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RECRUITMENT AND SELECTION POLICY

PURPOSE, SCOPE AND SAFER RECRUITMENT

1. PURPOSE

- 1.1. Leicester College is committed to the fair, transparent, and effective recruitment and selection of staff, recognising that its workforce is central to the achievement of the College's strategic objectives and the delivery of high-quality education and support services.
- 1.2. This policy sets out the principles and standards that govern recruitment, selection, and appointment at Leicester College. It provides a clear framework to ensure that recruitment activity is conducted lawfully, consistently, and in a manner that promotes safeguarding, equality of opportunity, and effective workforce planning.

2. SAFEGUARDING AND SAFER RECRUITMENT

- 2.1. Leicester College is committed to maintaining a safe, secure, and supportive learning and working environments for all students, staff, volunteers and visitors. Safeguarding is a fundamental responsibility of the College and underpins all recruitment and selection activity.
- 2.2. Safer recruitment practices are designed to identify, deter, and prevent individuals who may pose a risk of harm from being recruited into roles within the College. These practices support the College's wider safeguarding framework and reflect the principle that safeguarding is a whole organisation responsibility.
- 2.3. All recruitment and selection activity will be conducted in a way that enables the College to be satisfied that individuals appointed are suitable to work within a further education environment and to contribute positively to a culture that promotes safety, wellbeing, and professional boundaries.
- 2.4. This policy is informed by statutory safeguarding guidance, including Keeping Children Safe in Education (KCSIE) and operates alongside the College's Safeguarding policy.

3. FAIRNESS, EQUALITY, DIVERSITY AND INCLUSION

- 3.1. Leicester College is committed to equality of opportunity and to eliminating unlawful discrimination in all aspects of recruitment and selection, in line with the Equality Act 2010.
- 3.2. Applicants will be considered based on their skills, abilities, qualifications, experience, and potential to meet the requirements of the role, in accordance with the College's values. Recruitment decisions will be evidence based, objective, and capable of withstanding fair and transparent scrutiny.
- 3.3. The College aims to recruit and retain a workforce that reflects the diversity of the communities it serves and will take positive action as permitted by law to address underrepresentation.
- 3.4. The recruitment and selection process must not only be fair but must also be seen to be fair. Those involved in recruitment are responsible for acting in a way that promotes confidence in the integrity and equity of College appointments.

4. SCOPE OF THE POLICY

- 4.1. This policy applies to all recruitment and selection activity undertaken by or on behalf of Leicester College, including the recruitment or engagement of employees (permanent, fixed term, casual, and variable hours), agency staff, volunteers, governors and trustees, trainee or student teachers, and individuals engaged through secondments or similar arrangements.
- 4.2. Safer recruitment principles apply across all such appointments, with safeguarding requirements applied proportionately according to the nature of the role and the level of contact with children, young people, or vulnerable adults.

5. GOVERNANCE AND RESPONSIBILITIES

- 5.1. The HR function has responsibility for the governance and oversight of recruitment and selection activity and for supporting compliance with this policy and relevant employment and safeguarding legislation.
- 5.2. Any agreed exceptions to this policy will only be permitted with the involvement of HR and must be capable of being justified on a lawful, objective, and transparent basis.
- 5.3. The College will monitor the application and effectiveness of this policy to ensure ongoing compliance with statutory guidance, organisational standards, and best practice.

APPROVAL, ADVERTISING AND APPLICATION

6. ROLE DEFINITION AND APPROVAL

- 6.1. All recruitment activity at Leicester College will be based on clearly defined roles supported by up-to-date job descriptions and person specifications (JDPS).
- 6.2. Job descriptions and person specifications will accurately describe the purpose and requirements of the role, including essential and desirable criteria, safeguarding responsibilities, and any statutory or professional requirements.
- 6.3. Person specifications will provide an objective and transparent basis for assessing candidates fairly and consistently and will be free from unjustified or discriminatory requirements.
- 6.4. Where roles are teaching posts or are subject to statutory requirements, minimum qualifications, including Teaching, English and Maths requirements where applicable, will be clearly defined.
- 6.5. Where a role is new or has undergone significant change, appropriate job evaluation and/or benchmarking will be applied, as required, to ensure organisational need, grading, and remuneration are fair and consistent.
- 6.6. All vacancies must be approved in line with the College's workforce planning, financial governance, and organisational approval arrangements before recruitment activity can commence.
- 6.7. Approval processes will ensure that the ongoing need, scope, and structure of the role have been considered and that recruitment aligns with organisational priorities.
- 6.8. The College may consider alternatives to recruitment where appropriate, including changes to duties, working patterns, or the distribution of responsibilities.

