

Melton College, York. Safer Recruitment Policy

Last Reviewed: Tuesday, September 10, 2024

Melton College runs courses for families, older adult students (aged 40+) and for juniors. We manage our own Homestay provision, and also run a small hotel in the building next to the College. Our Policy documents relating to Safeguarding are review at least annually by the DSL, Principal and HR Manager, with the review date shown under the title. It circumstances dictate, the policies are review more regularly, for example in response to an incident or to take account of statute.

All information is stored either in our HR Safe or on a secure server for no more than the time needed to follow best practice. Successful candidates will have to submit original documents, from which we will take and authenticate copies which will then be filed in our HR Safe.

The following 12 steps are taken to ensure that at all times the recruitment process is robust:

1. Advertising for staff
2. All adverts will outline the requirements for working at Melton College. These are:
 - a. A commitment to safeguarding
 - b. An understanding and commitment to the ethos and aims of the College
 - c. The right to work in the UK
 - d. A completed application form
 - e. A minimum of two references, sought by the College, **not** pre-prepared testimonials
 - f. A recent DBS (ideally, participation in the update service)
3. All applicants, whether responding to an advert or contacting the College through the website or by other means will be sent an application form to complete. This must be completed in full or will be rejected
4. All application forms will be considered by at least two members of the College team
5. Shortlisted Candidates must provide referees which can be contacted (and if need be, pursued) before starting. Ideally, the College would like to contact at least one referee prior to interview. The College reserved the right to also approach previous employers. Any concerns are addressed before appointment. Online searches may also be carried out. Shortlisted candidates will also be asked for a declaration regarding their suitability to work with under 18s
6. Interviews are carried out via video call or in person where possible. Interviews are, if possible, conducted by two members of staff and (if in person) will be preceded by a tour of the building. Interviews will cover questions appropriate to the role sought but will always include:
 - a. A detailed consideration of the application form – including a clarification of any remaining ambiguities (NB, gaps, will have caused the application to be rejected)
 - b. A discussion of the candidate's knowledge of and attitude to Safeguarding
 - c. A clear statement confirming that there is no reason not to offer employment
- 4-7. Shortlisted Candidates will be notified as soon as possible if the College:
 - a. Is minded to offer a position
 - b. Will not be offering a position
8. Once acceptable references have been received, Candidates will be offered a "Statement of Main Terms" (SMT), to be read in conjunction with the College Employee Handbook.
- 2-9. For the successful candidate, appropriate criminal checks are carried out. Additional checks may be sought for those applying for have worked in mainstream education -e.g. the Prohibited List check, completed via the Teacher Regulation Agency for those in the UK or by alternative methods -e.g. letter of Professional Conduct/references etc for those who have worked in mainstream education within the EEA. All checks must be completed before staff can start any regulated activity.
10. On acceptance of the SMT Candidates change status to New Starters.
11. New Starters will be expected to come to College will originals of all necessary paperwork and, in addition, to complete a "New Starter" form for H&S and payroll.

1.—New Starters will receive access to Basecamp, Bright and a Staff Log-in to the College website. They will receive necessary induction in the use of these and will, as part of their induction, need to review all necessary College Policies, especially relating to Safeguarding. Throughout this process, they will be encouraged to seek any clarification necessary from the Principal, Academic Manager, Campus Manager, HR and Compliance Manager or Designated Safeguarding Lead.

Application for a Post at Melton College~~All applicants are questioned about their knowledge of and attitude towards safeguarding~~

To be accepted, this form must be completed in full

At interview, all gaps in CVs and any other potential concerns are discussed

Introduction

<u>Date of application</u>	
<u>Full Name</u>	
<u>Last Name</u>	
<u>Current address</u>	
<u>How long have you been at this address?</u>	
<u>Email</u>	
<u>Contact Number</u>	
<u>Have you used or been known by any other name in the past?</u>	
<u>Post Applied for</u>	
<u>Please state briefly why you feel you are an appropriate Candidate</u>	
<p>All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website or at Unlock, www.unlock.org.uk/</p>	

Qualifications

At least two recent, relevant references are taken up either in writing or by telephone. Any concerns are addressed before appointment

<u>Please list all Level 6 (first degree) Qualifications giving awarding institution, subject, award, graduation date</u>	
<u>Please list all Level 7 and above Qualifications giving awarding institution, subject, award, graduation date</u>	
<u>*Please list all Teaching Qualifications (if not listed above</u>	
<u>Please list any other qualifications you feel are relevant to your application</u>	

**Please give enough explanation to identify teaching qualifications! "TEFL Cert" is not acceptable. For more information on qualifications, please consult the AccreditationUK website.*

Declaration

Please confirm that there is no reason or history which would make you an inappropriate person for this role. This means you must be an appropriate person to work with children and young people.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed Online searches may be carried out

confirm that the above information is complete and accurate and I understand that any offer of employment is subject to a) references which are satisfactory to the school b) a satisfactory DBS certificate including check of the Children's Workforce Barred list c) the entries on this form proving to be complete and accurate and d) a satisfactory medical report, if appropriate. I confirm that I have not been disqualified from working with children, cautioned or sanctioned in this regard.

Signed _____ Date _____

~~Appropriate criminal checks are carried out~~

Please go to the next page and complete your timeline

Referees

Please give the names of two referees we can approach to verify your application and find out about your suitability for the role.

Referee	1	2
Name		
Position		
Company		
Address 1		
Address 2		
City		
Post Code		
Country		

I confirm that you may approach the people named above to ask for a reference.

Signed _____ Date _____

~~2. Before appointment, all staff complete a declaration regarding their suitability to work with under 18s~~