





apprentify

SAFER RECRUITMENT POLICY 2022-2023

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Board Signatures



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WARWICK NASH

Purpose

The safety and wellbeing of our learners 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 young people and all adults.

This helps ensure the safety of those who attend.

Introduction

The safe recruitment of staff in Apprentify is the first step to safeguarding and promoting the welfare of our learners. Apprentify is committed to safeguarding and promoting the welfare of all learners.

All staff and volunteers to share this commitment.

The aims of the recruitment policy are as follows:

- To ensure that the best possible staff are recruited based on 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.
- To ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance such as the Prevent Policy and any guidance or code of practice published by the Disclosure and Barring Service (DBS).
- To ensure that Apprentify meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

All employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

Apprentify has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job based on the applicant's abilities, qualification, experience, behaviours, and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

Apprentify aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing, and evaluating information from and about applicants applying for job vacancies.

What is needed

To ensure consistency and across every hire the following items are needed and can be found in the OneDrive HR folder and recruitment. This policy works alongside the [Staff Induction Policy](#). Documents required:

1. Candidate Application Information Pack.
2. Standard Application Form.
3. Reference Proforma.
4. Job advert template.
5. Internal recruitment Pack.
6. Staff Induction Policy.

Candidate application information pack

To ensure consistency, Apprentify will use a standard application pack that outlines the role, person, and company. For different roles the job description and person specification may change. However, for an individual role, each pack that is sent out will have the same content and same application form. Contents will include:

1. Job description.
2. Person specification.
3. A safeguarding statement.
4. A self-disclosure form.
5. Outline of the selection process.
6. Standard application form.
7. Reference proforma.

1. Job description

- Title of the job role.
- Working hours.
- Main duties.
- The location.
- Short description of Apprentify.
- Statement of our commitment to safeguarding.
- Whether training will be supplied.

2. Person specification

- The necessary skills expected.
- Whether a level of previous experience is required.
- Attitudes and Values, we expect.

3. Our Safeguarding statement:

Here at Apprentify, we are committed to providing a caring, friendly, and safe environment for all our learners, so that they can learn in a relaxed and secure atmosphere. We believe every learner should be able to participate in all learning and social activities in an enjoyable and safe environment and be protected from harm. We

put the well-being of our learners at the heart of what we do, and we are always here to listen.

The above can be found on our website.

Apprentify has a full safeguarding policy which all staff are familiarised with and adhere to at every moment.

4. A self-disclosure form

5. Outline of the selection process

- Which criteria we will be looking for.
- That referees will be contacted.
- Whether the candidate will be assessed or tested during the interview.

6. Standard application form

- Personal details.
- Education and training.
- Employment history.
- Referees.
- A personal Statement.
- A signed declaration.

7. Reference proforma

When contacting referees ask:

- Was the candidate ever subject to any disciplinary offences relating to children or young people.
- Was the candidate ever subject to any concerns.
- If yes to either was the outcome of any enquiry into their conduct.

Job advert

To ensure consistency Apprentify will use a standard Job advert template to ensure that we fulfil our requirements. If you wish to amend the advert template structure this needs to be approved by at least two of the management team.

The job advert:

- The Job Title.
- Working hours.
- Salary or Salary range.
- Apprentify DNA.
- The main duties of the job role.
- The skill set required.
- The location.
- The description of the commitment to safeguarding.
- DBS checks and references for all candidates.

Advertising

To ensure equality of opportunity, Apprentify will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement and sharing on social media.

Any advertisement will make clear our commitment to safeguarding and promoting the welfare of everyone.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act and General Data Protection Regulations (2018).

Applications

Once we start receiving applications, every person will receive a thank you email with dates of when they will expect to receive feedback. It is important we are open and honest and keep to our timelines. All feedback must be constructive.

Checking the application:

- The form is completed in full, without gaps or discrepancies. If there are then we call to clarify.
- The attitudes and values are consistent throughout the application.
- The candidate has the appropriate skills and experience to perform the role based on what we have stated in the person statement.
- Has displayed the right attitudes and behaviours.
- The candidate is suitable to work with young people and is committed to safeguarding matters:
 - Look for wording that compromises safeguarding.
 - Remember to not open any sealed self-disclosure forms until after shortlisting.

Internal

The interview panel:

- Pick a consistent team no more than 3 but more than 1 where possible.
- Hold a meeting to ensure everyone is aware of their role and what they should be looking for.
- It's important that we have a common goal.
- Everyone knows who is leading the interviews.
- Who is asking certain questions?
- Who is introducing and finishing the interview?
- Ensure that the candidates are welcomed, introduced to the panel, and told the process. Make them feel comfortable.
- They know what the next steps are and have they any other final questions to ask.

