



# London Design & Engineering UTC

## Safer Recruitment Policy

|                         |  |
|-------------------------|--|
| Prepared by             | Ema Mendes Martins, HR Manager, LDE UTC                  |
| Acknowledgements        | Gloria Gold, Deputy Head – Pastoral, LDE UTC<br>Judicium |
| Date Last Approved      | 19 December 2024   |
| Policy Approved by      | Board of Directors                                       |
| Version                 | 5.0  |
| Next Policy Review Date | December 2026  |

## Version Control Table

| Version | Date       | Amended by                       | Rationale   |
|---------|------------|----------------------------------|---|
| 2.0     | 01/03/2018 |                                  | Version approved by Directors   |
| 2.1     | 24/11/2020 | Gloria Gold                      | Policy reviewed and updated. This included significantly reducing its length and taking out most of the procedures. |
| 3.0     | 10/12/2020 |                                  | Version approved by Board of Directors  |
| 3.1     |            | Gloria Gold / Ema Mendes Martins | Policy reviewed and updated. This included adding a recommendation from KCSIE 2022 re online searches.              |
| 4.0     | 15/12/2022 |                                  | Version approved by Board of Directors  |
| 4.1     | 12/12/2024 | Ema Mendes Martins & Judicium    | Minor drafting amendments made to the policy  |
| 5.0     | 19/12/2024 |                                  | The version approved by the Board of Directors  |
|         |            |                                  |   |
|         |            |                                  |   |
|         |            |                                  |   |
|         |            |                                  |   |
|         |            |                                  |   |

### **Guidance on version Control:**

*The above is an example of how to complete the Version control table.*

*Versions are 0.1, 0.2 etc until such point as the document is approved. Then it becomes version 1.0.*

*Subsequent edited versions become 1.1, 1.2, or if it's a major update, 2.0. Do not worry about the numbers going up and up its about getting the policy right – it's all fine.*

# SAFER RECRUITMENT POLICY

## Policy Coverage

| THE POLICY APPLIES OR COVERS THE FOLLOWING GROUPS |          |                              |          |
|---|----------|------------------------------|----------|
| Type of Learner                                   | Tick (✓) | Type of Stakeholder          | Tick (✓) |
| Key Stage 3 (KS3) Carousel                        |          | Teaching Staff               | ✓        |
| Key Stage 4 (KS4) GCSE                            |          | Education Support Staff      | ✓        |
| Key Stage 5 (KS5) Level 2                         |          | Administrative Support Staff | ✓        |
| Key Stage 5 (KS5) Level 3                         |          | Directors                    | ✓        |
| Key Stage 5 (KS5) A Levels                        |          | Employers                    |          |
| Apprentices                                       |          | Visitors / Contractors       |          |

## Contents

|  |    |
|--|----|
| 1. Policy Aims.....  | 4  |
| 2. Personal Data – Single Central Record .....                           | 5  |
| 3. Equal Opportunities.....  | 5  |
| 4. The Recruitment and Selection Procedure .....                         | 5  |
| 4.1 Advertising .....  | 5  |
| 4.2 Job Descriptions & Person Specification .....                        | 6  |
| 4.3 Application Pack .....   | 6  |
| 5. During the Recruitment Process .....                                  | 6  |
| 6. English Fluency .....   | 7  |
| 8. Conditional Offer of Employment .....                                 | 9  |
| 9. THE RECRUITMENT AND SELECTION PROCEDURE - PRE-EMPLOYMENT CHECKS ..... | 10 |
| 1. Documents confirming Identification .....                             | 10 |
| 2. Criminal Record Check .....   | 10 |
| 10. Contractors, Volunteers, Agencies and Agency Staff .....             | 11 |
| 11. Rehabilitation of Offenders Disclosure.....                          | 11 |
| 12. Retention of Records .....   | 12 |

## 1. Policy Aims

In line with the College's statutory duties under the Safeguarding Vulnerable Groups Act 2006, the DfE Keeping Children Safe in Education guidance and the Protection of Freedoms Act 2012 to safeguard children, the College is required to carry out a number of checks on all staff, whether they are permanent, temporary, casual, voluntary, school-based supply or agency-based supply.

This policy does not form part of any employee's terms and conditions of employment and is not intended to have contractual effect. It is provided for guidance to all members of staff at the College who are required to familiarise themselves and comply with its contents. The College reserves the right to amend its content at any time.

