



COLLYER'S
Founded in 1532

STAFF RECRUITMENT POLICY

May 2025

Reviewed by SMT:	30 th April 2025
Approved by F&GP:	20 th May 2025
Next review (as above):	Summer 2026

1. Introduction

1.1 The College recognises the value of, and seeks to achieve, a diverse workforce comprising different backgrounds, skills and abilities. As such it is committed to a recruitment and selection process which is systematic, efficient, effective and equal. In doing so, it upholds its obligations under law and national collective agreements to not discriminate against applicants on grounds of age, disability, gender, sexual orientation, race, religion or belief, marital or civil partnership status, pregnancy or maternity, gender reassignment or socio-economic status. The safer recruitment of staff is also the first step to safeguarding and promoting the welfare of our students and staff. The College of Richard Collyer is committed to safeguarding and promoting the welfare of young people and vulnerable adults. It expects all staff and volunteers to share this commitment. This is to be achieved through effective recruitment and retention of competent, motivated staff members who are suited to, and competent in, their roles.

2. Purpose

2.1 The purpose of this policy is to ensure that the College:

- attracts the best possible applicants to vacancies;
- deters prospective applicants unsuitable for work with young people and vulnerable adults;
- is able to identify and reject applicants unsuitable for work with young people and vulnerable adults.

3. Procedures and Practices

The following procedures and practices are in place to ensure the fair and safer recruitment of staff.

3.1 Stage 1: Advertising and Inviting Applications

It is the wish of the Governing Body that the post of Principal will be advertised nationally in all instances. The Governing Body will also generally advertise a vacancy in any other senior post unless they agree a recommendation of the Governance, Search and Remuneration Committee that there is a good reason to seek, at least in the first instance, to recruit internally. For all other posts, the College's normal procedure will be to advertise all vacancies either internally or externally at the Principal's discretion. Vacancy information will clearly stipulate the following:

"The college is committed to safeguarding and promoting the welfare of children and young people and all successful candidates are required to apply for an enhanced Disclosure and Barring Service (DBS) disclosure." An online search will be undertaken for shortlisted applicants.

Applicants will be required to complete a self-declaration in accordance with the Ministry of Justice guidance on the disclosure of criminal records to include:

- If the applicant has a criminal history;
- If the applicant is included on the children's barred list;
- If the applicant is prohibited from teaching;
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted;
- If the applicant is known to the police and children's local authority social care;
- If they have been disqualified from providing childcare;
- If the applicant is prohibited from taking part in the management of an independent school;
- Any relevant overseas information.

Applicants will also be asked to declare whether they are currently under any active formal disciplinary or capability investigations with their current employer. Applicants will not need to state or provide details for any expired disciplinary or capability procedures.

3.2 Stage 2: Pre-Application Pack

Prospective applicants are supplied with the following:

- Application Form;
- Job Description and Person Specification;
- College Introduction;
- Academic Subject Information;
- Self Declaration Form – Confidential Criminal Background;
- Links to policies including: Staff Recruitment; Safeguarding and Child Protection; Equality and Diversity; and Data Protection.

All applicants must complete the application form in full.

3.3 Stage 3: Applicant Selection/Short-Listing

Candidates for the post and suited to the job description and person specification following analysis of their applications, will be short-listed following consultation between at least two or more of the Principal, Senior Management Team and other staff involved in the interviews process. In the case of the appointment of a senior post holder, short-listing will be undertaken by a selection panel of the Governing Body – to include the Principal where this is not for the post of Principal itself. There will also be a governor member on any selection panel for a member of the senior management team.

For remaining staff posts, the Principal (or delegate) will form a panel appropriate to the role. The Principal (or delegate) may invite a governor to join such a panel at their discretion.

Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview irrespective of the number of candidates in order to ensure the candidate meets the criteria of the post of short-listed candidates.

Following short-listing a trained member of the HR department will complete a single “snapshot” online search of each candidate to include a general search and search of public facing social media sites. Details of the search, including the names of sites and platforms viewed and when they were viewed will be kept. The purpose of an online search is to help identify any incidents or issues that are publicly available online and may relate to Collyer’s legal duty to meet safeguarding duties set out in KCSIE and which the panel may wish to explore with the applicant at interview.

Selection will be by face-to-face interview unless there are exceptional circumstances and may include additional selection techniques such as observation or job-related tasks.

In accordance with the Equality Act 2010 and Public Sector Equality Duty, candidates will be asked to advise if there are any particular arrangements or reasonable adjustments that could be made so that they can participate fully in the selection process.

3.4 Stage 4: Interview

Prior to embarking on the interview process and on point of arrival, candidates selected for interview will have to provide:

- proof of identity;
- actual certificates of qualifications;
- eligibility to live and work in the UK.

The interview process will seek to assess each candidate in terms of fulfilling the requirements of the post and the questions will range to encompass subject knowledge, skills and competence, ability to fulfil the requirements of the role, and to contribute to the extra and extended curriculum where required.

Significantly in terms of safer recruitment practices at least one representative involved in the interview process will be Safer Recruitment trained and will ask a question at interview exploring attitudes towards safeguarding and working with young people or vulnerable adults.

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to the interviewers;
- to declare any information that is likely to appear on a DBS certificate;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

3.5 Stage 5: References

All appointments are subject to satisfactory references. For teaching staff and any other appropriate posts, references for those short-listed are taken up before the interviews and references will remain a matter of scrutiny and be probed during interview.

References are sought directly from the referee. References or testimonials provided by the candidate are never accepted. Open references referenced 'To whom it may concern' will not be accepted if they fail to include dated evidence or are without obvious organisation authorisation. A minimum of two references will be requested.

References will be verified and referees will be contacted in order to clarify any anomalies or discrepancies.

3.6 Stage 6: Successful Candidate: Pre Employment Checks

The candidate will be required to provide all of the following prior to taking up the post:

- receipt of two satisfactory references;
- verification of the candidate's identity;
- a satisfactory Enhanced DBS disclosure*;
- verification of the candidate's medical fitness (via a confidential health questionnaire or medical test dependent upon post);
- verification of qualifications;
- verification of professional status where required e.g. QTS or QTLS status (unless properly exempted);
- Certificate of Good Conduct for applicants who have lived/worked overseas within the last five years;
- the production of evidence of the right to work in the UK;
- the production of evidence of change of name.

*When assessing any disclosure information on a DBS certificate, Collyer's will take into consideration the explanation from the applicant, including for example:

- the seriousness of any offence and relevance to the post applied for;
- how long ago the offence occurred;
- whether it was a one-off incident or a history of incidents;
- the circumstances around the incident; and

- whether the individual accepted responsibility for their actions.

For newly appointed staff awaiting a DBS check, the following safeguards must apply in all cases:

- the employee should not be left unsupervised with young people or vulnerable adults;
- no 1-1 working with students;
- no working in isolated parts of the building where the activities with students cannot be overseen by a third party (it may be decided for example to insist that the door to the teaching room is kept ajar);
- a member of staff without a disclosure cannot accompany students on a residential visit or be the sole or prime member of staff in charge of an off-site activity;
- a risk assessment will be completed and approved by the DSL, a copy of which will be passed to the employee's line manager.

3.7 Stage 7: Induction

All staff who are new to Collyer's are required to undertake induction training that will include the College's safeguarding policies. This training includes Prevent training, Safeguarding training (Keeping Children Safe in Education Part 1), ACT (Action Counter Terrorism) training and GDPR (General Data Protection Regulation) training. All staff will be asked to confirm that Keeping Children Safe in Education Part 1 has been read and understood and specific induction in Safeguarding and guidance on Safe Working Practices has been undertaken. Regular meetings will be held during the first twelve months of employment between the new staff and their appropriate line manager(s) including early lesson observations. When deemed necessary, the Performance Management and Appraisal system can also offer the opportunity to reflect on safe working practices. All staff are required to complete a probationary period in their first year of employment.

