



Policy/Procedure Name:		Safer Recruitment	
Policy/Procedure Number:		HR 30/PR 01	
Date of Approval:		4 November 2011	
Effective Date:		7 November 2011	
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Review by Date:		August 27	
Policy/Procedure Author:		Head of HR	
Policy/Procedure Owner:		Head of HR	
Management Committee Approved By:		Staffing Committee (TLT)	
Governor Committee (where appropriate) Approved By:		n/a	
For Action By:		Managers	
For Information to:		Employees	
Approval requested to upload on the Treloar Website:		Yes <input checked="" type="checkbox"/> (tick if requested)	
Who is carrying out EIA?	Lorna Woodcroft	Date of EIA?	26 <sup>th</sup> August 2025
Have we shown due regard for the 9 protected characteristics within the policy/procedure?		Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	
Are all opportunities to promote equality taken within the policy/procedure?		Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	
Refer Policy/Procedure to EDI Co-ordinator for further assessment		Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>	

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## **Aims**

- To ensure that Treloar's Managers and Employees understand the reasons for and the essential requirements of Safer Recruitment practices.
- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position.
- To ensure that all job applicants are considered equitably and consistently.
- To ensure that no job applicant is treated unfairly on any grounds or protected characteristic.
- To ensure compliance with the recommendations of the Department for Education in "Keeping Children Safe in Education" and the code of practice published by the Disclosure and Barring Service (DBS).
- To ensure that Treloar's meets its commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults by carrying out all necessary pre-employment checks.
- To ensure for the recruitment of School and College staff at least one of the interview panel members will have completed Safer Recruitment Training
- To ensure the recruitment process is efficient, effective and fair and in compliance with the requirements of a user of the positive about disabled people symbol.
- To be alert to the risks of slavery and human trafficking and to ensure due diligence is carried out within the recruitment process to prevent this.

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## Policy Statement

A policy on Safer Recruitment and supporting procedures and guidelines, are essential to meet current legislative requirements and for the proper operation and the efficient and effective running of Treloar's business and the health and safety of Treloar's students and employees.

Treloar's shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce.

Treloar's expects all staff and volunteers to share this commitment. This statement will be included in:

- publicity materials
- recruitment website
- advertisements
- candidate information packs
- person specifications
- job descriptions
- manager competency framework
- induction training

Safer recruitment is where a recruitment process is designed to deter unsuitable applicants from applying for roles with vulnerable groups, and to identify and reject them if they do.

The Treloar policy and supporting procedures and guidance apply in relation to everyone who works in our education setting (where there are children under 18) who are likely to be perceived by the children as safe and trustworthy adults. These are people who regularly come into contact with children, or who will be responsible for children, because of their work. There are also people who regularly work in the school and college setting when students are present, who may not have direct contact with children as a result of their job, but nevertheless will be seen as safe and trustworthy because of their regular presence in the setting ie: self-employed contractors and unpaid volunteers.

Specifically, Treloar's policy and supporting procedures and guidance applies to all employees of Treloar's Trust including bank staff. It also applies to agency workers or self-employed contractors, and volunteers.

Treloar's believes that safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the process. It starts with the process of

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planning the recruitment exercise and, where the post is advertised, ensuring that the advertisement makes clear the organisation's commitment to safeguarding and promoting the welfare of children. Treloar's understands that it also requires a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about applicants.

Treloar's believes that making safeguarding and promoting the welfare of children an integral factor in HR management is an essential part of creating safe environments for children and young people.

Treloar's is committed to applying the safer recruitment policy, procedures and guidelines, thoroughly and consistently and fairly, whenever someone is recruited to work with children.

Treloar's recognises the importance of ensuring that everyone working in the school or college setting is aware of safer recruitment issues, and the need to adopt ways of working and appropriate practice to help reduce allegations. Treloar's also recognises that it is important that everyone can raise concerns about what seems to be poor or unsafe practice by colleagues and that those concerns and concerns expressed by the students, parents or others are listened to and taken seriously. There is commitment to taking all concerns seriously and that, where appropriate, action is taken in accordance with this policy, procedures and guidelines.

Treloar's is also committed to preventing the exploitation of those working with children and vulnerable adults through slavery or human trafficking. We recognise that there is a higher risk of this type of activity when recruiting from overseas or through third parties and that due diligence must be carried out to prevent this.

