



Safer Recruitment Policy

Table of Contents

SAFER RECRUITMENT POLICY.....	
1. Safer Recruitment Policy Statement.....	
2. Scope of the Policy.....	
3. Roles and Responsibilities.....	
4. Recruitment and Selection process.....	
5. Advertisement.....	
6. Application forms	
7. Shortlisting	
7. Employment selection	
8. Pre-Employment vetting checks.....	



1. Safer Recruitment Policy Statement

LTS Group Ltd is committed to creating a culture that safeguards and promotes the welfare of vulnerable children and vulnerable adults at risk. In order to achieve this culture, we adopt robust recruitment procedures that deter and prevent people who are unsuitable to work with vulnerable children and vulnerable adults at risk from applying for or securing employment.

2. Scope of the policy

This policy applies to anyone engaged by LTS Group including our directors, staff, contractors and any work placement/volunteers.

All prospective applicants will be supplied with copies of the Safeguarding policy, Allegation policy, Whistleblowing policy and Code of Conduct.

3. Roles and responsibilities

LTS Group will:

- prevent people who pose a risk of harm from working with children and adults at risk]by having effective policies and procedures in place for the recruitment of staff and volunteers in accordance with the DfE guidance, Keeping Children Safe in Education 2021 ([KCSIE](#)) and any guidance or code of practice published by the Disclosure and Barring Services (DBS);
- ensure that it meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

4. Recruitment and Selection Process

All those involved with the recruitment and employment of staff to work with children [and adults at risk] will be trained to a recognised standard in safer recruitment.

LTS Group ensures at least one person who conducts an interview has completed safer recruitment training or refresher training as applicable.

5. Advertisements

When defining the role (whether through the job, role description and person specification) LTS Group will have regard to Section 193 of [Keeping Children Safe in Education \(KCSIE 2021\)](#) and include:

- *the skills, abilities, experience, attitude, and behaviours required for the post; and*
- *the safeguarding requirements, i.e., to what extent will the role involve contact with children and will they be engaging in regulated activity relevant to children.*

All adverts will also include:



- LTS Group's *commitment to safeguarding and promoting the welfare of children and make clear that safeguarding checks will be undertaken;*
- *the safeguarding responsibilities of the post as per the job description and personal specification; and*
- *whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.*

6. Application forms

All roles advertised by LTS Group will include (in the application form or elsewhere) the following statement:

LTS Group is committed to safeguarding children and young people and adults at risk. All post holders are subject to a satisfactory Disclosure and Barring Service (DBS) check. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children."

LTS Group will also ensure that all prospective applicants provide the following:

- personal details, current and former names, current address and national insurance number;
- details of their present (or last) employment and reason for leaving;
- full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment;
- qualifications, the awarding body and date of award;
- details of referees/references; and
- a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification

LTS Group does not accept curriculum vitae in place of application forms.

7. Interview

LTS Group ensures that registration interviews are undertaken by competent individuals who are trained to a recognised standard in safer recruitment or value-based interviewing skills.

Face to face registration interview will be taken with every candidate prior to them being placed on assignment with a client, unless in exceptional circumstances. All original documents provided by the candidate will also be checked for legitimacy during the registration interview.

The format of LTS Group's registration interview promotes and encourages the interviewer to question any inconsistencies in the candidate's application form or experience.

All candidates will be asked the following:

- for their motivation to work with children and adults at risk
- their values and behaviours,
- emotional resilience in working with challenging behaviours,
- ability to cope with stress,
- how they deal with anger
- how they form appropriate professional relationships and maintain boundaries.

LTS Group will inform all unsuccessful candidates of the outcome of their interview as soon after the interview as reasonably possible. Where candidate requests feedback, this will also be provided as soon as possible.

8. Shortlisting

In order to ensure that candidates have the opportunity to share relevant information and allow for this to be discussed at interview stage before the DBS certificate is received, all shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children and adults at risk.

LTS Group will ensure the following:

- that at least two people carry out the shortlisting exercise.
- that reasons are given for any inconsistencies and for gaps in employment and reasons given for them; and
- all potential concerns are explored.

