

# St Francis of Assisi Catholic College

*'Nil satis optimum'*



## Safer Recruitment and Selection Policy

## Control Sheet

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<b>Links to:</b>	
<b>Statutory Guidance</b> <ul style="list-style-type: none"> <li>• <a href="#">Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children</a></li> <li>• <a href="#">Keeping Children Safe in Education</a></li> <li>• <a href="#">Guidance for Safer Working Practices for Adults who Work with Children and Young People in Education Settings</a></li> <li>• <a href="#">The School Staffing (England) Regulations</a></li> </ul>	

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## **1. Policy statement**

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education and in deterring unsuitable applicants from applying for roles. St Francis of Assisi Catholic College (referred to forthwith as 'the College') is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups and expects all staff and volunteers to share this commitment.

It is recognised that this can only be achieved through sound procedures, good interagency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

The College is committed to ensuring that the recruitment and selection of all who work within the College is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity.

Supplementary information on equal opportunities issues is shown at **Appendix 1**.

The College will uphold its obligations under the law not to discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed. This document provides a good practice framework to comply with the principles set down in the Equality Act 2010 and its own Equality and Diversity Policy. The College will work within the CES guidelines when making appointments to protected posts.

This Safer Recruitment and Selection Policy has been produced in line with and should be read in conjunction with the Department for Education document [Keeping Children Safe in Education](#) or subsequent versions of it.

All appointments are subject to an enhanced Disclosure Application to the Disclosure and Barring Service.

## **2. Safer recruitment – recruitment and selection training**

[The School Staffing \(England\) Regulations](#) require governing bodies to ensure that at least one person on any appointment panel has undertaken safer recruitment training. The College will advise which training package is to be used. The training should cover, as a minimum, the content of the guidance in the most current version of [Keeping Children Safe in Education](#).

## **3. Advertisement of jobs**

The College will adopt a consistent approach when considering whether to advertise internally or externally for vacancies.

The College must also give careful consideration before advertising externally to avoid a situation where recruitment of external candidate would potentially lead to a redundancy situation due to staff budget restrictions. However, if resignation deadlines are looming, it may concurrently advertise the post both internally and externally.

In certain circumstances there may be a need to safeguard the interests of employees who might otherwise face redundancy. The College will seek to cooperate wherever possible, on the advice of its HR Function, to offer re-deployment opportunities to affected staff. The location of posts in relation to employees at risk will also be taken into consideration.

All advertisements for posts, paid or unpaid, will include the following statements:

*“St Francis of Assisi Catholic College is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment”*

*“The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references.”*

#### **4. Information for applicants**

All applicants will be provided with:

- A job description, outlining the duties of the post, and a person specification
- An application form (CVs will not be accepted)
- A description of the College, relevant to the vacant post
- Reference to the Child Protection Policy, Safeguarding Policy, Safer Recruitment and Selection Policy, DBS and other pre-employment requirements
- An outline of terms of employment, including salary
- The closing date for the receipt of applications

Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed. Candidates submitting an application form completed on line will be asked to sign the form if invited to interview.

#### **5. Shortlisting and reference requests**

The selection panel will shortlist applicants against the Person Specification for the post. The criteria for selection will be consistently applied to all applicants. A ‘Recruitment Shortlisting Analysis Form’ is provided at **Appendix 2**. The selection panel will agree the applicants to be invited to interview.

Two references, one of which must be from the candidate’s current/most recent employer, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the selection process.

Candidates are entitled to see and receive copies of their employment references and should request these from their referees.

References will be sought directly from the referee and, where necessary, they will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of

such exchanges. Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

If a candidate for a post working with children is not currently employed in a post working with children, a reference will be sought from the most recent employment in which the candidate has worked with children to confirm details of the candidate's employment and their reasons for leaving.

Reference requests will ask the referee to confirm, in writing:

- The referee's relationship to the candidate
- Details of the candidate's post and salary
- The candidate's performance history and conduct
- Whether the candidate has been subject to capability procedures and the outcome of this
- Whether the candidate has been subject to disciplinary action relating to the safety and welfare of children, including where the sanction has expired, and the outcome of this
- Details of any substantiated allegations or concerns about the candidate relating to the safety and welfare of children
- Whether the referee has any reservations as to the candidate's suitability to work with children and young people (if so, the College will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children)
- The candidate's suitability for the post with explicit reference to the job description and person specification

All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate, for any post. References will be verified and any discrepancies or areas of potential concern will be discussed with the candidate at interview.

