

ELA TRAINING SERVICES

Safer Recruitment Policy



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Safer Recruitment Policy

Statement of Intent

ELA Training Services is committed to safeguarding and promoting the welfare of all learners in its care. As an employer, we expect all employees, contractors and volunteers to share this commitment.

The aim of the Safer Recruitment policy is to help deter, reject or identify people who might abuse learners or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

Recruitment is treated as a key public relations exercise as the manner in which it is managed affects ELA Training Services' image, and consequently its ability to attract and appoint high calibre staff.

Definition and Scope

Our policy is designed to provide a framework which promotes good practice, adopts a proactive approach to equality and diversity issues and supports fully, ELA Training Services' core business, whilst simultaneously complying with Safeguarding principles and current legislation.

ELA Training Services recognises its staff as being fundamental to its success. A strategic and professional approach to our recruitment processes help enable ELA Training Services to attract and appoint staff with the necessary skills and attributes to fulfil its strategic aims, and support ELA Training Services' values.

ELA Training Services is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient, effective and promotes principles of Safer Recruitment and equality of opportunity.

Aim of the Policy

Safer recruitment and selecting the right people are crucial to the ongoing success of ELA Training Services.

This policy is designed to support in recruiting and selecting the best candidate for a vacancy based on merit while ensuring a fair, unbiased, and non-discriminatory recruitment process. It also helps you consider:

- The Equality, Diversity, and Dignity at Work Policy
- Current employment laws



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- Best practices in recruitment and retention from the Equality and Human Rights Commission and other relevant external bodies
- Safer recruitment guidelines to protect children, young people, and vulnerable adults

ELA Training Services is responsible for monitoring the recruitment process to ensure fairness and prevent any form of direct or indirect discrimination. To support this, a structured procedure is in place to oversee staff recruitment across all areas.

By adhering to this policy, ELA Training Services not only complies with employment law but also reinforces its commitment to equality and diversity.

ELA is to ensure that:

- The best possible staff are recruited based on merit, ability and suitability for the position.
- All job applicants are considered equally and consistently.
- No job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.
- There is compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2021), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service. (DBS)
- ELA meets its commitment to safeguarding and promoting the welfare of our learners by carrying out all necessary pre-employment checks.
- Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.
- ELA has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job.
- The recruitment and selection process should ensure the identification of the person best suited to the job at ELA, based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance
- If a member of staff involved in the recruitment process has a close personal or familial



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relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process. ELA aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies.

- Our overriding concern with our recruitment policies is to ensure that these are inextricably linked with our Safeguarding Policy and keeping our learners safe by going above and beyond where possible to ensure we recruit the right people.
- Robust checks on previous employment history, as well as obtaining character and work references will be carried out.
- ELA will keep and maintain a Single Central Record of all Safeguarding checks that have been carried out on all staff and other relevant people.
- All new employees will undergo DBS checks, which will be reviewed every year to ensure these records are up to date.

Roles and Responsibilities of the Operational Board:

It is the responsibility of the Operational Board at ELA to:

- Ensure the company has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.
- Monitor ELA'S compliance with Safer Recruitment

Recruitment and Selection – Advertising

- To ensure equality of opportunity, ELA will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement.
- Any advertisement will make clear the ELA commitment to safeguarding and promoting the welfare of its learners.
- All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA 2018). Application Forms: ELA uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and employment history, supported by a CV. Any gaps in employment history will need to be explained.
- The application form will include the applicant's declaration regarding convictions and working with young people and will make it clear that the post is exempt from the provisions



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of the Rehabilitation of Offenders Act 1974. CVs will be accepted.

Interviews:

- There will be a face-to-face interview wherever possible, and a minimum of two interviewers will see the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).
- Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has been disclosed on the application form.
- At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.
- All applicants who are invited to an interview will be required to bring evidence of their identity and right to work in the UK. Typically, a passport. Original documents will only be accepted, and photocopies will be taken. Unsuccessful applicant documents will be destroyed 6 months after the recruitment programme.

Offer of appointment and New Employee Process:

- If it is decided to make an offer of employment following the formal interview, any such offer will be conditional based on the following: -
- Verification of the applicant's identity (if not previously verified)
- The receipt of two references (one of which must be from the applicant's most recent employer) which the ELA considers to be satisfactory for positions which involve "teaching work":
- That ELA is satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency (formerly National College for Teaching and Leadership), or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country which prevents the applicant working at ELA.
- ELA is satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country, or any reason which prevents the applicant working at ELA or which, in the ELA'S opinion, renders the applicant unsuitable to work within the company.



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- All preemployment checks are **FULLY** completed in line with ELA's Safer Recruitment Process Attached below.

ELA SAFER RECRUITMENT PROCESS

1. Plan the recruitment process with Hiring Manager/ request Requisition Form/Is the post agreed in the structure?/Has the budget been approved?	
2. Agree Selection methods / interview process /Job description with Hiring Manager/ include safer recruit questions in your recruitment design/use ELA agreed recruitment process only	
3. Advertise the vacancy (request CV and completion of a short application form)	
4. Scrutinise applications/ compile short List	
5. Invite candidates to interview	
6. Conduct Interview (Before interview begins verify identify and right to work, using a passport etc.)	
7. Send a conditional offer letter to successful candidate. Send a Health Questionnaire to include Covid Vaccination question Y/N - (NB: step 7, 8, 9 can be done at the same time.)	
8. Request references x 2 for successful applicant using reference check software"	
9. Carry out preemployment checks in full/ HR to fully complete Single Central Record (SCR) evidence in Excel/ add required documents to BreatheHR to evidence business compliance	
10. Issue contract and confirm start date - only when ALL pre-employment and SCR checks are FULLY completed	

Contractors and agency staff:

- Contractors engaged by ELA must complete the same checks for their employees that ELA is required to complete for its staff. ELA requires confirmation that these checks have been completed before employees of the Contractor can commence work.
- Agencies who supply staff to the ELA must also complete the pre-employment checks which the ELA would otherwise complete for its staff. Again, the ELA requires confirmation that these checks have been completed before an individual can commence work.
- ELA will independently verify the identity of staff supplied by contractors or an agency, and will require the provision of the original DBS certificate before contractors or agency staff can commence work

Visiting speakers (and Prevent Duty):

- The Prevent Duty Guidance requires ELA to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by learners, are suitable and appropriately supervised.
- ELA is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity or perform any other



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regular duties for or on behalf of the company.


- "'Extremism' is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."
- In fulfilling its Prevent Duty obligations ELA does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

Volunteers

- ELA will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with learners at or on behalf the company.
- Under no circumstances will ELA permit an unchecked volunteer to have unsupervised contact with learners.
- It is ELA policy that a new DBS certificate is required for volunteers who will engage in regulated activity.

Review

The effectiveness of this procedure and associated arrangements will be reviewed annually under the direct supervision of the Chief Operating Officer (COO).

Adoption Date	Updated	Review Date	COO
08/2024	01/08/2025	01/08/2026	



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