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## Safer Recruitment and Selection Policy

### 1. Introduction

- 1.1. Walsall College aims to recruit and develop skilled and motivated staff who will deliver an outstanding service to the local community. An effective recruitment and selection process is a major contributor to this aim. Walsall College is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects its staff to share this commitment.
- 1.2. Human Resources is responsible for overseeing all aspects of the recruitment and selection process. Line Managers are responsible for justifying the decisions they make.

### 2. Background and Purpose of Policy

- 2.1. This policy aims to balance the provision of development and promotion opportunities for its existing staff, with the values of equality and diversity, and the requirement to have efficient and responsive methods of filling vacancies quickly and effectively. This policy also incorporates 'Safer recruitment' principles and good practise relating to vetting and barring, and the safeguarding of children and vulnerable adults.
- 2.2. The Disclosure and Barring Service (DBS), was introduced on 1 December 2012, through the Safeguarding Vulnerable Groups Act 2006 and Protection of Freedom Act 2012. Its purpose is to reduce the risk of harm to children and vulnerable adults.
- 2.3. The DBS scheme defines the type of work – regulated activity. The defined roles stated within the DBS Policy, which are carried out by staff at Walsall College will meet the definition of regulated activity and our practices must comply with the legislation.
- 2.4. The barred list checks are an additional safeguarding check and part of a wider framework of safer recruitment practices. It enables the increased monitoring and review of criminal record related information and intelligence. It does not remove the need for DBS Disclosures, nor does it remove the need to develop and apply robust recruitment procedures, including checking identity, qualifications and references, and enquiring into career history.

### **3. Scope**

- 3.1. This policy aims to set out the recruitment and selection processes currently used by the College.
- 3.2. This policy will usually apply to the recruitment of all employees to Walsall College.
- 3.3. The College reserves the right to vary the typical process in response to specific recruitment difficulties, operational requirements or to meet our responsibilities to safeguard children and vulnerable adults.
- 3.4. The engagement of Agency workers and consultants is covered by the 'Engagement of Agency workers & consultants Guidelines'.
- 3.5. The recruitment and management of volunteers is covered by the 'Recruitment and management of volunteers' Guidelines'.

### **4. Safer Recruitment Training**

- 4.1. All staff who participate in the recruitment process are required to undergo recruitment and selection process training. In addition, every interview panel must have at least one member who has received Safer Recruitment training. Both are arranged by Human Resources. Refresher training is available, and all staff will be expected to keep themselves up to date with current practice.

### **5. Reviewing an existing vacancy**

- 5.1. Before seeking to recruit, whether for a new or replacement position, the manager should consider whether a vacancy actually still exists, whether the work could be allocated to a current member of staff or divided between several members of staff. Consideration should also be given to whether the priorities and main duties of the post have changed. Only after full consideration, and if none of the above actions can be used to meet the staffing need, should the manager formally seek approval to recruit.
- 5.2. Prior to submitting a Authority to Recruit Form to the Executive Team for approval to recruit, the manager should undertake a full review of the job profile in order to clearly define the basic details of the job and define the education, qualifications, knowledge, experience, skills and abilities required by the postholder.

## 6. Advertising

- 6.1. All vacancies that are anticipated to last for six months or more at the time of recruitment will usually be advertised both internally and externally. Managers may decide whether they wish to advertise internally only, or internally and externally.
- 6.2. The following are examples, but not an exhaustive list, of potential exclusions to 6.1;
- When an employee develops a disability or health problem and redeployment to a vacant post would enable them to remain in employment.
  - If existing staff are at risk of redundancy and redeployment to a vacant post would enable them to remain in employment.
  - If there is a need to transfer an existing member of staff to an alternative role in accordance with the Capability or Disciplinary Policy.
  - If external recruitment would jeopardise the retention, development or promotion of existing professional, technical or other scarce staff resources.
- 6.3. All external adverts will be placed on the Walsall College website. If, after these adverts close, and on completion of the Shortlisting process, an appropriate level of response has not been identified, then further adverts will be placed in the requested media.
- 6.4. When a vacancy is advertised internally only, existing staff, people seconded into the College and Agency workers placed with the College at the time of the advert and who have worked for Walsall College for more than 12 weeks, are eligible to apply for the vacancy. These adverts will also appear on the Walsall College website identified as “Internal Applicants Only”.

## 7. Application process

- 7.1. All applicants will be asked to complete a Walsall College application form to demonstrate how they meet the criteria for the post. CVs on their own will not be considered, if an applicant wishes to enclose their CV they should also fully complete the application form.

7.2. Application packs can be downloaded from the Walsall College website or may be requested from Human Resources via telephone, letter or email. Application packs contain the following minimum information:

- Application form
- Guidance note for completing the application form
- Job profile
- The College Child Protection Policy Statement
- Information sheet about the Disclosure and Barring Service (DBS) and DBS checks.
- Summary of terms and condition of employment

## **8. Short-listing**

8.1. The personal details section of the application form will be detached from the application form and retained by Human Resources during the short-listing process. Only skills, qualifications and abilities that are necessary to perform the job, as detailed in the person specification, will be used as short-listing criteria. All applications, from both internal and external candidates, will be compared consistently against the same criteria.

8.2. Internal candidates will not be guaranteed interviews, and their applications will be short-listed in the same way as all other candidates.

8.3. Any candidate who has declared a disability on their application form and meets the minimum criteria for the post they are applying for will be guaranteed an interview. Human Resources will monitor this process and will only alert the manager carrying out the short-listing of a candidate's disability status after the short-listing process is complete. Where an applicant has met the minimum criteria and declared a disability they will be added to the selection process programme and the relevant line manager will be informed.

8.4. Human Resources will keep the short-listing paperwork detailing the reasons for rejecting and short-listing candidates for four months after the date on which the selection decision was made. This is so that factual information can be related to any applicant wishing to receive feedback or as evidence in any legal claim.

## 9. Pre Interview Arrangements

- 9.1. Shortlisted candidates will be given a minimum of seven days' notice of the date of the interview to allow adequate time for preparation. If the selection process requires candidates to undertake various assessment procedures, candidates will be advised of this in advance.
- 9.2. The invitation to interview letter will inform candidates that the interview will explore issues such as their suitability to work with children.
- 9.3. Candidates will also be required to bring with them documents confirming any educational or professional qualifications that are necessary for the post.

## 10. Interviews

- 10.1. Interview panels will normally consist of a minimum of two people; the composition of which will depend on the nature of the role and the level of responsibility. At least one panel member will have completed Safer Recruitment Training.
- 10.2. The aim of the interview is to collect comprehensive information about the candidates in relation to the criteria for the vacancy, select a candidate for the job and communicate further information to the candidate about the College and the role applied for so that candidates may make an informed decision if offered the post.
- 10.3. Interviews will normally follow a similar structure and will involve:
  - Introductions to the panel
  - Explanation of the format of the interview structure
  - An overview of the College and recruiting
  - Faculty/department and the vacancy
  - Panel ask their pre-prepared questions
  - Panel ask Safeguarding questions.
- 10.4. Each member of the interview panel will independently complete an Interview Assessment Form which will be returned to Human Resources. In order to do this, each panel member will take notes during each interview and score the answer provided by the candidates.

- 10.5. One member of the interview panel will act as Chair, and will be responsible for completing the documentation required by Human Resources to generate the appropriate documentation for the successful candidate.
- 10.6. All original application forms, short-listing forms, and interview assessment forms for unsuccessful candidates will be kept by Human Resources for four months after the date on which the selection decision was made after which they will be destroyed. The successful candidate's application form will be placed on the candidate's personnel file.

## **11. Assessment tools**

- 11.1. The use of other selection methods in addition to the interview may be used to test the skills, abilities, knowledge and experience essential to the requirements of the job that the interview is unlikely to be able to measure. Such methods may include:
- Initial Assessments
  - Presentation
  - Written exercise
  - Group exercise
  - Psychometric assessment
  - Student observed micro teach
  - Administrative IT Task
  - Leadership assessment
- 11.2. Psychometric tests, which assess a candidate's skill level or potential for a specific role, and personality assessments, will only be administered by qualified and competent registered practitioners.
- 11.3. All candidates required to undertake tests and/or psychometric assessment will be given appropriate feedback.

