

- Disclosure and Barring Services (DBS) check
- barred list check
- overseas criminal record check (as applicable)
- two satisfactory references, one of whom should be the candidate's most recent employer, or most recent long-term employer if appropriate
- confirmation of the right to work in this country (if appropriate)
- Medical check
- Qualifications where required as described in the person specification.

11.2 Appointments at the Isle of Wight College are subject to an enhanced DBS check. A failure to supply relevant information in good time to secure this can lead to the provisional offer of employment being withdrawn.

- 11.3 In the event of the DBS disclosure reporting certain offences a risk assessment will be carried out by the manager and HR with the individual and a recommendation made as to whether or not offences stated should exclude the applicant from being appointed. Such judgment will be based on the suitability of an applicant in light of all the available information and the Regulated Activity Person (RAP) (Assistant Principal – Curriculum?) will make the final decision.
- 11.4 References are sought by the HR department by email once the provisional offer is made to the successful applicant, and chased by telephone if not received within 5 working days.
- 11.5 Additional references may be asked for where appropriate, for example, where the applicant is not currently working with children and vulnerable adults, but has done so in the past, a reference from that employer should be asked for in addition to that from the current or most recent employer if this is different.
- 11.6 References should be sent wherever possible to business email addresses, not a home email address.
- 11.7 References should contain objective, verifiable information and in order to achieve this, a reference pro-forma with questions relating to the candidate's suitability to work with children and vulnerable adults should be provided.
- 11.8 References should include:
- length of time the person has known the applicant and in what capacity
 - post held with dates, salary and reasons for leaving
 - ability and suitability to work with young people and vulnerable adults and young people
 - skills, strengths and weaknesses and how these have been demonstrated
 - any current disciplinary investigation and/or sanction
 - any allegations and/or disciplinary investigations relating to the safety or welfare of young people and vulnerable adults and young people and the outcome of these (including where any sanction has expired)
 - details of any criminal convictions, cautions or bind-overs
 - sickness record
 - if the referee would re-employ the applicant and, if not details of why
 - verification of the identity of the referee.
- 11.9 The referee should be asked to confirm whether the applicant has been the subject of any disciplinary sanctions and whether the applicant has had any allegations made against him/her or concerns raised which relate to either the safety or welfare of children and vulnerable adults or about the applicant's behaviour towards children and vulnerable adults. Details about the outcome of any concerns or allegations should be sought.
- 11.10 Open references or testimonials should not be accepted unless the College is in receipt of a second, fully completed and satisfactory reference pro-forma. References from family members or 'family friends' will not be accepted.
- 11.11 The college will withdraw the job offer if references received are not satisfactory to the college.

- 11.12 References are private and confidential. The Data Protection Act dictates that if an employee wishes to see a reference they need to refer directly to the referee.
- 11.13 Applicants will, if necessary, need to be able to provide evidence that they are entitled to work in the UK and clarify any restrictions or time limits that may be in force. HR are responsible for checking these details.
- 11.14 Medical questionnaires are confidential and should be returned directly to the medical provider; HR do not have access to these documents. A fit for work certificate is produced by the medical provider with any restrictions detailed. HR should discuss any restrictions directly with the staff member and seek their permission before divulging details to any third party.
- 11.15 A record should be kept of evidence to show that such checks have been carried out in respect of supply staff and volunteers whether recruited directly or through an agency.
- 11.16 Satisfactory references must be kept on the candidate's personal file or, in the case of supply staff or volunteers not recruited through an agency, on a central record within the organisation.
- 11.17 Where information gained by the employer from either references or other checks calls into question the candidate's suitability to work with children and vulnerable adults, or where the candidate has provided false information in support of the application the facts should be reported to the Police and/or the DBS as appropriate.
- 11.18 Copies of necessary qualifications (original documents) should be provided in advance of commencing employment, or within one month of the commencement of employment if the candidate is required to obtain copies from the examining body, for example. Failure to provide these or any other documentation could lead to the withdrawal of the job offer.
- 11.19 Prior to an employee commencing their employment the 'offer to appoint and approval to commence employment' form should be completed and signed by a member of senior management team (normally the Assistant Principal for Teaching, Learning and Students). This form includes confirmation that all necessary checks have been completed and documentation provided prior to employment.
- 11.20 Where any documents required as part of the pre-employment check are not available by the proposed start date then a risk assessment will be undertaken prior to the person starting employment. This will be in exceptional circumstances and subject to certain conditions and safeguards being in place. Please see section 15 for details of the process and criteria for completing a risk assessment in exceptional circumstances.
- 11.21 Where an individual is approved to start their employment on a risk assessment then any outstanding documentation should be provided to HR within 1 month of starting their employment, by the first probationary review. Failure to provide the documentation by this date may lead to termination of employment.

