

Brighton College Staff Recruitment and Selection Policy

Brighton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Further, the College understands that a robust, fair and transparent recruitment and selection policy is central to achieving this aim.

1. Policy Statement

- 1.1 Brighton College recognises that its staff are fundamental to its success. A strategic and professional approach to recruitment and selection will enable the College to attract and appoint staff with the necessary skills and attributes to fulfil its strategic aims, and support the College's values.
- 1.2 The College is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient and effective and promotes equality of opportunity.
- 1.3 Recruitment should be treated as a key public relations exercise as the way it is managed affects the College's image, and consequently its ability to attract and appoint high calibre staff.
- 1.4 This policy has been produced to provide a flexible framework which promotes good practice, fulfils the College's commitment to promote equality and diversity and supports fully the College's core business.
- 1.5 Advice and support is available at all stages of the recruitment process from the HR Department.

2. Scope

- 2.1 This policy applies to the recruitment and selection of all staff to the College regardless of the status of the post.
- 2.2 All Brighton College employees who are involved at any stage in the recruitment and selection of staff must be made aware of and adhere to the contents of this policy. In addition, any external consultants, recruitment agencies or external experts who assist in the recruitment process must act in accordance with this policy.

3. Aims

- To meet the College's operational requirements and strategic aims.
- To ensure that the recruitment processes are fit for purpose.
- To appoint the best person for each position.
- To ensure equality of opportunity for all applicants.
- To carry out safe recruitment and vetting practices (see Safeguarding Policy)
- To ensure compliance with the College's Safeguarding Policy, Dignity at Work Policy, Equal Opportunity Policy and relevant employment legislation.
- To promote the College's values.

The Recruitment Procedure

1. Guidance on all stages of recruitment planning is available from the Head of HR and 'handy hints' on recruitment and selection matters are accessible via the HR firefly pages <https://vle.brightoncollege.net/human-resources/handy-hints-1>
2. Decide on recruitment requirements e.g. is it a straightforward replacement or an opportunity to restructure/new post?
3. Candidate brief to be reviewed and approved by the relevant senior management. These will form the basis of the advertisement and the selection process. Interview and closing date for applications to be agreed.
4. Consider whether advertisement to be placed in local and/or national press and whether in hard copy and/or on line. Advert to include closing date, web address for Candidate Brief, application form & contact details of HR. Adverts to contain a reference to the requirement for an enhanced DBS check and the College's commitment to child protection.
5. The College is registered with UK Visa and Immigration (UKVI) as a sponsor for Tier 2 (General) and Tier 5. Excepting where an exemption applies, should the College wish to recruit from outside the European Economic Area (EEA), the relevant resident labour market test must be undertaken for those positions not on the shortage occupation list before a certificate of sponsorship can be issued. All offers of employment are subject to the right to work in the UK being evidenced.
6. It is anticipated (although not mandatory where senior management have opined otherwise) that adverts are placed on the school website and relevant notice boards, and included in the weekly 'job opportunities' e mail to all staff and mentioned in relevant department meetings.
7. All those who express an interest are sent the Candidate Brief and application form or an online link to obtain these. The use of CVs alone is not allowed for reasons of consistency and clarity of employment history; the application form enables the College to identify any gaps in employment history. For relevant posts, the School marketing material should also be sent or a link attached.
8. An application matrix based on the person specification contained within the Candidate Brief is completed and used as the basis for selecting candidates for interview. The Chair of the selection panel, guided by HR, will set out a suitable interview programme and timetable. The DfE recommends two or ideally three interviewers (one to observe and take notes). At least one member of the selection panel is to be appropriately trained in line with safeguarding guidance. The DfE recommends The Lucy Faithfull Foundation as a provider, or the NSPCC online training course.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare this as soon as they are aware of the individual's application. In this event, it would normally be necessary for the member of staff to avoid any involvement in the selection process.

9. The selection panel should consider and select candidates for interview. Application forms should be checked to ensure that a full employment history is provided or gaps noted for subsequent investigation.

10. Unless it is in relation to finding candidates (for example, if an individual has put his/her details on social media websites for the purpose of attracting prospective employers), the HR department and/or SMT will conduct searches, either themselves or through a third party, on social media only when these are directly relevant to the applicant's skills or claims that he/she has made in the recruitment process; to check whether there are any inappropriate comments about a current or former employer, which might indicate that the candidate is untrustworthy; or to check whether any published information relating to the candidate's employment history contradicts statements on his or her job application form or CV.
11. Telephone/e mail candidates to arrange a convenient interview time and confirm in writing/by e mail.

The interviewee should be asked to bring the following with them:

- Two documents that show current name and address
- Where appropriate change of name documentation
- Passport. If this is not available, please see the separate list for documents required and refer this application to the Head of HR for review.

12. Written references from the two most recent employers should be applied for, one of which must be the current employer if the applicant is still working. Reference requests must specifically ask about the candidate's suitability to work with children and reason for leaving (KCSIE).

References from friends and family are not acceptable, neither are those supplied via the candidate. It is made clear by way of the application form that any previous employer may be approached for references. As best practice, HR will review application forms and where an applicant has previously and recently worked in a school will, where practical, request a reference.

Ideally, references should be sought for all short-listed internal candidates before interview.

13. Interview candidates against Candidate Brief. Explanation must be sought of any gaps in employment with a written record being made that all gaps have been explained and are satisfactory. A written record is required of the outcome of each interview. The interview should include at least one question to test the candidate's attitude to child protection.

14. Select suitable candidate for post & set up personnel file. Send out offer letter and welcome pack. The letter is to include the link to The Healthy Company's website for the health questionnaire and the link for the Child Protection and Prevent training video. The welcome pack contains:

- DBS application form, guidance sheet and permission to view DBS certificate form.
- Part I of KCSIE (September 2016)
- Safeguarding Policy
- Staff Code of Conduct
- Confirmation of Medical Fitness declaration
- Payroll form & HMRC employee's personal details starter form
- Fire Procedure form
- For Support Staff: Support Staff Handbook and Death in Service form

Should the appointee have lived/worked outside the UK for more than 3 months in the last 5 years s/he is to be asked to obtain a certificate of good conduct or equivalent from the country in question. Where the appointee is unable to do this, HR will arrange for the check to be made using a suitable provider. Extra references should be requested for applicants from countries that do not provide criminal record checks.

15. Ensure that all regulatory pre-appointment checks are carried out for successful job applicants: identity; enhanced disclosure; right to work in the UK; barred list (formerly known as List 99); qualifications where needed or specified for the role; overseas checks; medical fitness; employment history; references; prohibition orders (including prohibition from teaching and/or management and prohibition/restriction on teaching imposed by other countries in the EEA); disqualified by association (where relevant).

DfE guidance requires the retention of copies of identity documents, evidence of right to work, and qualifications where relevant to the role.

16. Chase references where necessary and validate. This must be done by telephoning the person who has provided the reference and taking notes of the exchange. Two references must be received and validated before the person starts work.
17. Teaching appointments (to include sports coaches) must be checked against the DfE prohibited list via [NCTL Teacher Services' system](#).
18. Prohibition from management. Teachers appointed to a Head of Department or positions that are more senior, senior support staff who sit on the HM's SMT and governors must be checked against the prohibited list as above for s128 directions (which prohibits or restricts a person from taking part in the management of an independent school). The check is carried out for those in regulated activity via the DBS form. The wording in section 61, position applied for, must read '*Child Workforce Independent School*'. For those not in regulated activity the check is done via [NCTL Teacher Services' system](#)
19. Offer and appointment is subject to successful completion of the relevant probationary period, receipt of a satisfactory DBS disclosure together with suitable references and medical questionnaire return. For teachers, senior support staff and governors appointment is also subject to satisfactory check against the DfE Prohibited List (including where relevant being barred from management -s128 directions- and prohibition/restriction on teaching imposed by other countries in the EEA). In addition, for relevant staff, volunteers and governors who have childcare or management responsibilities for pupils who have yet to attain the age of 8, appointment is subject to receipt of a suitable self-declaration in regards to disqualification by association (the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009 which state that it is an offence for a school to employ in connection with early years or later years provision with children up to the age of eight any person who is disqualified).
20. DBS checks. A person will be considered to be engaging in 'regulated activity' if, as a result of their work, they will be responsible, on a regular basis, for teaching, training, instructing, caring for or supervising children; or they will carry out paid, or unpaid, work regularly in school where that work provides an opportunity for contact with children. A more detailed description of regulated activity is provided at page 24 of KCSIE and also in the [Factual note by HM Government, Regulated activity in relation to children: scope](#)
Consideration must be given to the level of DBS check to be undertaken but it is recognised that the majority of College staff are in a regulated activity and in these cases an enhanced DBS check (with check against the barred list) should be carried out.

Note: Governors and others e.g. Artist in Residence may not meet the criteria for an enhanced Disclosure with check against the barred list (list 99).

Anyone over 16 years' old who is a family member of staff (e.g. a spouse) and resident at the school and not on the school roll must be DBS checked at the enhanced level with a barred list (NMS 14.2) and reference checked, in addition to completing the 'Agreement between Brighton College and adults who are not employed in a boarding capacity but are living in staff accommodation'.

