



SAFER RECRUITMENT POLICY

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1. Introduction

Alpha Training is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. This Safer Recruitment Policy outlines the processes and measures that Alpha Training implements to ensure that all individuals working within the organisation are suitable and safe to work with our learners.

2. Purpose

The purpose of this policy is to:

- Ensure the protection and safety of learners by implementing a rigorous recruitment process.
- Deter, identify, and reject individuals who may pose a risk to learners.
- Establish a clear and consistent approach to recruiting staff, volunteers, and contractors.
- Comply with all relevant safeguarding legislation and guidance, including the Keeping Children Safe in Education (KCSIE) guidelines and the Education Act 2002.

3. Scope

This policy applies to:

- All employees, volunteers, and contractors at Alpha Training.
- All recruitment activities, including permanent, temporary, full-time, part-time, and volunteer positions.

4. Safer Recruitment Principles

Alpha Training's safer recruitment process is based on the following principles:

1. **Safeguarding Priority:** Safeguarding the welfare of our learners is our top priority, and our recruitment processes are designed to reflect this commitment.
2. **Rigorous Selection:** We will implement a thorough and systematic selection process to ensure that we recruit only those who are suitable and safe to work with children, young people, and vulnerable adults.
3. **Transparency and Consistency:** Our recruitment process will be transparent and consistent, providing all candidates with equal opportunities and fair assessments.
4. **Compliance with Legislation:** Our recruitment practices will comply with all relevant legislation and statutory guidance, ensuring that safeguarding is integrated into every stage of the process.

5. Roles and Responsibilities

5.1. Senior Leadership Team (SLT)



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- Ensure compliance with safer recruitment policies and procedures.
- Provide adequate resources and training for staff involved in recruitment.
- Oversee the implementation and effectiveness of safer recruitment practices.

5.2. Hiring Managers

- Ensure that recruitment practices comply with this policy.
- Conduct thorough interviews and assessments of candidates.
- Liaise with the HR department to verify checks and references.

5.3. Human Resources (HR) Department

- Coordinate and manage the recruitment process.
- Ensure all pre-employment checks and verifications are completed.
- Maintain records of recruitment and selection processes.

5.4. All Staff and Volunteers

- Understand and adhere to safer recruitment procedures.
- Participate in training and development on safer recruitment practices.

6. Recruitment Procedures

6.1. Job Advertisements

- **Clarity:** All job advertisements must clearly state Alpha Training's commitment to safeguarding and include the statement: "Alpha Training is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. We expect all staff and volunteers to share this commitment."
- **Requirements:** Advertisements will outline the job description, person specification, and the requirement for an enhanced Disclosure and Barring Service (DBS) check.
- **Equal Opportunities:** Ensure advertisements reach a diverse audience to promote equal opportunities.

6.2. Application Process

- **Application Form:** All candidates must complete an official application form, providing comprehensive information about their employment history, qualifications, and suitability for the role.
- **Self-Disclosure:** Candidates must disclose any criminal convictions or cautions, with the understanding that failure to disclose relevant information may result in dismissal.

6.3. Shortlisting

- **Criteria-Based:** Shortlisting will be based on the criteria outlined in the job description and person specification.
- **Panel Review:** A minimum of two trained staff members will independently review applications to ensure fairness and consistency.
- **Gaps in Employment:** Identify and scrutinise any gaps in employment history, requesting explanations where necessary.



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6.4. Interview Process

- **Structured Interviews:** Conduct structured interviews with a clear set of questions designed to assess each candidate's suitability for the role and their understanding of safeguarding principles.
- **Panel Composition:** Interviews will be conducted by a panel of at least two trained staff members, including a safeguarding-trained representative.
- **Safeguarding Questions:** Include specific questions to assess candidates' attitudes toward safeguarding and their ability to promote a safe environment.
- **Assessment Tasks:** Implement relevant tasks or practical exercises to evaluate candidates' skills and competencies.

6.5. Pre-Employment Checks

Alpha Training will conduct thorough pre-employment checks for all prospective employees, including:

- **Enhanced DBS Check:** An enhanced Disclosure and Barring Service (DBS) check, including a check against the barred lists, will be conducted for all positions involving contact with children, young people, or vulnerable adults.
- **Identity Verification:** Confirm the candidate's identity through photographic ID and official documents (e.g., passport, driving license).
- **Right to Work:** Verify the candidate's legal right to work in the UK.
- **Professional Qualifications:** Verify any relevant professional qualifications and memberships claimed by the candidate.
- **Employment References:** Obtain a minimum of two references, including one from the most recent employer, to verify employment history and suitability.
- **Prohibition Checks:** Conduct prohibition checks for teaching staff to ensure they are not prohibited from teaching.
- **Medical Fitness:** Assess the candidate's medical fitness for the role, ensuring they are capable of performing the required duties.

6.6. Conditional Offer of Employment

- **Conditional Offer:** Any offer of employment will be conditional upon the satisfactory completion of all pre-employment checks.
- **Formal Offer Letter:** Issue a formal offer letter and contract of employment once all checks are completed.

6.7. Induction and Training

- **Induction Program:** Provide a comprehensive induction program for all new employees, including safeguarding training, health and safety, and organisational policies and procedures.
- **Continuous Professional Development:** Encourage continuous professional development and training to maintain awareness of safeguarding issues and best practices.

7. Monitoring and Review

7.1. Monitoring



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- Regularly monitor and review recruitment practices to ensure compliance with this policy and identify areas for improvement.
- Collect and analyse feedback from candidates, staff, and interview panels to improve recruitment processes.

7.2. Review

- Review this policy annually or following significant changes in legislation or best practices.
- Update procedures and practices as necessary to reflect changes in legal requirements or organisational needs.

8. Compliance and Accountability

- Ensure accountability at all levels of the organisation for implementing safer recruitment practices.
- Investigate and address any breaches of this policy, taking appropriate action where necessary.

9. Communication and Training

- Communicate this policy to all staff, volunteers, and stakeholders to ensure awareness and understanding.
- Provide regular training and updates on safer recruitment practices for staff involved in recruitment and selection.

10. Associated Policies and Documents

- **Safeguarding Policy**
- **Equal Opportunities Policy:**
- **GDPR Policy:**
- **Health and Safety Policy:**

11. Legal Framework

- **The Children Act 1989**
- **The Education Act 2002**
- **Keeping Children Safe in Education (KCSIE)**
- **The Equality Act 2010**
- **Rehabilitation of Offenders Act 1974**
- **Data Protection Act 2018 / GDPR**

12. Conclusion

Alpha Training is committed to maintaining a rigorous safer recruitment process to protect our learners and ensure that all individuals working with us are suitable and safe. By adhering to this policy, we aim to foster a secure and supportive environment where learning and development can thrive.