



East Coast College Policy & Procedure

Recruitment Policy and Procedure

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This document can be provided in a larger font or electronically upon request.

1. Introduction

At East Coast College (the College) we are fully committed to achieving equality of opportunity for all people who work and study at the College and recognise our legal requirements under the Equality Act 2010.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

2. Scope and Purpose

This Policy covers all activities that form part of the recruitment and selection process and should be used in conjunction with the recruitment toolkit.

In order for the Policy and Procedure to be effective it is essential that any member of staff who is involved in any aspect of the recruitment and/or selection of staff is aware of this document and follows it.

The purpose of this Policy and Procedure is to offer those involved in the recruitment and/or selection process, clear guidance on how to carry out that process. Managers are given further guidance through the recruitment toolkit.

The College has an ex-offenders policy which is in Appendix 1.

The aims of this Policy are to help deter, reject or identify people who are unsuited to working with young people and vulnerable adults by having appropriate procedures for appointing staff through:

- ensuring that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- ensuring that all job applicants are considered equally and consistently
- ensuring that no job applicant is treated unfairly on any grounds including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation;
- ensuring compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - (KCSIE), the Prevent Duty Guidance for England and Wales (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS)
- ensuring that the College meets its commitment to safeguarding and promoting the welfare of students by carrying out all necessary pre-employment checks

The College has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the College based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance (including KCSIE 2021 and Prevent Duty Guidance).

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

3. When a Vacancy Arises

If a vacancy arises, for example due to a previous post holder leaving or a new role is being created, the manager of the proposed role should produce a job description and person specification (templates can be found in the recruitment toolkit) and complete the recruitment requisition form. For newly created support roles a job evaluation will be conducted to determine the correct grade for the role.

Members of the College's Senior Leadership Group (SLG) will consider:

- whether it is necessary to fill the vacancy
- whether there should be any change of duty
- whether changing work patterns, organisation or technology have produced a different job, or whether the work can be distributed in a different way
- the nature of the replacement e.g. full-time, part-time, permanent, temporary
- whether the post could be considered for a job share, part-time working or secondment

4. Advertising the Vacancy

All approved vacancies will be advertised internally alongside advertising externally (the exception being roles that are filled during a restructure or redundancy situation by way of redeployment).

In some instances, under the direction of the Director of People and Wellbeing, or the People Team Manager, to increase the pool of suitable candidates in a competitive market or where there is known difficulty in recruiting, external candidates may be approached directly by the Recruitment and Talent lead as part of proactive searches for roles.

Vacancies advertised internally can be found on SharePoint.

Each vacancy will appear on the College's online application website and will confirm the closing date for applications.

A termly recruitment report, which will include the number of vacancies advertised and the methods by which they have been filled, will be reported termly to Governors and Union colleagues.

5. Shortlisting

As a minimum, one member of the shortlisting panel should be trained in safer recruitment and equal opportunities.

Candidates should be shortlisted for interview via the College's online application website and should be based on the requirements of the job description and person specification.

The shortlisted candidates should be:

- asked if they have any special interview requirements (advice from the Access to Work Scheme or Job Centre Plus could be utilised in the recruitment of disabled applicants);
- provided with details of when and where the interview is to take place and any additional details which are relevant to the interview (for example any preparation required in respect of presentations or practical demonstrations); and
- asked to bring qualifications, and appropriate ID for the DBS form and right to work checks.

6. Interviews

Interviews may be conducted either face to face or online. Whichever method of interviewing is chosen should, wherever possible, be the same method for all candidates to ensure parity.

On the day of interview, qualifications certificates, and ID should be given to People Team/Panel member so that the appropriate documentation can be photocopied. Where interviews are conducted online, the Right to Work check will be completed prior to confirming a job offer'

All interview materials will be available in an appropriate and accessible format on request.

The interview will be conducted by a panel which will usually include the proposed line manager of the successful applicant. At least one member of the panel should be trained in safer recruitment and all panel members should have been trained in equality in recruitment practices.

Where the candidate is internal and the recruiting manager is their current line manager, it is advised that the recruiting manager observes the interview but does not ask direct questions to the candidate.

All questions will be related to the job requirements/performance. As part of the College's safeguarding obligations, if there are any gaps in employment the panel should explore the reasons for these gaps with the candidate.

Brief notes will be made and scoring matrices used by the panel members during the interview so that they can refer back to these notes when assessing

candidates against the job description/person specification when making decisions. These should be signed by the panel.

A candidate feedback form should be completed, to enable the People Team to give feedback to all candidates.

The candidate should be told at the end of the interview when they may expect to be informed of the outcome.

7. Offer and Pre-employment Checks

After the panel have informed the People Team who the successful candidate and unsuccessful candidates are, the successful candidate will usually be offered the role by phone which will then be followed up in writing.

Unsuccessful candidates will be notified by the People Team and will be given feedback upon request.

Internal candidates will be informed of the outcome of their interview by the recruiting manager if they are members of their current team.

