

Policy No: LIEURAPP22014

Policy Name: Safer Recruiter

1.0 Safer Recruiter Policy

LI Europe takes safeguarding responsibilities very seriously with regards to recruiting. LI Europe carries out mandatory recruitment checks which are an essential part of our safeguarding process.

LI Europe ensures that all staff, even if they are not involved in recruitment, are aware of the Safer Recruitment approach within the organisation. Safer Recruitment is an integral part of creating a safer learning and training environment.

2.0 Crucial Element of Safeguarding

Safer Recruitment processes relate to all staff, not just teaching staff. This includes administration staff, support staff, voluntary staff, contract staff, and part time staff.

LI Europe recognises that different roles will require different levels of checks and the importance that DBS checks are only one small part of a Safer Recruitment process.

Safer Recruitment processes are necessary in the Further Education and Training sector, some examples of the importance are stated below:

- To deter inappropriate candidates.
- To prevent their appointment.
- To ensure that the organisation complies with legal requirements.
- To ensure the organisation has procedures in place to manage allegations against staff, including volunteers.
- To instil confidence that the learning and training environment is safe.
- To ensure the organisation complies with the Education Inspection Framework and its requirements around safeguarding.

3.0 Importance and Benefits to the Organisation

LI Europe recognises that Safer Recruitment is a vital element in ensuring a safer learning environment. The Safer Recruiter Policy benefits the organisation by helping to deter and identify unsuitable people.

4.0 Legislation and Policies

LI Europe policies are relevant and follow specific legislation covering Safer Recruitment in the Further Education and Training sector. Other policies will also be relevant to candidates applying for roles in the organisation. As with other legislation, it is not necessary for staff to know each document inside-out unless they have a specific responsibility in this area, but a good working knowledge is expected.

5.0 Principles and Equality and Diversity

LI Europe ensures a balance between creating a safer learning and training environment and allowing all possible members of staff to have a fair chance.

Safer Recruitment legislation and approaches aim to prevent unsuitable people gaining a position of trust. These safeguards are offset against other laws and policies affecting recruitment. Equality and diversity legislation means that organisations must not discriminate against individuals for unfounded reasons. The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become 'spent' or ignored after a 'rehabilitation period', although many positions that involve contact with children and young people are exempt from this.

Such legislation is in place to ensure everybody is treated fairly. It is vital to consider these points when recruiting and to make sure that the right balance is struck between being safe and not being discriminatory, whilst remaining within the bounds of the law.

6.0 Changes in Safer Recruitment

Important legal changes came into force on the 28th of November 2020 to consider a judgement by the Supreme Court. These changes are:

- Cautions given to under 18s are no longer legally disclosed.
- The multiple conviction rule has been removed so that each offence should be considered individually.

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- Applicants must be told how to get independent, confidential advice on which cautions or convictions they must disclose and be given time to obtain advice.

Links to legislation and policy documents covering safer recruitment in the FE and Training sector can be found below:

[Safeguarding vulnerable groups act 2006](#)

[Safeguarding children and safer recruitment in education](#)

[Protection of Freedoms Act 2012](#)

[Disclosure & Barring Service \(DBS\) checks](#)

[Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#)

[The Equality Act 2010 for schools](#)

7.0 Policy Statement

As part of an approach to Safer Recruitment, LI Europe has an explicit statement about its commitment to safeguarding.

“This organisation is committed to safeguarding and promoting the welfare of learners and expects all staff and volunteers to share this commitment.”

LI Europe uses this statement in a variety of publications as part of a Safer Recruitment process:

- Publicity materials.
- Recruitment websites.
- Advertisements.
- Candidate information packs.
- Person specifications.
- Job descriptions.
- Competency frameworks.
- Induction training.

8.0 Stages of the Process

LI Europe follows the recruitment process below, which is carefully planned to ensure all stages are completed effectively.

1. Agree selection methods or interview process.
2. Advertise vacancy.
3. Scrutinise applications.
4. Compile shortlist.
5. Invite candidates to interview.
6. Seek references.
7. Conduct interviews and verify identity documents.
8. Make a conditional offer of appointment subject to satisfactory outcome of checks.
9. Carry out pre-employment checks.

9.0 Scrutinising Applications

LI Europe insists on completed application forms and not CVs as this helps to ensure that all the required information is present and that all applicants can be compared effectively. All applications are carefully scrutinised with safeguarding in mind.

