



# Recruitment and Selection Policy

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This policy will be reviewed at least every two years.

## Recruitment Policy Statement

Bradford College recognises its staff as being fundamental to its success.

A strategic and professional approach to the recruitment process helps enable the College to attract and appoint staff with the necessary knowledge, skills and competencies to support the College's vision to transform lives through education and training.

The College is committed to ensuring that the recruitment and selection of staff is straightforward, efficient, effective and promotes equality of opportunity.

## **Recruitment and Selection**

The underlying principle in recruitment and selection is to appoint the best candidate for the post on the basis of merit and fair and open competition. Therefore, it is essential that:

- Posts are advertised internally and/or externally
- Selection is fair and objective at every stage.
- Selection criteria are agreed against the requirements of the post.
- Application of the principle of fair and open competition can be demonstrated.
- All recruitment activity is supported by an evidenced approved business case

Responsibility for implementing the policy lies with each manager involved in the recruitment process. Managers must ensure that recruitment and selection procedures and decisions comply with practices outlined in this policy.

### **Equality**

Every possible step should be taken to ensure that individuals are treated equally and fairly in accordance with the college's Single Equality Scheme. Decisions on recruitment, selection and promotion should be based on objective, job related criteria.

Managers are required to make reasonable adjustments to ensure that their employment arrangements and premises do not put a person with a disability at a substantial disadvantage. Where adjustments cannot be made, the onus will be on the college to demonstrate that the adjustments in question were not ones which it was reasonable for it to have to make. Human Resources will advise on such matters as and when required.

All applicants are asked to complete a form for diversity monitoring purposes. The information collected will be used for this purpose only.

It is unlawful to discriminate directly or indirectly in recruitment or employment because of any of the "protected characteristics" in the Equality Act 2010. These are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. This includes the arrangements made for the purposes of determining to whom employment should be offered, the terms on which the employment is offered and refusing to offer employment.

Although it is unlawful to discriminate, it is possible to take positive action to redress any apparent inequalities or imbalance in the composition of the workforce. The college will, where appropriate, take measures to encourage applications from under-represented groups. Advice on positive action, where relevant, should be sought from Human Resources.

### **Safeguarding**

The college is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and as such expects all staff and volunteers to share this commitment. The protection of all our students is the responsibility of all staff within the college, superseding any other considerations.

Our recruitment procedures will ensure that all staff and volunteers who come onto our premises are subject to the highest level of checks that are applicable to the work they are carrying out. This will include submission of an appropriate Disclosure where relevant.

All recruiting managers must be familiar with the procedures in place as outlined at Appendices 1, 2 and 3. Staff who do not follow these procedures may be subject to action under the college's Disciplinary Procedure.

The recruitment procedures which follow from section 4 ensure that all appropriate checks are carried out at various stages of the process, including:

- Regular review of the policy to ensure it is up to date.
- Advertisements making clear our commitment to safeguarding.
- A standard application form which is used to ensure all relevant information is gathered.
- The job description and person specification for all posts explaining the safeguarding responsibilities of members of staff and how these will be tested at interview.
- References being undertaken prior to interview and enquiring about suitability to work with children and/or vulnerable adults.
- Applicants being required to give information about all posts where they have previously worked with children and/or vulnerable adults.
- Information on the application form being scrutinised for anomalies, discrepancies or gaps in employment history.
- Applicants being required to declare any convictions on the application form.
- Face to face interviews taking place to determine the suitability of individuals for the post.
- The applicant's identity and qualifications being checked at the interview stage.
- List 99 checks being carried out on all staff appointed.
- DBS checks being undertaken on all staff appointed and logged centrally.
- For contract staff a compliance check against the IR35 regulations will be conducted with the utilisation of the Government IR35 assessment tool
- All appointments being subject to verification of identity, qualifications, the receipt of satisfactory references, satisfactory Disclosure and medical review.
- All staff in receipt of an offer of employment must undertake relevant e- modules prior to the commencement of their employment.
- All new staff being subject to a six months' Probation Period during which their suitability for the post will be monitored outside the college's Disciplinary and Capability Procedures.

The college will undertake additional DBS checks on staff who move from non-regulated to regulated activity.

### **Communication and Training**

All those involved in the recruitment and selection of staff will undertake appropriate skills training in recruitment and selection, including discrimination awareness training.

## **Approval of Vacancies**

The first stage in recruitment will be consideration as to whether the vacancy is required and may include an opportunity to reorganise existing structures and redesign jobs.

Where new posts are to be created, a business case to support additional expenditure must be made and this will usually be presented at a Business Planning or Performance Review meeting. If an additional post is approved the Head of Department must complete the relevant REC 1 form for this to be signed by the Principal.

Approval for flexible staffing (including agency staffing) must be sought using the Rec 1 form.

For replacement posts the REC 1 should be submitted to HR with all additional information (REC 2, REC 3 and REC 4) in order for the request to be taken to the Principal for consideration. No post will be passed for authorisation until these documents are received by Human Resources.

All vacancies must be approved by the Principal and will only be recruited to once this authorisation has been given.

## **The Job Description**

The job description (REC 3) should be completed in the standard college format provided by Human Resources. Standard college job descriptions must not be changed, however additional information may be provided under the Departmental Duties section.

## **Person Specification**

The person specification (REC 4) should identify the essential and desirable qualifications, skills, knowledge and experience required for the post. There are no standard REC 4s, although there are minimum agreed requirements for Standard college teaching posts and other posts involving working with children and vulnerable adults.

Thorough preparation of recruitment documentation is essential to enable the college to attract an appropriate field of suitably qualified applicants. This will provide a basis for objective and fair assessment and selection. It is important that careful consideration is given to identifying appropriately the essential criteria for the job.

## **Management Competencies**

Management competencies identify essential performance areas and levels for key staff. The REC 5 outlines these competencies and these should form a base for compiling the Rec 4 for management posts.

## **Advertising the Post**

The advert should be based on the job description, the requirements of the job and the agreed selection criteria. It should identify the type of appointment, length of contract, location, salary package and application procedure. All applicants will be asked to complete an application form. Applications from individuals with disabilities will be accepted in alternative formats provided the details requested in the college application form are included.

Late applications will only be considered if the short-listing manager advises that it is likely that on the basis of applications received a suitable appointment would not be made. Any externally advertised post will automatically be advertised internally at the same time.

### **Interview Panels**

The relevant manager will be responsible for arranging the interview panel. Panels should not normally exceed four members. Both genders, wherever possible, should be represented.

The chair of the interview panel, as a minimum requirement, will have attended recruitment and selection training.

### **Shortlisting**

Following the closing date Human Resources will circulate applications received and the shortlisting documentation to the shortlisting Manager. All documentation relating to equal opportunities will be retained by Human Resources.

Where appropriate, Human Resources will be responsible for liaising with the chair about disabled applicants.

The chair of the interview panel will provide a shortlist and return the list to Human Resources with details of each candidate and their assessment against the essential criteria. Internal applications must be assessed on the same basis as external applicants. From the date of appointment, short listing records will be kept for six months by Human Resources.

For all external appointments, if any applicant is known to any panel member either professionally or socially, or is a family member or relation, the panel member should declare it to Human Resources who will determine whether or not they should withdraw from the process in the interests of fairness and to prevent potential allegations of discrimination. Internal applicants will normally be known to panel members and it is recognised therefore that it is not feasible to exclude key members from an interview panel.

### **Arranging the Interview**

The relevant manager will normally be responsible for arranging interviews in consultation with Human Resources, including any reasonable adjustments for disabled applicants.

### **Selection Methods**

A range of selection methods should be used to test all the essential criteria listed on the person specification. The interview assessment document enables managers to clearly identify which criteria is related to which question, test or presentation.

All teaching posts must include an exemplar lesson as part of the recruitment process for which a grade 2 for the lesson will be essential for selection. All management posts must include at least a presentation.

## **Conducting the Interview**

The interview panel should meet in good time in order to determine how the interview should be structured. The chair is responsible for coordinating the interview panel. Each interview must follow the same format, but supplementary questions may be asked as a result of candidates' responses. There are standard questions that must be asked of candidates applying for posts working with children and/or vulnerable adults.

Candidates will be asked to bring evidence of their identity and qualifications to the interview. The chair of the interview panel should arrange for these to be copied and supplied to Human Resources. The information relating to unsuccessful candidates will be destroyed confidentially after the decision to appoint is made.

Panel members should make a written assessment of each applicant, as they are interviewed, on the standard forms provided by HR. Assessment should be factual and based on evidence presented by the applicant against the selection criteria only. The documentation used may be requested by individual applicants.

## **Decision to Appoint**

The chair of the panel, after discussion with all panel members, will confirm the successful applicant. The decision to appoint will be subject to the successful applicant meeting the agreed, minimum criteria for appointment. This should be evident from the interview assessment form. All applicants will be informed of the outcome of the interviews by the chair of the interview panel

Feedback to all candidates will be agreed by the panel and the chair will have responsibility for ensuring the agreed feedback is offered.

