



Recruitment Policy

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1. Introduction

1.1 The Trust aims to provide the highest standard of education and support for the children, young people and vulnerable adults in our care and we are committed to safeguarding and promoting their welfare. To achieve these aims it is important to recruit and retain staff who have the same commitment and who have the ability to make a positive contribution. The Trust aims to provide staff with a supportive working environment and opportunities to develop.

1.2 The aims of this policy are to:

- recruit the best staff on the basis of ability, suitability and commitment
- consider all job applicants equally and consistently
- ensure that no job applicant is treated unfairly or discriminated against on the basis of their race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, marital status, disability, age or criminal convictions.
- ensure compliance with the relevant legislation, regulations and guidance including Safeguarding Children and Safer Recruitment in Education, DBS checks for adult social care roles, the DBS code of practice and the Immigration Asylum and Nationality Act 2006.

2. Recruitment and selection procedure

2.1 This procedure applies to all appointments, whether full time or part time, permanent or temporary.

2.2 When job vacancies are identified management will consider whether to make an internal appointment to provide developmental opportunities for existing staff, or to make an external appointment, to widen the pool of potential qualified candidates who could introduce new ideas and practices.

2.3 Staff are not recruited where they have a family or friendship relationship with a young person, student or resident in the care of the Trust because of the potential conflict of interest.

2.4 Advertisements will say that an enhanced DBS and barred list checks will be required.

2.5 For all positions there is normally a job description. All job descriptions refer to safeguarding responsibilities.

- 2.6 All applicants for employment are required to complete a Novalis application form. Internal candidates may be required to use the internal application form in some cases (e.g. when applying for a newly created position).
- 2.7 Most posts are physically and mentally demanding and fitness for the role is important. Applicants are asked to give information about any medical condition which may affect their ability to perform the role so that adjustments may be considered to assist any person with a disability.
- 2.8 The application form requires applicants to disclose any cautions and criminal convictions (other than 'excluded convictions'), even those normally regarded as "spent". Details of any matters disclosed are not considered until after the selection process, and a risk assessment is then carried out prior to any offer being made.
- 2.9 It is an offence to provide false information or to apply for a position working with children or vulnerable adults while barred from so doing. In these events, or if serious concerns arise about the suitability of the applicant to work with our client groups, the applicant may be reported.
- 2.10 The HR Department will check for any gaps in the information provided by an applicant and will follow these up with the applicant either at the interview or subsequently.
- 2.11 Applicants who are shortlisted for interview will be invited for a formal interview with a member of the HR department and a senior manager from the relevant department. Some candidates may also be interviewed by a panel of our young people or residents. In most cases, the applicant will also be given the opportunity to make an informal visit to the site where the role will be based.
- 2.12 At the formal interview all applicants will be asked the same basic questions, prepared in advance by the panel and HR Department. The questions relate to the post being filled and always include suitability for working with our client groups and awareness of safeguarding. Supplementary questions will vary in each case. Applicants for some roles may also be asked to complete an online psychometric test.
- 2.13 All applicants invited to interview are asked to provide different forms of identification such as their passport, driving licence, proof of address and national insurance number so that the Trust can verify their right to work in the UK and so that the Trust can apply for a DBS certificate if they accept an offer of employment.
- 2.14 All checks except the DBS check must be completed before a candidate starts work. DBS certificates which have been applied for may be received following appointment but applicants

awaiting DBS may only carry out the activities specified below under the heading “Starting work before the DBS check has been received”.

3. Proof of identity

3.1 The required documents are as listed in the DBS list of permissible documents. Usually these will be the following group 1 documents, but where these are not available further proofs of ID will be required.

- Current valid passport
- Biometric Residence Permit (UK)
- Current driving licence photocard (UK)
- Birth certificate (UK and Channel Islands) issued within 12 months of birth
- Adoption certificate.

3.2 Where an applicant claims to have changed his/her name (e.g. by deed poll, marriage, adoption, statutory declaration) documentary evidence confirming the change will be required. This will be the original or certified copy of the document showing the change of name.

3.3 Copies of these documents are retained on the personnel file.

4. Proof of qualifications

4.1 Where a particular qualification is a requirement for the role, evidence must be produced and verified. At the Trust there are few posts for which qualifications are a requirement, but evidence will be required for teachers working in teaching posts and for qualified social workers. It is not a requirement that all teachers have qualified teacher status or that those involved in care work are qualified social workers. Qualification checks for teachers must include where appropriate documentation showing QTS, or General Teaching Council Registration, or RP number or other specific qualification claimed by an applicant. For social workers their qualifying document will be checked.

4.2 Where a qualification is relevant but not a requirement, evidence may be requested. The evidence required is the original or certified copy of a certificate, diploma etc. showing the qualification.

- 4.3 Where qualifications are a requirement the Trust will verify documents produced by applicants by contacting the awarding body to obtain confirmation that the name and qualification on the document are correct. The copy document is then marked showing who has verified it, when and how (e.g. by speaking to the awarding body). The copy document is then retained on the personnel file. Before making the verification the applicant will be asked to sign a form giving permission for the awarding body to release information to the Trust

5. Proof of right to work in the UK

- 5.1 All applicants are asked to produce documentation confirming their right to work in the UK.
- 5.2 Where an applicant produces a document on List A of the UK Border Agency Guidance, this is evidence of an on-going right to work in the UK and no further check is needed. This evidence will normally be a passport showing the holder is British citizen or citizen of the UK and Colonies having the right of abode in the UK. A number of other documents also show an on-going right to work in the UK and these are set out in List A.
- 5.3 Where an applicant produces a document on List B of the UK Border Agency Guidance, this is evidence of a restricted right to work in the UK. The check set out in this section (Proof of Right to Work in the UK) is repeated prior to expiry at least once every twelve months. Without proof of the right to work in the UK, or in List B cases, without proof that the right to work in the UK is continuing, the applicant cannot be employed or continue to be employed.
- 5.4 The applicant's appearance will be checked against the date of birth and photograph contained in the document provided.
- 5.5 The document will be checked to ensure that any expiry date of limited leave to enter or remain in the UK has not passed.
- 5.6 Any Government endorsement (stamp, visa etc) will be checked to see if the applicant is able to do the work on offer.
- 5.7 The document will be checked for evidence that it is genuine, has not been tampered with and belongs to the applicant.
- 5.8 If documents are produced showing different names, the applicant will be asked for a further document explaining the reason (e.g. deed poll, marriage certificate, divorce decree, statutory declaration). The further document should either be the original or a certified copy.
- 5.9 The relevant page or pages from the document will be photocopied. For passports and travel documents this will include the front cover, page showing personal details, photograph, details

of nationality, date of birth, signature, date of expiry, biometric details, UK government endorsements with date of expiry, and relevant UK immigration endorsements allowing the applicant to do the type of work offered. Other documents are photocopied in their entirety.

6. References

- 6.1 At least two satisfactory references are required, one of which must be from the applicant's most recent or current employer.
- 6.2 If the most recent or current employment did not involve work with children or vulnerable adults, the second reference should be from the last employer involving such work (if applicable).
- 6.3 Neither of these references should be from a relative or someone who is known to the applicant solely as a friend. If there is no available previous employer, for example because the applicant has not been in full time employment, a character reference may be obtained from a suitable person such as a former teacher.
- 6.4 All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable for work with children or vulnerable adults. If the referee is a current or previous employer, they will also be asked to confirm the following:
- the applicant's date of employment, salary, job title/duties, reason for leaving, performance, sickness and disciplinary record
 - whether the applicant has been subject to disciplinary procedures relating to the safety and welfare of children, young people or vulnerable adults (including any for which the disciplinary sanction has expired).
 - whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children, young people or vulnerable adults or behaviour towards them.
- 6.5 The Trust will only accept references obtained directly from the referee and will not rely on references or testimonials provided by the applicant or open references or testimonials.
- 6.6 The references will be checked against information provided by the applicant in the application form and any inconsistencies will be raised with the applicant.
- 6.7 Whilst the applicant may be questioned about any information included in a reference, any references received by the Trust will be treated as confidential.

7. DBS checks

- 7.1 An enhanced DBS certificate which includes barred list information will be required for roles which involve 'regulated activity'. In summary, a role will be considered as involving regulated activity if, as a result of the work, the individual will:
- be responsible, on a regular basis for teaching, training instructing, caring for or supervising children
 - carry out paid, or unsupervised unpaid work regularly where that work provides an opportunity for contact with children
 - engage in intimate or personal care, or overnight activity, even if this happens only once
 - provide personal care to adults (or provide day to day management or supervision of any such person).
- 7.2 For all other staff who have an opportunity for regular contact with children or vulnerable adults who are not engaging in regulated activity, an enhanced DBS certificate (which does not include a barred list check) will be appropriate.
- 7.3 The enhanced disclosure may contain non conviction information from police records, together with details of convictions and whether the applicant is barred from working with children, young people or vulnerable adults.
- 7.4 The Trust does not normally employ temporary workers and supply staff. If they were to be engaged the Trust would require the agencies which supply them to register with the DBS and follow an effective disclosure policy in respect of all staff sent to work at the Trust's premises who may come into contact with any of the Trust's client groups. The Trust will require proof of registration and written confirmation that any supply or temporary workers working on site have been DBS checked by their own organisation. The Trust will ask if the DBS disclosure contains information. If it does the Trust will require a copy to be sent and we will then assess whether the person should work within the Trust. In the absence of a DBS check, the Trust will either carry out its own check or the person would be supervised.
- 7.5 Most building and maintenance work is carried out by the Trust's maintenance staff, all of whom are subject to DBS checks. Where outside contractors are engaged for building or similar work at the Trust's sites and there is no contact with children or residents, DBS checks are not required. Where outside contractors are engaged for emergency or maintenance work which could involve contact with children or residents, DBS checks are carried out either by their own

organisation and confirmed to the Trust as above, or the Trust carries out its own DBS check, or the person is supervised.

8. Overseas check

- 8.1 Applicants with a period of permanent residence overseas amounting to three months or more in the last five years will also be asked to apply for the equivalent of a DBS disclosure or certificate of good conduct from the country where they have been living. Sometimes it is not possible to obtain an overseas check. An applicant may work without one where other checks are satisfactory, and the circumstances are risk assessed

9. Starting work before the DBS check has been received

Applicants may start work before the DBS certificate has been received as long as they are appropriately supervised at all times all other checks have been completed.

10. Recruitment where there is a DBS disclosure

- 10.1 The Trust will not unfairly discriminate against any applicant for employment on the basis of convictions or other details revealed. Appointment decisions are made on the basis of merit and ability. If an applicant has a criminal record this will not automatically debar him/her from employment. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.
- 10.2 All applicants for employment must declare all previous convictions (including those which would normally be considered “spent” under the Rehabilitation of Offenders Act 1974) apart from “protected” convictions and cautions. A failure to disclose a previous conviction may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.
- 10.3 It is unlawful for the Trust to employ anyone who is included on the Children’s List or the Vulnerable Adults List of individuals who are barred from working with children or vulnerable adults.
- 10.4 It is a criminal offence for any person who is disqualified from working with children, young people or vulnerable adults to attempt to apply for such a position. If we receive an application from any such person, it will be reported to the DBS.

Assessment Criteria

- 10.5 In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Trust will consider the following factors before reaching a recruitment decision:
- whether the conviction or other matter revealed is relevant to the position in question
 - the seriousness of any offence or other matter revealed
 - the length of time since the offence or other matter occurred
 - whether the applicant has a pattern of offending behaviour or other relevant matters
 - whether the applicant's circumstances have changed since the offending behaviour or other relevant matters, and
 - the circumstances surrounding the offence and the explanation offered by the convicted person.

Assessment Procedure

- 10.6 In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, we will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by a Registered Manager or the Chief Executive before a position is offered.
- 10.7 If an applicant wishes to dispute any information contained in a disclosure, he/she can do so by contacting the DBS direct. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the Trust will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Retention and Security of Disclosure Information

- 10.8 The Trust observes the guidance provided by the DBS on the use of disclosure information. In particular, the Trust will:

- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the HR Department and senior management team
- Not retain disclosure information or any associated correspondence for longer than is necessary. In most cases, the Trust will not retain such information for longer than 6 months although we will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken
- ensure that any disclosure information is destroyed by suitably secure means such as shredding
- prohibit the photocopying or scanning of any disclosure information.

Retention of Records

- 10.9 If an applicant is appointed, the Trust will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after 6 months unless the applicant specifically requests the Trust to keep their details on file.

11. Interviews

All interview panels will normally have a minimum of two members and include at least one member who has obtained accredited safer recruitment training, for example the CWDC on-line course Safer Recruitment in Education or Recruiting Safely.

12. The Single Central Record

The single central record is maintained by the HR department and records recruitment and vetting checks, the persons carrying out the checks and the dates, and other relevant information.

13. Induction

- 13.1 On the first day of employment all members of staff are subject to an induction process arranged by the training team. This includes information about the Trust and our client groups, safeguarding responsibilities, rules of behaviour, and health and safety, as well as giving details about where further information can be found.

13.2 Further training in the Trust's policies and procedures and in the skills required in the role are normally provided on an ongoing basis.

14. References provided by Novalis Trust

In order to support the effectiveness of the provision of references in safeguarding, and in accordance with the latest guidance relating to safeguarding and safer recruitment, the Trust will provide full and fair references, including full consideration of all appropriate questions, in respect of staff and former staff when requested by potential future employers, consistent with the duty owed to such staff and to the organisations seeking references.