

## Staff Recruitment Policy

Approved by the Trust  
Post of member of staff responsible  
Equality Impact Assessment  
Date of next Review

September 2025  
Vice Principal, Staff & Student Learning  
September 2025  
September 2026

### College Purpose & Mission

Hills Road provides an enriching academic pathway for the young people of Cambridgeshire, offering a nurturing and innovative community which develops creative and confident learners, resourceful and resilient individuals, and responsible and active citizens of the world.

### College Values

Diversity, Excellence, Respect, Integrity, Community and Kindness.

## 1. Policy Purpose

- 1.1 The purpose of this policy is to set out a clear and fair approach to recruitment that:
- attracts talented applicants who share our commitment to high-quality education, and student success and wellbeing,
  - ensures applicants who are unsuitable for work with children, young people or adult learners are identified and excluded,
  - ensures compliance with legal requirements, such as the right to work in the UK.
- 1.2 **Responsibilities**  
The Principal has overall responsibility for the appointment of all members of staff, other than senior post holders and the Governance Professional, which are the responsibility of the Trust.
- 1.3 **Safeguarding**  
The successful recruitment of appropriate staff is a key factor in maintaining a safe, supportive and inspiring environment where every student can thrive. All recruitment processes uphold safeguarding standards and ensure that the wellbeing of students is at the heart of decision-making.
- 1.4 Leaders and managers involved in recruitment complete regular safer recruitment training to ensure decisions are made with care, fairness and consistency. A list is held by HR of the staff who have been present at recruitment who are trained in safer recruitment.
- 1.5 The Staff Recruitment policy is reviewed annually, ensuring alignment with the latest version of the Keeping Children Safe in Education (KCSIE). For 2025, the relevant section is Part three: Safer recruitment (pages 57 to 92).  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

## 1.6 **Equality and Inclusion**

The College values the strengths that a diverse workforce brings. Recruitment processes are designed to widen access, with attention to increasing applications from underrepresented groups. The College continually reviews where adverts are placed to maximise reach.

## 2. **Inviting Applications**

2.1 All posts are advertised nationally, locally or internally as appropriate, (where a shortened form of the following procedure applies). Senior post holder appointments are always advertised nationally.

2.2 Advertisements for posts include the following statement to make clear the College's commitment to safeguarding, equality and respect for all:

"The College is committed to safeguarding and promoting the welfare of its students and staff and expects all members of the College community, volunteers and visitors to share this commitment. The College actively promotes equality and diversity and welcomes applications from all sections of the community."

2.3 Prospective applicants receive clear information about the role, the College and expectations, including safeguarding and equality policies. As a minimum, they are provided with the following:

- job description and person specification
- details of the post and of the College
- application form
- whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974
- equality and diversity monitoring form

2.4 Applications must be made in full using our application form, supported by a CV and letter.

2.5 Sensitive information is managed with confidentiality and respect. Any information that is likely to appear on a Disclosure and Barring Service (DBS) check must be declared separately, placed in an envelope marked private and confidential, and given to a member of the Human Resources Team.

## 3. **Shortlisting and References**

3.1 Shortlisting is conducted against the published person specification for the post, with equality information and criminal record declarations removed (2.5) At least two members of staff participate in shortlisting to ensure fairness and consistency.

3.2 Shortlisted candidates are asked to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children or young people.

3.3 Two references, one of which should normally be the current or most recent employer, are sought directly for shortlisted candidates and ideally before the interview takes place. This includes internal candidates.

- 3.4 On receipt, references are checked to ensure that all questions have been answered satisfactorily. Where appropriate, referees may be contacted to clarify any anomalies or discrepancies. Where the contact is by telephone, a written note is made of the exchange and the referee asked for written confirmation. Any discrepancies are followed up transparently with the candidate.
- 3.5 Where appropriate, previous employers who have not been named as referees may be contacted in order to clarify any anomalies or substantial discrepancies or to verify the suitability of the candidate to work with young people if there has been no contact with these groups of people in their most recent employment.
- 3.6 Referees are always be asked specific safeguarding and suitability questions about:
- the candidate's suitability for working with young people and, where appropriate, adults
  - any disciplinary warnings, including time-expired warnings, which relate to the safeguarding of young people and, where appropriate, adults
  - the candidate's suitability for this post.
- 3.6 In addition, an online search is conducted on the shortlisted candidates as part of our due diligence, with applicants informed in advance. This may help identify any incidents or issues that have happened, and are publicly available online, which the College might want to explore with the applicant at interview.

#### **4. The Selection Process**

- 4.1 Selection techniques reflect the nature and duties of the vacant post, but all vacancies will normally require an interview of shortlisted candidates.
- 4.2 Interviews are always face-to-face (including with technology) and, where possible, are held on the same day(s) for all candidates.
- 4.3 Most interviews are divided into two stages, the length of which will depend on the number of candidates and the type of role. For example, a stage one process for teaching posts normally involves teaching a short lesson, whereas for administrative posts this might involve an IT exercise. Candidates also meet with staff with whom they will be working, and student-facing roles are usually interviewed by a student panel.
- 4.4 Interviews are transparent, respectful and supportive. All candidates are given the same tasks and time allocation, fair questioning and the chance to demonstrate their abilities.
- 4.5 The stage 2 interview panel, which comprises a minimum of two interviewers, receives feedback from those involved in stage 1 and a decision is made collectively as to which candidates should proceed to stage 2, based on merit, values and safeguarding responsibility. The stage 2 interview gives candidates and the panel the opportunity for further questioning and discussion relating to the requirements of the post.
- 4.6 To ensure transparency and consistency, candidates will always be asked to:
- give a clear account of any gaps in employment
  - clarify any anomalies or discrepancies in the information provided

- demonstrate their understanding of safeguarding and their commitment to protecting the welfare of children/young people and/or adult learners
  - provide certificates of educational and/or professional qualifications relevant to the post
- 4.7 Candidates are provided with timely feedback on the outcome of the interviews, usually within two working days. This is initially provided by telephone to all candidates who were interviewed and followed up with written confirmation of the offer to the successful candidate. On occasion, further consideration may be required and, if this is the case, candidates will be notified. Constructive feedback is available if requested by the candidate.

## **5. Pre-employment Checks**

- 5.1 Any offer of appointment made to a successful candidate, including one who has lived or worked abroad, will be conditional on satisfactory completion of the necessary pre-employment checks. The following checks are conducted consistently and with integrity to ensure safety and fairness:

The College will<sup>1</sup>:

- 5 verify a candidate's identity
- 6 obtain an enhanced DBS certificate (including barred list information) and see the original DBS certificate supplied by the candidate
- 7 obtain a separate barred list check if an individual starts work before the DBS certificate is available (having conducted a risk assessment and taken mitigating action)
- 8 verify that a newly appointed teacher (qualified or not), is not prohibited from teaching or subject to a sanction or restriction (that remains current), imposed by the General Teaching Council for England before its abolition in March 2012
- 9 verify the candidate's mental and physical fitness to carry out their work responsibilities
- 10 verify the person's right to work in the UK
- 11 make any further checks as appropriate if the person has lived or worked outside the UK, including a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed
- 12 verify professional qualifications, as required
- 13 take reasonable steps to establish whether that person is subject to a prohibition order issued by the Secretary of State

## **6. Induction and Probation**

- 6.1 New staff receive a thorough induction, including safeguarding training and Prevent awareness. New staff are supplied with Keeping Children Safe in Education (KCSIE) via email. This includes an email declaration to confirm that the information has been read and understood.
- 6.2 Induction is designed to welcome staff into the College community, clarify expectations, and provide support.

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<sup>1</sup> Tutors on the Adult programme who do not come into contact with students up to 18 years are not engaged in 'regulated activity' and are not eligible for DBS/Barred/Prohibition checks. Where a young person enrolls in a class, then these checks **must** be carried out on the tutor.

- 6.3 A six-month probation period provides a formal framework for support and mentoring. It ensures that all staff are fully supported to succeed in their role, whilst ensuring that high standards of performance and conduct set by the College are fully communicated and maintained.
- 6.4 All new staff will be given a clear understanding of what their probation involves from the outset. Regular and transparent review meetings with their line manager will provide space for guidance and reflection. These reviews will be recorded on our Performance Management System, EPM, and are designed to celebrate progress, identify support needs early, and foster a culture of trust and professional growth, ensuring that each colleague can thrive and contribute fully to our community.

## **7. Single Central Record**

The College maintains a comprehensive Single Central Record of all required checks. Records are managed with integrity, confidentiality and in line with statutory guidance.

- 7.1 The following information must be recorded in respect of staff who work in the College with young people. Although not a statutory requirement, a similar record is maintained for Adult Education tutors. The record must show the date when the checks have been conducted, evidence seen or certificates obtained:
- an identity check
  - a barred list check
  - an enhanced DBS check/certificate
  - a prohibition from teaching check
  - further checks on people who have lived or worked outside the UK including recording checks for EEA teacher sanctions and restrictions
  - a check of professional qualifications (where required by the post)
  - a check to establish the person's right to work in the UK
- 7.2 The College does not normally retain a copy of the DBS check supplied by the successful candidate, but where this is retained, it will be kept for no longer than six months. The unique reference number of the DBS should be recorded. A copy of other documents used to verify the successful candidate's identity, right to work and required qualifications will be kept in the person's digital personnel file.
- 7.3 The College subscribes to the update service for DBS (since 2022) for all new and current staff.

## **8. Employment of ex-offenders**

- 8.1 Applicants with a criminal record are treated fairly and with respect, in line with the law and safeguarding guidance in accordance with the Code of Practice published under section 122 of the Police Act 1997. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Hills Road Sixth Form College complies fully with the Code of Practice and undertakes not to discriminate unfairly against any subject of a criminal record check based on a conviction or other information revealed.
- 8.2 The College can only ask an individual to provide details of convictions and cautions that the College is legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where

the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), the College can only ask an individual about convictions and cautions that are not protected.

- 8.3 The College welcomes applications from candidates with a wide of experiences, valuing talent, values and potential alongside background, which may include a criminal record. All candidates are selected for interview based on their skills, qualifications and experience. To ensure transparency, all recruitment information will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- 8.4 Shortlisted candidates are asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children / young people. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information on which can be found on gov.uk.
- 8.5 If at any stage in the recruitment process, an offence is disclosed, this will be reviewed by the Principal with guidance from HR, taking into consideration any relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- 8.6 Open and supportive discussions are encouraged where a disclosure is made at interview or in a separate discussion.
- 8.7 Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment. To mitigate against this, all candidates are made aware that provision of false information is an offence and could result in the application being rejected, summary dismissal if they have been appointed and a possible referral to the police and/or DBS. Where practicable, any matter revealed on a DBS certificate will be discussed with the individual seeking the position before a conditional offer of employment is withdrawn.
- 8.8 Convictions are considered on a case-by-case basis, assessing relevance, seriousness and context. All decisions are based on safeguarding and fairness, and the following will be considered before reaching a recruitment decision:
  - whether the conviction or other matter revealed is relevant to the position in question.
  - the seriousness of any offence or other matter revealed.
  - the length of time since the offence or other matter occurred.
  - whether the applicant has a pattern of offending behaviour or other relevant matters.
  - whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
  - the circumstances surrounding the offence and the explanation(s) offered by the convicted person.
- 8.9 If the post involves regular contact with children, the College will consider it high risk to employ anyone who has been convicted at any time of any the following offences:
  - against adults: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.
  - against children or adults: serious class A drug related offences, robbery, burglary, theft, deception or fraud.

- 8.10 If the post involves access to money or budget responsibility, the College may consider it a substantial risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.
- 8.11 If the post involves driving responsibilities, the College may consider it a substantial risk to employ anyone who has been convicted of drink driving within the last 10 years.
- 8.12 Further information can be found on the gov.uk website, including guidance and criteria for DBS applicants which explains the filtering of old and minor cautions and convictions which are now 'protected' so not subject to disclosure to employers.

### **Linked Statements, Policies and Procedures**

Child Protection Policy and Procedures  
 Relocation  
 Safeguarding Adult Learners Policy and Procedures  
 Safeguarding Policy  
 Single Equality Scheme  
 Staff References  
 Staff Code of Conduct

### **Further Guidance**

Vice Principal, Staff & Student Learning  
 Human Resources Team

<https://www.gov.uk/government/publications/keeping-children-safe-in-education-2>

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

### **Document history**

Please note any updates and changes using the document history. Add more rows as required without deleting any historical elements.

Date	Author / Change	Version	Approved by
September 2012	Assistant Principal	1	Principal
July 2015	Assistant Principal	2	Corporation
July 2016	Assistant Principal	3	Corporation
July 2018	Assistant Principal	4	Corporation
July 2019	Assistant Principal	5	Corporation
September 2020	Assistant Principal	6	Corporation
September 2021	Assistant Principal	7	Corporation
September 2022	Assistant Principal	8	Corporation
September 2023	Assistant Principal	9	Corporation
September 2024	Assistant Principal	10	Corporation
September 2025	Vice Principal	11	The Trust Board

## EQUALITY ANALYSIS

### Initial Screening Form

<b>1</b>	<b>Policy/process to be assessed:</b> Staff Recruitment	
<b>2</b>	<b>Date:</b> August 2025	<b>New/review:</b> Review
<b>3</b>	<b>CST lead:</b> Ali Kirkman, Vice Principal (Staff and Student Learning)	
<b>4</b>	<b>Other EA team member/staff member responsible:</b> Jonathan Sansom, Chris Lovisa	
<b>5</b>	<b>What is the policy/process trying to achieve?</b> A robust staff recruitment process that attracts the best possible applicant to vacancies, identify and reject prospective applicants who are either unsuitable to work with children, young adults or not eligible to work in the UK, underpinned by E&D legislation and the Colleges Single Equality Scheme.	
<b>6</b>	<b>Who implements, carries out or delivers the policy/process?</b> Please state all applicable e.g. departments, teams, individuals including external. HR Department Interviewers CST (where required) Other staff involved in the recruitment process	
<b>7</b>	<b>Who does this policy/process affect and in what way?</b> Indicate below.	
	Staff	Yes, both in terms of the staff recruitment process and those applicants being interviewed.
	Students	Students are involved as a panel for all student facing appointments.
	Parents	No
	Potential staff	Yes, see above.
	Potential students	No
	Potential parents	No
	Trustees	Only if involved in a senior appointment
	Visitors to site	No
	Wider community	No

	Other stakeholders	No			
<b>8</b>	<b>Please assess how this policy/process may affect different protected groups differently?</b> (See below for complete list)				
	<b>Group</b>	<b>+ve</b>	<b>-ve</b>	<b>Neutral</b>	<b>Evidence</b>
	<b>Age</b>			X	
	<b>Disability</b>			X	
	<b>Gender</b>			X	
	<b>Gender reassignment</b>			X	
	<b>Pregnancy and maternity</b>			X	
	<b>Religion or belief (or none)</b>			X	
	<b>Sexual orientation</b>			X	
	<b>Marriage or civil partnership</b>			X	
	<b>Race</b>			X	
	<b>Socioeconomic</b>			X	
<b>9</b>	<b>What other policies/processes are linked?</b> Child Protection Policy and Procedures Relocation Safeguarding Adult Learners Policy and Procedures Safeguarding Policy Single Equality Scheme Staff References Staff Code of Conduct				
<b>10</b>	<b>What information is available on the impact of this policy/process? How was this obtained?</b> Information gained from talking to the HR department, CST, DSL and own experience and practice				

**11**

**What information/data is required to complete this analysis effectively?**

No more information required

**Decision**

**Has the initial analysis identified a potentially adverse impact on any of the protected characteristic groups?**

Yes/No

**If yes, what action has been taken to address this?**

**Is a full Equality Analysis required?**

Yes/No

A handwritten signature in black ink, appearing to read "A. Kirkman". The signature is written in a cursive style with a large initial "A".

**Signed (CST lead)**

**Date:** 1<sup>st</sup> September 2025