

Recruitment and Selection Policy

1. Introduction

- 1.1 To help achieve the Chichester College Group's (the Group) aims and objectives, it is essential that people with the relevant skills, attitude, qualifications and experience, are recruited by the Group.
- 1.2 The prime focus of the Group is teaching and learning. Therefore, it is vital that applicants demonstrate a commitment to the provision of high quality teaching and learning, as well as continuous improvement, to enable students to achieve their potential.
- 1.3 The Group is committed to promoting and safeguarding the welfare of children, young people and adults at risk and this commitment is fundamental to the recruitment and selection of applicants.
- 1.4 All staff who are involved at any stage in the recruitment and selection of staff will be trained in this policy and will adhere to the contents of this policy.

2. Scope

- 2.1 This policy applies to all jobs in the Group, regardless of length of tenure, hours or role, excluding applications or CVs received from agency workers or agencies, unless the Group has specifically commissioned them.
- 2.2 It is in place to promote good practice and to ensure that the recruitment and selection methods used by the Group are fair, consistent and in line with relevant legislation.

3. Statutory responsibilities

- 3.1 The Group will avoid unlawful discrimination in all aspects of employment including recruitment, opportunities for selection and promotion. Therefore, the principles of the Groups' Equality, Diversity and Inclusion policy and related documents are inherent in this policy.
- 3.2 To meet our requirements as a Disability Confident Employer, the Group has committed to interviewing any candidate who has declared a disability and meets the essential criteria for the position advertised.
- 3.3 The Recruitment and Selection policy complies with the Groups' Safeguarding Policy (Children and Adults at Risk), which requires that appropriate action is taken to prevent unsuitable people working with children, young people and adults at risk.
- 3.4 As an organisation using the Disclosure and Barring Service (DBS), the Group complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Group is permitted to ask questions about whether an applicant has any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance. The Group has a written policy on the recruitment of ex-offenders which is available to all job applicants and can be accessed on the Groups' websites.
- 3.5 The Group is required under the Immigration, Asylum and Nationality Act 2006 to verify that all new employees are legally entitled to work in the UK. All candidates attending an interview will be required to bring proof of their eligibility to work in the UK so that their entitlement can be checked before any offers of employment are made.
- 3.6 The management of information obtained through the recruitment and selection process will be undertaken in accordance with the Groups' Data Protection, Document Retention and Employee Data policies.

3.7 On-line checks of candidates or staff on social networking sites or through a third party are not permitted, unless in exceptional circumstances when an authorised member of staff, e.g. a member of the Human Resources team or an investigating manager, might be required to do so.

4. Principles

- 4.1 The Group will ensure that the recruitment and selection of staff is carried out in a professional, timely and effective manner and a member of Human Resources will monitor the recruitment process. All candidates will be assessed in a fair, consistent and robust manner, free from discrimination. The Group supports the principle of open competition, and will seek to appoint the best person for the job, based on individual merit. Candidates will be assessed in the same way, including internal candidates, or others personally known to the interview panel.
- 4.2 All jobs within the Group will be job evaluated to determine the appropriate pay grade. A job will not be recruited to until it has a valid evaluation.
- 4.3 A pre-defined job description and person specification is prepared for each job, based upon justifiable criteria in terms of merit and ability required to do the job. Assessment of each applicant for short-listing and at interview will be undertaken objectively against the pre-defined criteria in the person specification and must be recorded.
- 4.4 All job applicants are required to complete an online application form. CVs alone will not be accepted.
- 4.5 The Group will employ no one of compulsory school age, other than those who are entering into an Apprenticeship.

4.6 All offers of employment are conditional upon the Group's recruitment and vetting checks, as outlined in the offer letter.

5. Complaints

5.1 Any complaints received in relation to the Recruitment and Selection procedure will be taken seriously and investigated by the Director of Human Resources. The candidate will be kept informed of each stage and will be sent a formal written response.

6. Pre-employment Checks

6.1 All candidates must supply contact details for two referees. The referees should be the candidate's last two employers. However, if their most recent employment exceeds five years, or they have not had two previous employers, then a character referee will be accepted. Referees must not be a family member or friend. Referees will only be contacted once an offer of employment is made.

6.2 The Group will undertake a DBS check for all staff employed at the College at an enhanced level, which may include a check of the Barred Lists depending on the type of workforce they are employed to work in. The Group will only accept existing DBS certificates if the applicant is subscribed to the DBS Update Service, and the check is at the same level and workforce as the one they are being appointed to.

6.3 Applicants will be required to read the Standard/Enhanced Check Privacy Policy <https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy> prior to interview. Applicants will then be asked to sign a consent form at the interview to confirm that they have understood how DBS will process their personal data and what the options available to them are, for submitting an application.

- 6.4 Where the successful candidate has resided abroad for 6 months or more within the last 5 years, the College may undertake a criminal records check from the relevant country(ies). Where an applicant cannot provide a Certificate of Good Conduct (or equivalent) an external check will be processed.
- 6.5 In addition to the DBS checks described, anyone who is employed to provide early and/or later years childcare to children who have not attained the age of eight, or who are directly involved in the management of that childcare, will be required to complete and sign a self-declaration form relating to the Disqualification by Association Regulations, to confirm that they, or anyone they live with, has not been disqualified from this type of work, in accordance with the Disqualification under the Childcare Act 2006.
- 6.6 Anyone who is appointed to carry out teaching work will require an additional check to ensure they are not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online Service.

7. Status

The operation of this policy will be kept under review by the Director of Human Resources. It may be reviewed and varied from time to time by the Resources Committee. It has been equality impact assessed to ensure that it does not adversely affect staff. If you would like to review this policy in a different format please contact Human Resources.

Last review date: January 2018
Next review date: September 2019