



# BRADFIELD COLLEGE

## RECRUITMENT POLICY

### Document control

Document title:	Recruitment Policy
Version number:	2
Author:	HR/Compliance
Document status:	Issued
Date approved:	November 2019
Effective date:	November 2019

Additions: Prior to Advertising  
Addition to Compliance Checks  
Combined with the Reference Policy

# RECRUITMENT POLICY

## 1. Introduction

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In recruitment of staff it adheres to the guidance issued in Part 3 of Keeping Children Safe in Education (September 2018), Safer Recruitment.

It is the College's policy to recruit the most suitable person for each vacancy on the basis of their qualifications, skills and experience relevant to the job, regardless of their sex, race, gender re-assignment, marriage or civil partnership, pregnancy or maternity, religion or beliefs, age or perceived age, sexual orientation or disability. Where possible, reasonable adjustments will be made where a candidate has made known a disability.

Existing employees will be invited to apply for promotion opportunities when a suitable opportunity arises.

Recruitment will be conducted as an evidence based process and candidates will be assessed against criteria that are centred on relevant knowledge, skills, competencies, experience and qualifications that are required to perform the job as specified in the job description and person specification.

## 2. **Prior to Advertising**

Prior to advertising, a review of the need for the role will take place, for example:

- a. Are there opportunities for internal promotion or secondment of existing staff into the role.
- b. Is re-distribution of work possible amongst existing department/team members
- c. Would restructuring remove the need for the role
- d. Is there an opportunity to streamline working practices and processes, which could remove the need for the role

## 3. Vacancy Authorisation

### Teaching and Graduate Posts

Vacancies may only be placed once authorisation has been received from the relevant senior manager. The HR department will then advertise the role once they have received the advert and job description approval from the relevant department. Approvals are then emailed to [recruitment@bradfieldcollege.org.uk](mailto:recruitment@bradfieldcollege.org.uk)

### Operational Posts

Recruitment authorisation forms are to be completed for vacancies by the manager and agreement obtained from the relevant senior manager. The HR department will then advertise the role once they have received the advert and job description approval from the relevant department. Approvals are then emailed to [recruitment@bradfieldcollege.org.uk](mailto:recruitment@bradfieldcollege.org.uk)

## 4. Job Descriptions

In addition to the detail of a role, all Job Descriptions will make reference to DBS checks, the responsibility for safeguarding and promoting the welfare of children.

## 5. Advertising

All employment advertisements will promote commitment to safeguarding and supporting the welfare of children, advising that Candidates must be willing to undergo child protection screening as part of their application, including checks with past employers and the Disclosure and Barring Service. Applicants will be advised that their interest will only be progressed following receipt of a fully completed employment application form.

Vacancies can be advertised internally only, or internally and externally. These vacancies will be placed on the Job Application's page in HR's section on firefly. Internal application forms are to be completed for these opportunities. The College will occasionally decide not to advertise roles when reasons for practical solutions are necessary.

## 6. Vacancy Authorisation

### Teaching and Graduate Posts

Vacancies may only be placed once authorisation has been received from the relevant senior manager. The HR department will then advertise the role once they have received the advert and job description approval from the relevant department. Approvals are then emailed to [recruitment@bradfieldcollege.org.uk](mailto:recruitment@bradfieldcollege.org.uk)

### Operational Posts

Recruitment authorisation forms are to be completed for vacancies by the manager and agreement obtained from the relevant senior manager. The HR department will then advertise the role once they have received the advert and job description approval from the relevant department. Approvals are then emailed to [recruitment@bradfieldcollege.org.uk](mailto:recruitment@bradfieldcollege.org.uk)

## 7. Applications

All candidates will fully complete the College employment application form. CVs may accompany applications, but will not be accepted in place of them. All candidates will be responded to.

The application is to be completed fully, with any gaps in the career history explained. The career history will be considered alongside the candidate's references.

