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By	Senior Team
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VLUK RECRUITMENT AND VETTING POLICY 2022-2023

1. INTRODUCTION

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

It is VLUK policy to look to fill any open position by internal promotion or transfer wherever possible. All applicants will be assessed objectively on their merits in accordance with our Equal Opportunities policy. Any person involved in the selection and interview processes who have a conflict of interest should declare it immediately to their line manager.

VLUK recognises that the delivery and management of effective safeguarding of children and young people requires sound recruitment procedures. At least one member of staff involved in conducting interviews will have completed Safer Recruitment training.

2. ADVERTISEMENT

VLUK will ensure a variety of media is considered to reach a broad cross-section of potential applicants and will include the following points.

- 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 will be taken to avoid specifying requirements for the position which are potentially discriminatory either directly, indirectly.

3. JOB DESCRIPTION

Where we use job descriptions to assist in the drafting of a job advert we will ensure 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 will be included.

4. APPLICATIONS

At each stage of the process, applicants will be 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.

5. PRIOR TO THE INTERVIEW

- Prior to the interview, the criteria for the position should be identified
- Criteria that isn't relevant should be avoided

6. INTERVIEW

- During the interview thorough notes will be taken.
- All questions asked will be directly relevant to one or more of the selection criteria that have been identified for the position.
- No assumptions will be made nor will questions about the applicant's personal circumstances be made.

Once the interview has taken place and the decision has been made, contact will be made with the successful individual and arrange the start date for the position.

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.

7. INTERNAL RECRUITMENT

It is important that we recruit experienced people that will deliver a high standard of service. We take the recruitment, development and promotion of our staff seriously and we do this by following a fair and non-discriminatory process.

Any opportunities for promotion will be advised and open to all members of staff. Applications are welcome from existing staff that feel they have the skills and experience to bring to the role.

8. PRE EMPLOYMENT CHECKS

- As the majority of staff will be engaging in regulated activity, an enhanced DBS certificate which includes barred list information will be required

Any member of staff who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching.

Once the checks are complete, the DBS will send a certificate (the DBS certificate) to the applicant. The applicant must show the original DBS certificate to VLUK before they take up 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 will ensure that the individual is appropriately supervised and that all other checks are carried out.

- VLUK will verify a candidate's identity, e.g. requesting a copy of their passport.
- VLUK will verify the person's right to work in the UK
- If the candidate has lived or worked outside the UK, VLUK may make any further checks we consider appropriate.
- We will verify professional qualifications, as appropriate.
- We will ensure that a candidate to be employed to carry out teaching work is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012.

- VLUK will review a candidate's previous employment history and ensure that information is not contradictory or incomplete.
- We will seek 2 references to allow VLUK to obtain objective and factual information to support appointment decisions. References should always be obtained from the candidate's current employer.

9. AGENCY/CASUAL STAFF

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

10. CRIMINAL CONVICTIONS

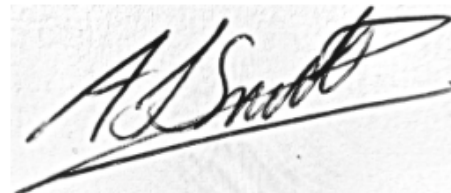
It is a requirement of the DBS Code of Practice that all Registered Bodies must treat DBS applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed.

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 for positions fairly. It 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 will not necessarily be a bar from working at VLUK. It will depend on the nature of the position and the circumstances and background of the offence. A safeguarding panel made up of three senior members of staff (Director of Operations, Director of Quality, COO, CEO, Head of Learner Experience, Designated Safeguarding Leads) will meet to review each situation before a decision on employment is made.



CEO



Chair of Governors