

TITLE	VERSION
Recruitment and Vetting Policy	5

APPROVAL BODY	DATE	REVIEW DATE
Board of Governors	August 2024	August 2025

LEAD PERSON	Director of Operations
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## POLICY STATEMENT

It is important to VLUK to recruit the best candidate for any given role, whilst ensuring that best safer recruitment practice is followed. VLUK believes that all recruitment and vetting should be free from any form of discrimination, with all candidates given an equal opportunity to access available roles, and participate in the recruitment process, as appropriate.

## BACKGROUND

VLUK is a National Independent Training Provider, delivering education in the 16-19 FE sector. It is part of The Oxford Virtual Education Group. VLUK is led by a Chief Executive Officer, accountable to a Board of Governors and Group Chief Executive Officer and supported by an Executive team and a Senior Leadership Team (SLT). Accountable to the SLT is a layer of middle management located throughout the country. The Middle Leadership team is responsible for tutors and enrichment staff.

## PURPOSE

This policy is to ensure that the individuals responsible for recruitment and selection hire and promote the most appropriate applicant or employee in a fair and consistent manner free from discrimination.

## SCOPE

This policy applies to all staff involved in the recruitment and vetting at VLUK from Governors, Senior Leadership Team, Middle Leaders, Tutors and Support Staff and confirms VLUK's approach.

## DEFINITIONS

DBS - Disclosure and Barring Service

Applicant - Anyone who has applied for, or interviewed for a vacancy.

## RESPONSIBILITIES

Board of Governors	The Governing Board or a delegated committee review and challenge the effectiveness of the internal controls and the management of risk detailed in this policy.
Chief Executive	Overall responsibility and oversight of this policy, ensuring resources are used effectively and appropriately.
Senior Leadership Team	Responsible for the development and delivery of this policy.
Lead Person	Responsible for ensuring the policy aligns with regulatory requirements and best practice.

All Line Managers	Responsible for and to follow this policy.
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### **POLICY - ADVERTISING ROLES**

VLUK ensures a variety of media is considered to reach a broad cross-section of potential applicants and include the following points in any advertisements;

- the job title;
- the salary or pay scale;
- any significant benefits applicable to the position;
- any minimum qualifications for the position;
- any particular skills and/or experience required for the position;
- any typical features of the position (e.g. part-time, fixed-term, etc.);
- the closing date for applications

Care is taken to avoid specifying requirements for the position which are potentially discriminatory either directly or indirectly.

Where job descriptions are used to assist in the drafting of a job advert, VLUK ensures the details incorporated are concise and relevant to the job role being advertised.

Where personnel specifications are used along with the job advert only those details which are relevant such as essential or desirable knowledge, skills and experience are included.

### **POLICY - KEEPING APPLICANTS INFORMED**

At each stage of the process, applicants are kept informed and should expect to be told the following:

- When they can expect to hear whether their application is to be progressed to the next stage of the recruitment process.
- What the next stage will involve.

### **POLICY - INTERVIEW**

Prior to the interview, the criteria for the position are identified and shared with the candidate.

During the interview

- Thorough notes are taken, using an interview template.
- One person on the interview panel will have completed safer recruitment training.
- All questions asked are directly relevant to one or more of the identified and relevant selection criteria.
- No assumptions are made nor questions asked about the applicant's personal circumstances.

Once the interview has taken place and the decision has been made, contact is made with the successful individual to offer the role.

If at any point during the recruitment process, a candidate has an issue then they should report the concerns to the Director of Operations who will review them.

### **POLICY - INTERNAL RECRUITMENT**

It is important that VLUK recruits experienced people who deliver a high standard of service. VLUK takes the recruitment, development, and promotion of staff seriously and we do this by following a fair and non-discriminatory process.

Any opportunities for promotion are advised and open to all members of staff. Applications are welcome from existing staff who feel they have the appropriate skills and experience.

## **POLICY - PRE-EMPLOYMENT CHECKS**

As the majority of staff engage in regulated activity, an enhanced DBS certificate including barred list information is required.

Any member of staff appointed to carry out teaching duties requires an additional check to ensure they are not prohibited from teaching.

- Once the checks are complete, the DBS service sends a certificate (the DBS certificate) to the individual. The individual should show the original DBS certificate to VLUK before they take up the post or as soon as practicable afterwards.
- Where VLUK allows an individual to start work in regulated activity before the DBS certificate is available, we ensure that the individual is appropriately supervised and that all other checks are carried out. A risk assessment is carried out before they are allowed to commence work.

In Addition

- VLUK verifies a candidate's identity through an online identity check.
- VLUK verifies the person's right to work in the UK via an online check.
- If the candidate has lived or worked outside the UK, VLUK may make any further checks, as appropriate.
- VLUK checks professional qualifications, as appropriate.
- VLUK reviews a candidate's previous employment history and ensures that information is not contradictory or incomplete.
- VLUK seeks 2 references in order to obtain objective and factual information to support appointment decisions. References should always be obtained from the candidate's current employer, if possible.

## **POLICY - AGENCY/CASUAL STAFF**

VLUK seeks written confirmation from the respective agencies that the appropriate checks, including the DBS checks, have been carried out before engaging agency or supply staff.

## **POLICY - CRIMINAL CONVICTIONS**

It is a requirement of the DBS Code of Practice that all Registered Bodies treat DBS applicants with criminal records fairly and do not discriminate because of a conviction or other information revealed. As an organisation using the DBS service to assess applicants' suitability for positions of trust, VLUK complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly. VLUK undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

Having a criminal record is not necessarily a bar from working at VLUK, it depends on the nature of the position and the circumstances and background of the offence. In these circumstances, a safeguarding panel made up of three senior members of staff (Director of Operations (Chair), plus two others from COO, CEO, Head of Learner Experience, Senior Quality Leads) meets to review each situation before a decision on employment is made.

## **COMPLAINTS**

Complaints about Appeals at VLUK should be made to the Director of Operations in the first instance - [gemma.halsey@vluk.org](mailto:gemma.halsey@vluk.org)

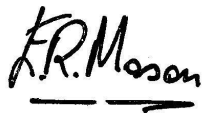
## **REFERENCES**

Modern Slavery Statement  
Keeping Children Safe in Education 2023  
DBS Code of Practice  
Comments and Complaints Policy

## **SIGNATORIES**



Chief Executive Officer



Chair of Governors

1st August 2024

1st August 2024