3.8 Stage 8: Leaving Employment of the College

There is a statutory requirement for the provision of the Protection of Children Act and DBS scheme to be applied where employees work in the provision of care services to children and young people. Employees who are dismissed, who resign in circumstances which may have led to dismissal or where a disciplinary transfer has occurred on grounds of misconduct which harmed or placed a child at risk of harm will be referred to the Local Children's Safeguarding Board, DBS and National College for Teaching and Leadership as appropriate.

4. Notes

4.1 The College will:

- require staff who are convicted or cautioned for any offence during their employment with the College to notify the Principal in writing of the offence and penalty;
- ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The College will monitor the compliance with these measures;
- respond to changes in legislation required to ensure the safeguarding of children and young people and review policy and practice in the light of developments such as the Disclosure and Barring Service (DBS);
- carry out an annual review of this policy irrespective of legislation.

5. Central Record of Pre-Employment Checks

5.1 In addition to the various staff records kept in College and in individual personnel files, a single central record of recruitment and vetting checks is kept in line with DfE requirements. This is kept up to date on a central spreadsheet updated on the HR database and this is reviewed by the DSL on a regular basis.

5.2 The SCR (Single Central Record) contains details of checks for:

- all staff who are employed to work at the College;
- all staff who are employed as temporary staff employed directly by the College;
- all others who have been chosen by the College to work in regular contact with students. This will cover volunteers, governors, and people brought into the College to provide additional teaching or instruction for students but who are not staff members, e.g. a specialist sports coach, enrichment tutors, peripatetic music teachers and agency staff.

6. Data Protection Issues

6.1 Employees are entitled to see and receive, if requested, copies of their business employment references.

6.2 Information received in the course of recruitment will be held confidentially and securely (e.g. in a password protected database or locked office) and used and retained only for the period necessary for recruitment, and in the case of the successful candidate employment, purposes.

7. Supply Staff

7.1 For the purposes of creating the record of checks for supply staff provided through a supply Agency, the College will request written confirmation from the supply Agency that it has satisfactorily completed all relevant checks. Access to the check is only required where there is information contained in the DBS Disclosure. Information received as part of a DBS check will be treated as confidential. Identity checks will be carried out by the College to confirm that the individual arriving at the College is the individual that the agency has referred.

8. Contractors and agency staff and the use of self-employed staff

8.1 These staff are not employees or volunteers of the College and are not, therefore, subject to the recruitment processes described above. However, just as we check the identity and outcomes of DBS checks for our permanent staff so too must we ensure we have checked this information and keep records for agency staff or self-employed people working at the College. Very occasionally, where checks cannot be completed within very short timescales e.g. when unexpected requirements for staff arise which determine the use of staff from agencies, work with contractors or the self-employed, the line manager responsible for the area of work and the HR Director will risk-assess the situation from a safeguarding perspective. The overriding criterion to be used is the issue of access to and supervision of children by the staff in these categories. Contractors on site who are not in possession of a full enhanced DBS certificate are issued with a different colour lanyard and name badge to enable quick and easy identification of those who require supervision.

8.2 We have a duty of care to all our students 16-19 and 19+. Therefore, anyone working on this site must be careful that their behaviour is appropriate and should:

- avoid situations in which they are the only person in a room or area with a student (not including peripatetic teachers where all employment checks including DBS has been completed – see 9. Peripatetic Staff);;
- be polite and kind to students;
- not use bad language;
- avoid engaging in conversation with students unless it is directly relevant to the work being undertaken.

9. Peripatetic Staff

9.1 For the purposes of creating the record of checks for peripatetic staff (for music, etc.) the College will require all necessary checks to be fulfilled. Sports referees are treated as visitors.

9.2 This policy has been written with reference to the DfE publication Keeping Children Safe in Education September 2024 and the Further Education and Skills Inspection Handbook September 2024 and Education Inspection Framework September 2023.

10. Related policies and documents

- College Instrument and Articles
- College's Rules and Byelaws
- Data Protection Policy
- Equality and Diversity Policy
- Safeguarding and Child Protection Policy
- Staff Development Policy