

Safer Recruitment Policy

Norton Webb is committed to safeguarding and protecting all children, young people and vulnerable adults by implementing robust safer recruitment practices.

Our Safer Recruitment Policy is designed to ensure that all applicants and staff are treated fairly, consistently and in compliance with all relevant legislation. By deterring unsuitable applicants from applying for roles with vulnerable groups and following this policy, we will ensure the welfare of vulnerable individuals.

All vacancies will be advertised in an appropriate media. This may include but not be limited to, JobCentre Plus, Internet sites and local press.

All advertisements will carry a statement detailing Norton Webb Ltd's commitment to Safeguarding Vulnerable adults and children.

All positions, including voluntary positions, at Norton Webb Ltd require a DBS disclosure as all positions may involve contact with learners, some of whom may be vulnerable adults.

Prior to advertising any vacancies, the HR Manager will draw up a job description and person specification which will have due regard to the required qualifications and experience as set out by the awarding body.

We will have regard to our Equal Opportunities policy at all times during the recruitment process.

All applications for vacancies will be short-listed by our HR Manager or Managing Director, giving due regard to the skills and experience required for the post. All personal information will be disregarded during the shortlisting process.

Applicants will be provided with an information pack with policies and procedures relevant to our safer recruitment process. References will be sought for applicants prior to interview.

Candidates successful at the short-listing stage will be invited for interview. Interviews will involve a panel of at least two managers. Managers will receive appropriate Equality and Diversity training and Recruitment training before being involved in the interview selection process.

Candidates should complete a self-disclosure form prior to the interview. This should be provided in a separate, sealed envelope marked 'Confidential'. The self-disclosure form will only be opened if selected for the role and any concerns will be discussed with the applicant. Where candidates are not selected for the role, the unopened self-disclosure form will be disposed of confidentially.

All candidates will be required to bring proof of their eligibility to work in the United Kingdom, to the interview.

Candidates will be asked whether they have any special requirements in relation to the interview, to allow us to make any reasonable adjustments for disabled applicants.

All applicants, both successful and unsuccessful, will be contacted within five working days of their interview to notify them of the outcome. Unsuccessful applicants will be offered feedback on their performance at

interview.

Scoring sheets will be used during the interview process and kept for 6 months following interview, at which point they will be destroyed in a secure manner.

Conditional offers of appointment will be made subject to satisfactory recruitment checks, including references and satisfactory DBS disclosure.

All successful applicants will be required to undergo a DBS disclosure and the contents of the DBS Disclosure Policy and Safe Storage and Retention Policy will be taken into account when making recruitment decisions and dealing with disclosures. We will also have due regard to our Safeguarding Policy.

DBS disclosures will be kept in a confidential file for a period of 6 months to allow recruitment decisions to be made. At the end of 6 months the DBS disclosure will be destroyed in line with our Safe Handling and Storage Policy.

We encourage all staff to sign up to the DBS Update Service which allows portability of a Certificate across employers. Where applicants or employees are signed up for the service, Norton Webb will obtain consent from the applicant to carry out an update search, confirm the Certificate matches the individual's identity, and ensure that the Certificate is for the appropriate workforce and level of check.

In the event that the disclosure shows a criminal record the HR Manager or Managing Director (verifying officer) will make a decision on the suitability of the candidate/employee for employment and will at all times take into account the requirements of the Rehabilitation of Offenders Act.

Norton Webb will provide a full induction to all new staff members, volunteers, contractors and agency workers.

In addition to the various staff records kept at Norton Webb and on individual personnel files, a Single Central Record of recruitment and vetting checks is kept. This is kept up-to-date and retained by the HR Manager. The Single Central Record will contain details of the following:

- Full name
- Date of Birth
- Contact telephone number
- Role
- Confirmation of eligibility to work in the UK seen
- DBS Number
- Confirmation of sign up to DBS Update Service
- Last DBS Check (either full Certificate or Update Service)
- Dates of most recent Safeguarding, Equality and Diversity and Prevent training.

Norton Webb recognises that safer recruitment and selection is not just about the start of employment, but is part of a larger policy framework for all staff. We will therefore provide ongoing training and support for all staff.

Despite the best efforts to recruit safely, Norton Webb recognises that there may be occasions when allegations of serious misconduct or abuse against a vulnerable individual are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be taken prior to employment being confirmed. Where concerns about a representative of Norton Webb are raised our Disciplinary Policy and Procedure will be followed.

Associated Policies

The safer recruitment policy has obvious links with the wider Safeguarding Agenda. Staff and governors should always be aware of the impact that this policy has on other related issues. For example, when agreeing or reviewing this policy, links should be made with a range of other guidelines and procedures:

- Equality and Diversity Policy.
- Safeguarding Policy.
- Disclosure and Barring Service (DBS) and Handling Policy.
- Disciplinary Policy and Procedure.
- Prevent Policy.
- Social Media Policy.
- Whistleblowing policy.
- E-Safety & Social Media Policy
- Gender Equality Statement
- GDPR Compliance Policy Statement
- Learner Health & Wellbeing Policy

Document Control	
UKPRN	10018297
Published	5/7/2014
Responsibility	Managing Director
Last Revised	16/01/2023
Next Review	15/01/2024