- All sections of the application form should be fully completed.
- Any anomalies, discrepancies or gaps in employment must be explained and verified.
- Reasons for a history of repeated changes of employment without any clear career or salary progression, or a mid-career move from a permanent post to temporary or part time work.

10.0 Compiling a Shortlist

When shortlisting, all candidates must be assessed fairly and equally against agreed criteria based on the job description and person specification. Any issues raised whilst scrutinising applications must be considered at this point.

To support this, LI Europe promotes good practice by having at least two people carry out the exercise (ideally those who will be interviewing candidates).

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11.0 Seeking References

References must be received before an appointment is confirmed.

References must ask for information about the applicant's suitability to work with vulnerable adults.

Ensuring that references are valid and genuine is paramount. This could be achieved by:

- Requesting a minimum of two references.
- Insisting that one is from the current employer or most recent (where appropriate) and completed by a senior person with appropriate authority.
- Checking the legitimacy of the referee's name, organisation, and verifiable email or letter head.
- Contact the referee to verify and clarify the information contained in the reference, giving them opportunity to tell you anything else that is relevant.
- Obtaining references directly from the referee - not relying on testimonials provided by the candidate and not accepting telephone references.
- Carefully scrutinising references for any discrepancies.

12.0 Applying standards

LI Europe follows a pro forma process to ensure that the Safer Recruitment process is open and accountable, and efficient.

Standard documents and procedures are a useful part of Safer Recruitment and have been tailored to our organisation.

13.0 Safer Recruitment Resources

Below are examples of documents used in the process of Safer Recruitment practice, including a checklist for auditing Safer Recruitment procedures and a guide to be used when recruiting volunteers.

[Choosing staff, volunteers and trustees Safeguarding for volunteer managers](#)

[A shortlisting pro forma with safeguarding embedded.](#)

[A references pro forma with safeguarding embedded.](#)

[An interview question pro forma with safeguarding embedded.](#)

[Reviewing the recruitment processes and making them safer: A checklist for action](#)

14.0 Disclosure and Barring Service

Some positions within LI Europe require applicants to submit to a Disclosure and Barring Service (DBS) check.

There are three types of DBS checks:

- **Basic** – Contains details of convictions and conditional cautions considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974
- **Standard** – Shows filtered convictions, cautions, warnings, and reprimands that are held on the police national computer
- **Enhanced** – Shows everything that the standard check does, plus some additional discretionary information
- **Enhanced With Barred List** – Shows everything that the Enhanced check does plus an additional check of the appropriate "barred list" for the work being done.

LI Europe's legal duties are:

1. To not knowingly allow a barred person to work in regulated activity.
2. To inform the DBS if an individual is removed from regulated activity because they have harmed, or because they pose a risk of harm to vulnerable groups (including children).

The DBS website offers more detailed information, advice and guidance on DBS checks.

14.1 Recruitment of ex-offenders

LI Europe has a policy on the recruitment of ex-offenders, in accordance with the code of practice relating to the Police Act 1997.

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15.0 Related Policies

- LIEURAPP22001 – Apprenticeship Continuity Plan
- LIEURAPP22002 – Equality and Diversity Policy
- LIEURAPP22003 – Safeguarding Adults Policy
- LIEURAPP22004 – Prevent Duty Policy
- LIEURAPP22005 – Health & Safety Policy
- LIEURAPP22006 – Concerns, Complaints and Compliments Policy
- LIEURAPP22007 – Recognition of Prior Learning Policy
- LIEURAPP22008 – Quality and High Standards in Apprenticeship Training Policy
- LIEURAPP22009 – Employee Professional Development Policy
- LIEURAPP22011 – GDPR Policy
- LIEURAPP20014 – Safer Recruiter Policy
- LIEURAPP22017 – Functional Skills Subcontracting Policy
- LIEURAPP22018 – Intervention Policy
- LIEURAPP22019 – Plagiarism and Malpractice Policy
- LIEURAPP22020 – External Speaker Policy
- LIEURAPP22021 – Bullying and Harassment Policy
- LIEURAPP22022 – Additional Learning Support Policy
- LIEURAPP22023 – Whistleblowing Policy
- LIEURAPP22024 – Malpractice in Certification and Assessment Policy
- LIEURAPP22025 – Recruitment of Ex-Offenders Policy
- LIEURAPP22026 – Academic Appeals Policy
- LIEURAPP22027 – Apprenticeship Code of Conduct
- LIEURAPP22028 – Conflict of Interest Policy

Policies are reviewed in January on an annual basis.

Company Director _____ Date _____