

# **Redditch West School Trust Recruitment Policy 2014-17**



Policy Adopted: Autumn 2017

Review Date: Autumn 2020

Signed by:

*Karen Lumley*

Chair of Trust

## **Rationale**

Redditch West School Trust is committed to the safeguarding and welfare of children at all times and expects all school employees and volunteers to share this commitment. As such the safeguarding of children is central to every stage of our recruitment and selection process. All successful candidates will be subject to enhanced Disclosure and Barring Service check (DBS) alongside other relevant employment checks, this also applies to regular volunteers (see Volunteer Helpers Policy). At all times schools in our Trust will comply with the current DBS recommendations and regulations, keeping our processes up to date as these change.

## **Aim**

The aim of this policy is to:

- Ensure robust and rigorous recruitment and selection processes are followed
- Employ adults who are committed to the highest standards of child welfare
- Provide a framework for the recruitment of a workforce that is fully committed to providing a safe and secure school environment
- Ensure that equal opportunities procedures are adhered to

## **Roles and Responsibilities**

The Executive Headteacher oversees the processes on behalf of the Trust, with the Headteacher responsible for the internal organisation, management and control of the school on a day to day basis. However all staff and volunteers have an integral responsibility to ensuring that the school environment is safe and secure for children and that appropriate procedures are followed.

The Trust has set as a minimum standard that at least one person in each of its schools has completed safer recruitment training. The Executive Head has also undertaken this. No staff recruitment can be made without someone present who has undertaken this training to ensure all safe procedures are followed. It is therefore a recommendation of the Trust that at least one Governor on each Local Body has also completed this training.

## Our Safer Recruitment Process

The main elements of this process (*See further details in Appendix 1*) are:

- Time is set aside for the Headteachers and Executive Head to plan and structure the process, though this may be undertaken by the local SLT after initial discussions. This part of the process may also include Governors, though in most cases it takes place within the agreed staffing structure of the school which Governors then ask the leadership to fill.
- Ensuring job descriptions are up to date and make reference to the responsibility for safeguarding and promoting the welfare of children.
- Ensuring that the person specification includes specific reference to suitability to work with children.
- Advertising which explicitly states the schools commitment to the safeguarding of children, and the need to undertake a DBS check such as:

*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure via the Disclosure & Barring Service, provide confirmation of professional qualifications and provide strong references, including where relevant to the post, from your most recent/existing Employer.*

- Using application forms to obtain and scrutinise comprehensive information about applicants, and never CV's
- Ensuring references are obtained that help assess applicants suitability for the post, including information regarding the applicants background in safeguarding
- Conducting face to face interviews that ask appropriately robust questions assessing candidate's motives, attitudes and behaviours in addition to skills and experience, including questions that cover safeguarding issues alongside other techniques to drill down the candidate's suitability. These could include techniques such as: role-play, teaching a lesson in the interview, lesson observations at the candidate's own school prior to the offer of a formal interview, presentation, data analysis, written task, tour of the school with the school council for a pupil viewpoint.
- Verification of applicants identity
- Verification of qualifications and skills
- Verification of an applicant's previous employment history and experience
- Completion of mandatory employment checks such as a DBS Check \* through the use of Local Authority procedures alongside verification that the applicant has the health and capacity for the job
- Induction programmes that ensure a 'safeguarding children' culture is adopted and embedded into continuing practice
- Appraisal of Performance

*\* A new DBS 'Update Service' is now available to applicants which will keep their DBS certificate up to date so that they can take it with them from role to role within the same workforce. Therefore a potential employee who has subscribed to the Update Service can give their consent for the prospective employer to carry out a free on-line check to find out if the information released on the original DBS certificate (which the employer must see) is current and up to date or whether it has changed and a new certificate should be obtained. For individuals who have not subscribed to the Update Service, a new DBS certificate will normally be required.*

## Central Records

In addition to the various staff records kept in school and on individual staff personnel files, electronic and paper, a single central register of recruitment and vetting checks will be kept in accordance with the current safeguarding requirements.

The record will contain checks on the following people:

- All staff who are employed at the school
- All staff who are employed as supply staff at the school whether employed directly by the school or local authority or through an agency
- All others who have been chosen by the school to work in regular contact with the children. This will cover volunteers, governors and people brought into the school to provide additional teaching or instruction to the children e.g. visiting sports coaches or artists

The record of checks will be kept up to date and available for those with suitable authority to scrutinise.

