



Procedure 6.1 Staff Recruitment and Selection

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Procedure Issued: April 2014

Procedure Owner: Principal / CEO

- ❖ This procedure is shared with our staff and/or can be obtained:
 - on our website <https://docklandsacademy.co.uk/policies-and-procedures>,
 - on our internal server via their desktops of all computers in the library on the top floor,
 - by emailing us at info@docklandsacademy.co.uk.
- ❖ Also, our staff are informed about the main aspects of the procedure in the Staff Handbooks and Staff Induction.
- ❖ The policy is reviewed and monitored on a regular basis for currency and fitness as part of our 1.9 Review and Revision of Policies and Procedures.

1 Introduction

The Academy is committed to providing the best possible care and education to its students, safeguard and promote their welfare. In order to achieve this, it provides a supportive and flexible working environment to all its members of staff. It is of fundamental importance to attract, recruit and retain staff who share this commitment.

All employees involved in the recruitment and selection of staff are required to familiarise themselves with and comply with the provisions of this procedure.

The procedure applies to all contracted staff, whether by employment, services or otherwise; special provisions are in place for supply staff, volunteers, visitors and contractors. The principles of these procedures apply to the professional behaviours of staff towards all students, including those over the age of 18 years.

2 Aims

The Academy follows a safer recruitment procedure that aims to:

- Recruit best possible candidate is offered the post on the basis of their merits, abilities and suitability for the position;
- Consider all job applicants equally and consistently;



- Treat all applicants fairly regardless of their race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- Comply 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 for England and Wales and any guidance or code of practice published by the Disclosure and Barring Service (DBS).
- Meet its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

3 Roles and responsibilities

The Principal / CEO has overall responsibility for safer recruiting and in particular must ensure that all applicants for employment are treated equally, fairly and without prejudice.

The Head of Quality is responsible for ensuring all documentation and information relating to pre-employment checks is properly secured before employment commences. They also ensure that this information is properly recorded, stored securely and, destroyed securely as appropriate. These are checked with the Designated Safeguarding Lead. All staff have a responsibility for whistleblowing.

Head of Finance is responsible for ensuring that all contractors have properly cleared all necessary pre-employment checks.

4 Recruitment Process

To meet the objective of recruiting the best person for the job, the methods and procedures used to attract and select candidates will be based on objective criteria and the Academy will aim to attract a diverse range of potential employees free from bias or prejudice.

The procedure will:

- be fair and consistent
- be non-discriminatory on the grounds of sex, race, age, religion or disability and as also specified in the *Equality Act 2010*
- conform to statutory regulations and agreed best practice

The Academy provides equal opportunities and is committed to the principle of equality regardless of race, colour, creed, religion or belief, ethnicity, age, nationality, sex, disability, marital or civil partner status, pregnancy or maternity, gender re-assignment or sexual orientation. We will apply employment policies which are fair, equitable and consistent with the skills and abilities of our employees and the needs of the business.

The Academy will ensure that all employees are accorded equal opportunity for recruitment, training and promotion and, in all jobs of like work, on equal terms and conditions of employment. We will not condone any discriminatory act or attitude in the conduct of our business with the public or our employees. Acts of harassment or discrimination are disciplinary offences.

The following procedure should be used when a post is to be filled. The appointing manager must:

- Define the job. Is it an existing post, is an exact replacement required or is this an opportunity to revise the requirements? If it is a newly established post, be clear on



- the exact requirements, draw up a job description
- Where appropriate, complete a job vacancy form which confirms details of the post and final approval from the CEO / Principal
 - Ensure the job description and person specification are up-to-date
 - Collate an information package appropriate for the post. This package should include job description and if appropriate, a person specification. information on the department and on the Academy and terms and conditions of employment
 - Discuss with the CEO / Principal the most effective means of obtaining suitable candidates. The following options should be explored as appropriate to the nature and scope of the role:
 - internal advertisement within the Academy
 - examination of previous applications, or those held on file
 - external advertisement within the Job Centre
 - external advertisement in the local press
 - external advertisement in the national press
 - external advertisement in the appropriate technical / professional journal
 - for senior posts, the use of a recruitment agency[The use of the term 'advertisement' implies the use of online methods where appropriate]
 - Design the advertisement. All advertisements must contain as much information as possible to ensure the correct recruitment group is targeted and reduce unsuitable applications, while remaining as cost-effective as possible.

External advertisements must be submitted to the CEO / Principal for approval before being placed.

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. A curriculum vitae will not be accepted in place of the fully completed application form.

Applicants will receive a job description and person specification for the post applied for.

5 Selection Process

Appropriate selection procedures must be used for each post. Procedures may vary; at its simplest this may involve a straightforward interview and skills testing. For more senior posts, psychometric testing, presentations to the interview panel on a chosen topic and/or a series of individual interviews on various topics may be included.

The appointing manager will approach relevant people to assist with shortlisting and interviewing. The interview will be face to face and attended by the appointing manager and another senior manager, who are up to date with DAL Procedure 6.1.

The application forms received by the closing date will be forwarded to the appointing managers for shortlisting. Applicants **must** be chosen against the person specification. It is the responsibility of the appointing manager at this stage to record (in writing) the reasons why an applicant is not shortlisted. All papers must be returned to the human resources administrator, who will invite the candidates for interview, obtain references and make the



necessary housekeeping arrangements for the interview. This will include timetabling the interviews. Candidates who have not been shortlisted will also be informed.

5.1 Interview

Prior to the interview, each member of the interview panel will receive an interview pack containing:

- copies of application forms / CVs
- blank interview report forms
- a copy of the job advertisement
- a copy of the job description
- a copy of the person specification

The appointing manager will:

- decide on the interview format and determine which areas to concentrate on with the questioning
- decide who will lead the interview panel
- receive the references for candidates from administration, and be responsible for ensuring the confidentiality of these and for their safe return to administration for destruction

Shortlisted applicants for the interview will be requested to bring the originals of the following documentation on the interview day:

- A current driving licence including a photograph or a passport or a full birth certificate
- A utility bill or financial statement issued within the last three months showing the candidate's current name and address
- Where appropriate any documentation evidencing a change of name; Where the candidate is not a UK citizen, proof of entitlement to work and reside in the UK
- Any documents confirming educational and professional qualifications relevant to the post

At the interview, the appointing manager will ensure that the Interview Report Form is completed as fully as possible. When interviewing, they will ensure that Equal Opportunities legislation is strictly adhered to, with no discrimination shown on the grounds of race, colour, creed, religion or belief, ethnicity, age, nationality, sex, disability, marital or civil partner status, pregnancy or maternity, gender re-assignment or sexual orientation. Candidates with a disability who are invited to interview should inform the Academy of any reasonable adjustments or arrangements to assist them in attending the interview.

When all candidates have been interviewed, the panel will decide on the best person for the post. The appointing manager will arrange to inform the successful candidate as soon as possible, agreeing a commencement date and starting salary.

All interview packs should be returned marked 'private and confidential' to the Academy administration offices.

Upon return of the Interview Report Form, the Academy administration offices will:

- e-mail all unsuccessful candidates with outcome of interview within five working days
- write to the appointee, offering the post providing satisfactory references and health

clearance

- initiate a personnel file and computer entry for the new member of staff
- notify the manager if the appointee refuses the offer, or if there are any other details to be cleared
- deal with any requirements for removal expenses or the finding of temporary accommodation for the appointee

5.2 Job Offer

Any offer to a successful candidate will be conditional until:

- Receipt of at least two references confirming candidate's suitability to work with children.
- Verification of identity
- Verification of qualifications
- Evidence of the right to work in the UK, where appropriate
- A satisfactory enhanced DBS check
- A check of the Barred List maintained by the Teaching Regulation Agency, where appropriate
- For a candidate to be employed as a teacher, a check that the candidate is not prohibited from teaching by a prohibition order issued by the Secretary of State for Education. Where the applicant has taught outside the United Kingdom within the previous five years, the Academy will seek confirmation from relevant authorities and referees that the candidate has not been subject to any prohibition order in any of the countries where they have taught.
- Verification of professional qualifications, where appropriate
- For those who claim to have obtained Qualified Teaching Status (QTS), verification must be seen
- Where the successful candidate has worked or been resident overseas such checks and confirmations as the Academy may consider appropriate so that any relevant events that occurred outside the UK can be considered. The Academy refers to the NSPCC's guidance of carrying out an overseas check when a candidate has lived or worked outside the UK for 3 months or more in the last 5 years. Appropriate agencies in various countries are available on the government website: 'applying for criminal records checks for someone who has worked outside the UK' or the Teaching Regulation Agency employer access system for information about any teacher sanction or restriction
- Satisfactory medical fitness
- If a candidate is offered a management post, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Management Team and teaching heads of faculty.

It is illegal for anyone who has been barred from working with children to apply for a job involving regulated activity. The Academy has a duty to report any such individuals to the DBS and Teaching Regulations Agency (TRA).

A check of the Children's Barred List is not permitted if an individual will not be undertaking 'regulated activity'. Whether a position amounts to 'regulated activity' must therefore be considered by Academy in order to decide which DBS checks are appropriate.



The Academy has a legal duty under Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as Prevent duty.

5.3 References

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the Academy. One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children and vulnerable people, then the second reference should be from the employer with whom the applicant most recently worked with children and vulnerable people. Referees should not be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children and vulnerable people. All referees will be sent a copy of the job description and person specification for the role for which the applicant has applied. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title / duties, reason for leaving, performance, sickness and disciplinary record
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated, unfounded or malicious
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be false, unsubstantiated, unfounded, or malicious
- whether the candidate has given any concern in relation to the prevention of terrorism act and that they do not support any form of extremism or terrorism.

Questions about health or sickness records will only be included in reference requests sent out after the offer of employment has been made.

The Academy will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. HR will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed. All references provided will be verified. Where references are received electronically, the Academy will ensure they originate from a legitimate source.

5.4 Medical Fitness

The Academy is required to verify the medical fitness of anyone to be appointed to a post after an offer of employment has been made but before the appointment can be confirmed.



Therefore, all applicants, who has been offered employment at the Academy must complete a Health Questionnaire. The information contained in the questionnaire is reviewed by the Academy's medical advisor. This information will be reviewed against the Job Description and the Person Specification for the role, together with details of any other physical or mental requirements of the role e.g. proposed timetable, extra-curricular activities, layout of the Academy. If the medical advisor has any doubts about an applicant's fitness we will consider reasonable adjustments in consultation with the applicant. We may also seek a further medical advice from a specialist or request that the applicant undertakes a full medical assessment. Any medical information is regarded as sensitive personal information and will be held in the strictest confidence according to the Academy's Data Protection Policy. Any withdrawal of a job offer, where appropriate, will be carried out in compliance with the Equality Act 2010.

5.5 Pre-employment checks

In accordance with the recommendations set out in the DfE Guidance KCSIE, and the requirements of the Education (Independent Academy Standards) (England) Regulations 2010, the Academy carries out a number of pre-employment checks in respect of all prospective employees as well as any available resources to confirm that any candidate is suitable for the job for which they have applied including searches on the Internet and social media.

5.6 Verification of identity and address

All applicants who are invited to an interview will be required to bring with them evidence of identity, right to work in the UK, address and qualifications as set out below and in the list of valid identity documents at Appendix 1 in line with DBS identity checking guidelines:

- one document from Group 1;
- two further documents from either of Group 1, Group 2a or Group 2b, one of which must verify the applicant's current address;
- original documents confirming any educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

The Academy asks for the date of birth of all applicants (and proof of this) to verify the identity of, and check for any unexplained discrepancies in, the employment and education history of all applicants.

5.7 Criminal records check

The Academy applies for an enhanced disclosure from the DBS in respect of prospective staff members, contractors, supply teachers, self-employed workers and volunteers who engage in 'regulated activity' as defined in the Safeguarding Vulnerable Groups Act.

The DBS now issues a DBS disclosure certificate only to the subject of the check rather than to the Academy. It is a condition of employment with the Academy that the original disclosure certificate is provided to the HR within two weeks of it being received by the applicant.



DBS checks will still be requested for applicants with recent periods of overseas residence when they were aged 16 years or more and those with little or no previous UK residence. These applicants will also be asked to provide further information, including criminal records check or certificate of good conduct as appropriate from the relevant jurisdiction(s). Guidance as to the relevant authorities may be obtained from the Home Office.

It is essential that these checks obtained prove satisfactory. If it is not possible to obtain such checks the Academy will institute other checks and procedures to satisfy itself as to the probity of the candidate.

Staff joining the Academy from another school in England where they have been engaged in regulated activity bringing them into regular contact with children or young people may start employment without another enhanced DBS check provided the gap in employment is three months or less. However, they must bring a copy of their existing DBS and will be subject to all other pre-employment checks including a barred list check.

5.8 DBS Update Service

Where an applicant subscribes to the DBS Update Service the applicant must give consent to the Academy to check there have not been changes since the issue of a disclosure certificate.

5.9 Seasonal staff

The Academy employs some staff only during certain periods during the year. The usual employment checks are obtained when such staff first join. Since they may have gaps in their employment of more than three months it is necessary to update medical fitness and employment history and require registration with the DBS updating service in order to ensure up to date information on DBS compliance.

5.10 Contractors and supply agency staff

Contractors engaged by the Academy must complete the same checks for their employees as is required to complete for the Academy staff. The Academy requires confirmation that these checks have been completed before employees of the contractor can commence work and will check enhanced DBS and identity upon arrival. If contractors do not possess a DBS and are likely to come into contact with children, they will be supervised at all times.

Agencies supplying staff to the Academy are required to complete the pre-employment checks which the Academy would complete for its staff. These include identity, DBS enhanced disclosure, right to work in the UK, barred list, qualifications as appropriate, and overseas checks as appropriate. Identity and DBS must be presented when the employee arrives on the premises. The Academy requires confirmation that these checks have been completed before an individual can commence work at the campus.

5.11 Visiting professionals, volunteers

The Academy will ensure that they have enhanced DBS clearance prior to arrival and if they are likely to come into contact with children, a barred list check. Identity upon arrival will also be checked. Under no circumstances will the Academy permit an unchecked volunteer or visiting professional unsupervised contact with children.



5.12 Visitors

The Academy does not have the right to ask visitors for DBS clearance; however, it ensures that all guests sign in, wear appropriate lanyards and are supervised during their visit.

6 Procedure on recruitment of ex-offenders

6.1 Background

The Academy will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The appointment decisions are made on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar him / her from employment within the Academy. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All positions within the Academy are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered 'spent' except for those to which the DBS filtering rules apply, as set out above. A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for the Academy to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the Academy. It will report to the Police and / or the DBS if:

- an application from a barred person is received
- false information is provided in or in support of an applicant's application
- serious concerns have been identified about an applicant's suitability to work with children.

6.2 Assessment criteria

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Academy will consider the following factors before reaching a recruitment decision if the:

- conviction or other matter revealed is relevant to the position in question
- seriousness of any offence or other matter revealed
- length of time since the offence or other matter occurred
- applicant has a pattern of offending behaviour or other relevant matters
- applicant's circumstances have changed since the offending behaviour or other relevant matters
- circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is Academy policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences:



- murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.
- serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is Academy policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception, or fraud.

If the post involves some driving responsibilities, it is Academy policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

6.3 Assessment Procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Academy will carry out a risk assessment by reference to the criteria set out above.

The assessment form must be signed by the Principal or the Head of Quality before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, he / she can do so by contacting the DBS direct. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the Academy will, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

7 Retention and security of disclosure information

Academy's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information but is under no obligation to do so.

In particular, the Academy will:

- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of Academy's senior management team (SLT);
- not retain disclosure information or any associated correspondence for longer than is necessary, and for a maximum of six months. The Academy will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken
- ensure that any disclosure information is destroyed by suitably secure means such as shredding
- prohibit the photocopying or scanning of any disclosure information.

7.1 Retention of information

The Academy is legally required to carry out all pre-employment checks found earlier in this document. All information relating to recruitment is either stored electronically with access restricted to a few members of the SMT using a robust, secure system of passwords and



firewall to prevent unwanted access to records or in secure, lockable filing cabinets with highly restricted access. The Academy will retain these records for successful applicants but will destroy those of unsuccessful applicants.

7.2 Single Central Record

An entry will be made on the Single Central Record for all current members of staff at the Academy, the proprietorial body and all individuals who work in regular contact with children including volunteers, supply staff and those employed as third parties.

8 Whistleblowing

All staff are trained in whistleblowing to encourage the prompt reporting of any behaviour by another member of staff giving rise to safeguarding concerns.

8.1 Reporting to DBS and Teaching Regulations Agency (TRA)

If an employee is dismissed because of violations of safeguarding guidance and legislation the Academy has a duty to report this to the DBS and TRA. Similarly, if an employee leaves because of allegations regarding safeguarding violations or, having retired, it comes to light that there are safeguarding concerns relating to the employee, the Academy must report such to these agencies.

9 Probationary Period

The initial probationary period for an employee is three months. During this period an employee's work performance and general suitability will be assessed and, if it is satisfactory, their employment will continue. However, if work performance is not up to the required standard or the individual is considered to be generally unsuitable, the Academy may either take remedial action or terminate their employment without recourse to the disciplinary procedure.

At the end of the probationary period the employee will be assessed and, if satisfactory, will become a member of Academy regular staff. If they have not reached the required standard by the end of the sixth month, the Academy may either extend the probationary period in order that remedial action can be taken or terminate their employment without recourse to the disciplinary procedure. In the event of an employee failing to improve during the extended probationary period, their employment will be terminated without recourse to the disciplinary procedure.

10 Rights of Employees

The Academy is open to all who qualify under its recruiting standards, regardless of race, colour, creed, religion or belief, ethnicity, age, nationality, sex, disability, marital or civil partner status, pregnancy or maternity, gender re-assignment or sexual orientation. All employees have equal right of access to the facilities and services of the Academy in accordance with our policies. The Academy is insured by employee and public liability insurance.



Employees have the right to ask questions and express their opinions, as long as such do not interfere with the normal operations of the Academy or infringe on the rights of other employees.

Employees have the right to a hearing within the established procedures, in all matters that can result in the imposition of sanctions for misconduct. However, the Academy reserves the right to take actions to reasonably ensure safety and security, including removing and/or suspending a member of staff pending final determination of any action.

Employees have the right of reasonable access to administration and other staff during specified office hours. An employee is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of [his/her] other academic duties

11 Expectations of Employees

Expectations placed upon Academy employees are detailed in their contracts of employment and, more generally, in the Staff Code of Conduct (Procedure 6.13)

12 Job Description

Each employee has been provided with a job description of the position to which they have been appointed but reviews and / or amendments may be made to each job description from time to time in relation to our changing needs and employee performance.

13 Employee Training and Induction

At the commencement of employment each employee will receive induction (and training if required) for their specific job, and, as their employment progresses, their skills may be extended to encompass new job activities within the Academy. (see Procedures 6.2 and 6.9-6.12)

14 Performance and Review

Academy policy is to monitor employees' work performance on a continuous basis so that we can maximise strengths, and help individuals overcome any possible weaknesses. The performance review process is detailed in Procedure 6.4.

15 Job Flexibility

It is an express condition of employment that employees should be prepared, whenever necessary, to transfer to alternative departments or duties within the Academy. During holiday periods, etc. it may be necessary to take over some duties normally performed by colleagues. This flexibility is essential as the type and volume of work is always subject to change and it allows the Academy to operate more efficiently and optimise maximum potential.

16 Hours of Work

The business hours of the Academy are Monday to Sunday 08.30 to 17.30. Full-time employees work 40 hours per week, allotted in 8 hour increments generally between 08.30 and 17.30. This schedule may vary according to the nature of the functions to be performed.



Employees are expected to report to work on time for any scheduled work period. The employee's line manager must be informed prior to the beginning of the work period of any absence or variance from the established work schedule.

17 Related Documents

17.1 Policies

- 1 Governance
- 2 Academic Management
- 3 Teaching Learning Assessment
- 5 Student Support, Engagement and Learning Resources
- 6 Human Resources
- 7 Information

17.2 Procedures

- 1.5 Equal Opportunities
- 1.7 Data Protection
- 1.9 Review and Revision of Policies and Procedures
- 2.12 Contingency and Adverse Effects
- 3.1 Expectations from and Supporting Staff in Teaching Delivery
- 4.11 Student Protection Plan
- 4.13 Transfers Suspensions Withdrawals Closure and Change of HE Provision
- 5.2 Welfare Services and Pastoral Care
- 5.3 Equality, Diversity and Special Needs
- 6.2 New Starters and Induction
- 6.3 Equality and Diversity
- 6.4 Personal Development and Performance Review
- 6.5 Discipline at Work
- 6.6 Absenteeism and Lateness
- 6.7 Holiday and Leave Entitlement
- 6.8 Grievance and Complaints
- 6.9 Continuous Professional Development
- 6.11 Requests for Training
- 6.12 Evaluation of Training
- 6.13 Staff Code of Conduct
- 6.14 Academic Misconduct by Staff
- 6.15 Safeguarding
- 6.16 Prevent Duty (Racist, Discriminatory, Abusive and Extremist Behaviour)
- 8.2 Recruitment Partner Selection and Monitoring
- 8.3 Links with Other Educational Institutions and Businesses
- 9.1 Access Procedures
- 9.2 Maintenance Procedure
- 9.4a Health and Safety Risk Assessment
- 9.5 First Aid and Accident Reporting
- 9.6 Business Continuity Plan



17.3 Terms and Conditions

17.4 External Reference Points

- **UK Professional Standards Framework for teaching and supporting learning in Higher Education** at https://s3.eu-west-2.amazonaws.com/assets.creode.advancehe-document-manager/documents/advance-he/UK%20Professional%20Standards%20Framework_1570613241.pdf
- **CIPD Code of Professional Conduct** at https://www.cipd.co.uk/Images/code-of-professional-conduct-april-2020_tcm18-14510.pdf
- **Office for Students (OfS) Requirements and Guidance** at <https://www.officeforstudents.org.uk/advice-and-guidance/regulation/>
- **UK Quality Code Advice & Guidance – Concerns, Complaints and Appeals** at <https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/concerns-complaints-and-appeals>
- **Higher Education Code of Governance** (Committee of University Chairs, December 2014) at <https://www.universitychairs.ac.uk/wp-content/uploads/2020/09/CUC-HE-Code-of-Governance-publication-final.pdf>
- **Association of Employment and Learning Providers (AELP) principles of Good Governance for Independent Training Providers** at <https://www.aelp.org.uk/media/2595/code-of-governance-final-sept-2018.pdf>
- **OIA The Good Practice Framework for Complaints and Appeals** at <https://www.oiahe.org.uk/resources-and-publications/good-practice-framework/>
- **Competition and Markets Authority Guidance for HE Providers** at <https://www.gov.uk/government/publications/higher-education-consumer-law-advice-for-providers>
- **UKCISA Code of Ethics** at <https://www.ukcisa.org.uk/Membership/Codes-of-practice/Code-of-ethics>
- **UK Visa & Immigration (UKVI) regulations** at <https://www.gov.uk/government/organisations/uk-visas-and-immigration> & <https://www.gov.uk/study-visit-visa>
- **Equality Act – 2010** at <https://www.legislation.gov.uk/ukpga/2010/15/contents>
- **Data Protection Act 2018** at <https://www.legislation.gov.uk/ukpga/2018/12/contents>
- **Keeping Children Safe in Education (KCSIE) 2022**
- **The Prevent Duty and Guidance for England and Wales**
- **Education Act 2002**
- **Education and Skills Act 2008**
- **Education (Independent School Standards) Regulations 2014**

Appendix 1 - Valid identity documents

Group 1: primary trusted identity credentials

- current valid passport
- biometric residence permit (UK)
- current driving licence (full or provisional) (UK / Isle of Man / Channel Islands; photo card with the associated counterpart licence; except Jersey)
- birth certificate (UK & Channel Islands) – issued at the time of birth (within 42 days of date of birth); Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces

Group 2a: trusted government/state issued documents



- current UK driving licence (old style paper version)
- current non-UK driving licence (valid for up to 12 months from the date the applicant entered the UK)
- birth certificate (UK and Channel Islands) – issued at any time after the date of birth by the General Registrar Office / relevant authority i.e. Registrars)
- marriage / civil partnership certificate (UK and Channel Islands)
- adoption certificate (UK and Channel Islands)
- HM Forces ID card (UK)
- fire arms licence (UK and Channel Islands)

Group 2b: Financial/social history documents

- mortgage statement (UK or EEA)
- bank/building society statement (UK and Channel Islands or EEA)
- bank/building society account opening confirmation letter (UK)
- credit card statement (UK or EEA)
- financial statement – e.g. pension, endowment, ISA (UK)
- P45/ P60 statement (UK and Channel Islands)
- council tax statement (UK and Channel Islands)
- work permit / visa (UK) (UK Residence Permit)
- letter of sponsorship from future employment provider (non UK / non EEA only valid for applicants residing outside the UK at the time of application)
- utility bill (UK) – not mobile telephone
- benefit statement – e.g. child benefit, pension
- a document from central / local government/ government agency / local authority giving entitlement (UK and Channel Islands) – e.g. from the Department for Work and Pension, the Employment Service, HM Revenue & Customs (HMRC), Job Centre, Job Centre Plus, Social Security
- EU national ID card
- cards carrying the PASS accreditation logo (UK)

Appendix 2 - Safer recruitment staff

Principal / CEO

Head of HR / Head of Quality

Academic Head

Head of Academic Administration

Head of Finance