

Safer Recruitment and Selection Policy and Procedures

Purpose of this Policy

The recruitment and selection processes are of prime importance by acting as a vehicle for obtaining the best possible person to fit the job role, which will contribute significantly towards Inteligencia Training overall effectiveness.

The purpose of this policy is to help deter, reject, and identify people who are unsuitable to work with young people and vulnerable adults from applying for or securing employment. It is also becoming increasingly important, as the company evolves, that new staff members show a willingness to learn, adapt and able to work as part of a team.

Aim of this Policy

The Recruitment & Selection procedure should help managers to ensure that the following criteria are addressed:

- Be fair and consistent.
- Be non-discriminatory.
- Conform to all statutory regulations and agreed best practice.
- Adhere to a safer recruitment process to protect all staff, learners and other stakeholders associated with Inteligencia Training.

To ensure that these policy aims are achieved, all appointing managers will receive training in carrying out the recruitment and selection processes effectively.

Scope of this Policy

This policy applies to all staff, learners and other stakeholders associated with Inteligencia Training.

Other Related Documentation and Procedures

- Recruitment and selection documentation
- Contract of Employment (terms and condition of employment)
- Induction checklist
- Training and CPD records
- Disclosure and Barring Service (DBS) Checks

External Policies and Legislation

- Keeping Children Safe in Education (KCSIE). Revised September 2023
- Working together to safeguard children-July 2018

The Recruitment Process

Position details

The following procedure will be used when a post is to be filled. The appointing Manager must:

- **Define the job** – a decision needs to be made as to whether it is an existing post that requires filling, or whether there is an opportunity for an additional post to support business demands.
- **Job description and person specification** - should be reviewed to ensure that they are up-to-date and offer a true representation of the vacant post, and a description of the type of person to fill the role. Consideration will also be given towards the extent the role will involve contact with young people or vulnerable adults.

Advert Details

This must include information on: -

- Job description and personal specification to outline the skills, ability, experience, attitude, and behaviours required for the post.
- Safeguarding responsibilities and the extent to which the candidate will be engaging in regulated activities.
- Information on the location of the post and geographical areas to be covered.
- Information on Inteligencia Training.
- Terms and conditions of employment including salary.
- Inteligencia commitment to safeguarding and the checks that will be taken as part of the recruitment and selection process.
- A statement which outlines that it is an offence to apply for the role if the applicant is barred for engaging in regulated activities. (Appendix 1)

Applicants will be required to provide an up-to-date CV and a statement of their personal qualities and experience which they feel are relevant to demonstrate their suitability for the post advertised.

Evidence of their personal details, current and former names, current address, and national insurance number will be taken as part of the selection process along with details/proof of their qualifications and references.

Methods of Advertisement

All advertisements must contain as much information as possible to ensure the correct recruitment group is targeted and reduce unsuitable applications, whilst remaining as cost-effective as possible. Although, not exhaustive the following routes should be considered:

- Internal advert within the company.
- Examination of previous applications, or those held on file.
- External advert using online platforms, such as LinkedIn and Indeed.
- External advert in the appropriate technical/professional trade magazines.
- Appropriate professional websites.
- For more senior posts the use of a recruitment agency.

External adverts should be submitted to the appropriate Director/Senior Manager with costings for approval before being placed.

The Selection Process

Appropriate selection procedures must be used for each post. Procedures may vary, at its simplest this may involve a straightforward interview and skills testing. For more senior or teaching posts, psychometric testing, presentations to the interview panel on a chosen topic, and/or, a series of individual interviews on various topics may be included.

Shortlisting

At least two people must be involved in shortlisting applicants and sit on the interview panel. CV(s) received by the closing date will be forwarded to the appointing managers for shortlisting. Applicants **must** be chosen against the person specification. It is the responsibility of the appointing Manager at this stage to record (in writing) the reasons why an applicant is not shortlisted.

The Appointing Manager or HR Manager will contact the applicant for interview and make the necessary housekeeping arrangements for the interview. This will include timetabling the interviews and arranging any pre-employment checks by carrying out an online search as part of due diligence and obtaining professional references.

