



Policy/Procedure/Guideline Review

Policy/Procedure/Guideline:	Recruitment and Selection Policy
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Author:	HR Manager
Approved By:	Senior Leadership Team
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Changes Made:	<ul style="list-style-type: none">• Updated to reflect the College vision and values and latest legislation• Strengthened with Safeguarding and E&D Principles• Linked Policies and Procedures updated• Some procedural changes – shortlisting to be carried out by more than one manager

Recruitment and Selection Policy

1. Introduction

Nelson and Colne College are committed to recruiting a diverse, experienced and qualified workforce; able to meet the needs of students and the local community.

This policy outlines the process by which we will attract, recruit and welcome phenomenal people to the Group who share the Groups values and vision of creating the extraordinary. It details how this will be achieved within a culture of safe recruitment that deters, rejects or identifies people who might abuse children or are otherwise unsuited to work with learners.

The Policy also outlines how the Group will ensure that all applicants have a positive experience throughout the process even if they are not suited or selected, whilst at all times promoting a positive employer brand impression.

2. Purpose

The purpose of this policy is to highlight our approach to recruitment and selection and emphasise our commitment to equality of opportunity. It also sets out the safer recruitment practices for employees, temporary staff, agency workers, contractors and volunteers. It is intended to embed safer recruitment practices throughout the Group and to ensure leaders, employees and candidates for employment are aware of the minimum standards used for recruiting and selecting staff. Safeguarding seeks to ensure that the most exposed groups; young people and vulnerable adults, are protected.

The policy also sets out the Group's commitment to equality, diversity and inclusion and ensures that a fair, transparent and open process is undertaken for all recruitment and selection processes and that all new starters, including those from a diverse background or with protected characteristics or a disability, are welcomed to the Group.

3. Legislative/Quality Framework

This policy complies with a wide range of legislation including:

- The Equality Act 2010
- Keeping Children Safe in Education guidance issued by the Department for Education, updated September 2020
- The Data Protection Act 1998
- GDPR regulations
- The Immigration, Asylum and Nationality Act 2006
- The Safeguarding Vulnerable Groups Act 2006

4. Scope

This policy applies to the recruitment and selection of:

- all members of staff, irrespective of whether or not a position is fixed term or permanent, full-time or part-time
- temporary staff
- agency workers
- contractors
- volunteers engaged by the Group.

In respect of agency workers, we require employment agencies providing temporary staff to us to adhere to the requirement of this Policy. The responsibility for ensuring that they have done so will rest with the Hiring Manager and the HR Team who will confirm that that agency has completed the vetting form for the worker before they commence their placement.

In the case of contractors, we will ensure that all contractors, particularly those with contact with students and vulnerable adults, adhere to the requirement of this policy in regard to checking the criminal records and ID documents of their employees. The responsibility for ensuring that this is done rests with the Hiring Manager/HR.

The contractor will also be responsible for ensuring that the same procedures in respect of checking the criminal records and ID documents of employees are followed by any sub-contractors and once again the responsibility for ensuring that they do so will rest with the Hiring Manger/HR

5. Principles

5.1 Safeguarding Principles

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and as such expect all staff and volunteers to share this commitment. The protection of 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 into 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 Hiring Managers must be familiar with the procedures in place as outlined in Appendix 1, 2 and 3. Managers and staff who do not follow these procedures may be subject to action under the Group's Disciplinary Procedure.

The recruitment procedure, which follows from section 6, ensures that all appropriate checks are carried out at various stages of the process, including:

- Advertisements making clear our commitments 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 for the successful candidate following the 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 (utilising virtual meeting software such as MS Teams/Zoom if physical face to face is not possible)
- The successful applicant's identity and qualifications being checked
- List 99 checks being carried out on all staff appointed
- DBS checks being undertaken on all staff appointed and logged centrally
- Eligibility to Work and Identification checks in compliance with the Immigration, Asylum and Nationality Act 2006, will be undertaken with any successful candidate prior to their start date.
- 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, qualification, references disclosure and medical review
- All staff in receipt of an offer of employment must undertake relevant e-modules on safeguarding, Prevent duty, diversity and inclusion, health and safety and GDPR within the first week of their employment
- All new staff being subject to a six months' Probation Period where their suitability for the post will be monitored outside the Groups Disciplinary and Capability Procedures

In addition, we will regularly review the policy to ensure it is up to date.

