



Recruitment & Selection Policy 2025 - 2027

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. DOCUMENT HISTORY

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SLT Owner: Executive Director of People Services and Organisational Development

Author: Recruitment and Employee Lifecycle Partner

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2. SCOPE AND PURPOSE

- 2.1 The purpose of the Recruitment and Selection Policy is to establish a clear and structured approach to attracting, selecting, and hiring the most qualified candidates for positions within Askham Bryan College. This policy ensures that recruitment and selection practices are conducted consistently, fairly, and in compliance with all relevant legal and regulatory requirements.
- 2.2 The aim of the College is to:
 - 2.2.1 Promote fairness and equality: to ensure that all candidates are treated fairly and equitably throughout the recruitment process, regardless of their background, identity, or personal characteristics;
 - 2.2.2 Attract top talent: to create a competitive and transparent recruitment process that attracts a diverse pool of high-quality candidates who possess the necessary skills, experience, and values to contribute to the organisation's success;
 - 2.2.3 Support organisational goals: to align the recruitment process with the College's strategic goals, ensuring that new hires are not only qualified but also fit within the organisational culture and contribute to the achievement of the College's goals;
 - 2.2.4 Ensure compliance: to ensure adherence to relevant employment laws and regulations, and to safeguard the College's reputation as an employer of choice;

RECRUITMENT & SELECTION POLICY 2025 - 2027

- 2.2.5 Enhance workforce diversity: to foster a diverse and practices that seek out candidates from varied backgrounds and perspectives.
- 2.3 Decisions concerning the need to recruit staff are delegated to the Senior Leadership Team by the Governing Body. All decisions will be made with regard to curriculum needs and financial circumstances.
- 2.4 Decisions regarding remuneration for posts will be made in accordance with the [College's Pay Structure](#).
- 2.5 This policy takes into account the provisions of 'Keeping Children Safe in Education' (Department for Education September 2024). The Governing Body will ensure that the statutory requirements for the appointment of staff will be met. Requirements will change from time to time and this policy will be updated accordingly.
- 2.6 The College is committed to promoting equality of opportunity for all staff and job applicants and will abide by existing legislation including the Equality Act 2010. The College Governing Body does not unlawfully discriminate against staff on the basis of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.
- 2.7 This policy does not form part of any employee's contract of employment and it may be amended at any time.
- 2.8 In this policy references to personnel/bodies are to the personnel/bodies present within the College at which the particular member of staff reading or exercising the policy is engaged.
- 2.9 By implementing this policy, Askham Bryan College aims to create a transparent, effective, and equitable recruitment process that helps build a strong, talented workforce while supporting the College's growth and long-term success.

3. RESPONSIBILITIES

- 3.1 The Executive Director of People Services and Organisational Development has overall responsibility for the effective operation, maintenance and review of this policy and for ensuring compliance with the relevant statutory framework.
- 3.2 The Executive Director of People Services and Organisational Development has delegated day-to-day responsibility for operating the policy to the Recruitment & Employee Lifecycle Partner.
- 3.3 It is the responsibility of the Executive Director of People Services and Organisational Development and other managers involved in recruitment to:
- 3.3.1 ensure that their College operates safer recruitment procedures;
- 3.3.2 ensure all appropriate checks are carried out on all staff and volunteers who work at their College;
- 3.3.3 monitor contractors' and agencies' compliance with this document;

RECRUITMENT & SELECTION POLICY 2025 - 2027

3.3.4 promote the welfare of children and young people at every stage of the recruitment process.

3.4 It is the responsibility of all potential and existing workers, including volunteers to comply with this policy.

3.5 It is the responsibility of all contractors and agencies to comply with safe recruitment pre-employment checks.

4. SAFER RECRUITMENT TRAINING

4.1 Subject to the availability of training, People Services will ensure that those involved with the recruitment and employment of staff to work with students have successfully completed accredited training in safe recruitment procedures.

4.2 People Services must ensure that one person on any recruitment panel will have undertaken safer recruitment training.

4.3 Refresher training is available, and employees participating in regular recruitment activities are expected to stay informed about the latest practices and updates.

5. AUTHORISATION TO RECRUIT

5.1 Before initiating recruitment activity, the Budget Holder must assess the staffing requirement thoroughly. Only when all alternatives have been deemed unviable, should a requisition be submitted.

5.2 Budget Holders must complete and submit a requisition form (ABC Managers – Recruitment Templates – Req Forms), along with a business case whenever a role is not a like-for-like replacement. Incomplete or inaccurate submissions will result in delays to the consideration process by the Senior Leadership Team (SLT).

5.3 It is the responsibility of the Budget Holder to submit all completed documentation to recruitment@askham-bryan.ac.uk. No role will be advertised until written approval has been obtained from Finance, confirming adherence to College budgetary controls and a formal review.

5.4 To engage with Recruitment Agencies, requests must be placed using an agency requisition form before been authorised and handled exclusively by the recruitment team. This ensures that agencies remain compliant with all safer recruitment practices and KCSIE (Keeping Children Safe in Education) guidelines.

6. ADVERTISING POSTS

6.1 The advertisement should clearly outline the qualifications, experience, and skills required for the position, including any essential requirements. Qualifications should be relevant to awarding body requirements for curriculum posts, and relevant professional qualifications should be listed.

6.2 An approved job description must be attached to every vacancy published on our website. The job description should clearly state the main duties of the post and include a clear person specification.

RECRUITMENT & SELECTION POLICY 2025 - 2027

- 6.3 It is crucial to ensure that the recruitment process is well-planned, including who will be involved, their responsibilities, costs, and timescales.
- 6.4 The advertisement for any role must be approved to ensure it includes a statement about the College's commitment to safeguarding and promoting the welfare of students. Additionally, the advertisement should note that the successful applicant will be required to undergo an enhanced Disclosure and Barring Service (DBS) check.
- 6.5 The advertisement will specify whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974
- 6.6 To ensure equality of opportunity, the College will advertise all vacant posts across diverse channels.
- 6.7 However, where there is a reasonable expectation that there are sufficient qualified internal applicants or where staff are at risk of redundancy, an internal advertisement alone may be considered appropriate.
- 6.8 Internal vacancies are open to all existing employees, individuals seconded to the College, and agency workers who have worked with the College for more than 12 weeks. These positions will be advertised through Staff Notices.
- 6.9 Prospective applicants will be supplied, as a minimum, the following:
 - 6.9.1 job description and person specification (including any safeguarding responsibilities of the post and awarding body requirements);
 - 6.9.2 an application form.
- 6.10 Applicants will also be made aware via the advert of the relevant College policies, including the Safeguarding Policy.

7. APPLICATIONS

- 7.1 The majority of applications will be submitted via the College's website by completing the Askham Bryan College online application form. This is the only method we will accept, as it ensures all necessary information is provided for fair evaluation. Curriculum Vitae (CVs) will not be accepted.
- 7.2 For some internal vacancies, an 'Expression of Interest' may be required instead of completing the full application form.
- 7.3 Applicants with a disability who require the application in an alternative format should contact People Services, via the main reception, to make arrangements.
- 7.4 Applicants can access various policies and guidelines via the College's website.
- 7.5 Applications received after the closing date will not be considered.
- 7.6 Our application form requests the applicant to complete the following information in line with Keeping Children Safe in Education:

RECRUITMENT & SELECTION POLICY 2025 - 2027

- 7.6.1 Identifying details of the applicant, including current and former names, address, and National Insurance number;
- 7.6.2 In line with the Equality Act 2010, the applicant's date of birth is not included on the main form but is added to the Equal Opportunities Monitoring Sheet, which is retained by People Services and not accessible to those involved in shortlisting;
- 7.6.3 Academic and vocational qualifications, including awarding body and date of award;
- 7.6.4 A full history in chronological order since leaving secondary education, including post-secondary education/training, part-time, voluntary work, and full-time employment. The College will require applicants to account for any gaps or discrepancies in employment history on the application form. Where an applicant is shortlisted, these gaps will be discussed at interview;
- 7.6.5 Details of two referees. One must be the applicant's current or most recent employer/line manager, not a colleague. If the applicant has worked with children in the past, a reference from that role/organisation is also required, in addition to the current or most recent employer's reference;
- 7.6.6 A supporting statement demonstrating the applicant's suitability for the post;
- 7.6.7 An explanation that the post is exempt from the Rehabilitation of Offenders Act 1974 and information about any previous (including spent) convictions, cautions, reprimands, warnings, or bind-overs.
- 7.7 If a candidate is found to have provided false information in support of their application, this will be treated as a serious issue and may lead to the withdrawal of the offer of employment or termination of employment if the individual is already employed.
- 7.8 The published advert will include a statement outlining the College's commitment to safeguarding students whilst our application form will inform applicants of the offence of applying for a role if they are barred from engaging in regulated activity with children. Applicants will be reminded that, as part of the recruitment process, they must undergo an enhanced Disclosure and Barring Service (DBS) check.

8. SHORTLISTING

- 8.1 The recruiting manager will shortlist applicants against the criteria of the person specification for the post either using I-Trent or manually via one of our alternative advertising platforms. The criteria for selection will be consistently applied to all internal and external applicants. The selection panel will agree the applicants to be invited to interview. The same panel should shortlist and interview the candidates, with at least one member having Safer Recruitment and selection training.
- 8.2 All application forms should be fully scrutinised and scored to ensure they are completed properly, contain consistent information, and do not have discrepancies.

RECRUITMENT & SELECTION POLICY 2025 - 2027

Gaps in employment or a history of frequent job changes should be identified and questioned. Incomplete applications must be queried and resolved prior to interview. If not resolved, they must not be taken to interview.

- 8.3 Shortlisted candidates will be asked if they require any reasonable adjustments to attend the interview.
- 8.4 A minimum of 1 weeks' notice will be given to allow candidates sufficient time to prepare and make necessary arrangements to attend the interview. Interviews may be conducted in person or online, depending on the circumstances. In addition to interviews, other selection tasks such as skills testing, presentations, and staff panels may be required.
- 8.5 Shortlisted candidates will be required to complete a self-declaration regarding their criminal record or any information that would make them unsuitable to work with children. This self-declaration is subject to Ministry of Justice guidance on criminal records, including information about being on the children's barred list, prohibited from teaching, or disqualified from providing childcare. Applicants will be asked to sign the declaration confirming the truth of the information provided. If signed electronically, a hard copy must be physically signed at the interview. Additionally, shortlisted candidates will be informed that the College may conduct online searches as part of its due diligence checks.
- 8.6 People Services will retain the shortlisting documentation for unsuccessful candidates for six months (+1 year) from the selection decision. This documentation is kept to provide factual information for applicants seeking feedback or for use in any legal claims. People Services will provide feedback to applicants as needed.

9. REFERENCES

- 9.1 At Askham Bryan College, we are committed to ensuring that all individuals employed by the College are suitable for the roles they are appointed to. To support this, we implement a thorough reference policy as part of our recruitment process. This policy outlines the procedures for obtaining and managing references for candidates applying for roles at the College
- 9.2 Two satisfactory references will be required, one of which must be from the applicant's current/most recent employer and must be provided by a senior manager and/or HR. References will be requested via the application form and discrepancies may be probed during interview, prior to them being sent out.
- 9.3 If the candidate has previously worked within an education setting, we must receive a reference from the most recent educational setting, and this must be provided by a member of SLT or HR.
- 9.4 If the candidate has been a student in education within the past two years, a reference from their educational establishment must be obtained to confirm this.
- 9.5 Character references must be used as a last resort and must not be obtained by family members/friends, they must be external professionals, with a professional email address.

RECRUITMENT & SELECTION POLICY 2025 - 2027

- 9.6 References will be sought directly from the referee and, where necessary, they will be contacted to clarify any anomalies or discrepancies. Written records will be kept of such exchanges.
- 9.7 Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Written records will be kept of such exchanges.
- 9.8 Reference requests will ask the referee to confirm, in writing:
- 9.8.1 the referee's relationship to the applicant;
 - 9.8.2 details of the applicant's current post and salary;
 - 9.8.3 the applicant's performance history and conduct;
 - 9.8.4 whether the applicant has been subject to capability procedures and the outcome of this;
 - 9.8.5 whether the applicant has been subject to disciplinary action relating to the safety and welfare of children, including where the sanction has expired, and the outcome of this;
 - 9.8.6 details of any substantiated allegations or concerns about the applicant relating to the safety and welfare of children;
 - 9.8.7 whether the referee has any reservations as to the applicant's suitability to work with children and young people (if so, the College will ask for specific details of the concerns and the reasons why the referee believes the applicant may be unsuitable to work with children);
 - 9.8.8 the applicant's suitability for the post with explicit reference to the job description and person specification.
- 9.9 All appointments are subject to satisfactory references, vetting procedures and DBS clearance.
- 9.10 Reference information will be retained for the duration of the candidate's employment and, if necessary, will be included in the employee's personnel file. Any reference data will be disposed of securely 7 years from date of leaving + 1 year as per the Retention Policy.
- 9.11 Employer testimonials i.e. those provided by the applicant and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the applicant has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the applicant, for any post. References will be verified, and any discrepancies or areas of potential concern will be discussed with the applicant at interview.

RECRUITMENT & SELECTION POLICY 2025 - 2027

9.12 The College may conduct online searches of online candidates to identify incidents or issues that have happened and which are publicly available online. The College may discuss its findings with the shortlisted candidate at interview.

9.13 If the field of applicants is felt to be weak, the post may be re-advertised.

10. INTERVIEW & SELECTION

10.1 Prior to the interview and selection process applicants will be given any relevant information, e.g. details of any selection methods that will be used.

10.2 Applicants who have a disability or any other particular needs will be given the opportunity to highlight this prior to any selection activities in order that reasonable adjustments may be made to the recruitment process.

10.3 All vacancies will require an interview of short-listed applicants. Interviews will always be face-to-face. Telephone interviews may be used at the shortlisting stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

10.4 Whilst an interview is always likely to be used as the primary feature of the selection process, the selection panel will consider whether any additional selection methods are required to supplement the interview. These may include presentations, teaching observation, interaction with students, in-tray exercises, psychometric, verbal or numerical tests, according to the requirements of the role. Any psychometric tests used will have been validated in relation to the job, be free of bias, and be administered and validated only by a suitably trained person.

10.5 Whichever methods are chosen, the panel will use these to assess the merits of each applicant against the person specification and explore their suitability to work with children. This will include exploration of the applicants understanding of student safeguarding issues.

10.6 The recruitment process should always be planned, ensuring clarity regarding the roles and responsibilities of those involved, as well as the associated costs and timescales. The interview panel should consist of an odd number of panel members, with one member from People Services

10.7 The selection panel will consist of a minimum of three people the composition of which will depend on the nature of the position and the level of responsibility. At least one member of the panel will have completed the Safer Recruitment Training, and one must sit in People Services. The panel will typically include the most senior member as the 'Chair,' who will often be the successful candidate's Line Manager.

10.8 Interview questions must be submitted 48 hours prior to the interview taking place and checked by People Services, put onto the approved template and signed off by the Chair before the interview takes place. All applicants are asked the same main questions at interview based on the list of essential criteria for the post, although supplementary questions may differ according to the applicants' answers and backgrounds. All questions will be non-discriminatory and in line with the Equality Act.

RECRUITMENT & SELECTION POLICY 2025 - 2027

- 10.9 The selection panel will ensure that the interview will follow a structured process that includes:
- 10.9.1 introduction to the panel members;
 - 10.9.2 an overview of the interview process;
 - 10.9.3 an overview of the College and the relevant Department;
 - 10.9.4 questions assessing the competency for the position;
 - 10.9.5 mandatory questions regarding Safeguarding, Prevent, and British Values;
 - 10.9.6 an opportunity for the candidate to ask questions;
 - 10.9.7 information about the outcome timeframe.
- 10.10 The interview will also include a discussion of any convictions, cautions or pending prosecutions that the applicant has declared and are relevant to the prospective employment.
- 10.11 Particular care needs will be taken to ensure that no questions or selection methods could be viewed as discriminatory.
- 10.12 Applicants will always be required:
- 10.12.1 to explain satisfactorily any gaps in employment;
 - 10.12.2 to explain satisfactorily any anomalies or discrepancies in the information available to the selection panel;
 - 10.12.3 to declare any information that is likely to appear on a DBS disclosure;
 - 10.12.4 to demonstrate their capacity to safeguard and protect the welfare of children and young people.
- 10.13 All candidates should bring documentary evidence of their right to work in the UK and their identity, including photographic ID, a utility bill or financial statement showing the candidate's current name and address (no more than 3 months old), and, where appropriate, change of name documentation. Candidates must also bring documents confirming any relevant educational or professional qualifications and, if applicable, confirmation of registration with an appropriate professional body. A copy of the documents used to verify the successful candidate's identity and qualifications must be kept for their personnel file.
- 10.14 Each member of the interview panel will independently complete an Interview Assessment Form for each candidate. Responses will be scored as follows:

RECRUITMENT & SELECTION POLICY 2025 - 2027

Outstanding	9 or 10	Highly appointable
Good	7 or 8	Strongly appointable
Requires improvement	5 or 6	Development needed / just appointable
Inadequate	1,2,3 or 4	Not appointable

- 10.15 Panel members should take concise, impartial notes during the interview. The lead interviewer will scan these notes to People Services for record-keeping.
- 10.16 All interviewed candidates will be notified of the outcome within 10 working days. The successful candidate will be informed via telephone by the hiring manager. Unsuccessful candidates will be contacted by People Services by telephone and/or email and will be given the opportunity to request feedback if required. Panel members will discuss the results of the interview and make a final decision. The Chair will be responsible for completing the offer form and scanning across interview notes required to proceed with the selection process for the successful candidate.
- 10.7 The College will not reimburse any expenses incurred by candidates attending interviews.

11. EMPLOYMENT CHECKS

- 11.1 The line manager will be responsible for contacting the successful candidate by telephone to discuss the provisional offer of employment.
- 11.2 All successful applicants are required to:
- 11.2.1 provide proof of identity (e.g. passport; driving licence photocard);
 - 11.2.2 complete an enhanced DBS disclosure application and receive satisfactory clearance;
 - 11.2.3 obtain a barred list check if the individual will start work in regulated activity before the DBS certificate is available;
 - 11.2.4 provide actual certificates of professional and academic qualifications (teaching staff or where required) All new teaching staff are required to hold, or be working towards, a recognised teaching qualification. If not, this will be an expectation upon their employment with us to join the Level 5 Learner and Skills Teacher apprenticeship;
 - 11.2.5 verification of professional status, where required;
 - 11.2.6 provide proof of address (e.g. recent utility bill, bank or credit card statement);