If the field of applicants is felt to be weak, the post may be re-advertised.

## **6. Interviews**

Face to face interviews will be the primary means of recruitment to all vacant jobs, however, other means such as Microsoft Teams or Zoom interviews can be used in exceptional circumstances. A range of other selection methods and processes may also be considered in relation to each vacancy. When adopting selection tools, care must be taken to ensure that

they are relevant to the job description, person specification and able to be objectively assessed as part of the selection criteria.

The interview should assess the merits of each candidate against the job requirements, and explore their suitability to work with children. The selection process for people who will work with children should always include an interview even if there is only one candidate, unless the applicant is an internal candidate already working with children.

The Nominated Officer will ensure that candidates are informed in writing of:

- the date, time, location and approximate length of the interview
- the format of the interview and details of the names and designations of the interview panel
- details of any other selection methods which will be used in addition to interview
- the person to be contacted for any further specific information about the interview or recruitment arrangements generally.

Wherever possible, external candidates should be given a minimum of 3 days' notice of the interview date and internal candidates should be given the same.

An 'Example 'Invitation to Interview Letter' is provided at the end of the policy – **please see appendix 3**. All candidates invited for interview will be asked to indicate if they require any specific facilities or assistance. In particular, disabled applicants will be asked to specify any particular arrangements which they will require e.g. British Sign Language interpretation.

## **7. Interview Panel**

Interviews will be conducted by a minimum of three interviewers wherever possible, and in some cases, e.g. for senior or specialist posts, a larger panel might be appropriate. [The School Staffing \(England\) Regulations](#) require governing bodies to ensure that at least one person on any appointment panel has undertaken safer recruitment training. A panel of at least three people ensures one member can observe and assess the candidate, and make notes, while the candidate is talking to the others. It also reduces the possibility of any dispute about what was said or asked during the interview.

The members of the panel should:

- Have the necessary authority to make decisions about appointments.
- Be appropriately trained.
- Meet before the interviews to agree the structure, format and core questions to be used within the interview process. Core interview questions will be based upon a proper consideration of the job description and person specification for the job and will be common for all applicants.
- Agree the assessment criteria in accordance with the person specification.

Supplementary questions are appropriate to clarify or expand on a candidate's response to a core question, but must relate clearly to the duties and responsibilities of the job. Supplementary questions will be properly recorded and candidate's responses logged within the appropriate documentation.

It is recommended that model answers in bullet point form are recorded against each core question so that candidate responses can be effectively assessed. However, the model answer is only a guide and will not serve to devalue good candidate responses to questions in any way.

Assessments from the application form, interview, all tests and/or other exercises used within the selection process will be properly documented and recorded against each individual candidate, and details placed within the recruitment file. In line with GDPR regulations, personal information for unsuccessful candidates will be retained for six months and then securely destroyed. Information will not be shared with any third parties.

The interview process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Candidates will always be required:

- To explain satisfactorily any gaps in employment
- To explain satisfactorily any anomalies or discrepancies in the information available to the selection panel
- To declare any information that is likely to appear on a DBS disclosure
- To demonstrate their capacity to safeguard and protect the welfare of children and young people

The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

If, for whatever reason, references are not obtained before the interview, the candidate should also be asked at interview if there is anything they wish to declare/discuss in light of the questions that have been (or will be) put to their referees. (It is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before they start work).

## **8. Appointment**

The successful candidate will be contacted by the Chair of the interview panel to advise of the conditional job offer as soon as practicable after the interview process has been completed, and the decision to appoint has been made.

For Head Teacher, Deputy Head Teacher, Subject Leader for RE and any other reserved/protected posts, the panel will also include a Diocesan Officer. The decision will be minuted at a meeting of the Governing Body called to ratify the appointment.

The decision must be confirmed in writing to the successful candidate.

