

INTROTRAIN & FORUM LTD (IFL)

Education and Training

Safe Recruitment Policy

The safe recruitment of staff within Training Providers is the first step to safeguarding and promoting the welfare of learners completing an Apprenticeship. IFL is committed to safeguarding and promoting the welfare of learners and vulnerable adults and expects all staff to share this commitment. IFL is also committed to providing a supportive and flexible working environment to all its members of staff. IFL recognises that, to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. It is recognised that this can only be achieved through sound procedures to recruit and retain competent, motivated employees who are suited to, and fulfilled, in the roles they undertake.

IFL will not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

The aims of IFL's recruitment policy are:

- To ensure that the best possible staff are recruited based on their merits, abilities and suitability for the position;
- To ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DFE), *Keeping Learners Safe in Education (2021) (KCSIE)* and any advice published by the Disclosure and Barring Service (DBS);
- To ensure that the Provider meets its commitment to safeguarding and promoting the welfare of learners and vulnerable people by carrying out all necessary pre-employment checks.

All positions within IFL are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Disclosure & Barring Service Check.

IFL is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature, circumstances, seriousness, and the length of time since the offence(s).

The Procedure

Advertising

To ensure equality of opportunity, IFL will advertise all vacant posts to encourage as wide a field of candidates as possible. Normally this will entail an external advertisement. However, where there is a reasonable expectation that there are qualified internal candidates an internal communication may be considered appropriate.

Applications

Applicants will receive a job description for the role applied for. All applicants for employment will be required to complete an Application Pack containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant. A curriculum vitae may be submitted together with an application form.

The applicant may then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail. IFL will require applicants to account for any gaps or discrepancies in employment history on the application form.

References

References from the most recent and/or most relevant employer will be requested.

All referees will be asked the following:-

- The applicant's dates of employment, position held, salary, reason for leaving, performance and disciplinary record.
- Whether they consider the applicant suitable for the position.
- Whether they have any reason to believe that the applicant is unsuitable to work with learners.
- Whether any allegations or concerns have been raised about the applicant that relate to the safety of, and/or behaviour towards, the welfare of learners or vulnerable people.

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant and/or the referee before any appointment can be confirmed except where the referee is the current employer and the applicant has requested that they are not contacted until the applicant has resigned.

Criminal Records Check

Due to the nature of the work, IFL will apply for an enhanced disclosure from the DBS in respect of all prospective members of staff.

An enhanced disclosure will contain details of all convictions on record 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 learners or vulnerable adults. 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 provider has the discretion to allow an individual to begin work pending receipt of the disclosure. If when the DBS is received there are issues these will be raised with the applicant and IFL will make an informed decision of how to proceed.

Record Retention / Data Protection

If an applicant is appointed, the provider will retain any relevant information provided on his/her application form, together with any attachments and evidence of the pre-employment checks completed on his/her personnel file.

If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after one year.

Single Central Register of Recruitment Vetting Checks (SCR)

In line with DFE requirements, IFL will keep and maintain a SCR. The SCR will list all staff who are employed by the provider, including casual staff, supply agency staff whether employed directly or through an agency, volunteers and those who provide additional teaching or instruction for learners but who are not employed by the provider.

Pre-employment checks

If IFL decide to make an offer of employment, following a formal interview, employment will be conditional on the following:

- Completion of IFL Application Form, with satisfactory reasons for any gaps in employment.
- Evidence of the applicant's identity, ie passport, driving licence and/or birth certificate.
- Evidence of the applicant's professional and educational qualifications.
- Evidence of the right to work in the UK.
- P45, P60 or National Insurance letter.
- Receipt of at least one reference, satisfactory to IFL, from the applicant's most recent and/or relevant employer. If a verbal reference is taken, detailed notes will be recorded, dated and signed. Applicants will be informed that any previous employer may be contacted.
- The receipt of an enhanced disclosure from the DBS which the provider considers to be satisfactory.

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