

Safer Recruitment, Selection and Onboarding Policy & Procedures

Parenta
Working together for our children

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Introduction

This policy has been developed to embed safer recruitment practices and procedures throughout Parenta and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. Effective recruitment and selection is central and crucial to the successful functioning of Parenta. It depends on finding people with the necessary skills, expertise and qualifications to deliver the Company's strategic objectives and the ability to make a positive contribution to the **Parenta 4C's values**, and our mission of **"working together for our children".**

Safer recruitment means taking steps to ensure we only appoint individuals who are suitable for providing unsupervised activities, while keeping children and young people safe from risk. All colleagues, volunteers, contractors and Parenta apprentices are required to familiarise themselves with this policy to ensure that all individuals, children and young people are kept safe from risks e.g. physical injury, bullying, abuse, radicalisation and discrimination. All colleagues must follow our guidelines for escalating concerns and allegations in the event that potential issues are identified. Responsibility for ensuring these policies are carried out lie with the Designated Safeguarding Lead (DSL) and the HR Team and is overseen by the Chairman - Parenta Group of Companies (CM) and CEO.

Safer Recruitment Aims

This policy is intended to provide assistance to those members of staff involved in the safer recruitment process within Parenta and specifies the processes from advertising the vacancy to making an offer of employment, as well as the onboarding process.

It will provide advice on best practice to ensure that Parenta's recruitment process is consistent, effective and compliant with relevant legislations.

Through the recruitment procedures Parenta aims to:

- Attract good quality candidates
- Keep our young learners safe from maltreatment, neglect, violence, radicalisation and sexual exploitation
- Ensure equal treatment of all applicants
- Identify and appoint the most suitable applicants
- Identify and reject applicants that are unsuitable to work with children and young people
- Maintain a transparent, effective and streamlined recruiting process which makes the best use of time and money

Safer Recruitment Training

All colleagues involved with recruiting and selecting staff (including contractors) are trained in safeguarding and the requirements and behaviours required to ensure safe and fair recruitment. At least one person on any interview/appointment panel for a post will have undertaken safer recruitment training. This will cover, as a minimum, the contents of the Department for Education's statutory guidance, Keeping Children Safe in Education (KCSIE 2026, and be in line with local safeguarding procedures.

Equality & Diversity

Prospective applicants should not be discriminated against either directly or indirectly on the grounds of age, gender, gender reassignment, married or civil partnership status, pregnancy or maternity leave, disability, race (including colour, nationality, ethnicity and national origin), religion or belief and sexual orientation. Parenta is committed to encouraging equality and diversity among our workforce, and eliminating unlawful discrimination.

Preparation of job descriptions, person specifications, advertisements, shortlisting, interviewing and selection of applicants should reflect our commitment for our workforce to be truly representative of all sections of society and our customers, and for each colleague to feel respected and able to give their best.

Legislation, Compliance & Statutory Guidance

Safeguarding

In order to comply with Safeguarding Legislation, Parenta will ensure that:

- Safeguarding statements are included in all relevant job advertisements and job descriptions
- All posts have up-to-date job descriptions and these are provided to candidates before the interview
- Applicants must submit a completed employment application form, which contains details of the applicants working history, referees and a 'Suitability Declaration'
- Wherever possible, the references of shortlisted applicants are sought before a face-to-face interview.
- Where candidates object to references being sought at this stage, we will honour their wishes, but references will categorically be obtained before commencement of appointment
- The outcome of any completed checks, along with clarification of any career history 'gaps', are discussed at interview if necessary
- Professional qualifications are verified, as appropriate
- During the interview, right to work in the UK is confirmed via the validation of appropriate identity documentation

- An enhanced DBS check plus a check on the children's barred list is carried out and clearance received prior to commencing employment. If required and where possible, an overseas criminal record check will be carried out for colleagues who have lived/worked outside of the UK
- Formal right to work checks will be completed in person before any offer of employment is made
- The applicant's offer letter and contract of employment clearly states that employment cannot commence until we have received the return of satisfactory DBS checks and employment references

