



## Recruitment Policy and Procedure

### Policy Statement

St Clare's, Oxford is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share that commitment. Therefore, this recruitment policy seeks to comply with 'Keeping children safe in education: Statutory guidance for schools and colleges' (DfE, September 2016 and any subsequent amendments).

### **1 Vacancy/new position approved**

Vacancies will be approved by the relevant SMG member. In the case of new positions, if agreed by SMG, the request will then be presented to the Board of Governors for approval.

### **2 Job description and candidate specification**

The recruiting manager will liaise with Human Resources (HR) to agree the job description and candidate specification. The standard format for a job description must be used. This is available from HR and outlines the responsibilities and expectations of the role, together with the required skills and experience, a commitment to safeguarding and reference to pre-employment checks. The job description and candidate specification must be approved by the SMG member to whom the Recruiting Manager reports prior to the commencement of recruitment.

### **3 Grade or salary range**

The salary range for new positions must be agreed by the Principal and Bursar in consultation with the SMG member and HR, prior to advertising the vacancy. In the case of replacements, the Principal and Bursar must approve significant changes in the salary range.

### **4 Recruitment method(s) and safeguarding**

The recruitment method, e.g. advertising (including the publications or websites to be used), or agency, will be decided by the relevant SMG member in conjunction with the recruiting manager and HR. Vacancies advertised externally will normally be advertised internally. When the vacancy is advertised, a standard format is to be used and HR will normally place the advertisement. The salary and an outline of the benefits will be included in the advertisement, unless an SMG member decides otherwise, as well as a statement that pre-employment checks, including that an enhanced DBS check will be undertaken. Advertisements (or accompanying job details) must require application form completion and at least two referees (three are generally required for Pre-IB and IB teaching staff) including a reference from the current place of employment). For candidates who are not currently employed, a reference from their last place of employment should be supplied. Candidates who have worked abroad in the last five years are required to seek good conduct references, or the equivalent from the countries in which they worked, as a pre-requisite of employment.

## **5 Interview/selection process**

A shortlist of candidates is prepared based on relevant criteria & candidate specifications, as provided in the job description. The SMG member (or his/her delegate) will decide who carries out first and second interviews, which colleagues will meet the candidates, if appropriate, and any tests or exercises to be undertaken. The interview panel should preferably include a minimum of two people and must include at least one person with up-to-date training in safer recruitment. HR will normally arrange interviews. Interviews will include job specific questions based on skills and experience, questions relating to safeguarding and gaps in employment.

Candidates must bring documentary evidence of their identity (passport or driving licence) to their interview.

During the selection process it must be made clear to candidates that St. Clare's reserves the right to contact any past or current employer and that sensitivity to the timing of the latter will be observed as far as possible in accordance with the candidate's wishes.

Interviews must be recorded in writing and the notes placed on the personnel file for the successful candidate. Interviewers must ensure that any gaps in employment history are satisfactorily accounted for so that each month is covered and the candidate's answers are recorded.

## **6 Conduct pre-employment formal checks**

For the successful candidate:

### a) Verification of qualifications

Original certificates of qualifications that are relevant to the appointment and its grading must be seen. This applies to teachers and to other staff for whom their qualifications are relevant to the activity being undertaken, e.g. activities staff or a chef. Copies of the certificates must be given to HR for the personnel file. That copy must be annotated 'original seen', initialled and dated.

### b) References

Written references must be taken for all staff using a standard reference request format. Open references (e.g. 'to whom it may concern' testimonials) must not be relied upon.

For all staff, there must be a minimum of two written references, one of which must be from the candidate's current or last employer. For teaching posts this must include the last educational establishment where the candidate was employed. The reference request letter must specifically ask all referees to state any known reason why the person should not be employed to work with children, must confirm details of employment and reasons for leaving. Direct contact must be made with the referee to verify the reference and to provide further clarification if appropriate.

### c) Disclosure and Barring Service, identity checks and candidates who have worked abroad

Enhanced and barred list DBS checks must be made for all categories of staff working in a regulated activity with children. This will include agency workers, volunteers and contractors where appropriate. In practice, regulated activity will cover the vast majority of roles within College. The barred list check will not be undertaken for those working in non-regulated activity, but an enhanced check will still be made. The relevant DBS Disclosure application form must be completed. If a candidate has already subscribed to the DBS online update service, checks will be made online and verified against the original Disclosure certificate to ensure the right level of DBS check has been made. If the candidate has lived or worked abroad during the previous 5 years, further checks should be made as appropriate. The equivalent of a police check or good conduct statement should be obtained by the candidate from those overseas locations where they stayed. Details of how to obtain this for different countries can be found on the gov.uk website. Where there has been a gap in employment of more

than 3 months, e.g. summer course teachers re-employed from the previous year, then the check must be undertaken again.

HR, or an appropriate person to whom the task has been delegated, will check the information on the DBS Application Form against appropriate identity documents (original documents must be seen). The Counter Signatory has to ensure that all the information required is present and the information has been verified.

A further check will be made for applicants to teaching posts who have taught in the European Economic Area (EEA). This includes a check for information about any teacher sanction or restriction that has been imposed by a professional regulating authority in the EEA.

Identity checks must be made for all categories of staff.

d) Right to Work

HR must establish whether the potential employee has a right to work in the UK for the duration of their employment and for the hours required by the job. Evidence of nationality and eligibility must be obtained and photocopied for the personnel file. This must be done systematically for all successful candidates, regardless of their stated or assumed nationality.

e) Prohibition Order checks

Prohibition order checks are carried out for all teaching positions and for those prohibited from leadership and management.

## **7 Determine grade/salary**

The actual grade and salary to be offered to the preferred candidate must be agreed by the SMG member with the Principal and Bursar.

## **8 Make oral offer**

Any caveats relating to completion of all recruitment checks must be mentioned, e.g. written reference outstanding, DBS disclosure, health check etc. An oral offer is as binding as a written one.

## **9 Letter of conditional appointment**

All letters of appointment and contracts must be prepared by HR, on the basis of information provided by the SMG member (or his/her delegate). The letter must state that the appointment is conditional on satisfactory completion of all recruitment checks. These include: receipt of the relevant number of satisfactory references; identity verification and right to work in the UK for the duration of the engagement and for the hours required by the position; satisfactory enhanced DBS disclosure with barred list check; police checks or certificates of good conduct for candidates who have lived or worked overseas, including an EEA check for teaching positions; satisfactory prohibition order checks where appropriate; verification of qualifications and professional status; satisfactory completion of the probationary period; and satisfactory disclosures on the health declaration. For Short Courses staff, the Short Courses Assistant will prepare the letters and contracts.

A contract detailing terms and conditions of employment will be signed by the Bursar, and given to all new employees. In the case of residential jobs, the service occupancy agreement will be sent out prior to taking up the position.

The standard medical declaration must be sent to candidates with their letter of conditional appointment (and not before, in order to ensure that there is no inadvertent discrimination). This is to verify the individual's mental and physical fitness to carry out their work responsibilities.

#### **10 Single Central Register updated**

HR will enter all the details required. A checklist will be maintained of all the fields that need to be entered. Each month HR will advise the Bursary of starters/ leavers/ other changes to pay. The Bursary will only pay new staff as advised by HR. No other instruction to pay new staff will be accepted by the Bursary. Existing staff subject to variable hours, e.g. catering hourly paid, short courses staff, English course temporary and one to one staff, can have their hours advised by a separate system direct to the Bursary within the terms of their existing contract.

#### **11 Standard documents**

Policy documents will be provided to new starters who will be asked to sign to confirm that they have read and understood them.

#### **12 Commencing work if all checks are not completed**

Wherever possible, an enhanced DBS disclosure should be obtained prior to the individual starting work, and must in any event be obtained as soon as possible after the appointment. However, the Principal may allow an individual to begin work pending receipt of the enhanced DBS disclosure. In such a case, the following must be in place:

- a. The Enhanced DBS application has been submitted in advance;
- b. A Barred List check has been undertaken;
- c. All other relevant checks have been completed satisfactorily; and
- d. Arrangements are made for appropriate supervision (see below).

In such circumstances a note should be added to the Central Register and evidence kept of the measures put in place.

##### Appropriate supervision whilst awaiting DBS clearance:

St. Clare's will take a risk based practical approach depending on the circumstances of the particular individual (taking into account factors such as their experience, the nature of their duties, references, the level of responsibility/contact with pupils they will have and the age of the pupils concerned). The arrangements must be reviewed approximately every two weeks until the DBS disclosure is received. A risk assessment should be kept on the individual's file of the factors considered, and the arrangements made, together with any evidence. This record should be updated at each review until the DBS disclosure is received. A note should also be added to the Central Register of appointments. The individual in question must be informed of the safeguards put in place in their case.

#### **13 Safeguarding & child protection policy document**

Each employee will be briefed on safeguarding & child protection by the Designated Safeguarding Lead, currently Elena Hesse, the Vice Principal, Pastoral, or Lawrie Coupland, the Director of the International College, or such other person trained to deliver the briefing, to whom they delegate the task in their absence.

