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VERSION	REVIEWER/APPROVAL SIGNATURE	REVIEW NOTES
Version 1 – 17/2/2025	<i>John Pitchforth</i>	On behalf of the Leadership Team
Version 2 – 12/03/2025	<i>John Pitchforth</i>	On behalf of the Leadership Team

Safer Recruitment Policy

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1. Purpose and Scope

Heritage Skills Academy (HSA) is committed to safeguarding and promoting the welfare of apprentices during their time with our organisation. This policy outlines our commitment to safer recruitment practices and demonstrates the steps we take to ensure the safety of our apprentices and staff through robust recruitment procedures.

This policy applies to all staff recruitment activities, including:

- Permanent staff
- Fixed-term staff
- Temporary staff
- Consultants
- Non-Executive Directors
- Any other individuals who may have contact with our apprentices

2. Safeguarding Statement

Heritage Skills Academy prioritises safeguarding throughout our recruitment process. The following statement will be included in all external vacancy advertisements:

Heritage Skills Academy is committed to safeguarding and promoting the welfare of all our apprentices. Our robust recruitment process reflects our dedication to safeguarding. All candidates should be aware that:

- We conduct thorough background checks including DBS verification where applicable
- Online searches may be conducted as part of our due diligence
- All staff undergo comprehensive safeguarding and Prevent training
- References will be rigorously checked
- Gaps in employment history must be explained
- Professional qualifications will be verified

3. Training Requirements

At least one member of staff from the recruitment team must complete safer recruitment training, which will be renewed every three years. This training will cover:

- Conducting thorough right to work checks
- Effective interview techniques including asking probing questions
- Identifying potential safeguarding concerns
- Understanding safer recruitment best practices
- Recognising fake documentation
- Reference checking procedures

4. Recruitment and Selection Process

Pre-Interview

1. All applications must include a full employment history with explanations for any gaps
2. Any discrepancies or anomalies will be noted for discussion at interview

Interview Process

1. Face-to-face interviews are preferred, though video interviews may be conducted when necessary
2. Candidates must:
 - Explain any gaps in employment
 - Provide reasons for leaving previous positions
 - Demonstrate their ability to work safely with apprentices
 - Present original identification documents
 - Provide proof of qualifications where required

5. Reference Requirements

1. Two professional references are mandatory, including one from the most recent employer
2. References must be received prior to employment commencement where possible
3. References must include:
 - Confirmation of employment dates
 - Job title and responsibilities
 - Any safeguarding concerns
 - Reason for leaving
4. Character references may only be accepted in exceptional circumstances and must be approved by the Safeguarding member of staff.

6. DBS (Disclosure and Barring Service) Checks

DBS Requirements

1. Enhanced DBS checks will be conducted for all roles as determined by our Safeguarding Team
2. DBS checks will be renewed every three years

7. Overseas Check

Additional checks will be required for candidates who have lived or worked outside the UK for more than three months in the past five years.

8. Handling Criminal Records

Self-Disclosure

1. All candidates must complete a self-disclosure form declaring any unspent convictions
2. Roles requiring DBS checks must also declare spent convictions
3. Failure to disclose relevant information may result in withdrawal of job offers

Risk Assessment

1. Disclosed convictions will be risk-assessed by the Safeguarding person
2. Factors considered will include:
 - Nature of the offence
 - Time elapsed
 - Relevance to the role
 - Changes in circumstances

9. Records Keeping

All recruitment documentation will be retained securely in accordance with GDPR requirements, including:

- Interview notes
- Reference checks

- DBS results
- Risk assessments
- Identity verification records

10. Monitoring Arrangements

This policy will be reviewed annually or sooner if required by legislative changes.

Current Review Date: March 2025 Next Review Date: March 2026