



Diocese of Norwich
Education
Services Company

Recruitment Selection Policy and Procedure

Policy Type:	Core Policy
Approved By:	Board of Directors
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Person Responsible:	Head of Operations

Summary of Changes

Page Ref.	Section	Amendment	Date of Change
		NEW	

Roles and Accountabilities

All policies for the Company will be written and implemented in line with our ethos and values. We are committed to the provision of high-quality education in the context of the Christian values of responsibility, respect and dignity where individuals are valued, aspirations are high, hope is nurtured, and talents released.

All employees are subject to the Company's policies.

Recruitment Selection Policy and Procedure

1. Introduction

1.1 The Company is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

1.2 The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law (including The Good Work Plan April 2020), [Keeping Children Safe in Education](#) and the Equality and Diversity policy.

1.3 The Company will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.

1.4 We will comply with the requirements of [Keeping Children Safe in Education](#) with regard to DBS and other pre-employment checks.

1.5 We will ensure compliance strictly in accordance with all Data Protection regulations and the more stringent requirements contained within the General Data Protection Regulations (GDPR). The GDPR encompasses the core principles of the DPA and provides more onerous responsibility and accountability for fair and transparent processing. Our Company General Privacy Statement for employees provides specific details in accordance with the GDPR principles.

2. Delegation of Appointments and Constitution of Appointments Panels

2.1 The Company delegates the power to offer employment for all posts below the level of Head of Department to the Heads of Department.

2.2 Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training. In addition at least one member will have undertaken general recruitment or equalities training.

2.3 Head of Department appointments are overseen by the Chief Executive Officer (CEO) and will involve at least one Director. Final decision making is retained by the Company Board.

3. Advertising

3.1 All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally.

3.2 Where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement. In these circumstances, the selection panel may decide that certain parts of the recruitment process may be omitted but all candidates will be subject to a formal interview, the satisfactory reference requirements and any other necessary checks.

3.3 There may be exceptional circumstances where a position may be ring fenced and no internal advertisement is placed. Consideration will be given on a case by case basis as to whether the new job is a significant promotion and a decision made on whether to advertise internally.

3.4 Advertisements will be placed for a reasonable period of time to allow for the best possible pool of applicants and to ensure there is sufficient time to notify absent colleagues of appropriate vacancies.

4. Information for Applicants

All applicants for all vacant posts will be provided with:

4.1 A job description outlining the duties of the post and an indication of where the post fits into the organisational structure. A person specification may also be provided.

4.2 An Application Form. CVs will not be accepted

4.3 An Information pack containing:

- a description of the company relevant to the vacant post.
- reference to the policy on Equality and Diversity.
- reference to the Child Protection/Safeguarding Policy.
- DBS and other pre-employment requirements.
- a statement that canvassing any member of staff, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification.
- the closing date for the receipt of applications.
- outline of terms of employment including salary.
- Reference to the policy on recruitment and selection

5. Short Listing and Reference Requests

5.1 The selection panel will use an agreed short listing form. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the candidates to be called for interview.

5.2 The selection panel will take up at least two references on each short listed candidate. If a candidate for a post working with children is not currently employed, a reference will be sought from the most recent employment working with children to confirm details of their employment

and their reasons for leaving.

5.3 Reference requests will ask the referee to confirm:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- All formal time-limited capability warnings which have not passed the expiration date.
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date.
- All disciplinary action where the penalty is "time expired" and relate to safeguarding concerns.
- Details of any substantiated allegations or concerns relating to the safety and wellbeing of children;
- details of any substantiated allegations or concerns relating to the safety and welfare of children;
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, the Company will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

5.4 References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' 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 will be discussed with the candidate at interview.

5.5 References will be checked against information on the application; any discrepancy/issue of concern noted to take up with applicant at interview.

5.6 On receipt, equality monitoring information must be separated from applications.

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

5.8 Where managers are asked to provide references guidance should be obtained from the HR provider.

6. Interviews

6.1 The format, style and duration of the interviews are matters for the manager to decide in consultation with any Directors involved in the process, but the following will be adhered to:

6.1.1 Briefing:

All candidates will be given relevant information about the company to enable the candidate to make further enquiries about the suitability of the advertised job.

6.1.2 The formal interview:

Before the interviews the selection panel will agree on the interview format including any other assessment methods.. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each

applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked. The selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues. 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.

6.2 The recruitment documentation will be retained for six months from the date of interview. Under the Data Protection Act 2018, applicants have the right to request access to notes written about them during the recruitment process. After 6 months all information about unsuccessful candidates will be securely destroyed.

7. Offer of Employment by the Selection Panel

7.1 The offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to :

- Verification of identify
- Verification of right to work in the UK
- Proof of relevant qualifications
- Satisfactory DBS Enhanced Disclosure
- A certificate of good conduct (if applicable) which may include EEA sanctions and restrictions
- Barred list check
- Teacher prohibition (if applicable)
- Section 128 check (if applicable)
- Pre-employment medical screening
- Satisfactory references
- Disqualification under the Childcare Disqualification Act 2006, as amended.

The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

7.2 Unsuccessful candidates will be notified

8. Personnel file and Single Central Record

8.1 Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the Company including:

- application form – signed by the applicant
- interview notes – including explanation of any gaps in the employment history
- references – minimum of 2
- proof of identity
- proof of right to work in the UK
- proof of relevant academic qualifications
- Certificate of Good Conduct (where applicable)
- evidence of medical clearance from the Occupational Health service
- evidence of DBS clearance, Barred List and Teacher Prohibition checks
- Evidence of a Section 128 direction (where applicable)
- offer of employment letter and signed contract of employment
- Disqualification under the Childcare Disqualification Act 2006.as amended

8.2 The Company will maintain a Single Central Record of employment checks in accordance with [Keeping Children Safe in Education](#).

8.3 Retention of personal information for the successful candidate following the end of their employment will be in accordance with the Company's data retention policy, which is compliant with relevant Data Protection Act. When retained documents have reached their data retention limit they will be securely destroyed.

8.4 The Company will destroy information obtained by a vetting exercise as soon as possible or within six months. A record of the result of the vetting or verification of the successful candidate will be retained on the employees file and the Single Central Record.

8.5 The Company will normally collect personal information from you only where we have your consent to do so, where we need the personal information to perform a contract with/involving you, or where the processing is in our legitimate interests and not overridden by your data protection interests or fundamental rights and freedoms. In some cases, we may also have a legal obligation to collect personal information from you or may otherwise need the personal information to protect your vital interests or those of another person. The Company will retain a record of consent as evidence that we have obtained consent to collect and process the data and that applicants have been advised of the purpose of the collection and processing.

8.6 You have the right to withdraw your consent at any time and can do so by informing the Data Protection Officer, with the exception of documents that are required for a statutory requirement.

9. Start of Employment and Induction

9.1 The pre-employment checks listed in paragraph 8.1 above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken.

9.2 A contract of employment must be issued to the successful candidate prior or on the first day of their employment with the Company.

9.3 All new employees will be provided with an induction programme which will cover all relevant matters of policy but in particular safeguarding and promoting the welfare of children.