

SAFER RECRUITMENT POLICY

2023



**BE THE EXPERT
BE THE CUSTOMER
BE THE FUTURE**



Safer Recruitment Policy

1.0 ABOUT THIS POLICY

Baltic Apprenticeships (the Company) are committed to ensuring the safety and wellbeing of our learners is our top priority and that we take reasonable measures to ensure they are kept safe from harm.

The underpinning principles of this policy are that:

- The welfare of children and adults at risk is paramount; and
- It is the responsibility of all staff and volunteers to behave with integrity, maturity, and good judgement.

We operate a Safer Recruitment policy which ensures that all our staff are committed to and are promoting the welfare of young people and all adults. All staff who have regular contact with learners are Disclosure and Barring Service (DBS) checked. Our recruitment process requires information about past convictions and pending cases, taking up appropriate references, and checking previous employment history.

2.0 SCOPE

This policy and procedures applies in full to:

- All employees of the Company;
- Volunteers;
- Agency workers; and
- All other users at Baltic Apprenticeships

3.0 REASONS FOR THIS POLICY

The purpose of this policy is to provide recruiting managers with detailed guidance on our safer recruitment practices.

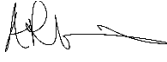
4.0 SAFEGUARDING CULTURE

Baltic Apprenticeships aims to ensure every learner feels safe while they are at work and while they are completing their apprenticeship programme. We promote a safe culture by educating our learners on online safety, appropriate workplace behaviour's, sexual abuse and harassment in the workplace. Learners are made aware at the start of their apprenticeship programme and reminded frequently throughout programme that any concerns raised will be taken very seriously and appropriate support will be put in place.

5.0 DIRECTOR POLICY APPROVAL



This Policy is approved and endorsed by the Board of Directors and Senior Leadership Team

Signed on behalf of the Directors 

Name Antony Hobbs
Position Managing Director
Date 1st September 2022

6.0 LINKED POLICIES

- Bullying & Harassment
- Health and Safety
- Equality & Diversity
- Whistleblowing
- Pre-Employment (Recruitment)
- IT Acceptable Use
- Safeguarding
- Staff code of conduct

7.0 AIMS

The safer recruitment of staff at Baltic Apprenticeships is the first step in safeguarding and promoting the welfare and wellbeing of learners.

The aims of the safer recruitment policy are as follows:

- To ensure the appropriate candidates are recruited based on experience, abilities and suitability for the position;
- We aim to recruit staff that align with Baltic Apprenticeships company values and culture;
- To ensure all applicants are considered in a fair and consistent manner;
- To ensure that no candidate 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 Baltic Apprenticeships complies 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 Baltic Apprenticeships meets its commitment to safeguarding and promoting the welfare of learners 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.

The recruitment and selection process should ensure the identification of the person best suited to the job based on the applicant's abilities, qualifications, experience and behaviours measured against the job description. Recruitment will be conducted in a professional, timely and responsive manner



and will ensure compliance with current employment legislation, safeguarding legislation and statutory guidance.

8.0 CANDIDATE APPLICATION INFORMATION

Baltic Apprenticeships will facilitate a fair recruitment process by using a standard job description which will outline the main responsibilities of the role, essential and desirable criteria and our safeguarding commitment statement. To apply, candidates will be asked to submit both a CV and a covering letter which outlines why they are suitable for the position. Although the content of each job description will vary depending on the role the format will remain the same.

Our job descriptions currently follow the below format:

- Who We Are (brief description of our mission, vision, values and safeguarding statement);
- What's the Job? (brief description of the role including job title, department, line manager, location, salary and DBS requirements);
- Roles & Responsibilities (detailed list of day-to-day responsibilities);
- Essential & Desirable Criteria (detailed list of what knowledge, experience and skill set is essential or desirable for the role); and
- How to Apply?

9.0 ADVERTISING

At Baltic Apprenticeships, we champion the alternative and are committed to diversity and inclusion. As an equal opportunities' employer, we welcome applications from everyone regardless of age, ancestry, belief, colour, disability, gender expression, gender identity, marital status, nationality, neurodivergence, race, religion, sex, sexual orientation, or socio-economic status. As a result, we endeavour to use a range of job boards such as Indeed, North East Jobs and Total jobs to attract a diverse group of applicants.

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

10.0 APPLICATIONS

Every application will be checked by a member of the recruiting team or by the People & Culture Team. The recruiting team will adhere to the following checklist:

- CVs are completed in full, without gaps or discrepancies;
- Attitudes and values are demonstrated throughout application;
- That the candidate has appropriate skills and experience to perform the role based on the job description;
- The candidate is suitable to work with young people and is committed to safeguarding matters.



Any issues will be explored during an initial screening call with a member of The People Team.

10.1 SCREENING CALLS

The People Team will work collaboratively with the recruiting manager to create a suitable shortlisting matrix, however, the final decision on which candidates should be progressed to a screening call will be made by the recruiting manager. The purpose of the call is to assess a candidates understanding and suitability of the role.

Therefore, a member of the People Team will:

- Contact applicants to arrange an informal screening call;
- Check any gaps/discrepancies that an applicant may have in their CV;
- Ask cultural suitability questions to ensure the candidate resonates/aligns with our values and culture;
- Knowledge check that the candidate fully understands the role they are applying for; and
- Ask relevant questions about experience and knowledge that may be required for the role using the essential & desirable criteria on the job description as a guide.

A member of the People Team will make detailed notes whilst on the call with a candidate. The screening document will then be shared with the recruiting manager. A scoring system is used at the end of the document where the person who has completed the screening will provide a final score to help the recruiting manager to make a decision on whether to progress to a face to face interview.

10.2 INTERVIEW PANEL

The interview panel will include the recruiting manager and at least one other appropriate member of staff (ideally this will be another manager). The maximum number of staff who should sit on an interview panel is 3 depending on how senior the role is. And, for all learner facing roles, an employee from Baltic Apprenticeships who has completed 'Safer Recruitment Training' will sit on the panel.

Prior to the interview, the panel should have a selection of appropriate interview questions and these questions should be used consistently for any interviews for the same role.

This includes pre-planning who will be introducing and concluding the interview and who will ask specific questions.

The interview will include the following questions where appropriate:

- Knowledge, experience and skill set based questions;
- Scenario based questions;
- On occasion a candidate may be asked to create a presentation and questions will be asked relating to the presentation;
- Applicants applying for learner facing roles will be subject to two safeguarding questions to test knowledge and understanding.

At the end of each interview candidates will be given an opportunity to ask any questions they may have.



11.0 OFFER STAGE

The recruiting team will aim to respond to candidates who have interviewed within 5 working days to notify them of outcome. If successful, the People Team will start the offer process which includes vetting checks such as ID right to work checks, verifying qualifications and obtaining references.

Candidates will receive a congratulations offer letter outlining: The role they were successful in, next steps and a copy of employment contract. Relevant steps will be taken by The People Team and the successful candidate to organise an induction and start date. For learner facing roles, the offer letter will be subject to a clear DBS check and in the interim, a self-declaration will be completed by the successful applicant. And the successful retrieval of two employment references.

11.1 DBS

Successful applicants will be subject to DBS checks depending on their level of engagement with learners. New employees who require a DBS check will be sent the link by the Safeguarding Team, but they will need to complete the sign-up process themselves. We recommend employees sign up to the update service to make future checks more efficient.

Once The People Team receive an applicant's ID as part of the right to work checks they will send this to the dedicated DBS email inbox for The Safeguarding Team to complete the DBS application process.

Safeguarding will send an email to the applicant with the link to our DBS system, NEREO, and instructions to start a new DBS application. Safeguarding will inform the new starter that their ID from right to work checks will be used at this stage to complete relevant DBS ID checks. For new starters who start before their DBS check has returned, we ask staff to complete a self-disclosure form, these staff members will also not be unsupervised whilst they are with learners.