Short-listed applicants will be requested to provide further information in relation to:

- Personal details, current and former names, current address, and national insurance number.
- Details of references from their current employer, which should be completed by a senior person with level of authority, or verification of their most recent relevant period of employment.
- Self-declaration of their criminal record or information that would make them unsuitable to work in the education sector. (Appendix 2)

Applicants who have not been shortlisted will be informed through email, recruitment websites or recruitment agencies as agreed in their service level agreement.

At least one week prior to the interview, each panellist will receive an interview pack containing:

- Copy of the applicants CV.
- Blank interview report forms.
- A copy of the job advertisement.
- A copy of the job description and specification.
- Decide on the interview format and determine which areas to concentrate on with the questioning. Gaps in employment and potential concerns must be thoroughly explored.
- Decide on who will chair the Interview Panel.
- Maintain confidentiality by housing information electronically on company drives and following the correct disposable processes, where applicable.

Please note, as some of the recruitment platforms such as Indeed and LinkedIn do not have accessibility to an application form, members of the interview panel **must** explore any gaps in the applicant's employment history and reasons why they are leaving their current employment, noting this part of their interview notes. (Appendix 2).

Interviewing

The Appointing Manager will ensure that the Interview Report Form (appendix 3) is fully completed. When interviewing, they will ensure that they do not discriminate on any grounds of Equal Opportunities 2020 and the protected characteristics defined in this legislation.

Immediately following the interview, the panel will discuss and score the applicant appropriately, and based on this, decide on the most suitable person for the post.

All interview packs should be marked "private & confidential" to the Company Administration Manager for filing for future reference.

Selection and Pre-appointment Vetting Process

Upon return of the Interview Report Form, the Company HR Manager will:

- Contact all unsuccessful candidates with the outcome of interview within one working day, this will be confirmed in writing.
- Write to the appointee, that an offer of employment is conditional until satisfactory completion of the mandatory pre-employment checks.
- Satisfactory references and pre-employment checks have been received. The checks will include:
 - Verifying the appointee identity.
 - Obtaining a basic DBS certificate.
 - Verifying the appointees mental and physical fitness
 - Verifying the appointees right to work in the UK
- Complete further checks if the appointee has lived or worked outside the UK.
- Complete a basic DBS check, updating centralised record. An enhanced DBS should be completed if the appointee is in regular contact with learners aged 16-18yrs.
- Obtained 2 references from current employers. Where the appointee is not employed, verification of their most recent period of employment and reason for leaving are on file.
- Initiate a personnel file and computer entry for the new member of staff.
- Notify the Manager if the appointee refuses the offer, or if there are any other details to be cleared.

The HR Manager will arrange, in conjunction with the appointing Manager, an individual programme of induction (appendix 3) for the new start which will be arranged and agreed at least one week before the appointee commences.

Appendix 1

Job Advert Template

Contents of the advert must include: (to be completed by the appointed manager)

- Job Title
- Location
- Contracted hours
- Job description – outline of the role and responsibilities.
- Person specification – skills, ability, experience, attitude, and behaviours required for the position. These should be listed as essential and others as desirable.
- Safeguarding requirements- the extent in which they will preforming regulated duties.

Applicants Instructions

All applicants must submit a CV as well as a statement (cover letter) outlining their personal qualities and experience which believes them suitable for the post advertised and how they meet the person specification.

Please include the following statements as part the advert.

Inteligencia Safeguarding statement:

Inteligencia Training is fully committed to safeguarding and promoting the welfare of staff, learners and other stakeholders who are involved in training programmes.

Applicant Statement.

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children or vulnerable people.

Appendix 2

Shortlisting – Email Template

Good morning/ Afternoon (name of applicant)

Many thanks for your submitting your application for the role as XXXXXX. Inteligencia, are please to inform you that you have been shortlisted through to the interview stage. I order to support this process; we would be grateful if you could provide further information to confirm the following:

1. Your current full name and any former names.
2. Current address.
3. National insurance Number.
4. Details of 2 references (current and previous employer).

Self-declaration:

Confirmation that you do not possess a criminal record or information that would make you unsuitable to work in the education sector. This includes:

- Included on the children’s barred list.
- Prohibited from teaching.
- Prohibited from taking part in the management of an independent school/ training programme.
- Information about any criminal offences committed in any county in line with law as applicable in England and Wales.
- If you are known to the Police and children’s local authority social care.
- If you have been disqualification from providing childcare.

