

Recruitment and Selection of Staff

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

“LT” means Loddon Training

“QMS” means Quality Management System

“DBS” means Disclosure and Barring Service

“DFE” means Department for Education

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/LT 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 and externally. An ‘All Staff’ reminder email will be sent to notify employees of available vacancies on the Loddon Hub when a new advert is posted. Staff are able to apply for internal vacancies which encourages promotion and development, however staff will need to have the required qualifications and experience as detailed in the current job description/person specification.

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 'Careers' tab. Once adverts are 'live', applicants can register their interest by sending through their contact details.

The Loddon Foundation runs a staff referral scheme where eligible staff will receive a bonus for referring someone to work for us as a permanent member of staff. 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 CVs can be sent for speculative candidates, no recruitment decisions will be made until an application form has been received. An Application pack will be sent to all interested candidates which will include the Application Form and Guidance, Job Description, Privacy Notice-Staff, a copy of the Recruitment of ex-offenders Policy and Child Protection and Safeguarding 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 where appropriate HR will use the Candidate Pre-Screening form.

For Learning and Care team roles, checks will be made upon receipt of the application form that the candidate meets the requirements of the Children's Homes Regulations; specifically Regulation 32.

All application forms will be thoroughly reviewed and any discrepancies/gaps in employment will be noted to explore with the candidate.

For management roles required in fulfilling the Children's Homes Regulations, regulations 26 and 28 may be pertinent and require adherence.

Shortlisting and Interview

The hiring manager/interview panel will shortlist candidates against the job description and person specification using the 'Shortlisting of Applicants' form where appropriate. Candidates who are unsuccessful will be notified verbally/in writing at the earliest opportunity and once feedback has been passed from the panel to the HR team. (File notes are to be created by the interview panel to ensure constructive feedback to unsuccessful candidates is prepared).

All shortlisted candidates will be subject to an online search via Google and LinkedIn/professional social media. Information from results appearing to relate to the candidate will be compared with information provided through the application process. Concerning information or discrepancies will be noted and explored with the candidate if assessed to call into question the candidate's suitability to work with or around vulnerable children.

The number of interviews that a candidate may undergo will depend largely upon the level of the post applied for. 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 an experienced team member is arranged so that applicants can spend time with staff and pupils to obtain a better understanding of the nature of the work. (For L&CSA roles this will involve shadowing in 2 houses where practicable). 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 candidate's criminal background. The candidate must complete the form and send it back to the recruiter or hiring manager at least 48 hours prior to interview. If a candidate is unsuccessful, the disclosure form and interview pack 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. There may be occasions where verification has not been successful; however HR will keep a record of attempts made to verify the reference demonstrate due diligence. For internal candidates, the HR department should send the candidate's 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 candidate's ID to confirm that they are who they say they are. The candidate will be given a 'Safeguarding Questionnaire' to complete during their interview day, this will later be used to as part of the decision process by the hiring managers.

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. For Learning & Care Support Assistant roles there are a set of interview questions for candidates with and without previous experience within a similar setting. Depending on the background of the candidate, the most relevant questionnaire will be used. 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 applicant's suitability to work with children as well as for the post. At the end of the interview process the interview panel will score the candidate. If other assessments or exercises have been used in the interview process then these will be also be assessed and scored.

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 experienced member of staff responsible for shadowing will be required to complete the 'Interview Feedback' form. This, together with the 'Interview Questionnaire' and 'Safeguarding Questionnaire' is used by the hiring manager/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. Where candidates have worked with children/vulnerable adults previously we will obtain additional reference information (employment dates and reason for leaving as a minimum) for each period of employment in a relevant role/organisation. Following acceptance by the successful candidate, the HR team will inform remaining short-listed candidates that they have been 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
- 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 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, reference information must be gathered from all organisations. 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 candidate's 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 where minimal data has been supplied.

HR shall attempt to fully verify all references. Where this is not possible the circumstances will be documented and all attempts to verify the information supplied by the referee, recorded. HR will attempt to verify a reference five times over a two week period. Where necessary, this will be extended if there are mitigating circumstances e.g. a referee is on leave/absent due to sickness.

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.

All applicants must have their DBS certificate before they commence their role at Loddon. Where an exception occurs the Registered Manager/Designated Safeguarding Lead will make the decision on whether employment may commence prior to receiving the certificate. In this instances, a file note / risk assessment will be completed and signed off.

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). This could include a British Passport, Pre/Settlement documentation, Birth Certificate or Work Permit or Visa with supporting documentation to verify the permit/residence documentation. 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

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.

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. 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 – if deemed appropriate - will be put in place and signed off by the Vice Principal – Care/Registered Manager/DSL.

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.

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 Single Central Record (SCR).

All employees will receive 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

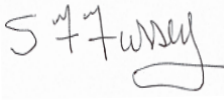
All agency staff should be engaged via one of our preferred agencies. We have negotiated with selected agencies and have agreements in place. Please refer to the Preferred Supplier List and liaise with HR should you wish to explore using agencies not listed.

Welcome Bonus

New staff will receive a welcome bonus once they have successfully completed their probation, and a further bonus once they have completed one years' service. The payment amount is based on contractual hours and current promotions. Exemptions to the welcome bonus are staff employed on Bank, Seasonal contracts and fixed term contracts of 6 months or less. Current welcome bonus rates can be obtained from the HR Department.

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
- Staff Welcome Bonus Policy
- Equal Opportunities Monitoring Form
- Medical Questionnaire
- New Starter Questionnaire
- Staff Referral Policy

Date	Summary of Changes	Signature (Chairman of Committee)	Date of next review
Sep 2022	Minor amendments made		Sep 2023