We will also undertake additional enhanced DBS checks on staff who move from non-regulated to regulated activity.

5.2 Equality and Diversity Principles

- All personal details including equality and diversity information will be redacted from the application form prior to shortlisting to ensure shortlisting is based on the skills and experience of the candidate only
- Selection will be fair and objective at every stage. Individuals will be screened against the job requirements as laid out in the job descriptions and person specifications.
- Selection tests will be specifically related to job requirements and will measure the person's actual or inherent ability to do or train for the post in question.
- Selection tests will be reviewed regularly to ensure they remain relevant and free from bias, either in content or in scoring mechanism.
- Interviews will assess candidates against job-related criteria only, i.e. those which relate to the requirements of the job.
- No member of staff or prospective member of staff shall receive less favourable treatment or consideration during recruitment and selection on the ground of any of the protected characteristics; nor will they be disadvantaged by any conditions of employment that cannot be justified as necessary on operational grounds.
- Any qualifications or requirements applied to a job that have or may have the effect of inhibiting applications from certain groups of the population should only be retained if they can be justified in terms of the job to be done.
- Where any candidate declares a disability in their application, appropriate adjustments will be made during the selection process to ensure that they are not placed at a disadvantage compared with non-disabled candidates.
- Reasonable adjustments will be made where individuals declare a disability to ensure there is no disadvantage in making an application in response to an advertisement

Information on equality and diversity will be collected in order to monitor and evaluate our recruitment and selection processes.

6. The Recruitment Process

The recruitment process will be as follows:

6.1 Authorisation

For all positions except for part time hourly paid, casual, and agency appointments, the authority to recruit must be approved by a member of the Senior Leadership Team and Principal/Deputy Principal prior to advertising a vacancy. Approval for a vacancy should be sought utilising the Vacancy Request Form (REC1) and should clearly state whether an internal or external recruitment process is required.

Where a part time hourly paid or casual appointment is required, the process outlined in Guidance for Part Time Workers/Casual Staff – appendix 1 - needs to be followed.

Where it is necessary to enlist agency workers, volunteers, contractors (including sub-contractors) and Student Placements the process outlined in Guidance for Agency Workers, Volunteers, Contractors and Student Placement – appendix 2 - needs to be followed.

6.2 Job Description and Person Specification

For each position a job description will be produced which will include full details of the role, tasks, reporting line, responsibilities of the jobholder and number of subordinates, if applicable. The skills, experiences, qualifications and competencies of the jobholder will be laid out in the person specification along with safeguarding responsibilities. The job description and person specification must be included with all authority to recruits (form REC1)

6.3 Selection Panels

The Hiring Manager will be responsible for determining the Selection Panel. All selection panels will consist of two or three interviewers, generally this will include at least one Senior Leader/College Leader and a member of the HR Team. At least one member of the Panel will have completed Safer Recruitment Training.

6.4 Advertisement

Job advertisements will summarise the key elements of the role and provide additional background information and will include access to both the job description and person specification to inform candidate applications.

Internal vacancies will be circulated to all staff via email and applicants will be required to complete an Expression of Interest form that can be submitted via email or hard copy to the HR team.

Where a fixed term internal vacancy is required, the role will be advertised as a secondment opportunity. Where this is the case, the employee should discuss their intention to apply for a secondment with their line manager at the earliest possible opportunity. For their part, managers should adopt a positive approach to secondment opportunities. If there are business/operational requirements which may make it difficult to release an employee to take up a secondment they should review the situation flexibly and consult with their HR Business Partner, as appropriate, before reaching a decision.

For external positions a variety of advertising mediums will be utilised. Advertisements will primarily be placed online, using free online resources in the first instance, with supplementary online resources utilised as required. The use of hard copy press advertisements will only be considered in exceptional circumstances, and for the advertisement of any annual recruitment events.

Applicants are encouraged to apply via the online Careers website but hard copies of application forms are also available on request.

6.5 Shortlisting

The HR team will anonymise all applications before sending these to the recruiting manager for review. On receipt of the anonymised applications and shortlisting form the recruiting manager should review applications, assessing candidates against the “essential” and “desirable” criteria detailed on the person specification and scoring them accordingly. Shortlisting should be completed by more than one person to ensure a fair and unbiased process. The completed forms will then be reviewed by Human Resources to ensure due process has been followed.

