

Basingstoke ITEC is committed to safeguarding and promoting the welfare of their learners and expects all staff to share this commitment.

In this context it is vital that the centre applies recruitment and selection procedures that identify people who are unsuited to work with young people and vulnerable adults, whilst ensuring equality of opportunity is upheld.

## **Aims**

1. To help deter, reject or identify people who might abuse learners or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.
2. To operate such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants.
3. To seek to secure an ongoing safe and secure environment for learners by ensuring all staff are suitably trained in recognising and responding to signs of abuse.

## **Recruitment Procedures**

In order to ensure safer recruitment Basingstoke ITEC will:

1. Ensure that when a post is advertised the advertisement makes clear the organisation's commitment to safeguarding and promoting the welfare of young people and that a CRB check will take place and that all staff are subject to CRB checks.
2. Inform the candidate that an unsatisfactory CRB check would result in their probationary period being terminated immediately.
3. Ensure that the job description makes reference to the responsibility for safeguarding and promoting the welfare of young people.
4. Obtain and scrutinise comprehensive information from applicants and take up and satisfactorily resolve any discrepancies or anomalies.
5. Obtain independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and follow up any concerns.
6. Conduct a face to face interview to explore the candidate's suitability to work with young people as well as his/her suitability for the post.
7. Verify the successful candidate's identity via obtaining copies of their driving licence, insurance documentation which is also used for health and safety checks.
8. Verify, where necessary, that the successful applicant has all the relevant academic or vocational qualifications claimed.
9. Check for existing enhanced disclosure criminal record check via the CRB, and ensure a new CRB check is started prior to employment. If all the above checks have been fulfilled a new staff member may be employed whilst the new CRB check is underway but they may not work alone in any setting with a young person. Checks take approximately 3 weeks.
10. Ensure new staff are familiarised with our Safeguarding Policies and Code of Conduct.