

**SAFER RECRUITMENT  
AND SELECTION POLICY  
AND PROCEDURE**

**(including policy on suitability of ex-offenders for  
employment)**

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*Putting Students First*

## **1. Scope**

This policy provides information for College managers, employees and all job applicants on the safer recruitment and selection processes used by the College. The Policy has been developed taking into account the Department for Education's 'Keeping Children Safe in Education' statutory guidance for Schools and Colleges, dated September 2019. The policy sets out statutory requirements and other best practice guidelines to assist in making the recruitment process as effective as possible and ensuring the best candidate is selected for the College. In particular the policy is designed to ensure that the safeguarding of children and vulnerable adults is paramount at every stage of the recruitment process.

This policy covers the recruitment, selection and pre-employment checking process for all permanent and temporary staff, this includes the policy on the suitability of ex-offenders for employment which is included as an appendix. The policy also includes the procedures to be followed for agency staff, volunteers and contractors.

## **2. Principles**

This policy sets out to:

- Ensure the safeguarding of children and vulnerable adults is at the forefront of the recruitment and selection procedure
- Identify and advise on safer recruitment practices that should be adopted by all staff involved in recruitment and selection at the College
- Outline the safer recruitment training that all those involved in a significant amount of training recruitment and selection must attend
- Encourage good practice and adopt an equal opportunities approach throughout
- Explain the College's policy and procedure on recruitment and selection, in-line with legal obligations
- Specify what information is required from recruiting manager/interviewing panel at each stage
- Indicate what the Human Resources team will do in response at each stage
- Assist the College in recruiting the best people for each job in a fair, transparent and efficient way.
- Ensure that pre-employment checks follow best practice and are carried out in line with statutory guidance and in line with the requirements of the DBS (Disclosure and Barring Service).

## **3. Introduction**

- 3.1 Effective recruitment and selection is central and crucial to the successful functioning of The Isle of Wight College. It depends on finding people with the necessary skills, expertise and qualifications to deliver the College's strategic objective; 'To recruit, develop and retain a highly skilled and motivated staff and governing body,' and the ability of these people to make a positive contribution to the values and aims of the organisation.

- 3.2 At least one person involved in the short listing and interview process must be trained in safer recruitment and equality and diversity legislation. If this is not possible, HR will assist in the shortlisting and interviewing process.
- 3.3 All organisations which employ staff or volunteers to work with children and/or vulnerable adults should adopt a consistent and thorough process of safer recruitment in order to ensure that people who are unsuitable to work with children and/or vulnerable adults are prevented from doing so.
- 3.4 Safer recruitment practice should include those persons who may not have direct contact with children and vulnerable adults, but because of their presence and familiarity in certain settings will still be seen as safe and trustworthy. The principles of safer recruitment will be included in the terms of any contract drawn up between the organisation and contractors or agencies that provide services to children and vulnerable adults for whom the College is responsible.
- 3.5 The College will monitor compliance with the contract, which should also include a requirement that the provider will not sub-contract to any personnel who have not been part of a safer recruitment process.
- 3.6 As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), The Isle of Wight College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. The Isle of Wight College undertakes not to discriminate unfairly against any one subject to a criminal record check on the basis of a conviction or other information revealed. For more information, please see Appendix 1 for our policy statement on the Suitability of Ex-Offenders for Employment.
- 3.7 The College is committed to equality of opportunity and ensuring that the right person is appointed for each position based on merit including the relevant qualifications and skills. The College actively seeks to ensure that recruitment process is objective and the College will not tolerate discrimination based on any of the protected characteristics defined in the Equality Act 2010, which are age, disability, sex, race, faith or belief, sexual orientation, gender reassignment, pregnancy/maternity and marriage/civil partnership. In addition, selection criteria and procedures are frequently reviewed to ensure individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

Fairness and equality in selection consists of adhering to three basic stages:

- Drawing up valid selection criteria based on the person specification
- Collecting relevant information about applicants
- Objectively assessing applicants against the selection criteria

#### **4. Job descriptions and person specifications**

- 4.1 When a job becomes vacant the requirements should be reviewed to decide whether the post is still needed or whether changes are necessary. Any changes to the job description should be made before the recruitment process commences.
- 4.2 The process of making any changes to an existing post, or introducing a new post will be supported by the Job Evaluation process.
- 4.3 The job description should clearly set out the extent of the relationship with, and the degree of responsibility for, children and vulnerable adults with whom the person will have contact. It should also set out the requirements of the post holder to be committed to complying with and promoting the College's policies on safeguarding vulnerable adults and children.
- 4.4 The purpose of a Person Specification is to identify the skills, expertise and qualifications required by the post holder. Each applicant must be measured against the criteria at both the shortlist and interview stage.

The person specification must include the following requirements:

- Essential and desirable criteria
  - Educational and professional qualifications
  - Experience
  - Skills / knowledge / abilities
- 4.3 If a Genuine Occupational Requirement is one of the essential criteria for the job, this must be justified. For example, a male LSA could be required to provide personal care services to a male student.
- 4.4 During short-listing the four ways of assessing whether an applicant meets the criteria are:
- application form
  - practical task(s), for example micro-teach, written or IT based exercise or other skills based assessment activities.
  - interview and
  - references.

