

SAFER RECRUITMENT POLICY

Version 2

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Reviewed: Next 2023 August 2023

Review:

1. INTRODUCTION

Safer Recruitment is a vital factor in keeping learners safe within the education environment.

It is essential that when TradeTechs Northern employs staff, uses suppliers, or partners to work with learners, that it adopts a consistent and rigorous approach in the recruitment and selection process. The aim is to ensure that those recruited are suitable for such an important and responsible role.

The purpose of safer recruitment is ultimately to:

- Deter. From the beginning of the recruitment process, it is important to send the right message – that TradeTechs Northern has a rigorous recruitment process and does not tolerate any form of abuse.
- Identify and Reject. It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks and obtaining the right information can assist in finding out who is suitable for the role and who is not.
- Prevent and Reject. There are no guarantees that even the most robust safer recruitment process will prevent an inappropriate appointment. However, this does

not mean it is too late to act. Ensuring that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture within the organisation will all help to prevent abuse or identify potential abusers.

The intention of this policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people for any role within TradeTechs Northern. This policy and the practical implementation of recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep learners safe and safer recruitment in education, as well as principles of general good practice.

In addition, this policy aims:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally 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 or civil partner status, disability or age.

2. SCOPE

The document contains the protocols for TradeTechs Northern to follow in order to comply with legal duties, to ensure the recruitment process is transparent and fair and to ensure that the welfare of learners are protected. Everyone within the organisation has a responsibility to adhere to it.

3. ROLES AND RESPONSIBILITIES

It is the responsibility of the Senior Management Team to:

- Ensure TradeTechs Northern has effective policies and procedures in place for recruitment of all staff, suppliers and partners in accordance with current guidance and legal requirements.
- Monitor compliance with them.
- Ensure that TradeTechs Northern operates safe recruitment procedures and makes sure appropriate checks are carried out on all staff.
- To monitor suppliers and partners compliance with this document.

4. THE RECRUITMENT PROCESS

Recruitment panel members will be appropriately trained or briefed. In accordance with statutory requirements, at least one member of the panel will have successfully completed safer recruitment training.

5. JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role. The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job.

In general, job descriptions will normally contain:

- The post title
- The main purpose of the job
- Who the person reports to
- If the person has reportees
- The main tasks or duties to be carried out
- The scope of the job to indicate its position within the organisation
- General statements relevant to all positions, such as requirements relating to equal opportunities and health and safety

Person specifications drawn up may include:

- Any qualifications required for the post
- Knowledge, skills and abilities required to carry out the duties of the post
- Any specific training requirements
- The need for commitment to Safeguarding and the protection of learners
- The need for awareness of, and commitment to, equal opportunities issues
- The need for commitment to the promotion of health and safety at work

The person specification should indicate whether the stated criteria are:

- Essential – relating only to those areas without which the job cannot be performed; or
- Desirable – not essential to carrying out the duties, but which would be valuable. They may assist in the final selection process if several candidates all meet the essential criteria.
- It will also indicate how the criteria will be tested, i.e. on the CV, at interview, production of certificates and/or through a task set as part of the selection process.

6. APPLICATION FORMS

A suitably-structured, pre-defined application form will be used for recruitment to all posts. CVs in isolation will not be accepted because CVs are left to the discretion of individual applicants and contain only information that they choose to provide whereas application forms are employer-led, requiring specific information from all applicants. The use of application forms will help to ensure that detailed information, critical to the recruitment process, can be gathered from all applicants in a consistent format.

Application forms to be used for all recruitment will include as a minimum:

- Personal details including name, former names, date of birth, current address and NI number
- Qualifications
- Personal details including name, former names, current address
- Qualifications
- Present (or last) employment and reason for leaving
- Full history since leaving school - education, employment and any voluntary work, as well as an explanation of any gaps which can be investigated
- Request for details of appropriate referees (see also 'References' below)
- Opportunity to declare if they have ever been the subject of an investigation or inquiry into abuse or other inappropriate behaviour.
- Confirmation that the person has a right to work in the UK
- The requirement for a signed declaration that all information provided is true. All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police.
- All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA).

7.1 SAFEGUARDING

- The job advertisement provides potential applicants with their first impression of TradeTechs Northern. An important part of the message of the advert is to inform anyone viewing it that TradeTechs Northern is fully committed to safeguarding and protecting the welfare of all learners and staff.

