



# Safer Recruitment and Selection Policy

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2022 - 2023

Head of Human Resources

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## **1. Policy**

- 1.1 City of Wolverhampton College aims to recruit and develop skilled and motivated employees who will deliver an outstanding service to the local community. An effective recruitment and selection process is a major contributor to this aim.
- 1.2 The College is committed to safeguarding and promoting the welfare of children and young people and young people and adults at risk of harm, and expects its employees to share this commitment.
- 1.3 Reference made to 'children and young people' refers to those under the age of 18 years old. The term 'adults at risk of harm' refers to people aged 18 years and over who may need to receive community care services by reason of mental health or other disability, age, or illness and who may be unable to take care of themselves or protect themselves against significant harm or exploitation.
- 1.4 Human Resources is responsible for overseeing all aspects of the recruitment and selection process. Line Managers are responsible for justifying the decisions they make.

## **2. Background and Purpose**

- 2.1 This policy aims to balance the provision of development and promotion opportunities for its existing employees, with the values of equality and diversity, and the requirement to have efficient and responsive methods of filling vacancies quickly and effectively. This policy also incorporates 'Safer Recruitment' principles and good practice relating to vetting and barring, and the safeguarding of children and young people and adults at risk of harm.
- 2.2 On 1 December 2012, the Criminal Records Bureau (CRB) merged with the Independent Safeguarding Authority (ISA) to become the Disclosure and Barring Service (DBS). The Disclosure and Barring Service (DBS) is a non-departmental public body of the Home Office of the United Kingdom. The DBS enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially involving children or vulnerable adults, and provides wider access to criminal record information through its disclosure service for England and Wales.
- 2.3 The DBS scheme defines the type of work – regulated activity. The defined roles stated within the Disclosure and Barring Service (DBS) Checks Policy and Procedures, which are carried out by employees at City of Wolverhampton College will meet the definition of regulated activity and our practices must comply with the legislation.
- 2.4 The barred list checks are an additional safeguarding check and part of a wider framework of safer recruitment practices. It enables the increased monitoring and review of criminal record related information and intelligence.

- 2.5 It does not, nor does it remove the need to develop and apply robust recruitment procedures, including checking identity, qualifications and references and enquiring into career history.
- 2.6 Recruitment should be treated as a key public relations exercise as the way it is managed affects the College's image and consequently its ability to attract and appoint high calibre staff.

### **3. Scope**

- 3.1 This policy aims to set out the recruitment and selection processes currently used by the College.
- 3.2 This policy will usually apply to the recruitment and selection of all employees to City of Wolverhampton College.
- 3.3 The College reserves the right to vary the typical process in response to specific recruitment difficulties, operational requirements or to meet our responsibilities to safeguard children and young people and adults at risk of harm.
- 3.4 Where Senior Post Holders (as defined in the Articles of Government) are to be appointed, the Governing Body will be directly involved in determining the arrangements for the recruitment and selection of such staff.

### **4. Safer Recruitment Training**

- 4.1 All employees who participate in the recruitment process are required to undergo Safer Recruitment training. Every interview panel must have at least one member who has received Safer Recruitment training. Refresher training is available, and employees who participate in the recruitment process will be expected to keep themselves up to date with current practice.

### **5. Reviewing an existing Vacancy**

- 5.1 Before seeking to recruit, whether for a new or like for like replacement position, the Manager should consider whether a position actually still exists; whether the work could be allocated to a current employee or divided between several employees; whether the position could be an apprenticeship opportunity; whether the position is designed and defined in the most appropriate way. Consideration should also be given as to whether the priorities and main duties of the position have changed. Only after full consideration, and if none of the above actions can be used to meet the staffing need, should the Manager formally seek approval to recruit.
- 5.2 Prior to submitting the Request to Recruit Form to Human Resources, the Manager must undertake a full review of the Job Specification in order to clearly define the details of the Job and to define the Education, Qualifications, Knowledge, Experience, Skills and

Abilities required by the post holder. The Job Specification level of DBS check must also be reviewed to ensure it is correct for the position.