9. Employment history and references

All offers of employment made by LTS Group will be subject to the receipt of a minimum of two written professional references, including the most recent assignments.

LTS Group has robust procedures in place to ensure references are properly evaluated and actioned to ensure that no candidate with child protection, safeguarding or disciplinary issues or concerns is placed on assignment. LTS Group therefore will:

- not accept open references e.g. to whom it may concern;
- not rely on applicants to obtain their references;
- ensure any references from the candidate's current employer have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations);

- obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed;
- secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then secure a reference from their current employer;
- ensure electronic references originate from a legitimate source;
- contact referees to clarify content where information is vague or insufficient information is provided; and
- compare the information on the application form with that in the reference and take up any discrepancies with the candidate.

Where an unsatisfactory reference is received, the LTS Group will take the appropriate action to ensure that no candidate with child protection, safeguarding, disciplinary issues or concerns is placed on assignment.

Where references are unobtainable the LTS Group will tell the end client and gain any other feedback or information that it is able to gather regarding the candidate.

10. Employment selection

LTS Group uses a range of selection techniques to identify the most suitable person for posts. All interview questions will include:

- finding out what attracted the candidate to the post being applied for and their motivation for working with children and adults at risk;
- exploring their skills and asking for examples of experience of working with children which are relevant to the role; and
- probing any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this.

Interviews will be used to explore all potential areas of concern to determine the applicant's suitability to work with children. Areas that may be concerning and lead to further probing include:

- implication that adults and children are equal;
- lack of recognition and/or understanding of the vulnerability of children;
- inappropriate idealisation of children;
- inadequate understanding of appropriate boundaries between adults and children; and,
- indicators of negative safeguarding behaviours.

All information considered in decision making will be clearly recorded along with decisions made.

11. Conditional offer of employment



LTS Group will make a conditional offer of employment to successful candidates. This will be subject to satisfactory completion of pre-employment checks.

A withdrawal of the conditional offer of employment may be required due to unsatisfactory completion of pre-employment checks.

12. Pre-appointment vetting checks

LTS Group completes all the following legal pre-employment checks when appointing an individual to engage in regulated activity in relation to children:

- identity check (including being aware of any name changes);
- proof of address (only temporary candidates);
- proof of eligibility to work in the UK;
- proof of NI number (only temporary candidates);
- proof of employment history;
- proof of qualifications;
- references;
- proof of DBS Barred check;
- an overseas police check (where a candidate has lived for 12 months or more in the last 10 years, while 18 or over);
- enhanced DBS check via the applicant (including children's barred list and/or adults barred list information);
- verification of medical fitness and;
- verification of professional qualifications via the Teaching Regulation Agency (TRA) Employer Access Service;

A withdrawal of the conditional offer of employment may be required due to unsatisfactory completion of pre-employment checks.

13. Record keeping

All documents relating to a candidate with regard to safeguarding or their registration interview will be kept securely by LTS Group for two years. At the end of the two-year period, records will be confidentially destroyed.

All concerns, discussions and decisions made and the reasons for those decision will be recorded in writing.



Application forms and interview notes for unsuccessful candidates will be stored for 6 months before being destroyed confidentially.

14. Referrals to the Disclosure Barring Service

LTS Group will make a referral to the DBS as soon as possible where an individual is removed from regulated activity, (or would have removed an individual had they not left), and the individual has:

- engaged in relevant conduct in relation to children and/or adults,
- satisfied the harm test in relation to children and/or vulnerable adults; or
- been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence.

15. Ongoing reviews and checks

In order to maintain an environment that deters and prevents abuse and challenges inappropriate behaviour LTS Group will carry out new checks when:

- an individual working at the school or college moves from a post that was not regulated activity with children into work which is considered to be regulated activity with children. In such circumstances, the relevant checks for that regulated activity must be carried out;
- there has been a break in service of 12 weeks or more; or
- there are concerns about an individual's suitability to work with children.