



MidKent College Employment Policy

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Policy Cross References - This policy should be read in conjunction with any other associated policies, with particular reference to	
Policy Name	Policy Number
Appointment Salaries & Pay Progression Policy	--
DBS Checks Policy	--
DBS Code of Practice	Government Document
Disciplinary Policy	--
Equal Opportunity Policy	--
Personal File Access and Employment Records Retention Policy	--
Recruitment and Retention Premia Policy	--
Staff Employment References & Mortgage References Policy	--
Safeguarding Policy	Non-People Policy
Settling in Policy	--
EDI Policy	--

Document Revision History		
Version Number	Date	Summary of Revision
V2 2026	July 2026	Updated policy to reflect revised processes, strengthened recruitment controls in line with KCSiE, and a commitment to fair and inclusive recruitment practices.
V1 2023	2023	This policy replaces the Recruitment & Selection Policy

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1. Introduction

- 1.1. MidKent College is committed to appointing staff on merit through a fair and open selection process. We will operate a consistent, transparent and non-discriminatory approach to recruitment and selection, ensuring that candidates are appointed who best demonstrate the skills, qualifications, experience and behaviours required to successfully fulfil the role. This policy provides clear guidance and accountability for all those involved in recruitment and supports the attraction and appointment of high-quality staff.

2. Scope and Aim of Policy

- 2.1. This policy applies to all recruitment and selection activity at MidKent College as defined in [Appendix 1\(A\)](#) and covers all stages of the recruitment process defined in [Appendix 1\(B\)](#). It applies to all applicants and all types of appointment or engagement, whether paid or unpaid. All appointments must be made in accordance with this policy and the College's safer recruitment requirements.

3. Safer Recruitment Policy Statement

- 3.1. MidKent College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects any individual engaged by the College defined in [Appendix 1\(A\)](#), to share this commitment.
- 3.2. MidKent College will operate robust safer recruitment practices as part of our commitment to keeping children safe to deter, identify and reject applicants who are unsuitable to work with children, young people and vulnerable adults, in line with statutory guidance, including Keeping Children Safe in Education (KCSiE).
- 3.3. We recognise that a planned and structured approach to recruitment is essential to ensure a fair, consistent and effective process. This approach helps to minimise the risk of appointing unsuitable individuals, ensures that the best candidate is selected for each role, supports proper planning and use of resources, and ensures that appropriate records are maintained for audit, accountability and future reference.
- 3.4. We will ensure that all recruitment and selection activity is planned and conducted in accordance with the recruitment stages set out in [Appendix 1\(B\)](#) in order to maintain a consistent and robust approach to safer recruitment. The College will respond appropriately to any concerns regarding the suitability of applicants and individuals engaged by the College, as defined in [Appendix 1\(A\)](#), both during the recruitment process and once engaged.
- 3.5. All individuals engaged by the College will complete mandatory training and an induction which includes safeguarding and child protection, relevant to their role. This policy operates in conjunction with other relevant College policies, as set out in the policy cross-reference table.

- 3.6. This policy is designed to ensure that MidKent College applies best practice in safer recruitment in order to safeguard all students, recruits' individuals with the appropriate skills, experience and behaviours to meet current and future organisational needs, ensures that individuals appointed to teaching roles are appropriately qualified or working towards relevant qualifications, and complies with employment legislation and the College's Equality, Diversity and Inclusion commitments.

4. Establishment and Recruitment (EAR) Approval

- 4.1. Prior to submitting an EAR request, the Hiring Manager must review the job description and person specification to ensure they accurately reflect the requirements of the role, including the knowledge, skills, qualifications, experience and behaviours required. The Hiring Manager must also identify whether the role involves regulated activity or contact with children, young people or vulnerable adults.
- 4.2. The Hiring Manager must submit an EAR request via the People Team SharePoint. Recruitment activity, including advertising the vacancy, must not commence until the request has been approved by the EAR Panel.
- 4.3. The EAR Panel consists of:
- Executive Team
 - Group Director of People
 - Group People Services Manager
 - Group Financial Controller
 - Shared Services People Assistant (minute taker)
- 4.4. The EAR Panel will consider:
- The business need for the role.
 - Alignment with the College's workforce plan and strategic objectives.
 - Budget availability and funding.
 - Alternative options where appropriate.
 - The proposed contract type and working arrangements.
 - Any organisational or safeguarding implications.
 - Whether the role is suitable to progress through the College's safer recruitment process.
- 4.5. Once approved by the EAR Panel, recruitment may proceed in accordance with this Safer Recruitment Policy.

5. Advertising the Role

- 5.1. All advertisements will include a clear statement of the College's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults, and will confirm that appropriate safeguarding checks will be undertaken. They will also include the College's commitment to equality, diversity and inclusion, how to apply, application requirements, and make clear where a role is exempt from the Rehabilitation of Offenders Act 1974.

- 5.2. Normal practice is all vacancies will be advertised both internally and externally using the College's chosen Applicant Tracking System (ATS) defined in [Appendix 1\(D\)](#) . Exceptions may apply during periods of organisational change, including where staff are subject to formal consultation and ring-fencing arrangements. Any decision to limit advertising in this or any other way must be approved by the EAR panel.
- 5.3. All advertisements will, as a minimum, include the salary or salary range, employment type, location, workplace type, department, application deadline, and a link or attachment to the job description and person specification. The College reserves the right to amend any advertised details.

6. Applicant Information, Equality and Recruitment Process

- 6.1. All applicants are expected to read the College's recruitment website and safeguarding policies to understand the recruitment and selection process, including the stages outlined in [Appendix 1\(B\)](#) , the application requirements, and the information required at each stage of the process.
- 6.2. Applicants must complete the application form in full. This includes providing a complete employment history since leaving full-time education, details of all relevant qualifications and education, and a personal statement demonstrating how they meet the criteria set out in the person specification, including their skills, experience, qualifications and suitability for the role.
- 6.3. Applicants will be informed of what information is required from them, why it is required, and what will be expected of them throughout the recruitment process.
- 6.4. All applications must be submitted via MidKent College's ATS, as defined in [Appendix 1\(D\)](#). This ensures all applications meet the College's safer recruitment and KCSiE requirements and that appropriate records are maintained for audit and compliance purposes.
- 6.5. MidKent College is committed to ensuring that recruitment and selection processes are fair, inclusive and free from unlawful discrimination. The College will comply with the Equality Act 2010, promote equality of opportunity for all applicants and employees, and take appropriate steps to remove barriers to participation throughout the recruitment process, including making reasonable adjustments where required.
- 6.6. For the purposes of this policy, a disability is defined under the Equality Act 2010 as a physical or mental impairment that has a substantial and long-term (12 months or more) adverse effect on an individual's ability to carry out normal day-to-day activities.
- 6.7. Applicants with a disability who can demonstrate that they meet the essential criteria for the role will be guaranteed an invitation to interview or selection, in line with the College's commitment to equality, diversity and inclusion.

- 6.8. Applicants are encouraged to disclose any disability and request reasonable adjustments during the recruitment process. Applicants invited to interview who require reasonable adjustments should indicate this within their application. This information will be shared with the Hiring Manager and, where appropriate, reviewed by the People Team to ensure suitable arrangements are in place. Applicants may disclose a disability at any stage of the recruitment process.
- 6.9. Where an applicant with a disability is appointed, the People Team will discuss any reasonable adjustments required to support them in carrying out the role. Where appropriate, specialist advice may be sought from the College's Occupational Health provider, defined in [Appendix 1\(D\)](#) or other relevant specialists. Applicants and employees may also be signposted to the Government's Access to Work scheme where additional support is available.
- 6.10. The College is committed to supporting employees with a disability throughout their employment and will take all reasonable steps to provide ongoing support, promote disability awareness and retain employees who become disabled during their employment.
- 6.11. The College may take positive action in recruitment where there is evidence that people who share a protected characteristic are under-represented or experience a disadvantage. Any positive action will be lawful, proportionate and in accordance with the Equality Act 2010. A protected characteristic will only be used as a tiebreaker where candidates are assessed as being of equal merit.

7. Fraudulent Applications

- 7.1. Any deliberate falsification, omission or misrepresentation of information provided in connection with an application for employment may be treated as a serious matter. Where such information is identified, the College reserves the right to withdraw an offer of employment or, where employment has commenced, to take appropriate disciplinary action.
- 7.2. In cases of serious or deliberate fraud or deception, the matter may also be referred to the appropriate external authorities, including the police and/or the Disclosure and Barring Service, where required.

8. Shortlisting

- 8.1. Shortlisting must be undertaken by at least two panel members, with a minimum of one panel member holding up-to-date Safer Recruitment training. It is preferred that both individuals involved in shortlisting also attend the interview for consistency. The ATS, defined in [Appendix 1\(D\)](#), ensures that applicants are anonymised and assessed fairly using standardised scorecards.
- 8.2. The People Team may request references for shortlisted applicants, subject to the candidate's permission. Any concerns arising from references will be investigated further and, where appropriate, discussed with the candidate during or prior to the interview. This process is managed through the ATS and

reference system defined in [Appendix 1\(D\)](#).

- 8.3. The People Team will undertake online searches for shortlisted applicants, on any names declared by the applicant. The purpose of these searches is to identify publicly available information that may indicate incidents or issues suggesting the applicant is unfit to work with children, young people or vulnerable adults. Any relevant information identified, where appropriate, will be discussed during or prior to the interview.
- 8.4. Prior to interview, the People Team will issue a Self-Declaration Form to shortlisted candidates for completion. The form, set out at [Appendix 1\(E\)](#), requires candidates to disclose any criminal history or other relevant information that may indicate an unsuitability to work with children, young people or vulnerable adults. Upon receipt, the People Team will review the completed declaration to ensure it has been completed in full. Where information has been disclosed, a senior member of the People Team will assess the declaration and determine whether any matters require further discussion as part of the recruitment process. Where appropriate, the Hiring Manager will discuss the declaration with the candidate during the interview, ensuring the discussion is conducted fairly and sensitively, and will record the outcome as part of the interview documentation.
- 8.5. Failure to complete the Self-Declaration Form, or the deliberate omission or misrepresentation of relevant information, may result in an application being withdrawn or an offer of employment being rescinded. All information disclosed will be handled confidentially and assessed fairly, proportionately and in accordance with the DBS Code of Practice, the Rehabilitation of Offenders Act 1974 (Exceptions) Order and the College's approach to the recruitment of applicants with criminal records set out within this policy.

9. Interview Panel

- 9.1. The hiring panel will provide the People Team with their availability for interviews. The People Team will set up the interview slots via the ATS system, defined in [Appendix 1\(D\)](#) and shortlisted candidates will be invited to book their preferred interview time from the available options.
- 9.2. Interviews must be undertaken by at least two panel members. The composition of the panel will be in line with the requirements set out in [Appendix 1\(Fa\)](#) and [Appendix 1\(Fb\)](#). Wherever possible, panels should include diverse members of staff and include individuals with appropriate seniority and/or specialist knowledge relevant to the role being recruited.
- 9.3. Any changes to the required panel composition must be agreed in advance by the Group People Services Manager. Where it is not possible to form a panel in accordance with [Appendix 1\(Fa\)](#) or [Appendix 1\(Fb\)](#), or where it is deemed necessary, a representative from the People Team will support The recruitment process.
- 9.4. The Panel Chair must hold up-to-date Safer Recruitment training. Wherever possible, all other panel members should also hold up-to-date Safer

Recruitment training. The Panel Chair should remain consistent where interviews are held over more than one day, subject to illness or unforeseen circumstances.

10. Interviews and Assessments

- 10.1. The Panel Chair must use the most up-to-date interview questions template available on the People Team SharePoint and ensure this is completed in full. The panel will ensure that all required safer recruitment checks and discussions are completed in line with [Appendix 1\(G\)](#).
- 10.2. All roles, unless otherwise agreed by the Group People Services Manager, must use pre-set structured and transparent interview questions. The transparent questions must be submitted and approved with the recruitment requisition and will be issued by the People Team to all shortlisted candidates in advance, along with any preparation instructions required for assessments.
- 10.3. The Group People Services Manager will maintain and approve an interview question template, which includes mandatory safer recruitment questions. Hiring Managers must use this template to develop role-specific interview questions relevant to the post, ensuring the mandatory safer recruitment questions are included.
- 10.4. As a minimum, the interview must explore:
 - The candidate's motivation for applying for the role and for working with children, young people or vulnerable adults, where applicable.
 - Their relevant skills, knowledge and experience, including examples of working with children, young people or vulnerable adults, where applicable.
 - Any relevant matters identified in [Appendix 1\(G\)](#), including concerns arising from the application or selection process.
- 10.5. Job-related assessments may be used as part of the selection process. The College reserves the right to assess an individual's literacy and numeracy competence, where appropriate.
- 10.6. It is the Hiring Manager's responsibility to determine the most appropriate assessment tasks and to ensure that all arrangements are in place, including (where required) arranging for students to attend teaching assessments.
- 10.7. All candidates must be given the same written information regarding any interview questions shared in advance, the nature of the assessment, how long it will take, the topic area(s) to be covered, and any preparation required. This information will be checked and issued by the People Team.
- 10.8. For teaching roles, a relevant teaching assessment must be undertaken to assess the candidate's competence in a teaching environment.
- 10.9. Candidates will be assessed and scored against the predetermined criteria for the role across all elements of the selection process. The interview panel must record the reasons for appointing the successful candidate and for not

appointing the other interviewed candidates. The Panel Chair is responsible for ensuring that all interview questions, score sheets and interview notes are scanned and uploaded to the relevant applicant record on the ATS defined in [Appendix 1\(D\)](#). Any paper copies must be disposed of securely in accordance with the College's Data Protection and Records Retention requirements.

- 10.10. The successful candidate will be determined by the hiring panel based on the full range of assessments. The Panel Chair's decision is final subject to policy compliance and checks.
- 10.11. The Panel Chair is responsible for ensuring that the offer documentation is completed to the required standard and returned to the People Team to enable a formal offer and contract to be issued. A formal offer will not be made without the required information and documentation.
- 10.12. If the successful candidate declines the offer, any decision to appoint a reserve candidate must be taken by the full panel. Wherever possible, reserve candidate(s) should be agreed before the panel disbands.

11. Eligibility to Work in the UK

- 11.1. The College has a legal duty under the Immigration, Asylum and Nationality Act 2006 to prevent illegal working it is a criminal offence to employ a person who does not have the legal right to work in the UK. All prospective workers must provide original documentation demonstrating their right to work in the UK before employment commences.
- 11.2. The College will carry out right to work checks in accordance with current Home Office guidance. Copies of the relevant documentation will be taken, certified, and retained securely on the individual's personnel record for the duration of their employment and statutory retention period thereafter.

12. International Recruitment and Overseas Checks

- 12.1. Where an individual requires permission to work in the United Kingdom, the College will verify their right to work in accordance with current Home Office requirements before employment commences. All right to work checks will be completed in line with Home Office guidance and retained in accordance with statutory requirements.
- 12.2. Some appointments may require the College to sponsor an individual under the relevant UK immigration route. The College may consider sponsorship where a role has proven difficult to recruit to, where the role is eligible under the applicable immigration rules, and where there is a clear business need. Any decision to sponsor will be subject to eligibility, compliance with Home Office requirements and approval by the College. Further advice and guidance can be obtained from the People Team.
- 12.3. Where an individual has lived or worked outside the United Kingdom, the College will undertake any additional checks considered necessary to assess their suitability to work with children, young people or vulnerable adults, in

accordance with KCSiE. This may include obtaining a criminal record check or Certificate of Good Conduct from the relevant overseas authority, together with any other appropriate safeguarding or professional conduct checks. Where overseas checks are unavailable or cannot reasonably be obtained, the College will undertake and document a risk assessment, consider alternative evidence of suitability, and determine whether it is appropriate for the appointment to proceed

13. Recruitment of Applicants with Criminal Records

- 13.1. MidKent College is committed to the fair treatment of all applicants, including those with criminal records, and complies with the Disclosure and Barring Service (DBS) Code of Practice, the Rehabilitation of Offenders Act 1974, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended), and all other relevant legislation relating to the use of criminal record information.
- 13.2. The College will not unfairly discriminate against any applicant based on a conviction, caution or other information disclosed through a self-declaration or criminal record check. Each case will be considered on its own merits, considering the nature of the role, the circumstances of the offence, the relevance of the information disclosed, the time elapsed since the offence, and any evidence of rehabilitation. Recruitment decisions will be based on an individual's suitability for the role, safeguarding considerations and the level of risk identified.
- 13.3. The College will only request information about criminal convictions, cautions or other relevant matters where it is legally entitled to do so. Where a DBS check is required, the level of check requested will be appropriate and proportionate to the duties of the role and will be communicated to applicants as part of the recruitment process.
- 13.4. Where criminal record information is disclosed, a senior member of the People Team will assess the information, considering the nature of the disclosure, its relevance to the role, the safeguarding risks, and any other relevant circumstances. Where appropriate, the Hiring Manager will discuss the information with the applicant during the recruitment process and record the outcome. A conditional offer of employment will not normally be withdrawn until the individual has been given the opportunity to provide further information or clarification.
- 13.5. In accordance with the DBS Code of Practice, information about the College's approach to the recruitment of applicants with criminal records will be made available to all applicants at the start of the recruitment process. Further information is provided in [Appendix 1\(H\)](#).

14. Interview Outcomes

- 14.1. The People Team will contact the successful candidate to confirm the conditional offer of employment and outline any pre-employment requirements that must be satisfied prior to appointment.

- 14.2. Unless otherwise agreed by the Group People Services Manager, unsuccessful candidates will be notified of the outcome by the Hiring Manager via the ATS defined in [Appendix 1\(D\)](#), using the approved templates. The Hiring Manager is responsible for rejecting candidates within the system and for providing factual, constructive feedback to unsuccessful candidates on request.
- 14.3. Where the candidate is an internal applicant, the Hiring Manager should offer face-to-face feedback following the recruitment decision. This feedback should be constructive and developmental, outlining strengths demonstrated at interview and providing clear guidance on areas for improvement, including skills, experience or behaviours the individual may wish to develop for future opportunities. This approach supports employee development, engagement and internal progression.
- 14.4. Any offer of employment made by MidKent College will be conditional upon the satisfactory completion of all required pre-employment and safer recruitment checks defined in [Appendix 1\(C\)](#). Written conditional offers of employment will be issued from the People Team via the College's ATS defined [Appendix 1\(D\)](#), including candidates who have lived or worked outside the UK.

15. Pre-Employment Checks

- 15.1. All pre-employment checks are undertaken as part of the College's safer recruitment arrangements and in accordance with statutory requirements, including KCSiE. The full range of checks required for different roles is set out in [Appendix 1\(C\)](#).
- 15.2. MidKent College will not confirm an appointment until all required pre-employment checks have been satisfactorily completed and approved by the People Team.
- 15.3. Where, in exceptional circumstances, an individual is required to commence work before all required pre-employment checks have been satisfactorily completed, a Temporary Risk Assessment must be completed by the Hiring Manager and approved by the Group Director of People before the individual starts work. Temporary Risk Assessments will only be considered where there is a clear business need, the outstanding checks present a manageable level of risk, and appropriate safeguarding measures are implemented until all required checks have been completed. Temporary Risk Assessment must be reviewed and re-approved every month until all outstanding pre-employment checks have been satisfactorily completed or the risk assessment is no longer required.
- 15.4. Where a required pre-employment check cannot reasonably be obtained despite all appropriate attempts having been made, for example where a previous employer has ceased trading or records are no longer available, a Permanent Risk Assessment may be completed. Permanent Risk Assessments must be approved by the Group People Services Manager before employment is confirmed.

- 15.5. Where any information of concern is disclosed or identified at any stage of the recruitment process, this will be reviewed and discussed by the People Team with the individual in a fair and proportionate manner. The College reserves the right to withdraw an offer of employment where concerns cannot be satisfactorily resolved.
- 15.6. The People Team will ensure that all required employee checks are accurately recorded on the Single Central Record (SCR) and that recruitment and personnel records maintain a clear and auditable trail of the checks completed.

16. Returning Employees and Breaks in Service

- 16.1. Where an individual who has previously been employed or engaged by MidKent College is subsequently re-employed or re-engaged, the People Team will determine the appropriate recruitment and safer recruitment requirements based on the length of the break in service.
- 16.2. Where there has been a break in service of 12 weeks or more, the individual must be treated as a new member of staff for safer recruitment purposes. The fact that the individual has previously been employed or engaged by the College does not remove the requirement to complete the relevant pre-employment and safer recruitment checks for the new appointment.
- 16.3. For individuals returning following a break in service of 12 weeks or more, all applicable pre-employment and safer recruitment checks must be completed before the individual commences their new appointment, in accordance with [Section 15](#) and [Appendix 1\(C\)](#) of this policy.
- 16.4. Previous checks held by the College may be reviewed as part of the recruitment process but must not be relied upon as a substitute for the checks required for the new appointment where the individual has had a break in service of 12 weeks or more.
- 16.5. Where the individual is returning to the same or a similar role, the People Team will still assess the checks required for the new appointment. The level and nature of checks will be determined by the requirements of the role and the individual's circumstances at the point of re-employment.
- 16.6. Where there has been a break in service of less than 12 weeks, the People Team will determine whether any checks need to be repeated, taking into account the previous checks undertaken, the length of the break, any changes to the individual's role or circumstances and the requirements of KCSiE and other applicable legislation.
- 16.7. The People Team will ensure that the outcome of the required checks for returning employees is appropriately recorded on the SCR that the relevant recruitment and personnel records provide a clear audit trail of the checks undertaken.

17. Health Questionnaire

- 17.1. All new members of staff will be required to complete a confidential health questionnaire, which will be reviewed by the College's occupational health provider as defined in [Appendix 1\(D\)](#).
- 17.2. The purpose of this process is to assess an individual's fitness for work and to identify whether any reasonable adjustments may be required to support them in carrying out their role safely and effectively. Where reasonable adjustments are identified, the occupational health provider will notify the People Team, who will liaise with the individual and the Hiring Manager, as appropriate, to discuss and implement suitable arrangements.

18. Contracts

- 18.1. Following the issue of a conditional offer of employment, the successful candidate will receive their contract of employment as part of the onboarding process. Contracts may be issued at any point from offer stage and no later than the individual's first day of employment.
- 18.2. Once all pre-employment checks have been completed and approved and a start date has been agreed, the College will issue written confirmation of the agreed start date.

19. Observation

- 19.1. To ensure compliance with the College's Recruitment and Equality of Opportunity policies, an observer may be present at any stage of the recruitment and selection process. Observers are present solely to monitor compliance and good practice and will not actively participate in the process, contribute to assessment decisions, or hold any voting rights.

20. Equality and Diversity Monitoring

- 20.1. For equality and diversity monitoring purposes, recruitment and selection data will be collated and reviewed on an annual basis by protected characteristic. This monitoring is undertaken to identify trends, promote fairness, and ensure that recruitment practices do not result in unlawful discrimination.

21. Complaints

- 21.1. Any applicant or employee who wishes to raise a formal complaint regarding the application of this policy should do so in writing to the Group Director of People, MidKent College, Maidstone Campus, Oakwood Park, Tonbridge Road, Maidstone, Kent, ME16 8AQ.

22. Breaches of the Policy

- 22.1. Any breach of this policy by employees of MidKent College may be treated as a disciplinary matter and will be addressed in accordance with the College's

23. Duties and Responsibilities

23.1. Establishment and Recruitment Panel (EAR)

The EAR Panel is responsible for determining whether there is an ongoing requirement for a role. Where a need is confirmed, the EAR Panel must authorise the post and agree the contribution of the role to the strategic objectives and success of the College.

24.3 Group People Services Manager

The Group People Services Manager, as part of the People Team, is responsible for designing, maintaining and overseeing the College's recruitment and onboarding processes to ensure they are fair, consistent, legally compliant and aligned with safer recruitment principles, including KCSiE.

24.4 They provide specialist advice, guidance and assurance to Hiring Managers throughout the recruitment and selection process, including safer recruitment requirements, pre-employment checks and compliance with this policy and associated procedures.

24.5 The Group People Services Manager does not normally sit on interview panels, score candidates or make appointment decisions and therefore cannot be present at every stage of the process. As such, responsibility for implementing and adhering to the processes and guidance provided rests with the Hiring Manager.

24.3 Hiring Manager

The Hiring Manager is responsible for managing the vacancy and for conducting the recruitment and selection process leading to the appointment of an individual to the role. This includes ensuring that all stages of recruitment are carried out in accordance with this policy, associated procedures, safer recruitment guidance, and any instructions or requirements set out by the Group People Services Manager and the People Team.

24.4 The Hiring Manager is responsible for panel composition, shortlisting, interviewing, decision-making and maintaining appropriate standards of confidentiality throughout the recruitment process. Failure to follow the College's recruitment processes or safer recruitment requirements may result in delays to appointment or further action being taken.

24.5 The People Team

The People Team acts in an advisory, governance and compliance capacity, supporting Hiring Managers and other stakeholders throughout the recruitment and selection process. The team is responsible for developing, maintaining and communicating recruitment policies, procedures and guidance, including safer recruitment requirements, to ensure alignment with employment legislation, equality duties and KCSiE.

24.6 The People Team will be involved at appropriate stages of the recruitment

process as required, including providing advice, issuing documentation, carrying out pre-employment checks and offering guidance where risks or concerns are identified.

24. GDPR

- 24.1. All records associated with this policy will be retained and disposed of in accordance with the Employment Records Retention policy.

25. Policy Monitoring, Review and Evaluation

- 25.1. A review of this policy will be undertaken by the review date by the policy writer and the Senior Manager responsible. Where required, the policy will then be presented to the Executive Group and the Governing Body for approval.

26. Equality Impact Assessment

- 26.1. This policy has been Equality Impact Assessed and generates no concerns about differential impact. The Equality Impact Assessment is filed on the Equality Impact Assessment SharePoint.

27. Policy Distribution

- 27.1. A current version of this document is available via SharePoint. It does not contain confidential information and can be released to external parties SharePoint site.

APPENDIX 1

Definitions and Interpretation

A. Engagement Types

For the purposes of this policy, recruitment and selection activity includes, but is not limited to:

- Internal applicants
- External applicants
- Permanent appointments
- Fixed-term appointments
- Sessional appointments
- Temporary appointments
- Agency appointments
- Contractors
- Governors
- Volunteers
- Secondments
- Internal appointments
- External appointments
- Promotions and acting-up arrangements
- Deployments

B. Recruitment Stages

For the purposes of this policy, the recruitment and selection process includes, but is not limited to:

- Workforce planning and vacancy approval
- Job description and person specification
- Advertising and attraction
- Application and submission process
- Shortlisting
- Selection activities / tasks
- Interview
- Selection decision and approval
- Conditional offer of employment
- Onboarding
- Pre-employment and safer recruitment checks
- Contract issue and appointment
- Induction and settling in period

C. Safer Recruitment and Pre-Employment Checks

For the purposes of this policy, safer recruitment and pre-employment checks include, but are not limited to:

