

Safer Recruitment Policy

Introduction

NTG Training is committed to creating a culture of safe recruitment and, as part of that, adopt robust recruitment procedures that help deter, reject or identify people who might abuse children. The Senior Management Team and Managers involved in the recruitment process will act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence including: criminal record checks (DBS checks), barred list checks, together with references and interview information.

AIMS AND OBJECTIVES

The purpose of the following procedural guide is to inform managers and employees of the aims and design of the recruitment, selection and appointment policy. It is designed as an aid to assist staff to carry out the process in a fair, effective, efficient and systematic manner. This will ensure that:

- The best candidate is appointed for the vacant post, with regard to objective criteria, which includes qualifications, skills, knowledge and quality of experience.
- vacancies are filled within agreed timescales and in the most cost-effective manner.
- our recruitment procedure does not unlawfully discriminate at any stage of the process
- to ensure that NTG Training 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.

The safety and wellbeing of our learners, staff and other clients is our top priority, and we take all reasonable and sensible measures to ensure they are kept safe from harm. We operate a Safer Recruitment policy which ensures that all our staff are committed to safeguarding and promoting the welfare of children. This helps ensure the safety of all persons who work with NTG Training

1. Effective and consistent recruitment practices are essential to ensure that all applicants are treated fairly and with diversity and equality of opportunity and that costly recruitment mistakes are avoided.

2. The recruitment process must result in the selection of the most suitable person for the job in respect of skills, experience and qualifications.
3. This Policy defines the principles that the Company considers important in the recruitment process and aims to ensure that consistency and good practice is applied across the Company.
4. That all persons employed by NTG pose no risk to our clients

Equal Opportunities/Equality and Diversity in Recruitment

It is against the Company's Equal Opportunities/Equality and Diversity Policy and against the law in many cases to discriminate either directly or indirectly on the grounds of race, nationality, ethnic origin, gender, marital status, pregnancy, age, disability, sexual orientation, gender reassignment, ethnicity, cultural or religious beliefs. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.

All employees are required to comply with the requirements of the Equal Opportunities/ Equality and Diversity Policy at every stage of the recruitment process including production of job descriptions, advertising material, instructions given to recruitment agencies, shortlisting of applications, interviewing, selection decisions and offers of employment.

All policies and procedures reflect our commitment to achieving and maintaining equal opportunities within the workplace. It is the responsibility of every employee to monitor continually and evaluate formal and informal practices and procedures to ensure that they do not directly or indirectly discriminate against any individual or group of society.

Any employee who is found to be discriminating in any way during the recruitment process will be subject to the disciplinary procedure and may be liable to dismissal.

Recruitment Authorisation

Any vacancy must be authorised by Mr. Lee Morris before any attempt is made to fill the role. In making the request to the Mr. Lee Morris consideration should be given to whether the role could be absorbed amongst the rest of the team or elsewhere in the Company.

Job Descriptions and Person Specifications

Once authorisation has been obtained, the person/manager recruiting must produce a job description for the vacancy which provides a fair and accurate representation of the role and follows the format which is laid out in the Job Description Form. The job description will include a clearly drafted person specification.

1. The job description will describe the duties, responsibilities and seniority of the post and the person specification will describe the qualifications, knowledge, experience, skills and competencies needed for the role to be carried out effectively.
2. The Job Description should be available to all candidates prior to interview to enable them to prepare adequately for the interview which will improve the success of the interviewing process.
3. Particular care must be taken when producing job descriptions to ensure that unreasonable requirements are not placed on the job holder which cannot be objectively justified and may unfairly disadvantage certain groups e.g. women, ethnic minorities, elderly or disabled persons.

Advertising of Vacancies

All vacancies must be advertised within the Company to all members of staff prior to external methods of recruitment being used. Wherever possible internal candidates will be considered in preference to external candidates and reasonable training and coaching will be provided to enable employees to achieve career advancement. Where it has not been possible to recruit within the Company, then external methods of recruitment may be considered. These may include approaching approved employment agencies or advertising in suitable press.

