



## RECRUITMENT AND SELECTION OF STAFF

**AREA:** | **Personnel**

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**TOPIC:** | **Recruitment**

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### INTRODUCTION

Herefordshire, Ludlow and North Shropshire College recognises the importance of recruiting the best possible staff to the College. The quality of the services provided to students is a direct result of the quality of all staff, whether teaching or support, full or part-time, permanent or temporary, substantive or casual.

The College is also committed to safeguarding (including Child Protection and the Prevent Duty) and promoting the welfare of children and young people and expects all staff to share this commitment. Safer recruitment practices are in place to ensure that inappropriate people are not employed at the college and that the student environment is a safe one.

This Policy provides a procedural framework for College Managers and aims to build on good practice.

### **1 GENERAL PROCEDURE FOR THE RECRUITMENT, SELECTION AND APPOINTMENT OF STAFF**

#### **1.1 Is There a Post to be filled?**

- Consider whether a post is essential and how best the money can be used to benefit College services to students; this may involve some organisational change.

#### **1.2 Consider the Use of Agency Staff**

- In some instances, particularly when short-term cover is required, employment agencies may be able to provide good quality staff at short notice. However, it is important to remember that agencies will charge a commission fee for any agency worker who has worked at the College and is then employed as a permanent member of College staff. This commission can be payable for some time following the end of the agency placement. It is therefore College policy not to appoint agency workers to permanent posts without CMT authorisation. Assistance is available from Personnel and HR. When using an agency member without a DBS in place, a risk assessment must be undertaken and forwarded to the Personnel Department. Any Agency member of staff will require a DBS and other employment checks

### 1.3 Job Description

- The job description is an extremely important document. It should summarise the main duties and responsibilities of the post and concentrate on expected outcomes rather than merely listing tasks.
- Included in the job description must be an indication that all members of staff are required to promote and apply the College's Safeguarding and Prevent policies and practices.
- Job descriptions should stress that a flexible approach to the job is a necessary requirement. Standard formats for lecturer and support staff job descriptions are provided at Appendices 1 and 2 respectively and provide consistency and a basis for writing detailed job descriptions for a particular role.

### 1.4 Person Specification

- The person specification should be an integral part of the job description. It should include any qualification requirements as well as particular personal qualities sought, skills or specialised knowledge and experience.
- It is helpful to divide the person specification into 'essential' and 'desirable' requirements.
- A well thought out job description (incorporating the person specification) will greatly facilitate the effective recruitment of staff.

### 1.5 Authorisation

- Obtain the necessary authorisation from the appropriate College manager(s) before commencing the recruitment process. Authorisation to appoint any member of staff, including returning staff but excluding hourly paid staff, or to make changes to contracts of employment whether there is a cost implication or saving is obtained by completing a pink form (Appendix 3).

Authorisation process:

- a) A Senior Manager makes a bid by completing a pink form (Appendix 4)
  - b) The Principal, Deputy Principal, the Director of Personnel and the Director of Finance evaluate the bid which is either turned down or agreed
  - c) The Senior Manager, if not involved in the process at b), is informed of the decision
- Following Inland Revenue advice it is College policy not to engage self employed people. If any applicants for a vacancy are self employed please contact the Director of Personnel immediately.

- IR35 legislation must be adhered to from April 2017. This is when a self employed or employee of a limited company is engaged by the College to undertake an activity which is normally carried out by an individual who is employed by the College. IR35 guidance means that tax and NI must be deducted from such a person by the College. This does not mean that this person is deemed to be an employee of the College. Please refer to the Personnel Department for additional information and guidance.

## **1.6 Advertise**

- Be creative when advertising and make sure the information is accurate and complete. Always include: job title; pay details; information describing the job; a brief person specification and the closing date. All advertisements must be sent to the Personnel or HR Department who will advise as appropriate over layout and publication.
- Advertisements must be free of bias relating to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation, all of which are unlawful.
- The advertisement must contain the College's commitment to safeguarding and the Prevent Duty and promoting the welfare of all learners and that all staff are expected to share this commitment.

