
PINC COLLEGE NORTH WEST – SAFER RECRUITMENT POLICY



**Pinc
College.**

February 2022

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INTRODUCTION

Pinc College North West (the College) is an Independent Specialist College for young people aged 16-25 with autism and/or mental ill-health and anxiety.

The College and its Board of Governors is committed to promoting the safeguarding and welfare of students, the College team and others using or visiting the premises or participating in College sponsored activities.

SCOPE

This policy deals with the protection of young people and all adults at risk. Throughout this policy reference is made to young people. This means all students aged 16-25 enrolled at the College.

A child is someone under the age of 18. An adult at risk is someone over the age of 18 and a person who may need community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of themselves, or unable to protect themselves against harm or exploitation.

Students under the age of 18 attending the college are recognised as children, in line with Safeguarding children legislation. Students over the age of 18 are recognised as adults, in line with Safeguarding adults' legislation.

The College has several campuses that provide appropriate, challenging, and meaningful study programmes, to increase employability skills. This policy relates to accessibility across all aspects

Any reference to the College 'team' in this policy means all staff and volunteers working at each of its campuses.

This policy applies to all members of the College community (including the College team, students, parents/carers, and visitors).

EQUALITY STATEMENT

The College will make sure that all students and staff have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity. The College is committed to anti-discriminatory practice and recognises the additional needs of young adults from minority ethnic groups and those with learning disabilities and/or difficulties and the barriers they may face, especially around communication. This statement will be observed as part of the College safer recruitment processes.

LEGAL FRAMEWORK

Relevant Acts, legislation and guidance are as follows:

- Keeping Children Safe in Education 2021
- The Care Act 2014
- Working Together to Safeguarding Children 2018
- The Safeguarding Vulnerable Groups Act 2006
- The Protection of Children Act 1999 requires employers to carry out Criminal Record Checks before employees are allowed to come into contact with children

- The Education Act 2002 requires that governing bodies of FE providers have a statutory duty to make arrangements to safeguard and promote the welfare of children and young people
- The Protection of Freedoms Act 2012 which changed the definition of Regulated Activity including who is eligible for a barred list check
- The Equality Act 2015
- The Mental Capacity Act 2005
- SEN Code of Practice 2015

OUR VALUES

To be Respectful, Responsible, Safe and Kind, are at the core of our values. They are reflective of expected behaviours and set the foundation upon which the College builds its culture

RESPONSIBILITIES

Board of Governors

The overall accountability for ensuring compliance with this policy and its link to safeguarding at the College, rests with the Board of Governors of the College. The Board of Governors will ensure that all necessary procedures are devised, implemented, monitored, and reviewed to ensure compliance with relevant legislation. They will: -

- plan to ensure that the College complies with all relevant legislation, statutory requirements, codes of practice and DfE guidance
- Govern and create the management structure and periodically monitor its effectiveness, ensuring the Executive Lead (as Key Manager for Safer Recruitment) carries out the assigned responsibilities
- discuss Safer Recruitment at Board Meetings
- provide a safe environment for students, the College team, visitors, and other users of the campuses.

The Board of Governors and Executive College Lead recognise the valuable contribution to the continuous improvement of policies that can be made from the entire College team. Consultation and feedback are carried out on a termly basis. All of the College team are encouraged to contribute to the evolving management of Safeguarding and Safer Recruitment at meetings and the termly consultation and feedback processes.

Executive College Lead, Operations Lead and Campus Lead (DSL)

The Executive College Lead Operations Lead and Campus Lead are responsible for the implementation of this policy. At any time that a formal interview takes place, at least 2 will be in attendance and questions on safeguarding will be asked during the interview. Wherever possible a Governor will also be in attendance.

College Team

Appropriate security checks are made on all team members when they are appointed. For example, ensuring team members hold a current DBS or an enhanced DBS checks if working with vulnerable adults (19+).

All team members, regardless of their post, share in the responsibility for protecting students, keeping them safe from harm whilst they are attending any area of the College and for reporting any concerns about a young person's welfare.

All team members will be required to sign to say they have received and read this policy.

SAFER RECRUITMENT TRAINING

The Executive College Lead, Operations Lead and Campus Leads will attend accredited Safer Recruitment Training every two years to ensure the recruitment, selection procedures and processes help to deter, reject or identify people who might abuse young people or who are unsuited to work with them as an essential part of creating a safe environment.

