

Policy Name	Staff Recruitment, Selection and Vetting policy	
Policy Reference	NWCS-OP01	
Policy Owner	Paul Sheron	
Latest Review Date	31/01/2023	
Next Review Date	31/01/2024	
Version	Approved by	Summary of changes
1	PS	

<b>Aim and Purpose of the policy</b>	To ensure that all staff members recruited by NWCS are sufficiently scrutinised prior to any employment offer.
<b>Who is this policy for?</b>	This policy relates to all staff members employed or wishing to be employed by NWCS
<b>Key contacts and resources</b>	<p><u>Resources</u></p> <ul style="list-style-type: none"> <li>-Keeping Children Safe in Education (DfE September 2022)</li> <li>-Sexual Offences Act (2003)</li> <li>-General Data Protection Regulations 2018 (GDPR)</li> </ul> <p><u>Key Contacts</u></p> <p>Head of Centre- Paul Sheron Operational Manager- Karen Luxon</p>
<b>Relate Policies and Procedures</b>	

## **Aim and Vision**

In keeping with our absolute responsibilities to our learners, as well as our statutory legal obligations, NWCS Training Ltd thoroughly vet all its candidates by running background, character, medical, criminal, and professional checks. Such checks are made before an initial appointment and repeated during service. Any circumvention of our strict procedures is taken seriously and may result in instant dismissal of all parties concerned. Acknowledging our responsibility to safer recruitment, NWCS Training Ltd is also fully committed to regular in-house training of all team members on safer recruitment practices.

## **Rationale**

All our recruitment procedures fully comply with the DfE's Safeguarding Children and Safer Recruitment in Education Guidance, updated 2012, the Employment Agencies Act 1973, The Conduct of Employment Agency and Employment Business Regulations 2003, Disqualification under the Childcare Act 2006, Rehabilitation of Offenders Act 1974 and current and 2021 EU Guidance. NWCS Training Ltd utilises our screening tool to complete our rigorous pre-employment checks. All candidates are treated equally, regardless of age, disability, gender, nationality, race, religion, and sexual orientation.

## **Intent**

Checks are completed prior to any job offer by a Cera Care Talent Acquisition Specialist. The following checks apply to all candidates:

- Identity
- Proof of address
- Right to work in the UK
- Enhanced DBS and update service
- Barred list check
- Overseas police check (where applicable)
- Qualifications verified
- Employment history verified – 5 years, qualifying any gaps
- Minimum two professional references
- Face to face/video interview
- Rehabilitation of Offenders Declaration

## **Implementation**

### **Interviews**

All candidates attend a face-to-face / video interview with members (minimum of 2x) of the SMT. Candidates must present original documentation and answer competency-based questions that enable NWCS Training Ltd to determine their knowledge and experience. Any gaps in employment are discussed at interview and evidence will be sought where deemed necessary.

### **Right to work in the UK**

In line with Home Office guidance on the prevention of illegal working we verify and take copies of original ID documentation as evidence of the proposed staff members right to work in the UK. All relevant pages are stored securely. These are stored and removed in line with our retention policy.

### **Candidates who have lived and/or worked overseas.**

All candidates who have lived/worked overseas follow the same Recruitment, Selection and Vetting Policy as all other staff members with the addition of: A 'clear' valid overseas police check. We refer to the government guidance for criminal record checks for overseas candidates.

### **Barred List**

All candidates proposing to join from the mainstream education sector are subject to a Barred List check prior to offer. An ongoing check is carried out every 12 months, via a DBS update service check or with the issue of a new Enhanced DBS.

### **Disclosure and Barring Service**

All candidates are required to either undergo a Enhanced DBS Disclosure prior to commencing employment, or if they hold a current Enhanced DBS with another organisation that is registered with the Update Service, the Enhanced DBS will be accepted and a Update Service check carried out. Candidates are required to undergo a DBS check every 36 months if they choose not to register with the Update Service. NWCS Training Ltd request DBS numbers and the renewal date from staff members who will retain all original documentation..

### **DBS Update Service**

Where candidates have an Enhanced DBS, the Update Service allows for portability of a certificate across employers. To access this service for a candidate, we will obtain consent, confirm the Enhanced DBS certificate matches the candidate's identity.

### **Qualifications**

All potential Training Officers must hold the relevant qualifications. Candidates are asked to provide original qualifications that match the role that they have applied for. Copies of qualifications will be taken at the offer stage, stored and removed in line with our retention policy. Staff members who are not in receipt of the relevant qualifications, however fit all other stated criteria must agree to work towards and obtain within six months from offer. Staff members to which this impacts will commence the role upon a reduced salary to that advertised until attainment.

### **Employment history**

All candidates are asked to provide employment history (ideally five years where applicable or back to compulsory education) and any gaps in employment of 12 weeks or more and reasons for leaving are verified.

### **References**

All candidates will be required to provide two independent written professional references from referees who have agreed that their reference may be provided to NWCS Training Ltd.

Candidates are required to supply a reference from their most recent employer and a second character or like (for a minimum of 2 years previous employment history).

We will independently verify references to ensure that they are genuine, and the content is satisfactory. We will contact the referee via an official email address to confirm that the reference is genuine and current.

Copies of references are available to clients on request as required by the Conduct Regulations 2003. Reference requests require information about the candidate's performance and conduct, their suitability to work with learners and whether they have been subject to any disciplinary action. Our responsibility to maintain confidentiality is invariably outweighed by our respect of the public interest.

### **Rehabilitation of Offenders Declaration**

All registering candidates will complete a Rehabilitation of Offenders declaration.

### **Proof of Identity and address proof**

All candidates are required to supply original photographic evidence of their identity, along with two proofs of address in their current address. These are verified during the interview

process. Documents are requested in line with the Disclose and Barring Service routes and lists. Documents are securely stored and disposed of in line with data retention policy.

### **National Insurance Proof**

Each candidate is asked to provide one of the following documents: National Insurance Card, P45 / P60, Letter from HMRC (on Benefits Agency) or a payslip from the candidate's last employer. This will be stored securely and removed in line with our retention policy.

### **Impact**

It is a requirement that 100% of learners feel 100% safe throughout their programme and this will be monitored to ensure that it is of quality through Quality Sampling, direct observations, learner and employer feedback surveys and successful case studies.

### **Definitions**

'Learners' refers to any individual that is undertaking learning activities with NWCS Training.

### **Key Facts**

Potential staff members applying for roles should be aware of the following:

- Members of staff should ensure that they comply with the Staff Recruitment, Selection and Vetting policy at all times
- Staff Recruitment, Selection and Vetting policy is non-contractual and may be amended at any time.
- Any failure to comply with this policy can result in disciplinary action against the member of staff.

### **Policy Review and Implementation**

This policy will be updated as necessary to reflect current best practice, official guidance, and in line with current legislation.

This policy is specific to that of NWCS Training Ltd and has been ratified by Head of Centre Paul Sheron

A handwritten signature in black ink, appearing to be 'Paul Sheron', written in a cursive style.

31/01/2023