- 5.3 The Manager should submit a Request to Recruit Form which must be accurately completed with all the required information included, the completed Form to be submitted to Human Resources. Missing or incorrect information will delay the Request to Recruit Form being progressed to the Executive Management Team (EMT) Staffing Approval Panel.

## **6. Advertising**

- 6.1 All vacancies that are anticipated to last for six months or more at the time of recruitment will usually be advertised both internally and externally. Managers may decide whether they wish to advertise internally only, or internally and externally.

- 6.2 The following are examples, but is not an exhaustive list, of potential exclusions to 6.1:

- When an employee develops a disability or health problem and redeployment to a vacant post would enable them to remain in employment
- If existing employees are at 'risk of redundancy' and redeployment to a vacant post, in line with the College Redundancy Policy, would enable them to remain in employment
- If there is a need to transfer an existing employee to an alternative role in accordance with the College Disciplinary and Capability Policy
- If external recruitment would jeopardise the retention, development or promotion of existing professional, technical or other scarce employee resources

- 6.3 It is the responsibility of Human Resources to oversee the College advertising campaigns and to place all the College's adverts in relation to job vacancies. Advertising requirements will vary greatly depending on the kind of post. However, all external adverts will be placed on the City of Wolverhampton College website as a minimum. If an appropriate level of response has not been identified, then further adverts will be placed.

- 6.4 When a vacancy is advertised internally only, existing employees, people seconded into the College and Agency workers placed with the College at the time of the advert, and who have worked for the College for more than 12 weeks, are eligible to apply for the vacancy. These adverts will be circulated via the internal email and/or Teams channels.

- 6.5 The College also operated a Guaranteed Interview Scheme. Any candidate who has declared a disability on their application form and meets the minimum criteria for the post they are applying for will be guaranteed an interview.

## **7. Application Process**

- 7.1 The majority of applications will be made via the online web recruitment system by completing the City of Wolverhampton College online application form.

- 7.2 In respect of some internal vacancies, an 'Expression of Interest' may be required instead of completing the College online application form.
- 7.3 Applicants with a disability who require access in an alternative format should contact Human Resources accordingly.
- 7.4 Other information available to applicants can be accessed via the College's website and includes:
- Code of Practice for Disclosure and Barring Service
  - Disclosure and Barring Service (DBS) Checks Policy and Procedures
  - Safer Recruitment and Selection Policy
  - Keeping Children Safe in Education
  - Disability Confident - Guaranteed Interview Scheme
  - Commitment to Equality in Employment Policy
- 7.5 Applications received after the closing date will not normally be accepted.

## **8. Shortlisting**

- 8.1 The 'Personal Details' section will be detached from the application form and retained by Human Resources during the shortlisting process. Only skills, qualifications and abilities that are necessary to perform the job, as detailed in the Person Specification will be used as short-listing criteria. All applications, from both internal and external candidates will be compared consistently against the same criteria.
- 8.2 Internal candidates will not be guaranteed interviews, and their applications will be shortlisted in the same way as other candidates.
- 8.3 Any candidate who has declared a disability on their application form and meets the minimum criteria for the post they are applying for will be guaranteed an interview. Human Resources will monitor this process and will only alert the Manager carrying out the shortlisting of a candidate's disability status after the shortlisting process is complete. Where an applicant has met the minimum criteria and declared a disability they will be added to the selection process programme and the relevant Line Manager will be informed. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability. Furthermore, all applicants will be asked whether they have special needs/requirements for their interview which the College will endeavour to meet so as not to disadvantage the applicant in any way.
- 8.4 Human Resources will normally prepare the shortlisting pack, which will contain applications, shortlisting grid and job specification, within three working days of the closing date.
- 8.5 The Chair and members of the interview panel will review and shortlist the applicants. All shortlisted applicants must meet the essential criteria. The Human Resources lead on the interview panel, will review the shortlisting process. Applicants can request feedback if they have not been shortlisted for interview.