12. Recruitment Agencies

- 12.1 Should the need arise to use emergency cover through a recruitment agency, the relevant VTE should be completed by the manager and signed off by the relevant staff.

- 12.2 The College has a preferred supplier list of agencies to be used and under no circumstances should the recruiting manager liaise directly with an agency to make cover arrangements. Similarly, any unsolicited, or otherwise, enquiries made directly to a manager by an agency should be forwarded to HR on all occasions.
- 12.3 HR will accept CV's from recruitment. However, it is essential that any applicant offered temporary or permanent employment through an agency completes and submits a College application form prior to commencing employment with the College.
- 12.4 Appropriate and acceptable references must be received by HR from a recruitment agency prior to the commencement of any temporary employment assignment. For permanent assignments the HR department will seek references directly from the College.
- 12.5 Where an agency is to place a temporary staff member, it is the responsibility of the agency to obtain an enhanced DBS check, unless a prior agreement has been made, and for HR to ensure this is received and acceptable to the College prior to the commencement of the temporary appointment. Where a prior agreement has been made, HR should arrange for a DBS check to be sought in the usual manner. In cases of permanent recruitment through an agency, HR will seek to obtain the normal checks for references, a College DBS, occupational health and all other requirements.

13. Volunteers

- 13.1 From time to time the College are able to offer voluntary work to those who wish to improve their skills or gain experience of working in a College environment.
- 13.2 As there is no financial implication to this, it is not necessary for a manager to complete a VTE to seek permission to employ someone on a voluntary basis. However it is imperative that certain safeguarding checks are conducted prior to any member of the public commencing a voluntary assignment with the College. Therefore, the manager should seek advice from HR in all instances, without exception.
- 13.3 HR are responsible for carrying out all pre-employment checks prior to the commencement of a voluntary assignment, as listed in 11.1 above.
- 13.4 In addition HR should ensure a volunteer has read, understood and signed a College volunteer agreement and provided details of next of kin, for HR's information only.

14. Contractors

- 14.1 Contractors that may have regular access to children or vulnerable adults, such as catering, cleaning and security staff, need to have standard checks in place to enable them to come on site.
- 14.2 Written confirmation needs to be obtained from each contractor, where there is the opportunity for regular contact, that each member of staff has been subject to an enhanced DBS clearance.
- 14.3 It is the responsibility of the Estates Officer/Campus Manager or relevant manager who has procured the contractor to ensure that DBS clearance has been checked for all contractors and to update HR of the details.

15. Risk Assessments

- 15.1 In exceptional circumstances and where the need justifies it, risk assessments may be used in order to enable someone to start prior to all pre-employment checks being received by HR.
- 15.2 In order to satisfy a risk assessment certain checks still need to be in place. The relevant risk assessment form also needs to be completed and signed by the manager responsible for the staff member and a senior manager.
- 15.3 Risk assessments should include the following checks as a minimum:
- Barred list check
 - One satisfactory reference received
 - Health clearance form completed and sent to occupational health
 - DBS disclosure form completed and sent to DBS
 - Where appropriate, evidence of occupational qualification (original copy) – for example a teaching qualification.
- 15.4 The senior manager signing the risk assessment will make a judgment as to whether the person cannot start until all clearances are received, or permit the person to start with recommendations if applicable, e.g. to be supervised at all times.
- 15.5 Under no circumstances will a staff member be permitted to start without all relevant checks in place unless the risk assessment process has been followed.
- 15.6 Where an individual is approved to start their employment on a risk assessment then any outstanding documentation should be provided to HR within 1 month of starting their employment, by the first probationary review. Failure to provide the documentation by this date may lead to termination of employment.
- 15.7 HR will notify the manager when all required paperwork has been received and the risk assessment is no longer required.

