

## Selection and Recruitment of Staff

(Written to comply with DfE statutory guidance – Keeping children safe in education, September 2019 and the UK Border and Immigration Agency guidance - Prevention of illegal working, February 2008)

### 1. Summary

This policy aims to ensure that both safe and fair recruitment and selection are conducted at all times. Safeguarding and promoting the welfare of any children and young people who access TLG are an integral factor in recruitment and selection and an essential part of creating safe environments for children and young people. To this end TLG has adopted a recruitment process that helps deter, reject or identify people who might abuse children.

### 2. Recruitment and Selection Policy Statement

TLG is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

TLG is committed to attracting, selecting and retaining employees who successfully contribute to the aims of the organisation. A motivated and committed staff with appropriate knowledge, skills, experience and ability to do the job is essential to TLG success in its aim of educating young people and transforming lives.

### 3. Purpose

To ensure that the recruitment of staff (including voluntary staff) is conducted in a fair, effective and economic manner. To achieve this purpose those responsible for each stage of the recruitment process will deal honestly, efficiently and fairly with all internal and external applicants.

### 4. Scope

This policy applies to all school employees responsible and involved in the recruitment and selection of all staff. The recruiting manager will be responsible for all aspects of the recruitment process although they may delegate appropriate tasks to a nominated person, such as HR. When the CEO is being appointed the Chair of Trustees is responsible for all aspects of the recruitment process.

### 5. Aims and Objectives

To ensure that the safeguarding and welfare of young people who access TLG takes place at each stage of the process.

To ensure a consistent and equitable approach to the appointment of all TLG staff.

To ensure that all relevant equal opportunities and illegal working legislation is adhered to and that candidates are not discriminated against on grounds of ethnicity, gender, religion, age, disability, marital or parental status, or sexual orientation.

### 6. Principles

The following principles are encompassed in this policy;

1. All candidates will receive fair treatment;
2. The job description and person specification are essential tools used throughout the

- process;
3. Staff will be recruited on the knowledge, experience and skills needed for the job;
  4. Selection will be carried out by a panel of at least two, but preferably three members. At least one panel member will have received appropriate training on the recruitment and selection process as recommended by the DCFS;
  5. All posts will normally be advertised internally and externally, giving a fixed closing date. Where the selection and recruitment process has taken place in part, but confidence regarding filling the post is low, it may be appropriate to re advertise. The advertisement will include a statement of TLG's commitment to safeguarding and promoting the welfare of children and outline all necessary checks required. The content of advertisements will be based on the job description and the person specification including genuine occupational requirement for Christian if appropriate.
  6. The Equality Act requires that reasonable adjustment is made to the recruitment process if a candidate makes TLG aware that she/he has a disability. This applies to the whole recruitment process from advertisement to appointment.
  7. All information about candidates will be treated as confidential and only given to members of staff directly involved in the selection procedure. Certain personal information provided by candidates is confidential and may not be disclosed

## **7. Equal Opportunities**

TLG is committed to equality of opportunity for all and ensuring that all stages of recruitment are fair. Recruitment and selection processes will be reviewed regularly to ensure that candidates are not discriminated against on grounds of ethnicity, gender, religion, age, disability, marital or parental status, or sexual orientation.

## **8. Safer Recruitment – Recruitment and Selection Training**

It is a requirement that at least one member of the interview panel has completed the Children's Workforce Development Council Safer Recruitment Training successfully before the start of the recruitment process.

## **9. Pre-recruitment Process**

### **9.1 Objective**

The objective of the recruitment process is to attract, select and retain staff who will contribute positively and successfully to the future development of TLG. The first experience of TLG for a candidate is important, therefore all those responsible for recruitment will ensure that they:

- leave a positive image with unsuccessful candidates;
- give successful candidates a clear understanding of the post and what is expected of them;
- reduce the risk of a bad selection decision which can be expensive, problematic or may not meet TLG's commitment to safeguarding young people.

### **9.2 Application Form**

A standard application form will be used for all vacancies in order to obtain a common set of core details from all candidates. Application forms must be completed in full, in English.