Applicants will normally be appointed to the minimum salary point of the advertised scale. Exceptionally, a higher salary (within the grade) may be offered to reflect their current remuneration, the market rate or recruitment difficulties in attracting the most appropriate person. Where a higher salary than the minimum is offered, subject to the provisions of the Pay Policy, this must be agreed with Human Resources and confirmed on the appointment documentation and letter of appointment.

The formal written offer of appointment will be made by Human Resources upon receipt of the Interview Decision Record and all other relevant interview documents. All appointments will be subject to the following:

- Two satisfactory written references (one of which must be the current or last known employer).
- Disclosure and Barring Service (DBS) clearance (Appendices 1 and 2 detail the college's Code of Practice on Disclosure checks).
- Health clearance (health questionnaire, and examination where appropriate).
- Entitlement to work in the UK, via appropriate document checks, where necessary (Appendix 3 details the documents required).
- Verification of qualifications.
- Obtaining any additional qualifications.

## **Queries and Feedback from Candidates**

The chair of the interview panel will be responsible for handling any enquiries from applicants regarding non-selection for shortlist or appointment. Applicants for employment who consider that they have been unfairly treated with respect to their application, or who are dissatisfied with some aspect of the recruitment and selection procedure, should write, with details, to the Director of Human Resources. All complaints will be investigated and the applicant informed of any action taken.

## **Induction**

Staff Development will advise the newly appointed employee about the college Induction process. The employing department is responsible for arranging local specific induction. There will be a requirement for newly appointed staff to complete some aspects of the induction process prior to commencement of employment.

All newly appointed employees who do not have GCSE or equivalent passes in Maths and English will be required to undertake an Initial Assessment to determine Literacy/Numeracy Levels. Appendix 4 details the process.

## **Data Protection**

All documentation relating to recruitment and selection will be held securely, in confidence, in accordance with the college's policy on data protection. Only staff who need the information to carry out the duties of their post will have access to the data during the life of the records. Records will normally be destroyed six months after a recruitment exercise.

## **Monitoring**

It will be the responsibility of the SMT lead to monitor the effectiveness of this policy by:

- Assessing the nature and frequency of complaints or cases and identifying any patterns which need to be addressed.
- Monitoring individual complaints or cases to ensure that they are effectively resolved.

As part of the process, the SMT lead will consult with the trade unions on changes to this policy and procedures.

While this policy is to be followed by all employees of the college, it does not form part of an employee's contract of employment.

## **Related policies and procedures**

- Safeguarding Policy
- Data Protection Policy
- Staff Development Policy
- Probation Procedure
- Disciplinary Procedure

## Appendix 1

### Disclosure Code of Practice

1. All staff working with children or vulnerable adults will be required to apply for an appropriate disclosure via the Disclosure and Barring Service (DBS). The disclosure procedures will be dealt with by Human Resources. This procedure will apply only to candidates who are offered an appointment following interview.
2. Any conviction or other matter disclosed to the college by an applicant as part of the initial application process (and therefore not part of the disclosure procedure above) will not necessarily preclude shortlisting. The decision as to whether or not to shortlist will be taken by the recruiting manager following advice from Human Resources and will depend upon the following:
  - the seriousness of the offence
  - the time elapsed since the conviction or other matter
  - the nature and relevance of the conviction or other matter to the position in question
  - whether there is a pattern of offending behaviour.
3. The successful applicant, following acceptance of their appointment and before they commence employment, will be required to complete the appropriate disclosure application form which will be countersigned by an accredited Human Resources representative. The disclosure will be an 'enhanced' disclosure. The completed form will then be forwarded to the DBS. The individual will be advised of the process and a copy of this code of practice will be provided to the individual at their request.
4. The DBS will send written details of any convictions, cautions, reprimands or warnings, together with any other information deemed relevant, to the individual. Individuals are required to present these details to the Human Resources department upon receipt.
5. The details of the disclosure will not be passed to any unauthorised person, organisation or body. Where the applicant's disclosure details are in line with the information supplied by them to the college the record of the disclosure will be kept by the Human Resources department for a period of six months. The details of disclosures are kept in secure, lockable non-portable cabinets with access strictly controlled and limited to those who are entitled to access these as part of their duties.
6. Where the applicant's disclosure contains additional information, not supplied to the college by them, Human Resources will inform the chair of the interview panel of this additional information. Following advice, the applicant may, where appropriate, be invited to meet the chair of the interview panel and a Human Resources representative in order to discuss this additional information.
7. If, as a result of the disclosure in paragraph 6, it is subsequently decided to withdraw the offer of employment, the individual will be notified, as soon as possible, in writing. The decision will be taken by the chair of the interview panel following advice from Human Resources and will depend upon the seriousness of the offence/s or other matters omitted; the time elapsed since the conviction or other matter; the nature and relevance of the conviction or other matter to the position in question; and whether there is a pattern of offending behaviour.