#### **5. Variation to establishment (VTE) procedure**

- 5.1 Before any new role/replacement is advertised or contract amendment made a VTE form must be completed and returned to HR. This includes emergency temporary cover through an agency.
- 5.2 The VTE meeting is scheduled to run once a week. All VTEs must be received and fully completed in good time to enable it to be put forward. The submitter will be informed of the VTE panel's decision in due course.

5.3 In certain circumstances VTEs can be taken for approval outside of the usual weekly meeting, e.g. urgent recruitment need.

## **6. Advertisements**

6.1 The College demonstrates its commitment to safeguarding and protecting young people and vulnerable adults by ensuring that all recruitment advertising material contains a policy statement to this effect. All information given to the interested applicant should highlight the importance placed by the organisation on rigorous selection processes.

6.2 The information should stress that the identity of the candidate, if successful, will need to be checked thoroughly, and that the person will be required to complete an application for a DBS Disclosure to an enhanced level straight away with the Children's Barred List Check (and an Adults Barred List Check where individuals are providing personal care for adult learners as part of their job role).

6.3 Vacancies will generally be advertised on an appropriate job board, and will **not** be confined to those media which, because of their particular source of applicants, provide only or mainly applicants of a particular group.

6.4 All vacancies will also be posted on the HR recruitment notice board and on [www.isleofwightjobs.com](http://www.isleofwightjobs.com) which can be accessed directly or via a link from the College website. The Isle of Wight College is keen to facilitate internal promotions wherever possible as development opportunities for its staff.

6.6 All advertisements will contain reference to the DWP Disability Confident Scheme, a statement regarding our commitment to safeguarding and a positive statement to encourage applications from all sections of the community.

6.7 Employees on maternity leave will receive all internal only advertisements for posts advertised in the College during their period of maternity leave.

## **7. Application Form**

7.1 Candidates for all posts will, except on some occasions when a vacancy is restricted to internal recruitment, be asked to complete a standard application form, in order that they can be judged on the basis of comparable information.

7.2 The application form should ask for:

- Full personal information, including any former names by which the person has been known in the past
- A full history of employment, both paid and voluntary, since leaving school, including any periods of further education or training. This should include:
  - Start and end dates,
  - Explanations for leaving, and
  - Reasons for any gaps in employment

- Details of any relevant academic and/or vocational qualifications
  - A declaration that the person has no convictions, cautions, or bind-overs, including those regarded as spent. This should also include referral to or inclusion on the DBS Barred List or regulatory body restricting or preventing them from working with young people and/or vulnerable adults where appropriate.
- 7.3 Curriculum vitae drawn up by applicants are acceptable in certain circumstances on the proviso that they complete an application form prior to commencing employment, if successfully offered a provisional appointment.
- 7.4 In applying for posts, all candidates will be provided with a job description, details of the appropriate conditions of service and details about the college. A brief statement about the appointment procedure will also be provided and, if possible, an indication of the date (or week) when interviews will be held. The job description will include a list of the main duties and responsibilities of the post, together with an outline of the qualifications and experience which candidates are expected to possess.
- 7.5 In drawing up the job description and conditions of service the College will ensure that no job applicant receives less favorable treatment than another on the grounds of the protected characteristics set out in the Equality Act 2010 which are age, disability, sex, race, faith or belief, sexual orientation, gender reassignment, pregnancy/maternity and marriage/civil partnership. In addition, the College will not discriminate on the basis of parental status, caring responsibilities or hours of work, and that no applicant is placed at a disadvantage unjustifiably by requirements or conditions which have a disproportionately adverse effect on a particular group.
- 7.6 Applicants will be asked to specify whether they have any disabilities, as defined in the Equality Act 2010, and whether there are any reasonable adjustments needed for them to attend an interview. All applicants with a disability who meet the essential criteria for a job will be interviewed, and considered on their merits.
- 7.7 Applicants will be required to supply the names and addresses of two people from whom references can be obtained, one of which should normally be the applicant's current or most recent employer, or most recent long-term employer if applicable.
- 7.8 All candidates will be asked to declare on the application form whether they have ever been convicted of any criminal offence line with the requirements of the Rehabilitation of Offenders Act 1974. This includes 'spent' convictions which are not exempted from disclosure for those working with children and vulnerable adults.
- 7.9 The College will process the personal information of all applicants, prospective employees and new employees in line with data protection requirements. This includes notifying applicants/employees of their rights relating to the retention, storage and use of their personal data in line with the College's Privacy Notice for Employees

- 7.10 All completed applications forms are private and confidential and should only be made available to those directly involved in the recruitment and selection process. For the purposes of shortlisting, applications are anonymised and personal data which is not required for the selection process will be held separately and securely by the Human Resources Team. For the purposes of interviews/assessment the selection panel will have access to only relevant personal information (name, address, qualifications, employment). Unsuccessful applications will be kept securely and confidentially on file for six months in line with Safer Recruitment statutory guidelines, after which they will be destroyed.
- 7.11 To monitor recruitment processes and to ensure they are being implemented fairly the College will only use anonymised personal data for reviewing the effectiveness of recruitment processes.

