



## Safer Recruitment and Selection Policy

**Version 2025/2026**

<b>Last Review Date</b>	July 2025
<b>Next Review Date</b>	July 2026
<b>Reviewed By</b>	Sheila-Fraser Whyte
<b>Amendments Made Since Last Review Date</b>	None - content reviewed – no amendments made

# Recruitment and Selection Policy and Procedures

## Policy Statement

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies.
- deter prospective applicants who are unsuitable for work with children or young people.
- identify and reject applicants who are unsuitable for work with children and young people.
- ensure compliance with all relevant recommendations and statutory guidance including the recommendations of the Department for Education (DfE) in "Safeguarding Children: Safer Recruitment and Selection in Education Settings", the code of practice published by the Disclosure and Barring Service and the 2021 Statutory Guidance for Keeping Children Safe in Education
- ensure that Challenge-trg Skills meets its commitment to safeguarding and promoting the welfare of children 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 and the Statutory Guidance on safer recruiting.

All staff responsible for recruitment will be given accredited training in safe recruitment procedures.

## 1. Advertisement for Applicants

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement: Challenge-trg Skills has a clear safeguarding policy and will make appropriate Enhanced DBS checks and take up references prior to any offer of employment. All applicants must complete an application form." Prospective applicants will be supplied, as a minimum, with copies of the following documents:

- job description and person specification
- Safeguarding Policy
- Safer Recruitment Policy
- the selection procedure document for the post
- Employment Application Form

We are committed to applying our equal opportunities policy statement at all stages of our recruitment and selection process.

## 2. Recruitment and Selection Procedure

Applicants will receive a pack containing documentation as detailed in section 1. above for the role applied for.

All applicants for employment will be required to complete in full the Challenge-trg Skills Employment Application Form giving information about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. A curriculum vitae will not be accepted in place of the completed application form.

The applicant may then be invited to attend a formal interview at which his/her relevant skills and experience as applicable to the job being applied for will be discussed in more detail. 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
- the receipt of two references (one of which must be from the applicant's most recent employer) which Challenge-trg Skills considers satisfactory
- receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service.

If the above conditions are satisfied and the offer is accepted, then the applicant will be issued with duplicate contracts of employment as confirmation of the offer of employment. One copy is to be signed and returned to Challenge-trg Skills on the commencement of employment.

All appointments are subject to a six-month probationary period during which the notice period to terminate the employment for whatever reason, by either the employee or Challenge-trg Skills is one week. Challenge-trg Skills also reserves the right to extend this probationary period should it deem this necessary.

### **3. Pre-employment checks**

In accordance with the recommendations of 2023 Statutory Guidance “Keeping Children Safe in Education” (<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>) Challenge-trg Skills Training carries out a number of pre-employment checks in respect of all prospective employees. As of the 1st of September 2023, the statutory guidance states that all staff starting a position where a DBS is required will have to have a current Enhanced DBS and 2 references in place and a clear disqualification teaching check completed before they can start work.

#### **Verification of identity and address**

All applicants who are invited to an interview will be required to bring the following evidence of identity, address, and qualifications:

- current driving licence or passport or full birth certificate
- and two utility bills or statements (from different sources and less than 3 months old) showing their name and home address
- and documentation confirming their National Insurance Number (P45, P60 or National Insurance Card)
- and documents confirming any educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

#### **References**

All offers of employment will be subject to the receipt of two satisfactory references, one of which must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. The company will follow up on the 2 references required for any person prior to appointing them into a position of employment **Neither referee should be a relative or someone known to the applicant solely as a friend.**

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title/duties, reason for leaving.
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which an investigation was commenced but not completed or the disciplinary sanction has expired)
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people
- the candidate's suitability for working with children and young people
- the candidate's suitability for this post.

Challenge-trg Skills will only accept references obtained directly from the referee/s contacted. It will not rely on references or testimonials provided by the applicant or on open references or testimonials.

Challenge-trg Skills will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be discussed with the applicant before any appointment is confirmed.