The Nominated Officer will ensure that a letter of appointment is issued to the successful candidate which will include:



- the job title and grade of the job
- the date of commencement of employment (if confirmed)
- salary and payment arrangements
- the term of the employment (whether temporary/fixed-term, permanent contract) as set out in the contract
- any further or remaining reference requirements
- medical clearance, if required
- DBS requirements
- whether the employment is subject to a trial period and if so, the terms which will apply to this
- any particular or special benefits which might apply
- the notice periods for termination
- the main terms and conditions of their employment

An 'Example Letter of Appointment to Successful Candidate' is provided at the end of the policy – **please see Appendix 4**. Once an acceptance of the job offer has been secured verbally the unsuccessful candidates will be notified of the outcome.

It is good practice to offer feedback to all unsuccessful applicants. Candidates should be kept informed should there be an unreasonable delay with this process. It is the responsibility of the Chair of the panel to ensure that all candidates are advised by letter, telephone or face-to-face of the outcomes of their application. An 'Example Letter to Unsuccessful Candidate' is provided at the end of the policy – **please see Appendix 5**.

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

An offer of appointment to the successful candidate should be conditional upon the following and confirmed in writing:

- The receipt of at least two satisfactory references (these should have already been received and checked prior to interview)
- Verification of the candidate's identity (this should have been checked at interview stage)
- Appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.
- Verification of the candidate's medical fitness
- An enhanced DBS check with barred list information where the person will be engaging in regulated activity
- A separate barred list check if an individual will start work in regulated activity before the DBS certificate is available
- For teaching posts, a prohibited list check using the employer access online service
- Verification of professional qualifications as appropriate
- Verification of eligibility to work in the UK
- Further checks on people living or working outside the UK
- For those involved in the management of a school (Governors), a Section 128 check must be completed

All checks should be:

- Confirmed in writing
- Documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS regulations)
- Followed up where they are unsatisfactory or there are discrepancies in the information provided
- Entered on the Single Central Register (SCR)

Where any of the following apply:

- The candidate is found to be on the barred list, or the DBS Disclosure shows they have been disqualified from working with children by a Court; or,
- An applicant has provided false information in, or in support of, their application
- There are serious concerns about an applicant's suitability to work with children

The facts should be reported to the police and the DBS and the offer of employment withdrawn.

## **10. Post appointment induction**

There should be an induction programme for newly appointed staff, governors and other volunteers including teaching staff, regardless of previous experience. All staff should be aware of systems within the College which support safeguarding and this should be included as part of induction. As a minimum everyone should be provided with the College Staff Code of Conduct and the Safeguarding Policy.

## **11. Adults working with children who are not employed directly by the College**

The adults working with children who are not employed by the College the following will apply as described in each case below:

## **12. Supply staff**

We will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. We will carry out identity checks when the supply staff member arrives for work.

## **13. Peripatetic staff**

We only use staff employed by organisations who ensure and confirm that necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff. If a peripatetic member of staff is self-employed and will be in regulated activity, we will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

## **14. Volunteers**

We carry out DBS and pre-start vetting checks appropriate to the post and require regular volunteers to provide details of two referees. References are taken up as detailed in this policy. Volunteers who help on an occasional basis (e.g. trips) are supervised in accordance with legislation.

### **15. Students on placement**

When volunteers are working as part of a recognised training course (such as PGCE, NVQ etc.), references and completion of an application form will not be required. However, we will require proof of DBS enhanced clearance with barred list check and will carry out identity checks when the student arrives. We will also require students to complete the Childcare Disqualification Declaration form if they are working within the EYFS.

### **16. Students on work experience**

Students on work experience will always be supervised.

### **17. Contractors**

We will ensure that contractors, or any employee of the contractor, have been subject to the appropriate level of DBS check, if any such check is required. Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with children. If a contractor is self-employed and will be in regulated activity, we will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account. We will check the identity of contractors and their staff on arrival.

### **18. Governors**

It is policy that we should obtain an enhanced DBS check on all governors which includes a barred list check.

### **19. Policy review**

This implementation and impact of this policy will be regularly reviewed and updated to reflect any changes to legislation and statutory guidance. The recognised trade unions will be included in this process.

## **EQUALITY OF OPPORTUNITY IN EMPLOYMENT**

### **1. Background**

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society.

#### **1.1 Equality Act provisions include:**

- the basic framework of protection against direct and indirect discrimination, harassment and victimisation in services and public functions, work, education, associations and transport;
- changing the definition of gender reassignment, by removing the requirement for medical supervision;
- providing protection for people discriminated against because they are perceived to have, or are associated with someone who has, a protected characteristic;
- clearer protection for breastfeeding mothers;
- applying a uniform definition of indirect discrimination to all protected characteristics;
- harmonising provisions allowing voluntary positive action.