Where the job is to be advertised, the proposed advertisement must be submitted to Mr. Lee Morris for approval. An advertisement must not show any intention to discriminate unlawfully [and should follow the Equal Opportunities Commission recommended code.

All persons are to be made aware that DBS checks will be complete prior to any employment being offered where the role involves working with children.

All persons are made aware that they will need to complete an application form and a CV as a standalone will not be sufficient.

Shortlisting

1. In order to shortlist candidates for interviews, the Company will:
 1. Identify specific job-related criteria using the job description.
 2. Match these criteria with those detailed in the candidate's CV/application form.
 3. Use this information to select which candidates will be invited for an interview.
2. Candidates who apply for positions with the Company, whether through a direct advertisement or a recruitment agency, will always be informed of the outcome of their

application as quickly as possible. Where candidates have applied to the Company directly, they will be informed of the outcome in writing.

Recruitment Interviews

The interview will focus on the needs of the job and skills needed to perform it effectively in accordance with the guidance and procedures set down in the Company's Interview scoring format

Managers conducting recruitment interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. A record of every recruitment interview will be made and passed to Mr. Lee Morris to be retained for a suitable period of time.

Offer of Employment

Once the most appropriate candidate has been selected, this appointment needs to be approved by the director and the terms and condition of the offer of employment must be confirmed by Mr. Lee Morris

In setting a starting salary, the Company will bear in mind the salary of existing employees in a similar role in order to ensure that inconsistencies are not created within the Company which could be challenged under the Equality Act 2010.

An offer should be made verbally to the candidate and once agreed, a contract of employment needs to be raised and sent out with the offer letter.

A number of employment checks are required to be undertaken before a formal offer of employment can be made where the role involves working with children. It must be ensured that any offer of employment given, is a 'provisional' one, subject to receipt of documentation as shown below.

Verify a candidate's identity to obtain a certificate for an enhanced DBS check which will include barred list information, for those who will be engaging in regulated activity

Automatically obtain a separate barred list check in case an individual will start work in regulated activity before the DBS certificate is available

References

All employment offers are conditional upon receipt of 2 professional references which are satisfactory to the Company. The referees should usually be the applicant's current and previous employers, although in the case of a college or school leaver the college tutors or teachers will be acceptable.

Referees will usually be sought from an applicant once an offer of employment is made and referees will not be approached without the applicant's permission.

However, NTG Training may require the applicant to provide details of referees prior to an offer of employment being made. With the applicant's consent the referees will be approached and the responses received will form part of the selection decision.

References will usually be sought in writing/webforms and require that a standard reference form be completed although details may be checked or clarified by telephone where necessary. If a response to a written request for a reference has not been received, then the Company will telephone the referee where the details have been provided and may seek an oral reference instead.

If references which are satisfactory to the Company are not received within a reasonable timescale, then it may be necessary to withdraw the offer of employment.

The Bribery Act

When recruiting for posts that may be vulnerable to bribery risks (such as roles in Purchasing, Marketing or Distribution), and subject to the requirements of the Rehabilitation of Offenders Act 1974, the Company may need to carry out additional checks during the recruitment process.

These checks may include carrying out criminal record, bankruptcy and credit reference checks and/or taking up additional references.

Qualification Certificates

All applicants are required to provide evidence of qualifications either in the form of original certificates which will be copied and then returned to confirmation from the relevant Examination Board if certificates cannot be produced.

The employment offer will be conditional upon valid evidence of qualification and the offer may be withdrawn if this is not supplied within a reasonable timescale.

If an applicant falsifies certificates or evidence of qualifications and this subsequently comes to the attention of the Company at any stage during employment, then the individual will be subject to disciplinary action and may be liable to dismissal.

