



ST. ANDREW'S
COLLEGE
Cambridge

COLLEGE POLICY DOCUMENT

RECRUITMENT POLICY & PROCEDURE

Issue No.: 01	Document Number: STAN: 0112007
Issue Date: 23 rd June	Originator:
Version: 11	Responsibility: College Principal
Reason for version change: Review & Update	Dated: 17 th July 2007
Authorised by: Wayne Marshall Date: 28 th July 2017	Signature: <i>Wayne Marshall</i>

Introduction

St. Andrew's College Cambridge is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. St. Andrew's College Cambridge is committed to providing the best possible care and education to its pupils and to providing a supportive working environment to all its members of staff. The College recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The College complies with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE) (formerly the Department for Children, Colleges and Families (DCSF)), Safeguarding Children and Safer Recruitment in Education (Guidance), Keeping Children Safe in Education (KCSIE), the DfE regulatory requirements for Independent Colleges September 2015, and any guidance or code of practice published by the Disclosure and Barring Service (DBS)

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

Aims

The aims of the College's recruitment policy are:

- Adopt recruitment procedures that help deter, reject or identify people who might abuse children and that the College meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

- to ensure that all job applicants are considered equally and consistently
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age
- to ensuring that the recruitment and selection of all who work within the College is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity.

Equality Statement

At St. Andrew's College Cambridge we are committed to ensuring equality of education and opportunity for all pupils and staff receiving services from the College, irrespective of race, gender, special educational needs, disability, religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected with the College feel proud of their identity and able to participate fully in College life.

Procedures

Applications

All applicants must submit a St. Andrew's College Cambridge Application Form. This informs applicants that any previous employer may be contacted. Applicants are asked to declare all criminal convictions whether "spent" or "unspent" and include any cautions and pending prosecution. The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

Job Description

This states clearly:

- The main duties and responsibilities of the post;
- The individual's responsibility for promoting and safeguarding the welfare of the pupils.

Candidate Information Pack

This will include a copy of the Application Form containing questions about their academic and employment history and their suitability for the role, the job description, person specification the Child Protection Statement, and terms and conditions relating to the post. **A curriculum vitae will not be accepted in place of the completed application form.**

Short-listing

The applicant may then be invited to attend a formal interview at which his / her relevant skills and experience will be discussed in more detail.

References

The College will take up on short listed candidates prior to interview. Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made. All offers of employment will be subject to the receipt of a minimum of **two references** which are considered satisfactory by the College. One of the references must be from the applicant's current or most recent employer. If the current / most recent employment does / did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend. Referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees will be sent a copy of the job description and person specification for the role for which the applicant has applied.

The College will only accept references obtained directly from the referee and not provided by the applicant or on open references or testimonials. The College will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

Interviews

- These will, whenever possible, be face-to-face.
- Interviews will be conducted by a minimum of two people. A larger panel will be required for senior posts.
- At least one member of the panel will have completed Safer Recruitment training
- The panel will agree a set of questions in advance relating to the requirements of the post.
- A written record will be kept of the outcome of the interview.

Pre Appointment Checks

In accordance with the recommendations set out in the Guidance, Keeping Children Safe in Education (KCSIE) and the requirements of the Education (Independent College Standards) (England) Regulations 2010 the College carries out a number of pre-employment checks in respect of all prospective employees.

An offer of appointment to a successful candidate, including one who has lived or worked abroad, will be conditional upon satisfactory completion of the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the College's standard terms and conditions of employment
- the receipt of two references (one of which must be from the applicant's most recent employer) which the College considers to be satisfactory;
- candidate's identity, from current photographic ID and proof of address
- a certificate for an enhanced DBS check with a barred list information where the person will be engaging in regulated activity (See Appendix 1). Where the position amounts to

"regulated activity" (see Appendix 1) confirmation that the applicant is not named on the Children's Barred List administered by the DBS. A check of the Children's Barred List is not permitted if an individual will not be undertaking 'regulated activity'. Whether a position amounts to 'regulated activity' must therefore be considered by the College in order to decide which DBS checks are appropriate.

- a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available (See Appendix 1)
- a check that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service
- Verification of the candidate's mental and physical fitness to carry out their work responsibilities. In line with KCSIE guidance, a job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role
- Verification of the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then the College follow advice on the GOV.UK website;
- completion of overseas check as required
- Verification of professional qualifications

Verification of identity and address

All applicants who are invited to an interview will be required to bring with them evidence of identity, right to work in the UK, address and qualifications as set out below and in the list of valid identity documents.

Applicants must bring:

One document from Group 1 and two further documents from either of Group 1, Group 2i or Group 2ii, one of which must verify the applicant's current address; and original documents confirming any educational and professional qualifications referred to in their application form.

List of valid identity documents

Group 1: primary trusted identity credentials

- current valid passport
- biometric residence permit (UK)
- current driving license (full or provisional) (UK / Isle of Man / Channel Islands; photo card with the associated counterpart license; except Jersey)
- birth certificate (UK & Channel Islands) - issued at the time of birth (within 42 days of date of birth); Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces

Group 2i: trusted government / state issued documents

- current UK driving license (old style paper version)

- current non-UK driving license (valid for up to 12 months from the date the applicant entered the UK)
- birth certificate (UK and Channel Islands) – issued at any time after the date of birth by the General Registrar Office / relevant authority i.e. Registrars)
- marriage / civil partnership certificate (UK and Channel Islands)
- adoption certificate (UK and Channel Islands)
- HM Forces ID card (UK) fire arms license (UK and Channel Islands)

Group 2ii: Financial / social history documents

- mortgage statement (UK or EEA)**
- bank / building society statement (UK and Channel Islands or EEA)*
- bank / building society account opening confirmation letter (UK)
- credit card statement (UK or EEA)*
- financial statement ** - e.g. pension, endowment, ISA (UK)
- P45 / P60 statement **(UK and Channel Islands)
- council tax statement (UK and Channel Islands) **
- work permit / visa (UK) (UK Residence Permit) **
- letter of sponsorship from future employment provider (non UK / non EEA only valid for applicants residing outside the UK at the time of application)
- utility bill (UK)* – not mobile telephone
- benefit statement* - e.g. child benefit, pension
- a document from central / local government/ government agency / local authority giving entitlement (UK and Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service HM Revenue & Customs (HMRC), Job Centre, Job Centre Plus, Social Security
- EU national ID card
- cards carrying the PASS accreditation logo (UK)

* Less than three months old

** Less than 12 months old

Applicants who have changed his / her name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) he / she will be required to provide documentary evidence of the change. The College asks for the date of birth of all applicants (and proof of this) in accordance with KCSIE 2015. Proof of date of birth is necessary so that the College may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The College does not discriminate on the grounds of age.

Criminal records check

- The College applies for an enhanced disclosure from the DBS in respect of all prospective staff members, governors and volunteers.
- The College will verify the original DBS document provided by the applicant.
- The College applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the College which amount to 'regulated activity' (See Appendix 1) as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended).
- The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List maintained by the DBS.
- It is for the College to decide whether a role amounts to 'regulated activity' (See Appendix 1) taking into account all the relevant circumstances. The DBS now issues a DBS disclosure certificate to the subject of the check only, rather than to the College. The original disclosure certificate is provided to the College prior to the first day of employment. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the College.
- If there is a delay in receiving a DBS disclosure the Principal has discretion to allow an individual to begin work pending receipt of the disclosure. This will only be allowed if all other checks, including a clear check of the Children's Barred List (where the position amounts to regulated activity), have been completed and once appropriate supervision has been put in place.
- DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including a criminal records check from the relevant jurisdiction(s).
- Contractors engaged by the College must complete the same checks for their employees that the College is required to complete for its staff. The College requires confirmation that these checks have been completed before employees of the Contractor can commence work at the College.
- Agencies who supply staff to the College must also complete the pre-employment checks which the College would otherwise complete for its staff. Again, the College requires confirmation that these checks have been completed before an individual can commence work at the College.
- The College will verify the identity of staff supplied by contractors or an agency.

- Student Teachers-it is responsibility of the initial teacher-training provider to carry out the necessary checks. The College will ensure these have been completed prior to the student starting their placement.
- If a person working at the College moves from a post that was not regulated activity into work that is regulated activity the relevant checks for the regulated activity must be carried out.
- Under the Prevent Duty, the College ensures that all visiting speakers whether invited by staff or pupils themselves, are suitable and appropriately supervised. All visiting speakers are briefed on the College's safeguarding and child protection procedures and are not left alone with children at any time.
- The College will make referrals to the DBS and National College of Teaching and Leadership in line with the College's Safeguarding and Child Protection Policy.

Prohibition Orders

A check of any prohibition will be carried out using the Employer Access Online Service.