#### **4. The Selection Process**

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of shortlisted candidates. Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not replace a face-to-face interview (which may be via visual electronic link).

For all candidates interviewed, there must be 2 interviewers present. The interviewers are determined as follows:

- A Manager and IQA will interview all tutor candidates.
- A Manager and IQA will interview all ALS candidates
- 2 Managers will interview all administration / other roles

Candidates will be required:

- to explain satisfactorily any gaps in employment
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters
- to declare any information that is likely to appear on an Enhanced DBS certificate.
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

#### **5. Pre-Employment Checks**

All successful applicants are required:

- to provide proof of identity at time of interview and on commencement of employment

- to complete an Enhanced DBS application form if applying for a regulated position and receive satisfactory clearance prior to commencing work
- to provide actual certificates of qualifications
- to provide proof of eligibility to live and work in the UK.

## **6. Criminal records check**

Due to the nature of the work, Challenge-trg Skills applies for enhanced criminal record certificates from the Disclosure and Barring Service (DBS) in respect of all prospective staff members and volunteers working in regulated positions. Challenge-trg Skills 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 warnings 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 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 DfE and the Department of Health. Applicants with recent periods of overseas residence and 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 Challenge-trg Skills uses staff from supply agencies, contractors etc., then Challenge-trg Skills expects those agencies to have registered these staff with the Enhanced DBS following their own policy or their own comparable policy. Proof of registration will be required before Challenge-trg Skills will commission services from any such organisation.

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

Challenge-trg Skills policy is to observe the guidance issued or supported by the DBS on the use of disclosure information as well as that contained in the 2023 KCSIE Statutory Guidance (<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>).

Challenge-trg Skills will:

- store disclosure information and other confidential documents issued by the Enhanced DBS in locked, non-portable storage containers, access to which will be restricted to members of Challenge-trg Skills senior management team responsible for DBS checks and any associated follow up.
- not retain disclosure information or any associated correspondence for longer than is necessary. In most cases, Challenge-trg Skills will not retain any hard copies such information for longer than 1 month although Challenge-trg Skills 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 issued by the DBS and the recruitment decision taken.
- ensure that any disclosure information is destroyed by suitably secure means such as shredding
- prohibit the photocopying or scanning of any disclosure information.

Challenge-trg Skills complies with the provisions of the Enhanced DBS code of practice, a copy of which is available on request.

## **7. Induction**

All staff who are new to Challenge-trg Skills will receive induction training that will include Challenge-trg Skills safeguarding policies and guidance on safe working practices. Regular formal and informal probationary meetings will be held during the first 6 months of employment between the new employee and the appropriate manager(s).

## **8. Retention of records other than Enhanced DBS records**

If an applicant is appointed, Challenge-trg Skills will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant specifically requests Challenge-trg Skills to dispose of these records or to hold their details on file pending further potential jobs becoming available.

## **9. Safer Recruitment Questions for the interview panel**

The questions that will be used to explore the potential employees' suitability for the post applied for are contained in Appendix A.

## **Review**

The policy has been approved by the Senior Management Team and the Challenge-trg Skills Quality and Standards Board.

The policy will be reviewed on an annual basis unless circumstances arise requiring the policy to be reviewed earlier.

Applicants must be shortlisted against the Person Specification.

1.1 All papers must be returned to Challenge-trg Skills admin office, who will invite the candidates for interview, obtain references and make the necessary housekeeping arrangements for the interview.

This will include timetabling the interviews and arranging any pre-employment checks. Candidates who have not been shortlisted will also be informed.

1.2 At the interview, the interviewer(s) will ensure that the Interview Record Form is completed as fully as possible.

When interviewing, they will ensure that Equal Opportunities legislation is strictly adhered to, to avoid discrimination. The Equality Act 2010 and Safer Recruitment set out the 9 protected characteristic and practices expected of the recruitment panel.

1.3 When all candidates have been interviewed, the Operations Manager along with the appropriate I manager will decide on the most suitable person for the post. Such decision will be free from unconscious bias and as such recruitment and selection training will be provided to managers where there is limited experience of recruitment.