## Appendix 2

### Disclosure and Barring Service - Working prior to DBS Clearance

All employees working at the college, together with certain students, are required to have an enhanced DBS certificate.

Ideally no employee should commence employment until their new DBS disclosure has been received at college. The disclosure however may not have been completed before the employee is due to start. Operationally, it may be important that the individual starts and in these cases the following arrangements may apply in respect of certain newly appointed employees. These do not dilute the safeguards put in place to protect children and vulnerable adults by the disclosure process but rather allows some practical flexibility in cases where it is operationally vital that a new employee starts employment on a certain date. In all situations the normal course of action must be that employment will not commence until a new Bradford College disclosure has been received.

**These arrangements will only apply where a new employee has declared that they have no criminal convictions. Where any convictions are declared, the individual must not start employment until the Bradford College DBS disclosure has been received.**

1. Where they bring with them a previous DBS enhanced disclosure which is less than three months old (as at the date of the commencement of their employment) they may commence employment subject to receipt of a new enhanced disclosure.
2. Where they join direct from Protocol and they can produce their enhanced disclosure or allow Human Resources to confirm with protocol that their original disclosure is satisfactory then they will be allowed to take up their duties pending receipt of their new enhanced disclosure.
3. Where their previous employer is a school or another further education establishment in England, they can produce their enhanced disclosure and the date of commencement is not more than three months after they left their previous employment then they will be allowed to take up their duties pending receipt of their new enhanced disclosure.
4. Where they join direct from another organisation that required an enhanced disclosure and they can produce this or allow Human Resources to confirm with their previous organisation that their original disclosure was satisfactory then they will be allowed to take up their duties pending receipt of their new enhanced disclosure.
5. There may be exceptional circumstances where it is vital that an individual commences employment on a certain date but the circumstances in 1.2. 3. or 4. above do not apply. In such cases (and only on the basis that no convictions are declared) the employee may commence employment provided that the Head of Department undertakes that they will be personally supervised during their working hours. In such cases approval must be sought from Human Resources before an individual starts work.

### **Appendix 3**

#### **Protocol National and Agency Workers**

All agency staff should have received an enhanced disclosure certificate prior to being engaged by the college.

Agencies should provide information to the Human Resources department confirming the details of the disclosure. If required these will be followed up directly with the Head of Department. If they do not have a current disclosure they should not be offered an assignment until a new enhanced disclosure has been received.

All agency staff must have received an enhanced disclosure and it is the responsibility of the manager making the booking to ensure that this has been done by checking with the provider.

**Appendix 4**

**RISK ASSESSMENT: SUPERVISION PENDING RECEIPT OF DBS DISCLOSURE**

It is a legal requirement that all new staff appointed to FE institutions who are providing education and are regularly caring for, training, supervising or being solely in charge of persons under 18 and/or vulnerable adults MUST have an Enhanced DBS Disclosure. "Regular" in this context is defined by the DfES as meaning three or more times in a 30 day period, or once a month or more, or overnight.

In circumstances where DBS Disclosure is pending, Colleges have discretion to allow an individual to begin work, PROVIDED that the individual is appropriately supervised and all other checks (such as List 99) have been satisfactorily completed.

Completion of this Risk Assessment is compulsory by the relevant Head of Department. Once completed, it should be forwarded to the relevant SMT member for their consideration. It should then be forwarded to the Human Resources Department.

**Name of Line Manager completing this Risk Assessment (Block Capitals)**

.....

**Name of new member of staff (Block Capitals)**

.....

**Proposed Start Date .....**

What is the new member of staff's job role?

What is their experience and what if anything is known about the new member of staff concerned?  
(May need to refer to Human Resources Department)

What is the nature of their duties in respect of children and young people aged 18 and under and/or vulnerable adults?

Outline the supervisory arrangements that are proposed in respect of this individual. The nature of the supervision should be specified and the roles of staff undertaking the supervision should be clearly identified here.

