

Title: **SAFER RECRUITMENT AND SELECTION PROCEDURE**

1. INTRODUCTION

Jarvis Training Management Ltd (JTM) continued success depends on having the right number of staff, with the right skills and abilities. JTM recognises how important it is:

- For the whole organisation to apply appropriate professional standards throughout the recruitment and selection process.
- To comply fully with employment law.
- And for each part of the company to be able to meet its own recruitment needs effectively.
- To utilising safer recruitment procedures to ensure the safety and welfare of our learners, employers, staff and stakeholders.
- To recognise and value diversity and encourage members from all sections of the community to apply to work at JTM.

This procedure is designed to ensure that:

- Effective recruitment and selection procedures are in place and operated effectively and safely.
- The business has the necessary human resources available to meet both its short and long-term employment needs
- The Company meets its commitments, and actively implements the provisions of the law and codes of practice, on equality of opportunities, race relations and disability discrimination.
- The Company meets its commitments, and actively implements the provisions of the law and codes of practice, on health, safety and security, safeguarding and Prevent.

2. SCOPE

This procedure applies to the recruitment and selection of staff from both internal and external sources. It covers the recruitment of all permanent, temporary, part-time and full-time staff. The policy will be made available to all employees and applies to both internal and external recruitment. The policy also applies to recruitment and selection of contractors for contracts for services.

Throughout this procedure, 'children' refers to any child under the age of 18 years.

Staff or Volunteers' refers to any adult who is employed, commissioned or contracted to work with or on behalf of children, in either a paid or unpaid capacity.

3. ROLES AND RESPONSIBILITIES

Those responsible for managing the recruitment activity must ensure that recruitment:

- Can be justified because it is meeting a genuine, demonstrable need
- Is appropriate, in that it will meet the need which has been identified
- Is carried out in line with the recognised codes of practice and legal requirements.
- Safer Recruitment Procedures are comprehensively followed .

The recruitment process should be:

- **Efficient** – cost-effective in terms of methods and resources

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- **Effective** – producing enough (but not too many) candidates and ensuring that the most suitable individuals for the job and the organisation are identified
- **Fair** – ensuring that, throughout the process, decisions are made on merit alone.
- **Safe**- ensure safer recruitment and selection procedures are followed.

4. IMPLEMENTATION PRINCIPLES.

- Individuals will be screened against the job requirements as laid out in the job descriptions and person specifications.
- Any qualifications or requirements applied to a job that have or may have the effect of inhibiting applications from certain groups of the population should only be retained if they can be justified in terms of the job to be done.
- If used, selection tests should be specifically related to job requirements and should measure the person's actual or inherent ability to do or train for work.
- Selection tests should be reviewed regularly to ensure they remain relevant and free from bias, either in content or in scoring mechanism.
- At least one member of the interview team will have been trained in safer recruitment practices, interviewing skills and equality and diversity.
- Written records of interviews, reasons for decisions made at each stage of the process and reasons for appointment or non-appointment should be kept for **six months**, unless a longer period can be justified and is in compliance with the General Data Protection Regulations 2018. Records should then be disposed of confidentially.
- Interviews will assess candidates against job-related criteria only.
- All information held about a candidate must be used only for the purpose for which the information has been collected.
- All candidates will be asked at the first interview stage to provide documentary evidence to confirm their identity and their right to live and work in the UK, to ensure compliance with the Immigration, Asylum and Nationality Act 2006. A photocopy of the original documentation will be taken.
- Applicants for training positions or those with regulated contact with individuals will be subject to enhanced DBS clearance, applicants for non-training positions or those with very limited contact with learners will be subject to basic DBS clearance. Board members do not require DBS clearance as they do not have any direct / unsupervised contact with learners.
- DBS renewals are completed every 3 years.
- Reasonable adjustments should be made to reduce any disadvantage faced by disabled people in making an application in response to an advertisement.
- The recruitment and selection process for disabled candidates will take into account such adjustments to working arrangements or physical features of the workplace/station/premises as are reasonable to accommodate their needs and be such that they are not placed at a substantial disadvantage compared with non-disabled candidates.
- Decisions to interview, shortlist or offer employment will take no account of an applicant's trade union membership or non-membership.
- A risk assessment will take place for successful applicants for whom clearance documents are outstanding, and where, in the recruiter's professional judgement, that the applicant is extremely likely to receive clearance. It is made explicit that continued employment will only be granted on receipt of the outstanding clearances.