I can confirm, I do not possess any of the above.

Applicant signature

Appendix 3

Interview Report Form (QA/ Admin)

Post title:

Personnel ref:

Date of interview:

Name of Applicant:

Panel members:

CRITERIA	COMMENTS	GRADING 1 - outstanding 2 - good 3 - satisfactory 4 - inadequate
Professionalism and conduct		
Explore any gaps in employment or when the applicant has changed employment or location frequently, to establish reasons why		
Knowledge of the organisation		
Experience of the role being applied for (how does this compare to job & personal specification?)		

Organisation skills		
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CRITERIA	COMMENTS	GRADING- outstanding good satisfactory 4 - inadequate
Ability to work towards deadline and targets (underlying issues which we need to take into consideration to avoid additional stress related illnesses)		
What attracted the applicant for applying for the position?		
Examples of Teamwork		
Personal aspirations and goals		

Appendix 3

Interview Report Form- Training

Post title:

Personnel ref:

Date of interview:

Name of Applicant:

Panel members:

Summary of Panel's comments on interviewees (including recommendation to appoint).

CRITERIA	COMMENTS	GRADING 1 - outstanding 2 - good 3 - satisfactory 4 - inadequate
Professionalism and conduct		
Knowledge of the organisation		
Subject matter background and application (how does this compare to job & personal specification, how recent was exposure as a practitioner?)		

CRITERIA	COMMENTS	GRADING 1- outstanding 2- good 3- satisfactory 4- inadequate
Flexibility and diversification (willingness to travel, ability to work cross sector and multiple disciplines)		
Training and Assessment experience		
Ability to work towards targets and under pressure (underlying issues which we need to take into consideration to avoid additional stress related illnesses)		
Personal aspirations and goals		
Examples of how they have supported learners with SEN		

CRITERIA	COMMENTS	GRADING 1- outstanding 2- good 3- satisfactory 4- inadequate
Examples of any challenges they have been faced with/ how did they tackle these.		
Reasons for any gaps in employment/ noted concerns discussed.		
What attracted the applicant for applying for the position?		

Office use only - **CONFIDENTIAL**

Recommendation (Total grades)

Interview Name:	Interviewer Signature:	Date:
HR Manager Name:	HR Manager Signature:	Date:

Appendix 4
Staff Induction Checklist

This induction checklist must be signed and dated by the new staff member and placed in their Personnel file. The Induction will be carried out by a line manager or competent person nominated by the line manager.

Task to be completed	Employees Initial	Line Managers initial
Company Introduction: <ul style="list-style-type: none"> • Company Profile • Policy Statements (including H&S and Equal Opportunities) • Organisation Chart- roles and responsibilities 		
Codes of Conduct: <ul style="list-style-type: none"> • Security & Business Confidentiality • Timekeeping (hours worked, breaks) • Electronic Diary • Health and Safety Procedures • Behaviours • Dress code • Complaints/ grievance/ disciplinary procedure Arrangements in respect of: Sickness <ul style="list-style-type: none"> • Authorised • Non – authorised Holidays <ul style="list-style-type: none"> • Entitlement • Holiday notice • Existing commitments Salary <ul style="list-style-type: none"> • Stater form to be completed 		
Introductions to Duties: <ul style="list-style-type: none"> • Job Description • Company Operations Standard Manual (office staff only) • Job Specific Induction Pack • Staff Meetings & Communications • Introduction to Learning Platform (delivery staff only) • Curriculum Overview (Qualification / Standards specifications and E overview) 		
Staff Development: <ul style="list-style-type: none"> • Probationary Period • Staff Training/Qualification requirements (e.g. Assessor qualifications) • Appraisal system • CPD and training plan 		
Statutory Training: Online modules to be completed, unless otherwise advised: <ul style="list-style-type: none"> • Online Safeguarding course • Online Prevent course • Online CyberStars course 		

<ul style="list-style-type: none"> • Health and Safety • Equality and Diversity 		
<p>Certificates and Occupational Competence:</p> <p>Obtain copies of original certificates (Assessor/IQA/PTLLs/ Specialist subjects/Functional Skills)</p>		

Employees Name:	Employees Signature:	Date:
Manager Name (inductor)	Managers Signature:	Date: