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Signature	
Position	Apprentice Liaison Officer & DSL

Safer Recruitment Policy

Rebus Training Ltd (RTL) is committed to promoting and safeguarding the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. RTL recognises that the effectiveness and safety of its recruitment policy and procedures make a major contribution to child protection by helping to deter, reject or identify people who might be unsuitable for working with children.

The Recruitment Policy and Procedures are based on and conform with statutory and non-statutory guidance contained in 'Keeping Children Safe in Education' and have due regard to the statutory Prevent Duty Guidance for England and Wales (2023) (issued under Section 29 of the Counter Terrorism and Security Act 2015). RTL aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

Throughout the selection and recruitment procedure, RTL will have regard to the guidance as set out in the aforementioned documents. RTL is committed to ensuring that no one will be appointed unless they have a clear understanding of the specific issues regarding safeguarding that apply.

This will involve:

- Including the companies Safeguarding Policy Statement in any job advertisements or a statement to instruct you to our website if applying through external agencies.
- Requesting applicants to complete an application form, including identifying details, any relevant or required qualifications, a declaration of existing contacts in RTL and details of referees.
- Request a CV including a full, chronological career history since leaving secondary education,
- Completing a Criminal Record & Safeguarding Self-Declaration.
- Providing Key Responsibilities and essential skills and experience.
- Providing each applicant with a copy of a document detailing the application and recruitment process, which can be found via Rebus Training website.
- Ensuring all recruitment documents also clearly state that "applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service".
- Asking applicants appropriate questions at interviews relating both to their skills and their reasons for wanting to work with apprentices.

Application

All applicants for employment will be required to complete an application form asking for the following:

- Full, identifying details of the applicant, including current and former names and current address.
- A declaration of any existing contacts in the company
- Details of referees

Applicants will be asked to complete any incomplete forms.
Along with the application form, applicants will receive an email with attachments, directing to our website, detailing:

- Job advert including the application and recruitment process, Key Responsibilities and essential skills and experience, a statement of the terms and conditions relating to the post, the company's Safeguarding policy statement, Equality and diversity policy and an introduction to the company.

Social Media Check

RTL incorporates a social media check alongside the recruitment process, prior to the interview stage, conducted by someone sitting on the interview panel. The purpose of this is to make a more informed hiring decision, reduce any risks and maintain a safe, encouraging and nurturing environment for our apprentices. This online search will only be undertaken once.

Interview

Long-listed applicants may be invited to a brief, informal, initial interview to enable a more accurate short-listing process.

Short-listed applicants will be invited to attend a formal interview at which the applicants relevant skills and experience will be discussed in more detail. Further assessment may be introduced, such as skills tests, or an observed lesson.

All applicants are asked to bring with them to interview documents confirming any educational and professional qualifications that are necessary for the post. Applicants will also be required to bring in 3 forms of ID.

All shortlisted candidates will be asked to complete a self-declaration of their criminal record that would make them unsuitable to work with children SR1 004.

Appropriate safeguarding questions will be asked at interview to better understand the applicant's attitudes, motivations and suitability to work with children.

Written records of all interviews, observations and skills tests will be kept on the successful applicant's personnel file.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional upon the satisfactory completion of the checks listed under the following section, 'Appointment Procedures for Staff'.

Appointment Procedure for Staff

RTL will undertake the following checks on appointment:

Career History

- Applicants are asked for a full, chronological career history since leaving secondary school. The interviewer will validate this career history on receipt of CV and ensure there are no gaps.

References

- The company will request at least two references for each applicant, which will usually be a combination of the applicant's current or most recent employer and their most recent instance of working with children. These should cover roughly five years in a person's career history where possible and not come from friends or relatives.
- Referees will be asked to state the following in the company reference form HR3 002:
    - Any disciplinary or child protection issues
    - Any reasons why the applicant should not be employed for work with children
    - The applicant's reasons for leaving
- Where references have been received without a signature, these are verified by email for

authenticity.
- If a reference is taken over the telephone, detailed notes will be taken, dated and signed.
- RTL will not accept references from relatives, unless the relative is the main employer, or referees writing solely in the capacity of friends.
- Internal appointments – the company will endeavor to obtain at least one reference for internal applicants where the internal promotion would involve moving to different departments within the company, and/or working under a new manager.

ID Check

This is carried out in line with DBS and Right To Work requirements where applicants will be asked to provide documents as specified under DBS requirements and government guidelines. This could include but not limited to:

- Passport
- Driving license (photocard) or birth certificate
- Proof of address as per DBS guidelines
- Any evidence of a change of name

See ID checklist

If the applicant cannot provide any of the above, guidance issued from the DBS will be followed. Copies will be taken and kept on the applicant's file.

DBS Check

Any position that falls within the definition of 'Regulated Activity' (which defines regular contact) will require an Enhanced DBS check with Children's Barred List information. A basic DBS check will be carried out on other members of staff.

The definition of "regular" is as follows:

- Once a week, or more often
- On 4 or more days in a 30-day period
- Overnight (2am – 6am)

Until the Company has had sight of the original Disclosure Certificate, the applicant will be treated as unchecked.

The Disclosure may be obtained either by asking the individual to apply for a new DBS Certificate, or by them producing a DBS Certificate which has been registered on the DBS Update Service (only applicable to DBS Certificates which have been issued since 17 June 2013 and only available for enhanced checks). Basic checks will need to be completed every 3 years along with a self-declaration every 12 months if not registered for the update service. Staff who have registered with the DBS Update Service must produce the original of their DBS Certificate, along with the required proof of ID. In accordance with DBS guidance, the Company will ask the candidate to sign a statement to say that they give RTL permission to access their record on the DBS Update Service which will be checked annually. A printout of the result will be produced and held in the safeguarding compliance folder. All new staff will be required to go on to the update service.

If the DBS or either of the references are delayed, the Managing Directors may allow the member of staff to start work, on the following conditions:

- The appointment is not confirmed
- All other relevant checks have been completed satisfactorily
- The DBS application has been made in advance and evidence of this is on file

- A Risk Assessment is written and kept on file
- The Risk Assessment is reviewed every two weeks until the Disclosure Certificate arrives
- Appropriate safeguards are taken (e.g. supervision)
- The member of staff is informed as to what these safeguards are

Overseas Applicants

If an applicant has lived overseas for more than three months at any point in the past ten years, the applicant will be asked to present an overseas Police Check/Certificate of Good Conduct from the relevant country. Where this is not possible, further checks may be carried out, for instance extra references may be obtained.
Where the applicant has worked in education in the UK since moving from overseas, without going back overseas, the company will not repeat the overseas check.

Medical Fitness Declaration

On the application form, applicants will be asked to read a declaration confirming that they know of no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the post in question.

Qualifications Check

All applicants will be asked to provide original proof of any professional qualifications they hold which are either required for, or relevant to, the position. Copies will be taken and kept on file.
If no original is to be found, the Company will ask the applicant to order replacement certificates or will request confirmation of the qualification in writing from the organisation or institution concerned. The confirmation will be kept on file.

Outcomes of the Application and Recruitment Process
Where the following apply, the Company will report the facts to the Police and/or the Disclosure and Barring Service:

- DBS Disclosure shows the applicant has been disqualified from working with children by a Court; or
- The applicant is found to have been prohibited from the teaching profession
- An applicant has provided false information in, or in support of, his or her application; or
- There are serious concerns about an applicant's suitability to work with children

Appointment and Safeguarding Procedures for Others

Supply Staff

The Company does not engage supply teaching agencies, preferring to engage supply teachers directly and conducting the same recruitment checks as would apply to fully employed staff.

Self-Employed Professionals

If the individual is self-employed, the same checks will apply to those for employed staff.

Staff from Other Organisations

RTL will ensure that their contract with any company which provides staff who will have access to areas where unsupervised contact with children is possible, provides for the required checks on staff to be

completed by the company itself.
Where services or activities are provided separately by another body, supervising RTL's students, the company will seek assurance that the body concerned has appropriate policies and procedures in place for safeguarding children and child protection and there are arrangements to liaise with the company on these matters where appropriate.

Visiting Speakers

In line with Safeguarding and Prevent statutory guidance, the company will ensure that any visiting speakers are appropriately supervised at all times. They will also be responsible for reading through our visitor induction handbook which will be emailed out to them prior to their visit, and they will need to confirm that they have read and understood this.

Volunteers

Rebus Training does not currently use the services of volunteers. Should this change in the future, robust safer recruitment checks including Enhanced DBS checks with Children's Barred List information for any volunteer engaging in regulated activity will be implemented in accordance with the latest Keeping Children Safe in Education (KCSIE) guidance.

Single Central Register

The company keeps a register of appointed staff, indicating whether or not the following checks have been completed on all current members of staff and self-employed subcontract staff (where appropriate):

- Identity checks
- Qualification checks for any qualifications legally required for the position
- Basic or Enhanced Disclosure (or DBS Status Check)
- Right to work in the UK
- Overseas checks, where applicable
- References
- Career History/CV Check

The Recruitment Process Summary

Planning & Advertising

- Produce draft job description
- Produce draft advert, including statement re safeguarding and DBS
- Agree proposed salary band and research advertising methods and costs
- Authorisation to be approved by the Managing Directors.

Response to Advert

- Keep details of all shortlisted interview applicants on spreadsheet
- Email an application pack to each shortlisted applicant consisting of:
    - Link to application form
    - RTL Application and Recruitment Process Document SR1 004
    - Job description – inc safeguarding statement
    - Equality and diversity policy
    - Introduction to RTL
    - Terms and conditions

Applications

- Keep original in recruitment pending file and give copies to the interviewer

Interviews

- Once shortlisting has been completed, invite shortlisted applicants for interview
- Depending on the position, interviews will normally consist of skills-related questions and a personal interview
- The interview panel should consist of more than one person.
- Where reasonably practicable the interview panel will include one safeguarding level 2 or higher qualified member of staff
- For shortlisted applicants, following the initial interview, if not already on the interview panel they will be contacted by one of the two safeguarding officers within Rebus and asked about their understanding of safeguarding and prevent relevant to the role they have applied for.

References

- References will be sought before the interview where possible, so any concerns can be explored with the candidate during the interview.
- If not applied for already and all parties happy to proceed, references will be sought and a condition for employment.

Recruitment Decision and Checks

- The interviewer contacts the successful applicant directly to offer them the position
- The operations manager will send a Letter of Appointment and Contract to the applicant offering the role, subject to successful completion of all pre-recruitment checks.
- A notification to interviewed, unsuccessful candidates will then be sent.

Recruitment Checks

The pre-recruitment checks required for staff are all listed on the single central register (*SG1 001*). This document has restricted access and is in line with GDPR.

RTL Paperwork

The designated safeguarding lead will ensure that the applicant has completed all RTL paperwork listed on the Single Central Register of Appointments, including confirmation that all relevant policies and documents have been read.

Safeguarding Training

Has the successful applicant recently had Child Protection training? If not, they will need to undertake Level 1 safeguarding training or internal training within RTL.

Data Protection

The company will ensure the security of all employees' personal data at all times, whether prospective, current or ex-employees. Personal data will be processed in accordance with the General Data Protection Regulations and the Data Protection Act 2018. Data will be retained and disposed of in line with the company's data retention policies.