Disqualification by Association

It is also a requirement that all staff who will be working in the Early Years provision up to the age of 18 (**therefore all staff in the College**) will need to self-certify whether or not they as individuals or others in their households* are disqualified from working with children including whether:

- They have been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad
- Other orders have been made against them relating to their care of children
- They have had their registration cancelled in relation to childcare or children's homes or have been disqualified from private fostering
- They live in the same household where another person who is disqualified lives.

*By household means living in the same house where the member of staff resides irrespective of whether they are family.

The Bursar will maintain a single central record (SCR) detailing the outcomes of the self-certification.

Recruitment of ex-offenders

The College will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. If an applicant has a criminal record this will not automatically bar him / her from employment within the College. Instead, each case will be decided on its merits in accordance with the objective assessment

criteria set out in paragraph 6.2 below. All positions within the College are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except for those to which the DBS filtering rules apply (See DBS Filtering Guide 2013) A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence. It is unlawful for the College to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. The College will make a report to the Police and / or the DBS if:

- it receives an application from a barred person
- it is provided with false information in, or in support of an applicant's application
- It has serious concerns about an applicant's suitability to work with children.

Data Protection and Record Keeping

If an applicant is successful in their application, the College will retain on his / her personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the College to discharge its obligations as an employer e.g. so that the College may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by the College for the duration of the successful applicant's employment with the College. It will be retained for a period of six months after employment terminates after which it will be securely destroyed.

The College will retain all interview notes on unsuccessful applicants for a 6 month period, after which time the notes will be confidentially destroyed. Under the Data Protection Act 1998, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the Principal within 6 months of the interview date.

Employment Records

The College's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information. The College will store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the College's Senior Management Team, ensure that any disclosure information is destroyed by suitably secure means such as shredding and prohibit the photocopying or scanning of any disclosure information.

The College will retain the following information which will make up part of the personal file, for the successful candidate:

- Application form
- References
- Disclosure of convictions form
- Proof of identification/address
- Right to work
- Proof of academic qualifications
- Contract including medical fitness form
- Evidence of the DBS clearance
- Personnel files will be kept for 6 years after the person has left.

Single Central Record of Recruitment Vetting Checks

The College will keep and maintain a single central record (SCR) of recruitment and vetting checks. The SCR will record all staff who are employed at the College, including supply agency staff whether employed directly or employed by third parties, volunteers, all members of the governing body, and those who provide additional teaching or instruction for pupils but who are not staff members, e.g.: specialist sports coach.

The SCR shall also indicate who undertook the check and the date on which the check was completed or the relevant certificate obtained. The College Bursar completes the SCR.

Post-Appointment Induction

- Every new member of staff is assigned a mentor who is responsible for supporting the new member of staff and ensuring they are familiar with College Policy. [Please see Mentoring and Induction Policies]

Monitoring and Review

This policy and procedures and the efficiency with which related duties have been discharged will be reviewed annually by the Governing Body. Any deficiencies and weaknesses will be remedied without delay.

Right to Work in the UK

All candidates are asked to prove their right to work in the UK; this will be checked at the stage of inviting candidates in for interviews. The successful candidate will be asked to provide evidence to the Principal of their right to work in the UK on appointment. The Principal will take a copy of the documentation that is provided.

This can be in the form of:

- A passport describing the holder as a British citizen or as having the right of abode in (or an entitlement to re-admission to) the United Kingdom, or the right to work here.
- A certificate of registration or naturalisation as a British Citizen.
- A birth certificate evidencing birth in the United Kingdom or in the Republic of Ireland.
- A European Economic Area (EEA) passport or national identity card or a Passport.
- A passport or travel document endorsed to show that the person is exempt from immigration control or a letter issued by the Home Office confirming that the person named has such status (IND stamp/entry clearance certificate).
- A United Kingdom residence permit.
- A letter issued by the Immigration and Nationality Department confirming the individual's status.

11. Administration

The Principal will issue the conditional written offer letter, the Statement of Terms and Conditions of Employment and other information applicable to the position. However, starting details will only be issued to the applicant once references have been returned if not seen prior to the selection process. The offer will always be given pending satisfactory references and teacher status check and DBS enhanced check being received. Once the new teacher has received their DBS certificate they are to make it available to the Principal so that it can be checked and the number and date notes on the single central record. The teacher will also be advised of the DBS update service and how to apply. Once starting details have been issued to the applicant, the Principal will arrange for the new employee's details to be sent to the accounts department.

12. Induction

All staff who are new to the college will receive induction training that will include the college's safeguarding policies and guidance on safe working practices.

Regular meeting will be held in the first 3 months of employment between the new employee(s) and the Principal or head of departments.