7. ADVERTISING AND ATTRACTION

- 7.1. Vacancies will be advertised in a manner that attracts a suitably skilled and diverse field of applicants and promotes equality of opportunity.
- 7.2. Advertisements will accurately reflect the role and its requirements, comply with employment and safeguarding legislation, and avoid wording or criteria that may directly or indirectly discriminate.
- 7.3. All advertisements will include appropriate safeguarding statements reflecting the College's commitment to safer recruitment.
- 7.4. Where appropriate and permitted by law, the College may take positive action to address underrepresentation within particular roles or occupational groups.

8. APPLICATIONS

- 8.1. The College will apply fair, consistent, and transparent application arrangements to enable objective assessment of candidates and to promote equality of opportunity.
- 8.2. Leicester College utilises anonymous recruitment methods prior to shortlisting, where appropriate, to reduce the risk of unconscious bias and support fair and inclusive recruitment outcomes.
- 8.3. Applicants will be required to provide accurate and complete information, including a full employment history with explanations for any gaps, and to make appropriate declarations relating to criminal convictions in line with the Rehabilitation of Offenders Act and safeguarding requirements.
- 8.4. Right to Work requirements will be applied in accordance with immigration legislation.
- 8.5. Any misrepresentation, omission, or deception may affect eligibility for appointment.

9. EQUALITY AND ACCESSIBILITY

- 9.1. Leicester College is committed to providing an inclusive and accessible recruitment process, and reasonable adjustments will be made to support applicants with disabilities or additional needs in line with relevant legislation.
- 9.2. Recruitment activity will be conducted professionally and confidentially, and applicants will be treated with dignity and respect throughout the recruitment process.

SHORTLISTING AND INTERVIEWS

10. SHORTLISTING

- 10.1. Shortlisting will be conducted by an appropriately selected panel and will be based solely on the published job description and person specification.
- 10.2. Shortlisting decisions will be evidence based and will assess applicants against the essential criteria that can reasonably be measured from the application form, with other criteria assessed at later stages of the selection process where appropriate.
- 10.3. Shortlisting will be carried out fairly and consistently, using only information provided by the applicant. Assumptions, informal knowledge of candidates, or personal bias must not influence outcomes.
- 10.4. Shortlisting panels will comprise a minimum of three members and be constituted to support objective, fair decision making and equality of opportunity, with consideration of diversity where possible. For consistency of

process, shortlisting panel members should normally also participate in the interview stage, unless this is not feasible.

10.5. At least one member of the shortlisting panel will have completed appropriate recruitment and selection training, with safeguarding considerations applied throughout the shortlisting process.

10.6. Leicester College is a Disability Confident Employer. Where anonymous recruitment methods are used, HR will identify and flag applicants who have declared a disability, and recruiting managers must ensure that those applicants are shortlisted for interview where they meet the essential criteria for the role. Reasonable adjustments will be considered and implemented as required.

10.7. Applicants who disclose criminal convictions will be considered in line with the College's Recruitment of Ex-Offenders Policy and safeguarding obligations.

11. SELECTION PANELS

11.1. Selection decisions will be made by appropriately constituted interview panels with the skills, experience, and knowledge required to assess the role and make objective, defensible decisions.

11.2. Interview panels will comprise a minimum of three members and be constituted to support objective, fair decision making, with consideration of diversity where possible.

11.3. At least one member of the interview panel will have completed recognised safer recruitment training in line with statutory guidance. The Chair of the panel must have completed NSPCC Safeguarding in Recruitment training and will take responsibility for ensuring safeguarding requirements are appropriately addressed throughout the interview process.

11.4. Panel members must be free from any conflict of interest. Any personal relationship or close association with a candidate must be declared and will exclude participation in the process.

12. INTERVIEWS AND ASSESSMENT

12.1. Interviews and any associated assessments will be designed to assess candidates' suitability for the role and their ability to meet the requirements set out in the job description and person specification.

12.2. Interview questions will relate directly to the role requirements and will be applied consistently to all candidates, while allowing for appropriate probing to clarify responses.

12.3. Safeguarding considerations will form a core part of the interview process for all roles. Candidates will be required to demonstrate an awareness of safeguarding responsibilities, with additional safeguarding questioning applied where roles involve direct work with children or vulnerable adults. Examples of

safeguarding interview questions and assessment guidance are available in College recruitment guidance.

- 12.4. Where appropriate, additional selection methods may be used alongside interviews, including practical assessments or tests relevant to the role. Candidates will be informed in advance where assessments form part of the selection process.
- 12.5. Guidance on safeguarding interview questions, assessment activities, and reasonable adjustments is available in College recruitment guidance and should be applied alongside this policy.

13. DECLARATIONS AND SUITABILITY

- 13.1. Prior to interview, candidate self-declarations relating to criminal convictions and suitability to work with children will be requested, received, and reviewed by HR in line with legislation, safeguarding requirements, and the College's Recruitment of Ex-Offenders Policy. Where a declaration indicates that a candidate is no longer suitable for the role, the application will be withdrawn from the recruitment process.
- 13.2. Interview panels will explore any gaps in employment or areas requiring clarification identified through the application or shortlisting process. Where necessary, these matters will be investigated further through pre-employment checks.
- 13.3. Any safeguarding concerns identified during the interview or assessment process will be managed appropriately, with advice sought from HR where required.

14. RECORDS AND FEEDBACK

- 14.1. Selection decisions will be evidence-based and documented to ensure transparency, consistency, and accountability. Shortlisting and interview records will be retained in line with the College's data retention requirements.
- 14.2. Shortlisting and interview notes may be requested by candidates and must therefore be clear, objective, professional, and directly related to the requirements of the role and the evidence presented.
- 14.3. Internal candidates will be offered feedback at all stages of the recruitment process where requested.
- 14.4. External candidates may be offered feedback following shortlisting, where reasonably possible. Following interview, constructive feedback will normally be offered on request.
- 14.5. Shortlisting feedback will be provided by the Hiring Manager to HR, who will be responsible for sharing this with candidates, where requested.

- 14.6. Interview feedback will normally be provided verbally by the Hiring Manager or Chair of the panel at the point the interview outcome is communicated to the candidate. Where further clarification is requested, or where verbal feedback is not possible, written feedback will be provided to HR for onward communication to the candidate.

APPOINTMENT AND PRE-EMPLOYMENT

15. APPOINTMENT

- 15.1. Appointment decisions will be made following completion of the selection process and will be subject to the College being satisfied that all required pre-employment checks have been completed and are satisfactory.
- 15.2. All offers of employment are conditional and do not constitute a binding contract until the College has confirmed that pre-employment requirements have been met and written contractual documentation has been issued.
- 15.3. Starting salaries will normally be offered at the base of the relevant pay scale. Variable Hours Lecturers will be paid at the appropriate qualified or unqualified rate, depending on whether a recognised teaching qualification is held.
- 15.4. Where an internal candidate is appointed to a role on a higher pay scale, the starting salary will normally be the next incremental point above their current salary on the new scale. Where an internal candidate is appointed to a role on the same pay scale and point, the salary will normally remain unchanged.
- 15.5. Any proposal to appoint above the base of the scale, or to vary from these principles, will be considered by exception only and must be formally requested and approved by HR before an offer is confirmed. Appointments above the base of the salary scale may be considered where justified by factors such as relevant experience, specialist qualifications or skills shortages, labour market conditions, external market evidence or a critical business need.

16. PRE-EMPLOYMENT CHECKS

- 16.1. The College will ensure that appropriate pre-employment checks are completed for all appointments in line with statutory requirements, safeguarding guidance, and the nature of the role. HR is responsible for coordinating, verifying, and confirming completion of pre-employment checks.
- 16.2. Pre-employment checks are undertaken to assess an individual's suitability for appointment and may include verification of identity, Right to Work in the United Kingdom, professional status, qualifications, medical clearance, and safeguarding-related checks.
- 16.3. All roles at Leicester College are deemed to involve regulated activity and will therefore require an enhanced Disclosure and Barring Service (DBS) check. Where applicable, this will include a children's barred list check, in line with

safeguarding guidance. The College will not knowingly appoint an individual who is barred from working with children or vulnerable adults.

- 16.4. In line with Keeping Children Safe in Education (KCSIE), references will be obtained and scrutinised as part of the assessment of suitability to work within the College and with children or vulnerable adults. All candidates will be required to provide a minimum of two references, one of which must be from their current or most recent employer. Where a candidate has previously worked in an educational setting or in a role involving work with children or young people, a reference must be obtained from that organisation, even where it is not the most recent employment. References will include specific safeguarding questions and any concerns identified will be considered as part of the overall assessment of suitability.
- 16.5. Where professional or teaching qualifications are an essential requirement of the role, as set out in the job description and person specification, evidence of those qualifications must be verified before employment commences. For teaching roles and other roles involving teaching activity, relevant checks will also be undertaken to confirm professional status and ensure that the individual is not subject to a prohibition order, restriction, or sanction that would prevent them from undertaking the role.
- 16.6. In line with statutory safeguarding guidance, the HR team at the College will conduct an online search of publicly available information as part of the conditional offer process. Information identified through this search will be considered solely for the purpose of assessing suitability to work with children and will be handled in accordance with data protection legislation.
- 16.7. Where an individual has lived or worked outside the United Kingdom, additional checks will be required to assess suitability, including the provision of appropriate overseas criminal record information where applicable. A DBS check alone is not sufficient in such circumstances.
- 16.8. For roles involving early years or relevant childcare provision, individuals will be subject to the requirements of the Childcare Disqualification Regulations. This includes confirmation that the individual is not disqualified from providing childcare, including on the basis of relevant offences or household circumstances, in line with statutory guidance.
- 16.9. Operational guidance on the completion of pre-employment checks is maintained by HR and should be followed in conjunction with this policy.

17. SUPERVISION PENDING COMPLETION OF CHECKS

- 17.1. The College expects all required pre-employment checks, including an enhanced DBS check, to be completed before an individual commences work. In exceptional circumstances where a start prior to receipt of pre-employment checks is authorised, a formal risk assessment must be completed and appropriate supervision arrangements put in place to safeguard children and vulnerable adults.

- 17.2. Supervised starts pending pre-employment will only be permitted where all other relevant safeguarding checks have been completed and appropriate risk controls are in place.
- 17.3. Further detail on supervision arrangements and risk assessment requirements for starts pending pre-employment checks is set out in the relevant appendices.

SAFEGUARDING IN RECRUITMENT AND ENGAGEMENT

18. RESPONSIBILITY

- 18.1. The College recognises that safeguarding responsibilities extend beyond the recruitment and appointment of employees and apply to individuals who are engaged with the College through alternative arrangements. Appropriate safeguarding assurances will therefore be applied proportionately to all non-staff roles and engagements.

19. NON-EMPLOYED INDIVIDUALS PROVIDING SERVICES *(Agency Staff, Self-Employed Individuals, Secondees)*

- 19.1. Where individuals are engaged through agency, self-employed, or secondment arrangements, the College will obtain written assurance that appropriate safer recruitment checks have been completed to a standard equivalent to those applied to College employees. This will include confirmation of identity, enhanced Disclosure and Barring Service (DBS) clearance, relevant barred list checks, and references to assure suitability to work with children and vulnerable adults.
- 19.2. The College will not permit engagement where safeguarding checks raise concerns or where satisfactory assurance cannot be provided. Safeguarding information will be recorded and retained in line with statutory requirements, including within the Single Central Record where applicable.
- 19.3. Individuals engaged through these arrangements will also be subject to the same onboarding expectations as substantive College staff, proportionate to their role. This includes completion of mandatory safeguarding and Prevent training, together with any wider College training requirements relevant to their duties and access to students.

20. VOLUNTEERS

- 20.1. Volunteers are subject to safeguarding arrangements proportionate to their role and level of contact with children or vulnerable adults. Where required, an enhanced DBS check will be completed, and volunteers will not be permitted to work unsupervised without appropriate clearance.

20.2. Full details relating to the recruitment, vetting, and supervision of volunteers are set out in the Volunteer Procedure in the relevant appendices.

21. CONTRACTORS AND VISITORS

21.1. The College recognises safeguarding risks associated with contractors and visitors on College premises. Safeguarding controls will be applied proportionately based on the nature, duration, and location of activity, with particular emphasis on supervision, segregation, and conduct.

21.2. Contractors will be required to adhere to the College's Code of Conduct and operate in accordance with agreed safeguarding arrangements. Visitors do not normally require DBS clearance but will be supervised and must not have unsupervised access to students.

21.3. Detailed safeguarding arrangements relating to contractors are managed through Estates and Facilities procedures and form part of the College's wider safeguarding framework. Responsibility for oversight and assurance in relation to contractors and visitors' rests with the relevant College department.

22. TRAINEE AND STUDENT TEACHERS

22.1. Where trainee or student teachers are engaged directly by the College, all required safeguarding and pre-employment checks will be carried out in accordance with this policy.

22.2. Where trainee or student teachers are engaged through an external training provider, the College will obtain written confirmation from the provider that appropriate checks have been completed and that the individual has been assessed as suitable to work with children.

23. GOVERNORS AND TRUSTEES

23.1. Governors and Trustees will be subject to appropriate safeguarding checks in line with statutory requirements and the nature of their role. This will include verification of identity, Right to Work where applicable, and Disclosure and Barring Service checks, with additional checks applied where required.

24. SINGLE CENTRAL RECORD (SCR)

24.1. The College maintains a Single Central Record (SCR) in line with statutory safeguarding requirements. The SCR provides assurance that appropriate safeguarding checks have been completed for staff, volunteers, trainee teachers and others where required, including identity, Right to Work, DBS and barred list checks, qualifications where legally required, and additional overseas checks where applicable.

24.2. The SCR is maintained and monitored as a key safeguarding control within the College's safer recruitment framework.

25. SUPPORTING GUIDANCE AND PROCEDURES (SIGNPOSTING)

- 25.1. This policy sets out the standards and requirements that apply to recruitment, selection, appointment, and safeguarding at Leicester College.
- 25.2. Detailed operational guidance, procedures, templates, and supporting materials are maintained separately and made available to managers and staff via College systems. These resources provide practical support for implementing this policy and may be updated from time to time to reflect changes in legislation, statutory guidance, or College processes.
- 25.3. Managers must ensure they are using the most up-to-date guidance when undertaking recruitment-related activity and should seek advice from HR where clarification or support is required.

26. COMMUNICATION AND REVIEW

- 26.1. This policy will be published on Staffnet and reviewed at least every three years.

Starting Salary and Pay Approval Guidance

This appendix supports Section 15 of the Recruitment AND Selection Policy and sets out the principles that apply to starting salary decisions to ensure consistency, fairness, and effective governance.

Default starting salary position

Starting salaries will normally be offered at the base of the relevant pay scale. For Variable Hours Lecturers (VHLs), the appropriate qualified or unqualified rate will be applied depending on whether a recognised teaching qualification is held.

Internal appointments

Where an internal candidate is appointed to a role on a higher pay scale, the starting salary will normally be set at the next incremental point above the individual's current salary on the new scale.

Where an internal candidate is appointed to a role on the same pay scale and incremental point, the salary will normally remain unchanged.

Appointments above the base of scale

Appointment above the base of the pay scale, or any variation from the principles set out above, is exceptional and will be considered by exception only.

Such proposals must be:

- supported by a clear justification, and
- formally approved by HR before an offer of employment is confirmed.

Approval will take account of factors such as experience, role requirements, internal equity, and affordability, in line with College pay governance.

Supervision Pending Pre-employment Checks

This appendix supports Section 17 of the Recruitment AND Selection Policy and sets out the safeguarding framework that applies only in exceptional circumstances where an individual is permitted to commence work prior to receipt of pre-employment checks.

Principle

The College expects all required pre-employment checks, including an enhanced DBS check, to be completed before an individual commences work. A start prior to receipt of one or more pre-employment checks is not routine practice and will be considered by exception only where it is assessed as necessary and appropriate to do so.

All posts at the College are deemed to involve regulated activity for the purposes of safer recruitment and safeguarding.

