

SAFER RECRUITMENT

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Version No:	V9
Lead responsibility:	Director

Distribution to:	
All Staff	☒
SLT only	☐
Teaching Staff/Tutors	☐
Administration Staff	☐
Other (please specify)	☒ Partner companies engaged in delivery

Key Contacts:	
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This Policy supersedes any previous Policy of this name or instructions that pre-date this edition.

SAFER RECRUITMENT POLICY

This Policy states that:

Barrett-Bell will follow all UK statutory regulations and European Law regarding the recruitment of staff, specifically ensuring it follows current Employment Law, Equality Act 2010, UK Data Protection Act 2024, advice on good practice from the Equality and Human Rights Commission and compliance with UK Immigration legislation.

This Policy should be read in conjunction with the Single Equalities Plan.

It is the responsibility of all SLT and those involved in recruitment and/or interviewing, to ensure that this Policy is carefully followed at all times. All staff should be made aware of the obligation to familiarise themselves with and follow the requirements of this Policy.

Staff engaged in recruitment (especially those involved with shortlisting where required, interviews and giving feedback to candidates) must undertake training to ensure they adhere to Safer Recruitment and the Single Equalities Plan of the company. Training should be updated annually.

1. Appointments must be based on merit
2. Our principles include fairness, credibility and a commitment to equal employment opportunity underpins recruitment and selection at Barrett-Bell
3. All appointments must be made in accordance with this Policy and must, therefore, be subject to appropriate advertisement and interview. Requests to waive the requirement to advertise for an appointment in exceptional circumstances may be approved only by the Directors
4. All documentation relating to the advertisement, process and decision must be kept in accordance with the requirements for data protection, confidentiality and security for a minimum of five years
5. When employing temporary, interim, part time or casual staff on a short-term contract the principles of good practice outlined in this Policy must still be followed
6. Financial approval from the Directors, for the establishment of a new post or the filling of a vacancy, must be obtained before recruitment commences
7. The occurrence of a vacancy is an opportunity to review the necessity for the post and its duties, responsibilities and grade and this should be undertaken by the Directors

8. When a vacancy arises, consideration must be given to any staff undergoing redundancy for whom redeployment is being sought
9. When making appointments to posts that include a management responsibility, then consideration must also be given to the competency expectations and leadership qualities required
10. All documentation (advertisement, j/d, person spec) will be written in plain, effective English that is readily understandable to potential applicants and uses inclusive language
11. The job description (j/d) and the person specification (person spec) are key documents in the recruitment process and must be finalised prior to taking any other steps in the process
12. The j/d will include:
 - the job title (which must be sex and age neutral)
 - the location of the job
 - grade of the post
 - a clear description of the accountabilities of the post
 - the post to whom the post holder is responsible and/or managed by
 - any staff reporting to the post holder or being managed by them
 - main purpose of the job
 - main duties and responsibilities
 - any special working conditions (e.g., unsocial or shift working patterns, the requirement to obtain health clearance from an NHS Trust, the requirement for a current DBS)
 - an indication that, as duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder
 - a statement that the post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the Directors
 - a commitment to actively follow all Barrett-Bell policies, including Single Equalities Plan, Safeguarding and Health & Safety Regulations
13. The person spec informs the selection decision and must match up to the j/d and will include the skills, experience, abilities, competencies and expertise that are required to do the job. It will include:
 - knowledge (including necessary qualifications or equivalents - only qualifications strictly needed to do the job should be specified)
 - skills and abilities
 - experience - the type of experience required of applicants should be specified – quality of experience and duration may be combined
 - aptitudes – the person spec criteria will differentiate between essential criteria are those without which an appointee would be unable to adequately perform the job. Desirable criteria are those that may enable the candidate to perform better or require a shorter familiarisation period.

- Required abilities should be expressed in terms of the standards required, not just in terms of the task to be undertaken
 - any physical requirement must be stated in terms of the job that needs to be done (e.g. driving may be a requirement)
14. The Directors will decide where the vacancy will be advertised – it needs to be accessible, affordable and meet Equality of Opportunity requirements and be advertised as widely as possible. Where head-hunting organisations are used for very senior or specialist positions, a requirement to seek out suitably qualified under-represented candidates for consideration must be incorporated into the brief for the assignment.
15. Publicising Vacancies. The advertisement will be written from the j/d and person spec and should contain the following points:
- Barrett-Bell name and corporate logo
 - title of vacancy
 - is the vacancy permanent, temporary, fixed term, full time, part time, job share acceptable
 - salary range and starting salary
 - brief details of the job
 - key details of the person spec
 - the necessity of a DBS check
 - how to access further particulars of the vacancy
 - closing date for applications (sufficient time should be allowed)
 - where known, date of interview and location
 - a statement reflecting Barrett-Bell's commitment to Equality of Opportunity is automatically included in all recruitment advertisements
16. The purpose of advertising a post is to attract the widest range of high calibre applicants possible and therefore the further particulars sent to or accessed by applicants must give a clear picture of the post and its demands and of Barrett-Bell as an employer. Applicant Information Packs (which may be web-based with links) should include:
- j/d and person spec
 - the main terms and conditions of employment (including holiday and pension arrangements, working hours, call-out or shift patterns arrangements if appropriate etc.)
 - Information about Barrett-Bell
 - the Equal Opportunity Policy statement
 - guidelines about completing the application form, whether a CV is required and a Letter of Application and the number of referees required
 - if it is the intention to seek references before or after interview
 - a statement explaining that only candidates who are shortlisted will be contacted by a given date

- the requirement for applicants to disclose unspent/spent criminal convictions (when working with children and/or vulnerable adults)
- an indication of the need for a DBS and proof of right to work
- an invitation to disclose any perceived conflicts of interest
- where requested and if reasonable, documentation may be translated into alternative formats

17. Processing Applications and Appointment Processes:

- Records will be kept of all stages of the appointments process
- The original applications for all applicants, together with a written note of reasons for shortlisting or rejecting applicants must be retained for a minimum of 12 months from the date that an appointment decision is notified, in case of complaint to an Employment Tribunal and to satisfy UK Border Agency requirements to keep records for 12 months where a certificate of sponsorship is required
- All applications will be considered against the j/d and person spec only. It is unlawful to imply applicants from one specific group is preferable to another
- Longlisting and shortlisting (if required) must be undertaken against the criteria and only the agreed criteria based on the j/d. Shortlisting decisions should be based on evidence that the applicant has met the requirements of the person specification
- Online searches should be carried out on all shortlisted applicants and any concerning 'issues' or 'incidents' that have been made publicly available should be explored during the interview process.
- Usually, references should only be taken up once a preferred candidate is selected to confirm the selection, however where they are collected prior to the Interview, candidates must be informed
- References seek precise information and confirm facts and are completed on a Barrett-Bell standard referee Proforma
- Telephone references should be avoided if possible but, where time pressure or the location of referees dictate that this may be appropriate, recruiters should ensure that they are certain as to the identity of the person to whom they are speaking, plan the conversation beforehand and ensure a file note is made at the time of the telephone conversation and written confirmation should always be requested.
- Those applicants called for Interview will be informed with ample time to prepare for Interview (a minimum of 78 hours) and will be given the format of the Interview Process in the letter inviting them to interview, including any presentations or practical teaching sessions required
- All questions, tasks and presentations must be asked in a neutral way
- The Interview Panel must consist of appropriate and qualified interviewers, a reasonable number on the Panel and reflect the community
- All members of the Interview Panel should undergo appropriate training in good interview technique (and be aware that questions may be asked only

related to the j/d and person spec, presented in the same way and that the Chair will manage the process to ensure Equality of Opportunity)

- If there is any conflict of interest between a member of the Panel and an applicant, then it must be disclosed
- The information obtained in the application, the interview, any selection tests and references (if obtained prior to interview) allow candidates to be assessed against the person spec and a selection decision made. The Panel Chair must ensure that a written note of the reasons for selecting the successful candidate and rejecting others is made and placed on file
- Offers of employment will be made within 78 hours after the Panel's decision but conditional on completion of a qualification, DBS check, visa clearance or health screening if required and this will be made clear in the appointment letter.
- The appointment letter will also include salary, benefits and holiday entitlements, starting dates and Induction process.

18. The confidentiality of applications must be respected by all of those involved in the selection process

19. At the conclusion of a recruitment process then any offer is subject to T&C's and HR requirements of the Company and this must be clearly conveyed to the successful candidate

20. Appointments will be subject to a period of probation agreed with the employer.