## **8. Shortlisting**

- 8.1 Safer recruitment means that all application forms should additionally be:
- Checked to ensure that they are fully and properly completed. Incomplete application forms should not be accepted and should be returned to the candidate for completion.
  - Scrutinised for any anomalies or discrepancies in the information provided.
  - Considered with regard to any history of gaps, or repeated changes in employment, or moves to supply work, without clear and verifiable reasons.
- 8.2 HR will complete an initial 'sweep' of all application forms and supply those which meet the minimum essential criteria (as set out in the person specification of the job role) to the appointing manager and interview panel for shortlisting purposes, along with a shortlisting grid.
- 8.3 All application forms will be anonymous to ensure no bias based personal information including the protected equality characteristics described in 7.5.
- 8.4 A shortlist of candidates will be drawn up for interview by the recruiting manager and which will be checked and verified by a member of HR. The short-listing process will use objective criteria as set out in the person specification. Other than in exceptional circumstances, reasonable notice will be given to ensure that candidates have sufficient time in order to prepare for and make the necessary arrangements to attend the interview (normally one week).
- 8.5 No one on the shortlisting panel should shortlist or be involved in any part of the selection process if they are related or connected through a family or personal relationship to an applicant and they should declare this.
- 8.6 Shortlisting decisions must be made clear on the shortlisting grid. The interview arrangement section must be fully completed and returned. The interviewers are responsible for any room booking, refreshments and equipment that may be needed.

## **9. Selection methods**

### **9.1 Interviews**

9.1.1 Interviews will be held by a panel comprising of ideally three people, but a minimum of two people, gender balanced wherever possible. At least one member of the interview panel should be trained in Safer Recruitment. Under no circumstances should an interview panel take place with only one panel member. A representative from HR will be present on interview panels if required

9.1.2 Questions should be set in advance and should be approved by HR, allowing adequate time for revision where necessary before the interview dates. Questions should test the candidate's specific skills and abilities to carry out the job applied for. In particular, the candidate's attitude toward young people and vulnerable adults in general should be tested and also their commitment to safeguarding and promoting the welfare of young people and vulnerable adults in particular. This should also include specific questions which incorporate equality and diversity and the Prevent Duty.

9.1.3 All candidates will be asked the same questions in the same order, and their responses rated between 1 and 5. Each question will have a weighting of 1 or 2 dependent on the importance of that question to the role. The panel will each have a copy of the questions and will score as a group after the interview. Time is allocated between interviews for the panel to discuss each candidate and to award a total point score. Additional notes may be made by the panel during the interview, however it should be noted that candidates will have access to all information should they request it.

9.1.4 Any gaps and changes in employment history or issues arising from the employment references should be fully explored during the interview, as should any discrepancies arising from information supplied by the candidate or by the referee. Any information provided to explain gaps should be recorded on the recruitment paperwork for all candidates and follow the interview process this should also include confirmation that the recruitment manager and HR are satisfied with the information provided for the successful candidate.

9.1.5 The interviewers will encourage candidates to be at ease during the interview, in order that they can give a fair and accurate impression of themselves. It should also be remembered that an interview is a two-way process, and candidates will be given every opportunity to view the facilities where they will work, talk to team members and ask questions about the college, to ensure that they have a full understanding of the post for which they are applying and the way the college operates.

### **9.2 Micro-teach**

9.2.1 The interview panel are responsible for proposing a suitable micro-teach topic for applicants for teaching or assessing positions, with HR's assistance as required.



9.2.2 Any special arrangements, e.g. making resources available, providing candidates with further information should be arranged by the interview panel, with HR's assistance as required.

9.2.3 The interview panel are responsible for arranging an appropriate cohort of students to be present for the micro-teach.

### **9.3 Other forms of assessment**

9.3.1 Other forms of assessment for teaching, assessing, management and support roles, e.g. written tests, IT based tests, group or individual tasks should be planned by the interview panel and prepared with HR's assistance as required.

### **9.4 General preparation before the interview date**

9.4.1 HR should be notified at shortlisting stage of additional tasks that the interview panel wish candidates to carry out in order to notify candidates in good time for them to prepare and to provide them with relevant information.

9.4.2 HR will ensure any special arrangements at interview are considered and every effort made to accommodate requests.

9.4.3 Candidates attending an interview for hard to recruit to posts will be reimbursed any reasonable expenses incurred for travel from the mainland (e.g. ferry, rail and/or mileage). For travelling expenses this would normally be the most cost effective, standard rate, for example second-class rail fare.

9.4.4 A candidate who withdraws or refuses an offer of appointment for reasons considered by the college to be inadequate will not be reimbursed his/her expenses.

9.4.5 All appointments will be made strictly on merit and related to the requirements of the job.

9.4.6 All interviewed candidates will be notified of the outcome of the selection process as soon as possible, either by telephone or email.

9.4.7 All unsuccessful candidates' application forms and interview notes will be retained for six months from the date of interviews taking place. After this date they will be destroyed.

9.4.8 HR must check the candidate's eligibility to work in the UK and the criminal records section of their application. If the successful applicant has disclosed any convictions on their application form these should be discussed with HR when a provisional offer is made in line with Appendices to this Policy (Suitability of ex-offenders for employment policy). Any applicant that discloses a conviction which would make them unsuitable for employment with children and/or vulnerable adults will not be

shortlisted and any necessary further steps taken in-line with the Keeping Children Safe in Education statutory guidance.