A candidate's date of birth is required to provide evidence to support;

- work and education history
- identity

and a candidate's age will not be a relevant factor in the recruitment process.

TLG can, at its sole discretion, waive the requirement for the standard application form to be completed if an insistence to do so would result in discrimination against a particular candidate.

The following information will be made available to all applicants

- Schedule including provisional interview and assessment dates, date when should assume unsuccessful;
- A job description including person specification

### **9.3 Job Description including Person Specification**

An accurate job description is required for all posts. A person specification, which defines the ideal candidate for the role, qualifications and experience, is also required. This will outline essential requirements (necessary pre-requisites for appointment), and desirable requirements (attributes which it would be advantageous for a candidate to possess). This document must define the individual's responsibilities for promoting and safeguarding the welfare of children. The job description including the person specification will provide a basis for objective assessment of candidates both at the short listing and interviewing stages.

### **9.4 References**

The purpose of references is to obtain objective and factual information to support either the selection process or appointment decisions. References will always be sought and obtained directly from the referee, usually post short-listing and prior to interview. Three references are required, one of which must represent their Christian commitment. TLG reserves the right to contact any previous employer. One referee should usually be the candidate's most recent employer.

All referees will be provided with a copy of the job description (including person specification) and will be asked, amongst other things, to confirm the following;

- the referees relationship to the candidate and for how long they have known them;
- whether they consider the applicant to be suitable for the role for which they have applied;
- whether they have any reason to believe that the applicant is unsuitable to work with children, including any specific concerns they have;
- the applicants dates of employment, salary, reason for leaving, performance, and disciplinary record;
- whether the applicant has ever been subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired);
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or their behaviour towards children or young people.

The referee will be reminded that they have a responsibility to ensure that the reference is accurate and does not contain any material misstatement or omission; and relevant factual content of the reference may be discussed with the applicant.

## **10. Short-listing**

The job description including person specification will be used as the basis for short listing decisions and no other criteria will be introduced at this stage. Applicants who do not fulfil all of the essential characteristics of the specification should not be short listed. Prior to a final short-list the recruiting manager will carry out a short informal telephone interview to further assess the suitability of the candidate for the post.

Candidates included on a short-list must be treated as confidential and details of candidates will only be given to any person directly involved in the selection procedure.

Short-listed candidates will be invited to visit a TLG Centre to find out more information about the post and the organisation.

### **11. Interviews**

The interview will assess the merits of each candidate against the job requirements and explore their suitability to work with children and young people. No job offer will be made without a face-to-face interview.

All candidates should be interviewed on the same day. If, for any reason, this is not possible, interviews will take place in a very short time. All candidates will be seen and considered by an interviewing panel drawn from the same members.

All candidates invited to interview are required to bring with them the following original documentation in order to verify their identity;

- valid EEA passport (including confirmation of right to work in the UK if this is required);
- valid driving licence or birth certificate
- one utility bill or statement showing their name and home address;
- Certificates or other appropriate documentation confirming any educational and professional qualifications referred to in the application form.

Failure to bring the above items to interview may result in the postponement or cancellation of the interview. The successful candidate will also be required to submit the same documents to TLG (whereupon copies will be taken and retained) as part of the pre-appointment checking process.

If necessary a second round of interviews and / or selection exercises will be carried out. The same process will be implemented as for the original interviews.

#### **11.1 The Interview Panel**

A minimum of two interviewers will form the interview panel. The members of the panel will have authority to make decisions about appointments and be appropriately trained (with at least one member having successfully completed Children's Workforce Development Council Safer Recruitment Training). In some cases it may be appropriate for service user to have involvement on the interview panel.

If a member of the interview panel knows any candidate personally he/she must declare this before short-listing takes place. It may be necessary to change the interview panel to ensure that there is no conflict of interest and that equal opportunities principles are not compromised.

