



RECRUITMENT SELECTION & EMPLOYMENT POLICY

Contents

Aims.....	3
Purpose	3
Responsibility.....	3
The Recruitment Process	3
References	4
Invitation to Interview.....	5
Interview Panel.....	5
Offer of Appointment.....	6

Aims

- To ensure the safeguarding of and to promote the welfare of children and young people. CATS London expects all staff and volunteers to share this commitment
- Since the recruitment and selection decision is of prime importance as the vehicle for obtaining the best possible person-to-job fit which contributes significantly towards the organisations effectiveness our aim is to make the correct decision every time
- As a service provider to children and young people, CATS London must follow all statutory requirements when it comes to Recruitment & Employment. To that end, this policy should ensure that all laws and regulations are met
- To ensure that our staff work in accordance with British Values and the values of the College. This is not only restricted to those who present as ‘a risk of harm’ to children. Applying safer recruitment principles, practice and checks, including our Countering Extremism & Terrorism (‘Prevent’) procedures based on Government guidance, will help deter and/or identify people who are possibly unsuitable for appointment for a wide variety of reasons To ensure that we have a Recruitment & Selection procedure which will help managers to ensure that these criteria are addressed
- This policy is a combination of elements that are statutory, recommended by the Department for Education, or considered as good practice.

Purpose

CATS London Recruitment and Selection Policy will:

- Be fair and consistent
- Be non-discriminatory on the grounds of sex, race, age, religion or disability
- Conform to statutory regulations and agreed best practice

To ensure that these policy aims are achieved, all appointing managers should receive training in effective recruitment and selection.

Relationship to other policies: This policy is in line with Keeping Children Safe in Education (KCSIE, September 2016), National Minimum Boarding Standards, and Child Protection Policy Teacher Misconduct: the Prohibition of Teachers and the Equality and Diversity Policy.

Responsibility

- Ultimate responsibility for this policy and procedure lies with the Principal
- All staff responsible for selection and recruitment of staff into the organisation will be responsible for adhering to this policy

The Recruitment Process

Due to the fact that all employees will have the potential for significant access to young people and children, CATS London will adopt the procedures set out below. This will apply regardless of the employment status of the post, i.e. permanent or casual.

It will be the responsibility of all staff involved in the recruitment and selection of individuals who will work in any capacity for CATS London to ensure that they have familiarized themselves with the document Keeping Children Safe in Education, (KCSIE September 2016) which can be downloaded from the Department for Education website.

A summary of the document has been uploaded onto the College Intranet. The summary acts as a guide only and does not substitute or replace the original.

In addition the immediate line manager who is responsible for recruitment and selection will be responsible for the following:

Advertising:

Any form of advertising used to recruit staff to a role with access to young people or children will include or reflect:

- A statement about the employer's commitment to safeguarding and promoting the welfare of children, and reference to the need for the successful applicant to undertake an Enhanced DBS check via the Disclosure and Barring Service
- The advert should also contain the College's commitment to our policy on equal opportunities

Pre-application information:

Pre-application information (that meets the Department for Education KCSIE, September 2016 statutory regulations) available to potential applicants will contain:

- A job description and person specification that states the level of checks that are required for a role that meets the Department for Education statutory regulations. (Reference to Department for Education KCSIE, September 2016)
- The College's Safeguarding Policy
- An application form must be completed for all vacancies within the College. The application form must contain all relevant information, in accordance with KCSIE, September 2016.

We will not accept curriculum vitae drawn up by applicants in place of an application form.

Scrutinising and short-listing:

- Applicants must be chosen against the Person Specification
- All applications should be scrutinised to ensure that they are fully and properly completed, incomplete applications should not be accepted and should be returned for completion
- Identify any gaps in employment in accordance with KCSIE, September 2016.

References

- Open testimonials should never be accepted as references
- At least two written references, including the most recent employer, with a reference request letter that specifically asks all referees to state any known 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
- On receipt, references will be checked to ensure that all specific questions have been answered satisfactorily. The referee will be contacted to provide further clarification as appropriate, for example if the answers are vague. References will also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies will be taken up with the candidate directly.
- Any disciplinary warnings, including time-expired warnings that relate to the safeguarding of children, young people, and vulnerable adults

It is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work. Referees will always be asked specific questions regarding:

- The applicants suitability to work with children and young people
- Has the applicant ever been the subject of any child protection allegations or concerns and if the answer is yes, what was the outcome of the enquiry.

Invitation to Interview

Best Practice suggests that invitation to interview should contain time and place, directions to the venue, membership of the interview panel.

The invitation should also stress that the identity of the successful candidate will need to be checked thoroughly. All candidates should be instructed to bring with them one of the following original pieces of documentary evidence that will satisfy DBS requirements:

- A Current UK driving license
- A current passport or a full birth certificate
- Two proof of address documents such as a utility bill or financial statement that shows the candidate's current name and address
- Right to work in the United Kingdom should also be obtained, including any necessary visa or work restrictions
- If the candidate has subscribed to the DBS online update service, candidates should bring their DBS certificate to interview in order for the organisation to check their application online
- Candidates should also be asked to bring original documents confirming any educational and professional qualifications that are requirements or relevant for the post
- A copy of the documents used to verify the successful candidate's identity and qualifications must be kept for the personnel file

Interview Panel

Best practice suggests that it is better to have a minimum of two interviewers. Although it is possible for interviews to be conducted by a single person it is not recommended.

