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RECRUITMENT POLICY AND PROCEDURE

Yeovil College
University
Centre



Policy Review					
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Rachel Gage	Head of HR	SMT Clare Hammond-Sayer <i>R. Gage</i>	29.11.24	2-years (2026)	N

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Author/Owner	Summary of Changes	Revision Date	Version
Steve Chattell	Minor amendments	22.10.18	-
Gayle Williams	Minor amendments	02.12.21	-
Rachel Gage	Reviewed against KCSIE 21 AND 22 Updated to reflect current team names, job roles and recruitment assessment centre plus any additional process e.g. clarifying that job offers and start dates won't be confirmed until pre-employment checks including 2 refs. Rearranged for better ready and added more subheadings Been clearer about arrangements for online interviews where needed in event of e.g. COVID or other circumstances Been clear on authorisation process for vacancies Safer Recruitment referenced more specifically	21.09.22	V1
Rachel Gage	Reviewed against KCSIE 2024, changes to eDBS, removing prescriptive or repeated sections	25.10.24	

Initial Equality Impact Screening					
Has anyone else been consulted on this policy and/or procedure? Clare Hammond-Sayer					
What evidence has been used for this impact screening (e.g. related policies, publications)? KCSiE					
Declaration (please tick one statement and indicate any negative impacts)					
<input checked="" type="checkbox"/> I am satisfied that an initial screening has been carried out on this Policy and/or Procedure and a full Equality Impact Assessment is not required. There are no specific negative impacts on any of the Protected Characteristics groups.					
<input type="checkbox"/> I recommend that an Equality Impact Assessment is required by the Equality and Diversity group, as possible negative impacts have been identified for one or more of the Protected Characteristics groups as follows:					
<ul style="list-style-type: none"> <input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Gender Reassignment <input type="checkbox"/> Race <input type="checkbox"/> Religion or belief <input type="checkbox"/> Sex <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Marriage & civil partnership <input type="checkbox"/> Pregnancy & maternity 					
Completed by:	Rachel Gage	Position:	Head of HR	Date:	28/10/24
Reviewed by Equality & Diversity Group: NO			If Yes: Date:		
I confirm that any recommended amendments have been made					
Summary of Comments including Recommendations from Equality & Diversity Group Review:					
Amended by Author:		Position:		Date:	

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1. PURPOSE OF THE POLICY

- 1.1 The College seeks to attract high quality applicants through a fair and effective recruitment process and to employ the best people, with the right skills and attributes to support our strategic objectives and enhance our learners experience.
- 1.2 The college is committed to ensuring that selection and recruitment follows best practice guidelines and is in line with equality legislation and the college's Equality, Diversity and Inclusion policy. Yeovil College wholeheartedly supports the principles of equality and diversity and opposes all forms of unlawful or unfair discrimination on the grounds of race, nationality, ethnic or national origin, gender, gender re-assignment, sexual orientation, religion or belief, age, marital status, family responsibility, pregnancy or maternity, trade union activity, unrelated criminal convictions or disability. Therefore, candidates for a particular post are assessed against the same criteria and selected based on their skills and ability to perform the role.
- 1.3 The College has a legal and moral duty to ensure applicants are suitable to work with young people and vulnerable adults and that they do not pose a risk to our learners. To this end, the college's recruitment processes incorporate safer recruitment practices from the guidance under part 3 of Keeping Children Safe in Education to ensure that measures, practices and pre employment checks are in place to keep children and young people safe from harm.

2. SCOPE

- 2.1 This policy covers all job vacancies that occur within the college whether permanent or temporary. In the case of senior postholders decisions on vacancies, advertising, assessment methods and appointment will be made by the corporation.

3. RESPONSIBILITY AND AUTHORITY

- 3.1 SMT Staffing Group: is responsible for challenging, assessing and authorising vacancy requests.