### **11.2 Scope of the Interview**

In addition to assessing and evaluating the candidates suitability for the particular role the interview panel will also explore;

- The candidate's attitude towards children and young people;
- The candidate's ability to support TLG's agenda for safeguarding and promoting the welfare of children and young people;
- The candidate's ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- The candidates emotional resilience in working with challenging behaviours;
- Gaps in the candidate's employment history;
- Concerns of discrepancies arising from the information provided by the candidate and/or referee;
- Ask the candidate if they wish to declare anything in light of the requirement for an enhanced DBS check.

All candidates need not be asked identical questions but the same area of investigation will be covered with each candidate. All candidates will be allocated the same time for the interview. The interview panel will evaluate the performance of each candidate in totality in the context of their individual circumstances.

Wherever possible assessment must be based on factual evidence of past performance, behaviour and achievements, bearing in mind the circumstances of the candidate, and not only judgements about a candidate's performance at interview.

Comprehensive notes made by members of the interview panel (including any record of short-listing) will be retained, and in the case of the successful candidate will form part of their employment records. Notes and other documentation for unsuccessful candidates will kept securely for six months then disposed of as confidential waste.

### **11.3 Selection Exercises**

Selection exercises are used to test a candidate's ability to fulfil the requirements of the post. In setting up and running such an exercise the following principles should be followed:

- The exercise will be designed to reveal information which is relevant to the requirements of the post and in line with equality of opportunity;
- The exercise will be planned in advance with each candidate given full information on what is involved and sufficient time for any preparation required;
- The exercise will not be biased in favour of internal candidates rather testing basic principles and not specific procedures.
- The exercise will be uniformly administered;
- All information relating to a test should be reported in a standard and consistent form to the interviewing panel. A report should also be made of any factors which may have influenced the performance of a candidate;

The results of such exercises will be treated with caution. The information gathered from a test will only relate to a limited number of the requirements of the post and the results must be judged in the context of the overall requirements.

## **12. Conditional Offer of Appointment: Pre Appointment Checks**

A verbal offer will be made to the successful candidate as soon as possible, followed by a

written confirmation of the offer including a statement of terms and conditions of employment, detailing salary and start date.

An offer of appointment to the successful candidate will be conditional upon:

- receipt of at least two satisfactory references;
- verification of eligibility to work in the UK;
- verification of qualifications and professional status as required for the post GTC registration, QTS status National Professional Qualification for Headship (NPQH); (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- receipt of a satisfactory enhanced DBS check or for those who will be in regulated activity<sup>1</sup>, an enhanced DBS check with barred list information;
- a check that a candidate to be employed as a teacher or in management of a TLG Centre is not subject to a prohibition from teaching or prohibition from management order, issued by the Secretary of State under Section 128, using the Teacher Services system;
- if the person has lived outside the UK for a period of 6 months or more in the last 5 years, while aged 18 or over, TLG will carry out further checks to confirm their suitability<sup>2</sup>. This should include an EEA check using the Teacher Services system.
- a satisfactory declaration from the candidate that they are mentally and physically fit to carry out the responsibilities of the role.
- Usually new appointees to TLG are subject to a 6 months probationary period.

All checks will be:

- confirmed in writing
- documented and retained on the personnel file
- Recorded on TLG staff central record database;
- followed up if they are unsatisfactory or there are discrepancies in the information received;

Employment cannot normally commence until all the checks and procedures required by this policy have been completed in full. If TLG allows an individual to start work in regulated activity before the DBS certificate is available the individual must be appropriately supervised and all other checks, including a separate barred list check, must have been satisfactorily completed<sup>3</sup>.

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<sup>1</sup> A person will be considered to be in 'regulated activity' if as a result of their work they:

- will be responsible, on a regular basis, in any setting for the care or supervision of children; or
- will regularly work in a school or college at times when children are on school or college premises.

<sup>2</sup> Advice on the criminal record information which may be obtained from overseas police forces, published by the Home Office, is on GOV.UK. The DfE has also issued guidance on the employment of overseas-trained teachers. This gives information on the requirements for overseas-trained teachers from the European Economic Area to teach in England, and the award of qualified teacher status for teachers qualified in Australia, Canada, New Zealand and the United States of America.

