



## SAFER RECRUITMENT AND SELECTION OF STAFF

**AREA:** | **Personnel**

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**TOPIC:** | **Recruitment**

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### INTRODUCTION

Herefordshire, Ludlow and North Shropshire College recognises the importance of recruiting the best possible staff to the College. The quality of the services provided to students is a direct result of the quality of all staff, whether teaching or support, full or part-time, permanent or temporary, substantive or casual.

The College is also committed to safeguarding (including Child Protection and the Prevent Duty) and promoting the welfare of children and young people and expects all staff to share this commitment. Safer recruitment practices are in place to ensure that inappropriate people are not employed at the college and that the student environment is a safe one.

This Policy provides a procedural framework for College Managers and aims to build on good practice.

### **1 GENERAL PROCEDURE FOR THE RECRUITMENT, SELECTION AND APPOINTMENT OF STAFF**

#### **1.1 Is There a Post to be filled?**

- Consider whether a post is essential and how best the money can be used to benefit College services to students; this may involve some organisational change.

#### **1.2 Consider the Use of Agency Staff**

- In some instances, particularly when short-term cover is required, employment agencies may be able to provide good quality staff at short notice. However, it is important to remember that agencies will charge a commission fee for any agency worker who has worked at the College and is then employed as a permanent member of College staff. This commission can be payable for some time following the end of the agency placement. It is therefore College policy not to appoint agency workers to permanent posts without CMT authorisation. Assistance is available from Personnel and HR. When using an agency member without a DBS in place, a risk assessment must be undertaken and forwarded to the Personnel Department. Any Agency member of staff will require a DBS and other employment checks

### 1.3 Job Description

- The job description is an extremely important document. It should summarise the main duties and responsibilities of the post and concentrate on expected outcomes rather than merely listing tasks.
- Included in the job description must be an indication that all members of staff are required to promote and apply the College's Safeguarding and Prevent policies and practices. Any job specific safeguarding duties should be detailed.
- Job descriptions should stress that a flexible approach to the job is a necessary requirement. Standard formats for lecturer and support staff job descriptions are provided at Appendices 1 and 2 respectively and provide consistency and a basis for writing detailed job descriptions for a particular role.

### 1.4 Person Specification

- The person specification should be an integral part of the job description. It should include any qualification requirements as well as particular personal qualities sought, skills or specialised knowledge and experience.
- It is helpful to divide the person specification into 'essential' and 'desirable' requirements.
- A well thought out job description (incorporating the person specification) will greatly facilitate the effective recruitment of staff.

### 1.5 Authorisation

- Obtain the necessary authorisation from the appropriate College manager(s) before commencing the recruitment process. Authorisation to appoint any member of staff, including returning staff but excluding hourly paid staff, or to make changes to contracts of employment whether there is a cost implication or saving is obtained by completing a pink form (Appendix 3).

Authorisation process:

- a) A Senior Manager makes a bid by completing a pink form (Appendix 4), attaching a job description and advert
  - b) The Principal, Deputy Principal, the Director of Personnel and the Director of Finance evaluate the bid which is either turned down or agreed
  - c) The Senior Manager, if not involved in the process at b), is informed of the decision
- Following Inland Revenue advice it is College policy not to engage self employed people. If any applicants for a vacancy are self employed please contact the Director of Personnel immediately.

- IR35 legislation must be adhered to from April 2017. This is when a self employed or employee of a limited company is engaged by the College to undertake an activity which is normally carried out by an individual who is employed by the College. IR35 guidance means that tax and NI must be deducted from such a person by the College. This does not mean that this person is deemed to be an employee of the College. Please refer to the Personnel Department for additional information and guidance.

## **1.6 Advertise**

- Be creative when advertising and make sure the information is accurate and complete. Always include: job title; pay details; information describing the job; a brief person specification and the closing date. All advertisements must be sent to the Personnel or HR Department who will advise as appropriate over layout and publication.
- Advertisements must be free of bias relating to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation, all of which are unlawful.
- The advertisement must contain the College's commitment to safeguarding and the Prevent Duty and promoting the welfare of all learners and that all staff are expected to share this commitment.
- Relevant details on the application of rehabilitation of offenders act should be included

## **1.7 Advertise Internally**

- All positions (including part-time lecturer and temporary support staff vacancies) must, wherever practicable, be advertised internally so that existing staff are given the opportunity to progress and/or broaden their careers with the College. In some cases, e.g. when it is necessary to provide sickness cover at short notice, it may not be possible to advertise internally immediately. Such positions should still be advertised even though emergency cover may be in place.
- An electronic internal vacancy bulletin is sent out by Personnel and HR to all staff when vacancies arise.

