



## Scarborough College

### RECRUITMENT POLICY

This is a whole College policy, including EYFS and the boarding community

The College recognises that the recruitment and retention of high calibre staff is key to its success. The purpose of this policy is to detail the framework for recruitment and selection decisions ensuring our procedures follow best safeguarding practices and comply with all equality legislation. The College will seek to recruit the best candidate for the job based on merit.

#### EQUALITY & DIVERSITY

Scarborough College is an Equal Opportunities employer and seeks applications from candidates of all backgrounds and strives to always meet the demands of good practice in Equalities legislation and policies. Consequently, the College aims to ensure that no applicant or employee receives less favourable treatment than any other on the grounds of sex, race, ethnic origin, marital status, sexuality, disability, age or any other factor unrelated to the requirements of the job and which are not restricted by legislation. All applicants will be asked on the Application Form to advise the College of any reasonable adjustment they require to assist them with the application process.

#### SAFEGUARDING

Scarborough College is committed to Safeguarding and Promoting the Welfare of all its pupils. The College therefore pays full regard to all DfE guidance and takes all appropriate measures in relation to everyone who works in or on behalf of the College as a safe and trustworthy adult (including for example volunteers, governors and staff employed by external contractors). Further details can be found in our Child Protection Policy.

Safer recruitment practice includes scrutinising applicants, verifying identity, right to work in the UK and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a teaching candidate has the health and physical capacity for the job. It also includes undertaking formal interviews, taking up references, and recording all relevant details of checks carried out on the College's 'Single Central Record of Recruitment Checks'.

Where appropriate the College will undertake Disclosure and Barring Service (DBS) checks at Enhanced Level (to include a check of the Children's Barred List) and Teacher Prohibition checks, for all staff, volunteers and other adults who have unsupervised contact with pupils and students. Governors, members of the Senior Leadership Team will also be checked against the Management Prohibition list (section 128 direction), in line with current guidance for Independent Schools.

The College ensures that at least one person on the recruitment panel for all College Staff and volunteers will have completed appropriate 'Safer Recruitment' training. This training is refreshed every 3 years. The College's lead recruiters have all undertaken the Safer Recruitment training. A list of those who have undertaken the training is contained in the College's Child Protection Policy.

All candidates will be made aware at application stage that all posts in the College involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Candidates should refer to the job description.

Accordingly, all posts at the College are exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates must declare all convictions, cautions and bind-overs, including those regarded as 'spent'. Where appropriate, the successful applicant will be required to complete a Disclosure from the Disclosure and Barring Service at the appropriate level for the post.

## **PREPARATION FOR RECRUITMENT**

Before any recruitment activity begins a period of evaluation will take place. The College will consider whether the role is required, whether there are any viable alternatives to recruitment and how it fits with the College's strategic plan. The College does not have a formal Exit Policy but an informal discussion takes place regarding the reasons for leaving, job satisfaction, recommendations for the role in future, etc.

All recruitment decisions will be discussed within a Senior Leadership Team meeting before any recruitment activity commences.

Any and all recruitment activity must be authorised by the Headmaster or Business Manager before recruitment commences, by signing an Authorisation to Recruit form (ATR). Neither HR nor Payroll will process the form unless it is signed. The authorisation form will include the name of the 'recruiting lead'. The recruiting lead, in conjunction with HR will be responsible for ensuring all Safer Recruitment practices are followed.

A job description and person specification must be produced or updated for any vacant post which is to be filled. The job description should accurately reflect all elements of the role. The person specification will detail the skills, aptitudes, knowledge and experience required. This document will be used as the basis for shortlisting candidates for interview. Guidance from HR must be sought when compiling the person specification to ensure it avoids any criteria which could discriminate against groups of applicants with protected characteristics.

## **ATTRACTING SUITABLE CANDIDATES**

The College uses its website to advertise vacancies. External advertising or the use of recruitment agents must be pre-authorised by the Headmaster or Business Manager. Additionally, all vacancies will be communicated internally. All advertisements will be written in line with the person specification and safer recruitment guidelines.

All external College job advertisements will include the following statement:

"Scarborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening including checks with past employers, prohibition orders and enhanced DBS."

## **RECRUITMENT PROCESS FOR EMPLOYEES**

The same recruitment process must be followed for anyone who will have an employment relationship with the College.

**This includes:**

- Full and part time teaching and support staff
- Apprentices or Work Placement Students
- Peripatetic teachers
- Exam invigilators
- Casual, Temporary, Agency and Zero Hours staff (including Supply Teachers); and,
- Sports and After-School Activity Coaches/Instructors/Leaders who are paid through the College payroll system

Any positions at the College which do not follow this recruitment process are listed towards the end of this document, e.g. Volunteers, Governors, Contractors, etc.

In addition to the standard Staff Recruitment Checklist further Recruitment Checklists for different types of staff are available from HR to cover roles such as Peripatetic Staff and Volunteers.

Please note that a self-employed person may be treated as an employee for the purposes of safer recruitment. Where a self-employed person will be working regularly within the College, in a role where there is regular and unsupervised contact with children, the usual recruitment process must be followed.

## **APPLICATION FORM AND RECRUITMENT PACK**

All candidates will be sent an application pack which will include an application form, monitoring form, self-declaration form, job description and further information about working for Scarborough College. Candidates may submit a covering letter and/or a Curriculum Vitae (CV) with their application form but the form must be completed in full. It is not acceptable for 'See CV' to be written on the form. CV's by themselves will not be accepted in substitution for a completed application form.

It is made clear that the provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or Disclosure and Barring Service.

Candidates will be asked to return their application forms to Human Resources; these will then be collated and sent to the recruiting lead.

Candidates must also complete and return to Human Resources the Colleges Self Declaration Form.

## **MONITORING FORM**

The College asks all candidates to complete an Equal Opportunities Monitoring Form with their application. On receipt these forms are separated from the application and retained by Human Resources. The information is used only for the purposes of monitoring equal opportunities and the information is not seen by the recruiting lead or the panel.

## **SHORTLISTING AND PRE INTERVIEW CHECKS**

Using the person specification all applications will be shortlisted to identify candidates for interview; ideally more than one person will be involved in the shortlisting process.

If a member of staff involved in the recruitment process has a close personal or family relationship with an applicant they must declare this to the Headmaster as soon as they become aware of the individual's application.

The College will seek references for shortlisted candidates and will approach previous employers for information to verify particular experience or qualifications, before interview. Where possible, references for all past employers in the last five years will be taken up. Where the candidate is currently employed, one of the referees must be their current employer. References from family members are not acceptable.

For those candidates who are currently working with children, on either a paid or voluntary basis, their current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether they have been the subject of any Child Protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If a candidate is not currently working with children but have done so in the past, that previous employer will be asked about those issues.

Where neither their current nor previous employment has involved working with children, the current employer will still be asked about their suitability to work with children, although he/she may, where appropriate, answer "not applicable" if their duties have not brought them into contact with children or young persons. The reference from a school must be confirmed by the Head Teacher.

References will be requested by Human Resources using a standard format. The College may accept a reference not using our standard form, but only where the referee specifically addresses the candidates' suitability to work with children. Should this information be missing the referee will be contacted for more information. Should this not be possible, or if there are gaps in any reference received, a third reference from a suitable referee may be requested.

All references will be followed by the recruitment lead by telephone conversation.

During the shortlisting process the Recruitment Lead will identify any gaps in employment (detailed on the application form) which will then be discussed with the applicant during the interview, if selected.

In addition, as part of the shortlisting process the College will carry out an online search as part of our due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview. This will be carried out by the HR administrator.

The reasons for proceeding or rejecting an application at this stage should be noted and the forms returned to the Human Resources department. They will be retained for a minimum of 6 months.

## **DOCUMENT CHECKS AT INTERVIEW**

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g. the original or certified copy of Certificates, Diplomas, etc. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

In addition, all candidates invited to interview must also bring with them:

- Photo proof of ID (passport; driving licence; birth certificate plus another photo ID)

- Proof of eligibility to work in the UK
- Proof of National Insurance number
- Proof of address (a utility bill, council tax statement or financial statement no older than three months, showing the candidate's current name and address (please note TV licence and mobile telephone bills are no longer accepted))
- Where appropriate, any documentation evidencing a change of name
- Proof of QTS status, if applicable

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Copies of these documents will be taken by the College. College staff must be happy that they have seen the original and valid documents, they will then take a copy, which they will sign and date. This copy will be retained by the College. For unsuccessful candidates the documents will be kept for 6 months before being securely disposed of.

Where it is necessary for interviews to take place virtually then a soft copy of ID documents and the documents to prove eligibility to work in the UK, should be requested before interview. The candidate should also be asked to show the original documents during the virtual interview process and these should be checked against the soft copy and compared to the candidate presenting on the call. A note should be made that the documents were checked in this way. This MUST then be followed up with a physical inspection of the original documents with the candidate present at the earliest possible opportunity. Once this final check has taken place it should be noted and a copy kept on the personnel file.

The College will request a copy of all employees birth certificates along with supporting evidence for all name changes.

## **RIGHT TO WORK IN THE UK**

In line with the Home Office requirements all candidates must provide proof of their right to work in the UK. The College will request those candidates invited to the interview stage to bring relevant proof with them to interview. This is usually in the form of a valid UK passport. Where the candidate does not have a UK passport, other documentation will be requested. Human Resources will provide guidance on what documentation is acceptable. The original document must be seen by the College and a copy taken from that which is signed and dated by the person checking it. No offer of employment will be made until the candidate has proven their right to work in the UK.

## **SELECTION PROCESS**

Interviews will normally be carried out by a minimum of 2 people, one of whom should be the recruitment lead. It should be remembered that selection is a two-way process; the candidate should be given the information they need to decide if the role is suitable for them and the interviewer/s should consider how to convey a positive image of the College.

Interview questions will be pre-agreed and both the questions and structure will be consistently applied to all candidates. Interview questions should be based around the person specification. Notes of the interviews and decisions on suitability should be taken and passed to Human Resources following the selection process where they will be kept for a period of 6 months.

As part of the interview the recruiting lead will explore any gaps in employment history with the candidate and ask 'safer recruitment' questions which are appropriate to the role. Example questions could include:

- Tell me a time when you have been working with children when your authority was challenged? How did you react?
- What is the Safeguarding Policy in your workplace?
- What would you do if you had concerns about a colleague's behaviour towards children?

In addition to the interview the selection process may include forms of testing, lesson observation, a presentation, or other assessment. All candidates will be notified in advance should this require any preparation on their part.

Unsuccessful candidates will receive notification either verbally or in writing and may request feedback.

## OFFERS OF EMPLOYMENT

All offers to a successful candidate will be made in writing and will be conditional upon:

- Receipt of at least two references (if these have not already been received) satisfactory to the College
- Verification of identity and qualifications
- Verification of right to work in the UK, where original documents were not seen physically during the interview process
- A check on the Barred List and Disclosure and Barring Service
- Passing an Enhanced DBS Disclosure to our satisfaction
- Verification of professional status such as GTC registration, QTS Status (where required), NPQH
- For teaching posts, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- For teaching posts where the candidate has worked overseas (inc. in Europe), provision of proof of their past conduct as a teacher from the profession regulator, where this is available in the country they have worked
- For management posts, evidence that the candidate has not been prohibited from participating in the management of independent schools
- Where the successful candidate has worked or been resident overseas for more than three months in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- Verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness
- For all Senior Management Team and Governors, a check on the Automatic Disqualification Declaration for Senior Charity Manager Positions
- Satisfactory completion of the probationary period

These checks will be done in association with Human Resources. It is the Recruitment Lead's responsibility to ensure all checks are completed and to follow up on any missing documentation.

In exceptional circumstances where it is not possible for all the full recruitment checks to be completed (for example if the enhanced DBS check has not yet been returned to the College) before an employee is required to start work, the Recruiting Lead should refer the matter to the Headmaster, Business Manager or the Designated Safeguarding Lead (DSL). They will then undertake a risk assessment for the employee until all of the pre-employment checks are completed. The risk assessment will identify any appropriate safeguards which need to be taken whilst there is a delay in receiving all the information from the relevant recruitment checks; in all cases there must be a check made against the Barred List and in the case of teachers, the prohibition of teachers list be checked, before they start work at the College. Once completed the Recruiting Lead/DSL must present the risk assessment to the Headmaster for approval. Only once it is approved may the new staff member commence work.

The risk assessment should be reviewed every week. Once all the pre-employment checks have been completed the risk assessment should be closed and a copy placed on the employee's personnel file.

The Headmaster must give permission for any employee to start work on site before the pre employment checks have been completed. Please note that no staff undertaking boarding duties should commence work or take up residence in boarding accommodation until the Enhanced DBS Disclosure has been received and cleared.

### **IMPORTANT**

Where a candidate is:

- Found to be on Barred List or barred from registration with the Disclosure and Barring Service, or the DBS disclosure shows s/he has been disqualified from working with children by a Court; or
- Found to have provided false information in, or in support of, his/her application; or
- The subject of serious expressions of concern as to his/her suitability to work with children, the facts will be reported to the Police and/or the Disclosure and Barring Service

In such cases the candidate will not be eligible to work at Scarborough College.

### **MEDICAL FITNESS TO WORK**

The College is required to ensure the medical fitness to work of those employed within our educational setting, in both teaching and support roles. Consequently, any offer of employment for roles within these categories will be conditional on their fitness to work being satisfied. The College requires all those who are offered employment to complete a Medical Fitness Form.

Guidance notes attached to the form advise the new employee which health concerns, disabilities or conditions must be declared; employees have a special duty under legislation to disclose any known health conditions that may affect themselves or others at work. The form does not ask for any detailed medical information. The form must be returned to Human Resources where it will be reviewed and kept on the employees personnel file. Should the employee answer 'yes' to any of the questions on the form they will be contacted by Human Resources for further information. If necessary, to determine fitness to work, the employee will be referred with their permission, to an Occupational Health Specialist, who will be asked to provide a report advising on their fitness to work. The report may also provide advice on any support or adjustments which may be necessary to enable the employee to carry out their role. The report will be provided to the Headmaster/Business Manager who will determine if the employment condition can/has been satisfactorily met. Notes of any discussions will be taken and will be kept in an envelope marked confidential on the employees personnel file, together with the Occupational Health Report, if requested.

Making a declaration on the Fitness to Work Form does not automatically disqualify someone from working at the College. It is important that new employees are honest about any medical problems, disabilities or conditions to ensure that the College is able to support them in their employment. The College will always consider what reasonable adjustments can be made to enable an employee with a disability to successfully take up their role.

## **POLICY STATEMENT FOR RECRUITING EX-OFFENDERS**

As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, Scarborough College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Scarborough College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background:

- Our policy on the recruitment of ex-offenders, is made available to all Disclosure applicants at the outset of the recruitment process. Under the relevant legislation it is unlawful for the College to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. It is also unlawful for the College to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence
- We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience
- We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential, cover to a designated person within Scarborough College and we guarantee that this information is only seen by those who need to see it as part of the recruitment process
- We ensure that all those in Scarborough College who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974
- Where relevant, at interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment
- We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment

Having a criminal record will not necessarily bar a candidate from working with us. This will depend on the nature of the position and the circumstances and background of the offences.

Where relevant information (whether in relation to previous convictions or otherwise) is volunteered by a candidate or obtained through a disclosure check, the College will consider the following factors whilst making a recruitment decision:

- Whether the conviction or other information revealed is relevant to the post
- The seriousness of any offence or information revealed
- The length of time since the offence or matter occurred
- Whether the candidate has a pattern of behavior or offending behaviour



- Whether the candidate's circumstances have changed since the offence/matter occurred
- Re disqualification from providing childcare whether the candidate has or can obtain an Ofsted waiver from disqualification; and
- The circumstances surrounding the offence/matter and the explanation offered by the candidate

For any roles at the College which involve driving a vehicle any candidates will also need to have a clean driving license in order to be eligible for employment in that role.

## **STAFF RECRUITMENT CHECKLIST**

It is the Recruiting Lead's responsibility throughout this process to ensure the checklist is completed. Once the checklist is completed it should be placed on the candidate's personnel file. Please note that the Checklist, once completed must be signed by either the Headmaster, Business Manager or Designated Safeguarding Lead before the candidate can start work at the College.

## **SINGLE CENTRAL RECORD**

Once a candidate has accepted an offer of employment their details will be entered into the College's Single Central Record (SCR), in accordance with DfE requirements. This details all the checks undertaken during the selection process and is in addition to the various other staff records held by the College. It is kept up to date by the HR Department and contains details of the following:

- All employees who are employed to work at the College
- All employees who are employed as supply staff by the College whether employed directly or via an agency; and,
- All other individuals who have been chosen by the College to have regular contact with children. This includes, volunteers, Governors, peripatetic staff, parent helpers, work experience placement holders and people brought into the College to provide additional assistance or coaching to pupils, e.g. sports coaches

## **EXCEPTIONS TO THE RECRUITMENT PROCESS**

There are certain roles within the College which require a different recruitment process to be followed. If the Recruiting Lead is in any doubt they should contact the HR department for further guidance.

## **RECRUITMENT OF THE HEADTEACHER**

Before any recruitment activity for a new Headteacher commences, a full review of what is required and the process to be followed will be undertaken by the Governing Body.

The recruitment of a new Headteacher will usually be undertaken by the Clerk to the Governors on behalf of the Governors, assisted by the outgoing Headteacher and Human Resources. The vacancy will be advertised in a suitable publication such as the Times Education Supplement or similar as well as internally at the College. In the first instance, applications will be invited by CV with an attached Covering Letter. After the closing date a 'long list' of candidates will be drawn up to be invited to an initial interview, there will also be a tour of the College. Following this, a short list of candidates will be drawn up for a final interview with the Governors and they will be asked to complete a College Application Form at this point.

As part of the final interview process and where possible, the candidates and their partners, where applicable will be invited to attend a social meet and greet hosted by the outgoing Headteacher attended by the Governors, members of the Senior Management Team and other invited guests. The successful candidate will be verbally offered the position subject to references and any outstanding recruitment checks. This will then be followed by a formal offer letter from the Chair of Governors.

## **RECRUITMENT OF VOLUNTEERS**

The College acknowledges the valuable contribution that Volunteers make and welcomes them however, it is essential that safer recruitment is followed particularly when recruiting 'regular volunteers'. Volunteers will usually submit a CV and accompanying letter, if a suitable role is not immediately available their application will be kept on file until a suitable role is available. The information will be retained in accordance with the College's Data Protection Policy. If this is for a 'regular' role, they will be asked to complete a Volunteers Application Form and the usual process will be followed.

The College recognises that the nature of volunteering can vary and therefore the recruitment process may vary. For example, where a parent volunteers to assist with a particular event and will be supervised at all time the College may not require a DBS check, instead covering this in the event's Risk Assessment and, ensuring appropriate controls and supervision are in place. The recruitment process for a 'regular volunteer' needs to be more formal and will include ID checks, two references and a DBS Certificate. HR can provide an Appointment of a Volunteer Checklist. All regular volunteers will be allocated to an SMT member who will become their point of contact with the College and will ensure that all recruitment checks are complete and all induction and safeguarding training is undertaken.

Please note that no individual should be allowed into the College until the Recruiting Lead has been advised that all necessary documentation is in place and a start date has been agreed.

## **RECRUITMENT OF GOVERNORS AND TRUSTEES**

In recruiting Governors and Trustees the College takes time in succession planning to ensure it achieves the correct mixture of skills and professional backgrounds that it requires for the Governing Body. The aim is to achieve a balanced Board with a core of individuals with educational, legal, accountancy, finance, property management, business and marketing backgrounds.

As Trustees of a registered charity, the Governors of Scarborough College are responsible for the selection and appointment of new Governors. This is a legal responsibility that cannot be delegated, although the Governors encourage the Headmaster, Head of Junior School, Business Manager, and other senior staff and organisations, such as a former pupil's association, or those who are close to the College, such as parents, to suggest the names of potential candidates. The Charity Trustees are aware of identifying and recruiting the appropriate mixture of skills and experiences needed.

Whilst Governors and Trustees are not 'recruited' in the same way as employees, and are frequently recommended by people known to the College, it is essential that appropriate checks are made before they are appointed and allowed to come into the College other than as an escorted visitor. The Clerk to the Governors will co-ordinate this process assisted by HR.

In the first instance, any prospective Governor will be reviewed to check whether there are any conflicts of interest and then they will be invited to visit, meet the Headmaster informally, and have a tour of the College with either the Headmaster or the Business Manager and if possible the Chair of Governors.

If the Chair is not present, he/she will probably arrange a separate informal meeting, perhaps accompanied by another experienced Governor to go through the strategic vision for the next 3 – 5 years. This to ensure that every prospective Governor has a clear understanding of the commitment expected, in terms of time and attendance and is given sufficient information to make an informed choice to commit to the selection process. At the informal meeting, all potential candidates are told about the range of statutory checks which are required as part of the appointment process.