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5. PROCEDURE REQUIREMENTS

The person responsible for managing recruitment must ensure that the following requirements are met (as appropriate):

5.1 Job description and Job/person specification

The specification should indicate:

- Post details, job purpose, dimensions of the job (i.e. financial and people management responsibilities) and principal accountabilities (duties and responsibilities), decision making authority, report preparation, contact with others and a summary of the most difficult and challenging aspects of the post.
- The skills, knowledge and aptitudes directly related to the job, which are required
- The length and type of experience necessary
- The competencies necessary
- The required standard of education and training (but only so far as this is essential for satisfactory job performance, unless the person is being recruited on the basis of future potential (a graduate trainee, for example) when a higher level of education may be specified)
- Any criteria relating to personal qualities or circumstances which must be:
 - Essential or desirable and directly related to the job
 - Applied equally to all groups, irrespective of age, sex, race, nationality, creed or disability
 - Commitment to Safeguarding and Prevent agenda.

5.2 Advertising standards

Authority to recruit must be granted by a member of the management team before advertising a vacancy.

Adverts designed for external advertising must follow corporate design guidelines.

They should also include the appropriate accreditation marks and be processed by JTM's quality department.

They should contain all necessary information about the role, the timetable for recruitment and the organisation's commitment to safeguarding and Prevent, including a statement about JTM's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults and reference to the need for the successful applicant to undertake relevant DBS clearances as appropriate.

CV's will be accepted to register an initial interest in a post, if it is felt the applicant meet the core requirements for the position, they will then be asked to complete an application form to ensure a full and comprehensive employment history is available.

The General Manager will manage this process.

5.3 Application Pack

The applicant form/information pack will refer to JTM's commitment to safeguarding children. It seeks to obtain:

- Identifying details of the applicant including current and former names, current address and National Insurance Number;

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- To comply with the Equality Act 2010, JMT adopt a practice that the date of birth should not be included on the main application form, but added to a diversity monitoring form, which can be retained and not made available to those involved in the short-listing process.
- A statement of any academic and/ or vocational qualifications with details of awarding body and date of award.
- A full history in chronological order since leaving secondary education, including periods of any post-secondary education/training and part-time and voluntary work as well as full time employment, with start dates, explanations for periods not in employment or education/training and reasons for leaving employment;
- Details of referees. One referee should be the applicant's current or most recent employer/line manager, not a colleague. Normally two referees should be sufficient.
- Where an applicant is not currently working with children, but has done so in the past, it is important that a reference is also obtained from the employer by whom the person was most recently employed in work with children in addition to the current or most recent employer.
- References should not be accepted from relatives or friends.
- There should be an explanation that the post is exempt from the Rehabilitation of Offenders Act 1974 and where the role involves engagement in a regulated activity it will be made clear it is an offence to apply for this role if the applicant is barred from engagement in regulated activity involving children or young people.
- Information should be requested about any previous - including spent - convictions, cautions, reprimands, warnings or bind-overs.
- All information given to interested applicants should highlight the importance of the rigorous selection processes and the duty to safeguard and promote the welfare of children and young people. It should be clear that proof of identity will be required, as well as a Disclosure and Barring Service check where appropriate.

The information pack should include a copy of:

- The job description and person specification.
- Application form.
- Relevant information about JTM's and the recruitment process.
- The Safeguarding Policy.
- A statement of the terms and conditions relating to the post.

All applications for employment – whether they come as a result of advertising or unsolicited – should be forwarded to the General Manager/Line manager for review and acknowledgement.

5.4 Fair and professional selection methods

- All candidates must be considered purely on the basis of their suitability for the job being filled.
- Any criteria for selection or de-selection must also relate directly to the job/person skills profile.
- All forms of assessment of candidates (such as pre-selection/short listing of applicants, interviews, etc.) must be carried by suitably competent individuals, using standardised documentation for each applicant, so as to maintain professional standards.
- The same selection panel will both short list and interview the candidate. At least one member of the panel will have undertaken safe recruitment and selection training.
- Where CV's have been submitted, an application form is completed to ensure a full and comprehensive employment history is available.

All application forms should be scrutinised to ensure:

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- They are fully and properly completed.
- The information is consistent and does not contain any discrepancies.
- Gaps in employment/training or a history of repeated changes of employment are identified.
- Incomplete applications will not be accepted.
- Any anomalies, discrepancies or gaps in employment and the reasons for this will be noted and raised at interview, as well as a history of repeated changes of employment without any clear career or salary progression or a mid-career move from a permanent to temporary post.
- All candidates will be assessed equally against the criteria contained in the person specification.
- Selection tests, where appropriate, will be administered and evaluated by suitably qualified and competent individuals.

5.5 References, disclosures and work permit requirements.

The candidate must be able to satisfy the requirements of the Asylum and Immigration Act 1996. If a position is deemed to require a DBS disclosure then employment will be subject to receiving a satisfactory Disclosure.