In these circumstances, all advertisements will include a statement to the effect that:

"TradeTechs Northern is committed to safeguarding and promoting the welfare of all learners and staff. Therefore, we expect all workers and employees to share this commitment".

Other general statements applicable to all posts may also be included in the wording of advertisements, e.g.

“All appointments are subject to satisfactory pre-employment checks, including a satisfactory Enhanced criminal records with Barred List check through the Disclosure and Barring Service (DBS).”

AND

“CVs alone will not be accepted.” Prospective applicants for posts will receive the following materials in recruitment packs:

- Application Pack (including Application form, Job Description, Person Specification, Safeguarding Policy and guidance to the application process)
- Any other relevant details or documentation.

7.2 EQUAL OPPORTUNITIES

Each advert will contain a statement similar to the following:

“TradeTechs Northern is committed to being an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.”

8. SHORTLISTING

- To support safer recruitment and to ensure fairness in the process, the recruitment panel should take adequate time to properly scrutinise the applications.
- For consistency it is recommended to assess each application against the criteria.
- Consider whether each application is fully completed – if not, it may be returned to the applicant or discarded from the process.
- Highlight any gaps (in employment etc.) to be explored further at interview should the candidate be shortlisted.
- Look for evidence provided against the criteria set out in the person specification and the job description. Normally only shortlist those applications that meet all the essential criteria set out in the person specification. However, if this may not always be the case if it is not clear in relation to any applications, it may be decided to shortlist and explore the issues further at interview.
- If a greater or smaller than anticipated number of applicants all meet the essential criteria for the post, it may be decided to use any specified desirable criteria to make a selection for the shortlist.

9. INVITATION TO INTERVIEW

Interview invitations to shortlisted candidates will normally include the following:

- Details of date, time, venue
- Direction and/or map, together with details of parking arrangements
- Where to report on arrival
- Likely length of the interview and information about any tests or exercise to be included in the process
- Details of the scope of the interview (to be based on the person specification and to include exploration of each candidate's suitability to work with learners, together with any issues arising from the application form or references)
- Details of documents that candidates will need to bring with them, e.g. proof of identity, documents, Asylum and Nationality check, qualification certificates.
- A request that candidates let TradeTechs Northern know should they have any special requirements, or need any adaptations, to enable them to access the interview and selection process.
- A request that candidates inform TradeTechs Northern of their intention to attend or not attend, together with the necessary contact details.

10. INTERVIEWS

The recruitment and selection process, in particular interviews, will normally be carried out by two or more people. A set of the same basic questions to ask all shortlisted candidates should be prepared in advance. However, additional follow-up questions are likely to be needed at the interview itself as a means of probing for additional information. These questions will depend upon initial responses given by individual candidates.

Interviews will be used to:

- (i) Focus on the requirements to carry out the duties of the job, as described
- (ii) Explore issues relating to the safeguarding and promoting the welfare of all learners, including:

- Motivation to work with learners
- To test attitudes, awareness and understanding of safeguarding
- Ability to form and maintain appropriate relationships and personal boundaries with all learners
- Emotional resilience in potentially working with challenging behaviours

Attitudes to use of authority and maintaining discipline.

- A specific Safeguarding question will be asked to check the candidate's understanding of Safeguarding. This question will be asked by a panel member who is 'Safer Recruitment' trained.
- Safeguarding questions will examine the candidates understanding of the TradeTechs Northern's Safeguarding Policy which the candidate will have read as part of the application pack.

(iii) Be used to explore any relevant issues arising from references received prior to the interview.

(iv) To investigate any gaps in employment, which will require the applicant's date of birth to be able to do this effectively.

Other assessment and selection methods, in addition to an interview, may also be used. The nature of these will depend upon the type and level of the post. Other assessment methods may include, for example:

- Presentations
- Role plays
- Group exercises
- Observation (of teaching or activity with a class or group of pupils)
- Written tests

Only in exceptional circumstances will feedback be provided for unsuccessful applicants.

We will NOT use 'virtual interviews' to select a person for a role, all candidates will need to attend in person.