## **1.8 Inform Candidates**

- Application forms, job descriptions and additional information are accessible on-line and can be sent out to applicants by Personnel and HR. Job advertisements should state how to apply for the post. It may be appropriate to include the line manager's extension number on the job description should potential applicants wish to receive further details over the telephone. Candidates may also wish to visit the College informally prior to interview.

## **1.9 The Application Form**

- It is a mandatory requirement that all applicants complete and sign an application form, prior to interview, even if they also choose to submit a CV. CVs do not always contain the required information, eg a declaration about previous convictions, names of referees. Application forms also make short-listing easier as the information is provided in a standard format. CVs must not be accepted instead of an application form.
- A member of staff who is safer recruitment trained must review the application form to ensure that it is compliant with safer recruitment guidance. This will include checking for any gaps in employment and reasons for moving jobs. and ensuring that the criminal convictions section has been completed.

## **1.10 Short-list Objectively**

- All disabled candidates who meet the minimum requirements of the job as set out in the job description and person specification, and who have indicated on the application form that they are disabled, will be guaranteed an interview under the College's commitment to the Two Ticks symbol.
- The short-listing of candidates must be against the person specification which is written as part of the job description. The process should be objective and a scoring system may be appropriate. Written evidence of the short-listing process should be retained.
- Short-listing must be carried out by a senior or middle manager (as defined in Appendix 4) and should also involve another appropriate member of staff. A senior manager must be involved in the short-listing of full-time or proportional full-time lecturers and substantive full and part-time support staff. At least one member of staff shortlisting must be safer recruitment trained. A sample short listing template can be found at Appendix 5.
- Shortlisting documentation must be forwarded to the Personnel and HR Department.
- Complaints to tribunals of unlawful discrimination are often made by applicants who are rejected at the short list stage; this highlights the need for fairness and objectivity.
- Internal applicants who are not short-listed should be provided with verbal feedback from the manager who has short-listed.

## **1.11 Invite to Interview**

- It is important to give candidates at least five working days' notice of the interview date. Insufficient notice does not give candidates sufficient time to make arrangements to attend for interview or allow adequate time for references to be taken as required. In exceptional circumstances it may not be possible to provide five working days' notice but there must be sufficient time allowed to ensure that the necessary documentation is gathered prior to interview such as the shortlisting declaration form. At least one reference to be available prior to making an offer of employment either verbally or in writing.

- If candidates are invited to interview via the telephone then an evidence trial will be documented
- All shortlisted candidates must complete the shortlisted disclosure form at least 2 days prior to the interview, Appendix 9) before interview. The disclosure form must be read by the interviewers and any points discussed for clarification.

### **1.12 The Interview**

- The interview panel must include a senior or middle manager as defined in Appendix 4 and at least one person on the panel must have completed Safer Recruiting training.
- Interview panels must be comprised of two or more appropriate members of staff, even if the post is of a 'casual' nature. In most cases panels of more than three are discouraged.
- The panel must be clear about job details including pay rates, contract duration, relocation package and the qualities required of the candidate.
- The panel should plan the interview carefully, deciding who will act as chair and who will ask which questions, etc.
- During the interview use open style questions to encourage the candidate to talk freely, and probe where necessary. A sample interview question template can be found at Appendix 7.
- Avoid rushing to conclusions about any candidate as impressions often change as interviews proceed.
- For most interviews a fairly informal approach is useful as relaxed candidates usually divulge more about themselves.
- Try to establish why the candidates want to work for the College because motivation is crucial.
- Look for gaps in candidates' career histories without inappropriately delving into personal circumstances. This is particularly important to the College's commitment to safeguarding its students and its commitment to the Prevent Duty. Please contact the Personnel and HR Department immediately if there are any concerns about gaps, or unexplained moves, in a candidate's career history.
- Discuss the candidate's experience of working with children and vulnerable adults and their understanding of Safeguarding and Prevent. The safeguarding and Prevent responsibilities of the role should be explained to the candidate. The candidate should be clear about their responsibilities in this respect and fully understand the College's commitment to this.
- Try to identify whether the candidate has any training needs in order to fulfil the requirements of the post. It may be appropriate to determine whether he/she would be prepared to undergo compulsory training if appointed, possibly in his/her own time and/or his/her expense.

