



Recruitment and Selection Policy

1. Introduction

- 1.1 To help achieve the Chichester College Group's (CCG) aims and objectives, it is essential that people with the relevant skills, attitude, qualifications and experience, are recruited.
- 1.2 The prime focus of CCG is teaching and learning. Therefore, it is vital that applicants demonstrate a commitment to the provision of high quality teaching and learning, as well as continuous improvement, to enable students to achieve their potential.
- 1.3 CCG is committed to promoting and safeguarding the welfare of children, young people and adults at risk and this commitment is fundamental to the recruitment and selection of applicants.
- 1.4 All staff who are involved at any stage in the recruitment and selection of staff will be trained in this policy.

2. Scope

- 2.1 This policy applies to all jobs within CCG and its subsidiaries, regardless of length of tenure, hours or role, excluding applications or CVs received from agency workers or agencies, unless CCG has specifically commissioned them.
- 2.2 This policy is in place to promote good practice and to ensure that the recruitment and selection methods used by CCG are fair, consistent and in line with relevant legislation.



3. Statutory responsibilities

- 3.1 The Group will avoid unlawful discrimination in all aspects of employment including recruitment and opportunities for selection and promotion. Therefore, the principles of CCG's Equality, Diversity and Inclusion policy and related documents are inherent in this policy.
- 3.2 To meet our obligations as a Disability Confident Employer, CCG has committed to interviewing any candidate who has declared a disability and meets the essential criteria for the position advertised.
- 3.3 The Recruitment and Selection Policy complies with the Groups' Safeguarding Policy (Children and Adults at Risk), which requires that appropriate action is taken to prevent unsuitable people working with children, young people and adults at risk. The Recruitment and Selection Policy also complies with Keeping Children Safe in Education.
- 3.4 As an organisation using the Disclosure and Barring Service (DBS), the Group complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Group is permitted to ask questions about whether an applicant has any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974, and/or whether they have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020. The Group has a written policy on the recruitment of ex-offenders which is available to all job applicants and can be accessed on the Groups website.



- 3.5 The Group is required under the Immigration, Asylum and Nationality Act 2006 to verify that all new employees are legally entitled to work in the UK. All candidates attending an interview will be required to bring proof of their eligibility to work in the UK so that their entitlement can be checked before any offers of employment are made.
- 3.6 The management of information obtained through the recruitment and selection process will be undertaken in accordance with the Group's Data Protection, Document Retention and Employee Data policies.
- 3.7 In line with the Keeping Children Safe in Education guidelines, Human Resources will ask candidates with employment gaps in their application to confirm the reason(s) for those gaps. Human Resources will also check the quality of the referees that the candidate has provided in their application to ensure that they meet the required standards.
- 3.8 In line with the Keeping Children Safe in Education guidelines, Human Resources will undertake online searches using Google for all successful candidates and may undertake these searches for shortlisted candidates if deemed necessary. If anything of concern is flagged on these searches, the Human Resources Manager will ensure that a confidential and measured discussion takes place on the subject of any concerns that may be relevant to the position.
- 3.9 In line with the Keeping Children Safe in Education guidelines, shortlisted candidates will be sent a link to a self-declaration form, which asks candidates to disclose any further information regarding any previous criminal record or information which would make them unsuitable to work with children. The self-declaration must be completed prior to the scheduled interview date.



4. Principles

- 4.1 CCG will ensure that the recruitment and selection of staff is carried out in a professional, timely and effective manner and Human Resources will monitor the recruitment process. All candidates will be assessed in a fair, consistent and robust manner, free from discrimination. CCG supports the principle of open competition and will seek to appoint the best person for the job, based on individual merit. Candidates will be assessed in the same way, including internal candidates, or others personally known to the interview panel.
- 4.2 All jobs within CCG will be job evaluated to determine the appropriate pay grade. A job will not be recruited to until it has a valid evaluation.
- 4.3 A pre-defined job description and person specification is prepared for each job, based upon justifiable criteria in terms of merit and ability required to do the job. Assessment of each applicant for short-listing and at interview will be undertaken objectively against the pre-defined criteria in the person specification and must be recorded.
- 4.4 All job applicants are required to complete an application form. CCG reserves the right to alter the application process should circumstances require.
- 4.5 CCG will employ no one of compulsory school age, other than those who are entering into an Apprenticeship or Student Worker role.
- 4.6 All offers of employment are conditional upon the CCG's recruitment and vetting checks, as outlined in the offer letter.
- 4.7 The sound recording of any interviews, meetings or discussions that take place at any stage of the recruitment and selection process is not permitted, unless there is written consent by all parties.



5. Complaints

- 5.1 Any complaints received in relation to the Recruitment and Selection procedure will be investigated by the Director of Human Resources. The candidate will be kept informed of each stage and will be sent a formal written response.

6. Pre-employment Checks

- 6.1 All candidates must supply contact details for two referees. The first referee must be the current/most recent employer (unless the candidate has not been employed for over five years). The second referee must be from the last time the candidate worked with children (e.g. in a school, nursery etc.). If this applies to their current/most recent employer, the second referee must be from their second most recent employer within the last five years. Alternatively, a character referee can be accepted if they have been employed by their current/most recent employer for over 5 years. If the candidate has not been employed for over five years and has never worked with children previously, then a character referee can be accepted. If the candidate is currently self-employed, one of the referees must be their solicitor, accountant or a customer.

Character referees must not be a family member or friend. Referees will usually only be contacted once an offer of employment is made.

- 6.2 CCG will undertake a DBS check using an online umbrella company called Care Check for all staff employed at the Group at an enhanced level, except for certain agreed roles which are risk assessed (e.g. roles which primarily work from home), which will include a check of the Barred Lists depending on the type of workforce they are employed to work in. CCG will only accept existing DBS certificates if the candidate is subscribed to the DBS Update Service, and the check is at the same level and workforce as the one they are being appointed to.



- 6.3 All successful candidates will be required to read the Standard/Enhanced Check Privacy Policy <https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy> prior to submitting their DBS form through Care Check, which outlines how DBS will process their personal data and what the options available to them are.
- 6.4 Where the successful candidate has resided outside the UK for a continuous period of 6 months or more within the last 5 years, CCG may undertake a criminal records check from the relevant country / countries. Where a candidate cannot provide a Certificate of Good Conduct (or equivalent) an external check will be processed.
- 6.5 In addition to the DBS checks described; anyone who is employed to provide childcare to children who have not attained the age of eight, or who will be directly concerned in the management of that childcare, will be required to sign a disqualification self-declaration form to confirm that they have not been disqualified from this type of work, in accordance with the Childcare Act 2006.
- 6.6 Anyone who is appointed to carry out teaching work will require an additional check to ensure they are not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online Service.
- 6.7 In line with Keeping Children Safe in Education, Human Resources must have received and verified the DBS clearance and references before an employee starts work for the Group. If these have not been received prior to the agreed start date, a Pre-Clearance Risk Assessment process must be followed, placing the staff member under working restrictions until the time that the DBS clearances (including any overseas checks) and references are received and verified by Human Resources. Please note that this does not apply to staff employed to work within the Group's under 18 Accommodation provision or the Group's First Steps subsidiaries, as Human Resources must have received and verified the DBS clearance and references before the staff member can commence work.



7. Rehiring staff formerly employed by the Group

7.1 Members of staff who left the Group for one of the following reasons can be considered for rehire:

- Voluntary resignation
- Redundancy (voluntary or compulsory, but not within six months of redundancy taking effect)
- Expired fixed term contract
- Dismissal for statutory breach which is now resolved (e.g. work visa renewed, driving licence re-instated)

7.2 Members of staff who left the Group for one of the following reasons will, in general, not be considered for rehire:

- Dismissal for disciplinary or capability reasons
- Dismissal for some other substantial reason
- Job abandonment i.e. leaving with immediate effect without authorisation
- Not joining up after accepting a job offer, unless an acceptable reason is provided (e.g. change in personal circumstances)

N.B. These reasons are set aside if a court decides that the Group is obliged to rehire a member of staff.

8. Status

The operation of this policy will be kept under review by the Director of Human Resources. It may be reviewed and varied from time to time by the Resources Committee. It has been equality impact assessed to ensure that it does not adversely affect staff. If you would like to review this policy in a different format please contact Human Resources.

Last review date: September 2024

Next review date: September 2026