11. EMPLOYMENT CHECKS

11.1 DBS Security Checks

More information about the different types of DBS checks can be found in Appendix 1. All employees, paid workers and volunteers at TradeTechs Northern who are in regulated activity will have an Enhanced DBS with Barred List check (formerly List 99) carried out. This will include all categories of staff and workers, even if not directly involved in teaching or supervising learners, as all will have the opportunity for contact. This will also include agency supply workers. For visiting staff/workers, such as supply workers, it is for the providing organisation to carry out checks. TradeTechs Northern will then obtain written confirmation that the checks have been made for the Single Central Register (SCR) and must see a copy of the original DBS certificate.

New DBS checks will be completed when:

- A person moves to a new role which gives greater access to children or has more responsibility
- The person has a break from employment for more than three months
- There are concerns about the person, which may affect his or her suitability

11.2 Agency and third-party staff

In order to ensure the safety and welfare of learners, when using agencies TradeTechs Northern will also adopt the same robust recruitment and vetting procedures that minimise the risk of employing people who may abuse their position of trust or who are otherwise unsuited to such work. In these circumstances, agencies and other third parties will be required to provide written assurances about their recruitment and selection practices and, in particular, that workers supplied by them have been subject to similar checks and safeguards in place for new employees and workers taken on directly by TradeTechs Northern.

Where the position requires a barred list check this must also be obtained by the agency or third-party prior to appointing that individual. Checks should include all essential areas of the checking process, i.e. relating to Enhanced DBS and Barred List checks, Prohibition Order checks, identity checks, Immigration, Asylum and Nationality Act checks, overseas (including EEA checks) as well as checks such as medical fitness, qualifications, references, reasons for leaving previous positions.

TradeTechs Northern will also check that the person presenting themselves for work is the same person on whom the checks have been made by checking photographic identification and must see an original copy of the DBS certificate.

11.3 Volunteers

TradeTechs Northern will not use volunteers to carry out any work.

11.4 Contractors

Generally, contractors are not checked by their employers so must be supervised at all times. Where a contract exists with a company for regular contract workers or where contract workers are in regulated activity, an agreement will be made between the contracting company and the contractor for them to carry out adequate ID and security checks including enhanced DBS checks for any regular contractors. Even with this agreement in place, TradeTechs Northern will remain vigilant and follow up any concerns that are raised about a contractor.

Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity. TradeTechs Northern is responsible for determining the appropriate level of supervision depending on the circumstances. If a contractor is self-employed, TradeTechs Northern will consider obtaining a DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

TradeTechs Northern will check the identity of contractors and their staff on arrival.

11.5 Visitors

TradeTechs Northern does not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors. All visitors will be met and escorted to their intended destination. Where possible names of visitors will be attained in advance and identification checked by reception. All visitors will sign in and out of the building.

11.6 DBS Certificates

The DBS now issues a DBS disclosure certificate to the subject of the check only, rather than to the employer. Except in exceptional circumstances, it is a condition of employment with TradeTechs Northern that the original disclosure certificate is presented after it has been received by the applicant.

Certified copies must be sent to the Learning & Skills Manager. Where a certified copy is sent, the original disclosure certificate must still be presented prior to the first day of work or on the first working day. Employment will remain conditional upon the original certificate being presented and it being considered satisfactory.

Enhanced DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants will also be asked to provide further information, including a criminal records check from the relevant jurisdiction(s). Where a DBS check shows a disclosure, a risk assessment will be carried out to decide whether the applicant should be appointed or not.

TradeTechs Northern uses DBS Check on-line to process DBS applications and receives status updates throughout the process.

The candidate will be asked if s/he subscribes to the DBS Update Service, in which case, following sight of the original certificate and with his/her express permission, a real-time check online will normally be made to ascertain whether or not his/her status has changed. A prospective employee's current Enhanced DBS certificate.

A prospective employee's current Enhanced DBS certificate may be ported in exceptional cases where the person is currently working in regulated activity with learners and is able to present a recent (less than 1 year) Enhanced DBS certificate applied for through that regulated activity and there has been no gap in employment and where there is no other cause for concern. A new application for an Enhanced DBS through DBS Check on-line will still be requested in addition to this.

Copies of DBS Certificates will not be kept on file.

12. OFFERS OF EMPLOYMENT

12.1 Pre-appointment checks (All new appointments):

Any offer of appointment made to a successful candidate, including one who has lived or worked abroad, must be conditional on satisfactory completion of the necessary pre-employment checks.