When an offer letter is sent in writing, the successful candidate will also be sent details of the DBS procedure and a health questionnaire.

If the offer is accepted, the successful candidate will be sent:

- a copy of the proposed contract of employment
- details of the College's policies and procedures
- personal details forms for completion

Before starting employment with the College, the College must obtain

- a completed and satisfactory medical health questionnaire
- proof of the successful candidate's eligibility to work in the UK (for example by seeing an original passport or work permit)
- the relevant details and apply for an enhanced DBS check and a list 99 check and prohibition check where required
- copies of qualification certificates relevant to/required for the role
- at least one satisfactory reference from the candidate's current/most recent employer (please see the College's Reference Procedure at appendix 2 for further information)
- a risk assessment should be completed for those who commence work at the College prior to their DBS disclosure being received. If the recruiting Manager does not complete the Safer Recruitment documentation, Disciplinary action will be taken.

8. Induction

The induction is the final stage of the recruitment process. Once the successful candidate has accepted the offer of employment and a start date has been agreed the People Team will undertake an induction with the candidate. The induction should include:

- background information about the College
- details as to the College's safeguarding and equality and diversity obligations
- introductions to relevant colleagues and/or students
- a tour of the College
- other administrative details e.g. issuing ID badges, passwords etc.
- policies and procedures
- access to a buddy/mentor

Any adaptation/equipment required for a disabled employee should be available from the commencement of duties.

9. Feedback and Complaints

If an applicant makes a complaint that they believe they have been unfairly discriminated against then such a complaint should be dealt with in accordance with the College's complaints procedure.

10. Inclusive Recruitment

ECC recognise the importance of employing a diverse workforce and of being inclusive to attract, retain and develop people with the skills they need.

The College will make reasonable adjustments wherever possible to ensure every candidate is given the best opportunity to be successful in the selection process.

Adjustments to the recruitment or selection processes may include, but are not limited to:

- Ensuring that the interview room is accessible or appropriately equipped
- Allowing a support worker to attend an interview if required
- Offering communication support if needed
- Adapting tests or selection exercises, for example, by granting some additional time for completion, or questioning whether timed tests are needed at all
- Providing alternative formats of assessment test papers, for example audio, Braille or large print;

Reasonable adjustments

To ensure all candidates are invited to ask for support before they start, candidates will be asked 'How can we support you to work at your best?' and will be given examples of adjustments that can be made.

Any reasonable adjustment requirements will be considered and progressed as soon as possible to ensure they are in place when the employee starts.

The employee may be able to obtain additional support through [Access to Work](#). This should be done as soon as possible by the employee, as it can take time to arrange.

As an organisation assessing 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), the College complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly.

The College undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The College can only ask an individual to provide details of convictions and cautions that the College is legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested, i.e. where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended, the College can only ask an individual about convictions and cautions that are not protected.

The College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation or offending background.

The College's written policy on the recruitment of ex-offenders is made available to all DBS applicants at the start of the recruitment process.

The College actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records

The College selects all candidates for interview based on their skills, qualifications and experience

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position

The College ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

The College also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974

At interview, or in any separate discussions, the College ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment

The College makes every subject of a criminal record check submitted to DBS aware of the existence of the DBS Code of Practice and makes a copy available on request.

The College undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

1. Introduction

This Procedure must be followed when requesting references for all candidates recruited directly by the College.

It is important that this Procedure is followed to ensure that the College is fulfilling its safeguarding and safer recruitment requirements.

It is also important that this Procedure is followed to ensure that suitable candidates are recruited into the correct positions at the College.

2. Referee Details

The details of two referees who have known the candidate within the last 5 years will be requested from applicants during the application stage of recruitment or once an offer has been made.

Applicants will be asked to ensure that at least one referee is their current/most recent employer. The only exception to this requirement will be for those who have not previously worked. For those applicants, the College will require at least one reference from their most recent lecturer/tutor.

Candidates will be asked on the application form whether they are happy for referees to be contacted prior to interview.

Where a candidate has worked in an education or care setting in the last 5 years, a reference will be taken from these settings.

3. Reference content

The referees should be asked to comment on the following:

- how long the referee has known the candidate
- what duties and responsibilities the candidate has/had in their present/previous role (the referee should be invited to add a job description if possible)
- timekeeping/attendance (not sickness related or disability)
- reason for leaving (if known)
- quality of work
- working without supervision;
- would they re-employ the candidate
- is there any reason why the candidate would not be suitable for working within a college environment.

4. Unsuitable references

If a reference is returned showing that the candidate may not be suitable for the position, this should be referred to the People Team Manager for a

decision to be made on whether the offer of employment should be withdrawn.

5. Starting work and probation periods

Candidates must not start work until a satisfactory reference from their current/most recent employer has been received (or lecturer/tutor if applicable).

Employees will not be allowed to pass their probation period until two satisfactory references have been received.

If there are any queries about this Policy, please contact the People Team.