

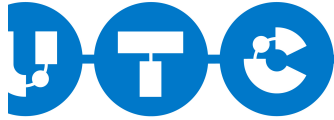
Staff Recruitment and Selection Policy and Procedure

1 Introduction

- 1.1 The safe recruitment of staff in College is the first step to safeguarding and promoting the welfare of the children in education. The University Technical College (UTC) Swindon is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.
- 1.2 This policy and procedure is also intended to ensure that selection processes are based on the ability of the candidate to undertake the specific role; the ability of the candidate to make a contribution to the life of the UTC; and the candidate's potential for development.
- 1.2 UTC Swindon will, at all times, use the recruitment and selection process to attract and retain a high calibre of staff; ensure the highest quality of teaching and support for all students; be competitive with other organisations especially in the areas and categories where recruitment is particularly difficult; and promote the most favourable image of the UTC.

2 Scope and Principles

- 2.1 The UTC recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The UTC is committed to ensuring that the recruitment and selection of all who work within the UTC is conducted in a manner that is systematic, efficient, effective, and promotes equality of opportunity.
- 2.2 The UTC will uphold its obligations under law and through fair and equal employment conditions to not discriminate against applicants for employment on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. This document provides a good practice framework to comply with the principles set down in the UTC's Equality and Diversity Policy.
- 2.3 The UTC will work towards ensuring that every selection panel has at least one member who has received safer recruitment training.
- 2.3 All posts within the UTC are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure.



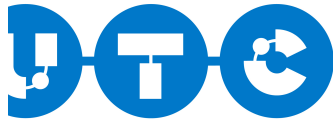
- 2.4 The UTC is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position (See Section 9 below).
- 2.5 The UTC will keep and maintain a single central record of recruitment and vetting checks in line with DfE requirements (see Annex 1).
- 2.6 The UTC is committed to making reasonable adjustments to facilitate the employment of disabled applicants. This includes their employment arrangements or premises if the existing arrangements substantially disadvantage disabled applicants or employees e.g. making reasonable changes to premises, fixtures and fittings, furniture and stairways. Less favourable treatment can be justified if the reason for it is both material to the circumstances of the individual case and substantial and cannot be reasonably overcome or reduced.
- 2.7 This procedure covers the appointment of staff to all posts except those covered by the UTC's arrangements for the appointment of the Principal, Deputy Principal and any other posts on the UTC's senior leadership team.
- 2.8 The Governing Body and the Principal are responsible for the appointment of staff under this procedure.

3 Review of the vacancy

- 3.1 When there is a vacancy due to an employee leaving the UTC, it is the Principal's responsibility to review the vacant position and assess whether the vacancy needs to be filled. The role and its fit within the structure of the UTC should be included in this review.
- 3.2 Where an increase in student numbers or other cause generates the need for additional staff, it is the Principal's responsibility to assess the level and nature of that need. The Principal will report the conclusions of that assessment to the Governing Body and seek approval for any increase in the number of posts. It is anticipated that this would normally form part of the annual budget process.
- 3.3 Consideration must be given to whether vacancies can be filled by a part time appointment or a job share. The requirements of continuity for the learning experience of students are of primary importance.

4 Job description and person specification

- 4.1 The job description will outline the duties and responsibilities of the job. The job description will state whether the position requires Standard or Enhanced criminal records check from the Disclosure and Barring Service (DBS).
- 4.2 The person specification will outline the characteristics and attributes of the ideal candidate. When determining the person specification, the Principal will avoid setting standards of qualifications, experience or personal qualities which may unfairly discriminate against a particular group or groups of people.



- 4.3 The person specification will be used as a check-list of attributes in the short-listing, interviewing and appointment process.