#### **14 Induction**

All new members of staff must receive both general and job-specific induction. Records will be kept confirming training in Health and Safety, Safeguarding and Child Protection, Equal Opportunities and Dignity at Work and Prevent training awareness, as appropriate.

#### **15 Agency workers**

On occasion, agency workers are used to cover temporary vacancies. The recruitment agency must complete the Supply Agency Recruitment Checklist before the individual starts work and this must be forwarded to HR. This ensures that all the relevant pre-employment checks take place.

#### **16 Volunteers**

Volunteers who on an unsupervised basis teach or look after children regularly, or provide personal care on a one-off basis will be in regulated activity. In such cases, an enhanced DBS certificate (including barred list information) will be obtained. If no checks have been made, then the volunteer will not be left unsupervised or allowed to work in regulated activity.

#### **17 Visiting Speakers and Professionals**

Please refer to the procedure for the appointment and supervision of Visiting Speakers and Professionals.

#### **18 Record Keeping**

All records gathered during the course of recruitment will be treated as confidential and kept in accordance with the General Data Protection Regulation (GDPR) and relevant legislation. Please refer to the GDPR Privacy Notice for Job Applicants and the Retention of Records Policy.

Please also refer to the following documents:

International College Recruitment Procedures

Approved by the Governors – December 2018

## St Clare's, Oxford – Recruitment Process

### Vacancy identified

HR is advised of vacancy by recruiting manager

HR liaises with recruiting manager to agree recruitment and selection details for the role (job description, candidate specification, salary and benefits, selection process, advert - location and timing). Job description to include:

- (i) Responsibilities and expectations of role
- (ii) Statement of responsibility, commitment and requirements for safeguarding in JD and advert
- (iii) Application forms, not CVs
- (iv) Pre-employment checks, including enhanced DBS check (with barred list check as appropriate)



### Advertisement

(i) Advert placed internally on the College's own website and intranet, and externally in relevant publications where appropriate.

(ii) Advert includes a link to the job description, an overview of the role, essential criteria, closing date, statement of St Clare's commitment to safeguarding and standard pre-employment checks, including DBS.

(iii) Includes info on how to apply, who to contact with questions and application form.



### Shortlisting

Advert closes. HR sends applications to managers for shortlisting:

- (i) at least two people involved and one must have Safer Recruitment training
- (ii) shortlisting based on criteria specified in job/candidate specification



### **Candidates invited to Interview**

Shortlisted candidates are invited for interview. Written references are requested as appropriate and followed up with a telephone call to the referee. References include specific enquiries re safeguarding.



### **Selection Process:**

Interviews take place:

- (i) Includes member of staff who has completed Safer Recruitment training
- (ii) Suitability with regards to safeguarding via probing questions into motives, attitudes, behaviours and safeguarding issues
- (iii) Job specific questions based on skills and experience
- (iv) Check gaps in employment and reasons for leaving previous roles
- (v) Follow up any concerns/questions from references

Tests/teaching observation:

- (i) Tailored to suit individual role and specifications
- (ii) Case study, teaching, presentation, role play, technical questions, practical test



### **Offer**

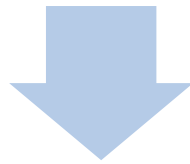
Manager or HR makes conditional oral offer to candidate

HR send written conditional offer to candidate and arranges meeting to complete pre-employment checks (sends information explaining which documents to bring to meeting)



### **Pre-employment checks**

- (i) New employee information sheet
- (ii) References and employment history
- (iii) Enhanced and Barred List DBS check; overseas checks where applicable
- (iv) Identity and right to work checks
- (v) Prohibition order checks for teachers and for those prohibited from leadership and management
- (vi) Qualifications
- (vii) Medical declaration form



### **Pre-employment checks complete**

HR confirms start date with individual

Candidate receives draft contract via email, together with policy documents

Induction programme organised (specific to individual role)

#### **Pre-employment checks complete, with DBS check outstanding:**

Where appropriate, risk assessment put together and signed by appropriate SMG member and candidate



### **Employee's first day / week**

#### Report to HR

Welcome

Employee receives signed terms and conditions of employment (these are conditional upon satisfactory clearance of all recruitment checks). If DBS check or overseas check is outstanding, a risk assessment is put in place .

Policy documents – answer any questions and individual confirms receipt

#### Induction / Training:

ICT – issue ID card and set up laptop or computer access

Bursary – overview of pay, pensions, tax code etc

Line manager – department/role-specific induction and training

Fire, Health and Safety training

Safeguarding and Child Protection briefing

Prevent Training awareness, as appropriate

Equal Opportuntieis and Dignity at Work training