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 prevent potential allegations of discrimination.

6.6 Selection Process

When a candidate has been shortlisted, they will be invited to attend a selection process. The invitation will include information about the organisation, alongside any further information they may need in order to perform to the best of their ability during the selection process (e.g. details of any preparation they may need to undertake for tasks/microteach sessions etc.).

Selection processes will, at all times be conducted in a professional manner, and will give candidates an opportunity to understand the culture and ethos of the College.

At the start of each selection process, a member of the HR team or the Hiring Manager will provide with an overview of what to expect on the day including an indication of the schedule. Selection processes will include a briefing by a member of the Senior Leadership Team and/or relevant Head of

Division and will include a variety of assessment activities. Selection processes for any teaching post will involve a pre-prepared 'micro teach' as part of the assessment.

Each Panel Member needs to complete the Applicant Interview Scoring Matrix recording a level of 1, 2 or 3 – against each response. Each panel member should also make notes relevant to the skills, experience and ability of the candidate in relation to the job on the form. The scores will then be used to effectively compare each candidate.

A member of the HR Team will request evidence of the right to work in the UK and qualification certificates for the successful candidate.

All selection process documentation must be returned to the HR Team for secure storage.

6.7 Offer of Employment

The Chair of the panel after discussion with all panel members, will confirm the successful applicant. The Hiring Manager will liaise with the HR team to identify the appropriate starting salary, and to arrange for an offer to be made.

The first date of employment agreed must always be the first working day.

A conditional offer will be sent to the successful candidate. The formal written offer of appointment will be made by Human Resources upon receipt of all the required documentation. 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 (Appendix 1 and 2 detail the colleges Code of Practice on Disclosure checks)
- Barred List check
- Health clearance
- 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

Authorised copies of this documentation will be taken and retained on-file as well as being detailed on the College's Single Central Record. This will be password protected with access granted only to individuals who require this to perform their daily roles (e.g. Human Resources department, the Designated Safeguarding Lead and Deputy Designated Lead).

In instances where an existing employee who currently holds a support position at College obtains a teaching role, they will be treated as if they were a new member of staff and all relevant pre-employment checks (including DBS, health questionnaire, qualifications and eligibility to work checks) will be completed in line with the Keeping Children Safe in Education recommendations.

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 they have been unfairly treated with respect to their application or are dissatisfied with some aspect of the recruitment and selection procedure, should write, with details, to the HR Manager. All complaints will be investigated, and the applicant informed of any action to be taken.

6.8 Induction

Induction of new members of staff will start as soon as a candidate accepts a position. The HR team will send out a copy of the written statement of terms and conditions of employment and all related new starter forms that need to be completed.

All new starters will also receive a template for their successful induction into the organisation. Where possible, this will be on the first day of employment, however it is acknowledged that this is not always

feasible (e.g. for mid-year appointments). On these occasions, inductions will be scheduled as close to the first day of employment as possible.

The induction programme provides an introduction to the College, alongside an overview of key processes and information. The programme is regularly reviewed, in light of legal and operational requirements.

Alongside the formal delivered induction, all new members of staff are issued an induction checklist, which they are asked to complete with their manager and sign and return to HR when completed.

7. Dissemination

This policy will be accessible to staff on the staff extranet and via Human Resources, on request.

8. Monitoring and Review

The policy will be reviewed on a three-yearly cycle by Nelson and Colne College's HR Manager and Assistant Principal – Finance and HR

While this policy is to be followed by all employees of the College, it does not form part of your contract of employment

9. Related Policies/Procedures

Other related policies include:

- DBS and Rehabilitation of Offenders' Policy
- Safeguarding Policy and Vulnerable Adults Policy
- Equality, Diversity and Inclusion Policy
- Probation Procedure
- Organisational Development Policy
- Disciplinary Policy and Procedure

10. Management Responsibility

The HR Manager has management responsibility for this policy within Nelson and Colne College Group

11. Data Protection

All documentation relating to recruitment and selection will be held securely, in confidence, in accordance with the college's policy on GDPR. 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. All records in respect of recruitment and selection for the unsuccessful candidates will normally be destroyed six months after a recruitment exercise.

Guidance: The Appointment of Part Time Hourly Paid and Casual Staff

The Appointment of Part Time Hourly Paid (PTHP) Staff

Where PTHP teachers are required by the College, to enable swift appointment while still attracting a diverse and appropriately experienced candidate pool, the following process will be followed:

1. The Head of Division/Director will identify a need for a PTHP member of staff.
2. Having identified a need, the Head of Division/Director will get in touch with a member of the HR team to discuss the nature of this need, establishing what the PTHP role will involve, how many hours per week the successful individual will work and over which days the role will be required.
3. The member of the HR team will then compile a job description, person specification and advertisement for the role in line with "6.2 Advertisement" as described above.
4. The recruitment process will then follow as described in the policy.
5. It is the relevant manager's responsibility to ensure that contracted PTHP hours are within the annually agreed PTHP budget.

The Appointment of Casual Staff

Where casual staff are required by the College, to enable swift appointment while still attracting a diverse and appropriately experienced candidate pool, the following process will be followed:

1. The Manager/Director will identify a need for a casual member of staff.
2. Where this need is within an existing casual hours budget, the Manager/Director will get in touch with a member of the HR team to discuss the nature of this need, establishing what the casual role will involve, how many hours per week the successful individual will work and over which days the role will be required.
3. [If there is no casual hours budget, or the need exceeds the existing casual hours budget, approval must be sought from SLT via the standard vacancy request form, prior to the Manager/Director contacting the HR team.]
4. The member of the HR team will then compile a job description, person specification and advertisement for the role in line with "6.2 Advertisement" as described above.
5. The recruitment process will then follow as described in the policy.
6. It is the relevant manager's responsibility to ensure that contracted PTHP hours are within the annually agreed PTHP budget.

Guidance: The Process for Appointing Agency Workers

The Appointment of Agency Workers

As a general rule the College seeks to directly employ staff to meet its needs. There may be occasions, however, when the College has to engage on a short term basis temporary agency workers (ordinarily this should not exceed 3 months).

Agency staff are not members of the College staff and are paid directly by the Agency. Their terms and conditions of employment (other than the work they are engaged to do) would also be governed by the Agency.

The following process will be followed by the College in such circumstances.

- Identify the work pressures / business needs (short term vacancy, urgent deadline, cover required, etc).
- Complete an Agency staff request form to be approved by the relevant Senior Leader (Appendix D)
- Discuss the work pressures and proposed length of appointment (specifying planned start and finish dates), skills experience and qualifications required with the HR Team.
- The HR team will contact relevant Recruitment Agencies to arrange for suitable placements. Should the recruiting manager wish to interview candidates sent by Recruitment Agencies, these will be facilitated and attended by a member of the HR Team and the recruiting Head of Division/Department.
- It will be the responsibility of the Recruitment Agency to ensure that the person appointed has all the necessary employment checks including a DBS, references and Eligibility to Work checks.
- Any Agency used should have rigorous compliance procedures pertaining to the checks listed above. To this end, and to secure preferential rates, they should also be selected in the first instance from the CPC/approved suppliers list.
- Subject to the line manager's approval, a member of the HR team will authorise the time sheets for the agency worker.

Appendix D: Agency Staff Request Form

Agency Staff Request Form

Process:

- Complete form in its entirety
- Ensure signed by Head of Division and SLT
- Submit to HR, who will contact approved agencies to begin the recruitment process

Post Details**Job title:****Reason for temporary need:****Ideal start date:****Weekly days/hours required:** (Please include a copy of the timetable if possible)**Summary of basic skills required:** (This will be used to give the agencies a thorough understanding of our requirements so please specify which courses staff will be teaching on, how many learners they will have and what level they will be working at; alongside anything else you think may assist in securing the right person.)**Head of Division/Manager Signed:****Date:****SLT Signed:****Date:****HR – Agency Details****Please fill out agency details below:****Agencies Contacted:****Fees Agreed:** (Please include both hourly rate and temp-perm transfer agreements)**Date Contacted:****HR – Temp Staff Appointed****Successful Candidate Name:****Start Date:****End Date (if known):**

RECRUITMENT AND SELECTION PROCESS FLOW CHART