## **10. The selection decision**

- 10.1 The HR Department will process an Offer to Appoint form and the recruiting manager notified once this has been done.
- 10.2 The recruiting manager or HR will contact the successful candidate to make a provisional offer and confirm that a start date will be offered upon receipt of satisfactory pre-employment checks.
- 10.3 In exceptional circumstances it may be necessary for a successful applicant to commence prior to all pre-employment checks being secured (workload, cover for classes etc.) In these circumstances a start date can be offered providing that a risk assessment is carried out and signed by the line manager and counter-signed by the Designated Safeguarding Lead and/or the Assistant Principal with responsibility for HR, or another senior manager in their absence. The criteria to be fulfilled for a risk assessment is set out in section 15.
- 10.4 Unsuccessful candidates will be advised of the outcome of their interview upon acceptance from the successful candidate by email/letter giving details of the recruiting manager they should contact for feedback.
- 10.5 Internal candidates will be given the opportunity of a one to one with a member of the interview panel as this will be of use for their personal/career development.

## **11. Pre-employment checks**

- 11.1 All offers of employment will be made conditional upon satisfactory receipt of the following:
  - An identity check
  - Enhanced Disclosure and Barring Services (DBS) check
  - Barred list check (for children for all staff and for adults where an individual is in a job role which includes personal care for adult learners)
  - Teacher prohibition order check (as applicable)
  - Overseas criminal record check (as applicable)
  - Two satisfactory references, one of whom should be the candidate's most recent employer, or most recent long-term employer if appropriate.
  - Confirmation of the right to work in the UK
  - Medical (Occupational Health) check
  - Qualifications (original or certified copy) where required as described in the person specification including Qualified Teacher Status check.
- 11.2.1 Appointments at the Isle of Wight College are subject to an enhanced DBS check with barred list check for children. This is on the basis that the College is a provider of education mainly for children aged under 18 and all College staff on campus have the

opportunity for regular unsupervised contact with those children.. In addition, an adult barred list check will also be requested for those staff who have specific duties within their job role providing personal care for vulnerable adult learners.

- 11.2.2 A failure to supply relevant information in good time to secure DBS clearance can lead to the provisional offer of employment being withdrawn. Where an individual is currently employed in regulated activity in another school or college, or has been within the last 3 months, the College can accept their existing DBS, subject to a barred list check being completed and all other pre-employment checks being satisfactory.

#### **Documentary evidence**

- 11.3 Where a provisional offer of employment is made the successful candidate will be required to attend HR to complete the necessary documentation for the pre-employment checks. This will include providing documentary evidence of their identity, their right to work in the UK and proof of their current/recent home address. Where appropriate, change of name documentation must also be brought to the interview. Successful candidates should also bring original or certified copies of documents confirming any necessary or relevant educational and professional qualifications. If the successful candidate cannot produce original documents or certified copies written confirmation of his/her relevant qualifications must be obtained from the awarding body within one month of commencing employment.

#### **DBS Disclosure**

- 11.4 In the event of the DBS disclosure reporting certain offences a risk assessment will be carried out by the manager and HR with the individual and a recommendation made as to whether or not offences stated should exclude the applicant from being appointed. This is described in detail in Appendix 1 to 3. Such judgment will be based on the suitability of an applicant in light of all the available information by the Designated Safeguarding Lead in consultation with the Director of HR.

#### **Employment references**

- 11.5 References will be sought by the HR department by email and are chased if not received within 5 working days. References should be sent to a business address or business email addresses, or the professional credentials of a referee verified if this is not possible.
- 11.6 All referees should know the individual in a professional capacity and one reference should be from the individual's current or most recent long term employer or educational institution. The references will be used to verify information provided by the candidate and to ascertain information on their suitability for the post and for working in a College environment providing education and other services to children and vulnerable adults. Additional references may be asked for where appropriate, for example, where the applicant is not currently working with children and vulnerable

adults, but has done so in the past, a reference from that employer should be asked for in addition to that from the current or most recent employer if this is different.

11.7 References should contain objective, verifiable information and in order to achieve this, a reference pro-forma with questions relating to the candidate's suitability to work with children and vulnerable adults is provided.

11.8 References should include:

- length of time the person has known the applicant and in what capacity
- post held with dates and reasons for leaving
- ability and suitability to work with young people and/or vulnerable adults
- skills, including areas for development or areas of concern
- any current disciplinary investigation and/or sanction
- any allegations and/or disciplinary investigations relating to the safety or welfare of young people and vulnerable adults and young people and the outcome of these (including where any sanction has expired)
- details of any criminal convictions, cautions or bind-overs
- sickness record
- if the referee would re-employ the applicant and, if not details of why
- verification of the identity of the referee.

11.9 The referee should be asked to confirm whether the applicant has been the subject of any disciplinary sanctions and whether the applicant has had any allegations made against him/her or concerns raised which relate to either the safety or welfare of children and vulnerable adults or about the applicant's behaviour towards children and vulnerable adults. Details about the outcome of any concerns or allegations should be sought, excluding allegations which were proven to be false, unsubstantiated or malicious.

11.10 Open references or testimonials and references from family members or 'family friends' will not be accepted.

11.11 References are private and confidential and in line with data protection regulations the employee has the right to request to see the personal information held on file, or for prospective employees they have the right to request a copy of the reference from their referee.