Advice on the implementation of the policy and supporting procedures and guidelines should be obtained from the Human Resources department.

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## **1. Introduction**

Treloar's is committed to safeguarding and promoting the welfare of children and young people. This commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce.

The recruitment and selection procedures and guidance apply to all employees of Treloar Trust including those recruited from overseas, bank staff and those introduced through 3<sup>rd</sup> parties. They also apply to agency workers or self-employed contractors and volunteers.

## **2. Vacancy Authorisation**

There is no automatic expectation that a post will be recruited to. A Vacancy Authorisation Form (VAF) must be completed and signed by the line manager and senior manager. The VAF can be found through the application management system that all recruiting managers have access to. The job description and person specification should be checked for accuracy and updated as necessary. All vacancies are discussed and agreed/not agreed to fill at Staffing Committee which meets twice a month.

## **3. Job Descriptions and Person Specifications**

The job description and person specification for a vacant post must be reviewed as part of the vacancy authorisation process (see point 2 above). HR Business Partners will assist with writing the job descriptions for new posts, or posts where the duties and responsibilities have changed significantly. They will also assist with evaluating the role for remuneration purposes. All job descriptions should highlight the safeguarding responsibilities linked to the job role. At the minimum this should state that all staff at Treloar's are responsible for identifying and reporting safeguarding concerns, and for demonstrating safe working practice in line with policy and guidance.

Job descriptions should also state whether the role will involve "regulated activity", and/or contact with children. The vast majority of roles at Treloar's will meet this standard, as they are in "an educational institution exclusively or mainly for the provision of full time education of children", or involve specified activities (e.g. care, teaching).

## **4. Recruitment Advertising**

No posts will be advertised until the vacancy authorisation has been agreed by Staffing Committee, and job descriptions and person specifications have been reviewed, and job evaluated if required. Advertisements may be internal only or published simultaneously internally and externally. Posts may

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be advertised internally only where it is anticipated that a suitable field of candidates exists and in response to specific needs such as redeployment.

Advertisements are compiled by the HR Department. They should be clear and state briefly:

- the requirements of the job
- the minimum criteria from the person specification.
- The advert will include a reference to Treloar's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults as well as the requirement for pre-employment checks which include the completion of an enhanced DBS check. This will also be reflected in the information pack sent to all applicants.
- The advert will include a link to Treloar's Safeguarding Policy (hosted on the Treloar website).
- what Treloar's does
- the job location
- the reward package ie pay and benefits
- job tenure ie; contract length and type
- whether there is flexibility

For specifically agreed senior appointments, or difficult to fill roles, Treloar's may work with a specialist agency or headhunters. This may involve managing the advertising and process, and other aspects of the selection process. The decision to work with an agency or headhunters, will be taken by the Head of HR. Prior to working with any agency HR will assess the risk of said agency being involved in human trafficking/slavery through online checks and sight of their modern slavery and human trafficking statement.

## **5. Application Process**

### **5.1 Applicant Information pack**

Information about the roles, including an applicant information pack and guidance on completing the application form are attached to job advertisements on the website, job boards, etc.

### **5.2 Application Form.**

All applicants seeking to work with children, young people and vulnerable adults must complete a Treloar's application form, which asks for key information in a consistent format. This applies to all job roles at Treloar's. A curriculum vitae will not be accepted in place of the completed application form. All application forms are now completed electronically with links to this added to recruitment advertisements.

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Application forms will be used to enable all potential applicants to provide a common set of core data as follows:

- Personal details, current and former names, current address, NI number and eligibility to work in the UK
- Full details of qualifications relevant to the position applied for including awarding body, date of award and location of study.
- Teachers will need to provide Education and Training Foundation, TRN/QTS number and GTC registration (if relevant).
- Details of their present (or last) employment and reason for leaving.
- Full employment history (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment.
- Details of referees – one of whom must be current or most recent employer. For an employee not currently working with children, but who has done so in the past it is important that the past employer should also be contacted. A statement from the applicant of their reasons for applying, and their personal qualities and experience which they believe are relevant to their suitability for the post advertised and how they meet the person specification.