The interview:

Will this be:

- Simple questions.
- Test / assessment.
- Mock scenarios.
- Dummy training session.
- Meet the team.
- Open questions who, what, where...?

Basic rules

- Be prepared.
- Have all the relevant paperwork to hand.
- Treat everyone equally.
- Stick to agreed agenda.
- Ensure questions are clearly linked to the job / person specification.
- Make notes on the responses.
- Avoid telephone interviews only.
- Equality on questions same for all.
- Questions you ask during the interview should be relevant and, in the person, specification set out.
- Ask about hobbies and interests to assess character.
- Ask about behaviours and especially those to safeguarding.

For Development Coaches:

- For recruitment of development coaches, we will add further tier within the interview process which will be an online mini teach.
- This may consist of a 5-minute Class teaching session.
- The subject and participants will be kept consistent for all who present.
- We will be looking for use of technology, engagement with an online audience and subject matter knowledge.

- A 'DC standard' template will be kept for each interview, RAG rating against our criteria and comments where relevant.

Safeguarding questions:

- Ask questions that elicit a response related to their personal experiences.
- Encourage examples that show they have taken safeguarding seriously.
- The interview is a chance to as if they have anything to declare.
- Ensure that there will be a DBS check. Check how they react, check for negative body language.

If you get questions that are against the values of Apprentify or safeguarding, make a note of the concern.

Ensure you listen for over identification with Children / young people

- Such as 'friends' or 'equals' personal boundaries.
- Idealisation of children.
- Such as 'favorites' or 'love for children' or they get a 'buzz being around children.'
- Inappropriate boundaries or judgements.
- Lack of recognition that young people are vulnerable.

Listening:

- Listen with purpose.
- Listen for meaning.
- Eliminate distractions (turn everything off).
- Don't interrupt.
- Don't listen with intent to get your point over.
- Make sure that each member of the panel knows not to interrupt.

Closing:

- Ensure that there are no remaining questions.
- Inform the candidate what will happen next.
- Take a copy of the ID documents details.
- Examine the qualification documents.
- Thank them.

The Review

Ensure that you have put time aside after all the interviews to review the candidates.

- Hold a meeting to review.
- Who were the strongest?
- Did they meet the personal specification?
- Any concerns.

Vetting process

- ID checks including DoB from documents in the interview.
- Eligibility to work in the UK from documents in the interview.
- Enhanced DBS checks ask for their number.
- Verifying qualifications at the interview stage.
- Check the professional status.

If using a 3rd party recruiter, ensure they check all elements.

The Offer

Ensure that you have ensured that the final candidate has passed all the checks. Send out the congratulations offer letter outlining:

- Congratulations statement.
- The role they were successful in obtaining.
- Next steps.
- A copy of the contract.
- Start dates with Induction plan where possible.
- That references will be obtained.

Ensure that all candidates who were not successful have received notification at the relevant stage. For those who made it to the final stage interviews, provide constructive feedback that allows them to improve for the future.

Evidence

A central report (SCR) will be managed by our Administration Manager (AM). The AM will request ID, DBS, right to work, references and a policy declaration signature. If the employee does not have these items, the AM will request these to be updated:

- ID – Valid Passport or driver's license.
- DBS – depending on the role, a new enhanced or basic DBS will be requested
- Right to Work – if the person is from outside of the UK, then valid right to work document is given.
- Signed Contract has been sent back prior to employment.
- Signed declaration on policies.
- Details of who provided references and what date they were received. Copies of references will be stored on Bamboo HR, alongside CV and any relevant certificates/CPD.

Induction

Once accepted, make sure that the employee receives the Induction information. Ensure that:

- The rest of the business know they are starting and when.
- If they need to be involved in the induction process.
- They have time with the relevant departments.
- Equipment is ordered.
- IT phone, email etc. are set up.
- Access to Bud or other systems are set up.
- They receive a copy of the staff handbook and Apprentify DNA document.

Staff Induction Policy

Ensure that the candidate sees the Staff induction policy and the Induction follows this process:

- The Apprentify Staff Induction policy can be found in the Apprentify policy folder in OneDrive.

- Ensure every staff member reads all policies.
- Passes safeguarding and prevent certifications.
- Signs off staff code of conduct.
- Any new member of staff starting without an up-to-date DBS will be required to complete the Risk Assessment, where a decision will be made on when the staff member can be in contact with learners.

Review

This policy will be reviewed annually or sooner if required.