Authorisation and risk assessment

Where a start prior to a pre-employment check is proposed, this must be supported by a formal risk assessment, available on request from HR and explicitly authorised in advance. The individual must not commence work until:

- the risk assessment has been completed and approved, and
- all other relevant safeguarding checks have been completed to the College's satisfaction.

The risk assessment must consider the nature of the role, the individual's experience, information obtained through references and other checks, and the level of contact with children or vulnerable adults.

Supervision arrangements

Where supervision is required pending pre-employment checks, supervision arrangements must be explicit, proportionate, and effective, and must be clearly communicated to the individual concerned.

Supervision arrangements should:

- reflect the individual's role, responsibilities, and level of experience;
- identify the staff responsible for providing supervision;
- prevent unsupervised one to one contact with students; and
- ensure appropriate oversight throughout all working time, including non-teaching or non-contact activities.

Individuals subject to supervision must take personal responsibility to avoid situations where they are alone with individual students.

Supervision arrangements must be reviewed regularly and remain in place until the pre-employment checks are confirmed, or the arrangement is otherwise formally withdrawn.

Receipt of Pre-employment Checks

On receipt of satisfactory pre-employment checks, supervision arrangements will normally be discontinued.

Where a pre-employment check contains information that requires further consideration, an additional risk assessment will be undertaken to determine whether the individual may continue in post, in line with the College's safeguarding and safer recruitment responsibilities.

Volunteer Procedure

This procedure applies in all instances where a manager within a department or curriculum area wishes to engage a volunteer at Leicester College. To ensure compliance with Keeping Children Safe in Education (KCSIE) and to safeguard, support, and protect both learners and volunteers, the College will apply checks and processes that closely mirror its safer recruitment arrangements. This procedure takes effect immediately and will not be applied retrospectively to volunteers already in post.

- The manager completes the appropriate engagement documentation, in consultation with the proposed volunteer, detailing the role, frequency, and duration. HR will review and approve the request as appropriate.
- HR will invite the volunteer to complete the appropriate engagement documentation for review by the manager. This will include the provision of additional safer recruitment checks, such as suitable references proportionate to the role and level of contact. References should cover any paid or voluntary work undertaken by the individual that involved working with children, young people, or vulnerable adults.
- An informal meeting will be held between the volunteer, the manager, and HR to confirm role expectations and safeguarding responsibilities. A record of this meeting will be retained by HR.
- HR will complete all required pre-engagement checks in line with safer recruitment guidance. This will include requesting and reviewing one suitable character or professional reference, undertaking an Enhanced Disclosure and Barring Service (DBS) check, and completing a Prohibition Check where applicable.
- Volunteers must not commence their role until all pre-engagement checks have been completed and deemed satisfactory by the College. Once checks are complete, HR will notify the manager and a confirmed start date can be agreed with the volunteer.
- HR will record the volunteer's details on the Single Central Record (SCR) in line with KCSIE requirements and arrange completion of mandatory training on day one, as a minimum: Safeguarding and Prevent, Data Protection, Equality and Diversity, and Health and Safety. All training is completed online and monitored by HR.
- The manager is responsible for ensuring the volunteer receives a role-specific induction that reflects their duties and responsibilities, and for ensuring mandatory training is completed on the first day, with support from HR where required.

Single Central Record (SCR) – Safeguarding Assurance

This appendix supports Section 24 of the Recruitment and Selection Policy.

The Single Central Record (SCR) is a statutory safeguarding control that provides assurance that required safeguarding checks have been completed for individuals working or volunteering at the College where such checks are required.

The SCR applies to staff, volunteers, governors, trainee teachers, and other individuals where statutory guidance requires safeguarding checks to be recorded centrally, including agency staff where applicable.

The SCR records confirmation that relevant safeguarding checks have been completed, together with the date of completion and the person or function responsible for carrying out the check. The SCR confirms completion of checks and does not replace individual personnel or engagement records, which are retained separately in line with College record keeping and data protection requirements.

Disclosure and Barring Service (DBS) certificates are issued to applicants. The College does not routinely retain copies of DBS certificates. Where a copy is held for decision making purposes, it will be retained only for as long as necessary and for no longer than six months, in accordance with data protection legislation.

The SCR is maintained and monitored as part of the College's wider safeguarding and safer recruitment framework.