Head of HR: is responsible for updating this policy and procedure and ensuring all college managers and other staff as necessary (e.g. HR, Clerk to the Corporation) have appropriate safer recruitment training.

HR: It is the responsibility of the HR team to co-ordinate recruitment activity and to give advice and support in line with this policy and procedure. HR are responsible for carrying out all appropriate pre-employment checks for staff and volunteers.

Clerk to the Corporation: is responsible for pre-employment checks of all senior post holders and governors.

Recruiting Managers: are responsible for adhering to this policy for all recruitment activity including achieving appropriate authorisation for vacancies and working with HR to progress their recruitment campaign.

4. RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS

KCSIE: Part 3 Safer Recruitment

Recruitment of Ex-Offenders Policy Statement (contained in Appendix A below)
DBS Handling Policy and Procedure
DBS Code of Practice
Rehabilitation of Offenders Act 1974 (Exceptions) Order
Equality, Diversity and Inclusion Policy and Procedure
Articles and Instruments of Governance (for recruitment decisions of the Clerk to the Corporation and Senior Postholders)
Volunteer Policy
Data Protection Policy

5. RECRUITMENT AUTHORISATION

- 5.1 All job posts whether temporary or permanent (including short term cover) must be authorised at senior management (SMT) level (except senior postholder posts which must be agreed at corporation level). Requests should be submitted through the electronic staffing form.
- 5.2 Every recruitment authorisation form submitted should justify the details and requirements for the post, including the associated costs.
- 5.3 The recruiting manager will have had prior discussion and agreement in principle from their SMT lead for the vacancy they are requesting.
- 5.4 All posts will have a job description and a person specification. For new posts this will be written by the recruiting manager supported by their SMT lead and HR. For replacement posts the recruiting manager will review the job description and ensure it is up to date and relevant
 - The job description describes the post in detail including key objectives so that managers, post holders and job applicants are clear about the competencies required.
 - The person specification identifies the minimum skills, experience and qualifications needed by the post holder to carry out the job effectively and should be written in a way that enables objective assessment of applicants against these criteria.

6. ADVERTISING

- 6.1 The college will usually advertise all posts on our online jobs board and promote via social media channels.

7. ATTRACTING APPLICANTS

- 7.1 To ensure that the college select the best candidate for the role, the college may use one or multiple methods available to attract candidates.
- 7.2 Additional advertisement opportunities may be used alongside or instead of our jobs board, to ensure the widest audience reach possible.
- 7.3 At any point during the recruitment attraction process the decision may be taken to instruct one or more recruitment agencies, either as stand alone or alongside our own campaign, in order to achieve a broader field of applicants. This will normally be in the following circumstances:
 - where we are unable to recruit to a post through our own advertising campaign,
 - for a job role which is known to be difficult to fill,
 - where a role is highly specialised and competitive,
 - for a management/leadership post.

Hiring managers should not engage with agencies, unless authorised by HR.

7.4 Apprenticeship vacancies will be notified to the Employer Engagement Team so that they can as appropriate be advertised on the government website as well. Apprenticeship posts will follow the same recruitment process as any other staff recruitment.

8. INTERNAL APPLICANTS

8.1 Internal applicants for posts advertised will be expected to complete an application form and will follow the same selection process alongside any external shortlisted candidates. Internal applicants are reminded to prepare their application form and any interview process as if they were an external candidate and not to assume the panel know their abilities for the post.

9. TEMPORARY AND IMMEDIATE VACANCIES

9.1 There are occasions when we need to cover staffing vacancies on an immediate temporary basis, such as:

- staff sickness;
- compassionate leave;
- early termination of contract;
- occasions at the start of the academic year when it can be difficult to predict the exact number of students who will enrol and when we have an unexpected surge in student numbers;
- additional unplanned workload;
- New 'in-year' short turnaround funding opportunities.

9.2 On these occasions we may choose not to advertise a post and use alternative methods to fill posts, such as using an external agency, advertising for temporary cover internally, or asking existing staff to cover additional hours as appropriate. These temporary vacancies will also need internal authorisation.

