



Woodside Group

Recruitment and Selection Policy

1. Introduction

Woodside Group is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. Woodside Group is also committed to providing a supportive and flexible working environment to all its members of staff. Woodside Group recognizes that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff and volunteers of the highest caliber who share this commitment.

2. Aims

The aims of Woodside Group's recruitment policy are as follows:-

- To ensure that the safeguarding and welfare of children and young people occurs at each stage of the process;
- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- To ensure that all job applicants are considered equitably and consistently;
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age; and
- To ensure compliance with all *relevant* recommendations and guidance including the recommendations of the DfES in "Safeguarding Children and Safer Recruitment in Education" (January 2007) and the Code of Practice published by the Criminal Records Bureau.

3. Scope

This policy applies to all employees and governors responsible for and involved in the recruitment and selection of all school-based staff.

4. Pre-recruitment Process

All applicants for employment will be required to complete an **Application Form** containing questions about their academic and employment history and their suitability for the role. The application form will include an applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Incomplete Application Forms will be returned to the applicant where the deadline for completed Application Forms has not passed. A curriculum Vitae will not be accepted in place of the completed Application Form, but will be accepted alongside it.

Applicants will receive a clear and accurate Job Description for the role applied for which is posted on the job advertisement.

References will be taken up on all candidates and form part of a conditional offer of employment. All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. If the candidate has previously worked with children but their current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Character referees can be a longtime friend, neighbour, mentor, coach, teacher or professor etc

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 to work with children. If the referee is a current or previous employer, they will also be asked to confirm the following:-

- The applicant's identity, start date and end dates of employment/education, job title/course title, reason for leaving, would they re-employ, Capability, Disciplinary and Safeguarding issues/warnings.
- Woodside Group will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. References will be obtained by telephone or in writing. Woodside Group will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and could result in the conditional offer of employment being revoked.

Due to GDPR and Safeguarding risks, Woodside Group does not employ the family members of students.

5. Interview

Short-listed applicants will be invited to attend a **Competency Interview**. The interview will assess the merits of each candidate against the job requirements, and explore their suitability to work with children. The selection process for people who will work with children will always include a face-to-face interview even if there is only one candidate.

At least one member of any interviewing panel **must** have undertaken safer recruitment training or refresher training within the previous three years.

All applicants who are offered a position with Woodside Group will be required to bring the following evidence of identity, address and qualifications:-

- Passport or, if unavailable, current photo driving license and full birth certificate; and
- Documentary evidence of any change of name by, for example, deed poll, marriage, adoption or statutory declaration
- Two recent utility bills or statements (from different sources) showing their name and home address; and
- Documentation confirming their National Insurance number (P45, P60 or National Insurance card); and
- Documents confirming any educational and professional qualifications referred to in their Application Form. Original documents only will be accepted. Woodside Group will take a copy of the original documents and mark them as checked and dated at the time of inspection. Those copy documents taken for subsequently unsuccessful applicants will be destroyed.

6. Conditional Offer of Appointment – Pre Appointment Checks

If it is decided to make an **Offer of Employment** following the formal interview, any such offer will be conditional on the following:

- The receipt of two references (one of which must be from the applicant's most recent employer and one from the applicant's employer with whom he/she most recently worked with children (if applicable)) which Woodside Group considers satisfactory (see **Section 4** above);
- Verification of the candidate's identity, qualifications and professional status (see **Section 5** above);

- The receipt of an Enhanced Disclosure from the Criminal Records Bureau with which Woodside Group is satisfied (see **Section 7** below);
- All criteria set out on the application form
- The agreement of a mutually acceptable start date and the signing of a contract incorporating Woodside Group's standard terms and conditions of employment. If the candidate has not previously lived in the UK, Woodside Group must obtain confirmation of their right to work in the UK, confirmation of their qualifications and a certificate of good conduct from the candidate's home police force. Nearly all European Economic Area and Swiss nationals are free to live and work in the UK without restriction.

Failure to provide any or all of the requested pre employment information could result in the revocation of the conditional offer of employment.