5 Application Form

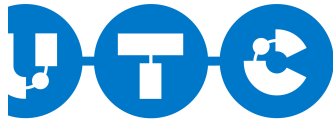
- 5.1 The UTC uses a standard application form for the appointment of staff. CVs will not normally be accepted.
- 5.2 The use of an application form as a standard recruitment tool is intended to contribute to ensuring that the recruitment process is non-discriminatory.
- 5.3 Applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies (e.g. General Teaching Council for England).

6 Job Information Pack

- 6.1 A job information pack will be produced for all vacancies prior to advertising the vacancy. The pack will include:
- i Application form
 - ii Equal Opportunities Monitoring form
 - iii Job description
 - iv Person specification
 - v Background information on the UTC (e.g. prospectus)
 - vi Contextual information, where appropriate (e.g. staffing structure)
- 6.2 Applicants should receive the job information pack promptly after their enquiry.

7 Advertising

- 7.1 All posts will be advertised on the UTC website and in other appropriate media. The Principal will consider whether or not it would be appropriate only to advertise the vacancy internally but, in arriving at this decision, the Principal should be mindful of the principles set out in the Introduction to these procedures, the requirements of these procedures in relation to discrimination and the UTC's Equality, Diversity and Inclusion Policy. The Principal will record the reason(s) for the decision taken on external advertising.
- 7.2 The Principal will ensure that a copy of the advertisement is circulated within the UTC immediately prior to any external advertisement.
- 7.4 Wherever appropriate, vacancies will be notified to job centres, careers offices and colleges as well as to minority press, media and organisations.
- 7.5 All vacancy advertisements will include a short statement on equal opportunities.
- 7.6 The UTC may use an agency or external consultancy to manage the recruitment process in whole or in part.



8 Short-listing of Applicants

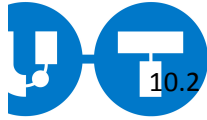
- 8.1 The Governing Body and the Principal will decide who is to be involved in the shortlisting process. The short-listing panel will normally consist of at least three people.
- 8.2 The criteria for short-listing will be based on the job description and the person specification in order to ensure that the short-listing is carried out fairly and systematically.
- 8.3 A record of the decisions taken will be made. In particular, this will be clear on the reason(s) why unsuccessful applicants were not selected for interview.

9 Candidate References

- 9.1 No member of staff will be appointed without obtaining at least two satisfactory references, one of whom will be from the former or most recent employer. A decision on when references will be sought will be taken for each vacancy. However, in general, references for candidates for academic appointments will be sought before interview. Offers of appointment will be made “subject to satisfactory references” where these were not available prior to interview.
- 9.2 No reference may be sought without the prior agreement of the candidate. This permission is requested on the application form.
- 9.2 One reference should be from the present or most recent employer of the candidate, unless the most recent employment relates to a period finishing over ten years ago.
- 9.3 Referees should have had some management responsibility for the applicant. However, where appropriate, a tutor’s or client’s reference would be acceptable. A personal reference, although sometimes helpful, should not be relied upon in making an assessment of the candidate’s professional or work capabilities.
- 9.4 Referees should be asked to state their relationship to the applicant. The UTC will not accept references from relatives or people writing solely in the capacity as a friend.
- 9.5 The referee will be specifically asked if they are completely satisfied that the candidate is suitable to work with children and, if not, for specific details of concerns and the reasons why the referee believes that the person might be unsuitable.

10 Self-declaration of convictions by job applicants

- 10.1 The UTC requires all applicants for all posts, (including volunteers), to declare all criminal convictions whether “spent” or “unspent” and include any cautions and pending prosecution. Such declarations will be made on an appropriate form (“Confidential Declaration” Form) and should be submitted by email or hard copy, marked strictly private and confidential to the Principal on or before the date of interview. The Principal will discuss relevant, positive declarations confidentially with the applicant at an appropriate opportunity.



10.2

The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive CRB disclosures.

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11 Proof of Identity, Right to Work in the UK and Verification of Qualifications and/or Professional Status.

- 11.1 Shortlisted applicants for all posts will be required to provide proof of identity by producing documents within 15 working days of appointment in line with those set out in The Immigration, Asylum and Nationality Act 2006.
- 11.2 Short-listed candidates will also be required to provide proof of their qualifications and professional status by producing documentation on the day of interview. The UTC will verify that candidates have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant certificate, or a letter of confirmation from the awarding body / institution. If the original documents are not available, the UTC will require sight of a properly certified copy.
- 11.3 Where candidates have obtained qualifications abroad, a certified comparability check by NARIC will also be required.
- 11.4 Proof of identity and other documentation will be verified by the chair of the panel/ Principal or a specified other person who has undergone the appropriate training.

12 Selection

- 12.1 The selection process will always include a face to face professional interview including a question relating to safeguarding children (in line with NCSL Safer Recruitment Training).
- 12.2 The Governing Body and the Principal will determine the size and composition of the selection panel, taking into account the nature and seniority of the position being filled. The selection panel should normally consist of at least three people.
- 12.3 Considerable care needs to be taken over the practical arrangements for the selection day(s). The process has an impact on how the UTC is perceived by both the successful and unsuccessful candidates. Care must also be taken where candidates have indicated that they have a disability which requires a reasonable adjustment to be made to the selection process.
- 12.4 The selection panel will consider the range of selection activities to be used; for example, interview, test(s), lesson delivery. The selection panel should be clear as to how these selection activities will allow them to apply the selection criteria (outlined in the Person Specification). The candidates will be advised of these selection activities prior to the selection day.
- 12.5 On the day of the selection, panel members will allow time before the start to rehearse the areas to be covered. This may include reviewing the interview questions to ensure that they are based on the job description and person specification. To ensure consistency and fairness, every candidate will be asked the same or similar questions, as far as possible. The selection panel may allocate particular questions to its members.
- 12.6 Each panel member should complete the evaluation sheet in respect of every candidate. This allows each panel member to state the reasons for their selection decisions.

Candidates must be notified of the outcome of the selection exercise as soon as possible after the selection day.

13 Conditional Offer

- 13.1 The offer of appointment is typically conditional. Confirmation of the appointment may be conditional on receipt of:
- i Satisfactory references
 - ii Disclosure and Barring Service check
 - iii Confidential declaration form
 - iv Proof of qualifications
 - v Proof of eligibility to work in UK
 - vi Verification of professional registration (teachers only)
 - vii Verification of successful completion of induction period (teachers only – for those who obtained QTS after 7 May 1999).
- 13.2 The offer letter will state clearly that it is conditional, indicating the information on which the offer is dependent.
- 13.3 It may be possible to negotiate a provisional start date with the preferred candidate, however, with the exception of DBS certificate, the checks detailed in 13.1 above must all be completed BEFORE a person's appointment is confirmed.

14 Criminal Records Check (Disclosure and Barring Service)

- 14.1 All appointments are conditional upon obtaining a criminal records check operated through the Disclosure and Barring Service. This process is a legal requirement with respect to all employees who have regular contact with children.
- 14.2 Teachers and those working closely with children or in sole charge of children must undergo Enhanced Disclosure. All other employees of the UTC must undergo Standard Disclosure.
- 14.3 Standard Disclosure will contain details of all convictions on record including current and spent convictions (i.e. those that happened some time ago and are defined as spent under the Rehabilitation of Offenders Act 1974). In addition, Standard Disclosure includes details of any cautions, reprimands or warnings held on the police national computer.
- 14.4 Standard Disclosure will also give information contained on government department lists of those unsuitable to work with children. These lists are held by the Department of Health and the Department for Children Colleges and Families. The employment within a college of an individual on such a list is illegal.
- 14.5 Enhanced Disclosure includes the information that would be on a Standard Disclosure but may also contain information that is held locally by the police.
- 14.6 The advertisement for the post and the details within the Job Information Pack sent to all candidates will state whether the appointment requires Standard or Enhanced Disclosure.
- 14.7 The disclosure requirement is clearly stated in the contract of employment but should be explicitly stated during the selection process. This gives the candidate the opportunity to raise any known issues themselves during the interview.



- 14.9 The disclosure of a current or spent conviction, caution, reprimand or warning does not necessarily mean that the offer of employment cannot be confirmed. The main consideration should be whether the nature or timing of the offence makes the candidate unsuitable for work in a college.
- 14.10 Appropriate and secure arrangements for storing disclosure documents during the recruitment process must be made. This information must be stored separately from personnel files and only those senior members of staff directly involved in the recruitment process should have access to the documents. The disclosure documents of unsuccessful applicants should be destroyed as soon as the appointment decision has been made.
- 14.11 Disclosure will be requested for every new appointment to the UTC and also where there is a significant change of role impacting on the level or nature of contact with children causing an Enhanced Disclosure to be necessary for an employee who has only been subject to Standard Disclosure.

15 Proof of Qualifications

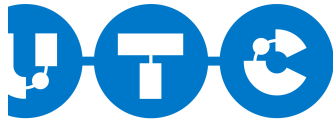
- 15.1 All appointments are conditional upon documentary proof of the applicant's qualifications (if applicable). This condition is clearly stated in the contract of employment but should be explicitly stated during the selection process.
- 15.2 The Principal will require sight of original documentation from the successful candidate.

16 Pay Decisions

- 16.1 The Principal is responsible for deciding the salary level of the successful candidate. The pay decision will be made in line with the published pay policy, the experience and qualifications of the successful candidate and the previously approved salary band agreed when the proposed position was authorised.

17 Record Retention/Data Protection

- 17.1 The UTC will retain all interview notes on all applicants for a 6 month period, after which time the notes will be destroyed (i.e. shredded). The 6 month retention period will allow the UTC to deal with any data access requests, recruitment complaints or to respond to any complaints made to the Employment tribunal.
- 17.2 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 chair of the panel / Principal within 6 months of the interview date.
- 17.3 The UTC 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

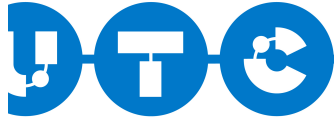


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- Proof of academic qualifications
- Proof of registration with General Teaching Council (for teaching staff)
- Certificate of Good Conduct (where applicable)
- Evidence of medical clearance from Occupational Health (where applicable)
- Evidence of the DBS clearance (DBS certificate reference number. NOT the actual DBS form or certificate, these are the property of the employee)

Designated senior person responsible	Principal
Legislation	Independent Schools Standards Regulations 2010 as amended
Initial Approval	June 2014
Review	June 2016



Annex 1 – Single Central Record of Recruitment Vetting Checks

In line with DfE requirements, the UTC will keep and maintain a single central record of recruitment and vetting checks. The central list will record all staff who are employed at the UTC, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide additional teaching or instruction for learners but who are not staff members, e.g. specialist sports coach or artist. The central record will indicate whether or not the following have been completed:

- Identity checks
- Qualification checks for any qualifications legally required for the job
- Additionally for those applying for teaching posts, registration check with the GTC where appropriate
- Checks of right to work in the United Kingdom
- Confidential declaration received
- DBS Enhanced Disclosure – certificate reference number.
- Further overseas records where appropriate
- Medical fitness to work received
- Satisfactory references received
- It shall also indicate who undertook the check and the date on which the check was completed or the relevant certificate obtained.
- In order to record supply staff provided through an agency on the record, the UTC will require written confirmation from the supply agency that it has satisfactorily completed the checks described above (At the very least this will include the DBS reference number). The UTC does not need to carry out checks itself except where there is information contained within the disclosure. However identity checks must be carried out by the UTC to check the person arriving is the person the agency intends to refer to them.

Staff who are convicted or cautioned for any offence during their employment with the UTC (or prior to taking up their appointment) are required to notify the Principal in writing of the offence and the penalty imposed.