

# SAFER RECRUITMENT

## POLICY

2024/2025

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



## **Safer Recruitment Policy**

### **Policy statement**

Baltic apprenticeships is 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;
- 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 safeguarding and promoting the welfare of young people and all adults. All staff who have regular contact with learners are Disclosure and Baring Service (DBS) checked prior to commencement of employment. Baltic Apprenticeships staff recruitment procedures require information about past convictions and pending cases, taking up appropriate references, and checking previous employment histories.

### **Scope**

This policy and procedures apply and are mandatory for

- All Baltic staff
- Volunteers
- Agency workers
- Learners/apprentices
- All other users of Baltic

### **Reasons for this Policy**

This policy exists to ensure that Baltic Apprenticeships implements appropriate arrangements for safer recruitment and so all staff are aware of procedures under this policy.

### **Safeguarding Culture**

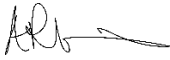
At Baltic Apprenticeships we are committed to ensuring our learners feel safe at work and in their learning. Our staff promote this culture throughout the learner journey, and this includes the education of learners in areas such as online safety and workplace behaviours as well as the message that sexual abuse and harassment are not acceptable or tolerated.



Learners are made aware that any concerns they raise are taken seriously and that they will be supported when raising a concern.

### **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	1 <sup>st</sup> September 2024

### **Linked policies**

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

### **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 best possible members of staff are recruited based on experience, abilities and suitability for the position.
- To the best possible knowledge, we aim to recruit potential staff members that align with the company values and culture.
- To ensure all applicants are considered equally and consistently.
- To ensure that no job applicant 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 applies 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 meets its commitment to safeguarding and promoting the welfare of learners by carrying out all necessary preemployment 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 and person specification. Recruitment and staff selection will be conducted in a professional, timely and responsive manner and ensuring compliance with current employment legislation, safeguarding legislation and statutory guidance.

### **Candidate application information**

To ensure consistency in applications Baltic apprenticeships will use a standard job description which will outline the role, person specification and company statement. All applicants will be asked to submit a CV. For different roles the job description and person specification may change but each application will be in the same format and follow the same process:

1. Who Baltic are
2. Job description
3. Role Responsibilities
4. Information on how to apply

1. Who Baltic are:
  - A brief description of Baltic as a company; its morals and values in relation to the job role. This will include a Baltic Safeguarding statement.
2. Job description:
  - Job Title
  - Department
  - Line Manager
  - Location
  - Whether a DBS check is required
  - Salary
3. Role Responsibilities
  - Essential skills and experience
  - Desirable skills and experience
4. Information on how to apply
  - Apply information and details of employee privacy policy



## **Advertising**

To ensure equality of opportunity, Baltic will advertise vacant posts with a view to encourage a wide field of applicants, including posting on our own website and external advertisement on job boards. Any advertisement will make clear our commitment to safeguarding and promoting the welfare of everyone.

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

## **Applications**

Applications will be checked by members of staff responsible for recruitment, the following will be taken into account:

- CVs completed in full, without gaps or discrepancies
- Attitudes and values are consistent throughout CV
- That the applicant has appropriate skills and experience to perform the role based on the job description and person specification
- 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.

## **Screening calls**

The People team will take direction from hiring managers around which candidates to take forward from the CV application stage to complete a pre interview screening call to check candidates understanding and suitability for the role.

The People team will:

- Contact applicants to arrange an informal prescreening call.
- Check any gaps/discrepancies in a CV with the applicant.
- Check an applicant's values and attitudes are consistent and in line with company morals.
- Ensure applicant understanding of the job role.
- Ask relevant questions about experience and knowledge required for the role in line with the personal specification.

After completion of the call People will liaise with the hiring manager and agree which applicants to take forward to a formal interview.



## **Interview panel**

The interview panel for applicants will include the hiring manager and other appropriate members of staff resulting in no more than 3 members of staff; where possible this panel will include a member of staff who have been Safer recruitment trained.

Pre interview the panel should have a selection of interview questions for the candidates and ensure that they are organised; including who is asking which questions and who will introduce and conclude the interview.

The interview will include the following elements where appropriate:

- Questions relating to knowledge, experience and values
- Mock scenarios
- Presentations from applicants relating to the area of the company they would become a part of
- Applicants applying to become part of the operations team will be subject to two Safeguarding questions to test knowledge and understanding.

Candidates will get an opportunity to ask any questions they have before conclusion of the interview.

## **Offer stage**

The interview panel should ensure time is put aside to review candidates and come to a conclusion about the final candidate. The People team will make the necessary steps to complete the vetting process – including ID checks, 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 the contract. Relevant steps will be taken by the People team and the successful candidate to organise induction and a start date.

## **DBS**

As a new Baltic employee staff will be subject to DBS checks depending on their engagement with learners. New staff, who require a check, will need to apply for a DBS however we do encourage sign ups to the updated service.

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 Safeguarding 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 come back, we ask staff to complete a self-disclosure form, these staff members will also not be unsupervised while with learners.

Safeguarding will oversee the DBS process and take ownership of the Single Central Record.

### **Induction**

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

- Familiarising themselves with Baltic policies including the Safeguarding policy
- Staff will receive an onboarding induction in their own area of the company i.e., operations, 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.

### **Policy Review**

The Safer Recruitment Policy will be reviewed as a minimum annually or when there is a change to legislation or guidance.