#### **1.2 Equality Act provisions which came into force in April 2011 include:**

- positive action - recruitment and promotion
- avoiding discrimination of any sort in recruitment and selection, it is important that all the decisions made during the process are based on the genuine needs of the job as defined in the person specification and job description.

#### **1.3 Protected Characteristics**

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

## **2. Types of Discrimination: Definitions**

### **2.1 Direct Discrimination**

Direct discrimination occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have, or because they associate with someone who has a protected characteristic.

### **2.2 Discrimination by Association**

This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

### **2.3 Perception Discrimination**

This is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if that person does not possess that characteristic.

### **2.4 Indirect Discrimination**

Indirect discrimination can occur when the employer has a condition, rule, policy or even a practice that applies to everyone but particularly disadvantages people who share a protected characteristic. Indirect discrimination can be justified if the College can show that they have acted reasonably, i.e. that it is a 'proportionate means of achieving a legitimate aim'. A legitimate aim might be any lawful decision the College may make in its running, but if there is a discriminatory effect, the sole aim of reducing costs is likely to be unlawful.

Being proportionate really means being fair and reasonable, including showing that less discriminatory alternatives to any decision made have been looked at.

## **3. Sex and Race Discrimination**

Representatives of the College must not discriminate against anyone on the basis of sex or marital status. In the selection process a person should not be offered a contract that is less favourable than that offered to another applicant of a different sex or status where the work is of equal value. (Paying a higher salary to someone of greater experience where his or her work could be said to be of higher value would be allowable.)

Discrimination on the grounds of race includes discrimination based on colour, nationality or citizenship, ethnic or national origin.

## **4. Religious Belief, Sexual Orientation and Gender Re-assignment**

Representatives of the College must not discriminate against candidates on the basis of their religion (which may, for example, require them to observe specific religious practices such as the wearing of a turban by a Sikh.)

People must not be discriminated against on the basis of sexual orientation (e.g. homosexuality) or gender re-assignment (whether the re-assignment is intended, being undergoing or has been undergone).

## **5. Disability Discrimination**

Under the Act, a person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities, which would include things like using a telephone, reading a book or using public transport.

The Act puts a duty on the College to make reasonable adjustments for staff to help them overcome disadvantage resulting from an impairment (e.g. by providing assistive technologies to help visually impaired staff use computers effectively).

The Act includes a new protection from discrimination arising from disability. This states that it is discrimination to treat a disabled person unfavourably because of something connected with their disability (e.g. a tendency to make spelling mistakes arising from dyslexia). This type of discrimination is unlawful where the College knows, or could reasonably be expected to know, that the person has a disability. This type of discrimination is only justifiable if an employer can show that it is a proportionate means of achieving a legitimate aim.

Additionally, indirect discrimination covers disabled people. This means that a job applicant or employee could claim that a particular rule or requirement in place disadvantages people with the same disability. Unless this can be justified, it would be unlawful.

The Act also includes a provision which makes it unlawful, except in certain circumstances, for employers to ask about a candidate's health before offering them work.

Where, for example, an intrinsic part of the job requires a significant amount of manual handling it would be legitimate for the panel to ask applicants about their health in relation to this particular aspect of the job. However, general checks on potential levels of attendance should not be carried out until after the successful applicant has been offered the position, on a conditional or unconditional basis.

Potential applicants should be provided with full information on the assessment process to be used and asked if, for reasons concerned with their health or a disability, they require an adjustment to the assessment process to be made.

It is also unlawful for an employer to fail to make a reasonable adjustment when a person with a disability is placed at a substantial disadvantage. Where an applicant with a disability meets the essential criteria specified on the person specification, the applicant is to be interviewed in accordance with the guaranteed interview scheme.

## **6. Age Discrimination**

In line with Equalities Act 2010, this policy requires that no one should be discriminated against on the grounds of age. Care must be taken when compiling person specifications and advertisements in order to avoid any inference of age discrimination.

## **7. Pre-employment Health-related Checks**

The Equality Act limits the circumstances when health-related questions can be asked before an individual has been offered a job. Before an offer is made, health-related questions can only be asked to help the panel:

- Decide whether any reasonable adjustments need to be made for the individual for the selection process
- Decide whether an applicant can carry out a function that is essential ('intrinsic') to the job

- Monitor diversity among people making applications for jobs
- Take positive action to assist disabled people
- Assure themselves that a candidate has the disability where the job genuinely requires the jobholder to have a disability.

A jobseeker cannot take the employer to an Employment tribunal if they think they have acted unlawfully by asking questions that are prohibited, though they can complain to the Equality and Human Rights Commission. However, if prohibited questions are asked, and the applicant is not employed, they may bring a claim of discrimination and the burden of proof would be on the employer to demonstrate that they had not discriminated.

Once a person has been offered a job (whether this is an unconditional or conditional job offer) it is then permitted to ask appropriate health-related questions.

### 7.1 Teaching Appointments

**Does the statutory fitness requirement for teacher's amount to an intrinsic part of their role, meaning questions can be asked about health before a job offer is made?**

No, this is not considered to be the case. Regulation 6 of the Education (Health Standards) (England) Regulations 2003 states that a person must not carry out a 'relevant activity' (subject to the duty to make reasonable adjustments) unless they have the fitness to carry out that activity. Relevant activities are defined in the regulations and are very general in nature, including activities such as 'delivering lessons to children' and an 'activity which is ancillary to the provision of education'.

Because of the general nature of the statutory requirement it will in most cases be difficult to say that it amounts to an intrinsic part of the role, about which questions can be asked about health before a job offer is made.

### 8. Reference Requests

Under statutory safeguarding guidance references are taken up prior to interview. Questions about health cannot routinely be asked until the offer of work has been made. The question on absence should state:

*"Please supply details of a contact within your organisation who can provide information on attendance/sickness record, should a job offer be made".*

In practice this means that once an offer of employment has been made, the employer can then go back and seek information from the referee about attendance and absence. The offer of the job should be made subject to the necessary clearances being received, including medical fitness to carry out the job. Once medical information is revealed, the employer cannot discriminate against the applicant and any reasonable adjustments in the circumstances must be made to accommodate any disability.

## **9. Positive Action**

The Equality Act allows an employer to take positive action if they think that job applicants who share a particular protected characteristic suffer a disadvantage connected to that characteristic, or if their participation in an activity is disproportionately low. These actions could include offering training opportunities or other initiatives to disadvantaged groups.

In order to promote diversity positive action includes encouraging applicants from minorities to apply. The successful application of this policy will lead to a more diverse workforce that is more representative of the general population and will bring a wider range of candidates (with a greater range of skills) into the selection process. The use of a scoring scheme will minimise the risk of breaching equalities legislation.

## **10. Genuine Occupational Qualifications or Requirements**

Under the Equality Act 2010 one of the (very limited) defences to a discrimination claim arises if the employer can show an occupational requirement. This will not happen very often. This single occupational requirement applies to all of the protected characteristics. An occupational requirement can only arise for a few specific jobs which are reserved for people with a protected characteristic. It is important to understand that this exception is very limited indeed. In these rare cases, discrimination by the employer in favour of the particular protected characteristic will be allowed: Examples of these are:

- where jobs require the provision of personal care then the gender, colour or nationality of applicants can be stipulated if only such a person could provide effective care
- where the job holder needs to deal with people from a particular ethnic background their background can be specified.

## **11. Asylum & Immigration Act**

In complying with this Act, assumptions should not be made about a person's right to work, or immigration status, on the basis of their colour, race, nationality or ethnic or national origins or the length of time they have been in the UK.

In order to eliminate direct or indirect discrimination on the grounds of race the College will not reject any applications on the grounds that the applicants do not have a British Nationality. Representatives of the College involved in the recruitment procedure will carry out the relevant checks on eligibility to work in the UK in accordance with statutory requirements.

## **12. Rehabilitation of Offenders**

Representatives of the College must not discriminate against anyone on the grounds of spent convictions. The elapsed time between conviction and the point at which a conviction becomes spent varies with the seriousness of the offence and length of any prison sentence. This does not remove the need to carry out DBS checks for all those in regulated activity. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining a position.



### **13. GDPR – formerly Data Protection Act 1998**

All advertising, job applications, verification, short-listing, interviews, pre-employment vetting and the retention of recruitment records must comply with the code of practice set out in this Act.

All applicants will be told why information is required, how it will be used and to whom it will be disclosed. <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

### **14. Prevention of Illegal Working**

#### **Work permits**

Governors should ensure that all prospective employees are entitled to work in the UK. If there are any doubts about a prospective employee, managers should consult the College HR function for advice on how to proceed. An employer can apply for a work permit to employ a person who is not entitled to work in the UK provided that certain conditions are met. More information can be obtained from the College HR function.

**Appendix 2 - RECRUITMENT SHORT LISTING ANALYSIS FORM**

**POST TITLE:**

**CRITERIA** (Please relate to Person Specification)

**CRITERIA MATCH** (use (/) or (x) to indicate below whether the applicant meets the required criteria)

	Criteria																
Applicant	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Shortlist Y/N	Comments
1																	
2																	
3																	
4																	
5																	
6																	
7																	

	Criteria																
Applicant	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Shortlist Y/N	Comments
8																	
9																	
10																	
11																	
12																	
13																	
14																	

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

## Appendix 3 - Example Invitation to Interview Letter

**Private & Confidential**

**Insert Name and Address**

Date

Dear

**Re: Post of xxxxxx at St Francis of Assisi Catholic College**

With reference to your application for the above position I am pleased to invite you for interview on *date, enter address*.

Please arrive at the College for 9.00am and report to reception. I attach for your information a schedule for the day.

In line with DfE regulations, we **MUST** see **THREE** forms of identification, where possible one of these needs to include a photograph. As identity checking guidelines have recently changed, please see the attached list of valid identity documents you can provide. Please note that many documents previously accepted have now been removed so please check the list carefully. Original copies of identification must be provided and printed documents from online banking etc. are no longer accepted.

You **MUST** also produce a current DBS certificate (if held) **and** confirmation of qualifications mentioned in your application. These will be photocopied on arrival.

Please confirm your attendance by emailing xxxxxxxxxxxx. If you have any specific individual needs to be able to allow you to attend the interview, please let me know as soon as possible so that the necessary arrangements can be made. If you have any queries in relation to available facilities on the day, please contact xxxxxxxxxxxx. Parking is available on site.

In the meantime, on behalf of the College, we look forward to seeing you on the day.

Yours sincerely

**Name**

**Job Title**

## Appendix 4 – Example Letter to Successful Candidate

**Private and Confidential**  
**Insert Name and Address**

Date

Dear

**Re: Conditional Offer Letter – INSERT POST TITLE at St Francis of Assisi Catholic College**

Following your recent interview for the post of (insert job title) I am pleased to confirm the offer of the following position at St Francis of Assisi Catholic College:

**Title:**

**Location:**

**Contract Status: (if fixed term, state reason for fixed term contract and end date)**

**Salary:**

**Scale:**

**Terms and Conditions:**

**Hours:**

**Start Date:**

The offer of appointment is subject to all necessary pre-employment checks, including enhanced DBS, references, pre-employment medical and the production of any essential qualification certificates for the post if they have not already been produced. Your pay date will be the **(INSERT RELEVANT DATE)** of every month.

Please sign the enclosed copy of this letter as your acceptance of this offer and return it to me within two weeks of receipt. The additional copy should be retained by you. If you fail to return a signed copy, (insert name) will take it that you have accepted this offer as outlined above.

I look forward to welcoming you to the College, and would like to take this opportunity to congratulate you on your appointment.

Yours sincerely

**Name**  
**Job Title**

**\*\*\* Please Do Not Detach\*\*\***

I acknowledge receipt of this document and return a signed copy as confirmation of my acceptance to the offer as outlined above

Signed.....Date.....

## **Appendix 5 - Example letter to Unsuccessful Candidate**

**Private and Confidential**  
**Insert Name and Address**  
Date

Dear

**Re: Application for position of INSERT POST TITLE at St Francis of Assisi Catholic College**

I refer to your recent application and subsequent interview for the above position. I am sorry to inform you that on this occasion you were unsuccessful. If you would like feedback on your interview, please do not hesitate to contact me on *enter telephone number* or by email to xxxxxxxxxxxxxxxx.

Thank you for the interest you have shown in working for the College.

Yours sincerely

**Name**  
**Job Title**