- Verify a candidate's identity. Identification checking guidelines can be found on the GOV.UK website.
- Obtain a certificate for an enhanced DBS check which will include barred list information, for those who will be engaging in regulated activity using correct identification.
- Verify the candidate's mental and physical fitness to carry out their work responsibilities, if appropriate for the role. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role. A satisfactory medical assessment, which may include a questionnaire.

- Verify the person's right to work in the UK. Receipt of evidence to meet the requirements of the Immigration, Asylum and Nationality Act 2006 if applicable; valid Home Office permission to work in the post (UK Visas and Immigration) , if there is uncertainty about whether an individual needs permission to work in the UK, guidance can be followed on the GOV.UK website.
- If the person has lived or worked outside the UK, make any further checks considered appropriate. Any further checks which are necessary as a result of the applicant having lived or worked overseas or outside of the UK as the organisation may require in accordance with statutory guidance e.g. Overseas Checks.
- Verify professional qualifications, as appropriate. Where qualifications are a requirement or relevant for the post, successful applicants are asked for originals of the qualification document. If these are not available candidates will be required to obtain written confirmation of qualifications from the awarding body. This will be at the candidates own expense.

12.2 Pre-appointment checks - Other conditions to offers of employment

Any job offers made must be conditional as it will be subject to a variety of pre-employment checks and other conditions.

Receipt of completion of the following will, therefore, be required in all cases:

- Two satisfactory references, one of which should be the current or most recent employer

12.3 Conditional offer letters will include the following:

- Job title/role and mutually agreed start date
- Relevant details relating to the position, e.g. type of contract and hours, if fixed term details of expiry date and/or circumstances/conditions
- Pay and conditions of service applicable
- Payment arrangements and a request for account details, P45 and National Insurance number

Pre-employment checks that need to be satisfactorily carried out before the offer can be finally confirmed (see above); and

- Any other relevant action to be taken or information to be provided.

In circumstances where any of the pre-employment checks prove to be unsatisfactory, a conditional offer will be withdrawn where TradeTechs Northern considers it appropriate to do so.

Dover College will issue every new employee with an employment offer letter. The purpose of the offer letter is to set out basic terms of employment and will inform prospective employees that they're being offered the position for which they applied; they also inform a prospective employee of general expectations and conditions, should the prospective employee accept the offer.

12.4 Offer Letters

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12.5 Contracts

TradeTechs Northern must give employees a written contract of employment. It must be provided within 2 months of the start of employment. The legal parts of the contract are known as 'terms'. TradeTechs Northern will make it clear which parts of the contract are legally binding. The Contract of employment will supersede and take precedence over an offer letter.

TradeTechs Northern contracts of employment will include:

- The business's name
- The employee's name, job title or a description of work and start date
- If a previous job counts towards a period of continuous employment, the date the period started
- How much and how often an employee will get paid
- Hours of work (and if employees will have to work Sundays, nights or overtime)
- Holiday entitlement (and if that includes public holidays)
- If an employee works in different places, where these will be and what the employer's address is
- How long a temporary job is expected to last
- The end date of a fixed-term contract
- Notice periods
- Pensions
- Who to go to with a grievance
- How to complain about how a grievance is handled
- How to complain about a disciplinary or dismissal decision

Sometimes terms do not have to be specifically written down but will still be covered by an implied term for example:

- the implied mutual duty of trust and confidence where employees and employers are bound by an implied term that they will not, without reasonable and proper cause, act in a manner calculated or likely to destroy or seriously damage the relationship of mutual trust and confidence between them
- employees should not steal from their employer
- the employer should provide a safe and secure working environment
- legal requirements like the right to a minimum of 5.6 weeks' paid holidays
- something necessary to do the job like a driver having a valid license

The written statement doesn't need to cover the following (but it must say where the information can be found):

- sick pay and procedures
- disciplinary and dismissal procedures
- grievance procedures

3. REFERENCES AND EMPLOYMENT HISTORY

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by tTradeTechs Northern. One of the references must be from the applicant's current or most recent employer.