There will be a statement explaining that the post is exempt from the Rehabilitation of Offenders Act 1974, requiring any person shortlisted to provide a signed statement as to whether the individual has been convicted or cautioned of any criminal offences, excluding those that are ‘protected’ and if so asking for details of the conviction(s) and the date(s) under separate cover address to the Head of HR and in an envelope marked “Private and Confidential”.

It is an offence to apply for a role that involves engaging in regulated activity relevant to children if barred from such activity and the application form will include a statement reminding/informing the applicant of this.

## **6. Internal Recruitment and Transfer Process**

Treloar’s is committed to encouraging employee development and career progression. Where an employee wishes to explore or apply for vacancies in other departments within the organisation, references will be requested from their existing manager and if the employee is successful at interview there will need to be agreement between the current line manager, employee and future line manager as to when the employee will transfer from one department to the other. This is to minimise the risk of disruption. Employees should anticipate that this will usually be at least 4 weeks.

**Orientation Period for Transferred Employees:** The first six months in the new position is an orientation period. An employee should be aware that it is

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necessary to satisfactorily meet the new position's performance expectations and standards as established by the new manager during the orientation period and the employee's performance will be reviewed throughout the orientation period in the usual way.

## **7. Short listing and dealing with applications**

Short-listing of candidates will be against the person specification for the post assessing each candidate's qualifications, skills, experience, knowledge, aptitudes and abilities. Shortlisting should be completed by two people, one of whom should be Safer Recruitment trained.

Following short-listing, the applicant may then be invited to attend a formal interview and/or selection tests at which their relevant skills and experience will be discussed and assessed in more detail.

Candidates should be given as much information as possible prior to the interview to allow them to prepare and to minimise the risk of job offers subsequently being rejected. They should also be informed that they will be subject to several pre-employment checks including searches for information on them that is publically available online (online searches).

All applications should be treated confidentially and circulated only to those individuals involved in the recruitment process.

## **8 Online Searches**

An online search will be undertaken for those candidates who have been shortlisted. Online searches will occur prior to the interview and will ordinarily be completed by a member of the HR team who is not involved in the interview.

The purpose of this search is to establish whether there is any publically available information that needs to be discussed as part of the interview process. The member of the HR team will note to the interviewing team any concerns related to suitability to role; our organisational values of inclusivity, acting with integrity and respect and striving for excellence; or that could relate to safeguarding so that these can be discussed.

Any information discovered through the online search will be compared to the information submitted through the application process. If there are anomalies these will be discussed with the candidate at interview and responses will be noted. If the information discovered through the search appears to relate to a serious incident or demonstrates that the candidate has been dishonest further advice will be sought through the Head of HR and Head of Safeguarding before the matter is discussed with the candidate.

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## **9. Selection Techniques**

Treloar's will use an interviewing process with values based as well as competency based questions. This may be supported by: work observation, written tests, group exercises and discussions, and /or a presentation. For more senior appointments, consideration will be given to an assessment centre approach, including in tray exercises, group discussions and observation and occupational psychometric testing. The selection techniques to be used will be an agreed decision between the appointing manager and the Head of HR. Where possible there will also be involvement of students within the selection process.

## **10. Interviewing**

Interviews must be conducted in a professional way, with trained and experienced interviewers. To ensure that the best candidate is selected, a formal, but relaxed atmosphere should be created, to enable each candidate to answer questions to the best of their ability.

Prior to interview checks should be made as to whether any reasonable adjustments to accommodate any disabilities are required to ensure an equitable and fair process for each candidate.

Prior to interview each shortlisted candidate should be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

For example:

- if they have a criminal history
- if they are included on the children's barred list
- if they are prohibited from teaching
- if they are prohibited from taking part in the management of an independent school
- information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted
- if they are known to the police and children's local authority social care
- if they have been disqualified from providing childcare (see paras 263-267), and,
- any relevant overseas information.

Applicants should be asked to sign a declaration confirming the information they have provided is true.

The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received. This

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information will be shared with the interviewing panel for them to be able to explore with the candidate in interview.