The members of the panel should:

- Have the necessary authority to make decisions about appointment
- Be appropriately trained, (one member of interview panel should hold a current Safer Recruitment certificate)
- Meet before the interviews to reach a consensus about the required standard for the job to which they are appointing
- Consider the issues to be explored with each candidate and who on the panel will ask about each of those; and agree their assessment criteria in accordance with the person specification
- The panel should agree a set of questions they will ask all candidates relating to the requirements of the post, and the issues they will explore with each candidate, based on the information provided in the candidate's application and references (if available)

The interview panel should also explore:

- The candidate's attitude toward children and young people; and the candidate's ability to support the establishment's agenda for safeguarding and promoting the welfare of children
- Any gaps in the candidate's employment history that have not been explained to a satisfactory level and concerns or discrepancies arising from the information provided by the candidate and/or a referee
- The panel should also ask the candidate if they wish to declare anything in light of the requirement for an enhanced DBS Disclosure
- If references are not obtained prior to interview, candidates should be given the opportunity to discuss anything that wish to declare in light of questions that have been (or will be) put to his or her referees

Offer of Appointment

All offers of employment should be conditional based upon satisfactory checks including the receipt of at least two satisfactory references; verification of the candidate's identity; a satisfactory enhanced DBS Disclosure; a barred list check; an overseas check; (if applicable), a prohibition order check (if applicable); prohibition from management (s.128) (if applicable); verification of the candidate's medical fitness, verification of qualifications (if not verified at Interview); verification of professional status where required and ensuring the candidate meets the relevant right to work criteria in line with UKVI legislation.

- All checks should be confirmed in writing; documented and retained on the personnel file (subject to relevant advice contained in the DBS Disclosure Code of Practice and the College's data protection arrangements G:\Group HR Public\Policies); and followed up where they are unsatisfactory or there are discrepancies in the information provided.
- Where a candidate is found to be on the Barred list, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or an applicant has provided false information in, or in support of, his or her application; or there are serious concerns about an applicant's suitability to work with children. The facts will be reported to the police and/or the Disclosure & Barring Service and/or The Department for Education Children's Safeguarding Operations Unit (formerly the Teachers Misconduct Team)
- Teachers may commence employment in advance of receipt of their DBS certificate providing that a separate barred list check has been received and their DBS application has been submitted. A risk assessment will be undertaken and monitoring/supervision to be in place and reviewed every two weeks until all necessary checks are completed. Guidance from the Department for Education and Disclosure and Barring Service to be followed at all times. Guidance on all other staff working in the college whether in clerical, administration or operations must follow meticulously the latest advice given by the Disclosure & Barring Service and Department for Education.
- Residential Boarding staff must not commence work with children until all necessary checks are completed, including an enhanced DBS check. Guidance from the Department for Education, Disclosure & Barring Service, and National Minimum Boarding Standards is to be followed at all times.
- Where a member of staff has worked or lived overseas for a period of over three months in the past five years a police check or certificate of good conduct should be requested from the country concerned.

- Where supply staff are being employed via an agency. The agency must provide written confirmation that the following have been undertaken:
- Identity check
- A check was made to establish whether the individual is barred from regulated activity relating to young people; is not subject to any disqualification, prohibition or restriction
- Qualification checks have been made
- Satisfactory references have been obtained
- An enhanced criminal record certificate was obtained
- Right to work in the UK check was made
- Overseas checks undertaken if appropriate

In addition to the above checks being undertaken the supply staff member must also provide original proof of identity on arrival at the College. Where a member of staff is appointed internally to another CATS College within the group all employment checks will be carried out as per section 8.1. Staff must check the teachers prohibited from the profession list who are on the EEA sanctions list to check any EEA authority restrictions in force

Arrangements for Monitoring and Evaluation

The Principal and Vice Principal are responsible for monitoring and evaluating the effectiveness of this policy. This could be achieved by reviewing personnel files or viewing the single central register. Any reference about difficulties concerning an applicant will be made to the Disclosure & Barring Service and the National College for Teaching and Leadership (if applicable).

If a member of staff is dismissed the College is under a duty to consider making a referral to the National College for Teaching and Leadership including if a member of staff resigns who may otherwise have been dismissed and a prohibition order may be appropriate.

This policy has regard to guidance from the Secretary of State and also:

- ISSRs Part 4, paragraphs 19-22
- Department for Education guidance Keeping Children Safe in Education (KCSIE, September 2016)
- Teacher Misconduct: the prohibition of teachers July 2014
- Government Guidance on Countering Extremism/Terro

Policy reviewed: August 2017

Next review: August 2018