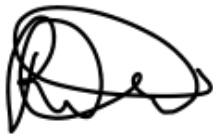




Multi Trades Training

Safe Recruitment Policy

Review Date: July 2023

Approved by	RK Jones	Position	Director
		Date	26 th June 2022

Scope

This statement outlines the general responsibilities and requirements that Multi Trades Training (MTT) expect from members of staff, learners, and employees in the process of recruitment.

MTT is committed to providing a safe environment which safeguards and protects the welfare of its learners so they can flourish and achieve their very best. In achieving this aim, it is imperative that we attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of this policy are fundamentally achieved through the effective adoption of our College policies and procedures, but with particular reference to:

- Safeguarding Children, Young Persons and Vulnerable Adults Policy
- Staff Recruitment and Selection Policy and Procedure
- Code of Conduct

A further aim of this policy is to ensure compliance with statutory regulations from the Department for Education (DfE) documented within their guidance publication 'Keeping Children Safe in Education', the Code of Practice published by the Disclosure and Barring Service (DBS) and any other good practice guidance from organisations such as the NSPCC.

This policy will apply to all job applicants, staff, contractors and associates at MTT.

Recruitment and Selection Principles

MTT has adopted a Recruitment and Selection Policy and Procedure for appointing new staff which will be adhered to so that safe recruitment practices are followed when new staff, contractors, associates or volunteers join MTT or seek to work / volunteer with MTT.

Consideration will be given to using internal recruitment processes before advertising externally, wherever possible. This will ensure that opportunities for development and career progression are considered, increasing employee engagement, retention and supporting succession planning.

A competency approach will be used during the selection stage.

MTT has a legal responsibility to ensure that no unlawful discrimination occurs in the recruitment and selection process on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. Equality of opportunity is an integral part of our recruitment and selection process.

This policy takes into account current employment legislation and reflects best practice set out by the Chartered Institute of Personnel Development and the ACAS guide on recruitment and selection.

The Senior Management Team and Director will be responsible for the selection of their staff and will have the final decision on who should be appointed.

Stages of Recruitment

The stages of the recruitment process are as follows.

- Job Analysis
- Job Description
- Person Specification
- Salary
- Selection Process
- Attracting the Applicants
- Selecting the long/shortlisted candidates
- Appointment Process

Job Analysis

A vacancy provides an opportunity to reassess the requirements of the job. MTT will, immediately following a resignation, review the role and the recruitment process. This may include whether the role, job purpose or job outputs have changed, whether the role requires different skills, knowledge or abilities and how it fits into the company structure. Exit interviews can provide useful information. This analysis should form the basis of an updated job description and person specification/job profile.

Job Description

The job description will be agreed before the recruitment process commences. It will detail the purpose, tasks and responsibilities of the job and will be used in the recruitment process to:

- provide information to potential applicants on the responsibilities of the job.
- act as an aid in writing job advertisements and choosing selection techniques.

Person Specification

A person specification states the necessary criteria for selection. The specifications should include the minimum requirements for qualifications, experience, knowledge and skills required to perform the role. It will be used to assess candidates for short listing.

Salary/Rate

The advertisement and job details must show a salary within an agreed salary range and be shown as either a salary range or a circa salary to give flexibility. Where no flexibility on the salary is available the actual salary should be stated.

Selection Process

The Senior Management Team will agree the following before advertising the role: -

- Advertising Media
- Closing Date
- Interviewer/ Panel
- Interview Date
- Selection Process

Attracting the Applicants

Advertisement:

All jobs whether advertised internally only or externally, must have an advertisement which should be clear and indicate the:

- job title
- salary/reward package
- job tenure (for example, contract length)
- hours if part-time
- job location/home working
- outline job responsibilities and skills and experience required
- details of how to apply
- closing date for applications

Advertisements must be tailored to the target audience, and should always be clear and easily understood. They should avoid stereotyping or using wording that may discourage particular groups from applying.

Internal Recruitment:

Consideration will be given to internal recruitment, where one of the following criteria is met:

- The post may provide progression and career opportunities.
- The post may provide secondment opportunities.
- The post may provide opportunities for colleagues who currently occupy temporary or fixed term posts which are not likely to be renewed.

If any of the above criteria are met the post will be advertised internally for a period of one week to assess the interest from colleagues, although this decision may be subject to the recruitment requirements of external funders.

The decision as to whether the post is advertised internal only will be made by the Directors.

References and Checking

MTT will request references, by email, using a standard reference form and ask for an immediate response. The purpose of a reference is to obtain information about a candidate's employment history, qualifications, experience and an assessment of their skills and ability to undertake their current role. The reference should not collect any subjective information as to the applicant's suitability for the job on offer as it is unlikely that the referee will be able to give that assessment. References should be taken up to check facts and only factual and verifiable data should be relied upon.

Telephone references can be used but the information requested must be the same information as given on the form and an accurate record of the verbal reference must be made and placed on the employee's personnel file.

We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status should not be made based on appearance or apparent nationality. All prospective employees, regardless of nationality must be able to produce original documents (such as passport) to satisfy current immigration legislation.

Criminal Records Check

Staff who are providing education and are regularly caring for, training, supervising or being solely in charge of people who are considered children or vulnerable adults, are considered to work under regulated activity under the Safeguarding Vulnerable Groups Act 2006. Therefore, safe recruitment and selection applies to all staff .

MTT applies for criminal record certificates from the Disclosure and Barring Service (DBS) in respect of all staff members, contractors and associates who come into contact with learners.