Interviews must:

- Always be conducted by 2 or 3 people, ideally those involved in the shortlisting for the post.
- at least one member of the interview panel will have completed the Safer Recruitment E-Learning and Interview Skills training.
- Have a core set of questions that are asked of all candidates, with a scoring process to support detailed note taking by the interviewers. Further probing questions should then be asked dependent on the answers given to gain as much information as required to make a fair assessment.
- Explore the applicant's competencies and values against the role, person specification and Treloar's values.
- Enable the panel to explore any anomalies or gaps in the employment history or concerns raised within on-line checks that have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria.
- Ensure that, if students/pupils are involved in the recruitment process, safeguarding arrangements are in place so that no students are left alone with a candidate.
- Allow candidates the opportunity to ask questions.

In addition to assessing and evaluating the applicant's suitability for the post, for student-facing roles the panel should explore issues relating to safeguarding which may include:

- The candidate's attitude towards children/young people/adults with care and support needs;
- Their ability to support the organisation's agenda for safeguarding and promoting welfare;
- Motivation to work with children/ young people/adults with care and support needs;
- Ability to form and maintain appropriate relationships and personal boundaries;

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- Emotional resilience in working with behaviours that challenge;
- Attitudes to use of authority;
- Concerns or discrepancies arising from the information provided by the candidate and/or referee;
- Exploration of information provided within the self-disclosure
- Information provided by referees relating to previous employment or volunteering

Areas that may be concerning and lead to further probing include:

- implication that adults and children are equal
- lack of recognition and/or understanding of the vulnerability of children or adults with care and support needs, or of the power imbalance between them and carers
- inappropriate idealisation of children
- inadequate understanding of appropriate boundaries between adults and children, and,
- indicators of negative safeguarding behaviours

Interviewers must comply with Treloar's Equality, Diversity and Inclusion (EDI) policy always.

The Trust will consider covering a candidate's reasonable travel costs if travelling from outside the local area.

Candidates should be informed of the timescales involved in the interview process as part of the application pack. In addition, they should be asked whether any adjustments need to be made for the interview, e.g. language barrier, disability access etc.

Candidates should be informed of any unforeseen delays in the recruitment process.

## **11. Pre- employment checks**

### **11.1 Verification of identity and address**

All applicants who are invited to an interview will be required to bring 3 forms of evidence of identity that meet current Disclosure and Barring

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Service guidelines, which will be supplied to them at time of invitation to the interview.

Where an applicant claims to have changed their name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

## **11.2 References**

Where possible references will be obtained prior to interview. Any offer will be made conditional upon satisfactory references (as well as other pre-employment checks) being obtained. We will only accept references obtained directly by Treloar's from the referee. We will not rely on references or testimonials provided by the applicant or on open references or testimonials. One reference must be from the current/ latest employer and should be from a senior person with appropriate authority (eg line manager).

If the references subsequently turn out to be unsatisfactory from the employer's perspective, the offer can be withdrawn without the employer being in breach of contract.

For applicants who will be working directly with children, young people and vulnerable adults, if the current/most recent employment does/did not involve work with children, then, if the applicant has previously worked with children/vulnerable adults, the second referee should be from the employer with whom the applicant most recently worked with children or vulnerable adults.

Neither referee should be a relative or someone known to the applicant only as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children or vulnerable adults. All referees will be sent a copy of the job description and person specification for the role, which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, job title/duties, reason for leaving, performance and disciplinary record
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired)

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- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or vulnerable adults or behaviour towards children or vulnerable adults.

The Trust will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

### **11.3 DBS Disclosure.**

All new employees will be subject to an enhanced DBS Disclosure with barring of children and vulnerable adults (dependent on if in regulated activity). If this check brings undisclosed information to light, a member of the Treloar Leadership Team will make the final decision as to whether the applicant can be employed by the Trust.

If the candidate is signed up to the update service the original certificate must be seen and checked to ensure it is for the appropriate level for the role (eg enhanced with barring of both children and adults lists) and the update service checked to verify there is no additional information.

For more information please refer to the Treloar Disclosure and Barring Service Policy HR 02.

If an applicant applies for a position involving Regulated Activity but is barred from doing so the Disclosure and Barring Service must be informed of this application through their referral process.

### **11.4 Medical Examinations**

Candidates are required to complete a pre-employment health questionnaire. If anything is declared that may affect the ability to undertake the role then candidates will need to complete an online questionnaire submitted direct to Occupational Health. Any physical and or mental requirement eg: the ability to lift, should be made clear either in the job advertisement or in other recruitment literature e.g: the job description.

