

**Safe Recruitment Policy**

**City College Limited**

69 Steward Street

Birmingham

B18 7AF

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| Title | Safe Recruitment Policy | Department | Quality |
| Location | Sharepoint | Author | PWA |
| Approved by SLT | Yes | Date | May 15th 2020 |
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| Version | Author | Issue date | Summery |
| V.1 | PWA | May 2020 | First draft |
| V.2 | PWA | January 2021 | Review |

**Key Person(s)**

**Managing Director**

**Director of Operations**

**Higher Education Manager**

**Chief of Staff**

**Safe Recruitment Policy**

**Policy Statement**

City College aims to achieve a diverse workforce which includes people from different backgrounds with different skills, characteristics and abilities and remains committed to ensuring that the recruitment of staff is conducted in an effective manner that promotes equality of opportunity in line with the Equality and Diversity Policy whilst safeguarding all students and staff.

The College recognises that the effectiveness and safety of its recruitment policy and procedures make a major contribution to the protection of staff and students by helping to deter, reject or identify people who might be unsuitable for working with vulnerable adults. This can only be achieved through robust procedures, designed to recruit and retain competent, motivated staff who are suited to the roles they undertake. Throughout this policy, the term staff relates to all staff working for City College, including full and part time members of staff and volunteers.

The following legislation is relevant to this policy;

* Health and Safety at Work Act 1974
* Keeping Children Safe in Education Act 2019
* Protection of Children Act 1999
* Prevent Duty
* The Rehabilitation of Offenders Act 1974
* Management of Health and Safety at Work Regulations 1999
* The Human Rights Act 1998
* Sexual Offences Act 2003
* The Children Act 2004
* Safeguarding Vulnerable Groups Act 2006
* Equality Act 2010
* Education Act 2011
* Protection of Freedoms Act 2012
* The Counter-Terrorism and Security Act 2015
* General Data Protection Regulation 2018

**Roles and Responsibilities**

The College Senior Leadership Team (SLT) will ensure that all the relevant procedures outlined below will be followed when recruiting new members of staff.

* Will annually check and update Policies and Procedures ensuring a consistent and safe process is being followed, making changes annually or in line with changes in legislation or emerging best practice.
* Ensure Safeguarding responsibilities are clearly identified on any advertised Job descriptions and person specifications
* Ensure the following safeguarding message is included in all job advertisements to deter unsuitable applicants; “City College is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure Application to the Disclosure and Barring Service’”
* Request a Disclosure and Barring Service (DBS) disclosure is supplied as a condition of every appointment
* Reject all applications which do not meet advertised essential criteria of qualification, skills, experience, and attitude.
* Invite any successfully short-listed applicants to attend an interview with at least two members of College staff
* Ensure at least on interview question probes as to the candidate’s attitude towards safeguarding
* Carry out further additional checks, as appropriate such as viewing social media profiles
* Before formally offering candidates a position, confirm:
  + The candidates Identity using photo ID
  + The candidates name, address and date of birth
  + Validity of qualification certificates
  + Right to work in the UK
  + At least two references, including current employer
  + DBS check with a satisfactory outcome

The College SLT will ensure that all the relevant procedures outlined below will be followed for existing members of staff;

All new staff are required to complete the [Prevent E-Learning Package](https://www.elearning.prevent.homeoffice.gov.uk/edu/screen2.html) and read part 1 of the [Keeping Children Safe in Education 2019](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912593/Keeping_children_safe_in_education_part_1_Sep_2020.pdf) within the first four weeks of their employment. The College will continue to monitor the suitability of all its existing staff and require a further DBS check every three years. If there are concerns about an existing member of staff’s suitability to work with students, relevant checks will be carried out as if the individual concerned was a new member of staff. This will be replicated if a staff member moves from one post to another.

The College will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

* The staff member has received a caution or conviction for a relevant offence, or there is reason to believe the staff member has committed a listed relevant offence under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009;
* The staff member has been removed from working with students (paid or unpaid) or would have been removed if they had not left

Staff members convicted or cautioned for any offence during their employment must notify the College, in writing of the offence and the penalty so that a risk assessment can be carried out. Failure to do so could lead to disciplinary action and dismissal.

**Agency and Subcontracted Staff**

The College will obtain written notification from any agency or contracting organisation that it has carried out the necessary safer recruitment checks that otherwise performed by City College. A Member of City College staff will check that the person presenting themselves for work is the same person on whom the checks have been made

**Work Experience**

Students need to be safeguarded whilst on their work experience placement as they do whilst in the College. To further safeguard students, the following should be undertaken by employers as part of the Practical Learning, Assessment and Development workbook (PLAD);

* Employers should familiarise themselves with the relevant legislation and take appropriate steps to understand what safeguarding means in in relation to students
* Ensure that any staff working with students are appropriate for the role and can demonstrate good practice in terms of professional conduct and safeguarding
* Ensure that any staff working with vulnerable adults have had completed a DBS check
* Demonstrate a commitment to the Prevent Duty and British Values.
* Ensure students are made aware of their policies relating to E-Safety.

**Related policies**

This policy needs to be read in conjunction with other policies including:

* Safeguarding Policy
* Prevent Strategy
* Governance Code
* E Safety Policy
* Whistleblowing Policy
* Health and Safety Policy
* Equality and Diversity Policy
* Fitness to Practice Policy
* Fitness to Study Policy
* Staff Development Policy
* Whistleblowing Policy