

Recruitment, Selection and Vetting Policy

1. Purpose

Theorise Ltd is committed to recruiting, selecting and retaining suitably qualified, experienced and competent individuals who are capable of delivering high-quality support services to students in further and higher education.

The purpose of this policy is to:

- Promote safe, fair and effective recruitment practices.
- Ensure compliance with legal and regulatory requirements.
- Protect students and vulnerable individuals through robust vetting procedures.
- Support equality, diversity, equity and inclusion throughout recruitment and selection activities.
- Ensure that individuals engaged by Theorise Ltd possess the qualifications, skills, experience and professional attributes required for their role.
- Maintain the highest standards of safeguarding, professionalism and service quality.

Theorise Ltd recognises that the quality of support provided to students is directly influenced by the quality of the individuals we recruit and engage.

2. Scope

This policy applies to the recruitment, selection and vetting of:

- Employees
- Support Staff
- Agency Workers
- Self-Employed Consultants
- Contractors

- Temporary Workers
- Volunteers

The policy applies to all recruitment activities undertaken by Theorise Ltd, including:

- Advertising vacancies
- Candidate screening
- Interviews
- Vetting checks
- Assignment allocation
- Ongoing compliance monitoring
- Re-engagement of previously registered individuals

3. Statement of Commitment

Theorise Ltd is committed to operating a transparent, fair and professional recruitment process that promotes equality of opportunity and protects the welfare of students and vulnerable individuals.

We are committed to:

- Recruiting individuals based on merit, suitability and competence.
- Applying recruitment procedures consistently and fairly.
- Maintaining robust safeguarding standards.
- Undertaking appropriate vetting and compliance checks.
- Promoting diversity, equity and inclusion.
- Ensuring candidates are treated professionally and respectfully throughout the recruitment process.
- Maintaining compliance with relevant legislation and best practice guidance.

As a Corporate Member of the Recruitment and Employment Confederation (REC), Theorise Ltd is committed to maintaining the highest standards of professional recruitment practice.

4. Safer Recruitment Principles

Theorise Ltd adopts safer recruitment principles throughout all recruitment and selection activities.

We seek to ensure that:

- Only suitable individuals are engaged to work with students.
- Safeguarding considerations are embedded throughout the recruitment process.
- Candidate suitability is thoroughly assessed.
- Qualifications and experience are verified.
- Appropriate references are obtained.
- Criminal record checks are completed where required.
- Any concerns regarding suitability are investigated appropriately.

No individual will be allocated to support students until all mandatory checks have been completed satisfactorily.

5. Equality, Diversity, Equity and Inclusion

Theorise Ltd is committed to providing equality of opportunity throughout all recruitment and selection activities.

Recruitment decisions will be based solely on:

- Skills
- Qualifications
- Experience
- Competence
- Suitability for the role

- Operational requirements

We will not unlawfully discriminate on the basis of any protected characteristic under the Equality Act 2010.

Reasonable adjustments will be considered throughout recruitment and selection processes where appropriate.

Theorise Ltd values diversity and recognises the benefits of a workforce that reflects a wide range of backgrounds, experiences and perspectives.

6. Recruitment and Selection Process

Theorise Ltd operates a structured recruitment process designed to identify individuals who possess the skills, experience and personal qualities necessary to provide effective student support.

The recruitment process may include:

- Vacancy advertising
- Application review
- CV screening
- Initial telephone screening
- Structured interviews
- Verification of qualifications
- Identity verification
- Right to Work checks
- Reference checks
- PVG and safeguarding checks
- Additional compliance checks where required
- Final suitability assessment

The exact process may vary depending on the role being recruited.

7. Interviews and Suitability Assessment

Candidates will normally participate in an interview conducted by an appropriately trained representative of Theorise Ltd.

Interviews may take place:

- Face-to-face
- Via video conferencing platforms
- Through other appropriate arrangements

Interviews may assess:

- Relevant qualifications
- Employment history
- Knowledge and experience
- Understanding of professional boundaries
- Communication skills
- Safeguarding awareness
- Problem-solving abilities
- Understanding of the role
- Ability to work independently
- Suitability to support students with additional needs

Where appropriate, scenario-based questions may be used to assess professional judgement and decision-making.

8. Identity Verification and Right to Work Checks

Theorise Ltd will verify the identity of all individuals prior to engagement.

All individuals must demonstrate their legal right to work within the United Kingdom.

Right to Work checks will be conducted in accordance with current Home Office requirements.

Verification may include:

- Passport documentation
- Driving licence documentation
- Biometric immigration documentation
- Home Office online verification services
- Other approved forms of identification

Copies of relevant documentation will be retained securely in accordance with Theorise Ltd's Data Protection and Data Retention policies.

