WENTWORTH COLLEGE

Recruitment of Staff Policy

Approved by: Manuel Guimaraes, Principal
Last Review: September 2026
Next Review: September 2027

In recruiting staff to vacant posts, the College will:

- Ensure that there is a clear statement confirming the College's commitment to safeguarding and promoting the welfare of all its students in all recruitment materials, induction training and in job descriptions.

- There will be one suitably trained person on each selection panel for every appointment made within the College who will advise on child protection matters appertaining to interviewees. Before any appointment there will always be a face-to-face interview that explores the candidate's suitability to work with children as part of ascertaining his/her suitability for the post. All interviewees will be questioned on their awareness of child protection issues.

- All applicants will list employment history with exact dates and explain all gaps.

- In job descriptions, make reference to the responsibility of safeguarding and promoting the welfare of children; all person specifications will include reference to suitability to work with children.

- Approach referees for all short-list candidates, including internal applicants, and ensure referees are sent the job description and person specification. A written reference will always be taken from the most recent employer. If the applicant is not working with children but has done so in the past an additional reference will be obtained from the employer by whom the applicant was most recently employed to work with children.Referees will be provided with a standard reference pro-forma that asks for general comments on the candidate's performance history and conduct.

- Not accept open references from candidates. References will be obtained directly from referees.

- Disclosure and Barring Service check. Due to the nature of the work, the School applies for an enhanced disclosure from the Disclosure and Barring Service (DBS) in respect of all prospective staff members. An enhanced disclosure will contain details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. An enhanced disclosure will also reveal whether an applicant is barred from working with children or young adults by virtue of his/her inclusion on Recruitment, Selection and Disclosure Policy 5 the lists of those considered unsuitable to work with children or young adults maintained by the DBS. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question. If there is a delay in receiving a DBS disclosure the School has discretion to allow an individual to begin work pending receipt of the disclosure. This will only be allowed if all other checks, including a check of the Children's Barred List have been completed and once appropriate supervision has been put in place.

- Ensure that proof of identity is obtained from all employees without exception and a copy will be kept on file. Exam and degree certificates and/or certificates of professional qualifications will be requested from all staff for whom this is appropriate and copies will be kept on file.

DETAILS OF ALL MEMBERS OF STAFF WILL BE HELD ON A SINGLE CENTRAL REGISTER.

EQUAL OPPORTUNITIES IN EMPLOYMENT POLICY

INTRODUCTION

The College bases its principles for the employment of staff on the concept of equal opportunity. It is now considered desirable, for ease of reference and operation and in order to promote and facilitate equality of opportunity, to consolidate and develop existing practices and objectives into a single statement of equality of opportunity.

GENERAL STATEMENT OF POLICY

It is the intention of Wentworth College that no job application will receive less than favourable treatment because of an applicant's disability, sexuality, race, colour, nationality, racial or ethnic origin. An applicant will not be disadvantaged by any other consideration or requirement which cannot be shown to be justifiable.

APPLICATION OF THIS POLICY

This policy refers to any person, or employee, whether full-time, part-time or temporary, who acts on behalf of the college.

FURTHERANCE OF THIS POLICY

In furtherance of this policy, all employees will be informed of its existence, guidelines will be issued to employees and other persons responsible for implementing it as necessary. Selection criteria and personnel procedures will be kept under review and the results of the policy monitored.
All persons responsible for, or involved in the selection, interviewing and appointments process, shall be made aware of and act in accordance with this policy. Applicants for posts should be made aware of this policy by means of further particulars/application form. Management shall continue to apply National/Local Conditions of Service as appropriate.

LEGAL GUIDANCE

Reference should be made, where necessary, to the Sex Discrimination Act (1975), Equal Pay Act
(1970) and Equal Pay (Amendments) Regulations (1983). Equal Treatment Directive (EU), Race
Relations Act (1976) and the Codes of Practice issued by the Commission for Racial Equality

(April 1984) and the Equal Opportunities Commission (April 1985) pursuant to these acts. Reference should also be made to the Disabled Persons (Employment) Act (1944) and (1958) and the Guidance Code issued by the Manpower Services Commission (October 1984), the Disability Discrimination Act (1995) and its associated Regulations and Code of Practice. Where there is any doubt about the application of any part of this policy, guidance should be sought from Manuel Guimaraes (Principal) who will, if appropriate, consult with Barnet Education Authority.