Work Permits and Illegal Working

It is against the law to employ a person who does not have permission to live and work in the UK. The Company could be prosecuted and fined under the Immigration and Asylum Act 1999 for employing somebody who does not have permission to work in the UK.

Therefore, all successful applicants will be required to provide evidence of one original piece of documentation from the list below once an offer of employment is made:



1. A document giving the person's National Insurance number and name. This could be a P45, a National Insurance card or a letter from a government agency;
2. A document showing that the person can stay indefinitely in the UK or that they have no restriction preventing them from taking employment. This may be an endorsement in a passport or Home Office Letter;
3. A work permit or other approval to take employment from the Department for Education and Employment;
4. A document showing that they are a UK Citizen or have right of abode in the UK. This may be an endorsement in a passport, a birth certificate, a registration or naturalisation document or a letter from the Home Office;
5. A document showing that they are a national of a European Economic Area country. This may be a passport or national identity card: or
6. A document confirming registration with the Worker Registration Scheme.

In order to avoid discrimination, it is essential that the same criteria are applied to every person who is offered employment with the Company. It will be the responsibility of the recruiting manager to ensure that a relevant document has been supplied which satisfies the criteria set out above.

If an applicant is not able to produce one of the listed documents then they will be advised to contact the Citizens Advice Bureau for further advice and their employment will be put on hold until evidence can be produced and the offer may be withdrawn.

Personnel Records & Starter Procedures

Personnel records are held securely on Google Drive in a protected folder within the Senior Management Folder. This will include:

1. Contract of Employment
2. Personal information – New Starter Form
 1. Next of kin
 2. Ethnic origin
 3. Home address
 4. Evidence of proof of right to work
 5. Copy of marriage certificate if appropriate
 6. Copy of all qualifications

7. Changes to terms and conditions
8. Absence records
9. Current Disciplinary details
10. Records of any Training undertaken
11. Records of Objectives and Performance Appraisals
12. Record of DBS results and conformation that the relevant ID has been seen.

These records are held in a secure environment, only accessible to the Senior Management Team. This enables information gathering and quick access to employee records. [Our accountants/payroll bureau also has/has limited access to enable them to run payroll and pay expenses. Employees will be asked annually to confirm the information we hold on them is correct.]

Complaints Procedure

Any applicants who consider that they have been unfairly treated or discriminated against during the recruitment process should write to Mr. Lee Morris stating the grounds of the complaint. Any employee who wishes to complain about his/her experience of the recruitment process should do so by means of the Grievance Procedure.

DBS/RIGHT TO WORK Disclosure Policy and Procedure:

We adhere to strict government legislation following the procedures as outlined by the Disclosure and Barring Service (DBS) which states:

- Any person barred from working with children and vulnerable adults is breaking the law if they work or volunteer or try to work or volunteer with those groups. An organisation which knowingly employs someone who is barred to work with these groups will also be breaking the law.
- NTG Training abide by the legislative requirements (as stated by DBS) that if we (an organisation) work with children, young people or vulnerable adults and dismiss a member of staff because they have harmed a child, young person or vulnerable adult, or would have done so if they had not left, will by law inform the Disclosure and Barring Service.

In the instance of a disclosure that **does not involve a person barred** with said groups the following process will be adhered to:

- SMT will be notified immediately.
- SMT will liaise with the Managing Director, to confidentially discuss the issues raised
- The Managing Director /SMT will confidentially discuss with the individual the issues raised.
- A confidential record of discussion will be kept and held securely.
- The situation will be monitored on an on-going basis for a reasonable period of time as advised and arranged by SMT
- In the result of an incident in relation to the individual, the staff disciplinary procedure will be implemented by SMT to address the incident/issues.
- SMT and in consultation with the company Director will be responsible for all matters relating to disclosure issues and any subsequent suspension or termination of contract relating to the individuals(s) employment at NTG Training.

We carry out right to work checks as part of our overall safer recruitment process.