9. References

Theorise Ltd will normally obtain a minimum of two satisfactory references prior to engagement.

Where possible, references should:

- Cover recent employment or relevant experience.
- Confirm the candidate's suitability for the role.
- Identify any safeguarding concerns where known.
- Be provided by individuals capable of commenting on the candidate's suitability and professional conduct.

References will be reviewed as part of the overall suitability assessment.

Theorise Ltd reserves the right to seek clarification regarding information contained within references where appropriate.

10. Qualification Verification

Where qualifications are required for a role, Theorise Ltd will verify relevant qualifications before engagement.

Verification may include:

- Academic qualifications
- Professional qualifications
- Membership of professional bodies
- Registration with regulatory organisations
- Specialist certifications

Original documentation, certified copies or other acceptable verification methods may be used.

Theorise Ltd reserves the right to request additional evidence where necessary.

11. Criminal Record Checks and PVG Membership

Protecting students and vulnerable individuals is a fundamental priority for Theorise Ltd.

Where roles involve regulated work, Theorise Ltd requires individuals to hold appropriate membership of the Protection of Vulnerable Groups (PVG) Scheme.

Theorise Ltd will:

- Undertake PVG checks where required.
- Undertake Scheme Update checks where appropriate.
- Verify PVG membership status.
- Review disclosures and relevant information fairly and proportionately.
- Comply with Disclosure Scotland requirements and Codes of Practice.

No individual will undertake regulated work on behalf of Theorise Ltd until the required checks have been completed satisfactorily.

12. Criminal Convictions and Rehabilitation

Theorise Ltd is committed to treating applicants fairly and in accordance with the Rehabilitation of Offenders Act 1974, the PVG Scheme and Disclosure Scotland guidance.

The existence of a criminal conviction does not automatically prevent an individual from working with Theorise Ltd.

Where relevant information is disclosed, consideration may be given to factors including:

- Nature of the offence
- Relevance to the role
- Time elapsed since the offence
- Pattern of behaviour
- Evidence of rehabilitation
- Safeguarding considerations

Each case will be assessed individually and fairly.

13. Overseas Checks

Where an individual has lived or worked overseas, Theorise Ltd may require additional verification.

This may include:

- Overseas criminal record checks
- Certificates of good conduct
- Letters of professional standing
- Additional references
- Verification of overseas qualifications

Where required checks cannot reasonably be obtained, Theorise Ltd will consider alternative evidence before determining suitability.

14. Student Matching and Assignment Allocation

Theorise Ltd recognises that successful support relationships depend upon effective matching of students and support staff.

When allocating assignments, consideration may be given to:

- Qualifications
- Professional experience
- Subject knowledge where appropriate
- Specialist expertise
- Availability
- Geographical location
- Student preferences where reasonable
- Communication style
- Support requirements
- Continuity of support

Theorise Ltd aims to provide students with support workers who are appropriately qualified, experienced and suited to their individual support needs.

15. Induction and Ongoing Compliance

Successful candidates may receive:

- Induction information
- Access to company policies and procedures
- Role-specific guidance
- Safeguarding guidance
- Support Staff Handbook access
- Ongoing support and training opportunities

Compliance monitoring may include:

- PVG monitoring

- Qualification reviews
- Complaints investigations
- Safeguarding reviews
- Performance monitoring
- Training compliance checks
- Professional conduct reviews

Individuals are expected to maintain compliance throughout their engagement with Theorise Ltd.

16. Safeguarding Responsibilities

Theorise Ltd takes safeguarding responsibilities seriously and complies with relevant safeguarding legislation and guidance.

Where concerns arise regarding the suitability of an individual to work with students or vulnerable individuals, Theorise Ltd may:

- Undertake an investigation.
- Suspend assignments where appropriate.
- Remove individuals from assignments.
- Terminate engagement.
- Refer information to Disclosure Scotland or other relevant authorities where required by law.

Theorise Ltd will comply with all legal duties relating to safeguarding referrals.

17. Data Protection and Confidentiality

Information collected during recruitment, selection and vetting activities will be handled in accordance with:

- UK GDPR
- Data Protection Act 2018

- Data Protection Policy
- Data Retention Policy

Information will be processed fairly, lawfully and securely and retained only for as long as necessary.

18. Policy Breaches

Failure to comply with this policy may result in:

- Informal action
- Additional training
- Removal from assignments
- Suspension pending investigation
- Formal investigation
- Termination of engagement
- Referral to relevant authorities where appropriate

The action taken will depend upon the seriousness of the breach and the surrounding circumstances.

19. Policy Review

Item	Details
Policy Owner	Dany Brunton
Approved By	Director
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