- Safer recruitment-trained panel member involvement
- Use of a College application form (no CV-only appointments)
- Shortlisting against personal specification criteria
- Face-to-face interview and selection processes
- Assessment of candidates' suitability to work with children, young people and vulnerable adults
- Gaps / inconsistencies explained
- Matching employment dates
- Interview notes filed
- Verification of identity
- Right to work in the UK checks
- Legal name checks
- Enhanced DBS check, including barred list check where applicable
- Verification of qualifications and professional status
- Verification of employment history since leaving full time education
- Satisfactory references, including appropriate safeguarding references
- Overseas checks, (where applicable)
- Prohibition checks (where applicable)
- Section 128 checks (where applicable)
- Online Searches
- Medical clearance / fitness for work
- Risk assessment and approval process where checks are incomplete or concerns are identified
- Maintenance of the Single Central Record (SCR)
- Safeguarding and child protection induction
- Mandatory training
- Ongoing monitoring and review of suitability

D. Recruitment and Onboarding Systems

These following systems are used during the recruitment and onboarding process are subject to change.

- Applicant Tracking System (ATS) – Pinpoint
- Reference System – Ref Now
- DBS System – uCheck
- Work Health Assessment System – PHC
- HR and Payroll System(s) – IntelliHR and CintraiQ
- Qualification Verification – Prospects Hedd (JISC)

E. Self-Declaration Form

The Self-Declaration Form is part of MidKent College's safer recruitment process and is used to support the assessment of an individual's suitability to work with children, young people and vulnerable adults, in line with KCSiE and the Disclosure and Barring Service (DBS) Code of Practice.

The form is issued to shortlisted candidates for posts which may involve regulated activity or unsupervised access to children or vulnerable adults and must be completed

prior to interview or conditional offer, as specified within the recruitment process. The purpose of the Self-Declaration Form is to enable candidates to disclose relevant information at an early stage and to allow the College to identify and discuss any potential safeguarding concerns before progressing to appointment or undertaking statutory checks.

Candidates are required to declare details of any unspent convictions, adult cautions, reprimands or final warnings which are not protected (filtered) under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended in 2013 and 2020. Candidates must also disclose any other matters that may be relevant to their suitability to work with children, young people or vulnerable adults, including information arising from overseas residence or employment.

The Self-Declaration Form also requires candidates to confirm whether they:

- are included on the DBS Children's or Adults' Barred Lists;
- are known to the police or children's social care services;
- have been subject to sanctions, investigations or employment action related to work with children or vulnerable adults;
- have lived or worked outside the UK and are subject to any overseas convictions, sanctions or safeguarding concerns;
- are prohibited from teaching or sanctioned by a relevant professional body (where applicable);
- are aware of any reason why they may be unsuitable to work with children, young people or vulnerable adults.

F. Interview Panel

a) Teaching Posts

- Executive Director (Curriculum & Quality) / Director of Curriculum
- Curriculum Manager
- Relevant appropriate person with specialist knowledge of the role to be undertaken – this may be an internal or external person

b) Support Posts

- Director or equivalent level manager or above
- Head of Department or equivalent
- Relevant appropriate person with specialist knowledge of the role to be undertaken (this may be an internal or external person)

G. Interview Discussion Requirements

- Safeguarding and PREVENT knowledge are appropriately explored
- Any declarations made on the Self-Declaration Form are discussed where relevant
- Have professional curiosity
- Any queries or discrepancies from the application form or references are explored
- The candidate's identity is verified through a photo ID check
- The candidate's eligibility to work in the UK is checked in line with Section 11:

Eligibility to Work in the UK

- Probing any gaps in employment or where the candidate has changed employment or location frequently, asking the reason for this.

H. Disclosure and Barring Service (DBS) Code of Practice Statement

MidKent College complies fully with the Disclosure and Barring Service Code of Practice and undertakes to treat all applicants for positions fairly. A copy of the DBS Code of Practice is available upon request or can be accessed via the Government website (GOV.UK).

The Safer Recruitment & Selection Policy, version 2 has been consulted and negotiated with UCU representatives and its members on the understanding that the content will be subject to review no later than April 2026.

For and on behalf of UCU:

Signed:



Name: Josef Higson

Date: 02/04/2026

Signed:



Name: Jey Odumade

Date: 02/04/2026

For and on behalf of MidKent College:

Signed:



Name: Julia Thompson

Date: 23/07/2026