10. POSITIVE ABOUT DISABILITY

10.1 We are committed to employing high quality individuals from a diverse range of backgrounds. HR will seek to ensure that any applicants who meet the essential requirements for any role and have declared a disability will be invited to attend an interview for that role.

10.2 Application forms will be provided in an alternative format if requested. In addition, members of the HR team can assist with the completion of the application form where the applicant has specific difficulties.

10.3 If an individual requires reasonable adjustments at interview please make HR aware prior to interview.

11. THE APPLICATION FORM

11.1 As part of the college's safer recruitment process, in line with statutory guidance, Keeping Children Safe in Education, all applicants will be required to complete an application form. Anyone wishing to volunteer at the college must also complete an application form, in line with our volunteer policy.

11.2 Providing false information is an offence and could result in an application being rejected or summary dismissal if the applicant has already been appointed.

12. REFEREES

12.1 Applicants must give referees to cover the last five-year period of their employment history where applicable. If the applicant is currently or has previously worked in education one of the referees must be the Principal or Head Teacher of the most recent educational establishment.

12.2 Applicants may be asked to provide additional referees if it is felt that this will support safer recruitment checks

12.3 The reference request will ask specific questions to the referee about the applicant's experience and capability to undertake the post applied for. It will also ask specific questions about the applicant's suitability to work with children, young people and vulnerable adults.

13. SHORT LISTING

13.1 Shortlisting is to be completed by the hiring manager and at least one other manager or appropriate staff member who is safer recruitment trained following safer recruitment guidelines.

13.2 The shortlisting panel will decide on the evidence given in the application form which applicants best meet the criteria.

13.3 A member of the HR team will support the shortlisting process.

13.4 Shortlisting may occur at any point during the advertising process, including prior to any stated closing date.

14. INTERVIEW PROCESS AND SELECTION METHODS

14.1 All posts will include an interview and usually some other form of assessment method to:

- provide additional information to enable a better assessment of an applicant's knowledge, skills, or aptitude;
- provide extra opportunity for an applicant to demonstrate their suitability for a post and better inform the selection process.

14.2 In addition to ascertaining the candidate's fit to the job description and person specification, the interviewing panel will also explore the candidate's suitability to work with children, young people and vulnerable adults.

15. RESULTS OF THE SELECTION PROCESS

15.1 All candidates will be assessed objectively and scored on their

- Suitability for the job
- Ability to fulfil the job requirements
- The candidate's suitability to work within the college environment will also be considered.

15.2 A high score or scoring higher than other candidates on the day will not automatically result in a job offer.

15.3 At the end of the interview process, an interview summary sheet will be completed by a panel member noting the decision made and reasons for appointment / non appointment of candidates. This along with any notes made by panel members will be collected by the recruiting manager and returned to HR.

15.4 The decision of the interview panel is based on information given during the recruitment process. Where a decision is not unanimous the recruiting manager will have the final decision.

15.5 The recruiting manager or a member of the interview panel will normally let all applicants know by telephone within 5 working days of the interview whether they have been successful or not. The successful applicant will be made a verbal offer and receive their offer letter and written statement of particulars along with all pre-employment paperwork normally within seven working days. Unsuccessful applicants will be given the opportunity for feedback.

16. EMPLOYMENT OFFERS

16.1 All offers of employment whether verbal or in writing are conditional on satisfactory pre-employment checks and we reserve the right to withdraw an employment offer.

16.2 A start date will not be confirmed until all satisfactory pre-employment checks have been completed, successful candidates should bear this in mind when resigning from their current post.

