



Recruitment and Selection

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Safer Recruitment Policy and Selection Procedure

Introduction

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of children in education. Oxford International College is committed to safeguarding and promoting the welfare of all students in its care. As an employer, the College expects all staff and volunteers to share this commitment.

In line with recent legislation including the Children Act 2004, Safeguarding Children and Safer Recruitment in Education Guidance DfES/04217/2006, The Independent Colleges Standards Regulations 2009 (Standards 4, 4A, 4B, 4C), and the Safeguarding Vulnerable Groups Act 2006 the College takes very seriously its duty of care for all students. In order to help safeguard and promote the welfare of all its students the College is committed to a thorough and consistent Safer Recruitment policy and selection procedure.

Aims and Objectives

The aims of the Safer Recruitment policy and selection procedure is to help deter, reject or identify people who might abuse students or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The aims of the College's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education – Sept 5th 2017 (KCSIE), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- to ensure that the College meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

The College has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure

the identification of the person best suited to the job at the college based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance (including KCSIE Sept 5th 2017 and Prevent Duty Guidance).

The College aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at the College.

Application Forms

Oxford International College uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

It is unlawful for the College to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the College. All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

Job Descriptions and Person Specifications

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role. The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

References

References for short listed applicants will be sent for immediately after short listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after interview.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the College. One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees will also be asked to confirm that the applicant has not been radicalised so that they do not support terrorism or any form of "extremism".

Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made.

Any discrepancies or anomalies will be followed up. Direct contact by phone will be undertaken with each referee to verify the reference.

The College does not accept open references, testimonials or references from relatives.

Interviews

There will be a face-to-face interview wherever possible, and a minimum of two interviewers will see the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has not been disclosed on the application form.

At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents will be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed six months after the recruitment programme.

OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS

In accordance with the recommendations set out in Keeping Children Safe In Education and the Boarding Colleges: National Minimum Standards the College carries out a number of pre-employment checks in respect of all prospective employees.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the College's standard terms and conditions of employment;
- verification of the applicant's identity (where that has not previously been verified);
- the receipt of two references (one of which must be from the applicant's most recent employer) which the College considers to be satisfactory;

for positions which involve "teaching work":

- the College being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition issued by the National College for Teaching and Leadership, or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country which prevents the applicant working at the College or which, in the College's opinion, renders the applicant unsuitable to work at the College; and
- the College being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant working at the College or which, in the College's opinion, renders the applicant unsuitable to work at the College;
- where the position amounts to "regulated activity" the receipt of an enhanced disclosure from the DBS which the College considers to be satisfactory;
- where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List*;
- confirmation that the applicant is not subject to a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts them from providing education at a College, taking part in the management of an independent College or working in a position which involves regular contact with children;
- confirmation that the applicant is not subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent College;
- verification of the applicant's medical fitness for the role;
- verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and
- verification of professional qualifications which the College deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified).

*The College is not permitted to check the Children's Barred List unless an individual will be engaging in regulated activity. The College is required to carry out an enhanced DBS check for all staff who will be engaging in regulated activity. However, the College can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.

Whether a position amounts to regulated activity must therefore be considered by the College in order to decide which checks are appropriate. It is however likely that in nearly all cases the College will be able to carry out an enhanced DBS check and a Children's Barred List check.

A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personnel files.

It is the College's policy to re-check employee's DBS Certificates every three years and in addition any employee that takes leave for more than three months (ie: maternity leave, career break etc) must be re-checked before they return back to work.

Members of staff at Oxford International College are aware of their obligation to inform the Principal or Deputy Principal of any cautions or convictions that arise between these checks taking place.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence.

The DBS no longer issue Disclosure Certificates to employers, therefore employees/applicants should bring their Certificate to the Principal or Deputy Principal when requested.

Induction Programme

All new employees will be given an induction programme which will clearly identify the College policies and procedures, including the Child Protection Policy, the Code of Conduct and Part One of KCSIE and make clear the expectations which will govern how staff carry out their roles and responsibilities.

Single Centralised Register of Members of Staff

In addition to the various staff records kept in College and on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with the Education (Independent College Standards) Regulations 2014 requirements. This is kept up-to-date and retained by the Deputy Principal (Welfare).

Record Retention / Data Protection

The College is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the College will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the College to discharge its obligations as an employer e.g. so that the College may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by the College for the duration of the successful applicant's employment with the College. All information retained on employees is kept centrally in the Deputy Principal's Office in a locked and secure cabinet.

The same policy applies to any suitability information obtained about volunteers involved with College activities.

