



Fettes College

Safer Recruitment Policy

FETTES COLLEGE

SAFER RECRUITMENT POLICY

Recruitment and Selection Procedure

The purpose of this policy is to set out the requirements of the recruitment process and applies to all roles.

The aim of the Safer Recruitment Policy is to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

Fettes College aims to maintain a competent, flexible and quality-conscious workforce, teaching and support. To this end, the College intends to select the best available person for every vacancy, regardless of sex, race, colour, religion, marital status, ethnic origin, age, disability or sexual orientation. At the same time, the School aims to provide all employees with the opportunity to develop long-term careers appropriate to their abilities and ambitions.

The aims of the School's recruitment policy are as follows:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- To ensure that all job applicants are considered equally and consistently;
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious-belief, sex or sexual orientation, marital or civil partner status, disability or age;
- To ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by Education Scotland, Safeguarding and Child Protection Policy – Education Scotland and Prevent Duty Guidance Counter Terrorism and Security Act 2015 and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- To ensure that the School meets its commitments to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks;
- To ensure that employees are given the maximum opportunity to develop their careers and achieve their work potential.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

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

In filling any vacancy, the College will encourage applications from suitably qualified internal candidates wherever possible. Permanent posts will be listed on our website and communicated direct to all employees via email and Firefly. Where possible, promotion will come from within the School and existing employees with suitable experience and qualifications will always be given consideration. On occasions, such as during periods of reorganisation or restructuring, it may not always be possible to advertise every position internally. There will also be instances when vacancies are not advertised because a suitable candidate has been identified.

Often, vacancies will be simultaneously advertised externally if it is perceived that there may not be sufficient internal expertise available.

Vacancies for teaching staff are approved by the Head and vacancies for operational staff are approved by the Bursar. Vacancies are normally posted internally and externally.

Adverts and job descriptions for teaching staff are approved by the Deputy Head (Academic) and Human Resources Manager and by the Head of Department and Human Resources Manager for operational staff.

Application Forms

All new candidates applying for a vacancy at Fettes must complete a Fettes College Application Form or submit a Curriculum Vitae and accompanying letter. Candidates attending for interview will be interviewed by a minimum of two staff members, one of whom will be a Senior Manager or Department Manager.

It is unlawful for the School 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 apply for a position at the School. All applicants will be made aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and referral to the police and /or the DBS.

Job Description and Person Specifications

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children in a boarding environment.

Interviews and Selection

The recruitment and selection of staff will be conducted in a professional and timely manner and in compliance with current employment legislation and relevant safeguarding legislation and statutory guidance.

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates. With the candidate's permission, we may request to take up references before the selection stage and all references will be sought directly from the referee.

Interviews will always be face-to-face or using Skype/Zoom where this is more appropriate for candidates e.g. those living abroad. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face/Skype interview.

For all successful candidates we will obtain two satisfactory written references which will be held in their personnel folder. Qualifications and training records will be verified and copies retained in their personnel folder. All recruiting managers are required to complete a new starter form with the new employee and forward to the relevant PA. All personnel information will be uploaded to the HR database by the PA to the Deputy Head for all teaching staff and teaching support staff and by the PA to the Bursar for all non-teaching and Prep school staff. All recruiting managers are to issue new teaching staff with a copy of the Vademecum and non-teaching staff with a copy of the Enchiridion.

Internal Candidates

All candidates will be required to complete a selection procedure, which will assess against a range of specified criteria. The selection process is based primarily on several carefully considered factors such as individual job performance, appraisal and/or manager's evaluation of capability to assume more responsibility, experience, knowledge, skills and related qualifications, and career interests. These factors will be considered against the availability of openings and the relative qualifications of other candidates.

Protecting Vulnerable Groups Scheme (PVG)

All employees are required to complete a PVG Scheme application or PVG Scheme Update (whichever is relevant) from Disclosure Scotland. Although no records are held on site (see Disclosure Scotland policy), the Scheme is 'live' and the School is alerted to any changes or notifiable events. Employment is subject to a clean report being obtained and maintained from Disclosure Scotland in view of the contact staff will have with children during normal duties. New PVG Scheme applications or PVG Scheme Updates are administered by the PA to the Bursar for all non-teaching and prep school staff, and by the PA to the Deputy Head for all teaching staff and teaching support staff.

The Rehabilitation of Offenders Act 1974

Fettes College complies fully with the Code of Practice, issued by Scottish Ministers, in connection with the use of information provided to registered persons, their nominees and other recipients of information by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for employment purposes, voluntary positions, licensing and other relevant purposes. We undertake to treat all applicants for positions fairly and not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed.

However, all staff working at the School have direct access to young people and, therefore, all posts within the School are considered exempt from the Rehabilitation of Offenders Act 1974. In practice this means that all applicants must disclose all previous and pending convictions, even if they are considered “spent” or be liable to prosecution. This includes driving offences.

With the exception of offences against children, a previous conviction will not automatically preclude an applicant from working at the school. All decisions will be made based on careful consideration of all the information available to us.

Applicants who have a conviction for a criminal offence must declare it in a letter to the Head and the Human Resources Manager which will then be destroyed.

The Head and Human Resources Manager will consider the following:

- Whether the conviction is relevant to the post;
- The length of time since the offence occurred;
- Whether the applicant has a pattern of convictions;
- Whether the applicant’s circumstances have changed since the offence was committed.

At interview, or under separate discussion, we undertake to ensure an open and measured discussion on the subject of any offences or other matters that might be considered relevant for the position concerned. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

An Applicant is unlikely to be considered suitable for employment if they have been found guilty of a serious offence involving violence or dishonesty, any sexual offence, any offence involving Class A drugs or the supply of any other illegal drug.

We undertake to discuss any matter revealed in Disclosure Scotland PVG Certificate with the subject of that Disclosure before considering withdrawing a conditional offer of employment.

We ensure that all those in Fettes College who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of Disclosure information.

Guidance is sought in the relevant legislation relating to employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974).

General Teaching Council for Scotland (GTCS)

GTCS registration certificates for all teaching staff will be validated and records will be updated for all new and existing employees by the PA to the Deputy Head.

Scottish Social Services Council (SSSC)

SSSC registration certificates will be verified and a copy retained for filing by the PA to the Deputy Head. Certificates of qualifications relating to SSSC registration will be copied and placed in the employee’s personnel folder. Registration conditions will be supported and monitored by the College to include training and mentoring.

Ongoing Employment

The School recognises that safer recruitment and selection is not just about the start of employment but should be part of a larger policy framework for all staff. The School will, therefore, provide ongoing training and support for all staff, as identified through the Annual Appraisal process. Staff will be asked to sign the Code of Conduct for Staff on joining, ensure they follow the Code during their employment and attend related training as required.

Contractor and Agency Staff

Contractors engaged by the School must complete the same checks for their employees that the School is required to complete for its staff. The School requires confirmation that these checks have been completed before employees of the Contractor can commence work at the School.

The School will independently verify the identity of staff supplied by contractors or an agency as all will require the provision of the original DB certificate before contractors or agency staff can commence work at the School.

Induction and Training

All new employees will receive induction training suitable for their role from senior managers and allocated colleagues. All residential staff will be required to attend Fire Training and all staff will receive Child Protection training.

Review of the Policy

This policy will be reviewed annually and amended in line with changes to statutory requirements as part of the programme of policy and guidance review.

W Davidson

September 2020

Review September 2021