For the purposes of creating the record of checks for supply staff provided through a supply agency (whether local authority or commercial) the school will request written confirmation from the supply agency that it has satisfactorily completed all relevant checks. The school does not need to carry out or see the checks itself except for where there is information contained within the disclosure.

Identity checks will be carried out by the school to confirm that the individual arriving at the school is the individual that the agency intends to refer to them. Information disclosed as part of a CRB disclosure will be treated as confidential.

Where the governing body provides services or activities directly under the supervision or management of school staff such as providing a kitchen assistant to serve meals in another school, schools arrangements for staff appointments will apply. Governors will ensure that proper records are kept.

## Equal Opportunities

The Redditch West School Trust undertakes to treat all candidates fairly throughout the recruitment process by ensuring that they are assessed against selection criteria which relate only to the requirements of the position in line with the Equality Act 2010. Thus all applicants will have a fair opportunity to be considered for the post, irrespective of age, disability, gender re-assignment, relationship status, race, religion and belief, sex or sexual orientation; these are known as 'protected characteristics'.

### Specific considerations:

Age: Care will be taken to avoid language which implies The Trust is looking for young or more mature candidates such as young, energetic, or a specific number of years in a role.

Gender: No preference for a specific gender should be made, unless this is central to a particular role

Disability: It is discriminatory to reject applicants solely because of a disability and consideration should be given to making 'reasonable adjustments' to the workplace and its practices to enable a successful candidate to take up employment. Employers may not seek information about the health of an applicant prior to a job offer, this includes on references except in the following circumstances:

- To find out if an applicant is able to take part in an assessment to test their suitability for the role;

- To establish whether there is a duty to make reasonable adjustments to enable an applicant to take part in the recruitment process;
- To establish whether the applicant will be able to carry out a function that is intrinsic to the work concerned;
- To monitor the diversity of applicants;
- To establish that a person has a disability where this is an occupational requirement.

### **Reviewing a Vacancy**

When a resignation is received, it is a good opportunity to reflect on the role, and consider if it is still required, or if an alternative solution can be found. This is carried out by the school SLT and the Executive Head and if alterations to the structure are required, she will take this to the Directors, being mindful of timescales. This may therefore need to be carried out by email, and formally ratified at the next meeting.

### **Rehabilitation of Offenders Act 1974**

Posts in schools are exempt from this act and therefore Applicants have to reveal 'spent' convictions, which is any even if it did not carry a sentence. This is included on our applications form.

Reference requests must include the following statement: "As the work of this post involves working with children, other vulnerable groups or in a position of trust it is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. To the best of your knowledge, does the applicant have any unspent or unfiltered\* spent criminal convictions, cautions, reprimands or formal warnings?"

(\*Please see: [www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates](http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates) for information regarding filtering of convictions.)

### **Declaration of Interests**

Should a member of the Governing Body or staff be personally related to or have a close connection with any job applicant they must formally declare this and remove themselves from the recruitment process or any elements of the process where the conflict might arise. This protects the Trust from allegations of nepotism and an unfair recruitment process.

### **Induction**

It is important that every new employee receives a well-planned and thorough induction programme to reinforce the messages given to a new employee before and during the selection process and provide him or her with a positive start to working as part of the school team. In addition to highlighting procedures, policies and factual information, induction discussions provide a good opportunity to confirm the conduct expected of staff within the school, share and promote the school ethos and, vision and values. The employee should be encouraged to raise any concerns s/he has about the new role, so these can be dealt with.

The new employee should also be given the Trust's leaflet on Safe Working Practice and an explanation of how any concerns in relation to safeguarding should be raised, and with whom. Leaders should also establish when safeguarding training was last undertaken and provide training appropriate to his/her role as needed. Signposting to where copies of (or information on how to access) key school policy documents e.g. SEN can be found and also information on key employment policies and procedures such as disciplinary, grievance, capability/performance and sickness absence (e.g. reporting sickness absence) should also form part of the induction process.

### **NQT induction**

Any NQT should receive a timetable showing when their dedicated NQT time is and be assigned an NQT mentor who should be of suitable experience and stature to be able to provide appropriate support.

