



## RECRUITMENT POLICY

<b>RESPONSIBILITY</b>	<b>DIRECTOR OF PEOPLE</b>
<b>DATE REVIEWED</b>	<b>SEPTEMBER 2021</b>

### **1. General**

Framlingham College (“the College”) is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The College aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the College’s Application Form and recruitment process must be directed to the HR team.

An entry will be made on the Single Central Register for all current members of staff at the College, the proprietorial body and all individuals who work in regular contact with children including volunteers, supply staff and those employed as third parties in relation to educational provision such as VMT’s. A register of all other contractors is held by the Operations team.

All checks will be made in advance of appointment or as soon as practicable after appointment as far as current legislation allows for.

### **2. Scope of this Policy**

The Recruitment, Selection and Disclosures Policy and Procedure herewith refers and applies to staff directly recruited and employed by the College.

In the case of agency or contract workers, the College should set out their safeguarding requirements in the contract between the organisation and the College and must obtain written confirmation from the agency or company that it has carried out the appropriate checks. The College conduct’s identity checks on agency and contract workers on arrival in College and, in the case of agency workers which includes supply staff, the College must be provided with a copy of the appropriate level of DBS check for such staff.

The College will check with the relevant supply agency that the required checks have been carried out (identity, enhanced disclosure, right to work in the UK, barred list, prohibition, qualifications, overseas checks plus, those checks set out in KCSIE as ‘pre-employment’ checks. The Single Central Register

shows these checks have been made and the College carries out its own identity check and has seen a copy of the disclosure (whether or not it discloses any information).

Certain individuals are automatically disqualified from acting in senior management positions within a charity. Whether an individual falls into the category of a senior management position is judged using the following criteria:

- A person who is accountable only to the Principal/Board of Governors, and who carries overall responsibility for the day-to-day management and control of the charity.
- A person who is accountable only to the Head or the Principal/Board of Governors, and who is responsible for the overall management and control of the charity's finances.

Being disqualified means that a person can't take on, or stay in, a senior manager position – even on an interim basis, unless the Charity Commission has removed (or 'waived') the disqualification.

In respect of contractors, unchecked contractors will under no circumstances be allowed to work unsupervised in College. The College will determine the appropriate level of supervision depending on the circumstances.

Any staff who TUPE transfer into the College's staff will be required to undertake the statutory requirements with regard to safer recruitment checks.

If staff are transferred under TUPE (gap of three months or less and information complete) information will be passed to the new employer and a note made on the Single Central Register that details have been accepted under TUPE.

### **3. Application Form**

The College will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

The College will make candidates aware that all posts in the College involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Candidates for employed posts will receive a Job Description and Person Specification for the role applied for.

Checks will be made of previous employment history to ascertain satisfactory reasons for any gaps in employment. These checks will then be checked against references and any discrepancies discussed with the candidate.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the position and, where appropriate, a check of the Barred List will be undertaken. Any offer of employment will be conditional on obtaining such satisfactory checks. Additionally, successful applicants should be aware that they are required to notify the College immediately if they are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration.

The statutory guidance "Disqualification under the Childcare Act 2006" applies to those providing early years childcare or later years childcare, including before College and after College clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

The College takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the Principal/Director of People immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed.

The College has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Colleges are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology.

If the candidate is currently working with children, on either a paid or voluntary basis, the College will ask their current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If the candidate is not currently working with children but has done so in the past, the College will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the College will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the College may request character references which may include references from the candidate's College or university.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the College if they have been appointed, and a possible referral to the police and/or DBS.

#### **4. Invitation to Interview**

The College will shortlist applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. At least two people will carry out the shortlisting exercise, consider any inconsistencies, look for gaps in employment and reasons given for them, and explore all potential concerns.

Shortlisted applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail. Where possible, those who shortlist should carry out the interviews for a consistent approach.

Shortlisted candidates should be asked to complete a self-declaration form in relation to their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records. Applicants will be asked to sign a declaration confirming that the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at the point of interview.

The College will obtain references prior to interview for teaching posts. This allows any concerns raised to be explored further with the referee and can be taken up with the shortlisted candidate at interview.