16. Single Central Record (SCR)

- 16.1 It is a legal requirement for the College to maintain a record of all the checks applied to those people engaged at the college who have access to children or vulnerable adults. This is known as the SCR and is one of the key pieces of information that OFSTED will check during inspection.
- 16.2 Information including DBS clearance, barred list check, overseas police check (as applicable) and occupational qualification are among those things recorded on the SCR.
- 16.3 The HR team are responsible for updating and maintaining the SCR in line with legal requirements. Details of all new starters, both permanent and part-time/sessional, volunteers, contractors, agency workers and other persons who spend a significant amount of time on College premises, e.g. PGCE students and governors must be recorded on the SCR.
- 16.4 Leavers should be removed from the SCR once they have left College.

17. Probationary Period

17.1 All appointments to the college will be made subject to a probationary period of nine calendar months for all support staff and all teaching/term time only support staff. Throughout the probation period, review meetings will take place between the post holder and their line manager to discuss progress. At the end of the probationary period, and subject to a satisfactory report by the appropriate line manager, employees will be notified in writing that they have successfully completed their probationary period. The probationary period can be extended should the individual's line manager consider this appropriate. Please see Probation Policy for further information.

18. Induction Monitoring

18.1 The manager must ensure the new employee is inducted into the department on the first working day. HR are responsible for the HR induction on a new starter's first morning and corporate induction.

18.2 The HR induction of all newly appointed staff should include an introduction to the organisation's child protection policies and procedures and documents relating to Keeping Children Safe in Education legislation. This should include being made aware of the identity and specific responsibilities of those staff with designated safeguarding responsibilities.

18.3 New staff members should be provided with information about safe practice and given a full explanation of their role and responsibilities and the standard of conduct and behaviour expected. They should also be made aware of the organisation's HR procedures relating to disciplinary issues and the relevant whistle blowing policy.

18.4 The programme of induction should also include safeguarding training at a level appropriate to the member of staff's work with young people and vulnerable adults. Senior managers should ensure that their staff and volunteers are adequately and appropriately supervised and that they have ready access to advice, expertise and management support in all matters relating to safeguarding and child protection. The Department for Education has released guidance on supervised activities with young people and vulnerable adults, this can be accessed from:
<http://media.education.gov.uk/assets/files/pdf/s/supervision%20guidance%20revised%20so%20sept%202012.pdf>

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/280881/supervision_of_activity_with_children_which_is_regulated_activity_when_unsupervised.pdf
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18.5 Appropriate safeguarding controls must be in place for all staff and should be reviewed on a regular basis. Supervision of those undertaking supervised activities must take place "on a regular basis" and means that supervision must not, for example, be concentrated during the first few weeks of an activity and then tail off thereafter.

18.6 All new starters, volunteers, governors, PGCE students and agency staff will be sent the relevant 'links' to online training to be completed as part of induction. Safeguarding and Equality & Diversity training will be carried out as part of the HR induction on a new staff

member's first morning. Staff will be required to complete Prevent training in their first two week's of employment.

19. Recruitment Monitoring

- 19.1 The college seeks to recruit employees on the basis of their ability and the requirements of the post.
- 19.2 The college wants to ensure that no applicant receives less favourable treatment than another on the grounds of disability, gender, race, religion or belief, age, sexual orientation, marital status, parental status, caring responsibilities or hours of work.
- 19.3 In order to meet this commitment, all candidates are asked to complete a recruitment monitoring form enclosed with the application form.

All completed monitoring forms will be treated as confidential. The form will be separated from the application form on receipt and those involved in the selection process will not have access to it. The information given by candidates will be solely used for the purpose of monitoring the recruitment process.

20. Exit Interviews

- 20.1 All employees who leave the employment of the College will be offered an exit interview with HR before their last day of employment.
- 20.2 Exit interviews provide the opportunity for departing employees to discuss their reasons for leaving. The information provided is useful in identifying trends, learning and development and evaluating the effectiveness of HR policies and practices.
- 20.3 The appropriate person should receive all appropriate information, such as recommendations made for change, or significant issues raised in the questionnaire, whilst bearing in mind confidentiality issues. The exit interview questionnaire will be retained on the employee's personal file.