### **Appointing a new Headteacher**

All of the guidance contained above or in Appendix 1 is good practice in all recruitment situations, including appointing a new Headteacher. There are some important points for the Governing Body to note:

- An acting Headteacher must be appointed if the outgoing Headteacher leaves before a substantive replacement is in post.
- Serving Headteachers are subject to a longer notice period than other teachers (3 months in Autumn and Spring; 4 months in the Summer).
- It is a requirement that Governors (and Directors) are involved in the Headteacher selection process and the appointment decision, made by a committee of the Governing Body, must be ratified by the full Governing Body and Directors.
- The National Professional Qualification for Headteachers is no longer mandatory; however, it remains a worthwhile qualification and Governing Bodies may choose to make it an essential requirement.

Governors may wish to read the 'Guide to Recruiting and Selecting a New Headteacher' produced by the NCSL [Guide to recruiting and selecting a new Headteacher](#)

In addition, the National Governors' Association website contains a number of useful documents relating to the leadership recruitment process, including sample Job Descriptions and Person Specifications [www.nga.org.uk/Resources/Useful-Documents/A-Guide-to-Recruiting-and-Selecting-a-New-Headteac.aspx](http://www.nga.org.uk/Resources/Useful-Documents/A-Guide-to-Recruiting-and-Selecting-a-New-Headteac.aspx)

### **Protection of Children Act and Referral to the Children's Safeguarding Unit (List 99) at the DCSF**

Should any employee be dismissed, or resign under circumstances which may have led to a dismissal or a disciplinary transfer has occurred on the grounds of misconduct which harmed, or placed a child at harm, the person's name will be referred to the Children's Safeguarding Unit (List 99) at the DCSF.

September 2017

Nicki Wright, Executive Headteacher

## Appendix 1

### Details of Recruitment Process

#### Recruitment Process – Key steps

- Identify who will be on the appointment panel.

This will depend on the post, but should involve the direct line manager of the post and may involve one or more Governors. School staffing regulations require that Governors **must** be involved in the appointment of a Headteacher and Deputy Headteacher but other than for the Headteacher) can delegate the recruitment of other staff to the Headteacher. It is often useful for Governors to be part of the appointment process where there are internal applicants.

- Establish a timetable for the appointment process, bearing in mind notice periods and set resignation dates for teachers, Headteacher and Executive Headteachers.
- The Trust may wish to purchase the services of A School Improvement Adviser/Education Consultant for advice in the process (in relation to Head and Deputy posts)
- Check that the post is still required and the implications for the school budget.
- Draw up a Job Description, or review the existing one.
- Draw up a Person Specification, or review the existing one.
- Check that the application form will elicit the information needed.
- Advertise.
- Shortlist.
- Request references for shortlisted candidates.
- Carry out pre-employment checks.
- Arrange for these candidates to visit the school, if applicable.
- Where appropriate for teaching posts, arrange to observe candidates teach in their current schools.
- Invite to interview.
- Hold interviews and make selection decision.
- Make offer of employment to the selected candidate.

#### The Job Description

As a minimum, the Job Description should include the following information:

- Job title.
- Title of post to which this person reports.
- Line management responsibilities of the role.
- The main purpose of the job.
- The main duties and responsibilities of the post.
- The individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with. (The extent of the responsibility or contact will vary depending on the specific role.)

All job descriptions will include statements relating to the variability of the post such as:

"The post-holder may be required:

- to undertake such other duties and training and/or hours of work as may be reasonably required to be consistent with their general level of responsibility;

- to maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

Job descriptions will also include the following statement from April 2014:

"The Trust and Governing Body reserves the right to vary the content of the Job Description, after consultation, to reflect changes to the job without changing the general character of the post or level of responsibility".

Job Descriptions for all teaching posts, including leadership roles, should be based on the Teachers Standards and the relevant sections of the School Teachers' Pay and Conditions Document currently in force.

### **Person Specification**

The Person Specification describes the skills, experience and qualifications which the post-holder must have in order to carry out the job effectively. The Person Specification must include:

- the qualifications and experience, and any other requirements needed to perform the role in relation to working with children and young people;
- the competences and qualities that the successful candidate should be able to demonstrate;
- a clear explanation of how these requirements will be tested and assessed during the selection process.
- the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with. (The extent of the responsibility or contact will vary depending on the specific role.)

The Person Specification should distinguish between the essential requirements and any criteria which are viewed as desirable, that is, those skills, experience or qualifications which would enhance job performance. Desirable criteria can be used during the shortlisting stage if you need to distinguish between a number of candidates who meet the essential criteria.