## **12. Interview expenses**

- 12.1. The College will not reimburse expenses incurred as a result of a candidate attending an interview with the College.
- 12.2. Overnight accommodation is not usually paid where the candidate's home address is within 80 miles of the interview location. The College will reimburse up to a maximum of £60 towards the cost of a B&B. Newspapers or alcohol purchases will not be reimbursed.

### **13. Disclosure and Barring implications for appointment decisions**

- 13.1. Whilst it is a criminal offence to knowingly employ someone who is barred from working with children or vulnerable adults in regulated activity, it is possible to allow such a person to work in controlled activity, subject to specific safeguards being in place.
- 13.2. The defined roles stated within the DBS Policy, which are carried out by staff at Walsall College will meet the definition of regulated activity and our practices must comply with the legislation.
- 13.3. An applicant who is aged under 16 will not be able apply for a DBS check.

### **14. The appointment process**

- 14.1. All interviewed candidates will receive written notification of the outcome of their selection process.
- 14.2. Unsuccessful candidates may request feedback and should contact Human Resources if they would like to receive this.
- 14.3. Line Managers will be responsible for contacting the successful candidate by telephone to discuss the provisional job offer.
- 14.4. Job offers will be made subject to satisfactory completion of pre-employment checks which include:
  - Receipt of at least two satisfactory written references, which must be satisfactory in both content and the source of the reference. If a reference is from an educational establishment, the reference must come from a Senior Manager within that organisation. Both references must be provided by a past employer and one of those must be from the candidate's present or most recent employer.
  - Medical screening to establish the employee is physically and mentally fit to carry out duties of the role (if required).
  - Verification of eligibility to work in the UK through the provision of defined original document(s) as specified by the Asylum and Immigration Act 1996.
  - Verification and identity and the provision of original documents as required by the Disclosure and Barring Service.
  - DBS Check.
  - A clear check against the DBS Barred Children's List, if applicants are working in regulated activity.



- Verification of stated qualifications, where required. All new FE teachers are required to hold, or be working towards, a recognised teaching qualification.
  - Verification of professional status where required.
- 14.5. If previously non-disclosed criminal/police information is identified by the DBS Disclosure, a member of Human Resources will discuss this with the person seeking the position, before discussing with the members of the interview panel, to determine whether withdrawing the conditional offer of employment is necessary. Having a criminal record will not necessarily bar people from working at the College. This will depend on the nature of the position and the circumstances and background of their offences.
- 14.6. For overseas appointees, additional checks will be made against criminal records information from countries where the individual has lived or worked. See Appendix 1 for more information.
- 14.7. If a candidate is to be employed in regulated activity, but is not currently working, checks will be made, including a full reference, with the school, FE College or local authority at which they were most recently employed, to confirm details of their employment and reason for leaving.
- 14.8. If the prospective employee has not provided all the necessary documentation by the intended start date, they will be required to bring them on their first day. If they fail to do so, they will not usually be able to commence work, and their start date will be postponed for a period of up to one week, to enable the pre-employment checks to be completed. If the required documents have not been provided within the week, the College will consider withdrawing the employment offer.
- 14.9. In the event that employees are allowed to commence work pending the return of the DBS Disclosure, this will be subject to satisfactory completion of all other pre-employment checks, a documented risk assessment and the employee being under supervision until receipt of the DBS Disclosure.
- 14.10. On receipt of satisfactory documents specified above, a letter confirming the unconditional offer and start date will be issued.

## 15. Single Central Record (SCR) of Recruitment and Vetting Checks

- 15.1 The Safeguarding Children and Safer Recruitment in Education guidance which came into force on 1st January 2007, recommends that in addition to the various staff records which are kept as part of normal business, colleges must also keep and maintain a single central record of recruitment and vetting checks. The College's Single Central Record (SCR) is run and stored with Human Resources (**See Appendix 1**).
- 15.2 The record must be in place from 1st January 2007 for all staff and other relevant individuals (as set out below) appointed or chosen on or after that date. From 1st April 2007 the record must include all current staff and relevant individuals appointed or chosen from 1st January 2007.
- 15.3 New members of staff are not able to commence employment with the college until an enhanced DBS has been completed and two satisfactory references have been obtained. The new member of staff also has to provide evidence of their qualifications. To comply with Asylum & Immigration requirements a passport or birth certificate must also be provided prior to employment.
- 15.4 In exceptional circumstances, for those staff that don't have pre-employment checks in place, a risk assessment is completed and authorised by two Senior Post holders, in order for them to begin employment.

