**Safer Recruitment Policy**

**Introduction**

The safe recruitment of staff at Total Futures Ltd is the first step to safeguarding and promoting the welfare of learners and employees. Total Futures Ltd is committed to safeguarding and promoting the welfare of all learners and staff.

This policy is to be read in conjunction with the Safer Recruitment Checklist.

**Aims and Objectives**

The aims of this policy are to help deter, reject, or identify people who might abuse learners/staff or are otherwise unsuited to working with them.

The aims of the Total Futures Ltd recruitment policy are as follows:

• to ensure that the best possible staff are recruited based on their merits, abilities, and suitability for the position.

• to ensure that all job applicants are considered equally and consistently.

• to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

• to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and

• to ensure that Total Futures Ltd meets its commitment to safeguarding and promoting the welfare of vulnerable adults and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

The recruitment and selection process should ensure the identification of the person best suited to the job, based on the applicant’s abilities, qualification, experience, and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

**Recruitment and Selection Procedure**

Advertising All vacant posts will be advertised to wide a field. Normally this entails an external advertisement, via Indeed (online platform), CV applications.

Any advertisement will make clear Total Futures Ltd’s commitment to safeguarding and promoting the welfare of learners and staff. The advertisement will be compliant with the Equality Act 2010 and will directly or indirectly discriminate against any candidate group.

All documentation relating to applicants will be treated confidentially in accordance with the GDPR.

All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

**Job Descriptions and Person Specifications**

It will clearly and accurately set out the duties and responsibilities of the job role.

The Job Description will be compliant with the Equality Act 2010 and will directly or indirectly discriminate against any candidate group.

**Candidate Sifting**

A sift of initial applicants will take place based on the required aspects of the role. Unsuccessful candidates will be notified as soon as practicable. Candidate feedback will be available on request.

**Reasonable Adjustments**

Total Futures Ltd will establish whether any candidate requires reasonable adjustments to enable interview or assessment attendance. Reasonable adjustments will be applied where required.

**References**

References for shortlisted applicants will be sent for immediately after shortlisting. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage.

Total Futures Ltd does not accept open references, testimonials, or references from relatives.

**Interviews**

Interviews will be conducted by a panel of at least 2 persons and will establish:

- The candidate’s ability to fulfil the job description.

- The satisfaction of Safeguarding requirements in accordance with current legislation.

- The candidates experience and qualifications relative to the job description.

- Attitudes and behaviours relative to the Job Description.

- The authenticity of identity and address documentation in accordance with current    legislation.

**Unsuccessful Candidates**

Unsuccessful candidates will be notified as soon as reasonably practicable. Detailed candidate feedback will be available on request.

**Offer of Appointment.**

Any offer will be conditional on the following:

• the agreement of a mutually acceptable start date and the signing of a contract incorporating Total Futures Ltd standard terms and conditions of employment.

• verification of the applicant's identity and right to work in the UK (where that has not previously been verified).

• the receipt of two references (one of which must be from the applicant's most recent employer) which Total Futures Ltd considers to be satisfactory.

• for positions which involve "teaching work":

* Total Futures Ltd being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction which prevents the applicant working with learners.
* Total Futures Ltd being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel.

• verification of the applicant's medical fitness for the role, in accordance with the Equality Act 2010.

• any further checks which are necessary because of the applicant having lived or worked outside of the UK; and

• verification of professional qualifications.

• A DBS criminal records check that complies with the DBS Policy.

**Record Retention / Data Protection**

All personal information required within this process is done in accordance with the Immigration Act 2016, The Rehabilitation of Offenders Act 1974, and the Equality Act 2010.

All candidate and employee personal information will be stored in accordance with GDPR requirements.

**Induction Programme**

All new employees will be given an induction programme which will clearly identify Total Futures Ltd’s policies and procedures, including Code of Conduct making clear the expectations which will govern how staff carry out their roles and responsibilities.

**Associate staff**

Total Futures Ltd will independently verify the identity of staff supplied by associates and will require the provision of the original DBS certificate before staff can commence work.

**Monitoring and Evaluation**

HR will be responsible for ensuring that this policy is monitored and evaluated throughout the business. This will be undertaken through formal audits of job vacancies and a yearly Safer Recruitment Evaluation audit.

**Contravention of this Policy**

Failure to comply with any of the requirements of this policy is taken very seriously and will be managed proportionately to the breach

**Version Control**

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| **Version History** | **Content Changed** |
| 1 – July 2021 | Policy produced |
| 2 – June 2022 | Policy reviewed |
| 3 – June 2023 | Policy Reviewed |

**Review and Ratification**

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| **Next Review Date** | **Reason for Review** |
| June 2024 | Full review  |

**Dated:** June 2023

**Signed:** 

**Name:** Garry Brown

**Position:** Director of Skills