All formal interviews will have a panel of at least two people chaired by a member of SLT or designated senior member of staff for teaching roles. It is recommended best practice that at least one person on the appointment panel will have undertaken safer recruitment training. The Chair of Governors should chair the panel for the Bursar's/Head's appointment. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.

The interview will be conducted in person and the areas which it will explore will include suitability to work with children including where appropriate, any discussion of information shared by a candidate in their self-declaration form.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

The College requests that all candidates invited to interview also bring with them:

1. A current driving licence including a photograph or a passport and a full birth certificate;
2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
3. Where appropriate any documentation evidencing a change of name;
4. Where applicable, proof of entitlement to work and reside in the UK.

**Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.**

Candidates with a disability who are invited to interview should inform the College of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

#### **5. Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK (if not already received);
3. A satisfactory enhanced DBS check and, if appropriate, a check of the Barred List maintained by the DBS;
4. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State, or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012. Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:
  - Planning and preparing lessons and courses for pupils;
  - Delivering and preparing lessons to pupils;
  - Assessing the development, progress and attainment of pupils; and
  - Reporting on the development, progress and attainment of pupils;

5. Verification of professional qualifications, including Qualified Teacher Status, where appropriate;
6. Verification of successful completion of statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999);
7. ***Where the successful candidate has worked or been resident overseas:*** Such further checks and confirmations as the College may consider appropriate so that any relevant events that occurred outside the UK can be considered. This shall include the candidate providing the College with proof of his/her past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which s/he has worked;
8. Evidence of satisfactory medical fitness;
9. Receipt of a signed Self-Declaration form showing that the candidate is not disqualified from providing childcare as set out in the statutory guidance “Disqualification under the Childcare Act 2006”;
10. For a candidate to be employed into a senior management position as set out above under “Scope of this Policy”, receipt of a signed “senior charity manager positions: automatic disqualification declaration” confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities;
11. Where the successful candidate will be taking part in the management of the College, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Leadership Team and teaching Heads of Department; and

It is the College's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the College in strictest confidence and processed in accordance with the Recruitment Privacy Notice and Data Protection Policy. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, and/or layout of the College.

The College is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

## **6. References**

The College will seek the references referred to in section 5 above for shortlisted candidates and will approach previous employers for information to verify particular experience or qualifications, before interview for teaching posts. One of the references must be from the applicant's current or most recent employer. References must be received by a senior person with appropriate authority. If the candidate does not wish the College to take up references in advance of the interview, they state this on the application form.

The College will ask all referees if the candidate is suitable to work with children.

The College will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. The College will verify all references. Where references are received electronically, the College will ensure they originate from a legitimate source.

The College will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate.

## **7. Criminal Records Policy**

The College will refer to the Department for Education (“DfE”) document, ‘Keeping Children Safe in Education’ and any amended version in carrying out the necessary required DBS checks.

The College complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request, or accessed here: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

There are limited circumstances where the College will accept a check from another educational institution which are as follows:

This is where the new member of staff (“M”) has worked in: –

- (a) A College or a maintained College in England in a position which brought M regularly into contact with children or young persons;
- (b) A maintained College in England in a position to which M was appointed on or after May 2006 and which did not bring M regularly into contact with children or young persons; or
- (c) An institution within the further education sector in England or in a 16 to 19 Academy in a position which involved the provision of education, or which brought M regularly into contact with children or young persons, during a period which ended not more than three months before M’s appointment.

In these circumstances the College may apply for a disclosure but is not required to do so. A new, separate barred list check will be obtained.

### **DBS Update Service**

Where an applicant subscribes to the DBS Update Service the applicant must give consent to the College to check there have not been changes since the issue of a disclosure certificate. A barred list check will still be required.

### **If disclosure is delayed**

A short period of work is allowed under controlled conditions, at the Principal’s discretion and in line with current legislation. If an ‘enhanced disclosure’ is delayed, the Principal may allow the member of staff to commence work:

- Without confirming the appointment;
- After a satisfactory check of the barred list if the person will be working in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily;
- Provided that the DBS application has been made in advance;
- With appropriate safeguards taken (for example, loose supervision);
- Safeguards reviewed at least every two weeks by the Head/Director of People and member of staff;
- The person in question is informed what these safeguards are; and
- It is recommended, but is not a requirement, that a note is added to the single central register and evidence kept of the measures put in place.