## 16. Equality & Diversity

- 16.1. Equality and Diversity underpins every stage of the recruitment and selection process. Walsall College recognises that individuals are different from one another and that this difference adds value and depth (both socially and economically) to our College.
- 16.2. The College is committed to fairness and equality of treatment for all employees and will comply with the requirements of the Equality Act 2010 and the ACAS Code of Practice in the implementation of these procedures. The College will not discriminate against any employee through use of this procedure directly or indirectly for reasons related to their race, sex, ethnic or national origin, marital status, age, disability sexual orientation, gender identity, religious or political belief or trade union membership. For more details, refer to the College Equality and Diversity Policy.
- 16.3. Human Resources will monitor the ethnic origin, gender, age, disability and marital status of all job applicants to ensure it offers fair and equal access to employment opportunities to all within the community.

16.4. A candidate who requires documentation in a different format as a reasonable adjustment must inform Human Resources.

## **17. Review**

17.1. This policy will be reviewed every two years or in response to changes to legislation, best practice or significant feedback from managers, staff or applicants, whichever is the sooner.

## Appendix 1

### Single Central Record of Recruitment and Vetting Checks

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In exceptional circumstances, for those staff that don't have a DBS or references in place, a risk assessment is completed and authorised by two Senior Post holders, in order for them to begin employment.

#### Checks required:

The Single Central Record must indicate whether or not the following recruitment and vetting checks have been completed: -

TYPE OF CHECK	DETAILS
Identity	Proof of identification should include name, date of birth, address and photographic identity. Main examples of proof of identification may include: <ul style="list-style-type: none"> <li>• birth certificate,</li> <li>• driving licence,</li> <li>• passport.</li> </ul>
Qualifications	Qualifications legally required for the job e.g., Cert Ed, PGCE, etc.
List 99	List 99 checks are completed as part of the DBS

	<p>Enhanced Disclosure.</p> <p>A separate List 99 check will be required if the DBS Disclosure remains outstanding at the time the individual begins work.</p>
<p>DBS Check (formally DBS) Enhanced</p>	<ul style="list-style-type: none"> <li>• Required for all staff employed at Walsall College</li> <li>• Volunteers</li> <li>• Governors</li> </ul>
<p>Right to Work in the UK</p>	<p>Walsall College must check that foreign nationals have permission to work in the UK by checking relevant travel documents.</p> <p>Further information can be obtained from the UK Border Agency website.</p> <p>Where appropriate, these checks are in respect of individuals, who although are UK Nationals or not subject to any immigration restrictions, but have lived outside the UK within the last 5 years.</p> <p>These checks may include:-</p> <ul style="list-style-type: none"> <li>• Overseas criminal record check</li> <li>• Obtaining certificates of good conduct from relevant embassies or police forces</li> </ul>
<p>References</p>	<p>Two references are obtained and placed onto personal files.</p>

**Walsall College must have a record of the following:**

1. All staff employed to work at Walsall College.
2. Agency Staff (employed directly by Walsall College or through an agency)
  - For the purposes of creating the record of checks for Agency staff provided through a supply agency, Walsall College will need written confirmation from the agency that it has satisfactorily completed the checks described above.
  - Walsall College does not need to carry out or see the checks itself, except where there is information contained in the DBS Disclosure. However, identity checks must be carried out by Walsall College to confirm that the individual arriving at the college is the individual that the agency intends to refer to them.

3. Governors that are employed by the Corporation. Human Resources are only required to record their DBS information.
4. Placements through Wolverhampton University or BCU are required to have DBS information sent from their University all other checks are completed by the University.
5. Sub-Contractors have designated contacts within the college who hold information, such as CVs, qualifications, DBS information, etc. As they employed by external companies; references, qualifications and Asylum & Immigration is the responsibility of their own employer. However, as part of our Quality Assurance processes the designated contact audits sub-contractors, and forwards records to Human Resources on a regular basis.
6. All volunteers who are working at Walsall College.
7. Contractors that are contracted via the Operations Team, Walsall College (i.e. Cleaners, Security, etc.). Human Resources are only required to record their DBS information.