

Policy/Procedure/Guideline Review

Policy/Procedure/ Guideline:	Recruitment and Selection Policy
Senior Manager Responsible:	Assistant Principal – Finance and HR
Author:	Director of HR
Approved By:	Board
Date Approved:	15 th October 2024
Next Review Date:	15 th October 2027
Publication:	NCCG Staff Hub
Changes Made:	<ul style="list-style-type: none"> * Policy specifically extended to include recruitment within NCCPS, as well as NCC Policy updated to reflect new online recruitment systems, via the new ATS (i.e. Vacancy Request process and Shortlisting completed online) * Staff Code of Conduct to be issued to new starters with the Induction Guide * Retain three-yearly DBS renewals for staff in Regulated Activity * General tidying up of policy format, language and terminology

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 are committed to supporting the delivery of the Group's vision and strategic goals. 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, treating all applicants fairly, equitably, efficiently and with respect and courtesy.

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 applicants 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, are welcomed to the Group.

3. Legislative/Quality Framework

This policy complies with a wide range of legislation including:

- Equality Act 2010
- Keeping Children Safe in Education guidance
- 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, (including NCC and NCC Professional Services Ltd) irrespective of whether or not a position is fixed term or permanent, full- time or part-time
- 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 Recruitment Manager and the HR Team who will confirm that that agency has provided appropriate evidence of vetting checks 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.

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 completion of an enhanced DBS check, in-line with the College's DBS Policy.

All Recruiting Managers must be familiar with the procedures in place. Managers and staff who do not follow these procedures may be subject to action under the Group's Disciplinary Policy.

The recruitment process, 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 if physical face to face is not possible)
- The successful applicant's identity and qualifications being checked
- Relevant Barred List checks being carried out on all staff appointed
- Enhanced DBS checks being undertaken on all staff appointed
- 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 relevant 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, DBS and medical checks.
- All staff in receipt of an offer of employment must undertake relevant online training on safeguarding, Prevent duty, equality, diversity and inclusion (EDI), health and safety and GDPR within the six weeks of their employment
- All new staff being subject to a six months' probationary period where their suitability for the post will be monitored outside the Groups Disciplinary and Managing Performance policies

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

Please note, Enhanced DBS Checks will be completed every three years for staff engaged in regulated activity.

5.2 Equality and Diversity Principles

- All personal details including EDI monitoring 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 role.
- 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 SLT Resources prior to advertising a vacancy. Approval for a vacancy should be sought by submitting the 'Request a Vacancy' online form 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 vacancy a job description will be produced which will include full details of the role, tasks and responsibilities of the jobholder. The skills, experience, 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 vacancy requests.

6.3 Selection Panels

The Recruiting 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 the internal vacancies web-page and applicants will be required to complete an abbreviated online application form.

Where a fixed term internal vacancy is required, the role may 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.

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

6.5 Shortlisting

All external applicants will remain anonymized as they are made available to the recruiting manager for review and shortlisting. On receipt of the anonymised applications the recruiting manager should review applications, assessing candidates against the “essential” and “desirable” criteria detailed on the person specification and scoring them accordingly. Where possible, shortlisting should be completed by more than one person to ensure a fair and unbiased process. Completed shortlisting 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 Recruiting Manager will provide an overview of what to expect on the day including an indication of the schedule. Selection processes may include a variety of assessment activities including, for any teaching posts, a pre-prepared “micro teach as part of the assessment.

During the formal interview process, each Panel Member should complete the Applicant Interview Scoring Matrix recording a score 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 description person specification. The scores will then be used to effectively compare each 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 Recruiting 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:

- Verification of the applicant's identity
- Two satisfactory written references (one of which must be the current or last known employer)
- Enhanced Disclosure and Barring Service (DBS) clearance (in-line with the College's DBS Policy)
- Barred List check(s)
- Health clearance
- Entitlement to work in the UK, via appropriate document checks
- Verification of qualifications
- Obtaining any additional qualifications, where relevant

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).

New starters should not commence employment until all of the statutory pre-employment checks have been carried out, including the enhanced DBS. However, there may be some circumstances where a person is needed to start work at the College prior to the receipt of the statutory checks.

In the case of an individual being required to start work before receipt of their enhanced DBS check, a risk assessment process will be conducted by HR (Appendix 1). The College will only allow individuals to start prior to the DBS check being received if a barred list check has been completed and references received (apart from in exceptional circumstances), in these instances, additional measures will be put in place, such as additional supervision and no lone working, pending a satisfactory disclosure being obtained. For all staff awaiting a disclosure check, it will be made clear that they are subject to this additional supervision pending receipt of the check. The nature of the supervision will be specified on the risk assessment document.

In a situation where a member of staff is required to commence employment prior to receipt of two satisfactory references, a similar approach will be taken. The College will ensure that at least one reference has been received and (apart from in exceptional circumstances) this should be the primary reference. Where we do not have two satisfactory references on file, a risk assessment will be completed by HR (Appendix 2).

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 appointment, following interview. 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 Director of HR. 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 details of all new starter checks that need to be completed. Once these have been completed a written statement of terms and conditions of employment will be issued.

All new starters will receive a copy of the College's Induction Guide on their first day. This will contain information to support them in settling into the College, as well as details of the required induction training. They will also be sent a copy of the College's Staff Code of Conduct.

New starters will also be invited to the first induction session following their start date, which will include a welcome to the College by the Principal/Senior Leader, as well as an overview of the College's vision, goals and values, and other essential information.

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.

7. Dissemination

This policy will be accessible to staff on the Staff Hub, and will also be made available on the College's website.

8. Monitoring and Review

The policy will be reviewed on a three-yearly cycle by the Director of HR and the 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 Policy
- Recruitment of Ex-Offenders Policy Statement
- Safeguarding Policy
- Equality & Diversity Policy
- Probationary Procedure
- Disciplinary Policy

10. Management Responsibility

The Director of HR 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.

APPENDIX 1

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 will identify a need for a PTHP member of staff.
2. Having identified a need, the Head of Division will submit an online a 'Request a Vacancy' form to HR, detailing where possible, 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 Head of Division will be required to submit a job description and person specification, with the "Request a Vacancy" online form. HR will then ensure the role is advertised in-line with 6.4 (above).
4. The recruitment process will then follow as described in the policy.
5. It is the Head of Division'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 will identify a need for a casual member of staff.
2. Where this need is within an existing casual hours budget, the Manager will submit the online "Request a Vacancy" form to HR, detailing where possible, 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, full approval must be sought from SLT via the standard vacancy request process].
4. The Manager will be required to submit a job description and person specification with the "Request a Vacancy" online form. HR will then ensure the role is advertised in-line with 6.4 (above).
5. The recruitment process will then follow as described in the policy.
6. It is the relevant manager's responsibility to ensure that casual hours are within the annually agreed budget.

APPENDIX 2

Guidance: The Process for Appointing 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 3)
- 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/Manager.
- 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.
- Subject to the line manager's approval, a member of the HR team will authorise the time sheets for the agency worker.

Appendix 3: Agency Staff Request Form

Agency Staff Request Form

Process:	
<ul style="list-style-type: none"> - Complete form in its entirety - Ensure signed by Head of Division - Ensure signed by 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:	
End date:	
Weekly days/hours required: (Please include a copy of the timetable if possible)	
Where will the candidate be based (NCC/LAL/ARC):	
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 pupils 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 signature:	Date:
SLT signature:	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:	

APPENDIX 4 - RECRUITMENT AND SELECTION PROCESS FLOW CHART

