



**Safer Recruitment Policy  
(Covid Edition)**

**SCL**

June 2020



**Version control**

Version	Author	Date	Comments
1.0	Cheryl Ramsden	19/6/20	

Version control is to be employed for any amendments to the content which result in substantive changes to the meaning, intent or outcome of the policy or process described within and must be approved by the Executive Committee. Spelling mistakes or other typographical errors are not required to be subject to Version Control.

**Policy Owner**

Policy Owner	Accountable Executive
Cheryl Ramsden	Charlotte Dumont

**Approval Control**

Approval of this Policy and subsequent amendments is by the Board

Date Approved	Approved Required By



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## Introduction

SCL (“the Company”) is committed to providing the best possible care and to safeguarding and promoting welfare of children and vulnerable adults. The Company is also committed to providing a supportive, safe working environment for all its members of staff. It recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staffs who share this commitment. The Company recognises its employees as being fundamental to its success.

## Purpose

- to ensure that the best possible staff are recruited.
- to ensure people looking after children and/or vulnerable adult are suitable to fulfil the requirements of their role.
- to ensure that all job applicants are considered equitably 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 status, disability and age.
- to ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education and Skills (DfES) in “safeguarding children: safer recruitment and selection in education settings” and the code of practice.
- to have effective systems in place to ensure suitability of staff to work with children and vulnerable adults and other person coming into regular contact with them, including obtaining information about whether a person is disqualified.
- to ensure that the Company meets its commitment to safeguarding and promoting the welfare of children and vulnerable adults by carrying out all necessary employment checks.
- All Hiring Managers are taken through relevant training to ensure our recruitment practices are fair and equal across the business.
- Everyone involved at any stage of the recruitment and selection of employees should be aware of and adhere to the contents of this procedure. The HR and Recruitment team will also ensure that any external consultants, recruitment agencies or external experts who assist in the recruitment process act in accordance with this procedure.

## Vacancies

- All vacancies are created and authorised by means of a “Requisition” which will be signed off by the appropriate management team prior to advertising. The only exception to this is in the case of a business restructure.
- Job descriptions will be finalised prior to requisition submission stating duties and responsibilities of the role.
- The Job Description will contain a person specification and detail skills, experience and expertise required for the role.



## Advertising

- All advertisements will clearly state SCL's commitment to safeguarding and promoting the welfare of Learners, it will also state the requirement for DBS checks for successful candidates.
- Vacancies will be advertised both internally and externally on the company's website along with relevant job boards from a minimum of 2 weeks.
- Where applicable, vacancies can be advertised internally only in line with our training and development programmes should there be candidates available who can fulfil the roles requirements.
- SCL will only limit a vacancy to internal candidates where the training and development available to the internal candidate fulfils the criteria of the role.
- In exceptional cases such as a restructure vacancies may be advertised only to those involved in the change.
- Should a vacancy not receive the applications desired directly, all agencies engaged should be an approved preferred supplier who advertises in line with SCL's safeguarding policies.

## Applications

- All internal applications must apply with a CV to the recruitment team on [workforscl@wearescl.co.uk](mailto:workforscl@wearescl.co.uk) or direct to a recruitment manager via email.
- All external candidates must apply with a CV online through the company website or managed external job boards (Indeed) or by email to [workforscl@wearescl.co.uk](mailto:workforscl@wearescl.co.uk).
- All candidates are required to declare if they are a relative partner or close friend with any member of the SCL team.
- To avoid an accusations of bias, an employee must not be involved in the selection process of any related applicant.
- When applying for specific vacancies candidates may be required to answer pore-screening questions.
- An agency candidate should be submitted directly to the recruitment team upon engagement of terms only, if the candidate has applied directly in the past six months, the candidate will automatically fall under a 'direct applicant' from SCL.
- SCL recognises the value of recommendation from our employees; therefore, we operate a 'refer a friend' policy. The roles and eligibility can be found with HR.

## Selection Process (Covid)

- All candidates will be fairly and equally assessed in line with the role requirements.
- At no point throughout the interview process should an individual's personal circumstances be discussed in line with equal opportunities and discrimination regulations.
- We are unable to give feedback to all applications but commit to give feedback to ALL interviews.
- Our interview process will be a minimum of two steps, during Covid restrictions it is acceptable to use web link/video conference to interview.
- All delivery/teaching staff will be required to deliver a microteach during Covid restrictions online Microteach should be assessed by two delivery staff members or Managers.