An enhanced disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as 'spent' under the Rehabilitation of Offenders Act 1974), together with any cautions, reprimands or warnings held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer reasonably believes to be relevant. If the individual is applying for a position working with children or young adults, it will also reveal whether he/she is barred from working with children or vulnerable adults by virtue of his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the Independent Safeguarding Authority.

Applicants with recent periods (within the last 5 years) of overseas residence or those with little or no previous UK residence may also be asked to apply for the equivalent of a disclosure, if one is available in the relevant jurisdiction(s).

Where MTT uses staff from supply agencies, contractors, etc., and the circumstances of their work are covered by regulated activity, MTT expects DBS checks to have been undertaken and proof of registration will be required before MTT commissions services from any such individual.

Recruitment of Ex-Offenders

Where a potential member of staff reveals details of any criminal convictions or offences at the recruitment, pre-employment stage, the Director will consider the facts in line with the MTT policy on the Recruitment of Ex-Offenders (Contained within the Equality & Diversity Policy.)

Retention of Records

If an applicant is appointed, MTT will retain any relevant recruitment information on their personnel file. If the applicant is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant requests that MTT keep their details on file for longer.

MTT will maintain a single central record which provides evidence of the recruitment and vetting checks undertaken prior to employment relating to staff identify, qualifications and criminal records. The central register will include:

- Checks relating to identity – name, address and date of birth
- Qualification checks for relevant qualifications which are a legal requirement of the role
- Evidence of permission to work in the UK for those who are not nationals of the European Economic Area (EEA) country
- DBS enhanced disclosure number
- Date the check was evidenced

The Offer

Once the decision has been made to offer the post, MTT will contact the selected candidate to inform them that a provisional offer of employment will be made subject to satisfactory references, enhanced DBS check and subject to contract of employment and will confirm the offer in writing. Once satisfactory references and DBS clearance (if required) have been received, a contract of employment will be issued.

Informing the Unsuccessful Candidates

The Director will inform the unsuccessful candidates.

Links to support this policy

[Keeping Children Safe in Education 2021](#)

[Code of Practice for Disclosure and Barring Service](#)

[DBS Identity Checking Guidelines](#)

[Rehabilitation of Offenders Guidance.](#)

[Applicant Right to Work](#)

[Prevent Duty Guidance](#)

Policy responsibility and review

This policy and its procedures will be reviewed annually, to ensure it continues to meet our needs and those of our Regulators i.e., Awarding Organisations (NOCN Cskills Awards) and external stakeholders.

The address for correspondence and contact point for further advice is:

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Shalford Dairy
Wasing Estate
Aldermaston
Berkshire
RG7 4NB

Tel: +44 (0) 2034 883801

E: info@mttraining.co.uk

Enclosed Appendix overleaf

Model DBS Check Risk Assessment

This form can be used to assist in assessing and recording the risks of allowing someone to start work or volunteer in the setting prior to a DBS (Disclosure and Barring Service) check being received or where a DBS certificate shows relevant convictions or other relevant information.

The assessment of risk must be undertaken in accordance with the Policy on Employment of Ex-Offenders and Disclosure and Barring Service checks.

The completion of this risk assessment form is the responsibility of the appointing manager or line manager as appropriate. It must be authorised by the Director before the person can start or continue working with children or vulnerable adults or their records.

This completed risk assessment form must be placed on the individual's personnel file or other appropriate file and made available for Safeguarding and Ofsted inspections.

**Only in very exceptional circumstances staff (but not volunteers) who work with children, or their records may work without an enhanced DBS certificate if they are closely supervised i.e. within sight and sound of someone with a clear DBS check. However, this will normally only be permissible when not to allow them to work would disrupt the care of children, e.g. where there is a regulatory requirement to have a ratio of staff to number of children.*

People may therefore only work in these circumstances when the following applies:

- The appointment is necessary to allow the service provision to continue.
- An enhanced, DBS check has been applied for by the setting.
- The person has no unsupervised contact with children.
- They have no access to sensitive records, particularly information about individual children.
- This risk assessment and risk management plan has been completed and signed off by

DBS Risk Assessment Checklist - Starting work prior to DBS Certificate being seen

This risk assessment should be completed when considering whether to allow a new member of staff to start work before a new DBS certificate has been seen by Multi Trades Training Ltd.

Name		Role	
Interview Date	Click or tap to enter a date.	Proposed Start Date	Click or tap to enter a date.
DBS Application Date			
Is the person in Regulated activity?	Yes	No	
Reason for starting without DBS in place			
Continuity of the MTT's provision to children	Yes	No	
Other (please state)			
Known Information:-			
Have all the following checks been satisfactorily completed?			
Identity check (photographic)	Yes	No	
Verification of current address	Yes	No	
Overseas checks (where relevant)	Yes	No	
Right to Work in the UK	Yes	No	
Confirmation of qualifications	Yes	No	
Two references [Essential]	Yes	No	
Any other information			

Decision – this should be based on evaluating the above information collated.

High Risk: The individual should not be allowed to start without a new Enhanced DBS, as there has been a break in service of more than three months (or they do not have an Enhanced DBS certificate) and/or there is insufficient information about the person in the 'Known Information' list above.

Medium Risk: The individual may start work and although there is sufficient other information listed above, because there is a gap in service of three months or more (or they do not have an Enhanced DBS certificate), the person must be supervised* at all times (* The unchecked person must always be 'within sight and hearing' of a person with an Enhanced DBS check).

Low Risk: The individual may start work, without additional supervision, as they already hold an Enhanced DBS check and there is no break in service of three months or more and all other checks have been satisfactorily completed.

Authorisation:-

Director (Signature)	
Director (Print Name)	
Date:	Click or tap to enter a date.