It is the College's policy to request at least two written references in respect of each new recruit and to make all offers of employment conditional upon those references being satisfactory to the College.

This policy also outlines the College's procedure on providing professional references which bear the College's name and represent an official statement of the College's assessment of a former or existing employee.

When giving a reference, the College is under a duty of care to ensure that what is written is accurate, factual and not misleading.

All candidates will be provided with a GDPR Privacy Notice.

The Candidate will be made aware that they must declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198  
'[http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi\\_20131198\\_en.pdf](http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf)

The HR department upload incoming employment application forms to the relevant secure vacancy folder on firefly, which provides secure access to the appropriate managers.

## **8. Short Listing**

Applications will be assessed against the criteria listed of the job description/person specification.

The candidate will be advised that, where required, interviews will consist of questions about the candidate's suitability to work with children.

At least one member of the short-listing and interview panel will be the line manager or someone at the level of the line manager of the vacant post.

Invite to interview will include:

- a. GDPR Privacy Notice
- b. Advice about necessary compliance documentation, which should be brought to the interview
- c. Reasonable adjustments should the candidate require them due to disability.
- d. Who the interview will be with, and where it will take place
- e. How to get to the College

Candidates who are not shortlisted will be informed as soon as possible and advised that their details will be kept on file for six months and then shredded.

## **9. Prevent Agenda**

The HR Department will look at application forms which are submitted by candidates, and will be mindful of any possibility that a candidate may have spent time in circumstances where they may have become radicalised.

## **10. Interviewing**

Interviews will be conducted by a panel of no less than two people. At least one member of the interviewers' panel will have received training in safer recruitment prior to conducting interviews.

A list of questions will be drawn up in advance, which must also incorporate questions that will explore the candidate's suitability to work with children.

Reception staff will be advised of visitor date and arrival time.

Following the interview, any copies of the applications and associated paperwork must be returned to the HR Department. Interviewers notes will be kept with the candidates application form. Details of those not selected for employment will be kept for six months and then shredded. The successful candidate's application form and interviewers' notes will be kept within the relevant personnel file, in accordance with GDPR.

## **11. Verbal Offer of Employment**

If a verbal offer is made by the appropriate and relevant manager, HR will follow up with an offer in writing.

## **12. Offer of Appointment**

The offer letter will contain at least the following information:

- a. Title of post
- b. Hours of work (if appropriate)
- c. Contract type
- d. Pay rate/salary
- e. Re-confirmation that an offer of employment is conditional upon the College's compliance, listing the requirements and the compulsory proof required to work in the UK.

A medical questionnaire will be sent post offer and acceptance, but can be included with the offer of employment.

Appointments will be made subject to a satisfactory probationary period.

The new employee's progress will be monitored closely by the Line Manager. A review of employment will be provided during the first three to nine months. This is not a full appraisal. A recommendation will be discussed and agreed at the performance review as to whether the probationary period of employment should be confirmed, extended, or terminated.

In the case of internal promotions or transfers, the employee will be sent a letter confirming the variation to terms and conditions.

### **13. Compliance Checks**

Once the HR department has received written acceptance by the candidate, they will then begin the compliance process relevant to the role that candidate has accepted.

#### **DBS (Disclosure & Barring Service)**

All appointments at the College (teachers, peripatetic teachers, coaches, part time staff, operational and medical staff) are subject to satisfactory Enhanced clearance by the Disclosure and Barring Service (DBS). Upon receipt of the copies of appointment and acceptance letters, the HR Department will commence with the disclosure process and contact the prospective employee. The HR Department aims to follow best practice and undertake checks within the 3 months prior to appointment and in all cases this must be an enhanced disclosure check.

The HR Department is responsible for seeing and verifying all original proofs of identity (birth certificate, photographic identity – passport, driving license (photographic card and paper document) – evidence of current address such as a utility bill), taking copies as necessary. Copies of the documents will be retained.

The candidate must submit the original DBS Certificate to the HR Department prior to employment commencing.

Should a request be made to commence a person's employment prior to receipt of an Enhanced Certificate, a Risk Assessment will be completed by the Head of Department and submitted to the following: Second Master/Designated Safeguarding Lead and HR Manager. Before employment begins, HR staff will acquire a Barred List check.

Individuals who have subscribed to the Update Service must present the original DBS Certificate in advance of appointment.

#### **Requesting References**

Teaching Posts

For those candidates selected for interview, references will be requested in advance by HR and/or the Headmaster in accordance with the References section of the College's Application Form.

In any event, at least two written references, including the most recent employer and most recent previous employer, should be sought in a reference request that specifically asks all referees to state that they know of no reason why the person should not be employed to work with children and that there should be no material mis-statement or omission relevant to the suitability of the applicant.

All references received for teaching posts are passed to the Headmaster.

### Operational Posts

Where necessary references may be taken up in advance of interview by HR, in accordance with the References section of the College's Application Form. At least two written references, including the most recent employer and most recent previous employer, should be sought in a reference request that specifically asks all referees to state that they know of no reason why the person should not be employed to work with children and that there should be no material mis-statement or omission relevant to the suitability of the applicant.

References will be sought from all previous posts held at schools.

If the candidate is seeking a role that requires them to work or be in a boarding house, any previous employer will be contacted.

When issuing the reference request for Teaching and Operational posts HR will ask the referee to complete and return the reference within 5 working days. Should HR not receive a completed reference within 5 working days, they will contact the referee again and then every three days until the reference is acquired. In these circumstances the relevant candidate will also be communicated with and will be asked to contact the referee.

The College does not accept open or verbal references.

References will be verified with the author and recorded by the HR Department

### **Prohibition Orders**

Prior to appointment to the teaching staff, candidates will be checked to ensure they are not subject to a prohibition order issued by the Secretary of State.

### **Section 128**

Those teaching staff, including Governors, Headmasters, SMT members and Heads of Departments who can impact upon the principles and ethos of the College who are appointed into managerial positions, and staff who have direct participation in the management of pupils, will receive an additional check through Section 128. This will be incorporated within the DBS application process and the results will be printed on the DBS Certificate when it is released.

## **Candidates living or having lived outside UK**

Where a DBS check is insufficient because, within the last five years, a candidate has been resident overseas for some period of time (in excess of three months), the HR Department will request from that country, a certificate of good conduct or equivalent.

The HR Department will aim to submit a DBS application for candidates overseas when seeking appointment to the College. Following the provision of the required identity documents, HR will require assurances from a reputable source, for example an overseas school, where the individual is currently working or studying. For candidates that will be taking up residence in boarding houses, this process is initiated well in advance of their intended start at the College.

In addition to the prohibition checks, EEA checks will be made for teachers who have trained or worked in the European Economic Area (EEA), plus Iceland, Liechtenstein and Norway, to establish if any restrictions on their teaching have been recorded.

## **Barred List**

A Barred List check is required on all persons (unless a supervised volunteer) working within the College and will be done prior to the appointment starting. A separate Barred List check will be done in the event that an enhanced certificate is not received in advance of a member of staff starting work or where a 'portable' certificate is used.

## **Right to work documentation**

Under the Immigration Asylum and Nationality Act 2006, checks to ensure a person's right to work in the UK will be undertaken prior to employment, whereby all original documentation such as a relevant passport and visas must be presented to HR and photocopied.

## **Qualifications**

Where relevant, the interviewee will be requested to submit original and applicable qualifications at interview. These will be photocopied by the HR Department and recorded. Documents will be returned to the interviewee directly. These will be checked in advance of appointment.

For teaching roles, the HR department will verify the qualification with the relevant Universities

## **Medical Fitness**

After an offer has been accepted, candidates will sign a declaration stating that they know of no reason, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the post in question.

The College reserves the right to seek a full medical at the College's expense once an offer has been made.