## **8. Retention, Security of Records and Data Protection Obligations**

The College will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months.

The College will comply with its data protection obligations in respect of the processing of criminal records information. More information on this is included in the Recruitment Privacy Notice and the Data Protection Policy.

**Appendix:**

**Policy on the Recruitment of Ex-Offenders**

The College will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The College makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the College. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the College to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the College to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the College to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the statutory guidance "Disqualification under the Childcare Act 2006".

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the College. The College will report the matter to the Police and/or the DBS if:

- the College receives an application from a disqualified person;
- is provided with false information in, or in support of, an applicant's application; or
- the College has serious concerns about an applicant's suitability to work with children.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the College will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- whether the conviction or caution is 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes, it will not be taken into account);
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the College's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the College's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the College's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

## **RECRUITMENT OF PROPRIETORS, GOVERNORS, TRUSTEES AND VOLUNTEERS**

### **1. General**

Framlingham College ("the College") is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The College aims to recruit volunteers and governors that share and understand our commitment to the aims of the College.

All queries on the College's recruitment process must be directed to the HR team.

### **2. Recruitment of Governors and Trustees**

As Trustees of a registered charity, the Governors of the College are responsible for the selection and appointment of new Governors. This is a legal responsibility that cannot be delegated, although we encourage the Principal, Bursar, and other senior staff and organisations, such as a former pupil's association, or those who are close to the College, such as parents, to suggest the names of potential candidates. As Charity Trustees we are aware of the importance of identifying the appropriate mixture of skills and experience that we and our successors need to manage the College effectively. Colleges should avoid appointing or retaining trustees who are disqualified from being a trustee, unless the Charity Commission has given a waiver. All potential trustees should complete a charity trustee positions: automatic disqualification declaration before beginning the selection process.

Following return of the completed disqualification declaration, all Governors complete a selection process, which requires the submission of a CV, completion of an interview with the Nominations Committee as well as Principal & Chair of Governors. Every Governor has an enhanced DBS check unless they will be undertaking a regulated activity, in which case they will undertake an enhanced DBS check with a barred list check. New Governors spend a day at the College in order to meet the key persons/staff and to gain an insight into the curriculum and to meet groups of pupils.

#### **2.1 Governor's Selection Process**

##### **2.1.1 The Initial Stage**

When a potential Governor has been identified, who has expressed an interest; he or she will be invited to visit the College and to meet the Principal informally, and to have a tour of the College with the Bursar. If the Chairman of Governors is not present at that stage, s/he will probably arrange a separate informal meeting, perhaps in the company of another, experienced Governor. At those meetings the strategic vision will be explained and the direction in which the Governors see the College moving. Our aim at the informal meeting is to ensure that every prospective Governor has a clear understanding of the commitment expected of him or her, in terms of time and attendance and is given sufficient material about the College that is in the public domain (prospectus, latest ISI

Inspection Report, Statutory Accounts and Annual Return for the previous year) to allow a well-informed judgement to be made before committing themselves to the appointment process. At the informal meeting, we also brief all potential candidates about the range of statutory checks that are required as part of the appointment process.

### **2.1.2 The appointment process**

The second step is to invite the prospective Governor to submit a copy of his/her CV under a covering letter to the Chairman of Governors. Prospective Governors are interviewed by the Nomination Committee who recommends all appointments to the full Governing Body. Care is taken to select Governors who are prepared to serve for an initial term of three, (which is the normal length of a term of appointment), and to be prepared to commit the time necessary to get to know the College. Governors can serve a maximum of four terms, except in exceptional circumstances.

All new appointments are formally recorded in the minutes of the Board, and a formal letter of appointment is sent by the Chairman, which specifies the term of the appointment, the tenure for a Governor, and, if appropriate, the sub-Committee(s) to which the new Governor has been appointed.

### **2.1.3 Safer recruitment checks**

The Bursar in his role as Clerk to Governors at the College (assisted by his PA) will obtain the below items from the new potential governor before their appointment is confirmed. The HR Department assist the PA to the Bursar with the processing of DBS checks.

1. an enhanced DBS certificate;
2. if the Governor will be undertaking a regulated activity, a barred list check;
3. evidence of their entitlement to work in the UK, where relevant;
4. confirmation that they are not disqualified from acting as a Charity Trustee or Company Director, for example by virtue of an undischarged bankruptcy;
5. evidence that the Governor has not been prohibited from participating in the management of independent Colleges;
6. a declaration that they are not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006";
7. if the new Governor is also to be appointed as a Company Director, a completed Form AP01 (downloadable from <https://www.gov.uk/government/publications/appoint-a-director-ap01>) will be sent to Companies House to register the appointment.

All the paperwork is handled by the Bursar/Clerk to the Governors and his PA.

## **2.2 Checks regarding the Proprietor and Chair of Governors**

If the Proprietor or Chairman of Governors, is to change, the College will ensure that the DfE obtains an enhanced criminal records check and checks both the individual's identity and right to work in the UK before he or she takes up the appointment. Further overseas checks are required if the person lives or has lived outside the UK. The Chairman's disclosure application has to be made by the DfE; the College cannot handle it as they would for all other Governors. So, even if a Governor, whom the College has already checked, becomes Chairman, the DfE has to make yet another check.

## **2.3 Induction of Governors and Trustees**

Governors would be provided with the following policy documents/training once in post:

1. A copy of the Governance Handbook
2. Senior Leadership Team Organisation Charts
3. The latest annual published accounts and auditor report

4. The 1964 Royal Charter and the 2005 Supplemental Royal Charter
5. The 2006 Charity Commission Scheme
6. The AGBIS Guidelines for Governors
7. The most Recent Minutes of Governors' Meeting, with supporting information
8. Child Protection Policy and safeguarding obligations (including online safety)
9. Staff Behaviour Policy
10. Data Protection

### **2.4 Data Protection**

The College will comply with its obligations under the relevant data protection legislation. Governors' attention should be drawn to the Staff Privacy Notice and Data Protection Policy which sets out details of how the College will process Governors' personal data. The Governor must comply to all GDPR policies applicable to the College.

## **3. The Recruitment of Volunteers**

### **3.1 General**

Volunteers at our College bring with them a range of skills and experience that can enhance the learning opportunities of pupils. The Board of Governors, therefore, welcomes and encourages volunteers from the local community to assist in its day to day running. The kinds of activities that volunteers may assist with are hearing pupils read, working with small groups of pupils to assist them in their learning, working alongside individual pupils, as an additional tutor, or accompanying College visits.

Volunteers will be recruited and vetted via the process set out below. Volunteers who take part in a regulated activity will be subject to safer recruitment checks.

### **3.2 Recruitment**

Volunteers will be subject to an informal recruitment process which will involve a meeting with the hiring manager to discuss the requirements of the College and the skills of the volunteer. The purpose of this meeting will be to understand whether the prospective volunteer has any previous relevant experience and find out whether the expectations and requirements of each party meet and whether there is a volunteering opportunity at the College.

Any volunteering placement may be offered subject to the following checks, if relevant:

1. an enhanced DBS certificate;
2. if the volunteer will be undertaking a regulated activity, a barred list check;
3. evidence of their entitlement to work in the UK, where relevant;
4. confirmation that the volunteer has not been disqualified from participating in the teaching or management of independent Colleges;
5. if the successful candidate will be undertaking a regulated activity and has worked or been resident overseas, such checks and confirmations as the College may consider appropriate so that any relevant events that occurred outside the UK can be considered;
6. a declaration that they are not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006";
7. depending on the nature of the role, the volunteer may also be asked to sign a confidentiality statement; and
8. references may also be required.

### **3.3 Induction**

Volunteers in regulated activity will be provided with training and/or information on the following matters:

- Child Protection Policy and Safeguarding obligations
- Staff Behaviour Policy
- Health and Safety Policy
- Confidentiality and Data Protection obligations