The purpose of seeking references is to obtain objective and factual information to support appointment decisions;

- References may be sought on all short listed candidates prior to interview, including internal candidates with one reference being from the current or most recent employer/line manager or HR.
- They will always be sought and obtained directly from the referee.
- A copy of the job description and person specification will be included with all requests.
- References or testimonials provided by the candidate, or open references, i.e. To Whom It May Concern will not be accepted. Open references/testimonials may be forged or the result of a 'compromise agreement'.
- Note that the Equality Act 2010 places strict limitations on the making of enquiries about a person's health before an offer of employment is made. For further information see 'The Equality Act 2010: What do I need to know? A Quick Start Guide to the Ban on Questions about Health and Disability during Recruitment'.
- Where a reference has not been obtained on the preferred candidate before the interview, once received it will be scrutinised and any concerns resolved satisfactorily before the person's appointment is confirmed.
- If an applicant is not currently employed in working with children, but has previously done so, then a check with the last relevant employer to confirm details of their employment and reason(s) for leaving.

Requests for references will ask:

- The referee's relationship with the candidate, e.g. did they have a working relationship and how long has the referee known the candidate.
- How s/he has demonstrated that s/he meets the person specification.
- Whether the referee is satisfied that the person has the ability and is suitable to undertake the job.
- Whether the applicant has been the subject of any disciplinary sanctions and whether the application has had any allegations made against him/her or concerns raised, which relate either to the safety and welfare of, or the applicant's behaviour towards, children and young people. Details about the outcome of any such concern should be sought.

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- Whether the referee is satisfied that the candidate is suitable to work with children/young people. If not, for details of the referee's concerns and the reason why the person might be unsuitable.
- Requests should remind the referee that they have a responsibility to ensure that the reference is accurate and that relevant factual content of the reference may be discussed with the applicant.

Requests addressed to a candidate's current employer or a previous employer will also seek:

- Confirmation of details of the applicant's current post, salary.
- Specific verifiable comments about the applicant's performance history and conduct.
- Details of any disciplinary procedures the applicant has been subject to which relate to the safety and welfare of children or to the applicant's behaviour towards children, young people or Adults at Risk and the outcome.
- Details of any allegations or concerns about the applicant that relate to the safety and welfare of children or behaviour towards children, young people or vulnerable adults and the outcome of these concerns.

On receipt of references:

- They will be checked to ensure all questions have been answered satisfactorily, and confirmed by telephone.
- Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case.
- Cases in which an issue was satisfactorily resolved some time ago or an allegation determined to be unfounded or did not require formal disciplinary sanctions, and in which no further issues have been raised, are less likely to cause concern than more serious or recent concerns, or issues that were not resolved satisfactorily. A history of repeated concerns or allegations over time should give cause for concern.

5.6 INTERVIEWS.

- The interview should assess the merits of each candidate and their ability to competently undertake the role against the job description and person specification, in addition explore their suitability to work with children/young people/adults at risk.
- The interview should stress that the identity of the successful candidate will be checked thoroughly and, that where appropriate a Disclosure and Barring Service check will be made prior to appointment.
- All candidates will be required to bring with them documentary evidence of their right to work in the UK and their identity.
- Evidence should be as prescribed by UK Visas and Immigration and the Disclosure and Barring Service, and can include a current driving licence or passport including a photograph, or a full birth certificate, and a document such as a utility bill or financial statement that shows the candidate's current name and address (please note that these latter two are time-limited and must be no more than 3 months old), and where appropriate change of name documentation. Some form of photographic ID must be seen.
- Candidates will bring documents confirming any educational and professional qualification(s). If this is not possible, written confirmation must be obtained from the awarding body. Also documentation of registration with appropriate professional body.
- A copy of the documents used to verify the successful candidate's identity and qualifications must be kept for the personnel file.
- All unsuccessful candidates must be advised in writing as soon as possible after the selection interviews have been completed

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A panel of at least two people is recommended, allowing one member to observe and assess the candidate and make notes, while the candidate is talking to the other. One member of the panel should be trained in safe recruitment practice.

The members of the panel should:

- Have the necessary authority to make decisions about the appointment.
- Meet before the interview to agree their assessment criteria in accordance with the person specification and to prepare a list of questions they will ask all candidates relating to the requirements of the post.
- Identify any issues they wish to explore with each candidate based on the information provided in their application form and in the references.
- Notes of the applicant's interview answers should be collated by chair of the panel and stored in the personnel file.

In addition to assessing and evaluating the applicant's suitability for the post, the panel should explore:

- The candidate's attitude towards children/young people.
- His/her ability to support the organisation's agenda for safeguarding and promoting welfare of learners.
- Any gaps in the candidate's employment history.
- Concerns or discrepancies arising from the information provided by the candidate and/or referee.
- Whether the candidate wishes to declare anything relating to the requirement for a Disclosure and Barring Service check.
- All gaps in working or educational history, or a repeated change in employment, will be questioned and answers will be documented by the recruiting manager.

