

# Richmond & Hillcroft Adult & Community College

## Safer Recruitment and Selection Policy

### Policy statement

The College and is committed to safeguarding and promoting the welfare of our learners, as well as the promotion of equality and diversity. We do this not only through our day to day work but also our recruitment processes. We encourage applications from a wide range of candidates regardless of their background, ability or beliefs.

Managers are expected to play an active role in the recruitment and selection of their staff and work in partnership with the HR department in the development of job descriptions, person specifications, interviewing and assessing the candidates' suitability for the role. The College aims at all times to recruit the person who is most suited to the particular role. Qualifications, experience, knowledge and skills will be objectively assessed at the level that is relevant to the job and these will be clearly defined in the job description and person specification.

### Safer Recruitment

In line with statutory changes, underpinned by regulations:

- A DBS Enhanced Disclosure will be obtained for all eligible new and existing appointments to the College's workforce.
- an up to date single central record will be maintained, detailing a range of checks carried out on College staff;
- anyone appointed to the College workforce who has lived outside the UK will be subject to additional checks as appropriate;
- the College will ensure that eligible contract/agency staff have undergone the necessary checks and have been made aware of this policy;
- the College will deal with ex-offenders in an open and transparent way to ensure that safeguarding risks are mitigated but rehabilitation opportunities are available where appropriate (See: Section 4.2 of procedure (Recruitment of Ex-Offenders))
- identity checks will be carried out on all appointments to the College workforce before the commencement of employment is made;
- candidates will be checked to ensure that they have the have a right to work in the UK.

### Health Clearance

Where appropriate to the job, offers may be made subject to receipt of satisfactory health clearance and the successful candidate may be asked to complete a health questionnaire and/or undergo a medical examination at the College's expense.

Owner:	Head of HR	Approved by:	Board
Review interval:	Three years	Approved on:	06 10 17
Date of next review:	October 2020	Post to website:	Yes

# Richmond & Hillcroft Adult & Community College

## Safer Recruitment and Selection Policy

It is the College's policy to seek two written references and to ask for documentary proof of qualifications. Any offer of employment will be conditional on all of the above being satisfactory College.

In summary, the aims of the College's safer recruitment policy are:

- To ensure that the recruitment processes are fit for purpose
- To appoint the best person for each position
- To ensure equality of opportunity for protected groups
- To ensure compliance with the College's Commitment to Equality and Safeguarding our College community.
- To meet the College's operational requirements and strategic aims

### Scope

This policy and procedure applies to all prospective employees and colleagues who are employed by the College. The policy and its supporting procedures facilitate a consistent approach across the College. The policy clarifies the roles of those involved and the responsibilities of colleagues.

Where senior post holders (as defined in the Articles of Association) are to be appointed, the Board will be directly involved in determining the arrangements for the recruitment and selection of such staff.

Owner:	Head of HR	Approved by:	Board
Review interval:	Three years	Approved on:	06 10 17
Date of next review:	October 2020	Post to website:	Yes