11.2 SINGLE CENTRAL RECORD

The Safeguarding Team will oversee the DBS process and maintain comprehensive records using a Single Central Record spreadsheet compliant with the requirements of Keeping Children Safe in Education.

12.0 INDUCTION

Once the new starter process has been completed new employees will go through an induction/onboarding journey. This includes:

- Familiarising themselves with Baltic Apprenticeships policies including the Safeguarding Policy, the Staff Code of Conduct and Keeping Children Safe in Education;
- Staff will receive an onboarding induction in their own area of the company, for example, Operations and Sales;
- All learner facing staff will complete Safeguarding and Prevent training;
- All learner facing staff will complete a Safeguarding onboarding session with a member of the Safeguarding Team, this will include an overview of the service and previous training/policies to read.



13.0 PRE-EMPLOYMENT CHECKS RIGHT TO WORK

IDENTITY

We require applicants to provide identification to confirm they are who they say they are at the job offer stage (all relevant valid documentation is listed below). All job offers are subject to ID checks and if you are in a learner facing role more forms of ID may be required to successfully obtain a DBS certificate.

Forms of acceptable ID at offer stages are listed below:

Two forms of Photo ID plus a document with current address.

Or

One form of Photo ID plus two documents with current address.

Photo ID could include full UK (or EU) passport (out of date passports are only acceptable if UK passports) or a valid and in date UK Driving Licence with current address showing on it.

Forms of valid I.D to confirm current address could include a recent utility bill, P45, bank statement, Council Tax statement etc. All documents must be originals and not copies displayed on a phone or tablet, or paper photocopies.

RIGHT TO WORK IN THE UK

Applicants providing their UK or EU passport have effectively provided evidence of their right to work in the UK.

If we have non - EU nationals applying for positions with us, they must provide all right to work documentation prior to any job offer. This could be a work permit or document issued by the Home Office. **This documentation will be reviewed with the People Team to ensure it is acceptable.**

If a person has a time limit on their stay then we will carry out repeat checks at least once every 12 months. If a person has a restriction on the type of work they can do and, or, the amount of hours they can work, then we will not employ them in breach of these restrictions.

13.1 DBS CHECKS

All learner facing employees and those who work with learner data will be subject to an Enhanced DBS check at offer stage. On occasion, a DBS check may not have been completed in time for a candidate's employment start date. In this instance the employee will still be able to start, however, any learner contact will be supervised and a risk assessment will be carried out.

13.2 QUALIFICATIONS

We may request evidence of relevant qualifications at screening, interview, job offer or at any stage of your employment. If you are applying for a role in our Delivery Team we will request evidence of your Math and English qualification as well as any technical qualifications you have in line with your technical discipline.

13.3 REFERENCES



All job applicants will be referenced prior to any appointment being made, a conditional job offer can be made subject to satisfactory referencing and DBS checks being carried out and returned satisfactory to us.

13.4 RECRUITMENT PROCESS

Pre-employment process should consist of the following:

- Internal and external adverts to go out via People Team and external platforms and agencies;
- CV and Cover letter submitted for review by People Team and after verification, to the Recruiting Manager for shortlisting review;
- The People Team to arrange interviews with shortlisted candidates;
- Decision to job offer suitable candidate to be made by recruiting manager;
- Offer notification sent to People Team for offer letters to be prepared, referencing to start and DBS checks to be carried out if required;
- People Team to advise recruiting manager on status of references and DBS check returned and discuss any issues. If agreed not to continue the process because of business risk then the People Team will advise the candidate of the outcome and the removal of any conditional offers.

14.0 POLICY REVIEW

This policy will be periodically reviewed by the People Team and the Safeguarding Team, and we reserve the right to amend at any time. Any amendment to it will be notified to employees, in writing, by the organisation's People & Culture Manager.