The second step is to invite the prospective Governor to submit a copy of his/her CV under a covering letter to the Chair of Governors. Prospective Governors are interviewed by two or three senior Governors who recommend all appointments to the full Governing Body. Care is taken to select Governors who are prepared to serve for a minimum of five years which is the normal length of a term of appointment, and to be prepared to commit the time necessary to get to know the College.

Prior to the confirmation of the appointment the Clerk to the Governors will complete the following Safer Recruitment Checks:

- An enhanced DBS certificate
- If the Governor will be undertaking a regulated activity, a barred list check
- Evidence of their entitlement to work in the UK
- Confirmation that they are not disqualified from acting as a Charity Trustee or Company Director, for example by virtue of an undischarged bankruptcy
- Evidence that the Governor has not been prohibited from participating in the management of independent schools
- A Declaration of Interest will be obtained
- A check on the Automatic Disqualification Declaration for Senior Charity Manager Positions
- If the new Governor is also to be appointed as a Company Director, a completed Form AP01 will be sent to Companies House to register the appointment

If appointing a new Chair of Governors, the College will ensure that the Department of Education (DfE) obtains an enhanced DBS check and checks both the individual's right to work in the UK and their identity. These checks cannot be done by the College even if the new Chair is an existing Governor. Two satisfactory references must be obtained for all new Governors, one of which can be given by the person recommending them so, this may include an existing Governor or member of staff. The second reference should come from a third party unconnected to the College. Where a Governor is still working with children, the second reference should be from their current employer or the organisation they volunteer with. In the case of Governors who used to work with children but no longer do so, a reference should be obtained from the last organisation they worked with. Once complete, HR will ensure that new Governors are added to the Single Central Record.

All new appointments are formally recorded in the minutes of the Board, and a formal letter of appointment is sent by the Chair of Governors, which specifies the term of the appointment, the total tenure for a Governor and, if appropriate, the sub-Committee(s) to which the new Governor has been appointed.

## **RECRUITMENT OF CONTRACTORS**

The recruitment process including recruitment checks of employees of contractors who work at the College on a long term basis, will be defined within the Contract for Services/SLA, e.g. Acklams, Maltbys, Pickups. The Contractor will be required to show that all appropriate checks have been made prior to the employee starting work at the College and provide a certified copy of their original ID document. On their first day at the College the employee must also bring their original ID, preferably a passport including their visa if applicable, or they will not be able to start work. HR can provide a Checklist and the contractor will complete the Contractor Induction.

Where Contractors do not work on a long term basis at the College, they will need to comply with the College's safeguarding and safer recruitment procedures. Their identity will be checked on arrival and a risk assessment will be undertaken. Such contractors will be supervised at all times and will also go through the College's Contractor Induction process.

## **RECRUITMENT OF SUPPLY TEACHERS**

As and when required Scarborough College uses specialised recruitment agencies, e.g. Teaching Personnel Ltd, to recruit, clear and provide its supply teachers. Before a supply teacher can start work and as a condition of the Agreement between the College and the Agency, the Agency will provide HR with a signed document certifying and showing the completed checks. As with Contractors it is the Agency's responsibility to undertake and evidence the required checks.

## **SPECULATIVE APPLICATIONS**

The College does receive and welcomes speculative applications and will place any enquiries in the Job Enquiries Folder to be held for 6 months. The Applicant will receive a standard letter advising them of how the College advertises, recruits and how this information will be used and stored. Applicants will be advised that by storing their details the College is not making any promise to recruit them and that they should still apply for posts that they are interested in, via the usual channels. After 6 months has passed HR will destroy the speculative application.

## **RETENTION OF RECRUITMENT RECORDS**

Scarborough College will retain all Application Forms, CV's, references and interview notes for a period of 6 months after an appointment has been made, after which they will be destroyed. This retention period allows the College to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal. The successful applicant's Application Pack will be placed on their Personnel File when they start work.

All records will be treated in confidence and stored in accordance with Data Protection Legislation and the College's Data Protection Policy.

**Policy prepared By:**  
**Alison Higgins – Business Manager**

<b>Person Responsible for Updates</b>	<b>Date Last Reviewed</b>	<b>Next Review Due</b>
Alison Higgins	April 2022	May 2023