



Approved by: CLT

THE LODDON FOUNDATION LTD

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Recruitment and Selection of Staff

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Definitions:

“The Company” means The Loddon Foundation Limited

“Employee” means an employee of The Loddon Foundation Limited

“HR” means the Company’s Human Resources Department

“LTC” means Loddon Training Consultancy

“QMS” means Quality Management System

“DBS” means Disclosure and Barring Service

“DFE” means Department for Education

“NCTL” means National College for Teaching and Leadership

“EEA” means European Economic Area

Procedure:

This Policy defines the arrangements in place for The Loddon Foundation to effectively select, screen and recruit staff to ensure that job positions are filled by the most suitably qualified and experienced applicants (with due regards to Equal Opportunities/Equality Act 2010).

Scope:

This policy applies to all prospective candidates, candidates and employees of The Loddon Foundation.

Recruitment Planning

Triggers for a vacancy are:

- Resignation
- Long Term absence
- Growth and development
- Retirement
- Termination of an employee

Consultations with the Leadership Team on a regular basis will also help identify job positions to be filled / succession planning. This will allow sufficient lead-time for recruitment.

The Principal/ LTC Director / Leadership Team and HR will liaise with Finance to agree headcount and budget allocation.

Any manager who wishes to recruit must complete a ‘Vacancy Authorisation’ form which must be signed by the Principal, Head of Finance/Company Secretary and Director of HR.

Prior to all advertisements being placed, the job description and person specification need to be updated between the Hiring Manager and HR to ensure all prospective candidates have access to the most up to date information regarding vacancies. The HR team will arrange for the job(s) to be advertised in the appropriate media.

All vacancies will be advertised internally for a minimum of at least one week . An ‘All Staff’ e-mail will be sent notifying employees of the vacancy. A vacancy bulletin is also sent to all staff on a monthly basis which details all vacancies. Staff are able to apply for internal vacancies which encourages promotion and development,



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however staff will need to have the required Qualification and Experience as detailed in the vacancy job description.

All adverts will include a statement about The Foundation's commitment to safeguarding and the need for successful candidates to be DBS checked.

All vacancies will be added to the Loddon School website under the 'Work for us' tab. Once 'live' applicants can apply directly by completing an online application form.

The Loddon Foundation runs a staff referral scheme where eligible staff will receive £200 if they refer someone to work for The Loddon Foundation. Please read the Staff Referral policy for full details.

Issue and Receipt of Applications

All external applicants will be required to complete an Application Form. Whilst CV's can be sent for speculative candidates no recruitment decisions will be made until an application form has been received. An Application pack can be sent to all interested candidates which will include the Application Form, Job Description, Privacy Notice-Staff and a copy of the Recruitment of ex-offenders Policy.

Internal applicants will need to complete a letter of application detailing how their skills and experience match the requirements of the job description and person specification.

All applications received directly will be acknowledged (not via an agency).

All external candidates are subject to a pre-screening discussion and in certain circumstances HR may use the Candidate Pre-Screening form. The HR team are responsible for completing this activity.

Checks will be made upon receipt of the application form that the candidate meets the Ofsted requirements: Ofsted/Social Care regulations state that 'all care staff must be least 18 years old, and staff who are given sole responsibility for a child or in a management role should be suitably qualified and experienced.' All application forms will be scrutinised and any discrepancies/gaps in employment will be noted to explore with the candidate.

Shortlisting and Interview

The hiring manager/interview panel will shortlist candidates against the job description and person specification using the 'Shortlisting of Applicants' form. Candidates who are unsuccessful will be notified verbally/in writing within one week. (File notes are to be created by the Hiring manager to ensure constructive feedback to unsuccessful candidates is prepared). The number of interviews that a candidate may undergo will depend largely upon the level of the post for which he/she has applied. Candidates for most posts will normally be interviewed once; those for senior positions may be requested to attend a second interview. All interviews will be conducted by at least two interviewers, of whom one must be safer recruitment trained.

All shortlisted applicants will be invited to attend a formal interview. The hiring manager or HR will agree an interview date and the format of the interview. All applicants are sent an 'Invite to Interview' letter detailing information of the interview process. For roles that work directly with the children, a shift shadowing a Mentor is arranged so that applicants can spend time with staff and pupils so that they can gain a better understanding



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of the nature of the work. (L&CSA this will involve shadowing in 2 houses). For administrative support staff the interview process may involve in-tray exercises depending on job role and for teachers this will involve teaching a lesson.

When a candidate receives an 'invite to interview' letter they will also receive a 'self-disclosure form' which confidentially asks about the candidates criminal background. The candidate must complete the form and send it back to the recruiter or hiring manger at least one day prior to interview. If a candidate is unsuccessful, the disclosure form will be securely destroyed within 6 months of their application.

The Loddon Foundation encourages all applicants called for interview to provide details of a criminal record at an early stage in the application process. The Company will need candidates to disclose any unprotected convictions however the candidate doesn't need to disclose any protected convictions. If the candidate has an unprotected conviction we request that this information is sent in a separate envelope marked to a designated person within The Loddon Foundation. We guarantee that this information is only seen by those who need to see it as part of the recruitment process. This information will be destroyed once a disclosure from the DBS has confirmed accuracy of the information supplied.

Prior to interview the HR department must gain at least one reference for all candidates, which must be verified to establish the applicant's credentials in line with safer recruitment. For internal candidates the HR department should send the candidates line manager the 'Internal Candidate Reference' form to complete prior to interview.

On arrival at the school for interview the interviewers should see and take a copy of the candidates ID to confirm that they are who they say they are.

At interview an assessment of English Language competence will be made if appropriate. The training department are responsible for this activity and assessing the candidates level of English.

Each member of the interview panel is required to complete the 'Interview Questionnaire' form. During the interview any gaps in employment history will be discussed with the applicant and recorded on the Interview Questionnaire.

Interviewers must assess candidates and record notes on the 'Interview Questionnaire' Form, which are role specific. The interviewers will explore the applicants suitability to work with children as well as for the post. At the end of the interview process the Hiring Manager and interview panel will score the candidate. If other assessments or exercises have been used in the interview process then these will be assessed and scored too.

The hiring manager/interview panel must write clear feedback on the 'Interview Questionnaire' of their reasoning behind if the candidate was successful or unsuccessful. For any roles that have involved a shadowing period of the children, the Mentor will be required to complete the 'Interview Feedback' form. This together with the 'Interview Questionnaire' is used by the panel to determine whether the candidate is successful or unsuccessful for the role.

The Hiring Manager/panel and HR team will agree who will contact the successful applicant. The offer of employment should be made verbally detailing the main terms and conditions appropriate to the appointment. All offers made are subject to the receipt of three satisfactory references (one of which must be from their current employer) , a satisfactory DBS check and where applicable a foreign police check. Following acceptance by the successful candidate, the HR team will inform remaining short-listed candidates that they have been



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unsuccessful and advise them of the outcome. Where two candidates are identified as potentially successful, the second candidate will not be notified they are unsuccessful until the first candidate has confirmed they will accept the role offered.

For internal candidates, feedback should be given face to face and followed up in writing.

Job Offer and Pre-employment checks

Once an offer of employment has been made verbally, a formal Offer Letter will be sent to the candidate. Additional forms will also be sent to the candidate including:

- Starter details form
- HM Revenue & Customs Starter checklist
- Medical Questionnaire
- Working Time Regulations Form
- Equal Opportunity Monitoring Form
- Mandatory Qualification Form
- Salary Deduction Agreement
- Media permissions form - (Online google form)
- Night Worker Risk Assessment - (If applicable)

REFERENCES:

Prior to an employee starting work for the Company, HR must gain a minimum of two references. One of whom must be the applicant's current, or most recent, employer. If an applicant has worked with children previously, whether paid or on a voluntary basis, at least one reference must be gained from that organisation. References will be requested in writing, using the 'Candidate Reference' form. Specific questions will be asked including the applicant's background in relation to safeguarding. For any roles in a management position a different 'Candidate Reference Management' form should be used. All requests for references should enclose a copy of the job description and person specification. The reference will be compared to the information disclosed on the candidates application form. Any discrepancies will be explored with the candidate/referee. All references will be verified in accordance with safer recruitment requirements using the 'Verification of Reference by Telephone form'. This is an opportunity to probe any conflicting areas or request more detailed information when minimal data has been supplied.

DBS:

All applicants will be subject to an appropriate DBS check for evidence of misconduct or criminal activity to be actioned through the Disclosure and Barring Service (DBS), following guidance and criteria on the amendments to the Exceptions Order 1975 (2013) that state certain spent convictions and cautions are 'protected'. All DBS applications are made online using the 'Ucheck' service.

RIGHT TO WORK IN THE UK:

It is an offence to employ someone who is not eligible to work in the UK so proof of eligibility must be checked. All candidates must provide proof of their Right to Work in the UK (this includes those who are UK citizens).



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This could include a European Passport, European Birth Certificate or Work Permit or Visa. Applicants must provide the original document.

NIGHT WORKER HEALTH ASSESSMENT FORM:

Any applicant applying to work nights will be sent a 'Night Worker Health Assessment' form to complete. Please refer to the 'Night Worker Health Assessment' procedure.

PROHIBITION FROM TEACHING CHECK & EEA TEACHER CHECK

In addition to obtaining the DBS certificate, anyone who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching.

The EEA teachers list contains those people who have been identified to the National College for Teaching and Leadership (NCTL) as having a current EEA member state restriction/sanction imposed on them. As part of the teacher checks that we complete we check that the Teacher being checked does not have an EEA teacher sanction or restriction.

FOREIGN POLICE CHECKS (CERTIFICATE OF GOOD CONDUCT) The Department for Education (DfE) has published statutory guidance on safeguarding, Keeping Children Safe in Education which includes advice on foreign police checks. All newly appointed individuals, who have lived or worked outside the UK, in one location for 6 months or longer in the last 10 years, must undergo all pre-employment checks. In addition to an enhanced DBS check for new employees who have lived or worked overseas, further checks are required so that any relevant events that occurred outside the UK can be considered. This should include a check for information about any teacher sanction or restriction imposed by an EEA professional regulating authority. Additional checks include obtaining Certificates of Good Conduct (or good character as they are sometimes referred to) from relevant embassies or overseas police forces and must wherever possible be obtained by the individual prior to their starting work. It may also be possible to get such a check through the relevant embassy in the UK. For certain countries the DBS provide information on who the individual should contact to obtain a certificate of good conduct. Further information can be found on the government website <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

For countries not on the list the individual should contact the Foreign and Commonwealth Office on 0207 0081500 for advice. Where an applicant is from, or has lived in, a country where criminal record checks cannot be made or is a refugee with leave to remain in the UK and has no means of obtaining relevant information, we will take extra care in taking up references and carrying out background checks e.g. additional references will be sought and followed up by phone as well as letter. A risk assessment will be put in place and signed off by the Vice Principal HR & Training.

SECTION 128 MANAGEMENT CHECK

For those engaged in management roles, an additional check is required to ensure they are not prohibited under section 128 provisions. A section 128 direction prohibits or restricts a person from taking part in the management of an independent school.

Commencement of Employment

A start date will be confirmed when we are in receipt of all the appropriate pre-employment checks.



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A contract of employment will be provided following an agreed start date. This will be issued prior to or on the employee's first day of employment.

On or prior to the employee's first date of employment, the HR team will create a Personnel file for the employee which will include a completed 'Job Application Checklist' form which will be stored at the front of the Personnel file.

The employee will be added to the Salesforce/XCD system and SCR.

All employees shall undertake Orientation Training with the Training department on their first day of Employment, unless their first day has been agreed on a specific date by the hiring manager.

All employees shall undertake a rolling programme of Induction Training upon the commencement of their Employment.

The HR and training team will maintain regular contact with the new starter in their first 12 weeks of employment to ensure successful onboarding.

Working with Agencies

All agency staff should be engaged via one of our preferred agencies. We have negotiated with selected agencies and have agreements in place. Please refer to the Preferred Supplier List and liaise with HR should you wish to explore using agencies not listed.

Related Documents

Vacancy Authorisation Form

Job Description/ Person Specification

Application Form

Application Form Guidance Candidate Pre-Screening Form

Privacy notice - staff

Recruitment of ex-offenders policy statement

Job Application Checklist Candidate Reference Form

Internal Candidate Reference Form Verification of Reference by Telephone Form

Interview Questionnaire

Interviewee Safeguarding Information and Questionnaire

Night Worker Health Assessment Form

Contract of Employment

Equal Opportunities Monitoring Form Medical Questionnaire New Starter Questionnaire

Staff Referral Policy