- In view of a thorough online assessment, additional marking tasks will be set for delivery staff to complete so as to provide an additional layer of assessments.
- Primary staff will be required to prepare a short delivery session online which must be assessed by two delivery staff/managers, offers will be subject to successful practical assessments when possible.
- The recruitment team will ensure that a minimum of two SCL representatives will be involved in the interview process.
- Any information regarding disciplinary action, allegations, cautions or convictions will be discussed and considered per case during the interview process.

### **Recruitment**

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and signing of a contract incorporating the Company's standard terms and conditions of employment.
- the receipt of two references (one of which should be from the applicant's most recent employer) which the Company considers satisfactory.
- the receipt of a satisfactory DBS check.
- the receipt of any relevant qualifications.
- evidence of identity, proof of right to work in the UK address and qualifications.

### **Rejected/Rescinded Offers**

- SCL have the right to rescind an offer should they not receive adequate documentation prior to the candidates start date. In exceptional circumstances or where employment commences at short notice, the candidate can be allowed a reasonable extension to this timescale.
- SCL have the right to rescind an offer in exceptional circumstances such as a company restructure.
- Where offers of employment have been rejected by the candidate, the Hiring Manager will consider all other potential candidates prior to re-advertising.

### **Induction**

In order to allow new employees to be successful and effective in the role, SCL recognises the importance of a prompt Induction

- The Induction presentation and an Induction handbook will be issued on the New Starts first day.
- Associated forms and documentation will be issued at Induction, this includes but is not limited to group policies and procedures, safeguarding, health and safety and lone working.
- Induction will encompass Safeguarding, Prevent and Equality and Diversity Training, exams will be required, pass certificates need to be provided to HR within Induction week.



## **DBS Check**

Due to the nature of the work, the Company applies for DBS checks in respect of **ALL** staff members that are involved with children or vulnerable adults.

The Company will always request an Enhanced Disclosure as described below:

- 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 details of any cautions, reprimands or warning held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.
- If the individual is applying for a position working with children or vulnerable adults, it will also reveal whether he/she is barred from working with children by virtue of his/her inclusion on the lists of those considered unsuitable to work with children maintained by the DfES and the department of health.

## **Retention and security of disclosure information**

The Company’s policy is to observe the guidance issued or supported by the DBS check on the use of disclosure information. In particular, the Company will:

- store disclosure information and other confidential documents issued in regards to the DBS check in locked cabinets, access to which will be restricted to specific members of staff.
- not to retain disclosure information or any associated correspondence for longer than is necessary. In most cases the Company will not retain such information for longer than 6 months although the Company will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number and the decision taken regarding if it is considered satisfactory or not.
- Record information about staff qualifications identify checks and vetting processes that have been completed.
- Ensure that any disclosure information is destroyed by suitably secure means such as shredding.
- Prohibit the photocopying or scanning of any disclosure information.

## **Disclosure and Barring Service**

Whilst you are employed with SCL it is a requirement that you hold an Enhanced Disclosure and Barring Service (DBS) Certificate. Your employment is subject to a satisfactory completion of a DBS check and failure to disclose a criminal conviction or one gained during your employment may result in the termination of your employment.



If during your employment you are charged or convicted of any offence, or if you receive a police caution, reprimand or warning you are obligated to inform your line manager immediately. You are also required to inform the company if there is a formal child protection investigation of you or any member of your household.

Please note that all DBS checks are renewed every three years whilst you are employed, therefore failure to notify management of any new charges, convictions, cautions or reprimands may result in the termination of your employment.

The company will pay for any DBS check however should an offer of employment be withdrawn due to an unsatisfactory check or your employment terminated during your probationary period you will be required to pay for the cost of this check or the amount will be deducted from your wages.

### **Roles and Responsibilities**

The Head of HR has overall responsibility for this policy but has delegated day-to-day responsibility for overseeing its implementation to the Recruitment Manager.

Managers should ensure they fully read and understand their responsibilities regarding the management and communication with flexible working requests from members of their team.

All staff are responsible for the success of this policy and should ensure that they take the time to read and understand it.