



ST BRENDAN'S
SIXTH FORM COLLEGE

Faith in Learning

SAFER RECRUITMENT AND SELECTION POLICY

Revision number	1.3
Review date	01/03/2022
Next review date	01/03/2025
Launch date	01/04/2022

1. Introduction

We are committed to providing an outstanding education and experience to all our students and to ensuring that during their time with us they are accessing a safe and secure environment. To achieve this, we recognise that we must recruit, attract and retain the highest calibre of staff who share our values and ambitions. The safe recruitment of staff is the first step to safeguarding and promoting the welfare of children in education by helping to deter, reject or identify people who might be unsuitable for working with children.

Further to this, the recruitment process is the first experience a potential employee has of the College and it is therefore important that the experience is as positive as possible.

2. Purpose

This policy has been designed to embed safer recruitment practices into our process and to support the creation of a safer culture by reinforcing the safeguarding and wellbeing of our students. This policy aims to provide guidance and standards to enable managers to attract, recruit and retain the best candidates in accordance with employment legislation and best practice. The aims of this policy are to ensure that:

- The best possible people are recruited on the basis of their merits, abilities and suitability for the position;
- We are deterring, identifying and rejecting prospective applicants who are unsuitable for work with children or young people;
- All job applicants are considered equally and consistently;
- No job applicant is treated unfairly on any grounds, including in respect of any of the protected characteristics as defined by the Equality Act 2010;
- The College is compliant with all relevant legislation, recommendations and guidance including statutory guidance;
- The College meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

This Policy is not contractual and does not form part of your terms and conditions of employment. It sets out the process we will normally follow when carrying out safer recruitment checks, although we reserve the right, at our discretion, to vary, replace or terminate the procedure at any stage. All staff, volunteers, agency staff and individuals who undertake work on our behalf are required to follow the principles of this policy during employment/engagement with the College.

3. Roles and responsibilities

3.1 The College Leadership Team

Is responsible for ensuring the college has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with Department for Education guidance and legal requirements and to monitor compliance with them.

3.2 All staff and Manager

All staff and managers must:

- Ensure that the college operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the college;
- Ensure HR are informed when appointing volunteers, agency, temporary staff etc.;
- Promote welfare of children and young people at every stage of the procedure.

3.3 HR Team

The HR Team will:

- Prevent people who pose a risk of harm from working with children/young adults by adhering to statutory responsibilities to check staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required;
- Monitor contractors' and employment agencies' compliance with this document;

- Quality check and ensure that there is a fair process being undertaken by the Recruiting Manager in line with this policy and with consideration of equality and diversity;
- Offer guidance and support throughout the recruitment process and support managers to make the right decision;
- Ensure that the college operates safe recruitment practices and ensure that all appropriate checks are carried out on staff, volunteers and others;
- Ensure the Single Central Record is accurate.

4. Guiding Principles

4.1 Key principles

Our approach to recruitment is based on the following principles:

- Fairness – we will seek to recruit the most suited candidate for the job based on merit;
- Mutual respect – recruitment and selection is conducted in a professional manner;
- Values based – we will attract and recruit on the basis that candidate's values and behaviours align with the values of the College;
- Safeguarding – we will do everything possible to prevent unsuitable people obtaining employment us. All new employees will need to satisfy a number of checks before they can join us;
- Timeliness – recruitment and selection will be carried out in a timely and responsive, avoiding any unnecessary delays.

4.2 The Equality Act

We are committed to a policy which embraces the Equality Act 2010. This policy adheres to the principles of equality and diversity and has been assessed to ensure that no member of staff will be treated less favourably on the basis of age, disability, gender reassignment, race, religion or belief, pregnancy, marital status, sex and sexual orientation.

We are a Disability Confident committed employer, and operate a guaranteed interview scheme for people who have declared themselves disabled, and meet the essential short listing criteria.

4.3 Record Retention / Data Protection

We are legally required to undertake pre-employment checks (as described in Section 7). Therefore, if an applicant is successful in their application, we will retain on their personnel file any relevant information provided as part of the application/recruitment process. This will include copies of documents used to verify identity, right to work in the UK. This documentation will be retained for the duration of the successful applicant's employment with us.