13. Responsibility

All those persons referred to within the scope of this policy are required to be familiar with the terms of this policy.

The Principal, Director and heads of department are required to keep within the spirit and intent of the policy, as far as possible. Any queries on the application or interpretation of this policy must be discussed with the Principal prior to any action being taken.

The Principal has the responsibility for ensuring the maintenance, regular review and updating of this policy.

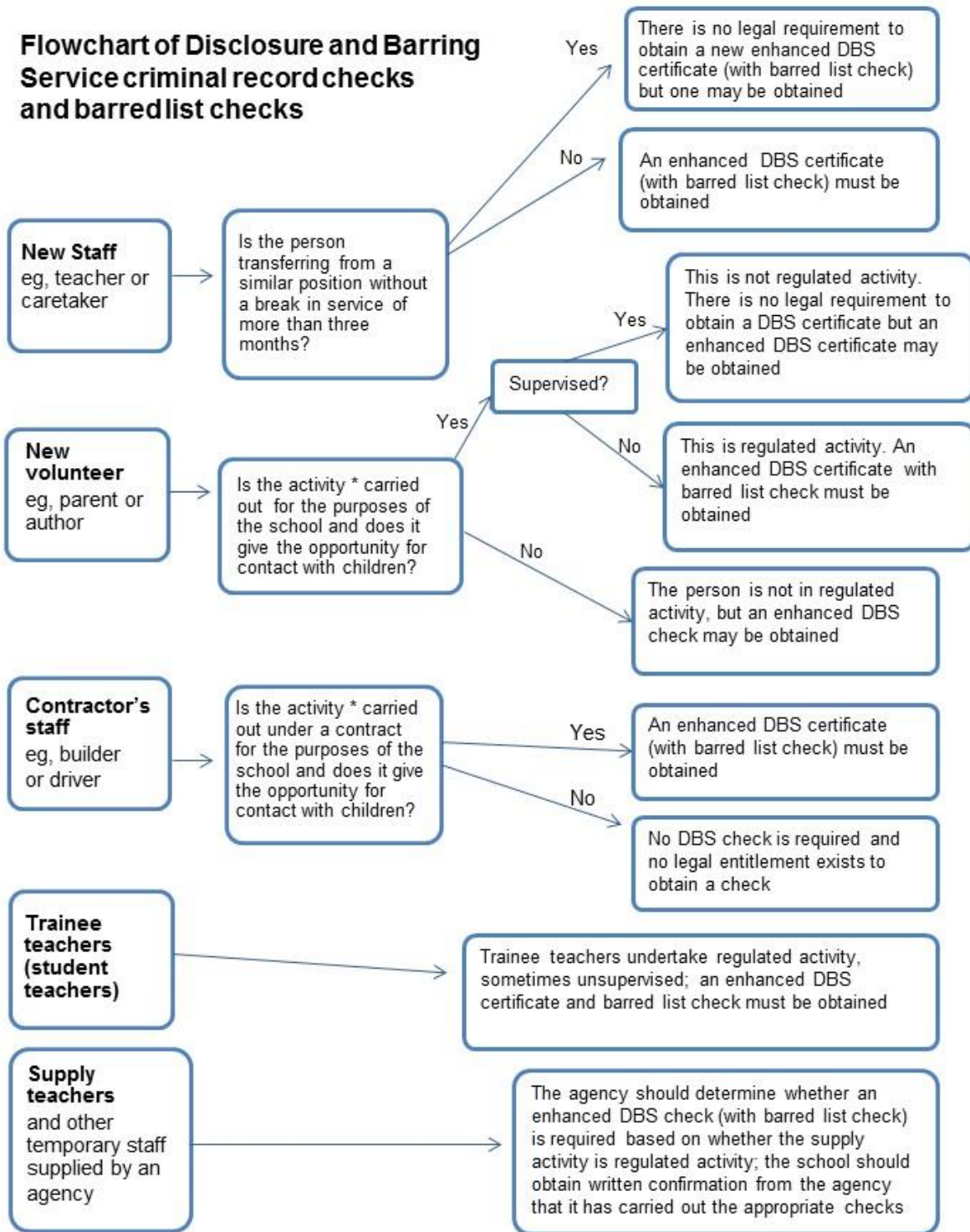
Reviewed:

September 2008, 2009, 2010, 2011, 2012, July 2013, July 2014, July 2015, July 2016, September 2016 and July 2017.

Next review; 1st August 2018.

Appendix A (KCSIE September 2016)

Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'