

NORTH WEST TRAINING COUNCIL

SAFER RECRUITMENT POLICY

VERSION 13

[As part of our commitment to Quality Assurance NWTC seeks to provide all Learners, Employees, Associate & Subcontractors with the help needed to accomplish their learning & development goals whilst meeting any regulatory requirements. We here at NWTC check our policies yearly ensuring they are fit for purpose.]

This policy replaces the Twelfth Version.

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1.0 POLICY STATEMENT

- 1.1 NWTC fully recognises its duty toward safeguarding and promoting the welfare of children under Section 175 of the Education Act 2002.
- 1.2 All recruitment will be carried out in line with Safer Recruitment practices as detailed in KCSIE 2023.
- 1.3 The Governing body takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within NWTC to identify, assess, and support those children who are suffering, or likely to suffer, harm.
- 1.4 To ensure this happens across the organisation NWTC is fully committed to adhere to Safer Recruitment Process.

Recruitment and selection procedures.

1. Aim and objectives.

- 1.1. NWTC's overall aim is to '*deter unsuitable applicants from applying for roles with vulnerable groups*' while ensuring that all candidates are treated fairly, consistently and in compliance with all relevant legislation.
- 1.2. It is NWTC's policy that line managers are responsible for recruitment, in conjunction with the human resources department. A line manager who wishes to recruit someone must first obtain approval from the Chief Executive. Where recruitment is planned to fill a vacancy created by a leaver, approval will still need to be authorised. If, however, the line manager wishes to upgrade a post, or create a new post, justification for this must be presented.

2. Pre advertisement

Information and documents required before advertising post:

- 2.1. A full job description/job specification
- 2.2. Clear salary, terms and conditions e.g., additional allowances or company car allowance.
- 2.3. The job description and specification must spell out NWTC's commitment to safeguarding its children and vulnerable adults. A Safeguarding Statement to be included in paperwork. Also, that a full enhanced DBS will be mandatory for applicants.

3. Advertisement of post

- 3.1.1. All vacancies will be advertised on NWTC website. Existing employees should be encouraged to apply for vacant posts if they have the appropriate qualifications, experience and skills.
- 3.1.2. NWTC aims at all times to recruit the person who is most suited to the particular job. Recruitment will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job.
- 3.1.3. Where the job is to be advertised, the proposed advertisement must be submitted to the HR department and the Chief Executive for approval. Line managers should also consider, and discuss with the HR department the appropriate media for the advertisement, e.g. social media, newspaper, job centre or an employment agency who specialize in recruitment for training organizations and colleges specialist.

4. Application Pack

A pack must be sent to applicants before selection process, the pack should contain:

Direct Application	Agency Application
<ul style="list-style-type: none">• Safeguarding Statement• NWTC standard application form inc reference request• Job description / specification• Self-Disclosure form plus envelope for confidentiality	<ul style="list-style-type: none">• Safeguarding Statement• Job description / specification• Self-Disclosure form plus envelope for confidentiality <p>At interview NWTC standard application form inc reference request</p>

5. Recruitment Process non agency

5.1 Short -listing.

On receipt of an applicants completed Application Pack, They will be read and short-listed for interview. NB the unopened Disclosure envelope will be put to one side until after shortlisting. If an applicant is shortlisted, then the Disclosure envelope can be opened and read. At this point you may wish to contact the applicant to discuss the contents or wait to discuss at interview if appropriate which will depend on disclosure. It is always good practice to interview at least 4 or 5 candidates were possible.

5.2 Pre Interview.

Applicants who are on the short list will be contacted and either have an initial telephone interview or called in for interview at a convenient time.
NB *If initial telephone interview successful called in for a face to face interview*

5.3 Interview.

The panel must include a member of staff who holds a Safer Recruitment Qualification. Use a consistent method of interviewing and the same questions for all applicants to ensure fairness. Applicants must be made aware of NWTC's commitment to safeguarding and the need for them to adhere to our policies and undergo safeguarding training as required to keep our learners safe.

5.4 Confirming all Information.

All information supplied including a reference, within 8 weeks and qualifications must be validated.

5.5 Conditional Offer.

Once you are happy that all the information has been confirmed you can make a Conditional Offer pending the outcome of the DBS check. If circumstances mean that a new staff member starts before DBS is available, they **must** be chaperoned at all times until the DBS is received and acceptable.

6. Recruitment Process agency

6.1 Short -listing.

On receipt of an applicants completed Application Pack,

They will be read and short-listed for interview. NB the unopened Disclosure envelope will be put to one side until after shortlisting. If an applicant is shortlisted, then the Disclosure envelope can be opened and read. At this point you may wish to contact the applicant to discuss the contents or wait to discuss at interview if appropriate which will depend on disclosure. It is good practice to interview a number of candidates where possible.

6.2 Pre Interview.

Applicants who are on the short list will be contacted and called in for interview at a convenient time.

6.3 Interview.

The panel must include a member of staff who holds a Safer Recruitment Qualification. Use a consistent method of interviewing and the same questions for all applicants to ensure fairness. Applicants must be made aware of NWTC's commitment to safeguarding and the need for them to adhere to our policies and undergo safeguarding training as required to keep our learners safe.

6.4 Confirming all Information.

All information supplied including a reference, qualifications must be validated.

6.5 Conditional Offer.

Once you are happy that all the information has been confirmed you can make a Conditional Offer pending the outcome of the DBS check and second reference. If circumstances mean that a new staff member starts before DBS is available, they **must** be chaperoned at all times until the DBS is received.

6.6 Records.

A record of every recruitment interview must be made and passed to the HR department where it will be retained for a suitable period of time. On no account should any job offer be made during or at the end of an interview.

7. Induction

7.1 All new staff must undergo an Induction on Day 1. The Induction will follow The Induction Checklist.

7.2 Policies. They candidate will be set up online to view or will be issued with the following policies:

- 7.2.1 Safeguarding Policies
- 7.2.2 Health and Safety Policy
- 7.2.3 Dignity at Work Policy
- 7.2.4 Whistleblowing Policy

after reading employee must confirm their understanding of the content of the above policies.

7.3 Complete Induction Proforma signed and dated.

7.4 A full Fire Evacuation tour of the centre.

7.5 Complete all New Start Paperwork as required.

8. Equal Opportunities

NWTC is committed to applying its equal opportunities policy at all stages of recruitment and selection. Shortlisting, interviewing and selection will always be carried out without regard (subject to appropriately agreed Positive Action initiatives agreed with EHRC) to gender, sexual orientation, marital status, colour, race, nationality, ethnic or national origins, religion or belief, age or trade union membership.

9. Disability

10.1 Furthermore, any candidate with a disability will not be excluded unless it is clear that the candidate does not meet the minimum criteria outlined in the employee specification. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability.

10.1.1 All disabled applicants who meet the minimum requirements of the job as set out in the job description and employee specification will be guaranteed an interview.

10.1.2 Line managers conducting recruitment interviews will ensure that the questions they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the needs of the job and skills needed to perform it effectively.

10. Safeguarding.

As per NWTC Safeguarding policy, all offers of employment are subject to an acceptable response from The Disclosure and Barring Service (DBS).

11. Policy Renewal

This policy will be reviewed every 12 months (or earlier if necessary) by NWTC HR and Quality Department.

Signed

John Killen
Chief Executive Officer

Date