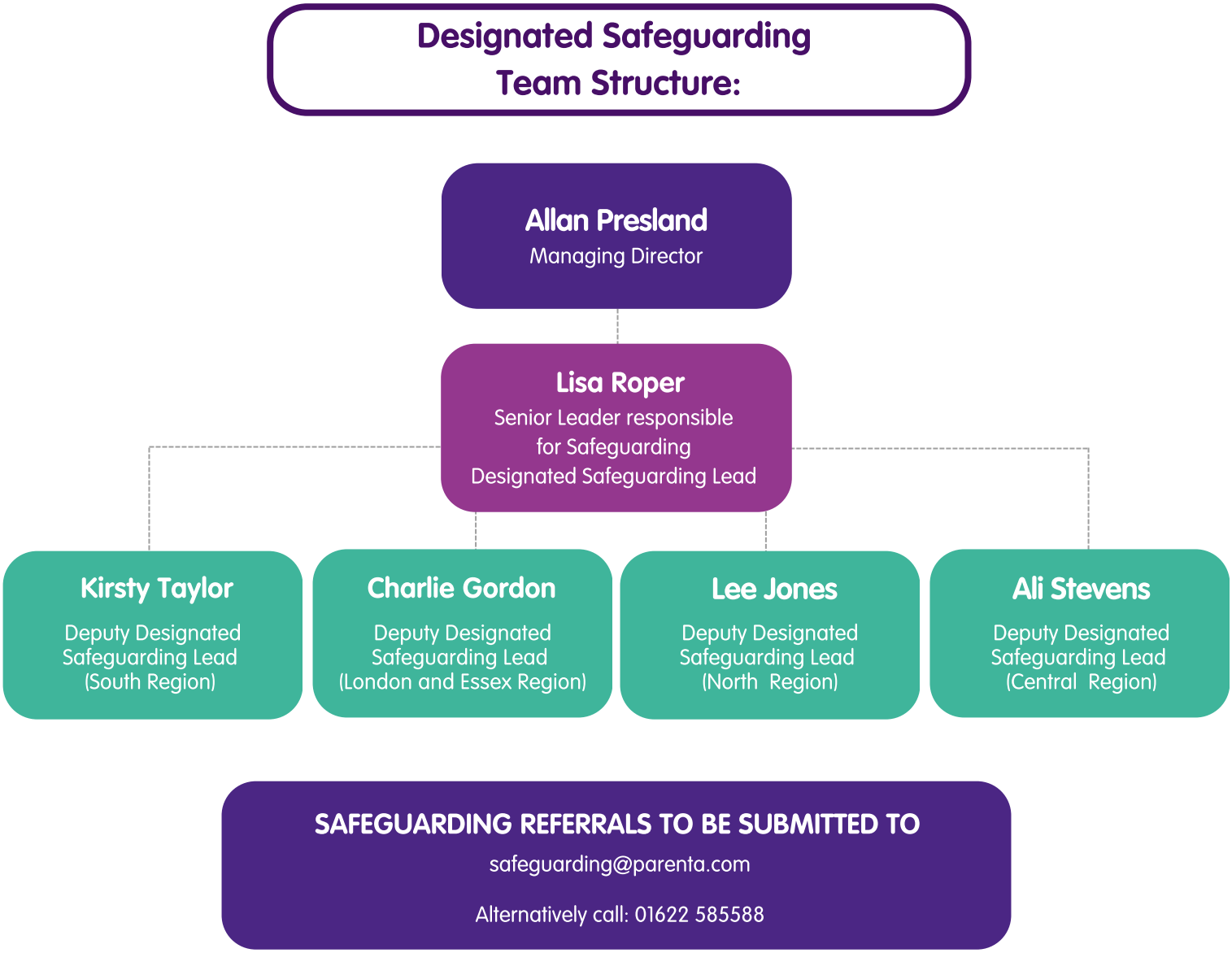
Legislation, Compliance & Statutory Guidance