RECRUITMENT & SELECTION POLICY 2025 - 2027

- 11.2.7 if the candidate has lived or worked outside the UK make any checks the College considers appropriate. If this is not possible, then a 'Certificate of Good Conduct' must be obtained. Where a candidate has worked or been resident overseas for more than 12 months in the previous 10 years, a check of the candidate's criminal record from the relevant authority in that country must be obtained. Such details can be located on the gov.uk website and must be sent to the candidate for them to complete such application. Not all countries provide this service, so advice may need to be sought from the Disclosure and Barring Service;
- 11.2.8 provide proof of eligibility to live and work in the UK (including EU nationals) specified by the Asylum and Immigration Act 1996;
- 11.2.9 provide at least two written satisfactory references;
- 11.2. 10 complete an Employment Health Assessment Form, which may result in a referral to our external Occupational Health provider.
- 11.3 Documentation will be checked by a member of People Services who are suitably trained in safer recruitment processes.
- 11.4 We reserve the right to complete other checks as applicable to the role and circumstances.
- 11.5 If a candidate is to be employed in regulated activity but is not currently working, checks will be made, including a full reference with the School, FE College, or Local Authority at which they were most recently employed, to confirm details of their employment and reasons for leaving.
- 11.6 Until the prospective employee has provided all the necessary documentation, a start date will not be confirmed.
- 11.7 For those offered employment and accommodation with the College, members of their family (over the age of 18) may also be subject to DBS checks. These checks will need to be considered satisfactory to the College before family members are allowed to move into College accommodation. For further details, please see the Colleges Staff Accommodation Policy, Standard of Conduct and Probity Form issued to all staff residing in College accommodation.

12. CONFIRMING THE APPOINTMENT

- 12.1 The final offer of employment will be subject to:
 - 12.1.1 a satisfactory enhanced DBS and barred list check;
 - 12.1.2 confirmation that the applicant does not live with a disqualified person (if the member of staff is expected to work with children under the age of 8);
 - 12.1.3 a check that the applicant is not subject to a prohibition order using the Teaching Regulation Agency;

RECRUITMENT & SELECTION POLICY 2025 - 2027

- 12.1.4 receipt of a completed confidential Employment Health Assessment Form which is required to verify the applicant's mental and physical fitness to carry out their work;
 - 12.1.5 receipt of final references from previous employers;
 - 12.1.6 a valid work permit for overseas applicants and/or confirmation of settled status under the EU Settlement Scheme (where applicable);
 - 12.1.7 the applicants details have been added to the College's Single Central Record (SCR).
- 12.2 The College reserves the right not to proceed with or to terminate employment with immediate effect if the DBS checks reveal convictions which have not been declared on the application form or if any of the documents provided have been falsified in any way. If a candidate is found to be on the Barred Lists, or the Disclosure and Barring Service Disclosure shows they have been disqualified from working with children by a court, or if the applicant has provided false information in or in support of their application, or there are serious concerns about an applicant's suitability to work with children and vulnerable adults, these facts should be reported to the Executive Director of People Services and Organisational Development immediately. The police and/or Disclosure and Barring Service will be notified. Anyone who is barred from working with children is committing an offence if they apply for, offer to do, accept or do any work which constitutes Regulated Activity. It is also an offence for an employer to knowingly offer work in a regulated position to an individual who is disqualified from working with children or fail to remove such an individual from such work.

13. INDUCTION

- 13.1 All employees who are new to the College will receive full induction training that will cover all relevant matters of the College policy including safeguarding and promoting the welfare of children, child protection procedures, whistle blowing, and guidance on safe working practices.
- 13.2 All staff will be subject to a minimum 6 months' probationary period and will be expected to complete a full induction relevant to their position.
- 13.3 All staff will be required to complete the following Mandatory Training:
- 13.3.1 Cyber security;
 - 13.3.2 PREVENT;
 - 13.3.3 Safeguarding;
 - 13.3.4 DSE;
 - 13.3.5 Fire Safety;

RECRUITMENT & SELECTION POLICY 2025 - 2027

- 13.3.6 Introduction to Safe Systems of Work;
- 13.3.7 Manual Handling;
- 13.3.8 Equality and Diversity;
- 13.3.9 Keeping Children Safe in Education;
- 13.3.10 Health and Safety Induction;
- 13.3.11 Anti-Sexual Harassment Policy;
- 13.1.12 Prevention of Student Harassment and Sexual Misconduct Policy.

14. PERSONNEL FILE AND SINGLE CENTRAL RECORD

- 14.1 Recruitment and selection information for the successful applicant will be retained securely and confidentially for the duration of their employment with the College, and following the termination of their employment as per the Retention Policy, including:
 - 14.1.1 application form;
 - 14.1.2 interview notes – including explanation of any gaps in the employment history;
 - 14.1.3 references;
 - 14.1.4 proof of identity;
 - 14.1.5 proof of right to work in the UK;
 - 14.1.6 a check of professional qualifications;
 - 14.1.7 proof of relevant academic qualifications;
 - 14.1.8 a completed confidential health questionnaire and any medical clearance obtained from the Occupational Health service;
 - 14.1.9 evidence of DBS clearance, Barred List (where applicable), a section 128 check (where applicable) and Teacher Prohibition checks;
 - 14.1.10 offer of employment letter and signed contract of employment.
 - 14.1.11 record on the Single Central Record confirming whether the applicant's position involves 'relevant activity' i.e. regularly in charge of persons aged under 18.
- 14.2 The College will maintain a Single Central Record of employment checks in accordance with relevant Department of Education guidance. The People Services Department will ensure this is kept up to date and will remove an individual's details from the single central record once they no longer work at the College.

15. ADULTS WORKING WITH CHILDREN WHO ARE NOT EMPLOYED DIRECTLY BY THE COLLEGE

Visitors

- 15.1 The College does not require DBS checks or barred list checks for visitors such as student's relatives. The Principal shall determine the level of supervision required visitors with a professional role (e.g. educational psychologists or social workers). The College will require visitors with a professional role to provide assurance of an appropriate DBS check and the responsible manager will carry out identity checks when they arrive on site.

Supply Staff

- 15.2 The College will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed to the same standard of Askham Bryan College. The People Services team will carry out identity checks when the supply staff member arrives on site.

Volunteers

- 15.3 The College will carry out DBS and pre-start vetting checks appropriate to the post (subject to a risk assessment) and require regular volunteers to provide details of two referees. References are taken up, as detailed in this policy. Volunteers who help on an occasional basis (e.g. trips) are supervised by a person who is themselves in regulated activity relating to children.

Students on placement

- 15.4 When volunteers are working in College as part of a recognised training course (such as PGCE, ECT etc.), references and completion of an application form will not be required. However, the College will require proof of DBS enhanced clearance with barred list check and will carry out identity checks when the student arrives at the College. It will be the responsibility of the initial training provider to carry out the necessary checks that the College would otherwise perform.

Contractors

- 15.5 The College ensure that contractors, or any employee of a contractor, working at Askham Bryan College have been subject to the appropriate level of DBS check, if any such check is required.
- 15.6 Askham Bryan College will set out their safeguarding requirements in the contract between the organisation and the College
- 15.7 Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with students.
- 15.8 If a contractor working at the College is self-employed and will be in regulated activity, the College will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

RECRUITMENT & SELECTION POLICY 2025 - 2027

- 15.9 The College will check the identity of contractors and their staff on arrival (see the Control and Management of Contractors Procedure for further details).

16. MONITORING AND REVIEW

- 16.1 The Executive Director of People Services and Organisational Development will maintain oversight of the effectiveness of these arrangements. This Policy and the implementation arrangements which underpin it will be reviewed every 2 years by the Executive Director of People Services and Organisational Development.

17. SUPPORTING/RELATED DOCUMENTS

Keeping Children Safe in Education (KCSIE)
Safeguarding Policy
Staff Accommodation Policy
Control and Management of Contractors Procedure

18. RELEVANT LEGISLATION

In all aspects of this Policy the College will comply with the following legislation:

Equality Act 2010
Employment Rights Act 1996
Asylum and Immigration Act 1996