TradeTechs Northern will always ask for written information about previous employment history and check that information is not contradictory or incomplete. Where possible, references will be sought on all short-listed candidates, including internal ones, before interview, so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References should always be obtained, scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed. They should always be requested directly from the referee and TradeTechs Northern will not rely on open references, for example in the form of 'to whom it may concern' testimonials.

On receipt, references will be checked to ensure that all specific questions have been answered satisfactorily. The referee will be contacted to verify the reference and to provide further clarification as appropriate: for example, if the answers are vague. The references will also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies will be taken up with the candidate. TradeTechs Northern will take reasonable steps to ensure that the provided referee's contact details are legitimate.

Any information about past disciplinary action or allegations should be considered carefully when assessing the applicant's suitability for the post.

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 learners or adults at risk. Referees will normally be sent a copy of the job description and person specification for the role for which the applicant has applied for.

References will include questions about extremism in line with PREVENT guidance.

Sometimes, a referee may not be willing to complete a standard reference questionnaire. This may be because a particular organisation has a policy of providing references only in a certain format, or because a standard reference has been agreed as part of a settlement (previously known as compromise) agreement. In these circumstances, it is at the discretion of the Learning & Skills Manager to decide whether to accept this situation or to not proceed any further with the application. This may depend upon other information received or other checks that can be carried out.

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, performance, sickness and disciplinary record.
- Whether the applicant has ever been the subject of disciplinary procedures or investigations involving issues related to the safety and welfare of learners (including any in which the disciplinary sanction has expired) except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated or malicious.
- Whether any allegations or concerns have been raised about the applicant that relate to the safety, welfare or behaviours of learners or adults at risk, except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated or malicious.

Where an applicant is a previous employee or where they have worked for us as part of a supply agreement where all the relevant reference checks have already been made and verified, only one up to date reference will be required.

14. MEDICAL AND HEALTH RELATED QUESTIONS

It should be noted that the Equality Act 2010 limits the circumstances in which a prospective employer can ask health-related questions of either a referee or the applicant before a conditional job offer is made. Questions may only be asked at an early stage to help to:

- Decide whether any reasonable adjustments need to be made for the applicant to be able to participate in the selection process
- Decide whether an applicant can carry out a function that is essential (intrinsic) to the job in terms of both mental and physical fitness
- Monitor diversity among people making applications for jobs
- Take positive action to assist disabled people
- Clarify that a candidate does have a disability where the job genuinely requires the jobholder to have a disability.

15. SINGLE CENTRAL REGISTER (SCR) OF CHECKS

TradeTechs Northern will ensure that it complies with statutory requirements for information to be recorded and retained.

The information that must be recorded in respect of staff members is whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- an identity check
- a barred list check
- an enhanced DBS check/certificate
- References
- Medical questionnaire
- further checks on people living or working outside the UK
- a check of professional qualifications; and
- a check to establish the person's right to work in the United Kingdom

There is no requirement to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record.

The dates to be recorded on the SCR are the dates when TradeTechs Northern receives the relevant information to inform recruitment decisions and not the dates printed on certificates or qualifications. For absolute clarity, entries for DBS checks in the SCR will include both the date that the certificate was generated and the date that TradeTechs Northern verified it.

16. PERSONNEL FILES AND RETENTION OF PERSONAL DATA

Data relating to all recruitment and selection processes will be retained for a specified period if time in accordance with TraeTechs Northern's record management policy and data protection policy. This information forms part of the successful individual's personal record and on-going employment history.

The digital personnel file for staff will normally contain the following information:

- Application form
- CV (if available)
- Advert and application pack
- Other paperwork related to the recruitment process, i.e. Interview and other notes
- Letters forming part of the process etc
- Offer letter
- Pre-employment vetting documents, i.e. photographic identification, documentation to meet the requirements of the Immigration, Asylum and Nationality Act
- Disclosure details (not the full certificate – but potentially short-term retention)
- Evidence of right to work and remain in the UK, as applicable
- Copies of original vocational or academic qualification certificates, as applicable
- Two satisfactory and verified references
- Confirmation of satisfactory medical assessment
- Copy of contract
- Other relevant employment documentation throughout the individual's period of service
- Details of any allegation(s) against an employee if found to be malicious will be removed from the personnel record. However, information relating to any other allegation(s) will be retained in accordance with statutory guidance

Personnel files will be kept locked in a filing cabinet with access through the Learning & Skills Manager. TradeTechs Northern also has an electronic HR folder on SharePoint which is accessed only by approved members of staff .