We will retain interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed. Where recruitment checks have been started, but a decision made to withdraw an offer, we will retain details for six months from the date the offer was withdrawn at which point it will be confidentially destroyed.

4.4 Linked policies and processes

We have a number of policies and processes in place to ensure the safety and security of our students. This policy references and may be used in conjunction with the following:

- DBS Policy;
- Job Evaluation Policy;
- Temporary Staffing Policy;
- Single Central Record standard operating procedure.

5. Planning Procedure

5.1 Recruitment need identified

The manager is responsible for identifying when there is a vacancy to be recruited to. All vacancies, whether new or current, must be reviewed in line with the needs of the service. Consideration must also

be given as to whether the duties can be delivered in a different format, absorbed within existing workforce resources or whether it suggests a different role altogether (i.e. part-time or delivered more effectively by redesigning the role). Managers should also consider future workforce plans and requirements and the need to retain staff flexibility.

Managers should always review the job description to ensure that it is up to date and accurate and that it reflects all the skills, knowledge and abilities that are required for the role.

5.2 Job evaluation

Any new job descriptions, or those significantly updated, must be submitted for job evaluation in advance of being submitted for advert approval and publishing. When making changes to a job managers should liaise with HR for support and guidance.

5.3 Approval to recruit

All posts are subject to budget control and must be approved by the Principalship before being advertised. The manager is responsible for completing the vacancy request form and attaching the advert text, job description and any other documentation required.

6. Attraction and Selection Procedure

6.1 Advertising

All vacancies will be advertised on our website, either internally only or internally and externally dependent on the anticipated talent / skill pool within the college.

6.2 Shortlisting

Candidates should be shortlisted against the criteria within the job description. Managers are responsible for making sure any individuals involved with the shortlisting process are aware of the shortlisting criteria, initially reviewing applicants against the essential criteria and then the desirable criteria where there is a need to further reduce the selection pool.

When considering applicants for shortlisting priority will need to be given to any applicants who have marked that they wish to apply under the Equality Act (Disability), this means that if they meet the essential criteria for the role they will be interviewed for the position.

To ensure we maintain a 'culture of vigilance' through safer recruitment, those shortlisting must:

- Be consistent for all candidates;
- Take time to properly scrutinise the application form and identify any inconsistencies;
- Highlight employment gaps to be explored.

6.3 Selection methods

Recruiting Managers should give consideration to using a range of job-related selection tests, practical exercises or presentations as part of the selection process. All candidates must be subject to the same tests under exactly the same conditions (excluding any allowances made as 'reasonable adjustments' to disabled candidates). Below is an overview of the most common selection methods used:

Selection method	Reason	When used
Panel Interview	Candidates are interviewed by a panel consisting of minimum of 3.	All posts to examine knowledge, experience and fit to post
Basic Numeracy / Literacy	Paper based tests for basic numeracy and literacy	Entry level posts or those with data requirements e.g. administrator
Presentation	Candidates asked to prepare and present on a topic related to the role	Assesses candidates for posts that require teaching and/or presenting skills

Job simulation / in tray exercise	Exercises that measure candidates typing skills, accuracy, knowledge and understanding	Tests candidates' practical skills e.g. admin posts
Personality Profile analysis / psychometric testing	Online (or paper) questionnaire which asks to rate against statements or descriptions relating to behaviour (most or least like)	Provides broad overview of attitudes, behaviours and characteristics which can be compared against role
Mini class delivery	Candidates asked to prepare and deliver a classroom session. This may be with students or just to the panel	Assesses candidates for posts that require teaching
Candidate-led discussion groups	Exercises that measure candidates ability to engage with others, assess knowledge of a topic and respond to questions	More senior role where ability to build relationships, interact with other and critical thinking

6.4 Interview

It is best practice to state the interview date within the advert. This allows candidates to prepare in advance and likely to lead to greater attendance at interviews.

Interviews will be planned, structured and consistent for each candidate, taking reasonable adjustments into consideration. Interviews will assess the values of candidates as well as their skills, experience and competence. Values based recruitment will form a major part of the recruitment process.

Interview panels must consist of a minimum of three members with the chair of the interview panel being either equal, or higher, grade than the vacancy being recruited to. The panel must include a member of the Principalship or HR. The recruiting manager is responsible for ensuring that accurate interview notes are taken by all panel members, which includes answers to the questions and scoring/decision making rationales. At least one member of the interview panel must have gone through safer recruitment training.

6.5 Decision making

Once the formal assessment process is completed the selection panel will need to agree on a suitable candidate. The appointment should be made on the basis of which individual best fits the criteria set at the start of the recruitment process, using the scores and results of any assessments. The selection panel will have three options to consider:

- The highest scoring candidate is suitable for the role and appointable;
- The panel have concerns about the highest scoring candidate and therefore decide to offer the post to another candidate;
- No suitable candidates therefore no appointment.

Following the selection process the preferred candidate should be offered the position. Offers should be made verbally and must always state that the offer is conditional and subject to satisfactory checks (outlined below). A verbal offer is legally binding, so if an offer needs to be withdrawn this can only be done if the candidate does not satisfactorily meet our employment checks. Details of the offer should be explained and will be followed up in writing.

Unsuccessful candidates should be informed verbally and offered feedback on their performance, normally by a member of the HR Team.

7. Pre-employment Checks Procedure

We have a robust pre-employment screening process that is managed by the HR Team. All offers of employment will be made on a conditional basis subject to the relevant pre-employment checks.

These guidelines set out the procedures to be followed in relation to pre-employment checks and take into account current legislation relating to employment, equality, diversity and inclusion, General Data Protection Regulations (GDPR), rehabilitation of offenders and safeguarding of children / young adults.

7.1 Employment history and references

Factual references will be sought as part of the selection process for all appointments and will be requested after interview by HR and screened to ensure there are no areas for concern. Any issues will be raised with the recruiting manager. We require a minimum of two satisfactory references covering the last three years of employment or education, ideally five years, for a successful appointment to be confirmed. One reference must be from the applicant's current (or most recent) employer.

Any gaps in employment history will need to be carefully explored with the applicant at interview by the recruiting manager. Information obtained through references should only be used to confirm a recruitment decision. References will be cross checked with the application form to confirm previous employment dates before an unconditional offer of employment is made.

Depending on the individual's circumstances, other types of references (i.e. character references) may also be required if the applicant has not worked, or been in full time education within the last five years preceding the application. A verbal reference can be sought by HR as a last resort, but this will need to be followed up in writing by the referee.

More information about acceptable references is included in Appendix I.

7.2 Disclosure and Barring Service (DBS) and Children's Barred List

Due to the nature of the work, we require an Enhanced disclosure from the DBS in respect of all prospective staff members, contractors, supply teachers, self-employed workers and volunteers who engage in 'regulated activity'.

We will not discriminate unfairly against applicants who possess a criminal record and will not necessarily bar an applicant from employment due to an unspent conviction. In cases where a conviction is disclosed the nature of the conviction and its relevance to the post will be considered.

Any issues arising from a DBS check will be discussed between the Recruiting Manager and HR and a mutual decision will be made as to whether we continue with the appointment with final sign off being confirmed by the Principal. The Rehabilitation of Offenders Act will be taken into consideration when making a final decision.

The enhanced DBS checks required by us normally contains information on whether the individual is on the Children's Barred List.

Where a positive disclosure has been declared a risk assessment will need to be undertaken by the manager and HR. The original DBS certificate issued to the applicant must be presented to HR in order to be able to understand the conviction, caution or reprimand. The main focus of the decision should be based on a risk assessment of the offences which are relevant in terms of the duties the post holder will be expected to undertake. More information and the risk assessment is available in the DBS Policy.

7.3 Proof of identity

Verifying someone's identity is the most fundamental of all the employment checks. Undertaking identity checks minimises the risk of employing or engaging a person in any activity who is:

- An individual impersonating another;
- Avoiding the detection of a criminal offence;
- An individual who has used illegal means to obtain genuine documents to gain employment.

It should be the first check performed, as all other checks will be rendered invalid if the person's identity cannot be proved. Verification of identity should initially be checked at interview – this is an essential part of the verification process.

Individuals must be able to provide a range of documents that confirm their name, their current address and evidence of residency. In all cases, a meeting should take place whereby the original documents are examined to ensure they are validated. Photographic documentation should be compared with the likeness of the person presenting. A copy will be taken of each of the documents which will then be stored on the individuals file. A complete list of acceptable documentation is provided in Appendix 2.

Individuals will need to provide one of the following combinations:

- Two forms of photographic personal identification from List 1, and one document confirming their current residing address from List 2; or
- One form of photographic personal identification from List 1, and two documents confirming their current residing address from List 2.

If an individual genuinely cannot provide any form of photographic personal identification from List 1, they should be asked to provide all of the following documentary evidence:

- Two documents confirming their current residing address from List 2.
- Two forms of non-photographic personal identification from List 3.
- A passport-sized photograph of themselves, countersigned by an appropriate person.

7.4 Right to work

All employees of the College must have a legal right to work in the UK. No assumption should be made about a person's right to work or immigration status on the basis of their colour, race, nationality, ethnic or national origins, or the length of time they have been in the UK. As such all appointees will be asked to provide evidence of eligibility to work in the UK.

All shortlisted applicants for positions in the College will be required to provide evidence of their right to work at interview. All documents must be original and show that the holder is entitled to do the type of work being offered.

Similar to Section 7.5 individuals will need to provide documentation confirming their right to work in the UK. The original documentation will be examined to ensure they are validated. Photographic documentation should be compared with the likeness of the person presenting. A copy of the document(s) will be taken and stored on the individuals file. A complete list of acceptable documentation is provided in Appendix 3.

Individuals will need to provide either a single document or combination of documents from List A. If they are unable to provide a document from List A they will need to refer to List B.

7.5 Qualifications and/or Professional registration

Where qualifications are an essential requirement of a position, shortlisted candidates will be required to provide evidence of these qualifications at interview in the form of an original certificate.

If a role requires the applicant to be a member of a professional body, proof of current membership must be provided prior to starting in post. The applicant must supply this evidence either through a letter, membership card or registration number (if applicable).

In all cases, where an individual is to undertake a teaching role of any kind (this may include non-teaching staff if they plan, prepare and deliver lessons and assess and report on pupils without supervision of a qualified teacher) a Prohibition Order check will be made.

This check will be carried out as part of the pre-employment stage. Prohibition orders prevent a person from carrying out teaching work in schools and sixth form colleges. If a person who is prohibited from teaching must not be appointed to work as a teacher in such a setting and any job offer will be withdrawn.

Further checks will be made on original documents by HR as part of the pre-employment check process, with copies placed on file.

7.6 Health screening questionnaire

The aim of health screening is for the appointed candidate to identify if they have any health issues, this is done via a questionnaire which will be sent out with the conditional offer letter and the candidate will be required return this as soon as possible.

The purpose of a health assessment is to assess whether new employees have a health condition or disability that requires adjustments in the workplace to enable them to undertake the post offered. If further clarification is needed an interview with Occupational Health will be arranged.

All health questionnaires are confidential; the form is only available to HR and Occupational Health.

Any issues that arise from the results of these questionnaires will be raised with the manager on a case by case basis.

7.7 Overseas checks

For candidates who are living overseas, or who have lived overseas previously, obtaining a DBS certificate may be insufficient to establish their suitability to work for us. In such cases the candidate will be required to provide additional information about their suitability from the country in which they have lived.

An overseas check will be carried out for each overseas country in which the candidate has lived or worked for either a period of:

- Three months or more in the previous five years; or
- 12 months or more while aged 18 years or over in the last ten years.

It will be the responsibility of the candidate to apply for a formal check from the country in question i.e. a criminal records check (or equivalent) or a certificate of good conduct.

We recognise that formal checks are not available from some countries, that they can be significantly delayed or that a response may not be provided. In such cases candidates must show any attempt made to seek an overseas check and any reasons given as to why one could not be obtained. Where it is genuinely not possible to obtain an overseas check, we will base our recruitment decision on the wider range of evidence available as part of the recruitment process (e.g. references, DBS etc.).

7.8 Online checks

As part of our safer recruitment check we will carry out an online search as part of our due diligence on candidates who have been offered a role within the college. Should any concerns or issues be identified as part of this check it will be discussed with the individual before they begin employment with the college. The outcome of the will be stored on the individuals file.

For some roles it may be appropriate to carry out the online check prior to interview once candidates have been shortlisted. Where concerns are identified these may be discussed with candidates at interview. Checks carried out on candidates who are not appointed will be destroyed confidentially.

Online searches will only involve searching for information that is publically available and accessible on the internet.

7.9 Section 128 Checks

A section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. A section 128 direction check must be completed for all leaders, senior leaders and governance in the college.

7.10 Unsatisfactory checks

All offers of employment are conditional on all the above checks being completed. Should one of these checks be considered unsatisfactory the HR Team will investigate further and we will seek to clarify any points in discussion with the candidate.

If, after careful consideration, it is decided to withdraw the conditional offer of employment, the grounds for withdrawal must be very clear, for example due to unsatisfactory references or other pre-employment checks and the offer of employment rescinded in writing.

8. Appointment Procedure

8.1 Starting salary

New appointments will normally be made on the first incremental point of the advertised grade within the salary scale. This reflects the fact that individuals may have the basic skills and competences required for the job but it will take time for them to gain the experience to perform the job at a fully competent level. There may be situations where it is appropriate for incremental credit to be given in recognition that the individual brings relevant experience, knowledge and skills that are beyond the essential criteria of the post. Consideration will also be given to the successful candidate's current salary, although this will not be a deciding factor.

Care should be taken in considering an appointment above the minimum and any proposals of this nature should be discussed with an HR contact before an offer is made. Please refer to Appendix 4 for more information.

8.2 Starting before pre-employment checks

In exceptional circumstances it may be possible for an individual to start with us before all pre-employment checks are complete and where there is an urgent need subject to the following:

- A full risk assessment must be carried out by the manager and submitted to HR (Appendix 5);
- We have received at least one satisfactory reference from the most recent/current employer;
- A self-disclosure form has been completed;
- Right to work and identity checks have been carried out;
- In cases where we are awaiting the results of a DBS check, measures are in place to supervise individuals at all times by a member of staff.

Such decisions will be approved by a member of the Principalship. If approved, employment will continue to be on a conditional basis until all pre-employment checks have been carried out.

8.3 Unconditional offer of employment

Once satisfactory pre-employment checks are received, the HR Team will prepare an unconditional offer letter and will send out along with the contract of employment for the new starter.

8.4 Reasonable adjustments

If a disabled candidate is selected for appointment, the need for reasonable adjustments to the role will need to be discussed with the individual concerned. The individual may suggest required adjustments to the recruiting manager. Advice from Occupational Health should be sought if the pre-employment screening is not sufficient. It may also be appropriate to seek advice and support from Access to Work.

9. Single Centralised Register

In addition to the various staff records kept in College and on individual personnel files, a Single Centralised Record of recruitment and vetting checks is kept and maintained by HR. For more information please see the Single Central Register guide.

10. Review of this Policy

This Policy will be reviewed every three years but can be reviewed at any time if we deem it necessary to do so or a review is requested by the Staff Forum. We reserve the right to amend this Policy as necessary, without individual consultation, to meet any changing requirements.

Appendix I – Employment history and references

The number and type of references obtained for each applicant may vary slightly, depending on whether the individual has held employment or has studied for a consecutive period of five years and/or how many episodes of employment or training they may have had during this time. At least three years history should be obtained, ideally five.

References should aim to provide details of:

- Where the individual has been employed/volunteered, or has studied
- The dates of employment/volunteering, or duration of study
- The position held or, course undertaken
- Any recent or ongoing disciplinary action, performance concerns or referrals;
- Any safeguarding concerns;
- The reasons for leaving employment, training or study (where this is known).

What to do if an employer reference is unobtainable

There may be a number of genuine reasons as to why an applicant cannot provide a referee from a previous employer (e.g. the individual may never have worked before, or they have not worked for some considerable time etc.)

In such cases, we would seek a reference from their last known employer and source additional character or personal references in order to validate the required five year period. Where it is not possible to obtain any employment reference at all then we will require two character references, each from a person of some standing within the community.

Character/personal references

Character and personal references can provide invaluable information to help build up a picture of the applicant's reliability, social skills and experiences. They may also be useful to further support an application if the individual has a previous criminal record history or where they genuinely cannot provide a previous employer reference.

A character reference must be from a person of some standing within the community i.e. doctor, solicitor, MP, school teacher etc. a list of acceptable people is available on the governments [Accepted occupations for countersignatories](#) webpage.

Verifying references

When determining if a reference is acceptable we will ensure:

- It is not an open references e.g. to whom it may concern;
- The reference has been sought and obtained directly from the referee;
- The reference has been completed by a senior person with appropriate authority or HR;
- Electronic references originate from a legitimate source / work email;
- References are on headed paper;
- Information on the application form is compared with the reference and any discrepancies will be raised with the candidate;
- We have confirmation as to why a candidate is leaving their current / most recent post.

Negative references

We will explore any negative information by raising it with the individual concerned, giving them opportunity to explain the situation in more detail and/or, where appropriate, give them chance to outline any learning from past mistakes or experiences in order to obtain the necessary assurances about their suitability for a role.

Information will be carefully considered against the wider range of evidence gathered as part of the recruitment process.

Appendix 2 – Proof of Identity Checks

Lists 1, 2 and 3 outline a range of documents which, when presented in the specified combinations, can be more accurately relied on to provide the necessary proof of an individual's identity. This is because the individual will have gone through some form of identity check in order for the document(s) to be issued to them in the first place.

1. List 1: Examples of photographic personal identity documents

All forms of documentary evidence must be original and, if dated, must be valid and current, as indicated in the recommended list of documents below.

All photographic evidence should be compared with the applicant's likeness by conducting a face-to-face meeting.

Dates and personal information should be cross-referenced with other forms of documentary evidence the applicant has presented as part of their application.

Examples of photographic personal identity documents include:

- Full, signed UK (Channel Islands, Isle of Man or Irish) passport or other nationalities passport
- UK Biometric Residence Permit (BRP) card
- UK full or provisional photo card driving licence
- Other nationalities photo card driving licence. (Valid up to 12 months from the date when the individual entered the UK. The person checking the document must be able to assure themselves that the licence is bona fide)
- HM Armed Forces Identity card (UK)
- Identity cards carrying the PASS (Proof of Age Standards Scheme) accreditation logo (issued in the UK,
- Channel Islands and Isle of Man only). Organisation identity cards are not acceptable as they do not contain watermarks, holograms or other security markings.
- EEA government issued identity cards that comply with Council Regulation (EC) No 2252/2004, containing a biometric.

What to do if the applicant cannot provide photographic documentation?

If individuals are genuinely unable to provide any form of photographic personal identity, employers will need to ask them to provide a passport-sized photograph of themselves, in addition to providing documentary evidence from the lists below.

The photograph must be countersigned by a person of some standing in the community who has known the applicant personally for at least two years.

The person countersigning the photograph must provide a statement outlining how they know the applicant (for example, as their GP, solicitor, or teacher) and the period of time they have known them. They must also provide their full name, signature and contact details. Employers should cross-reference the signature provided at the back of the photograph with the one provided in the statement to ensure it matches.

A list of recommended persons of some standing in the community can be found on the [Gov.uk website](https://www.gov.uk)

2. List 2: Examples of confirmation of address documents

The primary purpose of requesting documentary evidence to confirm the applicants address is to establish that it relates to a real property and that the applicant actually does reside at that address.

Where seeking more than one form of documentary evidence from this list, these should ideally be from different sources.

Examples of acceptable documents for confirmation of address may include any of the following:

Document	Issue date and validity
Mortgage statement (UK) from a recognised lender	Issued in the last 12 months
Local authority tax statement (UK)	Issued in the last 12 months
Bank, credit or building society statement	Issued in the last 3 months
Utility bill or letter from service provider confirming services at a fix address (e.g. gas, water, electricity, internet - not mobile phone bill)	Issued in the last 3 months
Local council rent card or tenancy agreement	Issued in the last 12 months
Benefit statement, for example Child Benefit or pension	Issued in the last 3 months
HM Revenue & Customs tax notification (HMRC) tax notification	Issued in the last 12 months
UK full or provisional photo-card driving licence, if not already presented as a form of personal photographic identity	N/A

What to do if the applicant cannot provide proof of address?

If the applicant is genuinely unable to provide proof of address in their own name (for example, because they are house-sharing or living with friends or family) we may seek confirmation from an electoral register that a person of that name lives at the claimed address. A check of electoral registers can be carried out by contacting the relevant local authority for the area the applicant claims to be residing in.

3. List 3: Acceptable non-photographic proof of personal identification documents

Recommended acceptable non-photographic documents may include any of the documents listed below. Where seeking more than one form of documentary evidence from the list below, these should be from different sources, wherever possible.

Examples of acceptable documents may include any of the following:

- Full birth certificate (UK and Channel Islands) issued after the date of birth by the General Register Office or other relevant authority, for example registrars.
- Full birth certificate issued by UK authorities overseas, such as embassies, high commissions and HM Forces.
- UK full old-style paper driving licence. Old-style provisional driving licences are not acceptable.
- Most recent HM Revenue and Customs (HMRC) tax notification, such as an assessment, statement of account, P45, P60, or notice of coding. (UK and Channel Islands)**
- Work permit/residency permit (UK) valid up to the expiry date.
- Adoption certificate (UK and Channel Islands).
- Marriage or civil partnership certificate (UK and Channel Islands).
- Divorce, dissolution or annulment papers (UK and Channel Islands).
- Gender recognition certificate.
- Deed poll certificate.
- Firearms certificate/licence (UK, Channel Islands and Isle of Man).
- Police registration document.
- Certificate of employment in the HM Forces (UK).
- Evidence of entitlement to Department for Work and Pensions. (UK)**
- A document from a local/central government authority or local authority giving entitlement, such as Employment Services, Job Centre, Social Security Services. (UK and Channel Islands).*

*All documents must be dated within the last six months, unless there is good reason for it not to be

** All documents must be dated within the last 12 months

Appendix 3 – Right to Work

To confirm individuals have the legal right to work in the UK, they must provide either a single document or combination of documents from List A. If they are unable to provide a document or documents from List A please refer to List B.

1. List A – acceptable documents to establish a continuous statutory excuse

- A passport (current or expired) showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or passport card (current or expired) showing that the holder is a national of the Republic of Ireland.
- A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom indefinitely.
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey, or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

2. List B

The individual's permission to work in the UK ends when their visa or other right to work document expires. This means that a repeat check will need to be conducted before the expiry date of the visa for employment to continue.

Group 1 – documents where a time-limited statutory excuse lasts until the expiry date of leave

- A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.
- A current document issued by the Home Office to a family member of an EEA or Swiss citizen, and which indicates that the holder is permitted to stay in the United Kingdom for a time limited period and to do the type of work in question.
- A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey, or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has

been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.

- A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008, on or before 30 June 2021.
- A frontier worker permit issued under regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

Group 2 – documents where a time-limited statutory excuse lasts for six months.

- A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme) on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A document issued by the Bailiwick of Jersey or the Bailiwick of Guernsey showing that the holder has made an application for leave to enter or remain under Appendix EU to the Jersey Immigration Rules or Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
- An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
- A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question

Appendix 4 – Starting salaries on appointment

The Sixth Form College Association Handbooks for teaching and support staff does not provide guidance on starting salaries on appointment. It is therefore good practice for the college to have a process on the application of starting salaries to ensure consistency.

The three key areas that are covered by the term ‘starting salaries on appointment’ are:

1. Staff joining the college with no previous experience;
2. Staff moving internally to a new role within the college;
3. Staff joining the college with previous experience and/or transferrable skills.

Joining the college with no previous experience

It is expected that starting salaries for new staff, with no previous experience, should be placed at the minimum of the pay grade.