<sup>3</sup> If a school or college knows or has reason to believe that an individual is barred, it commits an offence if it allows the individual to carry out any form of regulated activity.

Unsuccessful candidates will be informed in writing once the job offer has been accepted.

### **13. Post Appointment Induction**

There will be an induction programme for all staff (and volunteers) appointed by TLG, regardless of previous experience. This will include induction to all TLG's policies and procedures, including the Child Protection Policy and Safeguarding – Staff Code of Conduct.

### **14. Proprietors and Management Committee members**

TLG Centre Proprietors and Management Committee members representing the partner church are not TLG employees. TLG requires that all TLG Centre Proprietors and Management Committee members are vetted in line with DfE requirements in order that they can take up their role in the leadership and management of the TLG Centre. The following checks are made on proprietors and management committee members by TLG HR during the process of setting up a TLG Centre and its management committee:

- an identity check, including name, address, date of birth
- a barred list check;
- a Section 128 check (prohibition from management)
- an enhanced DBS check (proprietors and management committee will be engaged in regulated activity, so a barred list check should be included);
- overseas checks on people having lived outside the UK for at least 6 months in the last 5 years, including an EEA check.

In addition, the Secretary of State will carry out an identity check, an enhanced DBS check and where appropriate, overseas checks including an EEA check on the proprietor, during the process of applying for independent school registration.

### **15. Volunteer Recruitment**

The safe recruitment principles within this policy extend to the selection and recruitment of volunteers as well as paid staff. The recruitment process, however, will be scaled down for volunteers. For full details of TLG's procedures for recruiting and vetting volunteers, see the Volunteer Recruitment Policy and Flow Chart. The following stages and checks will be carried out on all volunteers:

- Completion of application form
- Informal interview carried out by Centre Manager (who is safer recruitment trained)
- receipt of at least two satisfactory references;
- receipt of a satisfactory enhanced DBS check or for those who will be in regulated activity<sup>4</sup>, an enhanced DBS check with barred list information;
- a check that a volunteer to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Teacher Services system;
- if the person has lived outside the UK for over 6 months within the last 5 years

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<sup>4</sup> A person will be considered to be in 'regulated activity' if as a result of their work they:

- will be responsible, on a regular basis, in any setting for the care or supervision of children; or
- will regularly work in a school or college at times when children are on school or college premises.

while aged 18 or over, any further overseas checks<sup>5</sup>. This should include an EEA check using the Teacher Services system.

- Induction programme.

### **16. Single Central Register**

TLG will keep a single central record for each TLG Centre that covers the following people:

- all staff who work at the school;
- all others who work in regular contact with children in the school or college, including volunteers; and
- all members of the proprietor body (including management committee).

The information to be recorded on these individuals is whether or not the following checks have been carried out or certificates obtained, and the date on which the checks were completed:

- an identity check, including name, address, date of birth
- a barred list check (which, for proprietors and management committee, includes a section 128 check)
- an enhanced DBS check;
- a prohibition from teaching check (for classroom-based staff);
- further checks on people living or working outside the UK including an EEA check;
- a check of professional qualifications; and
- a check to establish the person's right to work in the United Kingdom.

### **17. Notifications to the Disclosure and Barring Service**

TLG is required to provide information to the DBS where it has ceased to use a person's services, for example dismissed them from work in a role involving regular contact with children, because:

- they are considered unsuitable to work with children, or
- as a result of misconduct, or
- because of a medical condition that raises a possibility of risk to the safety or welfare of children.

TLG will also provide information where a person has resigned or retired during an investigation relating to safeguarding or children.

### **18. Review**

This policy will be reviewed and updated at least annually in order that our procedures and practices are rigorous and complete, ensuring the safeguarding and welfare of children and young people.

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<sup>5</sup> Advice on the criminal record information which may be obtained from overseas police forces, published by the Home Office, is on GOV.UK. The DfE has also issued guidance on the employment of overseas-trained teachers. This gives information on the requirements for overseas-trained teachers from the European Economic Area to teach in England, and the award of qualified teacher status for teachers qualified in Australia, Canada, New Zealand and the United States of America.