- It is important to understand the candidates' reasons for leaving their previous job(s) which may require probing.
- All records of every recruitment interview must be made, dated by the person taking the notes and passed to the Personnel department where it will be retained for a suitable period of time.

### **1.13 Other Selection Methods**

- The interview is not the only basis on which candidates are judged. Some of the following may also be appropriate.
  - a) The application form, CV and any other written information provided by the candidate.
  - b) Informal contact with the candidate, eg talk over coffee or lunch, a tour of the College.
  - c) Any reliable background information which may shed light on the candidate.
  - d) A presentation to the panel on a specific relevant subject.
  - e) A selection test, eg micro teach, a psychometric or written knowledge test.
  - f) Assessment centre
- The selection process for a full-time or proportional lecturer post would normally be expected to require a full working day. All candidates must deliver a micro teach. Wherever possible this must be delivered to students and the students should be invited to provide feedback to the interview panel on their learning experience with each candidate.

### **1.14 References**

- Two references must be obtained prior to confirming an offer of employment in writing. One offer must be the applicants most recent employer unless the College is their first.
- Verbal offers can be made with the receipt of one reference.
- It is preferable that at least one reference is obtained prior to interview but it is realised that this is not always practical.

At least one reference must be taken up from a recent employer, preferably the most recent, using the standard form (Appendix 6). Exceptionally, eg if it is the candidate's first post, this will not be possible, but at least one reference must be taken up prior to a verbal offer and both taken up prior to a formal written offer. It may be necessary to take up a verbal reference (which must be recorded) but this should be followed up with a reference in writing. If a candidate has previously worked in education it is imperative

that a reference is taken up from that employment even if it is not the most recent employer.

- If the written reference is ambiguous the referee should be contacted for clarification as they are often prepared to give fuller information verbally.
- Offers of employment must not be made confirmed until references have been taken as per above
- Referees will be contacted to confirm their identity if thought necessary
- All references received must be forwarded to Personnel or HR
- Contact the Director of Personnel any concerns are raised during this process.

### 1.15 The Offer

- If there are doubts about a candidate it is better not to appoint and re-advertise than to select the wrong person.
- It is important to remember that once an offer of employment has been made, whether verbally or in writing, the College has entered into a contract with the candidate. Should this offer subsequently be withdrawn, even prior to the employee starting work, the College will have breached the contract of employment, and may be liable to pay compensation. (This would not be the case for a conditional offer if the candidate failed to meet one or more of the conditions.)
- A verbal offer of employment may be made subject to a satisfactory DBS check, relevant employment checks and medical clearance and compliance with the Asylum and Immigration Act. If a DBS certificate is not in place from the College then a risk assessment can be completed (Appendix 8). This will depend on the type of contract being offered – refer to the paragraph below. In some instances it may be appropriate to make an offer subject to the person undergoing training on appointment, possibly at his/her own expense or in his/her own time.
- **DBS, OVERSEAS AND OTHER CHECK RULES**

Please read this section carefully and consult a member of the Personnel and HR Department for clarification if required.

#### 1.15.1 All offers of employment

**A conditional offer (with a start date) can be made subject to a DBS form being completed and dispatched to DBS by a member of the Personnel and HR Department and a risk assessment, signed by the relevant Senior Manager (Appendix 8), being in place prior to the employee starting work.**

It is the responsibility of the relevant Senior Manager not to allow a new member of staff to start with the College until they have signed off a risk assessment (Appendix 8), that a DBS form has been completed and these are with the Personnel and HR department.

DBS checks are only received by the individual so it is their responsibility to bring it to the Personnel Department to be vetted.

Teaching staff will also require a Prohibition check.