### **Application forms**

The Trust uses a standard application form to obtain a common set of core data from all applicants, which includes a declaration by applicants that the information they have submitted on the form is true and accurate. CVs and letters of application are not acceptable because these will only contain the information the applicant wishes to present and may omit relevant details.

### **Advertising**

Advertisements posted on electronic sites will be clear and state briefly:

- The job title
- Grade and salary
- For teaching posts, the salary range
- The number of hours and/or full-time equivalent
- Job Requirement, if not explicit in the job title
- Essential criteria for job applicants
- A brief description of the school
- Nature of the contract (e.g. permanent, fixed-term: include duration)
- How to apply, e.g. friendly, explicit, easy to follow instructions on what the applicant must do to apply for the job (starting with how to obtain the application pack)
- Closing date

- A named person at the school with a telephone number and/or email/website address for applicants to contact if they need further information or clarification
- Details of the school's website address.
- The Trust's safeguarding statement (see RWST Safer Recruitment Policy, Pg 2)

If an advert is placed in the local paper, it will contain only essential information with an invitation to contact the school, when all of the above will be shared.

At times, it may be suitable to advertise within school/The Trust because there is a suitable pool of internal applicants, such as where a vacancy needs to be filled at short notice, or if there are several staff who are on temporary contracts who could all fulfil the role. Volunteers and helpers in school would normally be excluded from applying, and applications only accepted from substantive staff, except where the vacancy is for a short term period. i.e. to cover sickness/leave or in order to cover whilst a formal recruitment process is undertaken. In such circumstances necessary clearances would still be expected.

HR Records can arrange to place adverts for vacancies in school and academies on [www.eteach.com](http://www.eteach.com) for teaching posts and the West Midlands Portal at [www.WMjobs.co.uk](http://www.WMjobs.co.uk) for support staff posts.

[teachingads@worcestershire.gov.uk](mailto:teachingads@worcestershire.gov.uk) – for all teaching posts

[nonteachingads@worcestershire.gov.uk](mailto:nonteachingads@worcestershire.gov.uk) – for all support staff posts.

### **Information for candidate**

A concise and clear information pack with at the minimum the following items should be sent to all candidates or posted on the website (this is the preferred method for teaching and leadership posts):

- an application form
- clear instructions on electronic or online applications if appropriate;
- a Job Description and Person Specification;
- a statement on Safeguarding

In the case of teaching posts they will also contain:

- information about the school – location, ethos, context etc. and a link to the school's website;
- a summary of the recruitment process;
- any additional relevant information

Any information made available to job applicants will be accurate and clear, and contribute towards encouraging suitable individuals to apply to work at your school, and deterring unsuitable people.

### **Application forms and shortlisting**

At least **two** people will be involved in shortlisting which will include the Headteacher/manager responsible for the post and other(s) taking part in the selection process. All candidates will be assessed equally against the agreed criteria set out in the initial stages.

All applications must be carefully read to ensure that they are fully and properly completed, that the information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment. In addition to this, reasons for obvious gaps in employment, the reasons for a history of repeated changes of employment without any clear career or salary progression, or a mid-career move from a permanent post to supply teaching or temporary work, also need to be explored

and verified and consideration given as to whether this precludes the candidate from being interviewed or if they need clarification before shortlisting is completed.

No more than 6 people will be shortlisted, but equally one strong candidate who meets the requirements could be interviewed and appointed if suitable. If the shortlist does not produce anyone suitable to appoint or the candidates do not fulfil all essential criteria, it will be necessary to re-advertise.

Records for rejection and shortlisting candidates along with application forms and interview records **must** be kept for at least 12 months so that if anyone challenges shortlisting decisions on the grounds of unlawful discrimination there is a written record. An individual has three months after being rejected for the post in which to lodge a complaint of unlawful discrimination.

## **References**

- References will be obtained before the interview for all shortlisted candidates
- A request by an applicant to delay seeking references until it is known whether he or she is to be offered the post will only be agreed in exceptional circumstances.
- If an applicant has worked with children previously, whether on a paid or voluntary basis, at least one reference should be obtained from the person or organisation that employed the applicant to work with children, even if that is not the applicant's current or most recent employer. This may mean requesting an extra reference where the person is not currently employed with children.
- If a verbal reference is obtained it should be followed up in writing.
- Open references or testimonials will not be accepted
- References should be carefully examined to check the referee has answered all the questions and followed up if there are any vague or ambiguous statements. What a reference doesn't say is often as important as what it does say.
- Any discrepancies between the information supplied by the candidate about him/herself and his/her experience and background and the contents of the reference should be followed up with the referee.
- Any offer of employment will be conditional upon receipt of satisfactory references, which should be received before the start of employment.