All checks should be documented and retained on the personnel file (subject to certain restrictions under the Data Protection Act and CRB regulations) and followed up where they are unsatisfactory or contain discrepancies.

Woodside Group must notify the Independent Safeguarding Authority where:

- The candidate is found to be on the ISA's Barred Lists, or the CRB disclosure shows he/she has been disqualified from working with children by a Court; or
- An applicant has provided false information in, or in support of, his/her application; or
- There are serious concerns that an applicant poses a risk of harm to children. If the offer is accepted and the above conditions are satisfied, the applicant will be issued with a **Contract of Employment** as confirmation of employment.

7. ISA Barred List and Criminal Records Check

In accordance with the Vetting and Barring Scheme, Woodside Group applies for a check of the ISA Barred Lists and an enhanced criminal record certificate from the Criminal Records Bureau ("CRB") in respect of all prospective staff members, governors and volunteers. An Enhanced Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. If the individual is applying for a position working with children or young adults, the Disclosure will also reveal whether he/she is barred from working with children or vulnerable adults by virtue his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the Independent Safeguarding Authority. It may also contain non- conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question. Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a Disclosure, if one is available in the relevant jurisdiction(s). Woodside Group expects supply/temporary worker agencies/contractors that

are used by Woodside Group to register with the CRB on their own account and to follow their policy or their own comparable policy. Proof of registration will be required before Woodside Group will commission services from any such organization. Woodside Group will independently verify the identity of staff supplied by such an agency by requiring such staff to bring their passport or (if not available) a photo driving license into School before beginning work.

8. Post Appointment Induction

All staff, governors and other volunteers newly appointed in Woodside Group will be offered and expected to undergo an induction programme, regardless of previous experience.

9. Retention and Security of Disclosure Information

Woodside Group's policy is to observe the Woodside Group Data Retention Policy for the retention and storage of CRB data. The Data Retention Policy can be found on the Woodside Group G Drive.

10. Retention of Records

If an applicant is appointed, Woodside Group will retain any relevant information provided on their application form (together with any attachments) on their personnel file, in accordance with the Woodside Group Document Retention Policy and GDPR requirements. If the application is unsuccessful, all documentation relating to the application will be confidentially destroyed after the interview.

1. Background

Appendix 1 Policy on Recruitment of Ex-offenders

Woodside Group will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. Woodside Group makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically debar him/her from employment within Woodside Group. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out in paragraph 4.2 below.

In view of the fact that all positions within Woodside Group will amount to "regulated positions" within the meaning of the Protection of Children Act 1999 (as amended by the Criminal Justice and Courts Services Act 2000), all applicants for employment must declare all previous convictions (including those which would normally be considered "spent" under the Rehabilitation of Offenders Act 1974). 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.

Under the relevant legislation, it is unlawful for Woodside Group to employ anyone who is included on the lists maintained by the Independent Safeguarding Authority of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for Woodside Group to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within Woodside Group. If:

- Woodside Group receives an application from a disqualified person;
- Is provided with false information in, or in support of an applicant's application; or
- Woodside Group has serious concerns about an applicant's suitability to work with children,

it will report the matter to the Police, CRB and/or the Independent Safeguarding Authority.

2. Assessment Criteria

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, Woodside Group 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 behavior or other relevant matters;
- Whether the applicant's circumstances have changed since the offending behavior or other relevant matters; and
- The circumstances surrounding the offence and the explanation(s) offered by the convicted person. If the post involves regular contact with children, it is Woodside Group's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: -
 - Against adults: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence;
 - Against children or adults: serious class A drug related offences, robbery, burglary, theft, deception, or fraud. If the post involves access to money or

budget responsibility, it is Woodside Group's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud. If the post involves some driving responsibilities, it is Woodside Group's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last 10 years.

- Woodside Group may also seek advice from the LADO and applicable county Safeguarding Team where appropriate.

3. Assessment Procedure

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, Woodside Group will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Headmaster of Woodside Group before a position is offered.

If an applicant wishes to dispute any information contained in a Disclosure, they can do so by contacting the CRB direct. In cases where the applicant would otherwise be offered a position were it not for the disputed information, Woodside Group will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the Disclosure information.