Where it is necessary for a medical report to be obtained, this will be co-ordinated through Occupational Health and in compliance with the requirements of the Access to Medical Reports Act 1988.

### **11.5 Qualifications**

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Qualifications and registrations that are required for the job role e.g.: nursing, teaching must be checked and validated. Relevant certificates should be provided by the job applicant prior to starting employment.

Appointments to teaching roles will be subject to checks against the prohibitions, directions, sanctions and restrictions register. Those being appointed as Governors, Trustees or in positions of management will be subject to a Section 128 check.

Nursing and other professional (e.g. Health and Care Professions Council) registrations, where the registration is required to practice, must be checked with the professional body. If deemed necessary we may contact any applicable overseas professional body for a letter of professional standing.

### **11.6 Overseas Police Checks**

All applicants who have lived abroad for three months or more within the last five years will be required to get Police Clearance Certificate from the relevant country. If this check cannot be carried out due to issuing country restrictions then a risk assessment will be carried out.

### **11.7 Right to Work**

All applicants will have their right to work within the UK checked. Original documentation that complies with government guidelines for this purpose will need to have been seen and verified by a member of the HR team at the time of interview.

Treloar's is able to offer a limited number of certificates of sponsorship (COS) for certain roles. A COS will only be applied for once all other checks (except the DBS) have successfully been completed.

## **12. Offers of Employment**

All offers of employment are co-ordinated through the HR Department and are subject to satisfactory completion of pre employment checks.

Employment offers should contain:

- details of the terms and conditions, which will apply.
- any conditions to which the offer is subject.
- Proposed start date (dependent on checks being complete) and any probationary period.

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- forms that need completing and returning including emergency contact form, expression of wish form, privacy notice, media consent, pre-employment health questionnaire, HMRC starter checklist, in addition to duplicates of the job description, offer and statement of main terms.
- what action the candidate needs to take, eg returning a signed acceptance of the offer, agreement to references etc.

### **13. Agency Staff**

Temporary staff working for Treloar's through an agency will need to be from an approved Agency list held by the HR Department. No other agency should be used without the permission of the Head of HR or Finance Director.

Approved agencies are required to confirm to Treloar's that they carry out all the relevant pre-employment checks – these mirror the Safer Recruitment checks carried out for permanent or bank employees. This includes as to when checks were completed and by whom.

Continous evaluation of the modern slavery and human trafficking risks of each agency will also take place.

Any indications that standards are not being met as has been communicated through long standing relationships will mean that an agency will no longer be used.

Agency workers are required to bring ID badges and proof of their ID and right to work in the UK with them to be checked by the Treloar's contracting manager at the start of their first shift.

### **14. Post Selection Process and Monitoring**

This is undertaken to ensure that recruitment is effective, efficient and fair and in compliance with the requirements of a user of the disability symbol. Data collected for monitoring will not be used for any other purpose.

### **15. Implications of Policy/Procedure**

#### **15.1 Training Requirements**

- Managers undertaking staff recruitment interviews to complete Safer Recruitment training.
- Managers undertaking interviews to attend Interview Skills training
- HR staff to complete Safer Recruitment training.
- HR staff to complete Interview Skills training.

#### **15.2 Communication Requirements**

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How will the Policy/procedure be communicated:	The policy will be uploaded on share point, so accessible by all staff.	
Who will ensure the above communication is carried out::	Managers Head of HR HR Business Partners PA to the Finance and Resources Director	
Do the changes made to this policy/procedure affect any other policies/procedures? If yes, has this been communicated to the policy/procedure author/owner	No	

### 15.3 Inclusive Communications

If you require this document in an alternative format, such as large print, audio description, or a coloured background, please contact Jo Cox at [jo.cox@treloar.org.uk](mailto:jo.cox@treloar.org.uk)

### 15.4 Other Implementation Requirements

### 16 Monitoring and Review

The effectiveness of this policy will be reviewed by:

- Monthly data report – number of policies in/out of date
- Treloar Leadership Team (TLT)