Relevant Legislation

As an employer, Parenta must ensure that they follow the rules of the law when recruiting new staff. The key legislation we must follow includes:

- Equality Act 2010 (also includes Protected Characteristics)
- Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- Rehabilitation of Offenders Act 1974
- Code of Practice on Preventing Illegal Working 6th April 2022
- The Safeguarding Vulnerable Groups Act 2006
- Immigration, Asylum and Nationality Act 2006
- Data Protection Act 2018
- Working Together to Safeguard Children 2023 / 2026
- Keeping Children Safe in Education 2026
- The Children's Act 1989 and 2004
- Modern Slavery Act 2015

Designated Safeguarding Team Structure



Roles and Responsibilities

Designated Safeguarding Lead / Senior Manager responsible for Safeguarding:

- To provide professional and technical advice on all aspects of Safeguarding and Prevent
- To provide effective leadership, coordination and management of Safeguarding and Prevent through an established monthly Safeguarding and Prevent Committee
- To ensure that all relevant policies and procedures are in place and that statutory requirements are met

To liaise with organisational governance and fellow senior leaders to ensure there is transparent oversight of safeguarding and that all employees at all levels are fully aware of their responsibilities with regards to safeguarding and Prevent.

Ensure that relevant concerns are referred to appropriate agencies and that there is compliance with Local Safeguarding Children Partnership (LSCP) requirements (Local Authority, Health Services, Police). (Channel (Prevent)).

Deputy Designated Safeguarding Lead:

Ensure that all staff within regional teams are adequately trained in safeguarding and Prevent and know how to identify and raise concerns.

Ensure that all staff within regional teams have access to, and understand, the safeguarding policy and procedures.

Be available to staff within regional teams to discuss any safeguarding concerns or issues and to ensure that appropriate reporting procedures are followed.

Respond to safeguarding concerns as the first point of contact for any incidents or concerns and to determine the required actions to be taken as a result of the referral (escalating to the Senior DSL where Involvement with external agencies is required.

Be aware of learners who may have specific safeguarding needs and have specific vulnerabilities.
Liaise with the Safeguarding and Prevent Committee (or DSL) on matters of safety and safeguarding (including online and digital safety) and when it is considered that a referral to external agencies may be required.

Keep detailed, accurate and secure written records of concerns and referrals using internal safeguarding monitoring systems.

Identity Verification

Identity documentation checks are carried out for all new colleagues. The individual's right to work in the UK is verified in person and documentation securely retained. Individuals from non UK nations must prove their right to work under their visa or leave to remain. Different rules currently apply to visitor and student visas, asylum seekers and failed asylum seekers. These rules are subject to change and must be checked with UK Visa and Immigration before recruiting if there are any grounds for doubt. During the first interview, validation of identity and right to work in the UK should be sought via the checking of original documents in person.

Employment Checks

The ID checking guidelines for standard/enhanced DBS check applications were updated in April 2025.

Identity document checks will be verified in person where possible, at face-to-face interviews, or by sending original documents which are later verified via video link.

Any gaps in employment are investigated and verified where necessary during the interview process. Where an individual left their previous employment, the circumstances of departure are established e.g. disciplinary procedures or compromise agreements. Any concerns are referred to the designated safeguarding officer and director/ SLT for a risk assessment.

References will be collected from the last employer and a separate character reference. Where the employment reference covers less than 3 years in service, additional employment references will be requested to cover the three years immediately preceding this recruitment exercise. All referees are requested to confirm the candidates suitability to work with children and young people and whether there are or were any safeguarding concerns to be considered.

Should the candidate not be in current employment, a reference from the most recent employer will be sought.

Furthermore, a reference from the last time the candidate worked with children is required. If this is not the most current employment period then references from the last time the candidate worked with children will be sought regardless of the length of the intervening period.

Checks are made against the main social media platforms to assess an individual's suitability to work with young people and children.