- A written offer must not be made subject to satisfactory references because references are requested 'in confidence'. It follows that, should an offer be withdrawn if a reference is unsatisfactory, this confidence is betrayed. This could result in the rejected candidate taking legal proceedings against the referee for damages.
- It is acceptable practice to offer a post verbally but it is important to
  - a) be clear about what is on offer (starting salary point requires the approval of a senior manager)
  - b) agree a start date as soon as possible but not until the requirements at 1.15.1 above are in place
  - c) be clear that the verbal offer is subject to satisfactory references
  - d) not automatically assume that the offer has been accepted
  - e) make it clear to the candidate that, where relevant, there is a probation period.
- The verbal offer will be confirmed to the candidate by Personnel and HR, accompanied with appropriate paperwork

#### **1.16 Unsuccessful Candidates following interview**

- Do not reject any suitable candidates until the first choice has accepted the offer.
- A telephone call will suffice for the majority of unsuccessful candidates; this should provide an opportunity for feedback. Particular attention should be paid to debriefing unsuccessful internal candidates.

#### **1.17 Police and barred from working with children Checks**

- DBS and other checks must be carried out to ensure compliance with the Police Act 1997. The checks are the responsibility of the Director of Personnel.

#### **1.18 Medical Clearance**

- It is important that employees are medically fit to undertake their duties on appointment. Decisions should be made with due regard to the Equality Act (2010). This is the responsibility of the Director of Personnel.

#### **1.19 The Asylum and Immigration Act**

- The Asylum and Immigration Act has made it a criminal offence to employ anyone who does not have the right to work in the UK (with fines up to £5000 for each offence).



- Candidates will be requested to bring in evidence of their right to work in the UK. A 'share code' may be provided by the candidate and checked online by the Personnel and HR department. This information is detailed in the interview letter. The panel should make arrangements for these documents to be photocopied for each candidate and forwarded to Personnel and HR department on completion of the interview process.

### 1.20 Prohibition Checks

**All teaching staff are subject to a check via the Government website to ensure that they are not prohibited from teaching and working with children. The Personnel and HR department will undertake these checks prior to a teacher starting their employment with the College and must form part of the risk assessment if one is put in place prior to a DBS certificate being received.**

### 1.21 Overseas Checks

**Checks for candidates and new staff who have lived or work abroad and fulfil certain criteria are undertaken by an external company, CBS. CBS undertake criminal and other checks in the Country that the individual has lived or work. Interviewing Managers should ensure that they obtain all of this information at interview stage and pass it onto the Personnel and HR department who will undertake these checks.**

### 1.22 Online Checks

**Online checks are being introduced into the College's safer recruitment procedures. These will be undertaken by the Personnel and HR department and interviewing managers will be provided with any information that they will need to speak to the candidate about.**

### 1.23 Equal Opportunities

- Care must be taken when recruiting staff to avoid unlawful discrimination, i.e. on the grounds of:
 

a) age	f) pregnancy and maternity
b) disability	g) religion and belief
c) gender reassignment	h) sex
d) race	i) sexual orientation
e) marriage and civil partnership	
- Unlawful discrimination can occur at any stage of the selection process, e.g. advertising, short-listing, selection tests and interview.
- Managers should avoid asking about candidates' domestic circumstances. They should not think that unfair discrimination will not occur if all candidates are asked the same

questions. Employment Tribunals do not hold this view but will consider the way in which the employer uses the information obtained, e.g. a panel may treat a woman with two young children less favourably than a man in the same circumstances which would be direct sex discrimination. The interview panel must take it for granted that the candidate is able to make arrangements for matters such as child care.

- The above does not preclude reasonable questioning about relocation.

## **APPENDIX 1**

### **HEREFORDSHIRE, LUDLOW AND NORTH SHROPSHIRE COLLEGE**

#### **Job Description**

#### **TEACHER**

**FACULTY/DEPARTMENT****RESPONSIBLE TO****JOB PURPOSE**

All teachers are required to carry out organisational and administrative duties which will include the preparation of work, marking and assessment, student welfare and counseling. Tutors are required to fully support and participate in College activities which help to achieve the College's mission and objectives.

HLNSC is committed to equality of opportunity, safeguarding including the Prevent Duty, Health and Safety and promoting the welfare of all learners. HLNSC expects all members of staff to share this commitment and adhere to these procedures.

