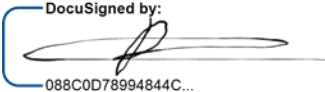



Safer Recruitment Policy

Document title:	Safer Recruitment Policy
Version number:	1.4
Policy Status	Approved
Date of Issue	September 21
Date of revision	November 23
Reason for revision	Annual revision
Date to be revised	November 24
This policy was adopted by:	 088C0D78994844C... Anna Smith
This policy was approved by:	 Charlotte White

High Ridge Training Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Recruitment and training of staff and volunteers

High Ridge Training Group recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with young people and vulnerable adults.

Pre-selection checks must include the following:

- All volunteers/staff must complete an application form. The application form will elicit information about an applicant's past. A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
- Self-disclosure about any unprotected criminal record.
- All volunteers/staff within teaching/training roles and/or involved directly with delivery, must complete an Enhanced DBS. (DBS checks will be renewed every three years as part of our commitment to safe recruitment)
- An explanation of any gaps in employment must be provided
- Proof of essential qualifications must be sought
- Two confidential references, ideally including one regarding previous work with learners. These references should be taken up and confirmed in writing.
- Evidence of identity (passport or driving licence with photo).
- Proof of the right to work in the UK (via the production of documents on an approved list)

The Safer Recruitment Checklist (Appendix 10) must be completed and updated by the Hiring Manager and Human Resources in line with the onboarding process for a new employee.

Interview and Induction

All employees (and volunteers) must undergo an interview conducted to acceptable protocol and recommendations.

Interviews must be held by at least two interviewers, ensuring both panel members have authority to appoint, and have met and agreed assessment criteria/questions/standards prior to interviews commencing.

At least one person involved in interviews will hold a current Safer Recruitment qualification.

All employees and volunteers should receive an induction, during which:

- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- Safeguarding procedures are explained and training needs are identified.

Disqualification

High Ridge Training Group will not employ staff or volunteers who have been convicted of an offence or have been subject to an order that disqualifies them from registration under regulations made under section 75 of the Childcare Act 2006. Note that a member of staff can become disqualified if they live in the same household as another disqualified person, or if a disqualified person is employed in that household. If a member of staff becomes disqualified, we will terminate their employment and notify the relevant authorities.

Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a young person.
- Work safely effectively with young people.

High Ridge Training Group require:

- Staff to attend a recognised Safeguarding and child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.
- Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.
- Attend update/refresher training when necessary and any team meetings.

Recruitment of Ex-offenders:

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), High Ridge Training Group

complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly.

High Ridge Training Group undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

High Ridge Training Group can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).

High Ridge Training Group can only ask an individual about convictions and cautions that are not protected.

High Ridge Training Group is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

High Ridge Training Group actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

High Ridge Training Group select all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate may be submitted in the event of the individual being offered the position.

High Ridge Training Group ensures that all those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

High Ridge Training Group also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, High Ridge Training Group ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

High Ridge Training Group makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.

High Ridge Training Group undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Reference checks

Contact details for references will be gained prior to employment.

References will be requested from the applicant's two most recent employers wherever possible.

Where this is not possible, e.g. the applicant has only held one form of employment prior to their application, we will then require a formal character reference.

Character references can be provided by individuals who meet the following criteria:

- The individual must have known the applicant for at least two years
- The individual must be able to identify the applicant
- The individual must work in (or be retired from) a recognised profession.
- The individual can be a current or former teacher/ lecturer, community leader, mentor, neighbour, family friend or distant relative (such as an Aunt/Uncle) who hold a recognised profession. A character reference shouldn't be written by an immediate relative (such as a parent or sibling), a close friend or extended family member, as their opinions may be biased.

Recognised professions include: *Accountant, Airline pilot, Bank or building society official, Barrister, Chairperson or director of a limited company, Chiropodist, Councillor, for example local or county, Civil servant, Dentist, Director, manager or personnel officer of a VAT-registered company, Engineer with professional qualifications, Financial services intermediary, for example a stockbroker or insurance broker, Fire service official, Funeral director, Insurance agent of a recognised company, Journalist, Justice of the Peace, Legal secretary, Licensee of a public house, Local government officer, Manager or personnel officer of a limited company, Member, associate or fellow of a professional body, Member of Parliament, Merchant Navy officer, Minister of a recognised religion, Nurse (RGN or RMN), Officer of the armed services, Optician, Paralegal, Person with honours, for example an OBE or MBE, Pharmacist, Police officer, Post Office official, President or secretary of a recognised organisation, Salvation Army officer, Social worker, Solicitor, Surveyor, Teacher or lecturer, Trade union officer, Travel agent (qualified), Valuer or auctioneer, Warrant Officers and Chief Petty Officers*

References must be signed and provided on company-headed paper, if received via post. If references are provided via email, a company signature must be provided in communications alongside the reference, where headed paper is not used. All posted references will be verbally authenticated to ensure legitimacy.

Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- Safeguarding Policy
- Recruitment and Selection Policy
- Appendix 10 - Safer Recruitment Checklist