## **1.7 Advertise Internally**

- All positions (including part-time lecturer and temporary support staff vacancies) must, wherever practicable, be advertised internally so that existing staff are given the opportunity to progress and/or broaden their careers with the College. In some cases, e.g. when it is necessary to provide sickness cover at short notice, it may not be possible to advertise internally immediately. Such positions should still be advertised even though emergency cover may be in place.
- An electronic internal vacancy bulletin is sent out by Personnel and HR to all staff when vacancies arise.

## **1.8 Inform Candidates**

- Application forms, job descriptions and additional information are accessible on-line and can be sent out to applicants by Personnel and HR. Job advertisements should state how to apply for the post. It may be appropriate to include the line manager's extension number on the job description should potential applicants wish to receive further details over the telephone. Candidates may also wish to visit the College informally prior to interview.

## **1.9 The Application Form**

- It is a mandatory requirement that all applicants complete and sign an application form, prior to interview, even if they also choose to submit a CV. CVs do not always contain the required information, eg a declaration about previous convictions, names of referees. Application forms also make short-listing easier as the information is provided in a standard format.

- A member of staff who is safer recruitment trained must review the application form to ensure that it is compliant with safer recruitment guidance. This will include checking for any gaps in employment, reasons for moving jobs and ensuring that the criminal convictions section has been completed.

### **1.10 Short-list Objectively**

- All disabled candidates who meet the minimum requirements of the job as set out in the job description and person specification, and who have indicated on the application form that they are disabled, will be guaranteed an interview under the College's commitment to the Two Ticks symbol.
- The short-listing of candidates must be against the person specification which is written as part of the job description. The process should be objective and a scoring system may be appropriate. Written evidence of the short-listing process should be retained.
- Short-listing must be carried out by a senior or middle manager (as defined in Appendix 4) and should also involve another appropriate member of staff. A senior manager must be involved in the short-listing of full-time or proportional full-time lecturers and substantive full and part-time support staff. At least one member of staff shortlisting must be safer recruitment trained. A sample short listing template can be found at Appendix 5.
- Complaints to tribunals of unlawful discrimination are often made by applicants who are rejected at the short list stage; this highlights the need for fairness and objectivity.
- Internal applicants who are not short-listed should be provided with verbal feedback from the manager who has short-listed.

### **1.11 Invite to Interview**

- It is important to give candidates at least five working days' notice of the interview date. Insufficient notice does not give candidates sufficient time to make arrangements to attend for interview or allow adequate time for references to be taken. Notice must be sufficient for references to be requested and at least one reference to be available prior to interview.

### **1.12 The Interview**

- The interview panel must include a senior or middle manager as defined in Appendix 4 and at least one person on the panel must have completed Safer Recruiting training.
- Interview panels must be comprised of two or more appropriate members of staff, even if the post is of a 'casual' nature. In most cases panels of more than three are discouraged.
- The panel must be clear about job details including pay rates, contract duration, relocation package and the qualities required of the candidate.
- The panel should plan the interview carefully, deciding who will act as chair and who will ask which questions, etc.

- During the interview use open style questions to encourage the candidate to talk freely, and probe where necessary. A sample interview question template can be found at Appendix 7.
- Avoid rushing to conclusions about any candidate as impressions often change as interviews proceed.
- For most interviews a fairly informal approach is useful as relaxed candidates usually divulge more about themselves.
- Try to establish why the candidates want to work for the College because motivation is crucial.
- Look for gaps in candidates' career histories without inappropriately delving into personal circumstances. This is particularly important to the College's commitment to safeguarding its students and its commitment to the Prevent Duty. Please contact the Personnel and HR Department immediately if there are any concerns about gaps, or unexplained moves, in a candidate's career history.
- Discuss the candidate's experience of working with children and vulnerable adults and their understanding of Safeguarding and Prevent. The safeguarding and Prevent responsibilities of the role should be explained to the candidate. The candidate should be clear about their responsibilities in this respect and fully understand the College's commitment to this.
- Try to identify whether the candidate has any training needs in order to fulfil the requirements of the post. It may be appropriate to determine whether he/she would be prepared to undergo compulsory training if appointed, possibly in his/her own time and/or his/her expense.
- It is important to understand the candidates' reasons for leaving their previous job(s) which may require probing.
- All records of every recruitment interview must be made and passed to the Personnel department where it will be retained for a suitable period of time.

### **1.13 Other Selection Methods**

- The interview is not the only basis on which candidates are judged. Some of the following may also be appropriate.
  - a) The application form, CV and any other written information provided by the candidate.
  - b) Informal contact with the candidate, eg talk over coffee or lunch, a tour of the College.
  - c) Any reliable background information which may shed light on the candidate.
  - d) A presentation to the panel on a specific relevant subject.

- e) A selection test, eg micro teach, a psychometric or written knowledge test.
  - f) Assessment centre
- The selection process for a full-time or proportional lecturer post would normally be expected to require a full working day. All candidates must deliver a micro teach. Wherever possible this must be delivered to students and the students should be invited to provide feedback to the interview panel on their learning experience with each candidate.

#### **1.14 References**

- Two references must be obtained prior to confirming an offer of employment in writing. One offer must be the applicants most recent employer unless the College is their first.
- Verbal offers can be made with the receipt of one reference.
- It is preferable that at least one reference is obtained prior to interview but it is realised that this is not always practical.

At least one reference must be taken up from a recent employer, preferably the most recent, using the standard form (Appendix 6). Exceptionally, eg if it is the candidate's first post, this will not be possible, but at least one reference must be taken up prior to interview and both taken up prior to offer. It may be necessary to take up a verbal reference (which must be recorded) but this should be followed up with a reference in writing. If a candidate has previously worked in education it is imperative that a reference is taken up from that employment even if it is not the most recent employer.

- If the written reference is ambiguous the referee should be contacted for clarification as they are often prepared to give fuller information verbally.
- Offers of employment must not be made confirmed until references have been taken
- Referees will be contacted to confirm their identity
- All references received must be forwarded to Personnel or HR
- Contact the Director of Personnel any concerns are raised during this process.

#### **1.15 The Offer**

- If there are doubts about a candidate it is better not to appoint and re-advertise than to select the wrong person.
- It is important to remember that once an offer of employment has been made, whether verbally or in writing, the College has entered into a contract with the candidate. Should this offer subsequently be withdrawn, even prior to the employee starting work, the College will have breached the contract of employment, and may be liable to pay compensation. (This would not be the case for a conditional offer if the candidate failed to meet one or more of the conditions.)

- A conditional offer of employment may be made subject to a satisfactory DBS check, relevant employment checks and medical clearance and compliance with the Asylum and Immigration Act. This will depend on the type of contract being offered – refer to the paragraph below. In some instances it may be appropriate to make an offer subject to the person undergoing training on appointment, possibly at his/her own expense or in his/her own time.

- **DBS AND OTHER CHECK RULES**

Please read this section carefully and consult a member of the Personnel and HR Department for clarification if required.

### **1.15.1 All offers of employment**

**A conditional offer (with a start date) can be made subject to a DBS form being completed and dispatched to DBS by a member of the Personnel and HR Department and a risk assessment, signed by the relevant Senior Manager (Appendix 8), being in place prior to the employee starting work.**

It is the responsibility of the relevant Senior Manager not to allow a new member of staff to start with the College until they have signed off a risk assessment (Appendix 6) and it is with the Personnel and HR department.

DBS checks are only received by the individual so it is their responsibility to bring it to the Personnel Department to be vetted.

Teaching staff working at Ludlow College will also require a Prohibition check.

- A written offer must not be made subject to satisfactory references because references are requested 'in confidence'. It follows that, should an offer be withdrawn if a reference is unsatisfactory, this confidence is betrayed. This could result in the rejected candidate taking legal proceedings against the referee for damages.
- It is acceptable practice to offer a post verbally but it is important to
  - a) be clear about what is on offer (starting salary point requires the approval of a senior manager)
  - b) agree a start date as soon as possible but not until the requirements at 1.15.1 above are in place
  - c) be clear that the offer is subject to satisfactory references
  - d) not automatically assume that the offer has been accepted
  - e) make it clear to the candidate that, where relevant, there is a probation period.

- The verbal offer will be confirmed to the candidate by Personnel and HR, accompanied with appropriate paperwork

### **1.16 Unsuccessful Candidates following interview**

- Do not reject any suitable candidates until the first choice has accepted the offer.
- A telephone call will suffice for the majority of unsuccessful candidates; this should provide an opportunity for feedback. Particular attention should be paid to debriefing unsuccessful internal candidates.

### **1.17 Police Checks**

- DBS and other checks must be carried out to ensure compliance with the Police Act 1997. The checks are the responsibility of the Director of Personnel.

### **1.18 Medical Clearance**

- It is important that employees are medically fit to undertake their duties on appointment. Decisions should be made with due regard to the Equality Act (2010). This is the responsibility of the Director of Personnel.

### **1.19 The Asylum and Immigration Act**

- The Asylum and Immigration Act has made it a criminal offence to employ anyone who does not have the right to work in the UK (with fines up to £5000 for each offence).
- Candidates will be requested to bring in evidence of their right to work in the UK. This information is detailed in the interview letter. The panel should make arrangements for these documents to be photocopied for each candidate and forwarded to Personnel and HR department on completion of the interview process.

### **1.20 Equal Opportunities**

- Care must be taken when recruiting staff to avoid unlawful discrimination, i.e. on the grounds of:
 

a) age	f) pregnancy and maternity
b) disability	g) religion and belief
c) gender reassignment	h) sex
d) race	i) sexual orientation
e) marriage and civil partnership	
- Unlawful discrimination can occur at any stage of the selection process, e.g. advertising, short-listing, selection tests and interview.

- Managers should avoid asking about candidates' domestic circumstances. They should not think that unfair discrimination will not occur if all candidates are asked the same questions. Employment Tribunals do not hold this view but will consider the way in which the employer uses the information obtained, e.g. a panel may treat a woman with two young children less favourably than a man in the same circumstances which would be direct sex discrimination. The interview panel must take it for granted that the candidate is able to make arrangements for matters such as child care.
- The above does not preclude reasonable questioning about relocation.

## **APPENDIX 1**

### **HEREFORDSHIRE, LUDLOW AND NORTH SHROPSHIRE COLLEGE** **Job Description**

## **TEACHER**

### **FACULTY/DEPARTMENT**

### **RESPONSIBLE TO**

### **JOB PURPOSE**

All teachers are required to carry out organisational and administrative duties which will include the preparation of work, marking and assessment, student welfare and counseling. Tutors are required to fully support and participate in College activities which help to achieve the College's mission and objectives.

HLNSC is committed to equality of opportunity, safeguarding including the Prevent Duty, Health and Safety and promoting the welfare of all learners. HLNSC expects all members of staff to share this commitment and adhere to these procedures.

### **MAIN DUTIES AND RESPONSIBILITIES**

A flexible approach is required to the job as change may be necessary within the scope of the post.

#### **1. Teaching Responsibilities**

- to create a learning environment and assist students/trainees in achieving successful outcomes
- to develop students/trainees knowledge and understanding and assess their competence and application of skills
- to guide and counsel students whenever necessary and to maintain a pastoral care role
- organise teaching and timetabling of courses
- to maintain a safe working environment

#### **2. Organisational and Administrative Responsibilities**

- to prepare learning opportunities and assignments to achieve the required outcomes and meet programme objectives
- to maintain appropriate records as required
- contact and interview all applicants for all courses
- to assist with student recruitment and career guidance
- run selection and information days
- to act as personal tutor to a group of students
- liaise closely with Admissions, MIS and Finance
- liaise with Awarding Bodies
- organise and liaise External Verifier (EV) visits

#### **3. Curriculum Development**

- to assist with the planning, development and evaluation of a framework for learning
- to assist in the development and evaluation of appropriate and relevant learning materials
- to develop and maintain links with external agencies, such as industry, awarding bodies and schools

#### **4. Staff Development, Safeguarding, Health and Safety and Equality and Diversity**

- to participate in skills updating to meet identified institutional, industrial or personal needs
- to attend College Staff Development Days
- to participate in the staff appraisal scheme
- to adhere to all College policies and in particular those covering health and safety matters
- to adhere to College Safeguarding, Prevent and Equality and Diversity policies and procedures
- to be familiar with Keeping Children Safe in Education September 2020

#### **5. Research and Consultancy**

- to participate in the development of research and/or consultancy contracts to meet agreed objectives of benefit to the College

### **Person Specification**

#### **Essential**

- Teaching qualification
- A minimum Level 2 qualification in literacy and numeracy
- Practising counsellor with recognised qualification
- Degree in relevant subject

#### **Desirable**

- A level 3 qualification in literacy and numeracy
- A level 2 qualification in IT
- Masters qualification
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## **APPENDIX 2**

### **HEREFORDSHIRE, LUDLOW AND NORTH SHROPSHIRE COLLEGE** Job Description

## **SUPPORT MEMBER OF STAFF**

### **FACULTY/DEPARTMENT**

### **RESPONSIBLE TO**

### **JOB PURPOSE**

HLNSC is committed to equality of opportunity, safeguarding including the Prevent Duty, Health and Safety and promoting the welfare of all learners. HLNSC expects all members of staff to share this commitment and adhere to these procedures.

### **MAIN DUTIES AND RESPONSIBILITIES**

A flexible approach is required to the job as change may be necessary within the scope of the post.

#### **1. Responsibilities**

The postholder will be responsible for :-

- Any other reasonable duties

#### **2. Staff Development, Safeguarding, Health and Safety and Equality and Diversity**

- to participate in skills updating to meet identified institutional, industrial or personal needs
- to attend College Staff Development Days
- to participate in the staff appraisal scheme
- to adhere to all College policies and in particular those covering health and safety matters
- to adhere to College Safeguarding, Prevent and Equality and Diversity policies and procedures
- to be familiar with Keeping Children Safe in Education September 2020
- to undertake first aid training with a view to becoming a College First Aider

### **PERSON SPECIFICATION**

**Essential**

**Desirable**

## **APPENDIX 3**

## **HEREFORDSHIRE, LUDLOW AND NORTH SHROPSHIRE COLLEGE**

### **CONFIDENTIAL**

**PINK FORM  
STAFF RESOURCE REQUEST**

This form must be completed for the following:

- New or replacement substantive staff(including returning staff)
- Cover for sick or maternity leave
- Support staff overtime
- Changes of contracts of employment which increase or decrease staff expenditure, including contract extensions
- Use of agency or contract staff
- New or replacement self-employed staff

Please indicate which category applies.

**Sufficient time must be given to enable authorising managers to consider requests. No verbal or written commitments may be made to staff until full written authorisation is given.**

**STAGE 1 Senior Manager**

Justification for request including full financial evaluation.

An up to date job description must be attached.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE SEND TO DIRECTOR OF PERSONNEL**

**STAGE 2**

**Staffing recommendations and comments**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Director of Personnel

**Curriculum recommendations and comments**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Deputy Principal

**Finance recommendations and comments**

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Director of Finance

**Agreed recommendation to Principal**      **Approved**       **Not Approved**

**Principal's decision**      **Approved**       **Not Approved**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Principal

**APPENDIX 4**

**SENIOR MANAGERS (members of the College Management Team)**

Principal  
Director of Finance  
Deputy Principal  
Director of Personnel  
Assistant Principal – Faculty of Community Studies and Faculty of Land Based Studies  
Assistant Principal – Faculty of Technology Studies and Director of County Training  
Head of Ludlow and North Shropshire Colleges

**MIDDLE MANAGERS**

Members of the Operational Management Team

**Appendix 5**

**SHORTLISTING TEMPLATE**

<b>Names of Shortlisted Candidates</b>	
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<b>Gaps in employment identified and need to be explored at interview (please state against each candidate)</b>	
<b>Any other issues to be explored at interview (please state against each candidate)</b>	
<b>Proposed Date and time for interview</b>	
<b>Proposed requirements for interview (e.g. Microteach, Presentation, Work assessment, other)</b>	
<b>Have questions for interviews been prepared? (Questions to explore candidate's suitability to work with young adults and children)</b>	
<b>Proposed panel for interviews</b>	
<b>Any other issues to be considered</b>	

**APPENDIX 6****HEREFORDSHIRE, LUDLOW AND NORTH SHROPSHIRE COLLEGE****REFERENCE**

**Candidate** \_\_\_\_\_

**Job Applied For** \_\_\_\_\_

Capacity in which applicant is known to you \_\_\_\_\_

Please could you provide the information requested below which will be held in strict confidence.

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The Candidate's work including attitude and motivation, quality and timeliness

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Relationships with colleagues and customers/clients

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The Candidate's main strengths

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Reservations about the Candidate in respect of this job

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Reason for leaving your employment

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Have there been any allegations or concerns raised relating to the safety and welfare of children, young people or vulnerable adults or issues concerned with the Prevent Duty during their employment? If so were they investigated and what was the outcome?

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Punctuality

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Current Salary

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Any other comments

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Signed \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_

Company/Organisation \_\_\_\_\_

**Please return completed form in enclosed Freepost envelope or email to  
Personnel@hlcollege.ac.uk**

Thank you for your assistance

**APPENDIX 7**

<b><u>Interview questions</u></b> Name of candidate:  Date:	 Herefordshire, Ludlow & North Shropshire College		
Question	Answer	Comments	Score 1-5 1 poor 5 above expectations
1. Please explain your experience and its relevance to this role			
2. Can you explain how equal opportunities are embedded within the duties of this role			
4. Please describe your responsibilities for Safeguarding and the Prevent Duty within this role			
5. On a practical level how would you ensure that Health and safety standards are maintained?			

**APPENDIX 8**

## RISK ASSESSMENT – NEW STAFF MEMBER (PRE DBS CHECK)

In exceptional circumstances it may be necessary for the College to allow an individual to start employment in regulated activity before a DBS Certificate is available. This is in accordance with the guidance provided in 'Keeping children safe in education -statutory guidance for schools and colleges (September 2018)

This decision can only be made by the Principal or Assistant Principal and there must be clear documented justification for this decision.

This Risk Assessment applies to staff working for Herefordshire, Ludlow and North Shropshire College

<b><i>Name of new member of staff</i></b>
<b><i>Department</i></b>
<b><i>Job Title</i></b>
<b><i>Proposed start Date</i></b>
<b><i>Line Manager taking responsibility for this RA</i></b>
What is their previous experience and do they currently hold a DBS Certificate for a previous role?
If they hold a current DBS Certificate what is the Disclosure No and date (and please provide a copy):
Briefly describe the business reasons why the new starter needs to join the College urgently and prior to a HLNSC DBS check being in place
As Line Manager with responsibility for this new member of staff, I understand that I am responsible for enforcing the above restrictions during the risk assessment period. Action plan to be implemented:-