The training will:

- give participants an awareness and understanding of offender behaviour
- identify the key features of staff recruitment that help deter or prevent the appointment of unsuitable people
- consider policies and practices that minimise opportunities for abuse or ensure its prompt reporting
- help participants begin to review their own processes and the College policies with a view to making them safer.

ADVERTISING POSTS

All advertisements for vacancies will carry the safeguarding statement:

PINC College is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of young people gives cause for concern, PINC College agreed child and adult protection procedures will be followed.

Advertisements will also notify potential applicants of the need to undertake pre-employment checks including an Enhanced DBS Check.

APPLICATIONS

Job Descriptions will be posted alongside any advertisements, for the duration of the advertisement and applicants will be directed to read the Safeguarding and Safer Recruitment policies prior to interview.

Applications are accepted strictly by application form only. Under no circumstances are CV's accepted.

Application forms include a full and thorough personal & employment history, personal and qualification information and must be signed by the applicant.

REFERENCES

References are required on a standard College Reference Request Form. They include a request for information regarding the suitability of the candidate to work with vulnerable young adults.

Two references are requested after a position has been offered (one of which must be from the most recent employer) but may be considered as part of the interview process and scrutinised as required. Where references have been requested in advance of interview, supplementary questions arising from the references may be asked of the candidates in addition to set questions at interview.

After receipt of the references, will call one of the referees to check the validity of the reference. When verifying references, the College will ask if there are any issues with the applicant working with children and adults at risk, and whether there are any safeguarding concerns. A record of the conversation will be retained in the employee's file and the date of the conversation will be recorded on the **Single Central Record**.

PROCEDURE

- It is the policy of the College to undertake strict procedures in the recruitment of new staff to any post within the College
- All posts will be advertised internally, externally, or both. This will be decided by the leadership team but mindful of any equal opportunities legislation
- Application forms will ask for criminal convictions to be disclosed
- Applicants will be short listed according to criteria relating to the person specification for the post.

Within the recruitment process, all prospective employees will undertake a multi stage interview to ensure their application meets with this safer recruitment policy.

It will be explained to the candidate that employment is dependent upon:

- Two satisfactory references
- A clear Enhanced DBS Check
- Sight of original identification and certificates relevant to the post (if appropriate)
- Qualifications will be recorded on the College system and scanned copies of relevant qualifications will be retained on the personnel file
- A written explanation of any gaps in the applicants work history will be recorded at the interview and placed on the personnel file
- Written records of the interview process will be kept for 6 months to one year – and will be retained on the applicant's personnel file if successful.

DECISION

The decision making process will involve at least the Executive College Lead, DSL and a Governor. The decision to appoint will be based on the grades achieved by candidates.

INDUCTION

The successful candidate will be asked to attend an induction to complete the following elements which make up the routine recruitment procedure for all staff:

- Completion of a DBS check at Enhanced Level application form. The form may be completed remotely, and necessary proof of identification seen and retained on the team member's file

- Documentary evidence of identification such as birth certificate, driving licence or passport, so that the applicants' identity can be confirmed. The identification will be scanned to the team members' files and must be original and not photocopies
- Any information required relating to proof of eligibility to work in the UK
- All policies will be requested to be read, understood and signed off
- All new employees will complete compulsory training **BEFORE** their start date (Safeguarding Children and Prevent Level 1) or be supervised by other team members at **ALL** times and **NOT** allowed unrestricted access to students.
- A photograph for ID passes and to be retained on the personnel file.

A tracking system will be used to ensure the above steps are completed for all new team members, regardless of role.

DBS CHECK

New team members are permitted to commence induction training prior to their DBS clearance, however they must be supervised by other team members at **ALL** times and **NOT** allowed unrestricted access to students.

If a DBS check contains information, or if an applicant discloses a conviction, a risk assessment must be carried out by at least two Managers to assess the potential risk to students.

The outcome of that risk assessment may result in the termination of employment due to failure to comply with employment requirements. If this is not the case, the risk assessment must be kept securely in the staff member's file and also indicated in the **SINGLE CENTRAL RECORD**.

Should the College discover that an applicant has made a false statement in attempting to gain employment, this will be reported to the relevant Government Agencies and the employee will be suspended from duty without pay until such time as the matter is resolved to the satisfaction of the Executive College Lead and the Board of Governors, who will also seek advice from all relevant bodies.

Version Number	One
SLT Member Responsible for This Policy	Lisa Alberti
Board Approval Date	February 2022
Date of Next Review	February 2023