16.3 All successful candidates will be invited to attend an appointment at the college as soon as possible after offer in order to complete their DBS check along with other pre-employment paperwork. DBS checks should be completed in person so that the individual's identification can be verified, and the paper based DBS form can be completed, checked by HR and sent to DBS as soon as possible. There may be occasions when this check can be completed over video call or post, however, unless there is a national incident where normal DBS rules are amended, or in other exceptional circumstances, we would require the candidate to present original identity documentation in person prior to or on their first day of employment.

16.4 Other pre-employment forms include among others: salary payments form, HMRC salary declaration form, Occupational Health questionnaire, equal opportunities monitoring form, self disclosure form, DBS privacy notice, consent form for additional barred list checks. All candidates must return all forms to the HR office prior to their start date.

17. PRE-EMPLOYMENT CHECKS

17.1 All offers of employment are conditional, subject to the following satisfactory pre-employment checks:

- completion and subsequent presentation of enhanced eDBS certificate;
- child/adult barred list check as appropriate;
- proof of identity;
- evidence of right to work in the UK;
- original certificates of relevant qualifications;
- satisfactory references.

17.2 Additional checks in line with Keeping Children Safe in Education guidelines may also be undertaken.

17.3 In exceptional circumstances the recruiting manager may request that a new employee starts prior to all pre-employment checks being completed. Any such requests will be considered by the designated safeguarding lead (DSL).

18. RECORDS CHECKS

18.1 For all successful candidates an enhanced DBS check is required, this is a criminal records check carried out by the Disclosure and Barring Service (DBS). (See our Disclosure and Barring Service DBS (Handling) Policy, DBS Guidelines and Procedure). It will include checking if a person is registered on the children's barred list. Candidates on the DBS update service will need to provide their reference number AND present to us their original paper DBS disclosure certificate. Where this check does not meet our needs i.e. it is not an enhanced child check, the candidate will be required to complete a new DBS disclosure check.

18.2 Candidates who have lived or worked outside the UK may be required to complete additional checks. Where they are asked to do so, satisfactory completion of these additional checks will be a requirement prior to confirmation of employment.

18.3 If a candidate's DBS disclosure certificate comes back as unsatisfactory they will be invited to meet with the Designated Safeguarding Lead or a nominated deputy. Refer to Appendix A: Recruitment of Ex-Offenders Policy.

18.4 For teaching and management staff a check will be completed with the Teaching Regulation Agency (TRA) to ascertain whether an individual is prohibited or restricted from working in teaching.

19. DATA PROTECTION REGULATIONS

19.1 The storing and processing of personal data and sensitive personal data provided by candidates is subject to the strict guidelines provided by the College within our Data Protection Policy available on our website www.yeovil.ac.uk.

APPENDIX A

RECRUITMENT of EX OFFENDERS POLICY STATEMENT

The College recognise equality of opportunity for all and the importance of recruiting the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

Social exclusion is an important issue for the College and one which the College works to eliminate. In terms of our recruitment process the College undertakes not to discriminate unfairly against any candidate on the basis of a conviction or other information revealed.

The College has a duty to protect children and vulnerable groups from harm or abuse and asks candidates to provide details of all previous convictions, including those that are spent.

As an organisation we assess applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), in line with the [code of practice](#) and undertakes to treat all applicants for positions fairly.

Roles which are exempted from the Rehabilitation of Offenders Act 1974, 2013, 2020(amendments via the Police, Crime, Sentencing and Courts Act 2022).

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

Disclosure of "spent" or "unspent" convictions or cautions will not normally be the sole criterion in deciding a person's suitability for a role unless that person is disqualified by the Court or the DofE from working in education, with children or vulnerable adults.

The college will follow the Keeping Children Safe in Education Guidance and where necessary seek advice from the Local Authority Designated Officer for Safeguarding to support decision making where a relevant conviction or caution is made and must be considered in the context of that individual presenting a potential risk to our learners. The College will adhere to the DBS's Code of Practice. This is designed to ensure the Disclosure Information is used fairly, sensibly and confidentially.

Confidentiality

"Disclosure" information will be kept securely in line with our Data Protection Policy.