The aims of the College's Safeguarding in Recruitment Policy are as follows: -

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- To ensure safeguarding and promoting the welfare of children and young people is an integral factor at each stage of the recruitment and selection process;
- To adopt a safer recruitment process, which helps to promote a safe culture and complements other 'safety' elements such as health and safety and College security;
- To attract and recruit suitably skilled and motivated staff to help raise standards and reduce the risk to children and young people;
- To ensure that those who are responsible for each stage of the recruitment process demonstrate a professional approach by dealing honestly, efficiently and fairly with all applicants;
- To ensure that no job applicant is treated unfairly on any grounds including sex, sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, race (which covers colours, nationality and ethnic or national origins), religion or belief, disability or age;
- To ensure compliance with all relevant recommendations and guidance including the recommendations of the DfE in the "Keeping Children Safe in Education" guidance and the Code of Practice published by the Disclosure and Barring Service (DBS);
- To ensure that the College 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, and complying with, the provisions of this policy.

The measures described in this policy will be applied to all who are employed to work at the College and incorporated within the scope of this policy are staff employed by contractors, supply staff, volunteers and the like who work at the College.

## 2. Personal Data – Single Central Record

The College holds a single central record incorporating all employed staff (and others) that have contact with children. The record is available to the Principal, Senior Leadership Team and The Board of Directors.

The record details a range of checks as set out by the DfE, and the responsibility for the maintenance of this record is with the HR team but this function can be delegated to a member of the Senior Leadership Team.

## 3. Equal Opportunities

Fairness in how we recruit and select our employees plays a significant part in creating an equal opportunities environment. Our aim is that every internal and external applicant who applies for a position within the College is considered against criteria, which relates only to the requirements of the job.

## 4. The Recruitment and Selection Procedure

### Prior to the Recruitment Process:

#### 4.1 Advertising

Adverts for vacancies will demonstrate the College's commitment to safeguarding in recruitment, promoting the welfare of children and vetting procedures, protecting every potential applicant from unfair practice and ultimately safeguarding children as much as possible. Promoting commitment to safeguarding and child protection can act as a deterrent to would-be abusers. Thought will be given to wording, pictures and images used to ensure that they could not be considered discriminatory.

The following information will usually be included within the text of the advert:

- Name of College
- Post Title
- Hours of work
- Grade or Scale
- Salary (actual salary for part time)
- Permanent or Fixed term stating duration if fixed term.
- Brief details about what the job entails and type of skills and experience required including responsibility for safeguarding children.
- Confirmation that an Enhanced DBS check will be required.
- Confirmation of whether the post is exempt from Rehabilitation of Offenders Act 1974
- Contact details
- Closing date

## 4.2 Job Descriptions & Person Specification

Job descriptions and/or person specifications will define the purpose, duties and responsibilities of the post, as well as the qualifications, skills, abilities, attitude, behaviours and experience needed to perform the job, with particular attention to working with vulnerable groups. The Job Description and Person Specification will make reference to the College's commitment to the safeguarding of learners and include the extent that the role will involve contact with children and whether it engages in regulated activity.

All posts at the College will require an Enhanced DBS check where an individual is likely to come into direct contact with pupils.

## 4.3 Application Pack

The importance of safeguarding and protecting learners at the College will be promoted throughout the recruitment process in order to deter unsuitable candidates and make it clear that where the role involves regulated activity, it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. The School's Application Pack will normally include the following: Application Form, Job Description and Person Specification, Information sheet, the College's Equal Opportunities Policy, the College's Child Protection Policy Statement, Privacy Notice and information on an Enhanced DBS check and Recruitment of Applicants with a Criminal Record Policy.

# 5. During the Recruitment Process

## 1. Identification Documents during Interview

Candidates invited to interview will be required to present photo identification, regardless of whether that interview is to be conducted face-to-face or remotely. If the interview is held remotely via video conference, photo identification must be shown on screen. The successful candidate will then be required to provide us with that photo identification as well as a number of other documents, as part of the pre-employment checks, we are required to complete.

Please see the section below titled, Pre-employment Checks for further information.

## 2. Interview

The interview will assess the merits of each candidate against the job requirements and will explore their suitability to work with the College learners. A face-to-face interview will always be carried out as part of the recruitment process unless exceptional circumstances apply.

The Interview panel will consist of a minimum of **two** interviewers, one of whom will be the safeguarding representative who will have completed their safer recruitment training. Where the interview is for a teaching post, the Principal and another member of the Senior Leadership Team will form part of the interview panel. Where the interview is for a support staff post, the Principal or a Senior Leadership Team/manager will form part of the selection panel.

## 3. Interviews Conducted by Video Conference:

In exceptional circumstances, interviews via video conferencing may take place. Such interviews should not be recorded or stored. The interviewee should be informed of this in the invitation to interview.

Candidates should be sent a request for ID (including photo ID) prior to the video interview to ensure that the person who is applying is the person who is interviewed.

## 6. English Fluency

Employees working in any role that requires them to communicate with learners, parents, guardians, staff and / or members of the community, must be able to speak fluent English to enable the effective performance of the role and to ensure that they are able to abide by their safeguarding responsibilities.

The fluency duty does not create a higher standard than already required for Teachers at the College who are already annually appraised against the Teachers' Standards.

## 7. The Recruitment and Selection Procedure - Short-listing Checks

### 1. References

The purpose of obtaining a reference is to ensure that we have objective and factual information to support appointment decisions. References will normally be taken up on shortlisted candidates prior to the interview, particularly for teaching staff and many support staff roles, including staff who may already be employed by the College. In all other cases, references will be obtained shortly thereafter.

All offers of employment will be subject to the receipt of a minimum of two references which we deem satisfactory, one of which must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom the applicant most recently worked with children. 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 that 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, the reason for leaving, performance and disciplinary record;
- 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 the disciplinary sanction has expired);

- the facts of any substantiated safeguarding allegations or concerns that meet the harm threshold;
- We will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials;
- we will ensure the person providing the reference is sufficiently senior and has the appropriate authority to provide it;
- We will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

## **2. Online Searches**

If you are shortlisted for the position you are applying for, we will carry out an online search against you, for information that is publicly available online and usually before the interview. This will include social media accounts you may hold.

## **3. Declaration of Offences**

If you are shortlisted for the position you are applying for, you will be required to complete a Declaration giving details of any relevant criminal offences and other relevant information relating to our safeguarding duty. Further information will be provided on that form.

Any offer of employment will be made conditional upon a satisfactory Enhanced DBS check and child and adult barred list check, where applicable to the role in question.

## **4. Suitability Declaration Form - Disclosure of Disqualification under the Childcare Act 2006**

In accordance with the DfE Disqualification under the Childcare Act 2006 guidance regarding the Childcare Act 2006 schools are specifically required to establish that members of staff are not disqualified from working with children who have not yet reached the age of 8 in order to comply with the Childcare Act 2006 and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018.

Individuals employed within one of the 'relevant settings' listed below, will be required to complete and submit a [\[Suitability Declaration Form\]](#) upon, declaring that they are not disqualified from undertaking such work upon appointment:

- Staff providing childcare to a child from birth until 1 September following a child's fifth birthday. This will include staff who provide education in nursery and reception classes and/or any supervised activity for these children, which occurs during or outside of school hours, such as breakfast clubs, lunchtime supervision and after-school care provided by us.
- Individuals providing childcare to children aged between 5- and 8-years old outside of an education setting. This means staff providing breakfast club or after-school provision for children within this age bracket. It does not include staff who teach these



children during the school day, nor does it include any extended school hours for co-curricular learning activities such as the College's choir or a sports team.

- Staff directly concerned with the management of the above childcare. This includes the Principal and may also include other members of the College's leadership team and any manager, supervisor, or leader to volunteer responsible for the day-to-day management of the provision.

Should you need to, you can find out more about disqualification in the Department for Education's guidance available [HERE](#).

We will also undertake checks, where applicable to the post, to ensure the individual has not been disqualified.

## 8. Conditional Offer of Employment

Any offer of employment with the College will be conditional on the satisfactory completion of the following: -

- The receipt of at least two satisfactory references;
- Satisfactory Enhanced DBS check and where the appointee has lived outside the United Kingdom, a certificate of good conduct (or equivalent) if applicable;
- Where applicable, satisfactory DBS checks in respect of the Children's and Adult's Barred List;
- Confirmation of the candidate's medical fitness (through a pre-employment health check);
- Verification of qualifications by the individual by providing original certificates;
- Verification of professional status where required;
- Verification that the candidate has not been prohibited from teaching or carrying out teaching work and has no sanctions or restrictions against them by the Teaching Regulation Agency where relevant;
- a satisfactory self-declaration of your criminal record and suitability to work with children in line with the requirements of Keeping Children Safe in Education;
- a satisfactory online search including social media made against you in line with the requirements of Keeping Children Safe in Education;
- verification that the candidate has not been disqualified under the Childcare Disqualification Regulations 2018, where applicable to their role;
- letter of professional standing from the overseas professional regulating authority where relevant;
- Verification that the candidate has not been prohibited from carrying out management work where relevant;
- Verification of the candidate's identity;
- Verification of the candidate's right to work in the UK.

A record will be kept to show that the above checks have been carried out for all employees.