**MAIN DUTIES AND RESPONSIBILITIES**

A flexible approach is required to the job as change may be necessary within the scope of the post.

**1. Teaching Responsibilities**

- to create a learning environment and assist students/trainees in achieving successful outcomes
- to develop students/trainees knowledge and understanding and assess their competence and application of skills
- to guide and counsel students whenever necessary and to maintain a pastoral care role
- organise teaching and timetabling of courses
- to maintain a safe working environment

**2. Organisational and Administrative Responsibilities**

- to prepare learning opportunities and assignments to achieve the required outcomes and meet programme objectives
- to maintain appropriate records as required
- contact and interview all applicants for all courses
- to assist with student recruitment and career guidance
- run selection and information days
- to act as personal tutor to a group of students
- liaise closely with Admissions, MIS and Finance
- liaise with Awarding Bodies
- organise and liaise External Verifier (EV) visits

**3. Curriculum Development**

- to assist with the planning, development and evaluation of a framework for learning

- to assist in the development and evaluation of appropriate and relevant learning materials
- to develop and maintain links with external agencies, such as industry, awarding bodies and schools

#### **4. Staff Development, Safeguarding, Health and Safety and Equality and Diversity**

- to participate in skills updating to meet identified institutional, industrial or personal needs
- to attend College Staff Development Days
- to participate in the staff appraisal scheme
- to adhere to all College policies and in particular those covering health and safety matters
- to adhere to College Safeguarding, Prevent and Equality and Diversity policies and procedures
- to be familiar with Keeping Children Safe in Education September 2021 Part 1

#### **5. Research and Consultancy**

- to participate in the development of research and/or consultancy contracts to meet agreed objectives of benefit to the College

### **Person Specification**

#### **Essential**

- Teaching qualification
- A minimum Level 2 qualification in literacy and numeracy
- Practising counsellor with recognised qualification
- Degree in relevant subject

#### **Desirable**

- A level 3 qualification in literacy and numeracy
- A level 2 qualification in IT
- Masters qualification
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## **APPENDIX 2**

### **HEREFORDSHIRE, LUDLOW AND NORTH SHROPSHIRE COLLEGE**

#### Job Description

### **SUPPORT MEMBER OF STAFF**

**FACULTY/DEPARTMENT****RESPONSIBLE TO****JOB PURPOSE**

HLNSC is committed to equality of opportunity, safeguarding including the Prevent Duty, Health and Safety and promoting the welfare of all learners. HLNSC expects all members of staff to share this commitment and adhere to these procedures.

**MAIN DUTIES AND RESPONSIBILITIES**

A flexible approach is required to the job as change may be necessary within the scope of the post.

**1. Responsibilities**

The postholder will be responsible for :-

- Any other reasonable duties

**2. Staff Development, Safeguarding, Health and Safety and Equality and Diversity**

- to participate in skills updating to meet identified institutional, industrial or personal needs
- to attend College Staff Development Days
- to participate in the staff appraisal scheme
- to adhere to all College policies and in particular those covering health and safety matters
- to adhere to College Safeguarding, Prevent and Equality and Diversity policies and procedures
- to be familiar with Keeping Children Safe in Education September 2021 Part 1
- to undertake first aid training with a view to becoming a College First Aider

**PERSON SPECIFICATION**

**Essential**

**Desirable**

**APPENDIX 3****HEREFORDSHIRE, LUDLOW AND NORTH SHROPSHIRE COLLEGE****CONFIDENTIAL**

**PINK FORM  
STAFF RESOURCE REQUEST**

This form must be completed for the following:

- New or replacement substantive staff(including returning staff)
- Cover for sick or maternity leave
- Support staff overtime
- Changes of contracts of employment which increase or decrease staff expenditure, including contract extensions
- Use of agency or contract staff
- New or replacement self-employed staff

Please indicate which category applies.

**Sufficient time must be given to enable authorising managers to consider requests. No verbal or written commitments may be made to staff until full written authorisation is given.**

**STAGE 1 Senior Manager**

Justification for request including full financial evaluation.