DBS Checks

For regulated activities, an enhanced DBS with a check against the Children's barred list will be carried out on all contracted, temporary and permanent colleagues. All colleagues are subject to the same level of DBS checks unless they are working only on non-regulated activities under supervision.

Updated DBS checks are carried out on long-term staff at a minimum of three years. Where colleagues are in regulated roles or have unsupervised contact with learners, their enhanced DBS checks are refreshed every two years. All DBS information is recorded on the Single Central Record and in the secure HR system.

Any positive disclosure information revealed is referred to the DSL and line manager and made subject to a thorough risk assessment procedure before a recruitment decision is made.

Any existing employment contracts will be reviewed at this time when new information is disclosed. Regulated activity means a person who will be:

- Responsible, on a regular basis for teaching, training, instructing, caring for or supervising children
- Carrying out paid, or unsupervised unpaid, work regularly where that work provides an opportunity for contact with children

Qualification Checks

Qualification checks are conducted on all candidates for regulated roles at interview stage. A verified copy is retained for our records and logged on the Single Central Record.

Single Central Record

The HR Team record all information on the checks carried out in the Single Central Record (SCR). Copies/ results of these checks, where appropriate, will be held in individuals' personnel files. We follow GDPR requirements and best practice in retaining copies of these checks.

The Safer Recruitment & Selection Process

To ensure consistency and best practice at all times, Parenta colleagues who are involved in recruitment will have undergone the Safer Recruitment CPD module before being involved in recruitment. They will follow the Safer Recruitment, Selection and Onboarding processes when carrying out any recruitment activity. For simplicity and transparency, Parenta has published this Safer Recruitment, Selection and Onboarding Policy to outline its processes, standards and expectations.

Authority to Recruit

Before any vacancy can be advertised, it is necessary to obtain formal authorisation in writing from Parenta's Head of Finance, Head of HR and the CEO - Parenta Group of Companies. Recruiting Managers will be required to complete the Authority to Recruit Form (ATR) and return to the HR Team for review, along with a copy of the job description. If the form has been completed incorrectly this will be returned to the Recruiting Manager for revision. If the HR Team is satisfied with the ATR form then they will send this on to the CEO of Parenta Training - Parenta Group of Companies or relevant Head of that department for approval.

When deciding whether to grant authorisation, the CEO - Parenta Group of Companies or Senior Leadership Team shall consider the rationale for the vacancy e.g. replacement, restructure or expansion, to ensure that recruitment is justified.

All recruitment shall be managed by the HR Team. The HR Team will not begin the recruitment process without authorisation from the CEO - Parenta Group of Companies/Senior Leadership Team or if the forms are incomplete or incorrect.

Job Description/Person Specification

Before a new role is advertised, an up to date job description and person specification must be produced. Job descriptions should detail the purpose and expectations of the job; a person specification states the competences and attributes for the role and establishes the essential and desirable criteria for selection. They should include the Parenta 4C's, skills, knowledge, experience, qualifications, and personal qualities relevant to the job.

Before a new candidate starts there should be a detailed list of all objectives the successful candidate must achieve to successfully pass their probation.

Advertising and Sourcing

Adverts include a detailed role description including the qualities and standards required to be a successful candidate as well as details of the background checks to be carried out.

All advertisements for posts of regulated activity will include the following statement:
Parenta's committed to promoting and safeguarding the welfare of all children and young people. Successful applicants for our roles must be willing to undergo child protection screening, including checks with employers and the Disclosure & Barring Service (DBS).

The HR Team will assume responsibility for advertising all new roles via some or all of the following methods:

- Email to everyone@parenta.com
- Post on Parenta Staff Facebook page
- Adverts on local notice boards
- Advert on www.parenta.com
- Advert on job boards
- Posts on Social Media and Linkedin
- Sent to personal email and/or home address for those on long term sick, compassionate or maternity/ paternity/adoption leave
- Recruitment Agencies (as a last resort and only if authorised by the CEO)

The HR Team will draft job adverts; however, the Recruiting Manager will be responsible for checking and authorising them for publication. The HR Team will ensure that the advert is compliant with legislation and adheres to the company brand guidelines.