The details of checks will be reported to the police and/or if:

- The Enhanced DBS check shows that an applicant has been disqualified from working with children;
- An applicant has provided false information in, or in support of, their application; or
- There are serious concerns about an applicant's suitability to work with children gained from other legitimate information sources (e.g. references).

## **9. THE RECRUITMENT AND SELECTION PROCEDURE - PRE-EMPLOYMENT CHECKS**

### **1. Documents confirming Identification**

In accordance with the recommendations of the DfE, we carry out a number of pre-employment checks in respect of all prospective employees to ensure effective safeguarding.

All offers of employment are conditional on the prospective employee bringing the necessary evidence of identity to enable us to verify their name (through the full birth certificate where available), date of birth and current address. Where an applicant claims to have changed their name by deed poll or any other mechanism (e.g., marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change. In all cases original documents (not photocopies) must be provided.

These identification documents may also be used to enable a DBS check to be carried out (see below).

### **2. Criminal Record Check**

Due to the nature of the work, the College applies for criminal record certificates from the DBS in respect of all prospective staff members and volunteers.

The type of check that may be requested from the DBS will depend on the nature of the position. If the individual is applying for a position that may provide them with an opportunity to engage in regulated activity with children or vulnerable adults, then an Enhanced DBS Check including child and/or adult's barred list information .

This check will contain details of all convictions, cautions, reprimands or warnings (except those which are "protected" as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 and amended in 2020) held on the Police National Computer.

The Enhanced Check with Barred List will also reveal whether the individual is barred from working with children by virtue their inclusion on the lists of those considered unsuitable to work with children.

An Enhanced DBS check may also contain non-conviction information from local police records and/or protected information (as defined above) which the police considers may be relevant to the work the individual will be undertaking.

Candidates who have lived or worked overseas for a period as determined by the College or those with little or no previous UK residence may also be required to apply for a criminal records check if one is available in the relevant jurisdiction(s).

Should DBS clearance be delayed and employment commences before it is received, the College may agree to the individual commencing work but before doing so shall obtain a standalone Children's Barred List check, where required (previously known as List 99), undertake a Risk Assessment on the prospective member of staff concerned ensure that all other applicable checks have been completed and make arrangements as appropriate for the member of staff to be paired with or supervised by another member staff who has received the appropriate level of DBS clearance.

## 10. Contractors, Volunteers, Agencies and Agency Staff

The College expects supply/temporary worker agencies/contractors that are used by the College to register with the Enhanced DBS Disclosure on their own account and to follow this policy or their own comparable policy. **Proof of registration will be required before the College will commission services from any such organisation.**

The agency must provide evidence of the checks carried out on their central record so we can satisfy ourselves that they have carried out the checks on the individual that we would otherwise perform.

The agency or contractor must also ensure that the individual is aware that they have to bring in their DBS Certificate, proof of qualifications (e.g. QTS Certificate) and identification documents (proving their name, date of birth and address) on the first day of their supply work for the College. A separate Children's Barred List Check, where applicable must be obtained before the individual is appointed.

The College reserves the right to terminate the contract with the agency and send home the individual without notice should these terms of safer recruitment practice be breached. In this instance, the College will not be liable for any charges connected to the booking.

All Volunteers who have direct contact with children on a regular basis will be required to have a DBS check and a Barred List check, where applicable. The HR manager and Safeguarding will apply a risk assessment to assess the need for an enhanced DBS check on an individual basis.

## 11. Rehabilitation of Offenders Disclosure

The College will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The College makes appointment decisions on the basis of merit and ability. If a candidate has a criminal record this will not automatically debar them from employment within the College. Instead, each case will be decided on its merits in accordance with the objective assessment criteria.

In view of the fact that all positions within the College will amount to "regulated positions", all shortlisted candidates for employment must declare all unspent convictions and cautions and all spent convictions and adult cautions (except those which are "protected" as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 and amended in 2020). A failure to disclose a conviction or caution that you are required to disclose may lead to an application being rejected or, if the failure is

discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

Under the relevant legislation, it is unlawful for the College to employ anyone who is included on the lists, maintained by the DfE and the Department of Health, of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the College, if:

- the College receives an application from a disqualified person;
- is provided with false information in, or in support of an applicant's application; or
- the College has serious concerns about an applicant's suitability to work with children, it will report the matter to the Police, DBS and/or the DfE.

## 12. Retention of Records

If an applicant is appointed, the College will retain any relevant information provided on their application form (together with any attachments) on their personnel file. This file will be stored by the College for up to 6 years following termination of employment.

If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after 6 months, unless the applicant specifically requests the College to keep their details on file.

Any queries relating to this policy should be directed to the HR team at: [HR@ldeutc.co.uk](mailto:HR@ldeutc.co.uk) .