### 17 Links to other related policies, procedures or documents (internal)

<ul style="list-style-type: none"> <li>• DBS Policy</li> <li>• Safeguarding Policies and Procedures</li> <li>• Equality and Diversity Policy and Procedures</li> <li>• Temporary Staffing Policy</li> <li>• Treloar’s contractor safeguarding procedures</li> </ul>
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### 18 Further sources of information (external)

<p>The Every Child Matters : Change for Children 2004  The Equality Act 2010  Children Act 2004  Safeguarding Vulnerable Groups Act 2006  Education Act 2011  Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended  Working Together to Safeguard Children 2013  Police Act 1997  Safeguarding Vulnerable Groups (Prescribed Criteria &amp; Miscellaneous Provisions) Regulations 2009</p>
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Disclosure & Barring Service  
Rehabilitation of Offenders Act  
General Data Protection Regulation (GDPR) 2018  
Disqualification under the Childcare Act 2006

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## 19 Revision History

Listed below is a brief audit trail, detailing amendments made to this policy procedure in last 4 years

Page/para No.	Brief description of the change(s)	Change made by	Date
Section 11	Added: References for teaching staff will be taken up on short listed candidates prior to interview unless otherwise stated on the application form.	KG	19/03/2021
Pre-employment checks	Added: Overseas police checks, Settled Status' Right to work	KG	19/03/2021
Appendix 11	Removed Disqualification Declaration form as no longer allowed to ask all staff to complete (ref Disqualification under the Childcare Act 2006).	KG	20/05/2021
Appendix 11	SSA Internal Transfer Request Form added	KG	20/05/2021
Section 7	Added: references will be requested from existing manager	SF	19/12/2023
Section 11	Changed to references will be obtained prior to interview where possible	SF	19/12/2023
	Various minor changes/additions throughout	SF	11/08/2025

### IMPORTANT NOTES:

It is essential for those with designated responsibilities to familiarise themselves with the sources of information, referred to above.

Policy documents describe mandatory minimum standards and will be subject to audit and review. Line managers are required to ensure suitable and sufficient arrangements are in place to meet policy requirements, including the provision of information and instruction to staff.

Policy/Procedure Name: Safer Recruitment

Policy/Procedure No: HR 30/PR 01

Effective Date: 4/11/11      Date Reviewed: 11/08/2025

Review by Date:

11/08/2027

## **General Information for Prospective Employees**

Welcome to Treloar's. The following information covers some of our Terms and Conditions of Employment and general information regarding working for the Trust. Please read it prior to coming to your interview, where we will be happy to answer any questions that you may have.

### **Pensions and Retirement**

The Trust operates a Group Personal Pension Scheme that is available to all non-teaching members of staff after three months of service in line with auto-enrolment guidance. The employee's contribution is flexible from 3.2% of basic salary up to the maximum allowed by the Inland Revenue. The employer will pay one and a half times the employee's contribution to a maximum of 7.5% of basic salary. Teachers may join the Teachers Pension Scheme.

### **Life Assurance**

Free life assurance cover equal to three times the basic salary is provided for all permanent employees. (Excluding those in the Teachers Pension Scheme who have life assurance provided as part of their pension arrangements.)

### **Training**

At Treloar's we believe that training is essential to enable all employees to perform their duties to the highest standard. Whilst employed you will have the opportunity to develop your existing skills and to learn many new skills. This will be through a combination of on-job and off-job training, often supported by formal qualifications. Some training is mandatory, eg induction, moving and handling and everyone is required to attend the annual Training Days. Please be aware that some parts of these courses may take place outside normal working hours.

### **Sick Pay**

If you are absent from work and your illness or injury prevents you from working you may be entitled to the following sick pay benefits (inclusive of any statutory sick pay or social security sickness benefit to which you may be entitled) provided that Treloar's is satisfied with the reasons for your absence. Depending on your length of service, the benefits outlined below may apply.

<b>Period of continuous service on the first day of absence</b>	<b>Period of full pay</b>	<b>Period of half pay</b>
During first 3 months	SSP only	0
After 3 months and up to 12 months	2 weeks	0
After 12 months and up to 18 months	4 weeks	0
Over 18 months and up to 3 years	4 weeks	2 weeks
Over 3 years	6 weeks	2 weeks

### **Car Parking**

All staff cars should be parked in the main car parks. Treloar's does not accept any responsibility for the loss of or damage to any vehicle parked on or near Treloar's property, however caused.

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