

Recruitment and Selection Policy and Procedure

1 Purpose and Scope

Having the right people in the right place at the right time is crucial to Ambitious about Autism's success in meeting its organisation objectives. Ambitious about Autism is committed to ensuring that recruitment and selection for all positions, whether permanent, temporary, part time, fixed term etc, is undertaken in a professional and systematic manner with the aim to promote fairness, equality and diversity, good practice and in line with legislation at all stages of the process. Ambitious about Autism is committed to consistently and constantly utilise and review safer recruitment processes to ensure the welfare of children, young people and vulnerable adults.

Other policies to be referred to:

Adult at Risk Safeguarding and Protection Policy and Procedure
 Child Safeguarding and Protection Policy and Procedure
 Complaints Procedure
 Equality and diversity Policy
 Induction Policy
 Staff code of conduct / safe working practice
 References Policy
 Probation Policy
 Pay Policy
 Volunteers Policy and Procedure
 Recruitment of Ex-offenders policy

2 Who is involved in the process

Who is Involved	Responsibility
Trustees	Responsibility for the recruitment and selection of ELT members, in line with the Recruitment Policy and Guidelines.
ELT	Overall responsibility for approving the business need and budget for proposed recruitment. Budgeting and planning for new positions within the team Identification of the Hiring Manager
Principal of Ambitious college and Head teacher	Discussion with potential candidates where criminal records disclosed or positive DBS checks obtained and results of those discussions recorded

	Exceptional signed agreement to supervised working of staff pending satisfactory recruitment checks
Hiring Manager	Carrying out the recruitment process in line with the Recruitment Policy and Guidelines. Subject to agreement with ELT offer employment subject to recruitment checks and within budget, and in line with the Ambitious about Autism Pay Policy.
Recruitment panel	One member of the panel must have completed safer recruitment training and all must be appropriately trained and familiar with procedures
HR	Offering advice and guidance on recruitment and selection issues Drafting the Statement of Particulars (often referred to as the Contract of employment) typically once a verbal offer of employment has been made and accepted. Setting up personnel record both paper and on HR data base
Admin team	Carry out all the administration around the recruitment and requesting references as part of the process

2 The Process

The flowchart at Appendix A provides an overview of the key steps in the Ambitious about Autism recruitment and selection procedure together with the owner who is responsible for each step.

Deviation from this procedure can only be approved by ELT in consultation with HR.

Vacancies

Ambitious about Autism will advertise all vacancies internally via email. Existing employees are to be encouraged to apply for vacant roles if they have the appropriate qualifications, experience and skills.

Additionally, vacancies will be advertised on the Ambitious about Autism website, and where appropriate, via other sources, e.g. through agencies, publications and via appropriate networks, to ensure an adequate pool of potential candidates. Whenever we advertise externally Ambitious about Autism will include reference to our commitment to ensure children and vulnerable adults are protected from abuse and our recruitment process aims to attract suitable candidates who share this aim.

Applications from staff re-applying for a vacancy (same role with the same pay and grade), within 3 months of an unsuccessful application, where the panel considered them un-appointable, will not be usually be considered. However, where there are exceptional circumstances, e.g. there is a clear business need, or the candidate's personal circumstances have changed, then an application within 3 months may be considered.

Selection

Selection methods will be reliable, objective and guard against bias. Essential and desirable requirements for the role will be published in the role profile and person specification, as will the requirements for an enhanced DBS check and all candidates being vetted throughout the process for their suitability to work in an environment where they will have contact with vulnerable children or young adults. The selection process will always involve completed application forms and CVs will never be accepted, the application forms will then be assessed by at least two members of the panel against the person specification and role profile to enable a shortlist to be drawn up. Applications will be scrutinised carefully to highlight gaps, areas not completed, altered or other inconsistencies. Shortlisted candidates are then invited to interview.

Interviewing

At least one member of the recruitment panel will be safer recruitment trained.

All candidates interviewed for posts will be asked a mandatory question "*Have you at any time been subject to an interview, inquiry, children's services or social services investigation, suspension from work, disciplinary, police investigation, caution or conviction as a result of concerns about child abuse or neglect or the abuse or neglect of an adult?*"

The panel should also ask questions to assess the candidates' personal competencies in relation to their:

- Motivation for working with children or adults who may be vulnerable
- Emotional maturity and resilience
- Values and ethics

Questions on the above should have direct links to the person specification for the role and be structured in such a way that examples of what would constitute a positive indicator in a response is set alongside what a negative indicator would be to assist the panel in measuring the responses.

As part of the interview process any gaps in employment and short periods of time in a post should be explored with the candidates, remembering that most of the time these are for legitimate reasons.

It is good practice to ask follow up and probing questions. Responses to questions should always be written down in legible handwriting by a panel member on the interview template form.

As well as the mandatory question there should also be a safeguarding question that relates to the post / role and tests safeguarding knowledge and understanding.

The panel will always meet face to face with the candidate and at least one panel member will have sight of the original qualifications and any professional registration documents the candidate brings to the interview (these should be copied at the time and authenticated by the panel member/ administrator).

Some roles may require additional assessments (task or test). If this is the case, details will normally be included in the application pack. Any test used will have been validated in relation to the job and be free of bias.

Temporary staff who are appointed on a fixed term contract will only be appointed to a permanent position if the full recruitment, selection and vetting processes have been followed.

References

References are taken up for every Ambitious about Autism appointment, whether permanent, temporary, part time or fixed term. Upon application Ambitious about Autism requires the names of three referees that can be contacted during the selection process. One reference must be obtained from the current or most recent employer. In the case of staff who have lived or worked abroad, we will take up at least one reference from the employer in the relevant country and the referee will be verified by phone. Open references will never be accepted.

At least one reference must be obtained prior to interview. Two satisfactory references must be obtained prior to an individual starting work. Please refer to the Reference Policy.

For permanent internal employees (who have already gone through proper recruitment checks including two written references) who are applying for other vacancies/promotion opportunities, a reference will normally be taken up from the current line manager, as part of the recruitment process. For agency staff applying for a permanent role internal references will be accepted but must also include external references in line with our safer recruitment practices.

Safer Recruitment

Ambitious about Autism is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, volunteers and contractors to share this commitment. The list below details a checklist of our safer recruitment processes that are part of all recruitment within Ambitious about Autism. The checklist is not exhaustive and should be added to and adapted to improve the process where appropriate:

1. All advertised vacancies will include a line that highlights our commitment to safer recruitment.
2. Staff involved in recruitment will be briefed on safer recruitment by staff who have received safer recruitment training.
3. Selection process requires two panel members to shortlist which involves scrutinising application forms and highlighting any issues to be addressed at interview.
4. Questions are planned to fit with the person specification / role and cross correlate with the areas detailed in the section on interviews above
5. The mandatory safeguarding interview question must be asked at interview and the response noted and checked against the written answer on the application form
6. Original qualifications and professional registration documents should be inspected by a member of the panel, colour photocopied, signed, and dated as true and fair copies by the panel member / administrator
7. The candidate's identity will be checked on the day of the interview by someone who understands what they are expected to do. This should involve a check of identity that involves photographic ID such as a passport / driving licence as well as ID which confirms where the person lives and should be checked to ensure that it corresponds to the job application form
8. References must cover at least the last five years of employment and open references are not accepted
9. References that are not fulsome in response should be followed up with a phone call to the referee and the gaps addressed and details of the responses noted. Candidates from abroad should have their references followed up with a phone call to the referee as this provides an additional measure as DBS checks do not cover most offences committed outside of the United Kingdom.
10. Any criminal records disclosed by a candidate or positive DBS checks must be discussed with the Principal of Ambitious College / Headteacher TreeHouse School. If a candidate with a disclosed criminal record or a positive DBS is to be offered a post, the offences must be discussed with them and the result of those discussions recorded. An offer of employment cannot be redacted on the basis of information disclosed on an enhanced DBS without the applicant being given an opportunity to provide further information.
11. All offers of employment will be conditional on satisfactory DBS check, two references, proof of right to work in the UK, and health checks

12. If an individual has been employed or resides abroad and is taking up a position with Ambitious about Autism, the individual is required to process a police check or Certificate of Good Conduct from their country of residence, often before they leave for the UK. These can be processed through the local police authority or Embassy. Ambitious about Autism must be provided with proof that the Certificate of Good Conduct has been processed before the individual commences employment. The original certificate should be provided to Ambitious about Autism as soon as it is received by the individual, which can take up to six weeks. The individual will remain supervised with a red lanyard until this check has been satisfactorily processed.
13. In the first 5 days of employment, the induction must include reading and understanding the Child and Adult at Risk Safeguarding and Protection Policy and Procedure. Attendance on Child and Adult at Risk Safeguarding and Protection Training is mandatory and forms part of core induction, as does Safe Working Practice / staff conduct.

Equal Opportunities and Diversity

Ambitious about Autism is committed to applying its equal opportunities policy at all stages of recruitment and selection. Shortlisting will always be carried out in line with Equality and Diversity legislation and Ambitious about Autism's Equality and Diversity Policy.

Furthermore, any candidate with a disability will not be excluded unless it is clear that the candidate does not meet the minimum criteria outlined in the person specification. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.

Ambitious about Autism aims at all times to recruit the person who is most suited to the vacant role. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job.

Offers of Employment

Ambitious about Autism is a regulated activity provider in a child and adult workforce. This means that all employees will be subject to an Enhanced DBS application with a check of the children's barred list. In addition, where applicable and relevant to the role, a check of the adult's barred list will also be processed.

Ambitious about Autism also requires all employees to subscribe to and maintain annual membership of the DBS Update Service from the commencement of employment and for the duration of employment service.

All offers of employment will be subject to eligibility to work in the UK, satisfactory references, qualification checks, medical and fitness assessment, and DBS clearance.

Commencing employment prior to the receipt of an enhanced DBS certificate will be by exception and can only be agreed by the Headteacher or the Principal of Ambitious College. In this circumstance, if the post is in Regulated Activity a check of the relevant DBS barred list(s) **must** be completed before the person commences, the individual will be closely supervised at all times and will wear a red lanyard to indicate that checks are not complete.

Teaching posts

Legislation requires Ambitious about Autism to ensure that successful applicants for teaching posts (QTS) are not prohibited from teaching by the NCTL and that there is no interim prohibition order in place. This check must be completed before the person commences in post and the check recorded on the Single Central Record.

Early years and later years childcare

Posts that provide early years education or childcare to children up to 5 years old or to provide later years childcare (breakfast club, wraparound care, holiday scheme) to children under the age of 8 – or manage that provision - are covered by the Childcare Regulations 2009 and are disqualified from providing that care in certain circumstances. These include being found to have committed serious offences, having certain orders made against them relating to a child in their care, being included on the DBS barred list or having their registration cancelled in the past. Individuals are also disqualified from providing childcare if someone in their household is or would be disqualified. When recruiting to posts to which we believe the Childcare Regs apply, we will notify the applicant of their duty to disclose any relevant information to the Chief Executive before they commence in post.

Candidate Reserve List

Candidates who are deemed to be suitable for appointment by the selection panel, but for whom there are not enough vacancies, can if they wish, be placed on to a reserve list. If another vacancy for the same role on the same terms becomes vacant, then the vacancy may be filled directly from the reserve list without the need to re-advertise and re-interview. Candidates will be placed in order on the reserve list in selection result order. Appointment will be subject to the candidate being able to fulfil any specific requirements of the vacancy at the time. The reserve list will be valid for three months from the interview date.

Fraudulent Applications

Providing false information could result in the application being rejected, or summary dismissal if the applicant has been selected. If an application turns out to be fraudulent this may need to be referred to the police as a criminal act may have been committed ie Obtaining Pecuniary Advantage by Deception.

Candidate Feedback

As part of our commitment to good practice, we offer feedback to all unsuccessful interviewed candidates, where possible, within three weeks from the date of interview. We are able to offer feedback on unsuccessful applications (those who are unsuccessful in being shortlisted for interview) to internal applicants only.

Complaints Procedure

Any candidate who considers that they have been unfairly treated or discriminated against should contact the Director of External Affairs within two weeks of a selection decision being made. Complaints received will be taken seriously and investigated promptly and sensitively, and an outcome given.

Agency and Contractors

All agencies supplying agency staff will provide Ambitious about Autism with a written agreement that they have carried out reference and DBS checks at the appropriate level on all staff before they supply to Ambitious about Autism. The agency must confirm the issue date and number of the DBS certificate prior to the person's arrival. All agency staff will on their first day at Ambitious about Autism bring with them their photo ID (passport) and visa if appropriate. Recruitment and vetting checks, including DBS details, carried out by the agency must be confirmed on a standard form provided by Ambitious about Autism and deemed satisfactory by HR. Where relevant, this will include confirmation that the person is not prohibited from teaching (teaching posts) and/or that the person has been advised of their duty to disclose relevant information in relation to the Childcare (Disqualification) Regs (Early years / later years childcare) to the agency.

All contractors on site will not be left alone in areas where they can be with children or vulnerable adults or have access to data about children or adults at the school or other services. If employed to work with children or vulnerable adults then they will be subject to the same checks as an employee

.4 Guidelines for managers / individuals

Please see the tool kit for Managers for step by step breakdown of the process with all templates and proformas.

5. Safeguarding and fob/lanyards system for new staff

TreeHouse School's safeguarding procedures require that all staff must wear a lanyard and their ID 'fob' at all times when within the Pears National Centre. Staff who have had full recruitment checks satisfactorily completed are issued with a black or grey lanyard to carry their ID/fob. The process for gaining the black lanyard is that the People Team (HR) notify reception when all recruitment checks have been completed and reception issue the individual with a black or grey lanyard.

Staff and volunteers for whom all recruitment checks have not been completed are required to wear a red lanyard to indicate that these checks have not been

completed. This has been intended to safeguard our pupils by minimising the risk of any unauthorised person coming into contact with our pupils.

It is everyone's responsibility to ensure that staff whose recruitment checks are not yet completed and who are wearing a red lanyard are supervised at all times with pupils.

5. Overview and process maps

Appendix A – Overview of process

Appendix B – Level 2 process map

Appendix C – Level 3 process map

Name of Policy:	Recruitment and Selection Policy
Contractual/Non-Contractual	Non-Contractual but for statutory provision
Date last approved	November 2015
Policy reviewed by	Trustees/ELT
Date to be reviewed	November 2016
Responsibility of which ELT member	Director of People & Operations
Type of Policy	HR/Employee Relations