



# ST EDMUND'S COLLEGE SUMMER SCHOOL

## Safer Recruitment Policy



# SAFER RECRUITMENT POLICY

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## 1. Purpose

The St Edmund's College Summer School is committed to its mission of contributing to society through the pursuit of education and learning at the highest international levels of excellence. Our mission statement is:

*'To provide industry-leading care, tuition and opportunities for personal development to our students'*

Our operational and institutional goals are therefore:

- To safeguard and ensure our student's safety and physical and emotional wellbeing
- To provide excellent education and tuition
- To offer a wide range of quality, age-appropriate educational, vocational and social activities

We recognise that it is our people who have built our reputation and that we will only maintain our leading position in this sector by continuing to attract and retain the highest calibre of talented people.

This policy will help define the relationship between you and the St Edmund's College Summer School during the recruitment process. Broadly speaking, you can apply for any role within our summer school and we will follow these terms, which reflect how our business works and how we aim to treat everyone we interact with.

When we speak of the "summer school," "we," "us," and "our," we mean the St Edmund's College Summer School and its affiliates.

## 2. Scope

This policy covers all activities that form part of the summer school recruitment and selection process.

It applies to:

- a) all internal and external staff recruitment.
- b) all individuals who supply services to the summer school on a self-employed basis as well as contractors for contracts for services.

It excludes:

- a) existing St Edmund's College staff who are employed by the College, and operate under their policies, during the operational period of the summer school.
- b) volunteer recruitment. Whilst not covered in the scope of this policy, the processes followed should still meet the core principles of the summer school.

For this policy to be effective it is essential that any team member that is involved in any aspect of the recruitment and/or selection of staff is aware of this document and follows its core principles.

### 3. What you can expect from us

- i) We have a core principle of open competition in our approach to recruitment.
- ii) We will seek to recruit the best candidate for the job based on merit. The recruitment and selection process should ensure the identification of the person best suited to the job and the summer school.
- iii) We encourage the recruitment of staff with disabilities and will make reasonable adjustments in order for a successful candidate with a disability to undertake the recruitment process and, if successful, the post.
- iv) There should be equality of opportunity in all recruitment processes. Selection processes must be based on objective criteria that are impartial, applied consistently and prevent implicit bias.
- v) We will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation.
- vi) We will provide appropriate training, development and support to those involved in recruitment and selection activities in order to meet these core principles.
- vii) Recruitment and selection is a key public relations exercise and should enhance the reputation of the summer school. We must treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.
- viii) We will promote best practice in our recruitment and selection and will continuously develop these practices to allow new ideas and approaches to be incorporated.
- ix) If a member of staff involved in the recruitment process has a close personal or familial relationship with any applicant they must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection process.
- x) All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA). Applicants will have the right to access any documentation held on them in accordance with the Data Protection Act (DPA).

#### **4. Recruitment & Selection Procedure**

There are a number of key stages in recruiting and selecting for a post, and we outline them here:

##### **i) Preparation Stage**

- a) The recruitment and selection process should not start until an evaluation of the need for the role against the area's strategic plans and budget has been completed.
- b) All recruitment will take into account the summer school's need for new ideas and approaches.
- c) All new or changed posts must be role reviewed before they are advertised in order to help ensure equal pay for work of equal value.
- d) Authorisation to recruit to a post should be sought from the Summer School Director before commencing any recruitment process.

##### **ii) Job Description & Person Specification**

- a) A job description and person specification must be produced or updated for any vacant post that is to be filled. These should accurately reflect the position that is to be filled.
- b) The nature and scope, key responsibilities and level of seniority associated with the position should be included. The job description is also used to identify any pre-employment checks which are required
- c) The person specification should detail the minimum qualifications or training (or equivalent experience), skills, experience and competencies required for the effective performance of the role.
- d) The contents of the person specification should be directly related to the position and applied equally to all candidates.
- e) Care should be taken when writing the person specification to ensure that criteria used do not indirectly discriminate against certain groups of applicants.
- f) The person specification will be the basis upon which methods of assessment are agreed and the selection decision is made and cannot be changed at a later stage within the recruitment process.

##### **iii) Advertising**

- a) Advertisements should be clear, truthful, engaging and representative of the summer school as an employer of choice. Please note that overselling the duties of a vacancy may have a detrimental effect on the outcome of the recruitment process.
- b) Care should be taken when drafting any advertisement to ensure that it is not unlawfully discriminatory and that applicants are not deterred from applying for the position on the grounds of protected characteristics.
- c) The full salary should be included on the advertisement. Any additional contributions to salary should be included.

- d) Vacancies should be advertised externally, except in certain clearly defined circumstances where permission not to advertise or to advertise internally only must be obtained from the Summer School Director.
- e) In exceptional circumstances the Summer School Director may waive the need to advertise externally. This is likely to include the following circumstances:
  - i) Positions requiring specialised expertise where the Summer School Director can demonstrate that a comprehensive search has been conducted and the nominated individual is the most suitable person for the position.
  - f) In certain circumstances it may be more effective to use an external recruitment agency. This should be discussed and agreed with the Summer School Director. This will, however, not eliminate the need to advertise the position internally and any external agencies or consultants who assist in the process must act in accordance with this policy and with respect to our requirements.
  - g) Applicants should be provided with sufficient information to make an informed decision regarding their suitability for the role. These particulars will be provided to applicants via our website or upon enquiry to the summer school team.
  - h) Use of the 'All About St Edmund's' and 'Our Hiring Process' documents is encouraged to provide applicants with consistent information about the summer school, the wider College, the role and how to apply. It will help applicants to make an informed decision about whether or not to apply for the post and as a result, reduce applications from candidates who do not meet the minimum essential criteria.
  - i) Staff who have been in an acting position that subsequently becomes vacant will have to apply for the position when it is advertised, but in such cases the position can be advertised, in exceptional circumstances on an internal basis only.
  - j) Applicants are asked to provide equal opportunities details when making their application to enable a robust means of monitoring the success of recruitment in relation to our diversity aims. This information is separate from the job application and applicants are free to indicate that they do not want to provide these details.
  - k) All adverts must be placed through the summer school department, except where alternative arrangements have been formally agreed in advance with the Summer School Director.
  - l) All advertised vacancies will be placed on the summer school's website.
  - m) All advertising must be cost-effective and agreed in advance with the Summer School Director.

## 5. Selection of Candidates

Our principal objective, through recruitment and selection activities, is to identify the best candidate for the position. This should be achieved in an open, fair and transparent process.

- a) The selection process should be objective, impartial and consistently applied.
- b) Each candidate should be invited to undergo the same assessments and the recruitment panel must remain consistent across each element of candidate assessment. The only exception will be for applicants who have requested reasonable adjustments to the process to accommodate a disability.
- c) All candidates should be assessed against the criteria for the position and reasons should be documented to record the selection decisions.
- d) Shortlisting decisions should be made solely on the basis of the evidence presented in the application which is relevant to the selection criteria. Generalised assumptions and stereotypes about applicants should be avoided.
- e) Applicants must never be rejected during any part of the selection process on the grounds of protected characteristics.
- f) Applicants must not be rejected at the longlisting or shortlisting stage because they currently do not have the right to work in the UK.
- g) The final scores and decisions for all applicants should be documented.

### i) Longlisting / Shortlisting

- a) Longlisting or shortlisting should take place within a reasonable amount of time following the closing of a vacancy. Whether a longlisting process is required will be determined by the number of suitable applications received at the end of the advertising period.
- b) The assessment of applications should be based on the information included within the submission only. The applicant's suitability should only be compared to the requirements that were advertised in the role profile. Assumptions about the qualities of internal candidates should not be made.
- c) It is important that decisions for each candidate are recorded with a brief explanation of the decision and retained. Notes of the longlisting or shortlisting decisions for each candidate should be recorded by each member of the recruitment panel.
- d) Longlisting and shortlisting may involve the whole recruitment panel but must be carried out by a minimum of two people to avoid any possibility of bias, one of whom would normally be the direct line manager.

### ii) Selection & Interview

- a) All Interviews should normally be carried out by a minimum of two people, one of whom should be the Department/Area Manager.

- b) Selection is a two-way process: candidates are also assessing the role and the summer school. Those involved in recruitment should consider how best to convey a positive image.
- c) Interview questions and the structure of the interview should be consistently applied to all candidates and should be based on the person specification. Supplementary or probing questions (which are more specific to the applicant) can be asked following the responses given to the original question.
- d) Internal and external candidates should receive equal treatment throughout the process. Prior professional or personal knowledge of an applicant or other information, which is not relevant to the position should not be considered as part of the selection process, unless the applicant offers such information as part of the assessment process.
- e) Notes recording the key points of the interview should be taken, so that they can refer back to these when assessing candidates against the person specification and making decisions. All notes taken during the recruitment and selection process should be kept for a minimum of 6 months following the selection process.
- f) The St Edmund's College Summer School has a legal duty to consider requests for reasonable adjustments from applicants with a disability. Each request received for reasonable adjustments must be considered on their own individual merit.
- g) In the event that a candidate requests feedback about their performance in the selection process this should be arranged by the Summer School Director, although he or she may delegate this to another member of the panel where appropriate.
- h) Unsuccessful interview candidates should be treated courteously and sensitively and will, as a minimum, receive telephone or written notification of the outcome of the selection process.

### **iii) Referees**

- a) Information sought from referees should be structured around the requirements of the job and the job description should be provided. It should be noted that many organisations have a policy of not providing personal references and therefore references provided may only confirm details of current appointment. This is much less likely to be the case with references for academic posts which are of a more personal nature.
- b) For all posts, two references will be taken up for the selected candidate. One of which should be from their current or most recent employer.
- c) All written references should be followed up by a telephone reference to confirm their validity.
- d) If the appointment is urgent, the Summer School Director may seek to obtain a verbal/telephone reference for the successful candidate providing that standard procedures for doing so are followed.
- e) Referees should not be contacted without the candidate's express permission and the information provided should be treated as confidential by the recruitment panel members.
- f) In certain circumstances a school or personal reference is acceptable for one of the aforementioned two references.

#### **iv) Qualifications**

- a) Candidates are required to produce original documentation of any qualifications, professional qualifications or memberships which are required for the role.
- b) Misrepresentations of qualifications could exclude a candidate from further consideration and may lead to withdrawal of an offer of employment.

#### **v) Making the Appointment**

- a) Areas of disagreement in the assessment of a candidate's suitability should be discussed by all members of the recruitment panel and a final decision should be agreed.
- b) Decisions should only be made based on the evidence collected as part of the recruitment process to avoid poor selection decisions and unlawful discrimination.
- c) The selection of the preferred candidate can only be made after all the selection activities are complete and the outcomes recorded.
- d) Records of any decisions made, and the reasons why, should be confidentially retained for the agreed retention period.
- e) It is recognised that in many cases it is desirable to make a verbal offer very shortly after the selection process to enhance the Summer School's ability to recruit the selected candidate. In such cases the verbal offer will normally be made by the Summer School Director, although he or she has the discretion to delegate this responsibility if felt appropriate.
- f) Once a selection decision has been made the summer school team will produce a written offer of employment.
- g) Offers of employment are normally subject to satisfactory references, medical clearance, checks of qualifications and any other checks as appropriate, such as Asylum and Immigration checks, Criminal Records Bureau checks.
- h) Offers of employment, whether made orally or in writing, are legally binding and a record should be maintained of how and when the offer was made. Offers must be subject to the terms and conditions detailed in the formal offer letter that will follow and will be conditional, upon what the summer school considers to be the satisfactory return of the relevant screening and Safeguarding checks (see point g).
- i) The decision of the recruitment panel should only be communicated more widely when the successful applicant has accepted an offer of employment and the unsuccessful candidate(s) has / have been informed of the outcome.

## 6. Induction & Training

Induction is the final stage of the recruitment process. Once the successful candidate has accepted the offer of employment and a start date has been agreed the Summer School Director is responsible for preparing a comprehensive induction programme for all new team members.

Line Managers should identify the level of support required within the induction period for each new member of staff to ensure the best possible start can be made and to increase the chances of a successful appointment.

The planning and delivery of certain aspects can be delegated to appropriate colleagues.

## 7. Appraisal & Feedback

Full details of our Performance Development Review (PDR) process must be communicated to all employees.

## 8. Related Documents

This policy is supported by specific St Edmund's College employment policies, which provides more specific information on key areas.

- [www.stedmundscollege.com](http://www.stedmundscollege.com) – our summer school website.
- [All About St Edmund's](#) - this handbook gives a flavour of the St Edmund's College Summer School, and the great opportunities and benefits on offer to colleagues who choose to work with us.
- [Our Hiring Process](#) - this guide breaks our recruitment process down into a tangible map for you to follow as you apply to work with us.

Other relevant guidance and policy documents are available upon request.

## 9. Policy Status

This policy was written (and is maintained) by the St Edmund's College Summer School within St Edmund's College.

Any queries specifically relating to the document should be referred to the Summer School Director in the first instance.

<b>Reviewed By:</b>	Mike Pengelly (Summer School Director)
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