### **Right to work in the UK**

11.12 All applicants will need to be able to provide evidence that they are entitled to work in the UK and clarify any restrictions or time limits that may be in force. For UK citizens this can be a copy of their UK passport, their UK birth certificate or documentation relating to their naturalization as a British national and/or gaining UK citizenship. For citizens of EEA/EU countries a valid passport or identity card for their EEA/EU country of origin will be acceptable. This requirement will be reviewed subject to confirmation of the arrangements following the UK's intended withdrawal from the EU.. For citizens of other countries, a valid UK work visa or other documentation issued by the UK

government is required, which specifically permits the individual to work in the UK. The possession of a UK national insurance number does not automatically mean an individual has the continued right to work in the UK. HR are responsible for checking these details.

### **Medical checks**

- 11.13 Medical questionnaires are confidential and will be completed by the prospective employee and sealed in an envelope for the attention of the occupational health (OH) service; HR do not have access to these documents. A fit for work certificate is produced by the OH service with any advice detailed for the College. HR should discuss any advice directly with the staff member and seek their permission before divulging details to any third party.

### **Supply staff, contractors and volunteers**

- 11.14 A record should be kept of evidence to show that appropriate checks have been carried out in respect of supply staff, contractors and volunteers whether directly or through an agency.

### **Keeping of records**

- 11.15 Confirmation of the checks completed will be recorded on the Single Central Record and where required on the employee's personal file. Appropriate copies of evidence will be retained (this relates to proof of identity and right to work, references, OH confirmation of fitness for work and relevant qualifications).
- 11.16 Copies of necessary qualifications (original documents) should be provided in advance of commencing employment, or within one month of the commencement of employment, if the candidate is required to obtain copies from the examining body, for example. Failure to provide these or any other documentation could lead to the withdrawal of the job offer.

### **Confirmation of pre-employment checks**

- 11.17 Prior to an employee commencing their employment the 'offer to appoint and approval to commence employment' form should be completed and signed by the HR Manager. This form includes confirmation that all necessary checks have been completed and documentation provided prior to employment.
- 11.18 Where any documents required as part of the pre-employment check are not available by the proposed start date then a risk assessment will be undertaken and approved by the Designated Safeguarding Lead or another senior manager in their absence, prior to the person starting employment. This will be in exceptional circumstances and subject to certain conditions and safeguards being in place. Please see section 15 for details of the process and criteria for completing a risk assessment in exceptional circumstances.

- 11.19 Where an individual is approved to start their employment on a risk assessment then any outstanding documentation should be provided to HR within 1 month of starting their employment, by the first probationary review. Failure to provide the documentation by this date may lead to termination of employment.
- 11.20 Where information gained by the employer from either references or other checks calls into question the candidate's suitability to work with children and vulnerable adults, or where the candidate has provided false information in support of the application the facts should be reported to the Local Authority Designated Officer (LADO), the Police and/or the DBS as appropriate.
- 11.21 The college reserves the right to withdraw a job offer if references or other employment checks are not to the college's required standard. The decision to withdraw an employment offer will be taken by the recruiting manager in consultation with the HR Manager and the Assistant Principal with responsibility for HR and/or the Designated Safeguarding Lead.

## **12. Recruitment agencies**

- 12.1 Should the need arise to use emergency cover through a recruitment agency, the relevant VTE should be completed by the manager and signed off by the relevant staff.
- 12.2 Under no circumstances should the recruiting manager liaise directly with an agency to make cover arrangements. Similarly, any unsolicited, or otherwise, enquiries made directly to a manager by an agency should be forwarded to HR on all occasions.
- 12.3 HR will accept CVs from recruitment. However, it is essential that any applicant offered temporary or permanent employment through an agency completes and submits a College application form prior to commencing employment with the College.
- 12.4 Appropriate and acceptable references must be received by HR from a recruitment agency prior to the commencement of any temporary employment assignment. For permanent assignments the HR department will seek references directly via the College's HR team.
- 12.5 Where an agency is to place a temporary staff member, it is the responsibility of the agency to ensure safeguarding checks have been carried out in line with the Department for Education, Keeping Children Safe in Education guidance. The exception to this would be if prior agreement has been made with the College to carry out these checks prior to the commencement of the temporary appointment. Where a prior agreement has been made, HR should arrange for a DBS check to be sought in the usual manner. In cases of permanent recruitment through an agency, HR will seek to obtain the normal pre-employment checks.

## **13. Volunteers**

- 13.1 From time to time the College are able to offer voluntary work to those who wish to improve their skills or gain experience of working in a College environment.

- 13.2 As there is no financial implication to this, it is not necessary for a manager to complete a VTE to seek permission to employ someone on a voluntary basis. However it is imperative that certain safeguarding checks are conducted prior to any member of the public commencing a voluntary assignment with the College. Therefore, the manager should seek advice from HR in all instances, without exception.
- 13.3 HR are responsible for carrying out all identity and required vetting checks prior to the commencement of a voluntary assignment, as listed in 11.1 above, where the individual will be engaged in regulated activity and where there is an opportunity for unsupervised access to children aged under 18.
- 13.4 In addition HR should ensure a volunteer has read, understood and signed a College volunteer agreement and provided relevant details, for example emergency contact details.

#### **14. Contractors**

- 14.1 Contractors that may have regular access to children or vulnerable adults, such as catering, cleaning and security staff, need to have standard checks in place to enable them to come on site.
- 14.2 Written confirmation needs to be obtained from each contractor, where there is the opportunity for regular contact, that each member of staff has been subject to an enhanced DBS clearance.
- 14.3 It is the responsibility of the Campus Manager or relevant manager who has procured the contractor to ensure that DBS clearance has been checked for all contractors and to liaise with the HR team to ensure the details are recorded where necessary on the Single Central Record.