## **Teachers subject to Capability Procedures**

Since 1st September 2012 there has been a requirement under the School Staffing Regulations (2009) for maintained schools, if asked, to confirm whether or not a teacher has been subject to capability procedures within the preceding two years and, if so, to provide written details of the concerns which gave rise to this, the duration of the proceedings and the outcome. Schools are only required to do so, if asked by the school or academy to which the teacher has applied. This requirement is also included in new funding agreements for Academies converting from 1st April 2013 and therefore is a part of this Trust's reference pro-forma for teaching staff (including Headteachers and Executive Headteacher)

## **Employment checks**

Under Sections 15–25 of the Immigration, Asylum and Nationality Act 2006 it is a criminal offence to employ a person who is not entitled to live and work in the United Kingdom. The Trust has delegated this to the staff within each school, overseen by the Headteachers and Designated Safeguarding Officers. Basic document checks from two lists are undertaken before taking on a new employee and a copy of any documents \* submitted by a successful applicant as acceptable evidence of their right to work in the UK will be made. (*See Appendix 2*) These will be stored so they are available for inspection by the Border and Immigration Authority if required. Where employees

have restrictions on their entitlement to be in the UK, basic document checks will need to be repeated at least once every 12 months.

Any documents seen must be genuine, and the reviewer will need to be satisfied that the applicant is the rightful holder of such. The following 'reasonable steps' that should be taken to do this (as set out by the Home Office) are to check that:

- any photographs are consistent with the appearance of the applicant;
- any dates of birth listed are consistent with the appearance of the applicant and are consistent across the documents;
- the expiry dates have not been passed;
- any United Kingdom Government stamps or endorsements to see if the applicant is able to do the type of work you are offering;
- you are satisfied that the documents have not been tampered with and that they belong to the holder.

If the applicant gives you two documents from List 2 which have different names, you should ask them for a further document to explain the reason for this. The further document could be a marriage certificate, divorce document, deed poll, adoption certificate or statutory declaration.

**\*Copies must be taken of each document** and attached to the individual's employment application form, in a format which cannot later be altered, e.g. a photocopy or scan. For each document, a copy should be taken of the front cover and any pages that give the applicant's personal details, including the photograph and their signature. Any page containing a UK Government stamp or endorsement allowing the applicant to do the type of work applied for must also be copied. If an applicant submits a Biometric Residence Permit, ensure that both sides are copied. **Is this still true?**

The Border and Immigration Authority recommends that you **write on all copies the date on which the copy was made**. If you have taken copies of documents for all applicants, then you must ensure that you destroy those provided by the unsuccessful applicants.

For further information, see the Home Office guidance:

[www.ukba.homeoffice.gov.uk/sitecontent/documents/employersandsponsors/preventingillegalworking/currentguidanceandcodes/summary-guidance.pdf](http://www.ukba.homeoffice.gov.uk/sitecontent/documents/employersandsponsors/preventingillegalworking/currentguidanceandcodes/summary-guidance.pdf)

## Interviewing and selection

### Preparation for the interview

The purpose of the interview is to gain information from candidates on which to base sound and fair appointment decisions – i.e. assessing each candidate against the objective selection criteria. It also allows the interviewers to check for gaps in the employment record and explore any discrepancies between information given by the candidate on the application form and the references.

In addition to assessing the candidates' ability to perform the duties of the post, the interview will also need to explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people
- ability to form and maintain appropriate relationships and personal boundaries with children and young people
- emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline
- any relevant issues arising from his/her application form or references.

### **Interview questions**

The interviewing panel will need to meet in advance to agree questions, the role of each interviewer and the sequence of the questions. These questions must be asked of every candidate, but interviewers may, and indeed should, ask supplementary questions of any candidate if that is necessary to elicit clear information.

Questions should be clear and use language appropriate to the job role.

Open questions, using what?, who?, how?, why?, where?, when?, which? - for example, "how do you promote effective home – school liaison?" will require a fuller answer:

- Tell me about..., Please describe...
- What if...?
- What do you think are the qualities of a good School Administrator...?
- Give some examples which you think reflect these qualities...
- What attracted you to the role of Site Manager in a school...?
- Give examples of situations where you have had to...
- How have you managed a situation where...?

Specific questions must be asked to establish each candidate's awareness of and attitudes to safeguarding of children and young people. The following may be used, according to the role, e.g.

- Please tell us about a time when you took action to protect a child
- Describe the procedures that should be in place to protect children
- Please tell us about a time when you had safeguarding concerns about a child
- Please give an example of where you have had to deal with bullying behaviour
- Can you tell us how you have managed poor pupil behaviour
- What do you think makes a school safe and supportive?

### **Questioning styles**

These include:

#### **Open Questions**

Open questions should form a significant part of the interview, e.g. "How did you deal with that behaviour issue?" Open questions are usually prefaced by 'what, where, how, who, why, when?' This questioning style encourages the candidate to talk and should help to elicit the information you are seeking.

#### **Closed Questions**

These encourage short responses, like yes/no answers or short factual responses. For example "Have you worked as a cleaner before?" Such questions can be used to elicit and verify factual information, or as an opening question, following on with an open question (see below) such as "Can you tell us more about that?" or "What were your duties?"

### **Multiple Questions**

Generally you should avoid this questioning style, although it may be acceptable to ask multi-part questions, e.g. "Please tell us about a time when an intervention was not successful. What did you learn from the experience, and what would you do differently in the future?" In this example, which actually has three elements, you should either repeat the question after the candidate has responded to the first part, or, better still, ask the initial question, then follow up with a supplementary question.

### **Leading Questions**

These questions should be avoided as the question usually suggests the anticipated answer, e.g. "You are reliable, aren't you?"

### **Presentations**

Presentations should only be used as a selection tool where presentation skills are relevant to the role.

Where presentations are used as a selection method, ensure that all candidates are given clear instructions of what is required, sufficient time for preparation (normally this will be in advance) and access to appropriate equipment (e.g. laptop and multi-media projector).

### **In tray exercises**

In tray exercises are a helpful way of assessing a number of criteria, for example, organisational skills, the ability to prioritise and decision-making skills. They are often used as part of the selection process for administrative or support posts.

### **Observing candidates teach**

This is standard practice when appointing teaching staff and is recommended safer recruitment practice. Teachers can be observed in their current school (if practicable) or in the recruiting school or both.

### **Making an offer**

Any offer of employment to the successful candidate should be conditional on satisfactory completion of the following pre-employment checks, i.e. **before** the individual starts work.

- Disclosure & Barring Service
- Identity
- Right to work in the UK
- Medical fitness
- Two satisfactory references.

The Trust understands they have a duty to ensure that a relevant activity is only carried out by a person if s/he has the health and physical capacity to carry out that activity.

Employers can make an offer of employment conditional on obtaining satisfactory answers to medical enquiries (e.g. pre-employment medical, reference), without being in breach of the provisions in the Equality Act 2010 (see section 3 above).

The required pre-employment checks that have been completed must be entered on the single central register.

### **Feedback to unsuccessful candidates**

Staff involved in the interview process should be prepared to give the unsuccessful candidates feedback if they ask for it: this may be offered as a matter of course, allowing candidates to opt out should they so wish. Feedback should relate to the requirements of the job and be based on the Person Specification.

Many people value feedback as it can help them address any aspects of their interview performance in readiness for future interviews. Staff providing such feedback should ensure that feedback relates specifically to the job and the person, and try to be specific about areas of weakness or where development is needed.

### **Record keeping**

Records must be kept of applicants, shortlists, and appointed candidates to enable a response to be made to any claims of unlawful discrimination. The selection panel must be able to demonstrate why candidates were or were not shortlisted or appointed by reference to the Job Description/Person Specification, notes taken during the selection process and interview record forms (see model at Appendix 3). All records should be kept for 12 months.

### **Employment documentation**

#### **Offer letters and contracts of employment**

Once a verbal offer is made to the successful candidate this needs confirming in writing and the candidate should be expected to accept, subject to the satisfactory meeting of the conditions in the offer, in writing. The letter should reiterate that the offer of appointment is subject to satisfactory completion of the pre-employment checks.

The offer letter should include the following:

- Start date
- Hours of work
- Payscale
- End date (if the contract is for a fixed-term)
- Reason for fixed-term contract, if applicable
- DBS application form
- A medical form

## Appendix 2

### PREVENTION OF ILLEGAL WORKING

Under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ a person who is not entitled to live and work in the United Kingdom. In order to comply with this law, RWST are required to make basic document checks before taking on new employees. These checks must be carried out on **all** job applicants who are invited to interview.

When you come to interview, please bring **EITHER** one of the documents in List 1 **OR** one of the combinations of two documents from List 2 (overleaf).

#### **List 1 – Individual documents that are acceptable as proof of eligibility to work in the UK (if you produce one of these you do not need to produce any of the documents in List 2)**

- A passport showing that you are a British citizen, or have a right of abode in the United Kingdom.
- A document showing that you are a national of a European Economic Area country\* or Switzerland. This must be a national passport or national identity card.
- A residence permit issued by the Home Office to you as a national from a European Economic Area country<sup>1</sup> or Switzerland.
- A passport or other document issued by the Home Office which has an endorsement stating that you have a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country<sup>1</sup> or Switzerland who is resident in the United Kingdom.
- A passport or other travel document endorsed to show that you can stay indefinitely in the United Kingdom, or have no time limit on your stay.
- A passport or other travel document endorsed to show that you can stay in the United Kingdom; and that this endorsement allows you to do this type of work if you do not have a work permit.
- An Application Registration Card issued by the Home Office to you as an asylum seeker stating that you are permitted to take employment.

\*The European Economic Area (EEA) consists of Austria, Belgium, Bulgaria, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, the Republic of Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK. Although Iceland, Liechtenstein and Norway are not members of the European Union (EU), their citizens have the same rights as EU citizens to enter, live in and work in the UK.

NB Bulgarian and Romanian nationals may require Home Office permission to work in the UK. Please contact Children's Services HR for advice in such cases.

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**List 2 – Combinations of two documents that are acceptable as proof of eligibility to work in the UK (if you produce one of these combinations you do not need to produce any of the documents in List 1)**

**First Combination**

- A document giving your **permanent** National Insurance Number and name. This could be a P45, P60, National Insurance card, or a letter from a Government agency. A card or certificate issued by the Inland Revenue under the Construction Industry Scheme is **not** acceptable. A temporary National Insurance number beginning with **TN**, or any number ending in a letter from **E to Z** inclusive is not acceptable.

**Plus one of the following:**

- A full birth certificate issued in the United Kingdom, which includes the names of your parents; **OR**
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; **OR**
- A certificate of registration or naturalisation stating that you are a British citizen; **OR**
- A letter issued by the Home Office which indicates that you can stay indefinitely in the United Kingdom, or have no time limit on your stay; **OR**
- An Immigration Status Document issued by the Home Office with an endorsement indicating that you can stay indefinitely in the United Kingdom, or have no time limit on your stay; **OR**
- A letter issued by the Home Office which indicates that you can stay in the United Kingdom, **and** that you are allowed to do this type of work; **OR**
- An Immigration Status Document issued by the Home Office with an endorsement indicating that you can stay in the United Kingdom, **and** that you are allowed to do this type of work.

**Second Combination**

- A work permit or other approval to take employment that has been issued by Work Permits UK.

**Plus one of either:**

- A passport or other travel document endorsed to show that you are able to stay in the United Kingdom and can take the work permit employment in question; **OR**
- A letter issued by the Home Office to the holder confirming that you are able to stay in the United Kingdom and can take the work permit employment in question.

**APPENDIX 3**
**EXAMPLE SHORTLISTING RECORD FORM**

Evidence of shortlisting should be kept, either in notes linked to the scoring record or through a form such as this.

THIS FORM SHOULD BE COMPLETED TO SUMMARISE THE DECISION OF THE SHORTLISTING PANEL, AND BE RETAINED FOR REFERENCE PURPOSES FOR AT LEAST 12 MONTHS TOGETHER WITH THE PERSON SPECIFICATION, JOB DESCRIPTION AND APPLICATION FORMS.  Post Title: .....							Shortlisting Panel ..... ..... ..... Form completed by ..... Date .....
No.	Name of Candidate	Reasons for Decision (with details)					Comments/Additional Information
		Short-listed YES/NO	Relevant qualifications	Appropriate experience	Appropriate skill/ability	Information on form	