- 8.6 Human Resources will keep the shortlisting documentation detailing the reason(s) for rejecting applicants and shortlisting applicants for three months from which the selection decision was made. This is so that factual information can be related to any applicant wishing to receive feedback or as evidence in any legal claim. The Human Resources lead will provide that feedback.

## **9. Pre Interview Arrangements**

- 9.1 Shortlisted candidates will be given reasonable notice of the date of the interview, time and location, to allow adequate time for preparation. If the selection process requires candidates to undertake any assessment procedures, candidates will be advised of this in advance.
- 9.2 The invitation to interview will inform candidates that the interview will explore issues such as their suitability to work with children and young people and adults at risk of harm.
- 9.3. The invitation to interview will invite candidates to inform the College of any special interview requirements they might have, so that arrangements can be put in place to accommodate these requirements in advance of the interview.

## **10. Interviews**

- 10.1 College interview panels will normally consist of a minimum of three people, the composition of which will depend on the nature of the position and the level of responsibility. At least one of the panel members will have completed the Safer Recruitment Training.
- 10.2 The aim of the interview is to collect comprehensive information about the candidates in relation to the criteria for the position, select a candidate for the position and to communicate further information to the candidate about the College and the position applied for, so that candidates can make an informed decision if offered the position.
- 10.3 One member of the panel will be the 'Chair', this person is normally the most senior member of the panel and who will often be the successful candidate's Line Manager. The interviews typically follow the following structure:
- Introductions to the panel members
  - Give an overview of the structure for the interview process
  - Overview of the College
  - Overview of the Faculty/Department that the position sits in
  - Candidate is asked a series of competency based questions relevant to the position
  - Candidate is asked mandatory questions around Safeguarding; Prevent and British Values
  - Candidate is invited to put any questions to the panel
  - Interview concluded with candidate being given a time frame for a decision to be made

- 10.4 The questions should be competency based and around the Job Specification. The candidate should be able to describe their skills, knowledge and or ability using examples from their careers. Questions should not be of a discriminatory nature and need to ensure that all aspects of the Equality Act are taken into consideration.
- 10.5 Each member of the interview panel will independently complete an Interview Assessment Form for each candidate, which will be retained by Human Resources. In order to complete the Interview Assessment Form, each panel member will take brief notes during each interview and will score the answer provided by the candidate for each question, using the criteria below. The Human Resource lead will take more detailed notes for reference in terms of scoring and providing feedback to candidates:
- Score of 4 = complete answer, satisfied the panel member that the candidate demonstrated the skills/knowledge/ability required
  - Score of 3 = a good answer which leads the panel member to the conclusion that the candidate has good knowledge/skills/aptitude required
  - Score of 2 = does not answer in sufficient detail, the panel member is of the view that the applicant has partial knowledge/skills/aptitude required
  - Score of 1 = no knowledge/skills/aptitude demonstrated
- 10.6 On the completion of all the interview activities, including any assessments undertaken, the panel will discuss and come to a decision. The panel Chair will be responsible for completing the documentation required by Human Resources to generate the appropriate documentation for the successful candidate.
- 10.7 All original campaign paperwork for the position, including application forms, shortlisting forms and interview assessment forms will be kept by Human Resources for twelve months after the date on which the selection decision was made, after which they will be destroyed. The successful candidate's application form and associated campaign information will be placed on the candidate's Human Resource File.

## **11. Assessment Tools**

- 11.1 The use of other selection methods in addition to the interview may be used to test the skills, abilities, knowledge and experience essential to the requirements of the position, that the interview is unlikely to be able to measure on its own. Such methods may include:
- Initial Assessments
  - Presentation
  - Written exercise
  - Group exercise
  - Psychometric assessment
  - Student observed micro teach
  - Administrative IT task
  - Leadership Assessment
- 11.2 Psychometric tests, which assess a candidate's skill level or potential for a specific role, and personality assessments will only be administered by qualified and competent

registered practitioners, if applicable. All candidates required to undertake assessments will be given appropriate feedback on request.

## **12. Interview Expenses**

12.1 The College will not reimburse expenses incurred as a result of a candidate attending an interview with the College.

## **13.1 Disclosure and Barring implications for Appointment Decisions**

13.1 Whilst it is a criminal offence to knowingly employ someone who is barred from working with children and young people or adults at risk of harm in regulated activity, it is possible to allow such a person to work in controlled activity, subject to specific safeguards being in place.

13.2 Roles stated within the Disclosure and Barring Service (DBS) Checks Policy and Procedures which are carried out by employees at the City of Wolverhampton College will meet the definition of regulated activity and our practices must comply with the legislation.

13.3 An applicant who is aged under 16 will not be able to apply for a DBS check.

## **14. The Appointment Process**

14.1 All interviewed candidates will receive notification of the outcome of the selection process.

14.2 Unsuccessful candidates may request feedback and should contact the Human Resources campaign lead, if feedback is required.

14.3 Line Managers and/or the Human Resources campaign lead will be responsible for contacting the successful candidate by telephone to discuss the provisional offer of employment.

14.4 Formal offers of employment will be made subject to satisfactory completion of pre-employment checks which will include:

- Receipt of at least one of the two written references for the candidate which must be satisfactory both in content and the source of the reference. If a reference is from an educational establishment, the reference must come from a relevant Senior Manager within that organisation. One reference must be provided by a past employer one reference must be provided by the candidate's present or most recent employer
- An Employment Health Assessment Form is required to be completed. This Form will be reviewed by our external Occupational Health provider
- Disclosure and Barring Application Form and the verification of identity and the provision of original documents as required by Disclosure and Barring Service



- Verification of eligibility to work in the UK through the provision of defined original document(s) as specified by the Asylum and Immigration Act 1996
  - A clear check against the DBS Children's Barred List, if applicants are working in regulated activity
  - Verification of stated qualifications, where required. For teaching staff, no appointment will be made unless the candidate has a Level 3 qualification or above in the subject they are teaching.
  - All new teaching staff are required to hold, or be working towards, a recognised teaching qualification. If not, this would be an expectation upon their employment and to be achieved within three years of their employment with the College
  - Verification of professional status where required
- 14.5 If the Disclosure certificate shows recorded items such as convictions or cautions, previously not disclosed, Human Resources will pass the certificate together with the relevant paperwork to the Head of Human Resources for consideration. In all situations, where there are any offences relating to children and young people or adults at risk of harm, the Head of Human Resources will consult with the Designated Safeguarding Lead and the Executive Management Team (EMT). Under no circumstances will an appointment be made if a person is on the Barred List (an Enhanced check for Regulated Activity).
- 14.6 For overseas appointees, additional checks will be made against criminal records information from countries where the individual has lived or worked. See Appendix 1 for more information.
- 14.7 If a candidate is to be employed in regulated activity, but is not currently working, checks will be made, including a full reference with the School, FE College or Local Authority at which they were most recently employed, to confirm details of their employment and reasons for leaving.
- 14.8 If the prospective employee has not provided all the necessary documentation by the intended start date, they will be required to bring them on their first day. If they fail to do so, they will not usually be able to commence work, and their start date will be postponed for a period of up to one week, to enable the pre-employment checks to be completed. If the required documents have not been provided within the week, the College will consider withdrawing the employment offer. The Head of Human Resources will provide all the relevant information to EMT in order for this decision to be made.
- 14.9 In the event that employees are allowed to commence work pending the return of the DBS Disclosure, this will be subject to satisfactory completion of all other pre-employment checks a documented two stage Risk Assessment process, with the appointee being required to complete Part One of the Risk Assessment Form and the Line Manager completing Part Two and submitting both Forms to Human Resources, who will then undertake a 'Barred List Check' before submitting the Risk Assessment to the Head of Human Resources or the Designated Lead for Safeguarding for approval. If approved, the employee will have to be supervised until receipt of the DBS Disclosure.
- 14.10 On receipt and approval of satisfactory documents specified above, a letter confirming the employment offer and start date will be issued, accompanied by a contract of employment.

14.11 All staff will be subject to a minimum six months' probationary period and will be expected to complete a full induction relevant to their position.

14.12 All staff will be required to complete the following Mandatory Training:

- Safeguarding Children
- Safeguarding Adults
- Prevent
- Equality and Diversity
- Health and Safety Induction

14.13 Human Resources will produce a monthly report that will indicate Mandatory Training completion levels and the names of employees who are able to complete the training, but who are outstanding. This report is circulated to members of the College Senior Management Team and Human Resources. The Human Resources Team will follow up with the relevant manager, to support compliance.

## **15. Single Central Record (SCR) of Recruitment and Vetting Checks**

15.1 The Safeguarding Children and Safer Recruitment in Education guidance which came into force on 01 January 2007, recommends that in addition to the various employee records which are kept as part of normal business, Colleges must also keep and maintain a single central record of recruitment and vetting checks. The College's Single Central Record (SCR) is run and stored with Human Resources.

15.2 The record must be in place from 01 January 2007 for all employees and other relevant individuals appointed or chosen on or after that date. From 01 April 2007 the record must include all current employees and relevant individuals appointed or chosen from 01 January 2007.

15.3 New employees are not able to commence employment with the College until an Enhanced DBS has been completed and at least one of the two satisfactory references received. The new employee also has to provide evidence of their qualifications. To comply with Asylum and Immigration requirements, a passport or birth certificate must also be provided prior to employment.

15.4 In exceptional circumstances, for those employees who don't have pre-employment checks in place, a two stage Risk Assessment Form will have to be completed in accordance with paragraph 14.9 above.

## **16. Equality and Diversity**

16.1 If any employee has difficulty at any stage of this procedure because of a disability they should discuss the situation with their Line Manager or a member of Human Resources as soon as possible.

16.2 Candidates or employees who need a carer (for reasons of their disability), or an interpreter/translator to attend a meeting with them, for disability or language reasons, may arrange this with Human Resources.

- 16.3 Candidates or employees who require assistance accessing a meeting should inform Human Resources who will ensure that venues for meetings are accessible.
- 16.4 Human Resources will monitor the ethnic origin, gender, age, disability and marital status of all job applicants to ensure it offers fair and equal access to employment opportunities to all within the community.
- 16.5 The College is committed to fairness and equality of treatment of all candidates and employees and will comply with the requirements of the Equality Act 2010 and the ACAS Code of Practice in the implementation of these procedures. The College will not discriminate against any individual through the use of this procedure directly or indirectly for reasons related to their race, sex, ethnic or national origin, marital status, age, disability, sexual orientation, gender identity, religious or political belief or trade union membership.

## Appendix 1

### A. Single Central Record of Recruitment and Vetting Checks

The Safeguarding Children and Safer Recruitment in Education Guidance which came into force on 01 January 2007, recommends that in addition to the various employee records which are kept as part of normal business, Colleges must also keep and maintain a single central record of recruitment and vetting checks. The College's Single Central Record (SCR) is run and stored with Human Resources.

The record must be in place from 01 January 2007 for all employees and other relevant individuals (as set out below) appointed or chosen on or after that date. From 01 April 2007 the record must include all current employees and relevant individuals appointed or chosen from 01 January 2007.

New employees are not able to commence employment with the College until an enhanced DBS has been completed and at least one of the two satisfactory references received.

The new employee has to provide evidence of their qualifications.

To comply with Asylum and Immigration requirements, a passport or birth certificate must also be provided prior to beginning employment.

In exceptional circumstances, for those employees who don't have pre-employment checks in place, a two stage Risk Assessment Form will have to be completed in accordance with paragraph 14.9 above.

### B. Checks Required

The Single Central Record must indicate whether or not the following recruitment and vetting checks have been completed:

TYPE OF CHECK		DETAILS
Identity		Proof of identification should include name (where names have changed); date of birth; address and photographic identity. Main examples of proof of identity may include Driving Licence; Passport; Birth Certificate.
Qualifications		Qualifications required for the position as stated in the Job Specification i.e. Assessor Award; Cert Ed etc.
Children's Barred List		Previously known as List 99. Checks are completed as part of the DBS Enhanced Disclosure. A separate 'Barred List Check' will be required if the DBS Disclosure remains outstanding at the time the individual begins work.
DBS Enhanced	Check	Required for all employees employed at the City of Wolverhampton College, including: Volunteers Governors Student Placements Agency Staff working in mainstream College areas

		College and Strategic Managers (with the exception of Curriculum and Faculty Managers) Back Office Support Staff
DBS Enhanced Workforce	Check Child	Mainstream Faculty Curriculum Managers Prince's Trust and NEETS positions Lecturing Staff in mainstream College areas and are not in SLDD and Pathways
DBS Enhanced Adult Workforce	Check Child and Adult	Faculty and Curriculum Managers in SLDD and Pathways Safeguarding and E&D Manager Lecturing Staff in SLDD and Pathways Specialist Student Support Workers Student Support Workers Agency Staff where required
Right to Work in the UK		<p>A Right to Work in the UK check must be conducted before an individual is employed. The City of Wolverhampton College must be able to produce proof of either a manual or an online check.</p> <p><a href="https://www.gov.uk/government/publications/right-to-work-checks-employers-guide">https://www.gov.uk/government/publications/right-to-work-checks-employers-guide</a></p> <p><a href="https://www.gov.uk/government/publications/right-to-work-checklist">https://www.gov.uk/government/publications/right-to-work-checklist</a></p> <p>All employees are required to produce evidence of entitlement to work in the UK based on the acceptable documents. Further information can be obtained from: <a href="https://www.gov.uk/check-job-applicant-right-to-work">https://www.gov.uk/check-job-applicant-right-to-work</a></p> <p>Checking of EU, EEA or Swiss citizens' right to work in the UK has not changed even though the UK has left the EU. They can still use their passport or National Identity Card until 30 June 2021. The College will need a sponsor licence to employ EEA and Swiss citizens coming into the UK to work from 01 January 2021.</p> <p>After 30 June 2021, the new immigration rules for recruiting people from outside the UK will apply. Retrospective checks are not needed for existing employees.</p> <p>Where appropriate these checks are in respect of individuals who although are UK Nationals or not subject to any immigration restrictions, but have lived outside the UK within the last 5 years. These checks may include:</p> <p>Overseas criminal record check</p>

	Obtaining certificates of good conduct from relevant embassies or police forces.
References	Two references are obtained, one satisfactory reference from a previous employer must be obtained prior to the individual's employment start date.

**C. City of Wolverhampton College must have a record of the following:**

- All employees employed to work at the City of Wolverhampton College or subsidiary companies
- Agency staff (employed directly by the College or through an agency\*).
- For the purposes of creating the record of checks for Agency staff provided through a supply agency, the College will need written confirmation from the agency that it has satisfactorily completed the checks described above. The college does not need to carry out or see the checks itself, except where there is information contained in the DBS Disclosure.

However, identity checks must be carried out by City of Wolverhampton College to confirm that the individual arriving at the College is the individual that the agency intends to refer to them.

- Governors that are employed by the Corporation. Human Resources are only required to record their DBS information.
- Placements through partnered Universities are required to have DBS Information sent from their University all other checks are completed by the University.
- Sub-Contractors have designated contacts within the College who hold information, such as CVs, Qualifications, DBS information etc. As they are employed by external companies, references, qualifications and Asylum and Immigration is the responsibility of their own employer. However, on request by Human Resources, this information will be made available for audit purposes.
- All volunteers who are working at City of Wolverhampton College.
- Contractors that are contracted via the City of Wolverhampton College Procurement Team i.e. Catering Staff etc., Human Resources are only required to record their DBS information.