

Safer Recruitment and Selection Policy

Introduction

Safeguarding Statement

PTS is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff, associates, subcontractors and volunteers to share this commitment. Safer recruitment practices are followed to deter, identify and reject unsuitable candidates.

This policy is written in line with:

- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children
- Ofsted Education Inspection Framework
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Data Protection Act 2018

PTS is an Equal Opportunities employer. Our Safer Recruitment and Selection Policy is to ensure that PTS selects the most suitable person, associate, or subcontractor for the job based on their relevant merits and abilities and that no-one is unfairly treated on any grounds including:

- race
- colour
- nationality
- ethnic or national origins
- religion
- sex
- sexuality
- actual or perceived AIDS/HIV status or perceived association with an HIV-positive person
- marital status
- age
- social background
- disability

Safer Recruitment Principles

PTS will ensure that:

- Safeguarding is embedded throughout recruitment
- At least one safer recruitment trained panel member participates in interviews
- CVs are not accepted without a full application form
- Full employment history is obtained
- Gaps in employment are explored
- References are obtained and verified
- Online searches are conducted for shortlisted candidates

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- Identity is verified
- Right to work checks are completed
- DBS checks are completed where required
- Qualification checks are completed
- Prohibition checks are completed where applicable
- A Single Central Record is maintained

This policy sets out the minimum requirements of the recruitment process that aims to:

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable for work with children, young people, and vulnerable adults
- Identify and reject applicants who are unsuitable for work with children, young people, and vulnerable adults.

All appointing managers and interview panel members must have been briefed on this policy before selecting applicants for interview or interviewing.

PTS is committed to ensuring that the services we provide are relevant to the needs of all sections of the community and that our workforce represents the people we serve. We aim to ensure that our services meet the varied individual needs and expectations of our clients and that everyone has equal access to our services, regardless of their race, heritage, gender, religious or non-religious belief, nationality, family background, age, disability or sexuality.

We recognise that services must be relevant, responsive and sensitive and that PTS must be perceived as fair and equitable in its provision of services to our clients, our partners and by the wider information community. We aim to ensure that our temporary workers, contractors and others who deliver our services share our vision and values.

We also recognise that we work in a richly diverse community and understand the strategic importance of achieving a diverse workforce, which reflects that community. We undertake to recruit develop and retain the most talented people by valuing the varied skills and experiences they bring to PTS; by investing in their training and development; by treating staff fairly and equitably; by fighting harassment and discrimination at work and by encouraging an honest and open culture which values the differences between us.

As a Company we recognise the important role we have in promoting and encouraging tolerance, fairness and equality and in influencing other service providers and our client employers.

PTS will achieve the aims of the Recruitment and Selection Policy by ensuring that:

- vacancies reach as wide a pool of potential applicants as practicable
- there are clear job descriptions, objective person specifications, and Associate/sub-contractor specifications for every job/role
- procedure and code of good practice for recruitment and selection for appointment or promotion is followed every individual involved in the recruitment and selection process

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- unlawful and unfair practices are not introduced by monitoring/reviewing its policy and procedures
- positive action is taken to make this policy fully effective including steps to encourage applications from underrepresented groups

Inviting Applications

All advertisements will also state:

"PTS is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All roles are subject to safer recruitment checks including enhanced DBS."

Applicants will be required to complete a full application form. CVs alone will not be accepted.

Prospective applicants will be supplied, with the following:

- Job description, Key Performance Indicators and person specification;
- PTS Safeguarding and Protection Policy;
- PTS Safer Recruitment Policy

Short Listing and References

As part of the shortlisting process, PTS will:

- Review full employment history
- Identify gaps in employment
- Review inconsistencies
- Consider safeguarding concerns
- Conduct online searches of shortlisted candidates

Short-listing of candidates will be against the person specification for the post.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges

Referees will always be asked specific questions regarding

- The candidate's suitability for working with children, young people, and vulnerable adults;
- Any disciplinary warnings, including time-expired warnings, that relate to

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- the safeguarding of children, young people, and vulnerable adults;
- The candidate's suitability for this post.

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The Selection Process

At least one member of the interview panel will have completed safer recruitment training.

Candidates will be required to:

- Explain gaps in employment
- Confirm safeguarding understanding
- Declare any criminal convictions
- Demonstrate suitability to work with learners

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

First Interviews will be on Teams, and where possible all second interviews and micro teaches will be done face to face.

All job descriptions and person specifications will have reference to safeguarding.

Safeguarding questions will be provided to appointing managers and must be asked at interview to identify how aware applicants are and to set the agenda for their future training if they are selected.

Candidates will always be required to:

- Explain satisfactorily any gaps in employment;
- Explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- Declare any information that is likely to appear on a DBS disclosure;
- Demonstrate their capacity to safeguard and protect the welfare of children, young people, and vulnerable adults.

PTS will always:

- Confirm the outcome of the interview to the applicant within one week
- Give detailed feedback on the interview if requested by the applicant

Pre-Employment Checks

All successful candidates will be required to complete the following checks prior to employment:

- Identity check
- Right to work check
- Enhanced DBS check (where applicable)
- Barred list check (regulated roles)
- Two references
- Qualification verification
- Employment history verification
- Prohibition check (teaching roles)
- Online search
- Self-declaration

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All offers of employment are conditional upon satisfactory completion of these checks.

Single Central Record

PTS maintains a Single Central Record of recruitment and vetting checks for all staff, associates, subcontractors and volunteers.

The SCR will include:

- Name
- Role
- Start date
- DBS check
- Barred list check
- Right to work check
- Identity check
- References
- Qualification check
- Prohibition check (where applicable)
- Date checks completed
- Checked by

The SCR will be reviewed regularly by HR and Safeguarding Leads.

Starting Work Before Checks Completed

PTS will not allow staff to start work until safer recruitment checks are complete.

In exceptional circumstances:

- Risk assessment must be completed
- Individual supervised at all times
- No unsupervised learner contact
- Barred list check completed

Agency Staff and Contractors

PTS will ensure:

- Written confirmation of checks obtained
- Identity verified on arrival
- Safeguarding briefing provided
- Recorded on Single Central Record

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Induction and Probation

All staff will receive:

- Safeguarding training
- KCSIE briefing
- Code of conduct
- Whistleblowing policy
- Safeguarding reporting process

All new staff will be subject to a 6-month probation period as detailed in the probation policy, (extended where required) which will provide a formal framework for ensuring that the standards of performance set by PTS. Checks will also be put in place during the probationary period to ensure safeguarding has been covered.

Ongoing systems to ensure awareness on safeguarding issues are:

- Having effective induction, training, mentoring and supervision processes;
- Ensuring that there is an awareness and understanding of safeguarding;
- Having open and transparent practice;
- Having clear procedures for reporting concerns or issues;
- Having a clear reporting structure so that people understand and know who to contact and where to get help;
- Having open and agreed standards of behaviour and a code of conduct;
- Having robust policies and procedures regarding safeguarding children and young people;
- Having a commitment to safeguarding children and young people, and put safeguarding high on everyone's agenda;
- Keeping an open mind.

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ADD APPENDIX A — Safer Recruitment Checklist

Pre-Recruitment

- Role approved
- Job description includes safeguarding
- DBS level determined
 - Shortlisting
- Application reviewed
- Gaps explored
- Online search completed
 - Interview
- Safeguarding questions asked
- Identity documents seen
 - Pre-Employment
- Right to work
- DBS
- References
- Qualifications
- Prohibition check
 - Post Offer
- Conditional offer issued
- SCR updated
- Induction completed

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