



East Coast College Policy & Procedure

Recruitment Policy and Procedure

Quality Document Number	QD120
Version	V3 June 2025
Document Owner	Director of People and Wellbeing
Review Period	Every 3 years
Review Date	2028
JNCC Approval	16/10/2025
Equality Analysis	
Student Council	N/A
SLG Approval	9/9/2025
Recommended by	N/A
Approved by P&W Committee	9/9/2025
Summary of changes since previous version	• Referenced updated version of KCSiE • Specified when job evaluations may be required • Confirmation that all vacancies will be advertised internally • Confirmation of pro-active candidate sourcing to be led by Talent Acquisition Lead • Ability to close vacancies early and reasons why

	• Addition of panel scoring to the shortlisting process • Confirmation of obtaining and storing candidate ID documents at interview • Confirmation of process for storing interview notes • Feedback for internal candidates to be provided by the hiring manager • Additional information provided on Induction • Further details of references, and impact on probation
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This document can be provided in a larger font or electronically upon request.

1. Introduction

At East Coast College (the College) we are fully committed to achieving equality of opportunity for all people who work and study at the College and recognise our legal requirements under the Equality Act 2010.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

2. Scope and Purpose

This Policy covers all activities that form part of the recruitment and selection process and should be used in conjunction with the recruitment toolkit.

In order for the Policy and Procedure to be effective it is essential that any member of staff who is involved in any aspect of the recruitment and/or selection of staff is aware of this document and follows it.

The purpose of this Policy and Procedure is to offer those involved in the recruitment and/or selection process, clear guidance on how to carry out that process. Managers are given further guidance through the recruitment toolkit.

The College has an ex-offenders policy which is in Appendix 1.

The aims of this Policy are to recruit the most suitable staff and deter, reject or identify people who are unsuited to working with young people and vulnerable adults by having appropriate procedures for appointing staff through:

- Ensuring that the most suitable staff are recruited on the basis of their merits, abilities, and suitability for the position
- Ensuring that all job applicants are considered equally and consistently
- Ensuring that no job applicant is treated unfairly on any grounds – including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation
- Ensuring compliance with all relevant legislation, recommendations and guidance – including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education (KCSIE), the Prevent Duty guidance for England and Wales (The Prevent Duty Guidance), and any guidance or code of practice published by the Disclosure and Barring Service (DBS).

The College has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the College based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance (including KCSIE and Prevent Duty Guidance).

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individuals' application and avoid any involvement in the recruitment and selection decision-making process.

3. When a Vacancy Arises

If a vacancy arises, for example due to a previous post holder leaving or a new role is being created, the manager of the proposed role should produce a job description and person specification (templates can be found in the recruitment toolkit) and complete the recruitment requisition form. For newly created roles, or roles which have amendments in the job description and/or person specification, a job evaluation may be conducted to determine the correct grade for the role.

Members of the College's Senior Leadership Group (SLG) will consider:

- Whether it is necessary to fill the vacancy
- Whether there should be any change of duty
- Whether changing work patterns, organisation or technology have produced a different job, or whether the work can be distributed in a different way
- The nature of the replacement e.g., full-time, part-time, permanent, temporary

- Whether the post could be considered for a job share, part-time working or secondment

4. Advertising the Vacancy

All approved vacancies will be advertised internally, and will be advertised externally, and/or seek agency support as directed by the hiring manager on the recruitment requisition (the exception being roles that are filled during a restructure or redundancy situation by way of redeployment).

To increase the pool of suitable candidates in a competitive market or where there is known difficulty in recruiting, external candidates may be approached directly by the Talent Acquisition Lead as part of proactive searches for roles.

Vacancies advertised internally can be found on SharePoint.

Each vacancy will appear on the College's online application website and will confirm the expected closing date for applications. However, we are able to close vacancies early should we receive sufficient suitable applications, or if the recruitment needs of the College change.

A termly recruitment report, which will include the number of vacancies advertised and the methods by which they have been filled, will be reported termly to Governors and Union colleagues. This is in addition to weekly reporting submitted to SMG for regular review of vacancy rate, application rate, application sources, and recruitment timelines.

5. Shortlisting

As a minimum, one member of the shortlisting panel should be trained in safer recruitment and equal opportunities. Along with a member of the People and Wellbeing team being present.

All applications will be scored by the hiring manager and at least one other nominated panel member using the Applicant Tracking System (ATS). Scoring will be completed independently by all panel members, and where possible, by only viewing the anonymised application form, and scoring against the set criteria contained within the job description. Panel members may view the candidate CV if they feel that further information can be obtained to support their application.

Once all panel members have scored, the Talent Acquisition Lead can view the awarded composite scores, and will meet with the panel to discuss scoring and subsequent shortlisting. During this process, the panel and Talent Acquisition Lead will be able to discuss awarded scores and any reasoning given, to ensure full transparency in the process.

Please note that scoring can be completed by each panel member at any point during the recruitment – the vacancy does not need to close in order to

complete scoring as each application is scored on its own merit against the essential and desirable criteria set out in the job description.

The shortlisted candidates will be:

- Asked if they have any special interview requirements (advice from the Access to Work Scheme or Job Centre Plus could be utilised in the recruitment of disabled applicants);
- Provided with details of when and where the interview is to take place and any additional details which are relevant to the interview (for example any preparation required in respect of presentations or practical demonstrations); and
- Asked to bring qualifications, and appropriate ID for the DBS form and right to work checks.

6. Interviews

Interviews may be conducted either face to face or online. Whichever method of interviewing is chosen should, wherever possible, be the same method for all candidates to ensure parity.

On the day of interview, qualifications certificates, and ID should be given to a panel member so that the appropriate documentation can be photocopied/scanned and saved in the candidates' electronic interview pack. Where interviews are conducted online, the candidate will be invited to provide these documents in person, and only a conditional offer made until verified.

All interview materials will be available in an appropriate and accessible format on request.

The interview will be conducted by a panel which will usually include the proposed line manager of the successful applicant and a member of the People and Wellbeing team. At least one member of the panel must be trained in safer recruitment, and all panel members should have been trained in equality in recruitment practices.

Where the candidate is internal and the recruiting manager is their current line manager, it is advised that the recruiting manager observes the interview but does not ask direct questions to the candidate.

All questions will be related to the job requirements/performance. As part of the College's safeguarding obligations, if there are any gaps in employment the panel should explore the reasons for these gaps with the candidate. This includes the application form not providing details back to when the candidate left school.

Brief notes will be made and scoring matrices used by the panel members during the interview so that they can refer back to these notes when assessing candidates against the job description/person specification when making

decisions. These should be signed by the panel, and copies uploaded to the relevant electronic interview packs.

A candidate feedback form should be completed to enable the People Team to give feedback to all candidates.

The candidate should be told at the end of the interview when they may expect to be informed of the outcome.

7. Offer and Pre-employment Checks

After the panel have informed the People Team who the successful candidate and unsuccessful candidates are, the successful candidate will usually be offered the role by phone which will then be followed up in writing.

Unsuccessful candidates will be notified by the People Team and will be given feedback upon request.

Internal candidates will be informed of the outcome of their interview by the recruiting manager.

Upon verbal or written offer acceptance, the successful candidate will be sent details of;

- the DBS procedure
- Health questionnaire.
- Details of the College's policies and procedures
- Personal details form for completion
- Next of Kin form for completion

Before starting employment with the College, the College must obtain;

- A completed and satisfactory medical health questionnaire
- Proof of eligibility to work in the UK
- The relevant details required for, and submit an application for an Enhanced DBS check, and Prohibition check where required
- Copies of qualification certificates relevant to/required for the role
- At least one satisfactory reference from the candidates' current/most recent employer (please see the College's Reference Procedure at appendix 2 for further information) and a reference from the last time the person worked with children.
- A Risk Assessment must be completed and approved by the Director of People and Wellbeing, and the CEO/Principal prior to any member of staff commencing work at the College prior to their DBS disclosure being received. In the absence of an approved Risk Assessment, disciplinary action will be taken against the recruiting/line manager.

Once all of the above has been obtained/is in place, the People Team will liaise with the line manager and candidate to confirm a start date. IT accounts and required systems access will be requested, along with the creation of their staff ID badge, and all relevant departments will be notified.

8. Induction

Within the first two weeks of the successful candidate starting their new role, the People Team and hiring manager will undertake an induction with the candidate. The induction will include:

- College structure, background, and values
- Details as to the College's Safeguarding, and Equality & Diversity obligations
- Staff wellbeing and benefits
- First Aid/Health & Safety
- A tour of the College
- Policies and Procedures
- Access to a buddy/mentor

Any adaptation/equipment required for a disabled employee should be available from the commencement of duties.

9. Feedback and Complaints

If an applicant makes a complaint that they believe they have been unfairly discriminated against then such a complaint should be dealt with in accordance with the College's complaints procedure.

10. Inclusive Recruitment

ECC recognise the importance of employing a diverse workforce and of being inclusive to attract, retain and develop people with the skills they need.

The College will make reasonable adjustments wherever possible to ensure every candidate is given the best opportunity to be successful in the selection process.

Adjustments to the recruitment or selection processes may include, but are not limited to:

- Ensuring that the interview room is accessible and appropriately equipped
- Providing interview questions ahead of the interview date and time, and allowing tasks to be completed prior to interview
- Allowing a support worker to attend an interview if required
- Offering communication support
- Adapting tests or tasks – for example, extended completion time, or reviewing the need for tasks as part of the process
- Providing alternative formats of assessment/tasks – for example, audio, braille, or large print

Reasonable Adjustments

Candidates are invited to ask for support at application and interview stage.
Any reasonable adjustment requirements will be considered and progressed as soon as possible to ensure they are in place when the employee starts.
The employee may be able to obtain additional support through [Access to Work](#). This should be done as soon as possible by the employee, as it can take time to arrange.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, (amended 2013 and 2020)) using criminal record checks processed through the Disclosure and Barring Service (DBS), the College complies fully with the DBS code of practice and undertakes to treat all applicants for positions fairly.

The College undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

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, i.e. where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, (amended 2013 and 2020)), and where appropriate Police Act Regulations as amended, the College can only ask an individual about convictions and cautions that are not protected.

The College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation, or offending background.

The College's written policy on the recruitment of ex-offenders is made available to all DBS applicants at the start of the recruitment process.

The College actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

The College selects all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position

The College ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

The College also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g., the Rehabilitation of Offenders Act 1974.

At interview, or in any separate discussions, the College ensures that an open and measured discussion takes place on the subject of any offences or other matter that

might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

The College makes every subject of a criminal record check submitted to DBS aware of the existence of the DBS Code of Practice and makes a copy available on request.

The College undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

1. Introduction

This Procedure must be followed when requesting references for all candidates recruited directly by the College.

It is important that this Procedure is followed to ensure that the College is fulfilling its safeguarding and safer recruitment requirements.

It is also important that this Procedure is followed to ensure that suitable candidates are recruited into the correct positions at the College.

2. Referee Details

The details of at least two referees one being the most current or recent employer will be requested from applicants during the application stage of recruitment, or once an offer has been made.

Applicants will be asked to ensure that at least one referee is their current/most recent employer. The only exception to this requirement will be for those who have not previously worked. For those applicants, the College will require at least one reference from their most recent lecturer/tutor.

Candidates will be asked on the application form whether they are happy for referees to be contacted prior to interview.

Where a candidate has worked with children, a reference will be taken from all applicable settings.

3. Reference content

The referees should be asked to comment on the following:

- How long the referee has known the candidate
- What duties and responsibilities the candidate has/had in their present/previous role (the referee should be invited to add a job description if possible)
- Timekeeping/attendance (not sickness related or disability)
- Reason for leaving (if known)
- Quality of work
- Working without supervision;
- Would they re-employ the candidate
- Is there any reason why the candidate would not be suitable for working within a college environment.

4. Unsuitable references

If a reference is returned showing that the candidate may not be suitable for the position, this should be referred to the People Team Manager for a

decision to be made on whether the offer of employment should be withdrawn.

5. Starting work and probation periods

Candidates must not start work until a satisfactory reference from their current/most recent employer has been received (or lecturer/tutor if applicable) and a satisfactory references from the last time the candidate worked with children.

Employees will not be allowed to pass their probation period until all required references have been obtained, and to a satisfactory standard.

If there are any queries about this Policy, please contact the People Team.