**I confirm that the applicant has disclosed that they have no criminal convictions (including cautions, reprimands and warnings).**

**I confirm that the individual concerned will have no unsupervised contact with learners.**

Signed.....  
Line Manager

Date.....

**Decision of SMT member**

**The Risk Assessment is approved**

Signed.....

Date.....

**The Risk Assessment is not approved**

Signed.....

Date.....

**To be completed by the Head of Human Resources**

Do we have recent references containing factual and objective information from at least one appropriate referee? (e.g. most recent employer). **YES/NO**

**I confirm that a List 99 check has been carried out on the individual concerned**

Signed.....

Date.....

## Appendix 5

### Documentation Checks – Eligibility to work in the UK

It is a requirement of the Immigration, Asylum and Nationality Act 2006 that all employers make certain document checks. Home Office guidance and their Code of Practice recommend that this is carried out for every prospective member of staff. Failure to undertake such a check, if the individual is subsequently found not to have the right to work in the United Kingdom, is a criminal offence.

Employers have a statutory defence against conviction for employing an illegal worker if they check and copy certain original documents belonging to the individual before they commence employment. This will be done by the appropriate Human Resources representative. The copies will be placed on the individual's personal file.

Staff are required to provide documentation which must be checked in their presence to show they are eligible to work in the UK by providing the following original documents:

#### Acceptable documents for right to work checks

The documents that are considered acceptable for demonstrating right to work in the UK are set out in two lists – **List A** and **List B**. These are shown below.

**List A** contains the range of documents which may be accepted for checking purposes for a person who has a permanent right to work in the UK.

**List B** contains the range of documents which may be accepted for checking purposes for a person who has a temporary right to work in the UK.

#### List A

- 1 A passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- 2 A passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- 3 A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- 4 A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- 5 A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
- 6 A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

- 7 A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- 8 A full birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- 9 A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- 10 A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

## List B

### **Group 1 – Documents that will provide a valid check until the expiry date of leave**

- 1 A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- 2 A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- 3 A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
- 4 A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

### **Group 2 – Documents that will provide a valid check for 6 months**

- 1 A Certificate of Application issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (European Economic Area) Regulations 2006 to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice<sup>2</sup> from the Home Office Employer Checking Service.
- 2 An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.

- 3 A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer which indicates that the named person may stay in the UK and is permitted to do the work in question.

### **Follow-up right to work checks**

If List B has been used because the employee has restrictions on their permission to be in the UK and to do the work in question, the follow-up right to work checks must be carried out to ensure that they continue to have the required right to work:

#### **Group 1 documents:**

- If the employee is able to produce a current document in this list, a follow-up check should be made using this document. This will confirm right to work in the UK for as long as they have permission to be in the UK and do the work in question, as evidenced by the document, or combination of documents, they produced for the right to work check.
- If however, at the point that permission expires, the college is reasonably satisfied that the employee has an outstanding application or appeal to vary or extend their leave in the UK, the right to work will continue from the expiry date of the employee's permission for a further period of up to 28 days. This is to enable the college to verify whether the employee has permission to continue working for us.
- During this 28 day period the college must contact the Employer Checking Service and receive a Positive Verification Notice confirming the employee continues to have the right to undertake the work in question.
- In the event that the college receives a Positive Verification Notice the right to work will last for a further six months from the date specified in the Notice. The college will then need to make a further check upon its expiry.
- In the event that you college receives a Negative Verification Notice, the right to work will be terminated

#### **Group 2 documents:**

- If the prospective employee or employee holds one of the documents in Group 2, or is unable to present an acceptable document because they have an outstanding application with the Home Office or an appeal in respect of their leave, the college must contact the Employer Checking Service and receive a Positive Verification Notice. The right to work will last for six months from the date specified in the Positive Verification Notice. The college will then need to make a further check upon its expiry.

### **Countries that are part of the European Economic Area**

- Austria
- Belgium
- Bulgaria
- Croatia
- Republic of Cyprus
- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Germany
- Greece
- Hungary
- Iceland
- Ireland
- Italy
- Latvia
- Liechtenstein
- Lithuania
- Luxembourg
- Malta
- Netherlands
- Norway
- Poland
- Portugal
- Romania
- Slovakia
- Slovenia
- Spain
- Sweden
- UK

NB. Switzerland is not part of the European Economic Area but Swiss nationals have the same rights to live and work in the UK as EEA nationals