Appendix 1 - Policy Statement on the Employment of Ex-Offenders

- 1.1 The Code of Practice published under section 122 of the Police Act 1997 advises that it is a requirement that all registered bodies must treat DBS applicants who have a criminal record fairly and not discriminate automatically because of a conviction or other information revealed.
- 1.2 As an organisation assessing 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), The College complies fully with this Code of Practice.
- 1.3 The College can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended), The College can only ask an individual about convictions and cautions that are not protected.
- 1.4 The College is as an employer of choice who actively encourages good practice and adopts an equal opportunities approach throughout its recruitment process; we are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- 1.5 DBS offers a confidential checking process for transgender applicants. This process is for transgender applicants who do not wish to reveal details of their previous identity to the person who asked them to complete an application form for a DBS certificate.

For more information about the transgender process email sensitive@db.s.gsi.gov.uk
- 1.6 The College actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. The College select all candidates for interview based on their skills, qualifications and experience.
- 1.7 A DBS check is only requested when it is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- 1.8 We ensure that all those in the College who are involved in the recruitment process will have suitable guidance to enable them to identify and assess the relevance and circumstances of offences. The College also ensures that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- 1.9 Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application

process. We guarantee that this information is only seen by those who need to see it as part of the recruitment process.

- 1.10 At interview, or in a separate discussion, the College ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- 1.11 The College makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice and makes a copy available on request.
- 1.12 The College undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing (if applicable) a conditional offer of employment.
- 1.13 Having a criminal record will not necessarily bar you from working with us. This will depend on the offence in relation to the position applied for. The factors taken into account will include the responsibilities of the position, the vulnerability of the customer group, the nature of the offence(s), the number and pattern of the offences (if there is more than one), how long ago the offence(s) occurred and the age of the offender when the offence(s) occurred.

2.0 Further information regarding conviction information

- 2.1 On the 29 May 2013, legislation came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure. In addition, employers will no longer be able to take an individual's old and minor cautions and convictions into account when making decisions.
- 2.2 All cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded.

3.0 Current staff members

- 3.1 It is a condition within the standard contract of employment that staff inform the College of any criminal convictions during their employment, including those which are 'spent'. Any such notification will be confidential and will only be considered with respect to the individual's suitability for continued employment.

Appendix 2 – Guidance on risk assessment for the employment of ex-offenders

1. Automatic barring from employment

- 1.1 Under the Protection of Children Act 1999 and the Criminal Justice and Courts Services Act 2000 it is unlawful for the college to employ persons, regardless of any mitigating circumstances, who may have regular contact with children or vulnerable adults and who are included on the list maintained by the DBS of people judged to be unsuitable to work with children or vulnerable adults. Unsuitability includes but is not limited to previous convictions.
- 1.2 Therefore, the college **will not** employ persons who are barred from working with children or vulnerable adults for the reasons detailed above.
- 1.3 It is the college's normal policy to consider it a **high risk** to employ persons, who may have regular contact with children or vulnerable adults if they have been convicted or charged at any time of the following offences against both children or adults:
- murder
 - manslaughter
 - rape
 - other serious sexual offences
 - grievous bodily harm
 - and/or other serious acts of violence
 - serious class A drug related offences
 - robbery/burglary/theft
 - deception/fraud.

2. Guidance for decision-making

- 2.1 Apart from cases covered by paragraph 1.1 having a criminal record must not automatically bar a person from employment. Employers are required to consider whether 'the conviction or other matter revealed is relevant to the position in question'. Employers must look at both the job and the person and weigh up whether there is a risk to the service user(s) against possible safeguards and precautions. The foremost duty is the safety of our children and vulnerable adults. Guidance can be sought from the Human Resources team.
- 2.2 The Risk Assessment document (Appendix 3) is used to guide decision makers and to ensure consistency of decision making. The Risk Assessment will be completed by the Recruiting Manager, HR Manager (or HR Adviser) and the Assistant Principal for Teaching, Learning and Students or another member of Senior Management Team in their absence. The prospective employee may be requested to attend a meeting before a final decision is taken to further discuss the details of the Risk Assessment and the nature of the offences.
- 2.3 When a decision has been made the prospective employee will be informed of the outcome. Where an offer of employment is confirmed the Risk Assessment will be stored on the employees HR folder during the course of their employment with the college and destroyed in line with standard data protection procedures once they have left the college.

2.4 The following examples, whilst not exhaustive, can be used as a guide for conducting the risk assessment:-

- Sexual offences against a child – offer of employment should not be made.
- Other sexual offences - the circumstances, age of the conviction, the type of job they are to be doing and the specific duties and the client group they are working with. If any doubt an offer of employment should not be made.
- Recent serious violent crimes and supply of drugs, or a pattern of possession which is recent would usually result in an offer of employment not being made.
- One off possession of cannabis, especially if some years ago - offer of employment would usually be made.
- Any convictions for theft, fraud, criminal damage etc. are taken more seriously if the person has access to money, equipment or property. An offer of employment would depend on the circumstances and the age of the conviction.
- Several drink driving and other driving offences where driving/escorting children or vulnerable adults is a requirement of the job – offer of employment would not usually be made.
- One-off drink driving and other driving offence where driving/escorting children or vulnerable adults is a requirement of the job and where the appointing officer is happy there is no longer an issue - offer of employment may be made.
- One off minor violence which can be explained, employment is usually offered but will depend on what the job is and the person's attitude towards the offence.

Appendix 3

Risk Assessment Form

To be used to assess the suitability of the applicant for their proposed position, in light of matter(s) disclosed on their DBS Certificate.

Name of applicant:	Position applied for:
Date of birth:	Type of disclosure:
Disclosure issue date:	Disclosure Ref. No:
Tel. No:	

Date of Risk Assessment:

Risk Assessment undertaken by:

Prior to completing this form, please refer to the additional guidance notes in Appendix 2.

Please ensure that the Risk Assessment process form is completed in full and that a full account is given of any matters which have been disclosed.

Any queries with regards to the DBS process should be in the first instance directed to the HR Manager or HR Adviser.

Question	Applicable (delete as appropriate)	Comments <i>This must be completed with full details or the form could be returned</i>	Risk? Barred/High/ Medium/Low
Did the applicant declare the matters on the DBS Disclosure Application form and/or the IWC declaration form or at interview? If not why not?	Yes / No		

Does the individual agree that the information detailed on the DBS Certificate is correct?	Yes / No		
Does the individual regret the matter(s) or what is their attitude towards the matters now?	Yes / No / /Not applicable		
Would they do anything differently now?	Yes / No / Not applicable		
Have the individual's circumstances changed since the conviction? E.g. location, friends, partner, education?	Yes / No / Not applicable		
Are there any mitigating circumstances? (E.g. peer pressure, financial need or lack of judgment)	Yes / No / Not applicable		
Do the matters disclosed form any pattern? E.g. is there a cycle or history, reoccurrence, repeat offences	Yes / No / Not applicable		
Can the applicant demonstrate any efforts not to reoffend? E.g. Rehabilitation Course	Yes / No / Not applicable		
What is the nature of the contact the individual has with children / vulnerable adults?	Yes / No / Not applicable		

Can any safeguards be implemented to reduce/remove any risk? E.g. no unsupervised contact	Yes / No / Not applicable		
Will the nature of the post present any realistic opportunities for re-offending?	Yes / No / Not applicable		
Does the post have any direct contact with the public and how vulnerable are they?	Yes / No / Not applicable		
What supervision is available and how readily?			

Declaration by applicant and any additional comments in support of their employment

I understand that any offer of employment will be subject to the information I have supplied and that this is complete and correct. False information, or a failure to supply the details required, could make an offer of employment invalid or lead to termination of employment.

Signature: Date:

Recommendation/additional comments from the interviewer

Signature: Date:

Outcome of Risk Assessment

Withdraw offer of employment / Continue with offer of employment*

Please state (if applicable) whether approval is dependent upon conditions being met, such as recommendations, restrictions, safeguards to be implemented

Date Risk Assessment completed:

Name of Authorising Officer:

Signature of Authorising Officer:

Date Risk Assessment signed: