



Safer Recruitment Policy

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1. Introduction

- 1.1. This policy has been developed to embed safer recruitment practices and procedures throughout Cadet Vocational College and to support the creation of a safer culture by reinforcing the safeguarding and well-being of young people and vulnerable adults in our care. This policy complies with guidance outlined in “Keeping Children Safe in Education”.
- 1.2. This policy is an essential element in creating and maintaining a safe and supportive environment at Cadet Vocational College for all learners, staff and others and aims to ensure both safe and fair recruitment and selection of all staff by:
 - attracting the best possible candidates to vacancies;
 - deterring prospective candidates who are unsuitable from applying for vacancies; and,
 - identifying and rejecting those candidates who are unsuitable to work with children and young people.

2. Roles and Responsibilities

- 2.1. The Board of Trustees will:
 - ensure the organisation has effective policies and procedures in place for the safe and fair recruitment and selection of staff in accordance with Department for Education Guidance and Legal Requirements;
 - monitor the organisation’s compliance with them; and,
 - ensure that appropriate staff have completed safer recruitment training (and repeat this every three years).
- 2.2. The HR Manager will:
 - ensure that the organisation operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance;
 - ensure that all appropriate checks have been carried out on staff in the organisation;
 - monitor any contractors and agencies compliance with this document; and,
 - promote the safety and well-being of children and young people at every stage of this process.

3. Inviting Applications

- 3.1. All advertisements will include the following statement: “Cadet Vocational College is committed to safeguarding young people and vulnerable adults. All post holders are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check”.
- 3.2. Advertisements for posts should also make clear that staff will be expected to promote fundamental British values.
- 3.3. All applicants will receive a copy of the advert and a job description / person specification, including child protection statement.

4. Shortlisting and References

- 4.1. Candidates will be short listed against the job description / person specification for the post.
- 4.2. Wherever possible, two references, one of which must be from the applicant's current/most recent employer, will be taken up.
- 4.3. Referees cannot be related to the candidate.
- 4.4. References will be sought directly from the referee. Wherever possible the referee will be contacted directly by telephone to verify the reference and where necessary, to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.
- 4.5. Referees will be asked to complete the Cadet Vocational College Reference Request Form, which includes specific questions about the following:
 - The candidate's suitability to work with children and young people;
 - Any substantiated allegations;
 - Any disciplinary warnings, including time-expired warnings, relating to the Safeguarding of children and young people; and,
 - The candidate's suitability for the post, including the candidate's ability and willingness to promote fundamental British values.
- 4.6. Reference requests will include the following:
 - Applicants current post and salary; and,
 - Disciplinary record.
- 4.7. All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

5. Invitation to Interview

- 5.1. Candidates called to interview will receive:
 - A letter confirming the interview and any other selection techniques;
 - Details of the interview day including details of the interviewers;
 - Further copy of the job description / person specification;
 - The opportunity to discuss the process prior to the interview, including any special requirements; and,
 - Be asked to provide proof of identity, right to work in the UK and certificates for any relevant qualifications.

6. The Selection Process

- 6.1. Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.
- 6.2. Interviews will always be face-to-face (this may include video communication, where appropriate) and may include additional interview techniques such as observation or exercises.
- 6.3. The process will include at least one interview, but may involve more. At least one interview will be with more than one interviewer. All candidates will be interviewed at least once by an interviewer who has successfully completed training in safer recruitment within the last three years.
- 6.4. Candidates will be required to:
 - Explain any gaps in employment;
 - Explain satisfactorily any anomalies or discrepancies in the information available to the panel;
 - Declare any information that is likely to appear on the DBS disclosure; and,
 - Demonstrate their ability to safeguard and protect the welfare of children and young people and their ability and willingness to promote fundamental British values.
- 6.5. In the event of a conviction being identified through the self-disclosure process and / or from the DBS check itself, a risk assessment will be undertaken by the HR Manager and reviewed by the Chief Executive or Deputy Chief Executive. A decision on whether or not to continue with the candidate's application will be made in the light of the risk assessment.

7. Employment Checks

- 7.1. An offer of employment will be conditional upon satisfactory provision of the following:
 - Original documents proving identity;
 - Completed Cadet Vocational College Self Disclosure Form;
 - An enhanced DBS application and satisfactory clearance;
 - Original certificates of relevant qualifications, if applicable;
 - Proof of eligibility to live and work in the UK;
 - Overseas police check for any individual who within the last five years has lived or worked outside the United Kingdom, whether they are a British citizen or not.
- 7.2. All checks will be:
 - Confirmed in writing;
 - Documented and retained on the personnel file; and,
 - Followed up if they are unsatisfactory or if there are any discrepancies in the information received.
- 7.3. Employment will commence subject to all checks and procedures being satisfactorily completed.

8. Offer and Induction

8.1. All successful candidates will receive:

- Offer letter, contract and job description / person specification
- Safeguarding and Child Protection Policy
- Code of Conduct for Staff Working with Young Learners
- Access to the Staff Handbook, which includes the charity's Whistleblowing Policy
- Instructions to complete the following on-line training:
 - GDPR or Responsible for Information training depending on role
 - NSPCC Safeguarding Training
 - Prevent Training
- Digital Photo id for home workers including DBS number and expiry date
- Equal Opportunities Form
- Safer Recruitment Self Declaration
- Additional Personal details
- Privacy Notice (Staff)
- Security Operating Procedures
- IT Security
- Data Protection
- Bank details and HMRC form

8.2. The training and familiarisation with the charity's policies listed above form an important part of the induction process and is supported by regular meetings with the line manager throughout the probationary period and beyond.