Oxford International College will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (ie: shredded). The 6 month retention period is in accordance with the Data Protection Act 1998. The college is aware of the new data protection legislation which comes into effect May 2018.

Ongoing Employment

Oxford International College recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The College will therefore provide ongoing training and support for all staff, as identified through the Annual Review/appraisal procedure.

Leaving Employment at Oxford International College

Despite the best efforts to recruit safely there will be occasions when allegations of serious misconduct or abuse against children and young people are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks the College also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the College despite being barred from working with children; or
- has been removed by the College from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

Contractors and agency staff

Contractors engaged by the College must complete the same checks for their employees that the College is required to complete for its staff. The College requires confirmation that these checks have been completed before employees of the Contractor can commence work at the College.

Agencies who supply staff to the College must also complete the pre-employment checks which the College would otherwise complete for its staff. Again, the College requires confirmation that these checks have been completed before an individual can commence work at the College.

The College will independently verify the identity of staff supplied by contractors or an agency in and will require the provision of the original DBS certificate before contractors or agency staff can commence work at the College.

Visiting Speakers

The Prevent Duty Guidance requires the College to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by students, are suitable and appropriately supervised.

The College is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the College or perform any other regular duties for or on behalf of the College.

All visiting speakers will be subject to the College's usual visitors signing in protocol. This will include signing in and out at Reception, the wearing of a visitors badge at all times and being escorted by a fully vetted member of staff between appointments.

The College will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the College. In doing so the College will always have regard to the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states:

"Extremism' is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."

In fulfilling its Prevent Duty obligations the College does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

Volunteers

The College will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with students at or on behalf of the College (the definition of regulated activity set out above will be applied to all volunteers).

Under no circumstances will the College permit an unchecked volunteer to have unsupervised contact with students.

It is the College's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the College for three consecutive months or more. Those volunteers who are likely to be involved in activities with the College on a regular basis may be required to sign up to the DBS update service as this permits the College to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates.

In addition the College will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- formal or informal information provided by staff, parents and other volunteers;
- character references from the volunteer's place of work or any other relevant source; and
- an informal safer recruitment interview.

Tutor Appointment Procedure

1. Tutors will be interviewed by the Principal, Deputy Principal, Director of Studies or the Director. Tutors may be asked to prepare a short teaching demonstration or deliver a full lesson. Initial interviews may be conducted over SKYPE.
2. A teaching history regarding experience, exam board familiarity and subject modules is taken.
3. A tutor registration document is completed.
4. DBS checks are taken according to the college's DBS Policy.
5. References are required and followed up. Personal recommendations from other colleges play a vital role in this process.
6. Once a tutor is registered, all relevant information is entered in the HR files.

Staff Appointment Procedure

1. When a vacancy arises, a job description and person specification for the position is created.
2. Advertisements are placed – usually both in local and national newspapers, depending upon the seniority of the position and on the College's website. Online advertising is placed with the TES.
3. Upon receipt of applications, acknowledgements are sent, together with a more detailed job description, including salary range depending upon experience.
4. The first stage of the selection process is to eliminate candidates and to notify them that they have been unsuccessful.
5. The second stage is to short list and invite candidates for interview.
6. The interview is structured according to the seniority of the position being offered. This determines how many interviewers are present and the necessary number of interviews.
7. At the end of this process, the position will be offered to a candidate subject to references and a DBS check. This is usually done verbally and then followed up with a formal offer letter.
8. Once the references have been received and the DBS check has been undertaken, a formal agreement is signed.
9. All unsuccessful applicants who have not yet been dealt with are now sent letters informing them that they have been unsuccessful.

Recruitment and Selection Checklist

Pre-Interview	Initials	Date
<p>PLANNING</p> <ul style="list-style-type: none"> • Timetable decided and worked out. • Job specification and description and other documents prepared or reviewed (if in existence) for providing to applicants. • For all staff (academic or non-academic) there is a standard application form and this seeks all relevant information and includes relevant statements about references. • For management and admin staff, applicants are sent the job description and asked to respond if they are still interested by providing their CV together with a covering letter explaining why they feel they'd be a suitable candidate for the position. 		
<p>VACANCY ADVERTISED</p> <p>Advertisements will include a brief description of the role and kind of person who'd be suitable together with reference to the College's safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children, and need for successful applicant to be DBS checked.</p>		
<p>APPLICATIONS on receipt</p> <p>Scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short listing.</p>		
<p>SHORTLIST PREPARED</p>		
<p>REFERENCES – on receipt</p> <p>Checked against information on application; scrutinised; any discrepancy/issue of concern noted to take up with applicant (at interview if possible). According to new regulations the referees are contacts by telephone to validate the reference.</p>		
<p>INVITATION TO INTERVIEW</p> <p>Includes all relevant information and instructions (who will be present, whether there'll be tests or tasks, salary range)</p>		
<p>INTERVIEW ARRANGEMENTS</p> <p>At least 2 interviewers: panel members have authority to appoint: have met and agreed issues and questions/assessment criteria/standards.</p>		
<p>INTERVIEW</p> <p>Explores applicant's suitability for work with children as well as for the post.</p>		
<p>N.B. Identify the qualifications of successful applicant verified on day of second interview by scrutiny of appropriate original documents; copies of documents taken; the applicant completes application for DBS Disclosure. Prohibition checks completed.</p>		
<p>CONDITIONAL OFFER OF APPOINTMENT: PRE APPOINTMENT CHECKS</p> <p>Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and for non-teaching posts a probationary period.</p>		
<p>REFERENCES (if not obtained and scrutinised previously)</p>		
<p>QUALIFICATIONS (if not verified on the day of second interview)</p>		