## **Nursing Pin**

The HR department will check that the candidate is a practising nurse, by checking their record on the Nursing and Midwifery Council (NMC)

The candidate will need to provide the HR department with their PIN number and written permission to check their NMC record.

## **Commencement of Employment**

In normal circumstances commencement of new staff may only take place once all compliancy checks have been made and recorded to the satisfaction of the College.

Once compliancy is cleared for a prospective member of staff to commence employment, the HR Manager will advise the appropriate Head of Department and the Second Master that employment can begin. Staff are not permitted to commence employment until this confirmation has been received from the HR Manager.

In exceptional cases a Head of Department may submit a request for an individual to work, **without confirmation of appointment**, prior to some or all compliancy checks being completed. This request should be made to the HR Manager who will notify the Second Master/Designated Safeguarding Lead. In such cases, whereby the Second Master agrees to the request, a Risk Assessment Form will be issued by the HR Manager to the Head of Department. The process for this contingency is as follows:

1. The Head of Department to submit a request to the HR Manager who will carry out a Barred List check.
2. The HR Manager will advise the Second Master/Designated Safeguarding Lead of the request who will confirm agreement or otherwise to the HR Manager who will advise the Head of Department of the decision.
3. If the recruitment is sanctioned the HR Manager will send a Risk Assessment Form to the Head of Department, outlining the supervision required for the employee.
4. On completion of the form by the Head of Department, it should be sent directly to the Second Master/Designated Safeguarding Lead who will evaluate the request and content of the Risk Assessment Form.
5. If the decision is that the prospective employee may not commence employment prior to compliancy checks, the HR Manager will be notified and advise the Head of Department.
6. Should the Second Master/Designated Safeguarding Lead agree to the request they will sign the Risk Assessment Form and send directly to the HR Manager for final signature; the HR Manager will make a note on the Single Central Record of Appointments,
7. The HR Manager will confirm with the Head of Department that employment may commence and remind the HoD that the employee must be explicitly informed of the contents of the Risk Assessment Form and his/her compliance with its provisions carefully monitored.
8. Should the Certificate not arrive for a period longer than two weeks, the Risk Assessment will be re-submitted to the Second Master/Designated Safeguarding Lead for review.

**Staff may not commence employment prior to confirmation from the HR Department.**

## **13 Contract of Employment**

When compliance checks are completed Contracts of Employment will be issued from HR post offer has been made and accepted.

## **14. Changes in Role**

Where an employee's role within the College involves a move into boarding accommodation, the HR Department will initiate a new DBS check on the individual. The spouse of anyone resident in boarding accommodation and all children aged over 16 (and not educated at the College) will receive letters outlining their responsibilities as persons resident within boarding accommodation.



## 15. Appointment of Supply Staff

In normal circumstances, a person offered for supply by an employment business to the College may only begin work at the College if the HR Department has received, written notification from the employment business confirming that:

1. The individual's identity has been checked
2. The Agency has carried out a DBS, which is no older than three months
3. The individual's right to work in the UK has been confirmed
4. A check of the individual's appropriate qualifications has been made
5. The individual's previous employment history has been checked
6. Two references have been received on the individual
7. The individual is medically fit to undertake the required work

On receipt of the above, the HR Department will record receipt of this notification on the Single Central Register.

8. If employment begins prior to receipt of the enhanced DBS check, a check will be made against the Barred List
9. A check to ensure no Prohibition Order is in place
10. Appropriate overseas checks will be undertaken where the individual has been resident outside the UK for continuous periods in excess of three months

In circumstances where a supply teacher is engaged from an agency, in emergency circumstances, in addition to requiring notification that checks 1-6, above, have been completed, the HR department will require confirmation that the supply agency has made checks 7-10 on behalf of the College and that any information disclosed on the criminal record check has been passed to the College.

In the first instance, authorisation to seek an emergency supply teacher must be acquired from the Second Master. Interview notes must be passed to the HR Department and retained.