Any member of staff who, during their time at the College, takes on a role with greater responsibility for pupils e.g. becoming a Housemaster/mistress may be required to undergo a further DBS check. For clarity, anyone taking on a residential boarding role or joining the Safeguarding Team will be required to undergo a further DBS check.

Please note: there are special arrangements for the DBS check for the proprietor/chair of governors – see ISI guidance.

21. The DBS certificate is sent directly to the applicant who must send the original to HR for review.

Details of DBS disclosure must be recorded in the Central Register: level of disclosure, disclosure number, clearance date, name of the checker and the date the certificate was checked.

If a disclosure is delayed, the candidate may begin work provided that his or her suitability is checked against the DBS Barred List (list 99) AND that the DBS application has been made in advance of his or her start of work and a risk assessment has been completed and that all other pre-employment checks have been completed (identity, right to work in the UK, overseas checks, references, medical declaration and prohibition, qualification and disqualified by association checks where relevant). In such cases, the candidate must be informed of the appropriate safeguards to be taken; safeguards shall then be enforced and reviewed every two weeks until the DBS check has been approved.

Staff due to work in the boarding houses should not normally commence employment/be redeployed until all relevant checks (including satisfactory DBS disclosures and references) are completed.

Once the job has been offered and accepted, personalised letters, sent by post or e mail should be sent to those who attended for interview but were not successful. All documentation and explanatory notes relating to unsuccessful applicants, whether interviewed or not, must be held by the HR Department for a maximum period of 6 months.

22. Announce new appointment via email/relevant meetings.
23. HR to identify and inform relevant trained member of staff that Safeguarding Induction Training is to take place on day of joining the College or before, with confirmation of induction to be e mailed to induction@brightoncollege.net on the same day. HR to book new appointee on next Child Protection training slot, inform line managers and new appointee of details via e mail - for Support Staff managers via the Induction Checklist.
24. Issue contract - legally this must be received within 28 days of starting (although good practice suggests asap). For Support Staff the relevant job description is attached to the back of their contract.

25. Line Manager to carry out induction.
26. Where staff are recruited through supply agencies, a check with the agency is to be made that the required checks have been carried out: identity, enhanced disclosure, right to work in the UK, barred list/List 99, qualifications, and overseas checks. The single central register must show that all these checks have been carried out and, in addition, that the school has carried out its own identity check. The school must also see the DBS disclosure. The DBS certificate must be no more than three months old unless they have a) worked in a school in the last three months or b) have signed up to the update service and given permission for the College to carry out a check before starting. Additionally, in having regard to KCSIE, the agency should take up references, obtain a declaration of medical fitness, and check previous employment history. In addition, where relevant, that a check for prohibition orders (teachers, senior support staff and coaches) has been carried out and that the self-declaration 'disqualified by association' form has been completed with no concerns raised. A teacher working for an agency should have a fresh disclosure every three years (or earlier if there are grounds for concern or a break in service of three months or more). Supply agencies must keep 'disclosures' for at least a year and, where an individual remains with an agency for more than 12 months, a disclosure can be kept for up to three years to facilitate portability arrangements. A check of the agency staff member's identity must be made by the College and the DBS disclosure certificate seen.
27. Any contractor who will be working on a regular basis at the college during term time or school holiday periods and who may have unsupervised contact with pupils is subject to an Enhanced DBS check and is required to wear a photographic identification badge. In addition, the contracting company will have agreed to and completed a 'Contractors Agreement' which governs their recruitment strategy. All other contractors who are on site during term time will be accompanied by a member of the Security team or the relevant department.
28. All recruitment is to be undertaken by the HR Department in conjunction with the relevant member of SMT/line manager. All paperwork is to be held centrally by the HR Department. For teaching staff only, a modified file containing CV (if provided), application form, references and appointment letter may be kept by the relevant Head.

All documentation and explanatory notes relating to unsuccessful applicants, whether interviewed or not, to be held by the HR Department for a period of 6 months.

Documents relating to applicants will be treated with the utmost confidentiality and in accordance with the Data Protection Act. Applicants may have the right to access any documentation held about them under data protection legislation.

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 his/her 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. It will then be retained as set out in the requirements of the Independent Inquiry into Child Sexual Abuse – i.e. indefinitely or subsequent regulations.

This policy applies to any suitability information obtained about volunteers involved with School activities.

29. Referrals to the DBS, the National College for Teaching and Leadership (NCTL) and relevant professional bodies.

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. Please note that the School also has a legal duty to make a referral to the DBS in circumstances where an individual: -

- has applied for a position at the School despite being barred from working with children; or
- has been removed by the School 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.

If the individual referred to the DBS is a teacher, the School may also decide to make a referral to the NCTL. For other professionals, a referral to their professional body will be made as required.

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