#### **15. Risk Assessments prior to receipt of all pre-employment checks**

- 15.1 In exceptional circumstances and where the need justifies it, risk assessments may be used in order to enable someone to start prior to all pre-employment checks being received by HR.
- 15.2 In order to satisfy a risk assessment certain checks will need to be in place before a person starts their employment. The relevant risk assessment form must be completed and signed by the manager responsible for the staff member, HR and a senior manager, normally the Designated Safeguarding Lead /Assistant Principal with responsibility for HR. This will confirm that the required checks are in place and specify any conditions of their employment until the DBS check is received (for example, being supervised in contact with children and vulnerable adults).
- 15.3 Risk assessments should include the following checks as a minimum:
- Barred list and Prohibition from Teaching checks
  - Two satisfactory references received including most recent long term employer

- DBS disclosure form completed and sent to DBS
  - Health clearance form completed and sent to occupational health
  - Where appropriate, evidence of occupational qualification (original copy) – for example a teaching qualification.
- 15.4 The senior manager signing the risk assessment will make a judgment as to whether the person can or cannot start until all clearances are received, or permit the person to start with certain restrictions or conditions in order to manage any possible risks. For example, this could include requiring that the person is supervised at all times when carrying out regulated activity.
- 15.5 Under no circumstances will a staff member be permitted to start without:
- i) all relevant checks listed in 15.3 being in place,
  - ii) the risk assessment being completed and signed by the line manager and the senior manager,
  - iii) the line manager counter signing to confirm they have read and actioned the senior manager's recommendations relating to restrictions or conditions on the person carrying out regulated activity.
- 15.6 Where an individual is approved to start their employment on a risk assessment then any outstanding documentation should be provided to HR within 1 month of starting their employment, by the first probationary review. Failure to provide the documentation by this date may lead to termination of employment.
- 15.7 HR will notify the manager when all required paperwork has been received and the risk assessment is no longer required.

## **16. Single Central Record (SCR)**

- 16.1 It is a legal requirement for the College to maintain a record of all the checks applied to those people engaged at the college who have access to children or vulnerable adults. The HR team are responsible for updating and maintaining the SCR in line with legal requirements. Details of all new starters, both permanent and part-time/sessional, volunteers, ongoing contractors, agency workers and other persons who spend a significant amount of time on College premises, e.g. PGCE students and governors must be recorded on the SCR. Leavers should be removed from the SCR once they have left College.
- 16.2 The DBS includes the following details relating to employees:
- Date identity checks were carried out by HR
  - Confirmation that a barred list check has been completed
  - DBS number and date of issue
  - A prohibition from teaching check (if applicable to the post)
  - Confirmation of whether further checks for individuals who have lived or worked outside the UK have been carried out
  - A check of professional qualifications (if applicable to the post)



- Confirmation that a check has taken place on the person's right to work in the UK
- Whether the person is engaged in regulated activity in a Further Education College (i.e. regularly caring for, training, supervising or being solely in charge of persons aged under 18) or providing personal care for vulnerable adults.

## **17. Probationary period**

- 17.1 All appointments to the college will be made subject to a probationary period which is used to assess an individual's suitability and capability to perform their role. During the probation period, review meetings will take place between the post holder and their line manager to discuss progress. In a small minority of cases the probationary review process may lead to an action plan where the manager has identified areas for improvement or where an individual is not meeting the required standard. The College may during or at the end of the probationary period decide to terminate employment where performance is not satisfactory and it is deemed unlikely to meet the required standard and/or there are concerns regarding the individual's suitability for the post.
- 17.2 At the end of the probationary period, and subject to a satisfactory report by the appropriate line manager, employees will be notified in writing that they have successfully completed their probationary period. The probationary period can be extended should the individual's line manager consider this appropriate. Please see the Probation Policy for further information.

## **18. Induction of new employees**

- 18.1 The induction process for new staff includes the following steps:
- i) A central induction briefing organised by HR
  - ii) A departmental induction organised by their line manager/departmental manager, specifically on focusing on their job role and working within their department.
- 18.2 The HR induction will take place on the individual's first day of employment. They will be provided with information relating to the following policies and procedures and they will be asked to sign to confirm they have received and will read the documentation:
- College's Safeguarding Policy and Procedures incorporating the Child Protection Policy.
  - The College's procedures for reporting safeguarding concerns including contact details of the Designated Safeguarding Lead and their appointed deputies with safeguarding responsibilities.
  - DfE Guidance: Keeping Children Safe in Education – Part One Information for all School and College Staff
  - The College's Employee Code of Conduct
  - The College's IT Acceptable Use Policy
- 18.3 New staff members should be provided with information about safe practice and given a full explanation of their role and responsibilities and the standard of conduct and

behaviour expected. They should also be made aware of the organisation's HR procedures relating to disciplinary issues and the relevant whistle blowing policy.

- 18.4 All new starters, volunteers, governors, PGCE students and agency staff will be required to complete mandatory training as part of induction:
- Safeguarding
  - Equality and Diversity
  - Prevent Duty
  - Fire Awareness
  - Data Protection (GDPR regulations)
  - Health and Safety including managing stress, manual handling and use of display screen equipment.
- 18.5 Safeguarding and Equality & Diversity training will be carried out as part of the HR induction on a new staff member's first day. Staff will be required to complete Prevent training in their first two weeks of employment.
- 18.6 The programme of induction should include safeguarding training at a level appropriate to the member of staff's work with young people and vulnerable adults. For the majority of staff this will be via the online safeguarding module completed on their first day of employment. Staff will be provided with updates/briefings on safeguarding on at least an annual basis and full refresher safeguarding training every three years. Safeguarding training will also include information relating to online safety. This is also covered in detail in the Employee Code of Conduct and the IT Acceptable Use Policy.
- 18.7 Appropriate safeguarding controls must be in place for all staff and should be reviewed on a regular basis. Supervision of those undertaking supervised activities must take place "on a regular basis" and means that supervision must not, for example, be concentrated during the first few weeks of an activity and then tail off thereafter.
- 19. Recruitment monitoring**
- 19.1 The college seeks to recruit employees on the basis of their ability and the requirements of the post.
- 19.2 The college wants to ensure that no applicant receives less favourable treatment than another person on the grounds of the protected characteristics set out in the Equality Act 2010 which are age, disability, sex, race, faith or belief, sexual orientation, gender reassignment, pregnancy/maternity and marriage/civil partnership.
- 19.3 In order to meet this commitment, all successful applicants are asked to complete a recruitment monitoring form enclosed with the application form. All completed monitoring forms will be treated as confidential and will be anonymised for the purpose of carrying out analysis. The information given will be used solely for the purpose of monitoring the recruitment process.

## **20. Exit interviews**

- 20.1 All employees who leave the employment of the College will be offered an exit interview with HR before their last day of employment.
- 20.2 Exit interviews provide the opportunity for departing employees to discuss their reasons for leaving. The information provided is useful in identifying trends, learning and development and evaluating the effectiveness of HR policies and practices.
- 20.3 The appropriate person should receive all appropriate information, such as recommendations made for change, or significant issues raised in the questionnaire, whilst bearing in mind confidentiality issues. The exit interview questionnaire will be retained on the employee's personal file.

## **21. Privacy Notice (Employees) and DBS Privacy Notice**

- 21.1 The College has a Privacy Notice for Employees which sets out how the College collects, processes, transfer, stores and disposes of information for employees and all job applicants. This is accessible at [www.iwcollege.ac.uk/jobs](http://www.iwcollege.ac.uk/jobs). All applicants are notified of the Privacy Notice when signing the declaration on the College's application form and for successful applicants on completing pre-employment enrolment paperwork. The College's Privacy Notice also details how the College will handle DBS certificate information relating to individuals.
- 21.2 The College also provides all successful applicants, when completing the DBS application form, with a copy of the DBS Privacy Notice which provides details of the DBS process and how the DBS will manage and use their personal information. Successful applicants are also asked to sign a declaration to confirm they have received the DBS Privacy Notice when completing the DBS application form. This declaration states that "I have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application."

ends

## Appendix 1 - Policy Statement on the Suitability of Ex-Offenders for Employment

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), The Isle of Wight College complies fully with the [DBS code of practice](#) and undertakes to treat all applicants for positions fairly.
2. The College undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed
3. The College can only ask an individual to provide details of convictions and cautions that the College is legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
4. The College can only ask an individual about convictions and cautions that are not protected.
5. The College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion or belief, sexual orientation, maternity/ pregnancy, marital status, responsibilities for dependants, age, disability or offending background.
6. The College has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
7. The College actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
8. The College select all candidates for interview based on their skills, qualifications and experience
9. An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
10. The College ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
11. The College also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
12. The College, at interview, or in a separate discussion, ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
13. The College makes every subject of a criminal record check submitted to DBS aware of the existence of the DBS [code of practice](#) and makes a copy available on request.
14. The College undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

**Current staff members**

15. It is a condition within the standard contract of employment that staff inform the College of any criminal convictions during their employment, including those which are 'spent'. Any such notification will be confidential and will only be considered with respect to the individual's suitability for continued employment and in line with statutory guidance relating to education establishments and safeguarding of learners.

## Appendix 2 – Guidance on risk assessment for the employment of ex-offenders

### 1. Automatic barring from employment

- 1.1 Under the Protection of Children Act 1999 and the Criminal Justice and Courts Services Act 2000 it is unlawful for the college to employ persons, regardless of any mitigating circumstances, who will be engaged in regulated activity and will have regular contact with children or may be providing personal care to vulnerable adult students; and who are included on the list maintained by the DBS of people judged to be unsuitable to work with children or vulnerable adults where appropriate. Unsuitability includes but is not limited to previous convictions.
- 1.2 Therefore, the college **will not** employ persons who are barred from working with children or where appropriate vulnerable adults for the reasons detailed above.
- 1.3 It is the college's normal policy to consider it a **high risk** to employ persons, who may have regular contact with children or vulnerable adults if they have been convicted or charged at any time of the following offences against both children or adults:
- murder
  - manslaughter
  - rape
  - other serious sexual offences
  - grievous bodily harm
  - and/or other serious acts of violence
  - serious class A drug related offences
  - robbery/burglary/theft
  - deception/fraud.

