



UTC Plymouth

Central Record of Recruitment and Vetting Checks Policy

Introduction

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education. UTC Plymouth is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

Purpose

UTC Plymouth recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The College is committed to ensuring that the recruitment and selection of all who work within the College is conducted in a manner that is systematic, efficient, effective, and promotes equality of opportunity. The College will uphold its obligations under law and through fair and equal employment conditions to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

This document provides a good practice framework to comply with the principles set down in the College's Equality and Diversity Policy.

All posts within College are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure.

The College is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position.

As an independent school the Chair of Governors of the College will also be subject to enhanced CRB clearance. As a matter of good practice it has been agreed that this will apply to all governors at UTC Plymouth.

The College will:

- ensure that appropriate staff who undertake the lead in recruitment have received safe recruitment training and successfully completed the NCSL safe recruitment training assessment
- work towards every appointment panel to include one member who has received safe recruitment training
- implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role
- keep and maintain a single central record of recruitment and vetting checks in line with DfE requirements
- ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The College will monitor the compliance with these measures. This includes the checking of vetting procedures for agency staff and individual agency staff records.
- require staff who are convicted or cautioned for any offence during their employment with the College to notify the College, in writing of the offence and the penalty.

The following pre-employment checks will be undertaken:

- Receipt of at least two satisfactory references, one of which will be from the former or most recent employer
- Verification of the candidate's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006
- A list 99 check
- A satisfactory CRB clearance
- Verification of the candidate's medical fitness
- Verification of qualifications
- Verification of professional registration as required by law for teachers
- Verification of successful completion of induction period (for those who obtained QTS after 7 May 1999)

Roles and responsibilities

It is the responsibility of the governing body to:

- Ensure the College has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements

- Monitor the College's compliance with them

It is the responsibility of the Principal and other managers involved in recruitment to:

- Ensure that the College operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the College
- To monitor contractors' and agencies' compliance with this document
- Promote welfare of children and young people at every stage of the procedure

It is the responsibility of all potential and existing workers, including volunteers to comply with this document.

It is the responsibility of all contractors and agencies to comply with safe recruitment pre-employment checks.

It is the responsibility of the College's HR lead to deal with the administration of the disclosure system for the College in accordance with the College Staffing Regulations.

Applications

Application Form

- The College uses a standard application form. CVs will not be accepted
- The College requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.
- Applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies (e.g. General Teaching Council for England).

References

References for interview candidates will be sent for immediately after the interview process has been completed. No member of staff will be appointed without satisfactory references. Offers of employment will be made 'subject to suitable references' and should references not be made available, or prove to be unsuitable, this offer of employment will be withdrawn.

The College will not accept references from relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source will be acceptable.

Reference requests will specifically ask:

- About the referee's relationship with the candidate

- Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

- The applicant's current post, salary and attendance record
- Performance history and conduct
- Any disciplinary procedures in which a sanction is current
- Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant pre contract signature.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and which no further issues have been raised, are not likely to cause concern. More serious or recent concerns or issues are more likely to cause concern. A history of repeated concerns or allegations over time is also likely to give cause for concern.

Self-declaration of convictions by job applicants

The College's policy requires shortlisted applicants for all posts, (including volunteers), to declare all criminal convictions whether "spent" or "unspent" and include any cautions and pending prosecution.

Such declarations will be made on an appropriate form and should be submitted by email or hard copy, marked strictly private and confidential to the Principal, prior to contract award. The chair of the panel / Principal will discuss relevant, positive declarations confidentially with the applicant at an appropriate opportunity .

The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive CRB disclosures.

Interviews

The selection process will always include a face to face professional interview including a question related to safeguarding children (in line with NCSL Safer Recruitment Training)

Proof of Identity, Right to Work in the UK and Verification of Qualifications and/or Professional Status.

Shortlisted applicants for all posts will be required to provide proof of identity by producing documents within 15 working days of appointment in line with those set out in The Immigration, Asylum and Nationality Act 2006. Similar information is also required to undertake a Criminal Records Bureau check on the preferred candidate. The HR department at Plymouth University acts as agent for UTC in this matter.

Short-listed candidates will also be required to provide proof of their qualifications and professional status by producing documentation on the day of interview. The College will verify that candidates have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant certificate, or a letter of confirmation from the awarding body / institution. If the original documents are not available, the College will require sight of a properly certified copy.

Where candidates have obtained qualifications abroad, a certified comparability check by NARIC will also be required.

Proof of identity and other documentation will be verified by the chair of the panel/ Principal or a specified other person who has undergone the appropriate training.

Commencement of Employment prior to CRB check being received

In unusual circumstances it is permitted to commence employment prior to receiving a CRB check. However a List 99 check and risk assessment must be completed

Employment Offer

It may be possible to negotiate a provisional start date with the preferred candidate, however, with the exception of CRB disclosures, the checks detailed above must all be completed BEFORE a person's appointment is confirmed. In the case of CRB disclosures, the certificate must be obtained before or as soon as practicable after appointment.

Once all pre-employment checks have been satisfactorily completed / received, an offer of employment will be made and the contract of employment issued. The contract will be issued as soon as possible but in all circumstances within 8 weeks of employment commencing.

Record Retention / Data Protection

The College will retain all interview notes on all applicants for a 6 month period, after which time the notes will be destroyed (i.e. shredded). The 6 month retention period will allow the College to deal with any data access requests, recruitment complaints or to respond to any complaints made to the Employment tribunal.

Under the Data Protection Act 1998, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the chair of the panel / Principal within 6 months of the interview date.

Personal file records

The College will retain the following information which will make up part of the personal file, for the successful candidate:

- Application form
- References
- Disclosure of convictions form
- Proof of identification
- Proof of academic qualifications
- Proof of registration with General Teaching Council (for teaching staff)
- Certificate of Good Conduct (where applicable)
- Evidence of medical clearance from Occupational Health (where applicable)
- Evidence of the CRB clearance (CRB certificate reference number. NOT the actual CRB form or certificate, these are the property of the employee)

Single Central Record of Recruitment Vetting Checks

In line with DfE requirements, the College will keep and maintain a single central record of recruitment and vetting checks. The central list will record all staff who are employed at the College, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide additional teaching or instruction for learners but who are not staff members, e.g. specialist sports coach or artist. The central record will indicate whether or not the following have been completed:

- Identity checks
- Qualification checks for any qualifications legally required for the job
- Additionally for those applying for teaching posts, registration check with the GTC where appropriate
- Checks of right to work in the United Kingdom
- List 99 checks
- CRB Enhanced Disclosure
- Further overseas records where appropriate
- It shall also indicate who undertook the check and the date on which the check was completed or the relevant certificate obtained.
- In order to record supply staff provided through an agency on the record, the College will require written confirmation from the supply agency that it has satisfactorily completed the checks described above (At the very least this will include the CRB reference number). The College does not need to carry out checks itself except where there is information contained within the disclosure. However identity checks must be carried out by the College to check the person arriving is the person the agency intends to refer to them.

Staff Conduct

College staff will be given a copy of the DfE guidance on Safe Working Practice and asked to sign a declaration that they have read and understood the document and will follow the guidelines required to maintain professional boundaries at all time.

The College has a specific safeguarding related whistle blowing policy which has been disseminated to all staff and volunteers.

The College adopts a culture of vigilance where all concerns are listened to and taken seriously.

The College will follow DfE Safeguarding Children procedures and refer any allegation for initial consultation with the Designated Officer.

Links with other policy areas

This policy should read in conjunction with the following related policies:-

Code of Conduct

Data Protection - GDPR

Diversity and Equality

Safeguarding and Child Protection

VERSION CONTROL SHEET

POLICY NAME: Central Record of Recruitment and Vetting Checks Policy

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Sept 2013		Staffing	New Policy
June 19			Reviewed
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