

Safer Recruitment Policy 2014-2017

Issue 5

July 2014

Summary of Policy:

The Policy outlines how the College meets Safeguarding legislation requirements in respect of the recruitment and selection of staff and other persons working at the College.

Senior Manager Responsible for Policy:

Deputy Principal: Finance and
Corporate Development

1. Introduction

- 1.1 This document outlines the policy for the safer recruitment of staff within the College. Consideration has been given to the Keeping Children Safe in Education (April 2014) requirements, and other relevant acts of legislation.
- 1.2 This policy applies to everyone who works with/within the College who has, or can reasonably expect to have, regular contact with children or vulnerable adults as part of their normal work; these individuals are included on the Single Central Register. This includes permanent staff, staff on fixed term contracts, casual and temporary staff, volunteers (including work placements over 18), governors, secondments, trainees (including trainee teacher), and agency staff.
- 1.3 This policy does not apply to individuals who do not have, or could not reasonably expect to have, regular contact with children or vulnerable adults as part of their normal work e.g. contractors engaged outside of term time. It also excludes work placements under 18 years of age. These individuals are not included on the Single Central Register. It is the responsibility of the relevant Head of Department / Director to ensure that an appropriate and adequate contract, or SLA, is in place, that appropriate risk management reviews have been undertaken and that adequate safeguarding checks / supervision arrangements are included as part of the contract/SLA as appropriate.

2. Scope

- 2.1 The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.
- 2.2 The College recognises its duty to ensure that it upholds as the highest of priorities the Safeguarding and promotion of welfare of children, young people and vulnerable adults receiving education and training through the services of the College. This Safer Recruitment Policy forms part of a suite of policies, which support the Safeguarding Overarching Policy and should be read in conjunction with the following College Policies:

- ***Safeguarding Children Policy***
- ***Safeguarding Vulnerable Adults Policy***

It itself incorporates the Recruitment and Selection Procedure, Induction Procedure and Criminal Record Check / Re check Procedure.

3. Recruitment and Selection Procedure

To ensure safer practice in recruitment, the College will give due consideration to child protection, safeguarding and the welfare of children, young people and vulnerable adults at every stage in the recruitment process for all staff in the following ways:

- Using advertising which makes the College commitment to safeguarding & promoting the welfare of children & vulnerable adults clear.
- Ensuring the job description makes reference to the responsibility for safeguarding & promoting the welfare of children or vulnerable adults.
- Ensuring person specifications or role requirements include specific reference to the suitability to work with children or vulnerable adults.
- Ensuring that applicants provide comprehensive information and any discrepancies, anomalies or gaps in employment are investigated.
- Obtaining appropriate & satisfactory independent references that answer specific questions in respect of working with children or vulnerable adults and verify at least the last 5 consecutive years of previous employment history and experience.
- Verifying that health and physical capacity is appropriate
- Ensuring that the following checks will take place as appropriate prior to a member of staff commencing work, unless in exceptional circumstances where it may be possible to apply the exemption in the DBS check / recheck procedure:
 - Barred List check (as appropriate)
 - Appropriate Criminal Record check (with overseas check(s) if required)
 - Satisfactory references
 - Medical clearance / fitness to teach clearance (as applicable)
 - Proof of identity and right to work in the UK
 - Proof of qualifications
 - Completed application form (as appropriate)

4. Criminal Record Check / Re-check Procedure

To support safer practice the College will give due consideration to child protection, safeguarding and the welfare of children, young people and vulnerable adults at every stage in the Criminal Record Check / Re-check procedure for all staff in the following ways:

- Ensuring all staff have or undertake an appropriate criminal record check upon appointment
- Ensuring that HR practice supports a rolling review programme of rechecks
- Requiring overseas criminal record checks for anyone having lived or worked overseas as an adult for 13 consecutive weeks or more
- Ensuring that criminal record check results are obtained, managed and stored appropriately
- Maintaining a robust process for managing disclosures, identifying convictions / concerns and the exceptional circumstances where the College wishes to start an individual prior to the return and approval of their criminal record check

5. Induction Procedure

To ensure safer practice the College will give due consideration to child protection, safeguarding and the welfare of children, young people and vulnerable adults at every stage in the induction procedure for all staff in the following ways:

- Utilising HR as the gatekeepers for all staff starting with the College to ensure that no member of staff starts before HR have confirmed receipt of all essential safeguarding checks
- Ensuring safeguarding issues are an integral part of every induction and includes agency staff working in College and staff who change roles
- Maintaining induction monitoring processes to support early consideration and internalisation of safeguarding issues
- Maintaining a multi-faceted approach to induction which includes corporate, departmental and individual elements as required

6. Contractual arrangements

- 6.1 All members of staff working within the College must be covered by a formal contract or service level agreement prior to starting with the College, and have undertaken the required checks.
- 6.2 The HR department will maintain a Single Central Register of recruitment and vetting checks which will cover all staff within the College. Responsibility for collation / communication of data will be shared within the Safer Recruitment Group of key contacts who will be responsible for monitoring and promoting compliance.

7. Responsibility for implementation & monitoring

- 7.1 All staff responsible for managing staff contracts or agreements have a responsibility for complying with this policy. Individual members of staff are also responsible for ensuring participation as necessary and seeking appropriate and timely advice as required.
- 7.2 This Policy will be available via the College toolkit and will be made available to all staff, agencies and partner organisations that have responsibilities under it.
- 7.3 The Safer Recruitment Group, which includes HR, will be responsible for regularly monitoring this Policy. HR will report into the Operational Management Team on a regular basis and provide updates into the Finance and Personnel Committee as part of its regular report. HR will also report into the Safeguarding Committee on behalf of the Safer Recruitment Group.
- 7.4 The Corporation Board is committed to ensuring that the College provides a safe environment in which children, young people and vulnerable adults can learn. In pursuit of this commitment, the Corporation Board will annually review and approve a policy to ensure the safer recruitment of staff.

8. Future Developments

8.1 The College will retain an active awareness of the on-going developments regarding national vetting and barring processes. This policy reflects the definition of *regulated activity* as set out in the Protection of Freedoms Act 2012 and will be amended accordingly should requirements change.

9. Control of this Document

9.1 This Safer Recruitment Policy will be reviewed every three years for effectiveness and the need for change, or sooner if required by paragraph 8 above. Recommendations for change will be made to the Senior Leadership Team and then to the Finance & Personnel Committee.

9.2 Recommendation for changes to the supporting procedures will be made to, and accepted by the Senior Leadership Team unless they impact on the policy, in which case they will be escalated to the Finance & Personnel Committee.

Prepared by: Head of Human Resources

Equality Impact Assessed by: Head of Human Resources

Tracking and validation: Executive Officer

A Langman

Finance & Personnel Committee
Approval: Signed:

3.7.2014

Date:

July 2017

To be reviewed: Date:

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