Signature: _____		Date: _____
<p><b>Any breaches of the restrictions will be investigated and could lead to disciplinary action against the individuals responsible. Any questions or queries, or difficulties in enforcing the restrictions should be raised with Personnel/HR Department and the releasap.</b></p>		
<p><b>Senior Manager to check with Personnel/HR Department and Senior Manager to complete</b></p>		
Minimum of 2 written and verified professional references (at least one being from their current or most recent employer), validated by Personnel/HR by telephone discussion as required		
Checking gaps in employment or education		
Right to work in the UK check (checking authenticity of pre-employment documentation)		
Evidence of relevant qualifications and current memberships of professional bodies		
Individual to complete a separate declaration regarding previous convictions (see Annex 2 below)		
Separate barred list check		
DBS applied for: reference no, date applied and current status:		
<p><b>Signed by Senior Manager</b></p> Signature: _____		Date: _____
<p><b>Line Manager Declaration</b></p>		
<p><b>The following restrictions apply during a risk assessment period. The new member of staff:</b></p> <ul style="list-style-type: none"> <li>• <b>MUST be monitored by their Line Manager</b></li> <li>• <b>MUST wear a visitors badge or staff at all times when on campus</b></li> </ul> <p><b>The new member of staff should only have access to areas of campus which are required for their role and should not have access to students without supervision</b></p>		
<p><b>Decision</b></p>		

Risk assessment decision:	Approved / Not Approved
<b>Start Date of Risk Assessment :</b>	
<b>Risk Assessment valid until:</b>	
Signature: (Relevant Senior Manager)	
<b>Risk Assessment reviews</b>	
The Risk Assessment will be reviewed on a 2 weekly basis until the DBS certificate has been received and is deemed to be satisfactory. At that point Personnel/HR will withdraw the Risk Assessment.	
<b>Details of Review, extension dates and authorisation:</b>	
<b>Date Risk Assessment was lifted and all checks completed satisfactorily:</b>	

**WHEN COMPLETE RETURN TO PERSONNEL/HR DEPARTMENT WITH STARTER FORM**



## **RISK ASSESSMENT – NEW STAFF MEMBER (PRE DBS CHECK)**

In exceptional circumstances the College can allow an individual to start employment in regulated activity before a DBS Certificate is available. This decision can only be made by the Designated Safeguarding Lead or a Deputy Safeguarding Lead and there must be clear documented justification for this decision. If approved, you will be subject to a Risk Assessment which contains clear restrictions on the activities you can undertake and in what format. These must be complied with until all satisfactory checks have been completed and the risk assessment is lifted.

**The following restrictions apply during a risk assessment period. The new member of staff:**

- **MUST be supervised AT ALL TIMES**
- **MUST report in and out of campus via their Line Manager**
- **MUST wear a visitors badge or staff at all times when on campus**

**The new member of staff should only have access to areas of campus which are required for their role and should not have access to students without supervision**

**Declaration:**

I understand the restrictions that are placed upon me whilst subject to a risk assessment and I agree to comply with these. I acknowledge that my offer of employment is subject to a satisfactory DBS check and this offer can still be withdrawn by the College should my DBS check prove unsatisfactory. I agree to providing my original DBS certificate to the College within 5 working days of it being despatched from DBS office. Should I fail to do this I understand that my offer of employment could be withdrawn.

**Signed:**

**Name:**

**Date:**

**Job:**

**WHEN COMPLETE RETURN TO PERSONNEL/HR DEPARTMENT WITH STARTER FORM**



Herefordshire,  
Ludlow & North  
Shropshire College

## **Declaration of Previous Convictions for posts exempt from the Rehabilitation of Offenders Act 1974**

The **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended** makes certain regulated activity (i.e. work with children and/or young people) exempt from the Act and therefore requires individuals seeking to work with these groups to be subject to an Enhanced Criminal Records Bureau Disclosure check, amongst other safer recruitment checks.

Where a post is classed as exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, you are required to reveal all convictions, both spent and unspent, which would not be filtered in accordance with current guidance.

**Have you ever been convicted of a criminal offence or cautioned? YES / NO**

If Yes, please provide details

**Are there any criminal charges pending against you? YES / NO**

If Yes, please provide details

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

The College undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar applicants from working at the College. This will depend on the nature of the position and the circumstances and background of their offences

**I certify that the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it may automatically disqualify me from appointment or may render me liable to dismissal without notice.**

**Signed:**

**Name:**

**Date:**

**Job:**

**WHEN COMPLETE RETURN TO PERSONNEL/HR DEPARTMENT WITH STARTER FORM**