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## INTRODUCTION

ABDO College is committed to the safeguarding of all our students. This includes those who fall under the legal definition of vulnerable groups. This policy outlines the procedures and standards for safer recruitment, ensuring that unsuitable individuals are prevented from working within the College. It aligns with national guidance, including Keeping Children Safe in Education.

## SCOPE

This policy applies to all ABDO College employees, volunteers and third-party agencies involved in recruitment. It applies to recruitment for new posts and replacement staff, applies for permanent, fixed term or temporary contracts, and applies to both full-time and part-time posts. Everyone engaged in recruitment must uphold the College's safeguarding standards. Recruitment agencies must also comply with these standards.

## AIM

The aim is to ensure consistent, safe recruitment practices that protect learners and staff by:

- Raising awareness of safeguarding;
- Providing training and guidance;
- Promoting clear reporting procedures;
- Ensuring thorough vetting of candidates, including responding to concerns about the suitability of candidates.

## ROLES AND RESPONSIBILITIES

- HR Department: Oversees recruitment processes and supports managers;
- Recruiting Managers: Follows policy procedures and ensure compliance;
- Candidates: Adheres to recruitment and DBS procedures, including mandatory training if appointed.

## RECRUITMENT PROCEDURE

The following procedure will be adopted for all recruitment campaigns:

- Members of the College Management will discuss and approve the recruitment. A review of the job requirements will be completed. A role job description, person

specification and the means by which the person specification requirements will be assessed will be agreed before the recruitment campaign commences.

### **Vacancy Advertising**

We commit to our vacancy adverts having clearly defined role requirements, outlining safeguarding responsibilities if applicable, stating the College's commitment to overall learner wellbeing and safeguarding, and indicating mandatory DBS and other checks as required.

The advert will detail:

- whom and how interested parties should contact the organisation;
- the method for applying for the job;
- the closing date by when completed applications should be received.

The advert will be placed in appropriate media or with an authorised recruitment agency. "Word of mouth" recruitment will be discouraged.

### **Applications**

We recognise that many applicants submit a robust but not full CV at the point of application. We commit to identifying and clarifying any gaps during the overall recruitment process. Successful applications must include full employment history with explanations for gaps, qualifications, and professional registrations, including registration number with the GOC if applicable, identification of two references (including one from the most recent employer), and disclosure of relevant convictions under the Rehabilitation of Offenders Act.

### **Shortlisting**

At least two members of the College management team will shortlist candidates for interview. Candidates are assessed against the person specification. Applications are scrutinised for inconsistencies, and initial checks are conducted for shortlisted candidates. The College will ensure that anyone who applies for a position and is invited to interview has the legal right to work in the UK and is suitably qualified. Shortlisted candidates selected to attend interview will be contacted to inform them of their selection for interview. Candidates will be asked if any adjustments need to be made in the process to take account of any disability.

Applicants not shortlisted to attend interviews will be contacted following the conclusion of the selection process.

### **Self-Disclosure**

Early disclosure of criminal history is encouraged and handled confidentially by HR.

### **Interviews**

The interview process will be confirmed to the candidate, informing them of the panel members and if any pre-interview test will be performed on the day.

All interviews will consist of a panel of College Management members which will include at least one member trained in safer recruitment. Structured questions

assess motivation, experience, and safeguarding awareness. Interview records are documented.

At the end of each interview the interview panel will inform the candidate as to how they will hear the outcome of their interview.

For the successful candidate, they can be verbally offered the job, (subject to satisfying all pre-employment checks) and the offer will be put in writing.

Once the job offer has been accepted verbally, *Contract of Employment* documentation, including a letter confirming the conditions of the offer, and anticipated start date will be prepared.

A member of the College Management team will contact unsuccessful candidates in writing as soon as possible after the successful candidate has accepted the offer of employment.

### **PRE-EMPLOYMENT CHECKS**

The purpose of pre-employment checks is to enable the College to check that the preferred candidate possesses the required documentation and qualifications for the role. The check conducted by the College will be dependent on the type of job. The types of checks that are to be carried out are:

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

Candidates will be asked to provide proof of their right to work in the UK. This means that candidates will need to produce either a document or a combination of documents to confirm their eligibility. Alternatively, the College may carry out a digital right to work check via an Identity Service Provider or an online check using the Home Office's online checking service.

#### **Identity checks**

The College will carry out any necessary additional identity checks not covered under the Right to Work in the UK checks.

#### **Employment history and references**

Candidates will be required to detail their full employment history within their CV. Candidates with any employment gaps will be required to detail and explain such gaps in employment.

#### **References**

The College requests that applicants provide two references, one of these references must be from the current/last employer. The Company will not rely on testimonials or references provided by the candidate or on open testimonials headed "to whom it may concern."

### **Qualifications**

If the role requires particular qualifications the candidate will be asked to provide copies of their certificates.

### **Professional Registration And/Or Qualifications**

If the role requires a particular professional registration the College will carry out checks with the appropriate Regulatory Body such as the GOC. The purpose of the checks is to secure confirmation of the appropriate registration, i.e., that the candidate's registration is current, the registration is not subject to practising restrictions and whether there are any investigations recorded against the candidate. Where a licence is a requirement, confirmation will be sought from the relevant Regulatory Body as well.

### **Disclosure And Barring Checks**

Depending on the role, the College may check whether the preferred candidate has a criminal record that will prevent their employment. The College's offer of employment will be subject to a satisfactory relevant disclosure from the Disclosure and Barring Service.

### **Health Declarations**

In accordance with equal opportunities legislation the College reserves the right to request receipt of a pre-appointment health check. This may be by either the candidate completing a questionnaire, or the College obtaining an official preplacement screening report from their chosen Occupational Health Provider. Further Occupational Health Referrals may be carried out if it is necessary for the College to decide whether there is a need to make "suitable adjustments" (i.e., to accommodate a disability) or they are essential or intrinsic to the job.

## **OFFER AND ONBOARDING**

Employment is conditional on satisfactory checks. Staff may start before DBS clearance only with a risk assessment. We ask recruitment agencies to provide evidence of checks if available, but these are further checked by us.

### **Withdrawing Offers**

Offers may be withdrawn if checks are unsatisfactory, with HR authorisation.

### **Induction**

New staff receive mandatory training on safeguarding policies, expected conduct, and reporting procedures.

### **Training**

All recruiting managers should complete safer recruitment training every three years.

### **Probation**

New staff undergo a probation period with performance monitoring.



### **Managing Allegations**

Any allegations must be handled in line with the College's Safeguarding Policy.

### **Single Central Record (SCR)**

HR maintains the SCR, documenting all required checks for staff.

### **MONITORING AND EVALUATION**

This policy will be reviewed regularly and updated in line with national guidance and best practices.

### **ASSOCIATED DOCUMENTS**

Safeguarding & Prevent Policy

### **POLICY REVIEW**

This policy will be reviewed every three years. The Principal will report on its effectiveness and recommend updates as needed.