Upon selection of a suitable candidate the recruiting manager will liaise with the management team to identify the appropriate starting salary. The directors must approve all offers made to successful candidates.

6. CONDITIONAL OFFER OF APPOINTMENT.

The preferred candidate should be informed that the offer of employment is conditional on receiving satisfactory information from all necessary checks.

Each new employee should be offered a standard JTM contract of employment, in line with the details entered on the recruitment proposal

- The salary offered should be comparable with current labour market trends and business requirements

Pre-Appointment Checks and References.

An offer of appointment to the successful candidate should be conditional upon:

- Receipt of two satisfactory written references, which have been confirmed by telephone with the referee.
- Verification of the candidate's identity.
- A satisfactory Disclosure and Barring Service Disclosure at the appropriate level (unless the Disclosure and Barring Service Update Service applies).

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- Evidence of permission to work for those who are not nationals of a European Economic Area country.
- Verification of qualifications.
- Verification of professional status/registration where required.
- Verification of successful completion of statutory induction / probationary period where appropriate.

All checks should be:

- Confirmed in writing.
- Documented and retained on the personnel file (subject to restrictions on the retention of information imposed by Disclosure and Barring Service regulations).
- Followed up where they are unsatisfactory or where there are discrepancies in the information provided.

Where the candidate is found to be on the Barred Lists, or the Disclosure and Barring Service Disclosure shows s/he has been disqualified from working with children by a Court, or where the applicant has provided false information in support of, his/her application, or where there are serious concerns about an applicant's suitability to work with children.

These facts should be reported to the police and/or Disclosure and Barring Service (if they are not already aware). Anyone who is barred from work with children is committing an offence if they apply for, offer to do, accept or do any work which constitutes Regulated Activity. It is also an offence for an employer knowingly to offer work in a regulated position, or to procure work in a regulated position for an individual who is disqualified from working with children or fail to remove such an individual from such work.

7. STAFF RECORDS.

All interview documentation must be securely stored and retained for six months. Only those that require access for specific and authorised purposes will be able to access this information.

In relation to each member of staff appointed a record should be kept, to show:

- Written references obtained and confirmed by telephone.
- Gaps in employment history checked.
- A satisfactory Disclosure and Barring Service /Enhanced Disclosure and Barring Service certificate obtained, with unique reference number and date recorded on the single central record.
- Reasons/decision to appoint despite criminal convictions.
- Evidence of proof of identity (this will have been provided for the Disclosure and Barring Service check).
- Evidence of qualifications.
- Details of registration with appropriate professional body;
- Confirmation of right to work in UK.
- Record of interview questions and answers.
- Records should be signed and dated by appointing manager/chair of the interview panel.
- Ethnic origin/disability monitoring forms should be kept, although only for the purposes of monitoring statistical information relating to equal opportunities

8. POST APPOINTMENT INDUCTION

There is an induction programme for all staff. The purpose of the induction is to:

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- Provide training and information about the organisation's safeguarding and child protection policies and procedures. This training should be at a level appropriate to the member of staff role and responsibilities with regard to children.
- Support individuals in a way that is appropriate for their role.
- Confirm the conduct expected of staff.
- Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities.
- Enable the line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.
- Ensure that the person receives written statements of:
 - Policies and procedures in relation to safeguarding.
 - The identity and responsibilities of staff with designated safeguarding responsibilities.
 - Safe practice and the standards of conduct and behaviour expected.
 - Other relevant personnel procedures e.g. whistle blowing, disciplinary procedures.

- JTM/QP/012 Equality and Diversity Procedure
- JTM/QP/014 Safeguarding Children and Prevent Procedure
- JTM/QP/026 Recruitment of Offenders

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Application Pack containing JD, PS, Application Form,
Safeguarding Policy
Recruitment time scales

Shortlisting

Applications shortlisted against criteria in PS.
Gaps in employment to be noted and discussed at
interview.
Standardised shortlisting paperwork to be used.
If CV submitted, application form to be completed.

Interview.

Interviewers prepare questions they will ask all
candidates relating to the requirements of the post.
Shortlisted candidates contacted with interview
day/time.
Identification and Right to Work in the UK evidence to
be brought to interview – copies made.
Documentation, confirming Education/Professional
qualifications -copies made.
Standardised interview paperwork to be used to record
questions and candidate answers.
Conditional offer made to successful candidate;
arrangements made to complete DBS process if
applicable.

Pre employment Checks.

Two references sought – reference pack includes
reference request, copies of JD and PS.
On receipt, verbal check made with referrer confirming
that information is correct.

Confirmation of offer of employment.

With two satisfactory reference and DBS (if applicable)
formal offer of employment made and start date
confirmed.
Induction into the organisation completed.