



# Safer Recruitment Policy

## Scope and publication

This policy applies to all staff across Bright Direction Training (BDT), including support staff, assessors, employed and freelance tutors, internal quality assurers, volunteers, sales team and senior managers and will be reviewed annually.

## Purpose

The purpose of this policy is to ensure that safe and fair recruitment practices are rigorously enforced. We are committed to safeguarding and promoting the welfare of children, young people, vulnerable adults and expect all staff to share this commitment. We will comply with the requirements of the Department for Education (DFE), Keeping Children Safe in Education document (KCSIE, Sep 2022) and any advice published by the Disclosure and Barring Service (DBS). We will ensure that people are treated solely on the basis of their abilities and potential, in line with equality legislation. This policy also supports us to adopt a coherent and consistent approach to recruiting and retaining staff of the highest calibre, who will help achieve our vision. We believe that the staff are our most important resource and that our learners should be supported by highly motivated and capable staff with relevant skills.

## Roles and responsibilities

BDT will:

- Provide a copy of the Safer Recruitment Policy on office 365 and keep these documents up to date according to the latest statutory and best practice guidance.
- Ensure through annual audits that all appropriate checks have been carried out on staff and volunteers, and recorded in the staff matrix, in accordance with legislation and best practice.
- Ensure that all actions proceeding from these audits are addressed within an appropriate time frame.
- Escalate any concerns about recruitment and selection procedures to the company directors.
- Ensure that the company operates safe and fair recruitment and selection procedures which are regularly reviewed and updated to reflect this policy and any changes to legislation and statutory guidance.
- Promote the safety and wellbeing of children and young people at every stage of this process.

## Recruitment process

The recruitment process is set out within the recruitment checklists, set out at Appendix 1. The recruitment checklists set out the process from advertising, shortlisting and interview, to arranging for the contract and carrying out checks and also setting up an induction.

## Advertising

All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement is placed. Any internal recruitment process will follow the procedures set out in this policy.

All advertisements for posts, paid or unpaid, will include the need for necessary checks to ensure suitability for the post including DBS checks and online searches of shortlisted candidates.

## Application

From September 2021 applicants are required to provide the following information:

- personal details, current and former names, current address and national insurance number
- details of their present (or last) employment and reason for leaving
- full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment
- qualifications, the awarding body and date of award
- details of referees/references and statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.
- \*\* BDT will only accept copies of a curriculum vitae alongside an application form. ***A curriculum vitae on its own will not provide adequate information.***
- verify the candidate's mental and physical fitness to carry out their work responsibilities, check the person's right to work in the UK; make further checks if the candidate has lived or worked outside the UK and verify professional qualifications where appropriate.

## Shortlisting and reference requests

The company directors will shortlist applicants against the person specification for the post. The criteria for selection will be consistently applied to all applicants. Two references, one of which must be from the candidate's current/most recent and most senior employer, will ideally be taken up prior to interview but only if the candidate gives permission for this. Otherwise the two references will be taken up when a candidate has been informed, they are the 'preferred candidate' and the offer of employment will be subject to satisfactory references as well as other safeguarding checks as set out below. References will be sought directly from the referee. Employer testimonials i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing, preferably on the form provided to the referee, and be specific to the job for which the candidate has applied. BDT will not accept references from relatives or people writing solely in the capacity as a friend of the candidate, for any post.

BDT will conduct online searches of any shortlisted candidates as per the KSCIE guidance and ensure that this is made clear in any advertised vacancies.

Specific attention will be paid to any gaps in employment, any convictions (spent or current), cautions, reprimands and/or final warnings that the applicant may have declared. Such queries can be made up at interview should the applicant be successful in gaining an interview.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges. If a candidate for a post working with children is not currently employed in a post working with children, a reference will be sought from the most recent employment in which the candidate has worked with children to confirm details of the candidate's employment and his/her reasons for leaving.

Strict confidentiality will be observed as to references. References will be verified, and any discrepancies or areas of potential concern will be discussed. If the field of applicants is felt to be weak, the post may be re-advertised. A template reference request form is available.

## Interviews

Before the interviews, directors will agree on the precise interview format. 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. Interviews will be face-to-face where at all possible. Telephone/ Skype interviews may be used due to the distance and location of the staff team. This is in line with our sustainability policy and avoidance of unnecessary travel. Where this is the case, an induction/ pre-employment meeting will be held with the quality manager within 2 weeks

of the phone call. This is mandatory prior to any visits to learners. Supplementary interview questions can be asked at this meeting if required.

Where interviews take place over e.g. Skype, there will be two interviewers and where possible at least one of them will be Safer Recruitment trained. Remote interviews must be robust, with detailed written records of questions and answers.

The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under equality legislation will be asked. The selection process for every post will include exploration of the candidate's understanding of child/adult safeguarding issues.

Candidates will always be required:

- to explain satisfactorily any gaps in employment
- to explain satisfactorily any anomalies or discrepancies in the information available
- to declare any information that is likely to appear on a DBS disclosure
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.
- to explain any queries and or concerns arising from online searches of candidates.

The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

The job will be offered to the successful candidate subject to them meeting all relevant statutory and safeguarding conditions of employment. Should the DBS result contain information that was not declared during the selection process, the information must be investigated fully on receipt. The recruitment documentation will be retained. Under data protection legislation applicants have the right to request access to notes written about them. After six months, all information about unsuccessful candidates will be securely destroyed.

## Safeguarding checks

KCSIE (Sep 2022) sets out the required safeguarding checks which must be made for all new appointments in addition to references. We commit to undertaking the following pre-appointment checks:

### DBS

We will check that all adults with supervised access to children and those working in regulated activity (as defined in KCSIE 2022) have an Enhanced Disclosure (under Section 142 on the Education Act 2002) before starting work, and prior to confirmation of appointment.

Where a DBS Certificate has not arrived prior to the member of staff starting work, then BDT will not allow unsupervised contact with learners.. A note should be made on the staff matrix the DBS application details. The new staff member will then work under supervision until such time as the DBS certificate arrives and all checks are clear.

Periodic DBS checks are not required by law but may need to be applied for again if the staff member changes role, particularly from a limited contact role to one with more unsupervised contact with learners. Similarly, if the employee has been absent for an extended period of time, which is not covered by a doctor's certificate or approved parental/bereavement leave a re-application for DBS may be considered. Where new staff members join BDT from a similar position at another company with a DBS less than 3 years old, they are able to work using this DBS only if:

- Satisfactory references are received from the previous employer where the DBS check was completed AND
- A barred children's list check has been received (if employed to work with children).

The level of DBS certificate required, and whether a prohibition check is required, will depend on the role and duties of the post, as outlined in full in KCSIE.

All new applicants will be expected to have an enhanced check with a children's barred list check. All previous BDT staff will only be re-checked if there are any concerns regarding this staff member. All employees and freelance tutors must register their DBS with the update service and renew this every 12 months. All employees and freelance tutors on the update service will be required to give BDT permission to complete regular update checks.

## Identity

We will verify all candidate's identity with current photographic ID and proof of address. Where photographic evidence is not available then three pieces of evidence from the DBS approved ID checklist must be provided. The document 'ID checking guidelines for DBS check applications' will be followed from [www.gov.uk](http://www.gov.uk)

## Right to work in the UK

BDT will check all new staff have the right to work in the UK.. A record of the check will be kept using the Employers' Right to Work Checklist.

Evidence that these checks have been made must be recorded in the staff file and dated so that it is evident that the checks were made prior to appointment. Any evidence is kept on the personnel file in accordance with the Retention Policy. A copy of the documents used to verify the successful candidate's identity, right to work and required qualifications are kept on the employee's personnel file. The DBS certificate, if copied, should not be retained for longer than 6 months. A record of the DBS number and date of issue will be recorded on the single central record. Screen shots can be made for checks on the DBS update service.

## Offer of employment and signed contract of employment

The offer of employment and acceptance by the candidate is binding on both parties, subject to satisfactory completion of the pre-employment checks and satisfactory references. The successful candidate will be informed, normally by a conditional offer letter, that the appointment is subject to satisfactory completion of these checks. All contracts of employment must be issued and checked by the company director and can be signed either by the director or the Quality Manager.

## Medical fitness

We will verify the medical fitness of anyone to be appointed to a post after an offer of employment has been made. If appropriate, we will arrange for the information contained in the Medical Questionnaire to be reviewed by a medical advisor. This information will be reviewed against the job description for the particular role, together with details of any other physical or mental requirements of the role. If the medical advisor has any doubts about an applicant's fitness we will consider reasonable adjustments in consultation with the applicant.

We may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment. We are aware of our duties under equality legislation. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments and suitable alternative employment.

## Online checks

BDT will complete online checks of any shortlisted candidates prior to interview as part of its recruitment process. These checks will be completed following the guidance issued in KCSIE.

## Recruitment check list

Employee Name:

Job role:

Tick	Getting Started	Date completed	Notes
	Directors identify need to advertise vacancy		
	Advert for position is offered internally (if applicable)		
	Advert for position is offered externally and includes reference to DBS checks and online searches.		
Tick	Selection	Date completed	Notes
	Interview questions completed		
	CV and application form received and reviewed		
	Job offer sent		
	DBS obtained or applied for and online checks complete.		
	2 references received		
	Right to work in the UK check completed		
	Copies of ID received		
	Copies of certificates received		
	Terms and condition and contract of employment agreed and signed		
Tick	Induction	Date completed	Notes
	Details of employee given to Quality manager and induction booked		
	Induction completed (policies and procedures)		