SAFER RECRUITMENT AND SELECTION POLICY

POLICY

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Associated Policies:
(insert hyperlinks)

Version Control Tracker

Version Number	Date	Author/ Title	Status	Comment/Reason for Issue/Approving Body
V0.1	July 2013	Lindsay Murray HR Manager	Approved/archived	Business requirement
V0.2	unknown	Lindsay Murray HR Manager	Approved/archived	Business requirement
V0.3	unknown	Lindsay Murray HR Manager	Approved/archived	Business requirement
V0.4	unknown	Lindsay Murray HR Manager		
V0.5	July 2018	Lindsay Murray HR Manager		
V0.6	September 2020	Lindsay Murray HR Manager		

Roles & Responsibilities

The following roles will have specific areas of responsibility for this policy:-
(**add/delete as appropriate**)

Role	Responsibility

**Director of Support Services
and Business Transformation**   Final approval of any chan224o86.05 0.0oa (

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they are up to date. Where a new post is being created the Head of Department is responsible for drafting the Job Description and Person Specification. A template and samples can be provided by the HR Team for reference upon request.

All advertisements will

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Give a brief outline of the Foundation and the job role

Following this the panel will put their questions to the applicant. It is advisable to start off with an open and easy question that will get the candidate to relax e.g., to tell you in general about their career so far. See Appendix 3 for the type of questions recommended at interviews.

During the interview, in addition to assessing and evaluating the applicant's suitability for the post, the appointment panel should also explore:

The candidate's attitude toward children and disabled people

His/her motivation to work with children and disabled people

His/her ability to form and maintain appropriate relationships and personal boundaries with children and disabled people

Emotional resilience in working with challenging SipSipSipSipS .1(Sip)-611673(g)6(e)-pSipr8na

At the end of the interview the panel will:

Give applicants the opportunity to ask any questions they may have

Explain what will happen next including the timing of the decision or next stage

Thank candidates for attending the interview

When all applicants have been interviewed, the panel will discuss each applicant in relation to the person specification, the application form, and the interview performance. The panel will be as objective and fair as possible in order to select the best candidate for the job. It is vital to use a consistent scoring system to measure the standard of answers given against each question and any presentation or test that forms part of the selection process. Weighting may be used to acknowledge the importance of certain questions. See Appendix 5 for a recommended Interview Panel Decision template to score the answers.

7.3 Conditional Offer of Appointment - Pre-Appointment Checks

It is important to exercise care on any terms and conditions which may be negotiated and agreed upon when making the verbal offer as these will need to be realised and confirmed in the written offer. This may include pay, working pattern etc.

Any offer of appointment to the successful candidate should be conditional upon:
.
Receipt of at least two satisfactory professional references (if these have not already been received) – See Section 9.The HR Assistant or administrator responsible for recruitment within the particular area of the Foundation will phone the successful applicant's referees to verify each reference and check the reasons employment ended

Verification of the candidate's identity (if this could not be verified straight after the interview)

Verification of the candidate's medical fitness

Verification of qualifications (if not verified at the interview)

Verification of professional status where required e.g., GTC registration, QTS status (unless properly exempted), NPQH

A satisfactory Enhanced Disclosure from the Disclosure and Barring Service

Feedback should be given by a member of the interview panel and can be given via telephone discussion or, for internal applicants, in a meeting.

7.6 Notifying successful candidates

Once references and the DBS check have been received and checked by the HR Assistant or administrator responsible for recruitment within the particular area of the Foundation. they will then draft an offer letter (Appendix 10) to the successful applicant and enclose the necessary written statement of employment conditions (usually referred to as the Contract of Employment). It is the Head of Department's responsibility to agree a start date and ensure an appropriate induction for the new member of staff.

7.7 Post Appointment Induction

An induction programme should be in place for new employees and tailored to their needs. The purpose of induction is to:
.
Provide training and information about the Foundation's policies and procedures

Support individuals in a way that is appropriate for the role for which they have tio

Safe practice and the standards of conduct and behaviour expected of staff and pupils in the Foundation

How and with whom any concerns about those issues should be raised

Other relevant personnel procedures e.g., disciplinary, grievance, capability and whistle-blowing

The programme should also include attendance at training appropriate to the person's role.

8. References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They should always be sought and obtained directly from the referee.

Generally, references or testimonials provided by the candidate, or open references and testimonials, i.e., 'To Whom it May Concern' should not be accepted.
Ideally, references should be sought on all short-listed candidates, including internal ones, prior to interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.

In exceptional circumstances it may not always be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate has asked for their current employer not to be contacted in which case any offer of employment must be made subject to satisfactory references being received.

All requests for references should seek objective verifiable information and not subjective opinion. The use of a reference pro forma (Appendix 12) can help achieve that. For an example of a model Reference Request letter (see Appendix 11). A copy of the job description and person specification for the post must be included with all reference requests.

All references should be obtained from positions in line with that applied for within the Foundation. If this is not the candidate's last employer then previous employers should also be contacted for references. E.g. A candidate applies for a teaching post and their reference comes from their last employer which is a position in a manufacturing operation but their previous position was in teaching then the reference should also be obtained from the teaching post held.

On receipt, references should be checked to ensure that all specific questions have been answered satisfactorily. If any question has not been answered or the reference is vague or unspecific, the referee should be contact

clarification. The referee's responses should be recorded and, if necessary, discussed with the applicant.

The information given in the reference should also be compared with the application form to ensure consistency with the information provided by the applicant on the form. Any discrepancy in the information should be taken up with the applicant.

The HR Assistant or administrator responsible for recruitment within the particular area of the Foundation will phone the successful applicant's referees to verify each reference and check the reasons employment ended.

Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case.

9. Pre-interview Visits

It is recommended as good practice for the candidates selected for interview to be given an opportunity to tour the Foundation. This needs to be arranged with the co-operation of Foundation staff. Ideally all candidates should visit the Foundation at the same time although it is appreciated that this is not always possible. This is not part of the selection process but will help candidates in assessing whether or not they would wish to take up the post, if offered.

If potential applicants wish to view the service area prior to making an application, it is necessary to decide a policy that either all requests to visit are met or that no one will be allowed. It is important that all candidates are afforded the same opportunities.

If the post holder will be required to live in tied accommodation, candidates and partners should be able to vH   R

Overall responsibility for the operation of this procedure lies with the Head of HR & Organisational Development.   The effectiveness of the procedure will be formally reviewed and monitored at least on a bi-annual basis to ensure that it continues to meet the requirements of The Foundation and that it reflects HR good practice and statutory legislation as appropriate.

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┌─────────────────────┐          ┌─────────────────────┐
│  Vacancy Occurs or  │  ═══▷    │   Discuss with      │
│  new post is planned│          │ CEO/Director for    │
│                     │          │     sign off        │
└─────────────────────┘          └─────────────────────┘
         ⇓
┌─────────────────────┐          ┌─────────────────────┐
│ Review and/or create│  ═══▷    │   Consult with HR   │
│ Job Description and │          │    Department       │
│ Person Specification│          │                     │
└─────────────────────┘          └─────────────────────┘
         ⇓
┌─────────────────────┐          ┌─────────────────────┐
│Prepare Advertisement│  ═══▷    │  Check with relevant│
│ and agree timescales│          │  Director resources │
│(use Form 2 template)│          │  available and agree│
│                     │          │     publication     │
└─────────────────────┘          └─────────────────────┘

         ⇓

┌─────────────────────┐
│Recruiting manager   │
│accesses applications│
│through the online   │
│candidate portal     │
└─────────────────────┘

                                 ┌─────────────────────┐
                                 │ Email sent to those │
┌─────────────────────┐          │ candidates          │
│ Short-listing       │          │ short-listed        │
│ completed by        │          │ References also     │
│ appointment panel   │          │ applied for at      │
└─────────────────────┘          │ the same time       │
                                 └─────────────────────┘

┌─────────────────────┐
│                     │
│                     │
│                     │
└─────────────────────┘
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Position Name	
Service/Location	
Reason for vacancy	
Previous post holder and reason for leaving (if applicable)	
Opening Date	

Contract Type	☐ Perm	☐ Temp	☐ Casual

Salary	Scale	
	Annual Amount	

Basis (tick all that apply)

Leave blank if zero hours

☐ Full time   ☐ Part time   ☐ Term time

Appendix 1
The Percy Hedley Foundation Recruitment and Selection Checklist

PRE-INTERVIEW	Initials	Date
Planning Timetable decided: job specification and description and other documents to be provided to applicants reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc.		
VACANCY ADVERTISED (where appropriate) Advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children, young people and vulnerable adults, and need for successful applicant to be DBS checked		
APPLICATIONS on receipt scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short listing		
SHORTLIST PREPARED		
REFERENCES – seeking sought directly from referee on short listed candidates: ask recommended specific questions: include statement about liability for accuracy		
REFERENCES – on receipt Checked against information on application; scrutinised; any discrepancy/ issue of concern noted to take up with applicant (at		

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-To work as part of a team within the residential and respite services and teaching and therapy staff at Northern Counties and Percy Hedley School attending team meetings and training when necessary.

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Appendix 4

SHORT LISTING GRID

Job Title:			Interview Date(s)	
Scoring	Does not meet the criteria = 0	Partially (under 50%) meets criteria = 1	Partially (Over 50%) meets criteria = 2	Fully meets criteria = 3
Weighting	x 1 Standard significance		x 2 Enhanced significance	x 3 High significance
Names of short-listing panel:	1)		2)	3)
Selection criteria (From the person specification)	Name:	Name:	Name:	Name:
	Score			

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Do you know of ANY reason why this applicant may not be suitable to work with children, young people or vulnerable adults?	Yes	No

If yes, please provide details:

N.B. Please ensure that this reference is accurate and does not contain any material misstatement or omission. The person appointing may contact you if clarification is required on any aspect of the reference. Relevant factual content of the reference may be discussed with the candidate.

Signed:	Position:
Name:	Telephone Number:

Relationship to candidate (e.g. Manager)		

Please return the completed reference form to:

Name and Address

Mrs J A Bloomfield, HR Assistant
The Percy Hedley Foundation
Station Road, Forest Hall,
Newcastle upon Tyne, NE12 8YY