The HR Department will record the notification received from the supply agency on the standard College *pro forma* used for such appointments. The Deputy Head (Academic) and the Second Master / Designated Safeguarding Lead will confirm it on the *pro forma* when they are satisfied that the supply worker is suitable for the work required.

Before employment begins, the identity of the supply worker will be formally checked by the HR Department. On or before the 'start' day, the worker must bring with their identity documents to the College. Photographic identity must be included, together with evidence of address (e.g. Utility bill, bank statement).

There will be formal arrangements between the HR Department and each employment business supplying the College with staff stating that the HR Department requires the employment business to provide the notification referred to in 1-6 or 1-10 above.

## 16. Appointment of Proprietors

The Warden and Council are all subject to an enhanced check by the DBS. The appointment of the Warden follows the requirements of paragraph 21 of the Independent School Standards, that the checks on the chair of the trustees is counter-signed by the Secretary of State.

## **17. Retention of Documents**

Copies of identity documents, documents evidencing an individual's right to work in the UK and copies of appropriate qualifications will all be retained by the HR Department, in line with GDPR requirements.

## **18. Transfer of Employees under TUPE**

If there is continuous employment under TUPE arrangements, there is a requirement for information to be passed to the new owner. If the details are fully in order, they will be added to the Single Central Register, including the number and date of the DBS checks, including provision of a note confirming transfer under TUPE arrangements. There must have been no three-month break in employment. However, if the information is incomplete, it is necessary to undertake a new DBS check and to include all other necessary checks.

## **19. Providing College References**

Although there is no legal requirement to do so, the College will generally agree to provide written references in respect of employees who are leaving, or who have previously left the College's employment. Written references for teaching staff will be provided by the Headmaster who may consult with relevant staff on matters of detail.

Operational references will be given by the relevant Line Manager.

References provided in a professional (as opposed to a personal) capacity, must be copied to HR.

References provided by the College are confidential and are not made available to the member of staff concerned.

## **20. Reporting Absence and Disciplinary Records in references**

Reporting Absences: If requested, the College will provide information concerning absence from work during the past twelve months only.

Disciplinary Records: If requested, the College will provide information concerning:

- 28.9a Any disciplinary procedures the candidate has been subject to in which the disciplinary sanction is current.
- 28.9b Details of any disciplinary procedures the candidate has been subject to involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired, including whether the allegations or concern was investigated, the conclusion reached, and how the matter was resolved.
- 28.9c Details of any allegations or concerns that have been raised about the candidate that relate to the safety and welfare of children and young people or behaviour towards children or young people that did not result in disciplinary proceedings, and the outcome of those concerns, e.g. whether the allegations or concern was investigated, the conclusion reached, and how the matter was resolved.

Subject to clauses 28.9b and 28.9c, the College will not provide any disciplinary procedures the candidate has been subject to in which the disciplinary sanction is no longer current.

This policy may be quoted to employers who request references that include direct questions about absences and disciplinary records.

All references must be copied to HR where a copy will be held in the relevant staff member's file.

For those staff no longer employed by the College, references will be kept with the archived personnel file and then shredded in line with the archiving timelines.

## **21 Personal References**

Employees will not be required to follow this procedure when writing personal references. Personal references must not be written on College headed paper nor refer to a person's professional performance or their relationship with the College. Personal references simply record one person's experience of another. Any individual giving such a personal reference is personally responsible for anything said in that reference. Such references must state that they are personal references and do not represent the views of the College.

Employees giving a personal reference must exercise care to ensure that the receiver of a personal reference does not mistake it for an official College reference.

Employees or ex-employees who request personal references from College staff are not guaranteed confidentiality. Employees, especially those in management positions, have responsibilities to the College and may feel it necessary to inform the Headmaster or COO of the request.

The above policy is non-contractual and the College reserves the right to amend or withdraw it at any time.