Permission to work in UK if required		
DBS – satisfactory DBS Disclosure received		
LIST 99 – person is not prohibited from taking up the post		

NB: The College is aware that the UKVI may at some time in the future require tutors to hold PGCE qualifications.



Recruitment Application Form

Oxford International College *is committed to safeguarding the welfare of children and young people and expects all applicants to share this commitment.*"

Personal Details	
Full Name and Title of Candidate	
Address	Telephone Day: Evening: Mobile: Email:
Postcode	
Do you require permission to work in the UK? YES <input type="checkbox"/> NO <input type="checkbox"/>	
The Asylum and Immigration Act 1996 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We, therefore, ask prospective employees to produce relevant documentation. Short-listed applicants will receive further details and successful applicants must provide relevant documentation before employment can begin.	

Applicant's Referees
Please give below the names and addresses of two from whom references may be sought, at least one of whom should have recent knowledge of your work; your current employer should normally be included. It is College policy that references must cover the last three years, therefore please ensure the referees you supply below are able to cover this period or include additional referees on a separate sheet of paper.

Name: Position: Relationship to applicant: May we approach this referee before interview? YES <input type="checkbox"/> NO <input type="checkbox"/>	Address: Telephone: Fax : Email:
Name: Position: Relationship to applicant: May we approach this referee before interview? YES <input type="checkbox"/> NO <input type="checkbox"/>	Address: Telephone: Fax : Email:

Current Employment		
From (date)	Name and Address of Employer	
Post	Salary	Notice Required
Duties – please also state Reason for Leaving		

Previous Posts (most recent first). Please account for any gaps where you have not been in employment				
From	To	Employer	Post	Duties and Reason for Leaving

Further and Higher Education				
From	To	University/College	Subjects	Results

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Secondary Education				
From	To	School	Examinations	Results

Member of Technical or Professional Bodies or other qualifications

<i>Statement in Support of Application (continue on separate sheets if required).</i>
Please state why you believe you are a suitable candidate for this post by explaining how you meet its requirements and the experience which you have that is relevant. Please give examples of particular achievements.

I confirm that the information and details provided on this form, and other information relating to my formal application for employment, are correct. I understand that any false information or misrepresentation would result in my application being disqualified or, if appointed, could lead to my dismissal without notice.
Name of Applicant _____ Date _____
Signature

College Child Protection Statement
Every child or young person at Oxford International College should be able to take part in an enjoyable and safe environment. The college recognises its responsibility to safeguard the welfare of all children and young people. As part of the ethos of the college, we are committed to: <ul style="list-style-type: none"> • Providing an environment in which children and young people feel safe, secure, valued and respected; confident to talk openly and sure of being listened to. • Providing suitable support and guidance so that students have a range of appropriate adults who they feel confident to approach if they are in difficulties.

- To ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- To raise awareness of child protection issues and equipping children with the skills needed to keep them safe.
- To put in place procedures for identifying and reporting cases, or suspected cases, of abuse.
- To ensure that all staff, tutors and volunteers are aware that we are all responsible for safeguarding members of the college community.
- To ensure that all staff and volunteers understand the college's Child Protection and Safeguarding Procedures.

The college will act in accordance with the following legislation and guidance:

- The Children Act 1989 and 2004
- Education Act 2002, section 175
- Local Authority Safeguarding Children Board Child Protection Procedures
- DfES guidance 'Safeguarding Children and Safer Recruitment in Education 2006
- HM Government 'Working Together to Safeguard Children 2017
- Working Together to Safeguard Children Guidance (March 2017)

Oxford International College's Designated Senior Lead Officer is: Mrs Kim Terrar