

Responsible Member of Staff: Katie Fowler, Head of Operations and Quality

Responsible Member of the Board of Directors (“the Board”): Martin Burr, Director

Introduction

The Apprentice and Training Partnership (“The ATP”) emphasises the importance of safeguarding the learners in our care and in work-based learning environments and this policy should be read in conjunction with our Safeguarding Policy. Our safeguarding responsibilities inform our practices throughout the recruitment and selection process. In order to help safeguard and promote the welfare of all learners, the ATP is committed to a thorough and consistent Safer Recruitment Policy.

Aims, Purpose and Scope

This policy is designed to facilitate good recruitment and selection practice and ensure the school meets all legal requirements and best practice towards the safeguarding of our learners on our premises and in work-based learning environments.

This policy covers the recruitment and selection process from the planning and advertising of vacancies through to appointment and induction. It is intended as a guide for all staff involved in the recruitment and selection process and follows best practice guidance from the Chartered Institute of Personnel and Development (CIPD). We aim to conduct all recruitment and selection of staff in a professional, timely and responsive manner.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant then they are required to declare this as soon as they are aware of the individual’s application.

Roles and responsibilities

The Board has the responsibility to ensure that effective policies and procedures are in place for recruitment of all staff and volunteers.

The Directors and managers involved in recruitment have the responsibility:

1. To ensure that the ATP operates safe recruitment procedures and makes sure all appropriate checks are carried out.
2. To monitor contractors’ and agencies compliance with our policy and legislative requirements.
3. To promote the welfare of children and young people at every stage of the procedure.

The Directors and Senior Managers have the responsibility to lead and manage all recruitment and make final decisions on appointments. However, the Board may be consulted and involved in the process as appropriate. A record of staff trained in Safer Recruitment is kept by the member of staff responsible for this policy.

Recruitment and Selection Procedure

1. Vacancy, Job Description and Person Specification

Once a vacancy is identified a Job Description and Person Specification are written or reviewed and updated as necessary. The ideal start date is identified and the recruitment timetable is planned out as far as is practicably possible, working backwards from this date.

2. Advertising

Vacancies at the ATP are advertised in a variety of media: the local and national press and online. We also use recruitment agencies as appropriate for each vacancy. All advertisements we publish state similar “The Apprentice and Training Partnership is committed to safeguarding and promoting the welfare of all learners. The successful applicant will be subject to an Enhanced DBS check. Where we use employment agencies we obtain written confirmation from them that they have carried out all the appropriate checks on staff supplied and that those are satisfactory.”

The Employment Vacancies section of our website, states that we are committed to safeguarding and promoting the welfare of children and young adults and expect all our staff to share this commitment. A link is provided to our Safeguarding Policy. We also state here that successful applicants will be subject to a DBS Enhanced check, where we are legally entitled to do so.

When candidates contact us for application packs their attention is specifically brought to our Safeguarding Policy.

The updated Job Description and Person Specification are available on the website along with the job advertisement, standard application form and details of how to apply.

3. Application Form

All candidates are required to complete in full and sign our standard application form (**Form 13a**). We require information on full academic and employment history; suitability for the role; referees; a declaration about DBS Barred List and a declaration of eligibility to work in the UK. We also state here that the provision of any false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or the DBS.

The application form is provided with additional supporting information “explanatory notes” to facilitate the completion of the form correctly and to provide the necessary legal information. We also explain clearly the pre-appointment checks upon which any offer of appointment is conditional.

Upon receipt all applications are acknowledge by email. Each application is checked for anomalies, discrepancies and any unexplained gaps in employment history to be highlighted, before shortlisting takes place. Applications are shortlisted by the recruitment panel which usually comprises of the Head of Operations and Quality, Lead IQA and a minimum of one company Director for teaching roles. For other roles the panel will consist of the departmental head and/or relevant manager.

4. References

Shortlisted candidates’ references are taken up immediately. We state on our application form that we contact referees prior to the interview process. (See Reference Questionnaire (**Form 13.2**)) On receipt of references the information provided is checked for accuracy against the information that has been provided by the applicant on their application form. Any discrepancies or areas of concern will be taken up with the applicant at interview where possible. We also contact the referee by telephone to verify the reference provided. We do not accept open references or those from relatives or those writing solely in

the capacity of a friend. Where we obtain telephone references we then follow up with requests for written references.

5. Interviews / selection days

All candidates are asked to bring with them proof of identity, right to work in the UK and their qualifications. Only original documents are accepted and photocopies of these are taken and retained by the ATP. All documentation is required to be in accordance with the Immigration, Asylum and Nationality Act 2006 and the DBS Code of Practice Regulations. Such documents for subsequently unsuccessful applicants will be destroyed at the end of the recruitment process.

Applicants for teaching and/or assessing and IQA roles will be invited to attend selection days and/or interviews. Teaching, assessing and IQA interviews are held by a director and the Head of Operations and Quality less formal meetings are held with other key members of the relevant department or team throughout the day.

All formal interviews cover the applicant's suitability for the role and suitability to work with children and young adults, exploring any gaps or anomalies in the application form and ensuring safeguarding criteria are met. At least one member of the interviewing panel will have had Safer Recruitment training.

Interview notes are collated, along with feedback from other teachers and colleagues who have met the candidate. The recruiting manager or selection panel decide on the successful applicant.

The successful applicant is contacted by the Head of Operations and Quality by telephone and unsuccessful candidates are advised by email. Any unsuccessful applicant who requests feedback will be given verbal feedback.

6. Offer of appointment

A Conditional Offer of Appointment is made in writing to the successful candidate: the offer is made subject to:

1. Production of eligibility to work in the UK.
2. Receipt of at least two references satisfactory to the ATP (if these have not already been received).
3. Verification of identity and qualifications.
4. A Barred list check.
5. A satisfactory DBS Certificate at the enhanced level.
6. Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmation as the school may require in accordance with the statutory guidance.
7. A satisfactory check of relevant regulatory body sanctions, for example Prohibition Orders (for both teaching and management roles) as imposed by the Department of Education.
8. A probationary period of one year for teaching.
9. Medical fitness for the role and duties.
10. The entries on the application form proving to be complete and accurate.

All the above are listed in a checklist on the candidates Personal File, held by the HR department and verified by dated signature as each is completed. Once all requirements have been met the HR Department will advise the relevant manager and start dates agreed.

7. Starting Employment

Upon starting employment, as part of the induction process, each employee is given Safeguarding Training by the Safeguarding Lead, and will be expected to undertake a qualification at level 2, in so doing we are meeting our obligations as an employer, reinforcing our commitment to ensuring that the ATP is safeguarding learners and employees alike.

8. Record Keeping – the Central Register.

All employee information is recorded on the Staff Appointment Checklist (**Form 13.4**) which is completed and the original kept on the employee's Personal File. The information on these sheets is collated onto the ATP's Central Register – a record of recruitment and vetting checks. Details are kept on all employees who are employed to work for the ATP and all who are employed as contract staff to the ATP, whether employed directly or through an agency.