



Safer Recruitment Policy

KEITS Training Services Ltd (KEITS) Safer Recruitment Policy has been produced in line with current DfE 'Keeping Children Safe in Education' guidance. This policy aims to ensure a safe and fair recruitment and selection process is implemented across the company.

Safeguarding and promoting the welfare of children, young people and vulnerable adults is an integral factor in recruitment and selection and is an essential part of creating safe environments for learners, staff and stakeholders.

KEITS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.

KEITS is committed to attracting, selecting and retaining employees who will uphold our values and create safe, secure learning environments.

A committed workforce with the appropriate knowledge, skills, qualifications, experience and ability to do their job is fundamental to the company's performance and success and its ability to deliver a high-quality service.

Policy Responsibility

This policy applies to all the KEITS employees and governors responsible for and involved in recruitment and selection of any and all staff.

The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated this responsibility to appropriate senior managers. All those involved in the recruitment of new staff are required to ensure that it is conducted in a safe, fair, effective and economic manner. To this end, those that are responsible for each stage of the recruitment process will be expected to demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

Policy Key Features

- To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process and is at the forefront.
- Posts will be advertised on our company website and 'Indeed', and the advert will include reference to the company's commitment to safeguarding and promoting welfare of children, young people and adults.
- To ensure a consistent and equitable approach to the appointment of all company staff including internal and external applicants.

- To ensure all current equal opportunities and anti-discrimination legislation is adhered to and that neither applicants nor appointees are discriminated against on the grounds of disability, race, nationality, sex, gender re-assignment, sexual orientation, religion or beliefs, age, marital or civil partnership status, pregnancy or maternity and that all are protected from harm.
- Applications will be made using the standardised KEITS Recruitment Application Form.
- Applicants will receive a copy of the job description and person specification upon application.
- Short listed applicants will be required to provide photo identity (passport or drivers licence), proof of the right to work in this country and proof of qualifications as appropriate.
- Selection will be carried out by a panel with at least two and where possible, three members. At least one panel member will have received relevant Safer Recruitment Training.
- Where a candidate is known personally to a member of the selection panel this will be declared before shortlisting takes place. It may then be necessary to consider changing the selection panel to ensure there is no conflict of interest.
- KEITS will ensure shortlisted applicants, have a good understanding of the job role they will be undertaking if appointed.
- The selection process for people who will work with children, vulnerable adults will always include an individual (via Teams if necessary) interview even if there is only one candidate.
- The interview will assess the merits of each candidate for the post, including questions exploring their suitability to work with children, young people and vulnerable adults.
- Job offers will be conditional on receipt of two good references (preferably completed on the KEITS standardised reference request form), social media checks and where required for the role, verification of identity, a satisfactory enhanced DBS check and confirmation of the right to work in UK.
- Any gaps in the applicants' employment history will be fully explored, as will any discrepancies arising from the information supplied by the candidate and/or a referee.
- References will be sought on conditional offer of the post. Any concerns or issues will be explored further with the referee(s) before the offer is confirmed.
- The company will take all reasonable steps to verify references received electronically.
- Applicants will be appointed based on their ability to meet the essential criteria in the person specification, their performance at interview and any other assessment deemed appropriate to the role. Where a number of applicants meet the essential criteria, desirable criteria will be taken into account.
- If an individual's DBS certificate is not completed, a new appointee would only be able to commence work with appropriate supervision in place and on condition that all other checks (references etc.) are completed satisfactorily.

- All documentation for a new employee will be kept in their personnel folder on Bright HR and relevant information will be entered on the company's Single Central Register in line with current Keeping Children Safe in Education Guidance.
- A comprehensive induction programme will be provided for all new appointees, which includes training regarding Child Protection and Safeguarding, Prevent and British Values, Keeping Children Safe in Education (Part 1 or Annex A as appropriate).
- Staff leavers will be removed from the single central register immediately.

KEITS adheres to the requirements of The Equality Act [2010] to make reasonable adjustments to the recruitment process if an applicant makes the potential employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

Recruitment of Ex-Offenders

- As an organisation using the Disclosure and Barring Service (DBS) and/or Disclosure Scotland to assist in assessing applicants' suitability for positions of trust, the company complies fully with the Disclosure and Barring Service/Disclosure Scotland Code of Practice and undertakes to treat all applicants for all posts fairly. The company will not discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.
- We actively promote equality of opportunity for all and we select all candidates for interview on the basis of their talent, skills, qualifications and experience. We welcome applications from a wide range of candidates, including those with criminal records where the offences do not prohibit them from working with children and vulnerable adults.
- A disclosure is only requested where it is legally required or after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. Where a disclosure will be required from a successful candidate, all applicants will be made aware of this at all stages of the recruitment process.
- Where disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process.
- Unless the nature of the position allows the company to ask questions about a candidate's entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that may be relevant to the position. Failure to reveal information that is relevant to the

position sought could lead to withdrawal of an offer or termination of employment.

- We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer or terminating employment.
- Having a criminal record will not necessarily bar an applicant from working for us. This will depend on the nature of the position and the circumstances and background of the offences.

Links Associated with this Policy

- KEITS Recruitment Application Form
- Shortlisted Candidate Self-Declaration Form
- Standardised Reference Request Form
- KEITS ITC Code of Conduct Agreement

Policy Monitoring and Updating

This policy will be monitored by the Senior Management Team. If new legislation should be introduced the policy will be reviewed immediately.

Further references:

- Keeping Children Safe in Education Guidance latest published version
- Guidance on the Rehabilitation of Offenders Act 1974 & The Exceptions Order 1975
- DBS Filtering Guide

Location	Title	Responsibility	Date Created	Version/updated	Review Date
Doc Con/Docs/ All Company Policies/Corporate	Safer Recruitment Policy	KRS	Aug 12	13 – Oct'25	Oct'28