

## RECRUITMENT POLICY

Recruitment plays a key role in the success and development of Alpha Plus Group ('APG'). A professional approach to the recruitment process helps APG in attracting and appointing employees with the necessary skills and experience to be successful in their role.

APG is committed to ensuring that the recruitment and selection of its employees is conducted in a manner that is safe, fair, efficient, effective, and promotes equality of opportunity.

APG is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection and safeguarding considerations are included at every stage of the recruitment process, consistent with the statutory guidance provided in the Keeping Children Safe In Education ('KCSIE'), September 2016, part 3 ('Safer Recruitment').

This policy applies to recruitment across all employee categories.

### Policy guidelines – contents of this document

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- Equal opportunities
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- Recruitment approval and advertising
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- Employment history and references
- Job offer
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- Individuals who have lived or worked outside the UK
- DBS checks – additional guidance

### Safer Recruitment

At least one person on the panel interviewing and making decisions about appointing candidates should have successfully completed the Safer Recruitment Training.

### Equal Opportunities

APG wholeheartedly supports the principle of equal opportunities in employment; and actively opposes all forms of unlawful or unfair discrimination on the grounds of sex, marital or civil partner status, pregnancy or maternity, sexual orientation, gender reassignment, race (which includes colour, nationality and ethnic or national origins), religion or belief, age or disability.

We believe that it is in the company's best interests, and those of all who work in it, to ensure that the human resources, talents and skills of all potential employees are considered when employment opportunities arise. We apply these principles to all individuals working at all levels and grades, including senior managers, officers, directors, employees, consultants, contractors, trainees, home-workers, part-time and fixed-term Employees, volunteers, casual workers and agency staff.

This policy aims to foster a culture of equality and to recognise the positive contribution that each individual can make to the business irrespective of their background.

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Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, appointment and promotion are based solely on objective and job related criteria. This policy applies to the advertisement of jobs, recruitment and appointment, training, conditions of work, pay and to every other aspect of employment. All terms and conditions of employment and related benefits shall be non-discriminatory, other than where there are legal, justifiable grounds for discriminating in the case of specific jobs with particular requirements. Applicants for employment will be assessed according to their skills, experience and suitability for the job.

Where a recruitment agency is commissioned to assist in the recruitment to a vacant post, they will be expected to abide by the spirit of the Group's equal opportunity policy, and may be asked to provide documentary evidence that they have done so.

All job applicants will be provided with a copy of the Group Equal Opportunity Policy. The effectiveness of the policy will be monitored through the collection of ethnic origin data from job applicants. If any applicant believes that he or she has been discriminated against in the selection process on the grounds of sex, sexual orientation, race, religion or disability, he or she should raise a grievance with the hiring manager or refer the matter to the HR Department for further investigation.

### Recruitment Planning

Quality time should be set aside for the preparation of supporting documentation and planning. Before commencing recruitment it is important to consider whether there is a requirement for the role.

### Job Descriptions & Person Specifications

Every position must have an up to date job description, which clearly defines the responsibilities of the role. The person specification is included within the job description. The job description must be reviewed each time a vacancy occurs to ensure that the contents are relevant and accurate. The job description should also always include the paragraph:-

"Alpha Plus Group ( insert school name where appropriate) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"

### Recruitment Approval and Advertising

An *Approval to Recruit* form should be sent to the HR department to gain approval to recruit for a vacant or new role. This should include all the places that the advert will be placed. Compulsory websites for Academic positions are:

- TES
- Guardian Jobs (not Colleges)
- The Alpha Plus website
- Individual School/ College sites

If non-compulsory advertising channels are used in addition then the cost of the advert should be submitted on the form and the Head of HR advised. Engaging agencies should not be undertaken

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until advertising in the approved media has been exhausted. Authorisation is required before any recruitment agency is approached.

In order to commence recruitment, the appropriate authorisation must have been provided. Draw up an advert and make sure the Job Description, application form and equal opportunities form are downloadable.

Internal applicants must inform their current Line Manager of their intention to apply for another internal position. Internal candidates, who are selected for interview, will be interviewed against the agreed job description and criteria.

This policy does not require all job vacancies to be advertised externally. Where there are suitable internal candidates who are already APG employees, the responsible Head/Principal/Director may decide to advertise the role to all employees across the Group or to relevant employees in a specific establishment or establishments.

### Managing Candidates

#### Pre-interview planning

Arrange a **pre interview meeting** – that will enable you to agree:

- Approach – timetable; chair and room layout
- Focus - experience/views/challenges– also their understanding of the position
- Prepare questions, link to Job Description, and for the purposes of equal opportunities, ensure all candidates are asked the same questions

Suitable interview questions are available on the Portal ([link here](#)) as is a pro forma for recording answers and scores. To ensure consistency pre-determined questions should be used and should include questions relating to Child Protection and Safeguarding.

#### Shortlisting Candidates.

At least two members of staff should carry out shortlisting of candidates. Application forms need to be carefully checked to ensure:

- They are fully completed and consistent.
- To identify discrepancies and gaps in the person's employment history.
- To identify any details regarding motivation and attitude that need to be clarified at interview

Shortlisted candidates should be placed on the Candidate Selection Form.

One reference should be called for each shortlisted candidate. If there is a second interview process, then the reference request may be made for only those selected for the second/final interview.

#### Interviewing

Suitable candidates should be interviewed by at least two people. At least one person on any appointment panel **must** have undertaken Safer Recruitment Training.

Interviewers should independently score the candidates (rate 1-5) and then discuss the outcome together and agree the best candidate for the role. Reasons for non-appointment should be detailed.

All interview notes should be kept in a lockable cupboard for at least six months after which they can be confidentially destroyed.

#### Unsuccessful candidates

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All candidates, either external or internal, should be informed if their application is unsuccessful this can be either by email, telephone, letter or face-to-face feedback.

### Employment history and references

Employers should always ask for written information about previous employment history and check that information is not contradictory or incomplete. References should be sought on all short-listed candidates before interview, so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References should always be obtained, scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed. They should always be requested directly from the referee and employers should not rely on open references, for example in the form of 'to whom it may concern' testimonials. If a candidate for a teaching post is not currently employed as a teacher, it is also advisable to check with the school, college or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving.

On receipt, references should be checked to ensure that all specific questions have been answered satisfactorily. The referee should be contacted to provide further clarification as appropriate: for example if the answers are vague. They should also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies should be taken up with the candidate.

### Job offer

An offer of appointment to a successful candidate, including one who has lived or worked abroad, must be conditional upon satisfactory completion of pre-employment checks.

Once the satisfactory verbal references have received a verbal job offer can be made. This can be followed up in writing with the standard job offer letter template on the portal.

### Pre-Appointment Checks

Any offer of appointment to a successful candidate, including one who has lived or worked abroad, must be conditional upon satisfactory completion of pre-employment checks. When appointing new staff, the following steps must be taken:

- verify a candidate's identity, preferably from current photographic ID and proof of address except where, for exceptional reasons, none is available
- obtain a certificate for an enhanced DBS check with a barred list information where the person will be engaging in regulated activity. Refer to [Annex G of KCSIE](#), or to the official [Guide for eligibility for DBS checks](#) for more details.
- The Group undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.
- obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available.
- check that a candidate to be employed as a teacher is not subject to a prohibition order (or an interim prohibition order) issued by the Secretary of State, using the [Teacher Services system](#)

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- for anyone engaged in management roles, an additional check is required to ensure they are not prohibited under section 128 provisions<sup>1</sup>
- verify the candidate's mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role
- verify the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then prospective employers, or volunteer managers, should follow advice on the GOV.UK website
- obtain at least two references from prior employment, or if there is good reason for these being unavailable, from other appropriate sources.
- if the person has lived or worked outside the UK, make any further checks the school or college consider appropriate. This should include a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed using the [NCTL Teacher Services system](#)
- verify professional qualifications, as appropriate.

### Appointment Process

When appointing new staff, teaching and non-teaching staff, schools and colleges must send the following documents to the candidate and ensure they are signed and returned and placed on the individuals' personal file :-

1. Job offer letter
2. Contract of employment

(these may be sent by email but must be in a **pdf format**)

3. New employee information form
4. Recruitment of Ex-Offenders and SD form
5. Equal Opportunities Form
6. HMRC Starter form

Via email link

7. Pre-employment health questionnaire
8. DBS form link ( Note the DBS cannot be completed until the relevant documents have been verified – candidates should be requested to visit your office with the relevant documentation)

In addition and as appropriate, you should save on each individual's personal file:-

9. Contents list of staff file
10. CV and or Application form.
11. New Employee Checklist
12. Verification of a candidate's identity (these are the same documents that are in use for a DBS check) Take photocopies of all documents and ensure that you write on them 'true copy of original' then sign and date the documents.
13. Obtain the number of the DBS certificate and make a note of the number on the Single Central Register. Until the full DBS certificate has been received then an employee who is in work should have been checked against the barred list information list and a Risk Assessment must have been completed (ensuring that those without full DBS are accompanied on the premises at all times). The exception to this is for Boarding staff who cannot start work until the enhanced DBS check has been received.
14. Verification of professional qualifications, as appropriate

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15. Disqualification by association form
16. Written confirmation that a health check has been obtained
17. Written references covering the last five years (and preferably from two different sources)
18. Job Description for the role
19. All interview notes
20. If the new employees has lived or worked outside the UK then police checks for each country they have lived in, with consecutive dates needs to be supplied by the individual
21. A confirmation that the individual is not on the Prohibition from Teaching list and the Prohibition from Management lists, as appropriate.

### Single Central Register

All the relevant checks and the dates they were made must be entered into the school's Single Central Register of appointments, with the date the document was completed and with the checker adding their initials.

### Individuals who have lived or worked outside the UK

If the person appointed is a national of a non-EEA country, a Certificate of Sponsorship may be required. This process can be complex and the timescales protracted. Please inform the HR Department as soon as possible if it is likely that the role will be filled from an individual overseas.

In addition these individuals must supply criminal records checks for each country in which they have resided.

### DBS Checks – additional guidance

#### Agency staff

Where staff from agencies are used, the agency must provide written notification that an enhanced DBS has been obtained. You must check the individual's passport and obtain proof of address and record that the individual presenting themselves is the same person.

#### Trainee/Student workers

Where trainees are sponsored by an external body it is the responsibility of the provider to carry out the necessary checks and to provide written confirmation to APG that these checks have been carried out. There is no requirement to enter these individuals on the single central register.

#### Periodic renewals for existing staff

Regular DBS checks or barred list checks are NOT required by APG for existing staff unless there are concerns about their suitability to work with children. In this case APG may carry out all relevant checks as if the person were a new member of staff. Individual schools and colleges may decide to operate periodic renewals at a frequency appropriate to them.

#### Referral to the DBS

There is a legal requirement for employers to make a referral to the DBS where they think that an individual has engaged in conduct that harmed (or is likely to harm) a child; or if a person otherwise poses a risk of harm to a child.

We observe the requirement to report to the Disclosure and Barring Service (DBS), within one month of leaving the school/college any person (whether employed, contracted, a volunteer or student) whose services are no longer used because s/he is considered unsuitable to work with children.

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### Volunteers

All volunteers should be supervised at all times when they are working with children. An enhanced DBS check should be completed and a risk assessment undertaken to clarify the role of the volunteer. You must check the individual's passport and obtain proof of address and record that the individual presenting themselves is the same person.

### Governors and Proprietors

An enhanced DBS check for all Governors and Proprietors should be obtained prior to them being appointed. Where they have lived outside the UK they must be able to provide the relevant checks from the country they have resided in.

Checks on Governors and Proprietors are carried out at Head Office, including checking the individual's passport, proof of address and confirmation that the individual presenting themselves is the same person.

### Interpretation

This policy applies in all schools, colleges other work environments within the Group.

This policy applies within the following companies, which are wholly owned subsidiaries of Alpha Plus Holdings plc, a company registered in England, registered number 4418776, that is to say:

Alpha Plus Group Limited, registered number 438111  
Alpha Plus Education Limited, registered number 05290340  
Alpha Plus Schools Limited, registered number 3867464,

and the terms "Group" and "Company" should be interpreted accordingly, dependent on the employing company.

The registered office of all companies is 50 Queen Anne Street, London W1G 8HJ. Any enquiries regarding the application of this policy should be addressed to the HR Director at this address.

## RECRUITMENT POLICY

HR DOCUMENT

PORTAL

<b>NAME OF DOCUMENT</b>	RECRUITMENT POLICY
<b>DATE ORIGINATED</b>	MARCH 2017
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