

Safer Recruitment Policy

This document describes the recruitment policy for all assessing, teaching and support staff at Portland Training. All provisions of the Keeping Children Safe in Education (Sept 2021) are incorporated within this policy.

1 Opening Statement

1.1 This policy will apply to the recruitment of all teaching and support staff.

1.2 Decisions concerning the need to recruit staff are delegated to the Managing Director by the Board. All such decisions will be made in the context of the relevant curricular needs and financial circumstances.

1.3 Decisions concerning the remuneration for posts will be made in accordance with the organisation's Pay Policy.

2 Equality and Diversity

Portland Training will abide by all relevant legislation and, in particular, will not discriminate on grounds of any of the protected characteristics listed in the 2010 Equality Act:

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion of Belief
- Sex
- Sexual Orientation.

The Managing Director will promote equality in all aspects of Portland Training, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

3 Advertising Delivery Posts

3.1 Determination of the need to advertise nationally, locally or internally

3.1.1 Delivery Staff posts - National advertisements will be placed for permanent posts which are newly created or in those cases where the previous post holder has taken up a new post. Such an advertisement will be placed on the Portland Training's website and Social Media along with the websites at the choice of our selected recruiters where experience indicates that this may be necessary to attract a suitable field.

3.1.2 In cases where a member of staff is employed on a fixed term contract for a post which then becomes available as a permanent post, that member of staff may be offered the permanent post without further advertising subject to approval by the Board.

3.1.3 Where staff are invited to take on a management or leadership responsibility for a fixed term in an acting capacity, the acting post will be advertised internally.

3.2 Content of advertisements

Advertisements will specify the Key Roles and Responsibilities, the start date of the appointment, whether the post is permanent or fixed term and, in the case of fixed term contracts, the end date of the contract.

The closing date for applications will be stated.

Advertisements for assessing, teaching and support staff posts will include the following sentences:

‘Portland Training is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory enhanced DBS disclosure’.

4 Applications

4.1 Process

Prospective applicants will respond to the advertisement by requesting or downloading further information and completing an application form as well as sending a curriculum vitae (CV) along with a covering letter.

5 Selection process

5.1 Short Listing and Interviews

5.1.1 The short listing will be carried out by considering each application against an agreed set of criteria. This will detail essential and desirable qualifications, qualities and experience for the post holder. Selection will be carried out by the Managing Director and Line Manager.

5.1.2 Candidates will be invited to attend interview at a mutually convenient time within working hours.

5.1.3 On arrival, candidates will be welcomed by the Interviewer who will outline the interview, explain any particular circumstances concerning the post and provide a general overview of Portland Training.

5.1.4 Teaching posts - When candidates attend for interview, they will be expected to provide:

- Originals of the relevant certificates as proof of their qualifications where these are required for the post;
- Suitable proof of identity (driving licence photo card or passport);
- Proof of address – recent utility bill, bank or credit card statement.
- Proof of right to work – passport or Birth Certificate

5.1.5 Interviews should normally be of 30 to 60 minutes duration. All candidates will be questioned about their employment history. Any breaks in employment will require justification.

5.1.6 The core interview questions should be the same for each candidate. The only variation between candidates will be for those questions which refer directly to the application form, letter of application or issues that have arisen earlier in the selection process.

5.1.7 At the end of the interviews, the candidates should be asked if they have any questions for the panel.

5.1.8 The Managing Director will then confirm the salary for the candidate and ask whether he or she is still a firm candidate for the post.

5.2 Making the final selection

5.2.1 The panel will make the final selection. The reasons for the unsuccessful candidates not being appointed will also be agreed so that the chair of the selection panel can provide feedback to those candidates.

5.2.2 The successful candidate will be formally offered the post and the salary level will again be confirmed. The offer will be made subject to:

- A satisfactory enhanced DBS and barred list check
- Receipt of 2 references

- A valid work permit for overseas candidates
- Proof of right to work in the UK

5.2.3 Portland Training reserves the right to carry out an internet search of any potential employees to identify and past activity that is not in line with our company values.