In exceptional circumstances, where there is sound evidence, it is possible to offer a salary above the grade minimum. It is essential that this is discussed with HR before making the offer to the candidate.

The provision of higher starting pay must only be used in genuine circumstances where there is sufficient evidence at the interview and on the application form, to offer higher starting pay. When deciding whether higher starting pay is appropriate the following must be considered:

- Whether the individual has the skills, experience and knowledge, with the same level of responsibility, as existing staff;
- The current salary level of the individual and evidence that this matches or exceeds the starting salary;
- Whether the proposed salary is commensurate with the qualifications and breadth/depth of experience of the applicant i.e. they have all the relevant knowledge and experience to perform the job at the highest level;
- That, if offered, the salary would not cause problems of relativity with existing staff;
- The Equal Pay Act 1970 which makes it unlawful for employers to discriminate between men and women in terms of their pay and conditions where they are doing the same or similar work; work rated as equal; or work of equal value.

Moving internally to a new role within the college

Where the appointment is for an existing employee being appointed to a new position within the same grade, they will be placed on their current point. They will retain the existing date for incremental progression. An appointment within the same grade will not increase at the start of the new role.

In the event the internal appointment is to a new position at a higher grade than the employee’s current position, they will normally be placed on the first point of the new grade.

Joining the college with previous experience

Previous equivalent relevant experience, whether gained paid or unpaid, or gained outside of the education sector must be evidenced to enable the college to determine if it should be counted for pay purposes. Evidence may be in the form of qualifications, references or certificates.

Any such presented evidence should be measured against the post’s job description ensuring that the level, breadth, depth and complexity of the individual’s knowledge, experience and understanding of different aspects of the job is the same.

Appendix 5 – Non complete pre-employment check risk assessment

Strictly private and confidential

In exceptional circumstances where there are significant operational difficulties, or the health, safety and welfare of staff and/or students may be affected, then a risk based assessment can be undertaken to determine if the risk of the absence of the outstanding check is at an acceptable level for the candidate to commence in post.

However, a risk assessment cannot be conducted if:

- We do not have at least one reference from the most recent/current employer;
- A self-declaration form has not been received;
- We do not have proof of identity and right to work.

About the candidate	
Name:	
Post applied for:	
Recruiting manager:	
Proposed start date	

Pre-employment checks		
Please confirm which checks have been completed:		
Reference from most recent / current employer	<input type="checkbox"/> Yes	<input type="checkbox"/> No
References covering a period of five years	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Pre-employment health assessment	<input type="checkbox"/> Yes	<input type="checkbox"/> No
DBS check	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Children Barred List check	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Overseas check	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Identity check	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Right to work check	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Barred List / Teacher Status check (Teacher only)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the individual been in previous 'recent' employment in education or for children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any concerns /issues raised relating to safeguarding through the recruitment and selection procedure to date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Rationale	
What is the business rationale for allowing a start date before checks have been completed	
How much interaction with students will be expected within the role?	MINIMAL / OCCASIONAL / FREQUENT
Does the post involve one to one contact with children or other vulnerable groups?	YES / NO
What level of management supervision will the person receive?	NONE / OCCASIONAL / FREQUENT

What measures/safeguards will be put in place to ensure student safety?	
Please state who will be responsible for the supervision of this individual	

Recruiting Manager / HR declaration	
<p>I confirm that I have assessed the risk associated with offering a start date before all employment checks have been completed and have put measures in place to safeguard staff and students</p>	
<p>Signature</p> <div style="border: 1px solid black; height: 30px; width: 400px; margin-left: 100px;"></div>	<p>Date signed: <div style="border: 1px solid black; height: 20px; width: 150px;"></div></p>

Head of HR decision		
Confirmation that essential checks have been carried out and completed appropriately	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Confirmation that recruitment process has been followed appropriately	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Confirmation that risk assessment completed appropriately	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Additional comments		
Recommendation	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject
<p>Signature</p> <div style="border: 1px solid black; height: 30px; width: 400px; margin-left: 100px;"></div>	<p>Date signed: <div style="border: 1px solid black; height: 20px; width: 150px;"></div></p>	