

Recruitment and Selection Policy

Document Ownership	
Policy owned by:	HR
Policy written by:	Patsy Crocker
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Version Control Table			
Version	Date	Author	Changes
1.0	07/08/2024	P Crocker	Initial policy creation
1.1	26/08/2025	P Crocker	Updated EDI terminology, HR contact, Prevent procedures
2.0	01/02/2026	S Gilmore	Major revision: enhanced KCSIE alignment, added definitions and responsibilities, strengthened pre-employment checks

1. Purpose

This policy establishes the framework for recruiting and selecting staff at Hybrid Training Centre (HTC) and its associated entities within Parkholdco Group. It ensures that recruitment practices are fair, consistent, legally compliant, and aligned with our commitment to safeguarding learners and apprentices.

The policy is designed to attract and appoint the most suitable candidates based on merit whilst protecting children, young people, and vulnerable adults from those who may seek to cause them harm. All recruitment activity must comply with the requirements of Keeping Children Safe in Education (KCSIE) and relevant employment legislation.

2. Scope

This policy applies to the recruitment and selection of all employees across HTC and NWTC, including permanent staff, fixed-term contracts, casual workers, and agency workers engaged for extended periods. The policy also establishes standards for engaging contractors, volunteers, and work placement students who will have contact with learners.

All staff involved in recruitment and selection must be familiar with this policy and have received appropriate training in safer recruitment practices as required by KCSIE.

3. Definitions

- **Regulated Activity:** Work that involves regular contact with children or vulnerable adults, as defined by the Safeguarding Vulnerable Groups Act 2006.
- **DBS Check:** Disclosure and Barring Service check that reveals criminal record information. Enhanced DBS checks with barred list checks are required for regulated activity.
- **Safer Recruitment:** A set of practices designed to deter, identify, and reject individuals who may pose a risk to children and vulnerable adults.
- **KCSIE:** Keeping Children Safe in Education, statutory guidance that sets out safeguarding requirements for educational institutions.
- **Recruiting Panel:** A minimum of two individuals, at least one of whom has completed safer recruitment training, responsible for shortlisting and interviewing candidates.

4. Legal and Regulatory Framework

HTC complies with all relevant legislation and statutory guidance, including:

- Keeping Children Safe in Education (current edition)
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Data Protection Act 2018 and UK GDPR
- Employment Rights Act 1996
- Immigration, Asylum and Nationality Act 2006
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- ESFA Apprenticeship Funding Rules

5. Responsibilities

5.1 Group CEO

- Overall accountability for ensuring safe recruitment practices across the Group
- Approval of this policy and any significant amendments
- Ensuring adequate resources for recruitment compliance

5.2 Head of Finance & HR

- Day-to-day oversight of recruitment processes
- Ensuring all pre-employment checks are completed and documented
- Maintaining the Single Central Record (SCR)
- Communicating recruitment outcomes to candidates

5.3 Designated Safeguarding Lead (DSL)

- Advising on safeguarding aspects of recruitment
- Participation in recruiting panels for learner-facing roles
- Risk assessment of any disclosed information relating to safeguarding

5.4 Recruiting Managers

- Completing job descriptions and person specifications
- Shortlisting candidates against agreed criteria
- Conducting interviews as part of the recruiting panel
- Making appointment recommendations based on merit

6. Equal Opportunities

HTC is committed to equality of opportunity in employment. No applicant will be disadvantaged or discriminated against on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. All applications will be assessed solely on merit against objective, non-discriminatory criteria directly related to the requirements of the vacancy.

Reasonable adjustments will be made for disabled candidates throughout the recruitment process, including alternative formats for application materials, accessible interview venues, and additional time for assessments where appropriate.

7. Recruitment Process

7.1 Vacancy Authorisation

All vacancies must be authorised by the Group CEO or Director of Commercial & Performance before recruitment commences. Authorisation requires confirmation of budget availability and business justification for the role.

7.2 Job Documentation

Each vacancy must have a current job description and person specification. The job description will include specific reference to safeguarding responsibilities and adherence to HTC policies. The person specification will clearly distinguish between essential and desirable criteria and will include a requirement for commitment to safeguarding.

7.3 Advertising

Vacancies will be advertised through appropriate channels. All advertisements will include:

- A statement that HTC is committed to safeguarding and promoting the welfare of learners
- Confirmation that the role is exempt from the Rehabilitation of Offenders Act 1974
- Notice that an enhanced DBS check will be required
- A statement of HTC's commitment to equality, diversity, and inclusion

7.4 Application and Self-Declaration

All applicants must complete a standard application form. CVs alone will not be accepted. Applicants will be required to complete a self-declaration form disclosing any criminal convictions, cautions, reprimands, or warnings, including those that would otherwise be considered 'spent' under the Rehabilitation of Offenders Act 1974.

7.5 Shortlisting

Applications will be shortlisted by a minimum of two members of the recruiting panel against the essential and desirable criteria in the person specification. All applicants will be notified of the outcome within 10 working days of the application deadline.

7.6 Interviews

Interviews will normally be conducted face-to-face. The interview panel will comprise a minimum of two people, at least one of whom will have completed safer recruitment training within the past three years. All candidates will be assessed using the same structured questions. The interview will include:

- Questions exploring the candidate's understanding of safeguarding

- Questions about any gaps in employment history
- Discussion of any disclosures made on the self-declaration form
- For senior managers, questions regarding financial probity

8. Pre-Employment Checks

Offers of employment are conditional upon satisfactory completion of all pre-employment checks. No employee may commence employment in a regulated activity role until all mandatory checks are completed.

8.1 Mandatory Checks

The following checks are mandatory for all appointments:

1. **Identity verification:** Original photographic identification and proof of address.
2. **Right to work:** Documentation confirming eligibility to work in the UK.
3. **References:** A minimum of two satisfactory references covering at least five years of employment history.
4. **Enhanced DBS with barred list check:** For all roles involving regulated activity.
5. **Qualification verification:** Original certificates for essential qualifications.
6. **Online/social media search:** Conducted by a person not on the interview panel.
7. **Prohibition checks:** Teacher Regulation Agency (TRA) check for teaching roles.
8. **Section 128 check:** For senior managers with financial responsibilities.

8.2 Reference Requirements

References will be obtained directly from the referee's organisation. Referees will be asked specifically about:

- The candidate's suitability to work with children and vulnerable adults
- Any disciplinary proceedings, including those relating to the safety of children
- Any allegations made against the candidate
- Whether they would re-employ the candidate

8.3 DBS Pending Start

Where a candidate's DBS certificate has been applied for but not yet received, they may only commence employment under the following conditions:

- All other pre-employment checks have been completed satisfactorily
- A risk assessment has been completed and approved by the DSL
- The employee must not have unsupervised access to learners
- A named staff member with DBS clearance will supervise the employee

9. Single Central Record

HTC maintains a Single Central Record (SCR) of all pre-employment checks for all staff, governors, contractors, and others who work with learners. The SCR is maintained by the Head of Finance & HR and records the date each check was completed, who completed the check, and confirmation that the check was satisfactory.

The SCR is reviewed monthly by the DSL and sampled annually by the Board as part of safeguarding governance.

10. Induction

All new employees will receive a structured induction programme including assignment of a mentor. The initial induction will be completed on the first day of employment and includes:

- Keeping Children Safe in Education Part One (all staff) or full document (designated roles)
- HTC Safeguarding Policy and procedures for reporting concerns
- Prevent Duty and procedures
- Whistleblowing Policy
- Staff Code of Conduct
- Health and Safety procedures

11. Data Retention

Recruitment documentation for successful candidates will be retained on the personnel file for the duration of employment plus six years. Documentation for unsuccessful candidates will be retained for six months following the appointment decision. DBS certificates must be securely destroyed within six months of the recruitment decision.

All recruitment records are processed in accordance with the Data Protection Act 2018 and UK GDPR.

12. Monitoring and Review

This policy will be reviewed annually and updated as required to reflect changes in legislation, statutory guidance, or organisational practice. The effectiveness of recruitment processes will be monitored through:

- Monthly audit of the Single Central Record
- Analysis of recruitment equality data
- Feedback from new starters as part of induction
- Annual safeguarding audit findings

13. Related Policies

- Safeguarding and Child Protection Policy
- Equality, Diversity and Inclusion Policy
- Staff Code of Conduct
- Prevent Policy
- Whistleblowing Policy
- Data Protection Policy
- Complaints Policy

Sophie Gilmore
Group CEO

Date: _____