

Safe Recruitment Policy

Approved: April 2025 | Review Due: April 2026

1. Policy Statement

Salt Training Limited is committed to safeguarding learners, staff, and stakeholders by ensuring robust, fair, and transparent recruitment and selection procedures. Our goal is to appoint the best candidates—those whose technical skills, personal values, and behaviours align with our ethos—while meeting all statutory requirements for safer recruitment in UK Further Education.

This policy aims to: - Recruit staff with appropriate qualifications, skills, and values to meet current and future organisational needs. - Ensure the safety and wellbeing of children, young people, and vulnerable adults. - Promote diversity and equality of opportunity throughout the recruitment process. - Meet all legislative and statutory guidance, including Keeping Children Safe in Education (KCSIE) and relevant safeguarding frameworks.

2. Scope

This policy applies to all recruitment and selection of staff (permanent, fixed-term, casual, and volunteers) at Salt Training Limited, including those involved in teaching, support, and management roles.

3. Core Principles

- All recruitment decisions are based on merit, skills, and suitability for the role.
- Recruitment and selection processes are fair, consistent, and transparent.
- All staff involved in recruitment are trained in safer recruitment and equality, diversity, and inclusion.
- All staff and volunteers must complete appropriate vetting and DBS checks before commencing work.
- Safer recruitment and safeguarding are central to all vetting processes.
- All candidates are treated with dignity, respect, and courtesy.
- All records are managed in accordance with Data Protection legislation.
- The Single Central Record (SCR) is maintained and regularly updated.

4. Recruitment Procedures

1. Planning

- The hiring manager identifies the vacancy and completes a staffing request form, including funding and advertising details.
- Job descriptions and person specifications are reviewed and evaluated for fairness and clarity.

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Stage of Approval: Approved
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2. Advertising

- Vacancies are advertised externally and internally to encourage diversity and inclusion, unless exceptional circumstances apply.
- Adverts use inclusive language and state interview dates where possible.
- All adverts are live for a minimum of two weeks externally (one week internally).

3. Shortlisting

- Applications are assessed objectively against the essential and desirable criteria.
- Shortlisting is conducted by at least two trained staff members.
- Shortlisting decisions are recorded, and feedback is available on request.
- Candidates disclosing a disability who meet the minimum criteria are guaranteed an interview.
- Social media screening is not conducted unless provided as evidence by the candidate.

4. Interview & Assessment

- All interviews are conducted by a panel (minimum two members), with at least one trained in safer recruitment.
- Standardised interview questions are used, including safeguarding and suitability.
- Teaching roles require a demonstration of teaching skills.
- Identity and right to work checks are conducted at interview.
- Reasonable adjustments are provided for candidates with additional needs.

5. Offer & Pre-Employment Checks

All offers are conditional on satisfactory completion of the following checks:

1. **References:** At least two satisfactory references, including one from the most recent employer.
2. **Enhanced DBS Check:** With barred list information for all staff engaged in regulated activity with children or vulnerable adults.
3. **Identity Check:** Original documents to verify identity and address.
4. **Right to Work in the UK:** Verification of eligibility to work in the UK.
5. **Qualifications Check:** Verification of professional qualifications as required for the role.
6. **Prohibition Checks:** For teaching roles, a prohibition from teaching check; Section 128 checks for management roles.

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7. Overseas Checks: For individuals who have lived or worked outside the UK, including overseas criminal record checks.

Appointment letters and contracts are issued only after all checks are complete. The hiring manager maintains contact with successful candidates until onboarding is complete.

5. Ongoing Monitoring & Record Keeping

- The Single Central Record (SCR) is updated for all staff, volunteers, and relevant contractors.
- All recruitment and vetting information is stored securely and confidentially in line with Data Protection legislation.
- Unsuccessful candidate data is retained for six months, then securely deleted.
- Candidates may request access to their recruitment records.

6. Conflicts of Interest

- All candidates and panel members must declare personal relationships that could create a conflict of interest.
- Adjustments to the recruitment process will be made as needed.

7. Confidentiality & Data Protection

- Candidate and staff vetting information is handled in accordance with the Data Protection Policy.

Review

This policy will be reviewed annually or in line with changes to KCSIE or statutory guidance.

Associated Policies

- Safeguarding, Preventing Extremism & Radicalisation Policy & Procedure
- Equality, Diversity, and Inclusion Policy
- Data Protection Policy

Approved by: Kurt Salter

Position: Managing Director

Date: April 2025



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