### 2. Guidance for decision-making

- 2.1 Apart from cases covered by paragraph 1.1 having a criminal record must not automatically bar a person from employment. Employers are required to consider whether 'the conviction or other matter revealed is relevant to the position in question'. Employers must look at both the job and the person and weigh up whether there is a risk to the service user(s) against possible safeguards and precautions. The foremost duty is the safety of our children and vulnerable adults. Guidance can be sought from the Human Resources team.
- 2.2 The Risk Assessment document (Appendix 3) is used to guide decision makers and to ensure consistency of decision making. The Risk Assessment will be completed by the Recruiting Manager, Director of HR (or HR Adviser) and the Designated Safeguarding Lead or their Deputy, or another member of Senior Management Team in their absence. The prospective employee may be requested to attend a meeting before a final decision is taken to further discuss the details of the Risk Assessment and the nature of the offences.

- 2.3 When a decision has been made the prospective employee will be informed of the outcome. Where an offer of employment is confirmed the Risk Assessment will be stored on the employees HR folder during the course of their employment with the college and destroyed in line with standard data protection procedures once they have left the college.
- 2.4 The following examples, whilst not exhaustive, can be used as a guide for conducting the risk assessment:
- Sexual offences against a child – offer of employment should not be made.
  - Other sexual offences - the circumstances, age of the conviction, the type of job they are to be doing and the specific duties and the client group they are working with. If any doubt an offer of employment should not be made.
  - Recent serious violent crimes and supply of drugs, or a pattern of possession which is recent would usually result in an offer of employment not being made.
  - One off possession of cannabis, especially if some years ago - offer of employment would usually be made.
  - Any convictions for theft, fraud, criminal damage etc. are taken more seriously if the person has access to money, equipment or property. An offer of employment would depend on the circumstances and the age of the conviction.
  - Several drink driving and other driving offences where driving/escorting children or vulnerable adults is a requirement of the job – offer of employment would not usually be made.
  - One-off drink driving and other driving offence where driving/escorting children or vulnerable adults is a requirement of the job and where the appointing officer is happy there is no longer an issue - offer of employment may be made.
  - One off minor violence or petty criminal offences which can be explained (for example relating to when an individual was a young person and where they can demonstrate a significant period of good character since the incident(s) took place. In these cases employment is usually offered but will depend on what the job is, the age at which the offence(s) took place and the person's attitude towards the offence(s).

**Appendix 3 - Risk Assessment Form – STRICTLY CONFIDENTIAL**

***To be used to assess the suitability of the applicant for their proposed position, in light of matter(s) disclosed on their DBS Certificate.***

Name of applicant:	Position applied for:
Date of birth:	Type of disclosure:
Disclosure issue date:	Disclosure Ref. No:
Tel. No:	

Date of Risk Assessment: .....

Risk Assessment undertaken by: .....

Prior to completing this form, please refer to the additional guidance notes in Appendix 2.

Please ensure that the Risk Assessment process form is completed in full and that a full account is given of any matters which have been disclosed.

Any queries with regards to the DBS process should be in the first instance directed to the HR Manager or HR Adviser.

<b>Question</b>	<b>Applicable (delete as appropriate)</b>	<b>Comments</b> <i>This must be completed with full details or the form could be returned</i>	<b>Risk?</b> Barred/High/ Medium/Low
Did the applicant declare the matters on the DBS Disclosure Application form and/or the IWC declaration form or at interview? If not why not?	Yes / No		



Does the individual agree that the information detailed on the DBS Certificate is correct?	Yes / No		
Does the individual regret the matter(s) or what is their attitude towards the matters now?	Yes / No / Not applicable		
Would they do anything differently now?	Yes / No / Not applicable		
Have the individual's circumstances changed since the conviction? E.g. location, friends, partner, education?	Yes / No / Not applicable		
Are there any mitigating circumstances? (E.g. peer pressure, financial need or lack of judgment)	Yes / No / Not applicable		
Do the matters disclosed form any pattern? E.g. is there a cycle or history, reoccurrence, repeat offences	Yes / No / Not applicable		
Can the applicant demonstrate any efforts not to reoffend? E.g. Rehabilitation Course	Yes / No / Not applicable		
What is the nature of the contact the individual has with children / vulnerable adults?	Yes / No / Not applicable		

Can any safeguards be implemented to reduce/remove any risk? E.g. no unsupervised contact	Yes / No / Not applicable		
Will the nature of the post present any realistic opportunities for re-offending?	Yes / No / Not applicable		
Does the post have any direct contact with the public and how vulnerable are they?	Yes / No / Not applicable		
What supervision is available and how readily?			

**Declaration by applicant and any additional comments in support of their employment**

I understand that any offer of employment will be subject to the information I have supplied and that this is complete and correct. False information, or a failure to supply the details required, could make an offer of employment invalid or lead to termination of employment.

Signature: ..... Date: .....

Recommendation/additional comments from the interviewer

Signature: ..... Date: .....

**Outcome of Risk Assessment**

Withdraw offer of employment / Continue with offer of employment\*

*Please state (if applicable) whether approval is dependent upon conditions being met, such as recommendations, restrictions, safeguards to be implemented*

Date Risk Assessment completed: .....

Name of Authorising Officer: .....

Signature of Authorising Officer: .....

Date Risk Assessment signed: .....

The information provided within this document will be held securely and in the strictest confidence by the HR department. The information will be used and retained in line with this Policy and the College's Privacy Notice (employees) which can both be accessed at [www.iwcollege.ac.uk/jobss](http://www.iwcollege.ac.uk/jobss)