5.2.4 The unsuccessful candidates will be informed of the decision and, wherever possible, they will each be offered feedback on their interviews. The successful candidate is not offered feedback.

6 Confirming the appointment

6.1 A letter confirming the offer of the post will be sent to the successful candidate on the next working day (where practically possible) following the interview. The letter will ask the candidate to confirm their acceptance of the post. The letter will also reaffirm any conditions to which the appointment is subject ref 5.2.2 above.

6.2 Paperwork including Statement of Particulars, bank details request, DBS check forms and other details will be sent to the successful applicant, either with the above letter or on receipt of the letter confirming acceptance.

7 Taking up the post

7.1 Candidates may not take up their post until the following have been completed:

An enhanced DBS with barred list information check carried out and a member of staff with current Safer Recruitment training has seen the DBS certificate

- Proof of identity has been recorded (ref 5.2.2);
- Qualifications check has been recorded (ref 5.2.2);
- Signed hard copies of references have been obtained and placed in the candidate's file;
- Proof of right to work in the UK
- A valid work permit has been received for overseas candidates.

7.2 Portland Training reserves the right not to proceed with or to terminate employment with immediate effect if the DBS checks reveals convictions which have not been declared in the interview or if any of the documents referred to in section 7.1 have been falsified in any way.

8. Safer Recruitment and Safeguarding

8.1 Staff and Volunteers

Portland Training are committed to the safer recruitment of staff in order to adhere to our statutory legal duties under the 'Safeguarding Vulnerable Groups Act, 2006'.

Portland Training adopts recruitment, selection and pre-employment vetting procedures in line with legislation and best practice available. The majority of Portland Training's activity is 'regulated activity', the full legal definition of which is set out in: Schedule 4 Safeguarding Vulnerable Groups Act 2006 - Amended by Protection of Freedoms Act 2012. In addition, HM Government have produced a summary factsheet on Regulated Activity in relation to children: DBS Summary factsheet Regulated activity children. Most employees require an enhanced criminal records check through the Disclosure and Barring Service (DBS). Anyone appointed to carry out teaching work requires an additional check, the barred list check, to ensure they are not prohibited from teaching. This adds checks of the DBS Children's Barred List to the enhanced check. More information is available on the DBS Website and in DfE Keeping Children Safe in Education September 2021. Whilst not a legal duty, Portland Training does require supervised volunteers that are undertaking frequent supervised activity at Portland to provide an enhanced DBS certificate. Portland Training will not

require a barred list check. Portland Training holds a single central register for all staff and volunteers which lists the checks that have been carried out and the date they were completed.

As such appointments will be subject to staff applying for a Disclosure from the Disclosure and Barring Service. If this is a requirement of the post this will have been stated before appointment and will also be stated in your contract of employment. A DBS information/evidence gathering form will be sent to which will need to be completed along with specific original documentary evidence.

Criminal Convictions

Portland Training adheres to the Rehabilitation of Offenders Act 1974; as such, any convictions that are **not** spent must be declared at the time of application. All information disclosed will be treated in strictest confidence, with each case being judged on its own merits.

Failure to disclose such information, or the provision of false information, may result in the application being rejected or summary dismissal if the applicant has already been selected. Depending upon circumstances, this information may have to be shared under Multi Agency Public Protection Arrangements (MAPPA) resulting in referral to external agencies such as the Police, the Probation Service, Local Safeguarding Board etc.

Single Central Record

All relevant checks are recorded on the Single Central Record including:

- DBS
- Eligibility to work in the UK
- Photo ID
- Professional Qualifications
- References

Record Retention

The HR department will retain interview records for one year in the case of requests for feedback.

Relating Policies:

Equality and Diversity Policy
Safeguarding and Prevent Policy
Staff Code of Conduct