1.4 Challenge-trg Skills will arrange to inform the successful candidate as soon as possible, agreeing a commencement date and starting salary subject to satisfactory reference, medical clearance (where necessary) and DBS where the post requires it.

1.5 All interview packs should be returned marked "Private and Confidential" to the Administration Offices where they will be held for the period set out in the Job Applicant Privacy Notice.

1.6 Upon return of the Interview Record Form, Challenge-trg Skills administration offices will:

- Telephone all unsuccessful candidates with outcome of interview within three working day, this will be confirmed in writing.
- Write to the appointee, offering the post subject to satisfactory references and preemployment checks.
- Initiate a personnel file and computer entry for the new member of staff.
- Notify the Operations Manager if the appointee refuses the offer, or if there are any other details to be cleared.

1.7 Challenge-trg Skills administration office will arrange, in conjunction with the appropriate departmental manager an individual programme of induction for the new start.

### **Appendices**

- A.1 – Job Vacancy Form
- A.2 – Job Vacancy Checklist
- A.3 – Interview Summary Sheet

## Job Vacancy Form

<b>Title of Post:</b>	
<b>Department:</b>	

<b>Is this an established post?:</b>	
<b>Date when post becomes vacant:</b>	
<b>Who will this be replacing?:</b>	

<b>Nature of post (e.g. permanent, temporary, fixed-term contract; specify length):</b>	
<b>Salary range:</b>	
<b>Full-time / Part-time (give number of hours):</b>	
<b>Comments:</b>	

<b>Print Name (Manager):</b>	
<b>Signed:</b>	
<b>Date:</b>	
<b>Authorised by (Operations Manager or Operations Director):</b>	
<b>Signed:</b>	
<b>Date:</b>	

## Job Vacancy Checklist

### Stage 1: Recruitment

- Review the post – ‘is it necessary?’, ‘does it need changing?’, ‘can the duties be adequately covered elsewhere?’. If significant changes are required or it is a new post, please discuss the details with the departmental manager or the appropriate Director.
- Complete a Job Vacancy Form, ensuring approval of appropriate Director.
- Review/complete the job description and person specification.
- Put together an information pack for the vacancy.
- Decide the most effective way to recruit to the post. For example: internal advert, job centre, national press, social media, recruitment website, etc.
- Design the advert. Decide on a closing date; method of application (e.g. CV only or application form); whether a pre-interview visit will be required; and who should be contacted for applicant enquiries.
- The admin office will process the advert, send out information packs and collate applications ready for shortlisting.

### Stage 2: Selection

- Decide on the interviewer(s) as soon as possible and arrange a suitable date.
- Applications will be issued from the admin office on the closing date. These may be inspected at any time prior to this.
- The admin office will arrange to contact the candidates and set up the interviews. They will also contact unsuccessful applicants. References should be collected from the Admin Office immediately prior to the interviews.
- Ensure arrangements are in hand to welcome candidates as they arrive, to escort them to the interview and any other events during the day.
- Complete the interviews and decide on the most suitable candidate. Contact them by phone and offer the post (conditionally when details such as references, medical, DBS etc. have to be confirmed) agreeing verbally the salary and proposed start date.
- Return all interview packs and references to the admin office with the Interview Record Form. They will contact all other unsuccessful candidates by phone the same day if possible and undertake the necessary administration.
- Set up an individual induction programme for the new appointment.
- All potential appointees must undertake a DBS. Before employment is confirmed a current DBS must be in place.
- All potential appointees must provide references. These references will be requested and vetted prior to offer where permission is granted in advance of interview or immediately following the interview.
- A personnel file will be set up in line with the Employee Privacy Notice.

**Interview Summary Sheet**

Post Title: .....

Date of Interview(s): .....

Interviewer(s): .....

This summary sheet of interviews is for feedback purposes only. Interview Record Form should be used to record both questions asked and the candidates' responses.

Interviewee Name	Comments

Interviewer Signature: .....

Print Name: .....

Date: .....