17. IDENTITY

An application for a criminal record (DBS) check will always include an identity check and in this context, the methodology for identity checking is subject to detailed guidance from the DBS. In summary, this typically includes official documents such as a passport, a driving licence, or a birth certificate, photographic identity, together with evidence of address (for example, a utility bill, bank statement or similar). KCSIE provides a link to the full guidance which also covers how to check the identity of those lacking the usual official documentation. For overseas applicants' future legislation may also require the applicant to have a Visa already in place before the application will be processed.

18. INDUCTION

Induction is an extension of the recruitment process. Good recruitment and selection procedures help to ensure that the best person is appointed to the role, but it is equally important to induct him or her properly on commencement.

A general Induction Programme is required for all new recruits, including those already within the organisation but appointed to new roles. This should be seen as additional to the more formal induction or probationary periods also required in relation to certain new appointments, as summarised below:

A more general induction applicable to all will include a variety of arrangements and areas. The specific arrangements put in place will reflect the differing needs of individuals and job roles, e.g. whether already employed in a different role, whether full time, part time, fixed term, employee or volunteer, type and seniority of the post and level of contact or involvement with pupils. The general induction programme will also include, for all, information on professional standards and boundaries in respect of Safeguarding and promoting the health, safety and welfare of learners. Reference will be made to relevant statutory requirements and/or local guidance in these areas. Statutory guidance includes, in particular, the DfE documents:

'Keeping Children Safe in Education' - all staff will be required to read (and in conjunction with KCSIE 2023 guidance) and to understand at least 'Part One – Safeguarding Information for All Staff' The importance of adhering to TradeTechs Northern's policies and procedures in these and all other areas will also be emphasised.

Care will be taken to ensure that all new employees, including those in new roles, are aware of and understand TradeTechs Northern's policies, procedures and practices and are clear about their responsibilities in following them at all times.

All employees and workers will be required to read and adhere to the Code of Conduct.

19. A SAFE CULTURE AND ON-GOING VIGILANCE

It is never sufficient to assume that a safer recruitment and selection process and robust induction arrangements are enough to ensure that the learners are safe and that there is no risk to them within the learning and skills environment. Creation of a safe culture, with on-going vigilance is essential.

If the organisation has concerns about an existing staff member's suitability to work with learners or adults at risk, TradeTechs Northern will carry out all relevant checks as if the person were a new member of staff. Similarly, if a person working for the organisation moves from a post that was not regulated activity, into work which is regulated activity, the relevant checks for the regulated activity must be carried out. Apart from these circumstances, TradeTechs Northern is not required to request a DBS check or barred list check.

TradeTechs Northern will continue to strive to create and maintain a safer culture by:

- Having in place, and putting into practice, clear policies and procedures and ensuring that all employees and workers are aware of and understand them
- Setting acceptable standards of behaviour
- Having in place clear procedures for reporting concerns, ensuring that all employees and workers know what the procedures are and their responsibility for following them
- Taking concerns seriously and providing support to individuals raising them
- Taking appropriate action in relation to concerns raised
- Having in place robust and appropriate induction arrangements
- Ensuring that all employees and workers undertake Safeguarding training, Prevent and other relevant training on a regular basis
- Keeping the commitment to safeguarding on the agenda through regular discussion and/or reminders at staff meetings, training sessions etc.
- Learning from experience
- Never thinking that enough has been done to ensure a safe culture

Appendix 1

What is a DBS? Disclosure and Barring Service (DBS) checks

The DBS is responsible for administering three types of checks:

Standard: a check of the Police National Computer (PNC) records of convictions, cautions, reprimands and warnings;

Enhanced: a check of the PNC records as above, plus other information held by the police that is considered relevant by the police; and

Enhanced (including Barred List information): for people working in regulated activity with children or adults at risk. This adds checks of the DBS Children's Barred List to the enhanced check.

When the DBS has completed its check of an applicant's PNC record and, if appropriate, whether or not they are on the barred list, the relevant information will be recorded on a certificate (the DBS certificate) that is sent to the applicant. The applicant must show the original DBS certificate to their potential employer before they take up post.

An Enhanced DBS check is necessary for any person who is working in Regulated Activity with children or adults at risk.