An up to date job description must be attached together with an advert

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE SEND TO DIRECTOR OF PERSONNEL**

**STAGE 2**

**Staffing recommendations and comments**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Director of Personnel

**Curriculum recommendations and comments**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Deputy Principal

**Finance recommendations and comments**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Director of Finance

**Agreed recommendation to Principal**      **Approved**       **Not Approved**

**Principal's decision**      **Approved**       **Not Approved**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Principal

**APPENDIX 4**

**SENIOR MANAGERS (members of the College Management Team)**

Principal

Director of Finance

Deputy Principal

Director of Personnel

Assistant Principal – Faculty of Community Studies and Faculty of Land Based Studies

Assistant Principal – Faculty of Technology Studies and Director of County Training

Head of Ludlow and North Shropshire Colleges

**Appendix 5**

**SHORTLISTING TEMPLATE**

<b>Names of Shortlisted Candidates</b>	
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<b>Gaps in employment identified and need to be explored at interview (please state against each candidate)</b>	
<b>Any other issues to be explored at interview (please state against each candidate)</b>	
<b>Proposed Date and time for interview</b>	
<b>Proposed requirements for interview (e.g. Microteach, Presentation, Work assessment, other)</b>	
<b>Have questions for interviews been prepared? (Questions to explore candidate's suitability to work with young adults and children)</b>	
<b>Proposed panel for interviews</b>	
<b>Any other issues to be considered</b>	

## APPENDIX 6

### HEREFORDSHIRE, LUDLOW AND NORTH SHROPSHIRE COLLEGE

#### REFERENCE

#### Candidate:

**Job Applied For:**

**Capacity in which applicant is known to you:**

**How long have you know the applicant:**

**Dates of employment : From \_\_\_\_\_ to \_\_\_\_\_**

Please could you provide the information requested below which will be held in strict confidence.

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**The Candidate's work including attitude and motivation, quality and timeliness**

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**Relationships with colleagues and customers/clients**

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**The Candidate's main strengths**

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**Reservations about the Candidate in respect of this job**

**Reason for leaving your employment**

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**Have there been any allegations or concerns raised relating to the safety and welfare of children, young people or vulnerable adults during their employment? If so, were they investigated and what was the outcome?**

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**Punctuality**

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Has the candidate ever been the subject of a disciplinary, internal or external investigation ?

If yes, please provide details

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**Current Salary**

**Any other comments**

Signed

Date


Position:

Company/Organisation:

**Please return completed form by emails if possible**

Thank you for your assistance

**APPENDIX 7**

<b><u>Interview questions</u></b> Name of candidate:  Date:	 Herefordshire, Ludlow & North Shropshire College		
<b>Question</b>	<b>Answer</b>	<b>Comments</b>	<b>Score 1-5</b> 1 poor 5 above expectations
1. Please explain your experience and its relevance to this role			
2. Can you explain how equal opportunities are embedded within the duties of this role			
4. Please describe your responsibilities for Safeguarding and the Prevent Duty within this role			
5. On a practical level how would you ensure that Health and safety standards are maintained?			

**APPENDIX 8**



## **RISK ASSESSMENT – NEW STAFF MEMBER (PRE DBS AND/OR OVERSEAS CHECK)**

In exceptional circumstances it may be necessary for the College to allow an individual to start employment in regulated activity before a DBS Certificate is available. This is in accordance with the guidance provided in 'Keeping children safe in education -statutory guidance for schools and colleges (September 2018)

This decision can only be made by the Principal or Assistant Principal and there must be clear documented justification for this decision.

This Risk Assessment applies to staff working for Herefordshire, Ludlow and North Shropshire College

<b><i>Name of new member of staff</i></b>
<b><i>Department</i></b>
<b><i>Job Title</i></b>
<b><i>Proposed start Date</i></b>
<b><i>Line Manager taking responsibility for this RA</i></b>
What is their previous experience and do they currently hold a DBS Certificate for a previous role?
If they hold a current DBS Certificate what is the Disclosure No and date (and please provide a copy):
Briefly describe the business reasons why the new starter needs to join the College urgently and prior to a HLNSC DBS check being in place
As Line Manager with responsibility for this new member of staff, I understand that I am

responsible for enforcing the above restrictions during the risk assessment period. Action plan to be implemented:-

Signature:

Date:

**Any breaches of the restrictions will be investigated and could lead to disciplinary action against the individuals responsible. Any questions or queries, or difficulties in enforcing the restrictions should be raised with Personnel/HR Department asap.**

**Senior Manager to check with Personnel/HR Department and Senior Manager to complete**

Minimum of 2 written and verified professional references (at least one being from their current or most recent employer), validated by Personnel/HR by telephone discussion as required	
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Checking gaps in employment or education	
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Right to work in the UK check (checking authenticity of pre-employment documentation)	
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Evidence of relevant qualifications and current memberships of professional bodies	
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Individual to complete a separate declaration regarding previous convictions (see Annex 2 below)	
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Separate barred list check	
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DBS and/or Overseas check applied for: reference no, date applied and current status:

**Signed by Senior Manager**

Signature:

Date:

**Line Manager Declaration**

**The following restrictions apply during a risk assessment period. The new member of staff:**

- **MUST be monitored by their Line Manager**
- **MUST wear a visitors badge or staff at all times when on campus**

**The new member of staff should only have access to areas of campus which are**

<b>required for their role and should not have access to students without supervision</b>	
<b>Decision</b>	
Risk assessment decision:	Approved / Not Approved
<b>Start Date of Risk Assessment :</b>	
<b>Risk Assessment valid until:</b>	
Signature: (Relevant Senior Manager)	
<b>Risk Assessment reviews</b>	
The Risk Assessment will be reviewed on a 2 weekly basis until the DBS certificate has been received and is deemed to be satisfactory. At that point Personnel/HR will withdraw the Risk Assessment.	
<b>Details of Review, extension dates and authorisation:</b>	
<b>Date Risk Assessment was lifted and all checks completed satisfactorily:</b>	

**WHEN COMPLETE RETURN TO PERSONNEL/HR DEPARTMENT WITH STARTER FORM**



## **RISK ASSESSMENT – NEW STAFF MEMBER (PRE DBS CHECK)**



In exceptional circumstances the College can allow an individual to start employment in regulated activity before a DBS Certificate is available. This decision can only be made by the Designated Safeguarding Lead or a Deputy Safeguarding Lead and there must be clear documented justification for this decision. If approved, you will be subject to a Risk Assessment which contains clear restrictions on the activities you can undertake and in what format. These must be complied with until all satisfactory checks have been completed and the risk assessment is lifted.

**The following restrictions apply during a risk assessment period. The new member of staff:**

- **MUST be supervised AT ALL TIMES**
- **MUST report in and out of campus via their Line Manager**
- **MUST wear a visitors badge or staff at all times when on campus**

**The new member of staff should only have access to areas of campus which are required for their role and should not have access to students without supervision**

**Declaration:**

I understand the restrictions that are placed upon me whilst subject to a risk assessment and I agree to comply with these. I acknowledge that my offer of employment is subject to a satisfactory DBS check and this offer can still be withdrawn by the College should my DBS check prove unsatisfactory. I agree to providing my original DBS certificate to the College within 5 working days of it being despatched from DBS office. Should I fail to do this I understand that my offer of employment could be withdrawn.

**Signed:**

**Name:**

**Date:**

**Job:**

**WHEN COMPLETE RETURN TO PERSONNEL/HR DEPARTMENT WITH STARTER FORM**



Herefordshire,  
Ludlow & North  
Shropshire College

**Declaration of Previous Convictions for posts exempt from the  
Rehabilitation of Offenders Act 1974**

The **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended** makes certain regulated activity (i.e. work with children and/or young people) exempt from the Act and therefore requires individuals seeking to work with these groups to be subject to an Enhanced Criminal Records Bureau Disclosure check, amongst other safer recruitment checks.

Where a post is classed as exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, you are required to reveal all convictions, both spent and unspent, which would not be filtered in accordance with current guidance.

**Have you ever been convicted of a criminal offence or cautioned? YES / NO**

If Yes, please provide details

**Are there any criminal charges pending against you? YES / NO**

If Yes, please provide details

Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

The College undertakes 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 applicants from working at the College. This will depend on the nature of the position and the circumstances and background of their offences

**I certify that the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it may automatically disqualify me from appointment or may render me liable to dismissal without notice.**

**Signed:**

**Name:**

**Date:**

**Job:**

**WHEN COMPLETE RETURN TO PERSONNEL/HR DEPARTMENT WITH STARTER FORM**

**APPENDIX 9**



Herefordshire,  
Ludlow & North  
Shropshire College

### **Shortlisted candidates – Disclosure Form**

Congratulations on being shortlisted for interview at Herefordshire, Ludlow and North Shropshire College (HLNSC). The College requires you to complete this disclosure form and

Originator : Director of Personnel and Human Resources Manager

Reviewed: September 2022

Date of form completion :

return it at least 2 days before your interview date. Should this form not be received then HLNSC reserves the right to withdraw the offer of an interview.

Post Applied for:	
Date of form completion:	
.....	
Surname: Title: Mr/Mrs/Ms/Miss/Dr/Other	First / Other Name(s) Previous Name(s)
Address:	
Preferred Name:	Date of birth:
Teacher Ref. No (teaching posts only)	National Insurance Number

Herefordshire, Ludlow and North Shropshire College (HLNSC) is committed to safeguarding and the Prevent Agenda and to promoting the welfare of children and we expect all staff to share this commitment. HLNSC complies fully with the Disclosure and Barring Service (DBS) Code of Practice regarding the correct handling, storage, retention and disposal of Disclosures and Disclosure information, and undertakes not to discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.

Since the post for which you are applying may involve unsupervised access to children and vulnerable adults, it will be exempt from the provisions of the Rehabilitation of Offenders Act 1974 and amendments to the Exceptions Order 1975, 2013 and 2020.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children or young people.

Candidates who are offered an interview for such posts will be required to disclose details, cautions (including final warnings or reprimands), or convictions which are not "protected" as defined by the Exceptions Order 1975, 2013 and 2020 or any other matters that may be relevant to their suitability to work for the College including sanctions relating to work with children in any country outside of the UK within this form.

The College will regard any failure to disclose your criminal record as a breach of trust. It is College Policy that all candidates will be subject to an enhanced Disclosure check if offered the post for which the application has been made. Please note that the College is unable to consider an application further if the candidate declines to complete this Disclosure form.

As you have been shortlisted you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children and/or in the

College environment. As a result of the amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020 some minor offences are not protected (filtered) and should not be disclosed to potential employers and employers cannot take these offences into account.

Additional information on filtered offences can be found at:

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

<https://www.nacro.org.uk/criminal-record-support-service/support-for-individuals/disclosing-criminal-records/rehabilitation-offenders-act/>

**1. Do you have any convictions or adult cautions that are unspent ? Yes/No**

If yes, please provide details here

**2. Do you have any cautions or convictions that would not be filtered ?  
Yes/No**

If yes, please provide details here

**3. Are you included on the DBS children's or adult barred lists ? Yes/No**

If yes, please provide details here

**4. Are you known to the police or children's social care ? Yes/No**

If yes, please provide details here

**5. Teaching posts only – Are you , or have you ever been prohibited from teaching by the Teaching Regulation Agency or sanctioned by the General Teaching Council for England? Yes/No**

If yes, please provide details here

**6. Have you lived or worked outside the UK for more than 3 months in the past 5 years? Yes/No**

If yes, please provide details here

**7. Are you subject to any sanctions relating to work with children in any country outside of the UK? Yes/No**

If yes, please provide details here

**8. Have you have any criminal offences from any country outside of the UK or any relevant overseas information ? Yes/No**

If yes, please provide details here

**9. Applicants for posts in early years or later years childcare (wrap around care) only i.e. the College Nurseries**

The Disqualification under the Childcare Act 2006 Regulations (2018) state that anyone employed to care for children in early years (children under the age of 5) or later years (wrap around care for children under the age of 8) is disqualified from that work if they meet certain criteria. These criteria include (this is not an exhaustive list) :

- Certain serious criminal offences
- Court orders relating to the care of your own child
- Being prohibited from private fostering

**10. Please complete the declaration below:**

I declare that all the details given in this disclosure are, to the best of my knowledge, full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role. I also understand that my application may be rejected, that an offer of employment may be withdrawn or I may be dismissed if I have given false information or withheld relevant details.

I accept that the post and any offer of employment is subject to an Enhanced DBS check and the potential for overseas checks where relevant.

**Signed****Date**

**Please return this form to the Personnel (HLC) or Human Resources (NSC) Department before your interview or bring it with you to interview along with your ID documents**