

# SAFER RECRUITMENT POLICY & PROCEDURE

## 1) Introduction

Engineering Trust Training (ETT) is committed to safeguarding and promoting the welfare of all learners, especially those in vulnerable positions, by ensuring a safe learning environment. This Safer Recruitment Policy outlines our approach to recruiting staff and contractors, and those in the setting who support the personal and professional development of learners.

## 2) Purpose

- a) The purpose of this policy is to:
- b) Ensure that all recruitment practices deter, identify, and prevent individuals who pose a risk from working with our learners
- c) Promote a safe environment through rigorous vetting processes
- d) Comply with relevant legislation and safeguarding guidelines

## 3) Scope

- a) This policy applies to all permanent, temporary, including trainers, administrative staff, and any third-party contractors who may have direct or indirect contact with learners.

## 4) Legal Framework

- a) This policy operates in line with relevant legislation and guidelines, including but not limited to:
  - i) The Education Act 2002
  - ii) The Safeguarding Vulnerable Groups Act 2006
  - iii) The Protection of Freedoms Act 2012
  - iv) The Equality Act 2010
  - v) GDPR and Data Protection laws

## 5) Recruitment Process

- a) Job Description and Person Specification
  - i) Every role will have a clear job description and person specification that outlines the responsibilities, safeguarding expectations, and essential qualifications and experience required
  - ii) Safeguarding responsibilities will be explicitly mentioned in all job descriptions
- b) Advertising the Role
  - i) Job advertisements will include a statement of ETT's commitment to safeguarding and promoting the welfare of learners
  - ii) All adverts will specify that rigorous checks will be conducted before any appointment is confirmed
- c) Application Process
  - i) Where an applicant's CV does not provide a complete view of their employment history, the ETT interviewer must ask for explanations of any gaps in employment
- d) Shortlisting
  - i) Shortlisting will be carried out by or supported by members someone trained in safer recruitment practices

- e) Any discrepancies, gaps in employment, or unclear information will be investigated before shortlisting is completed, ideally through a pre-formal interview or via the support of an external recruitment professional, who has also received suitable training
- f) Interview Process
  - i) Interviews will be conducted by a member trained in safer recruitment or with one present
  - ii) Interviews will explore the applicant's suitability for the role, including their attitude towards safeguarding and working with vulnerable groups
  - iii) At least one question in the interview will focus on safeguarding to assess the candidate's understanding and commitment to promoting a safe learning environment
- g) Pre-employment Checks
  - i) ETT will conduct the following checks before confirming any appointment:
    - Identity Check: Verification of the candidate's identity using original documents.
    - Right to Work Check: Ensuring the candidate has the legal right to work in the UK
    - References: A minimum of two references, one from the most recent employer. References will be directly obtained from the referee and verified.
    - Disclosure and Barring Service (DBS) Check: Enhanced DBS checks will be conducted for all roles that involve contact with learners.
    - Qualification Check: Verification of professional qualifications claimed by the candidate.
    - Employment History Check: Cross-checking the application form with references and the candidate's provided history.
  - h) Conditional Offer of Employment
    - i) A conditional offer will be made subject to satisfactory completion of all pre-employment checks.
    - ii) The candidate will be informed that failure to pass these checks or the provision of false information may result in the withdrawal of the offer.

## **6) Induction and Training**

- a) All new employees will undergo an induction that includes safeguarding training and familiarisation with ETT's safeguarding policies and procedures
- b) Ongoing safeguarding training will be mandatory for all staff, with regular updates in line with current legislation and best practices

## **7) Monitoring and Review**

- a) ETT will regularly review and update this policy in response to changes in legislation, best practices, and lessons learned from recruitment practices
- b) The effectiveness of this policy will be monitored through audits of recruitment files and feedback from hiring managers

## **8) Whistleblowing**

- a) ETT encourages a culture of openness and will support staff who report concerns about colleagues' suitability to work with learners
- b) Any concerns should be reported in line with the Whistleblowing Policy, ensuring confidentiality and protection for whistleblowers

## **9) Conclusion**



- a) ETT is dedicated to ensuring that all individuals working within the organisation are suitable for their roles and committed to safeguarding the welfare of all learners. By following this Safer Recruitment Policy, ETT aims to create a secure and supportive environment conducive to learning and personal growth.