Parenta advertises using local and national 'job boards', local press and industry publications; however, the CEO must approve the cost before any adverts are placed. The HR Team will only use and contact agencies on our preferred supplier list, and only where they are unable to source suitable candidates.

As well as advertising via the above methods, the HR Team will actively recruit for the role using online job boards.

Colleague Referral Scheme

The Colleague Referral Scheme is a recruiting tool used to attract talent into Parenta. It allows colleagues to receive a referral bonus whilst providing a cost-effective source of good quality candidates for the Company.

If you know someone i.e. an ex-colleague or acquaintance, who may have the right profile (skills, experience, personal qualities and knowledge) for an existing vacancy, then request the person's permission for you to send their CV, complete the Colleague Referral Form and send these to the hrsupport@parenta.com.

All referrals must be treated in confidence by all those involved and should not be shared outside of the HR Team, the hiring management and the colleague making the referral.

If the individual is interested in working for the Company, then you should send their CV and contact details to the HR Team confirming the vacancy for which they are applying.

Alternatively, encourage them to email their application directly to the HR Team, making sure that they mention that you pointed them in the right direction (if they don't mention your name when applying, the Company will not be able to pay you the referral bonus). The referred applicant will also need to complete an application form.

Please ensure that you are clearly identified as the person who has made the referral from the beginning of the process.

The HR Team and the Hiring Manager will take matters on from here and assess the candidate against the Company's requirements, job description and person specification.

If the candidate commences employment within six months of your referral and successfully completes their probation period, you will be eligible for a referral bonus of £500 gross, which will be paid through the payroll in the month after completion of probation.

A referral bonus (linked to this referral scheme) is not payable to a colleague who:

- Is in a commission-based role, and refers an apprentice to Parenta or any of our clients
- Is no longer employed by Parenta or is in their notice period when the bonus is due to be paid
- Introduces a candidate who has already responded to a Company advertisement or been referred by another colleague or third party within the past twelve months;
- Introduces a member of their immediate family or of another colleague's immediate family
- Introduces an ex-colleague of the Company who has left the Company's employment less than two years prior to the nomination and/or has been the recipient of a redundancy or severance payment from the Company;
- Introduces a candidate who is employed by the Company in a permanent or temporary capacity or who has some other contractual relationship with Parenta (e.g. a contractor)

The following colleagues are not eligible to benefit from this policy:

- Colleagues holding positions at Senior Leadership Team level and above;
- Colleagues working in the HR Team;
- Managers/Team Leaders wishing to introduce potential colleagues who could work within their own
- team;
- Managers actively involved in recruitment and selection as part of their normal job responsibilities;
- A colleague (at any level) for whom receipt of a referral bonus could be perceived as a conflict of interest

The policy is not retrospective, i.e. no referral bonus will be payable related to the introduction of a candidate prior to the policy's introduction.

Please do not refer any colleague of one of the Company's clients/partners without first speaking to a senior manager.

The referral bonus will be paid to you through the payroll and will be subject to relevant deductions. All payments are made at the discretion of the HR Team.

Where more than one colleague claims to have referred the same person, or the referral has been made from another source, the HR Team will decide whether, or to whom, the referral bonus will be paid if the person is hired.

This scheme is not part of your contract of employment and may be subject to change, or withdrawal, without notice.

Shortlisting & Interviewing Candidates

The aim of the shortlisting process is to identify suitable candidates to proceed to the next stage of the recruitment process. The HR Team will carry out the initial shortlisting by reviewing all CV's and applications that have been received. Individuals providing incomplete applications will not be shortlisted. The shortlisting process will be carried out objectively and consistently, comparing each application with the job specification to establish whether, on paper, the person has the knowledge and experience that is necessary or desirable for the job. Applicants, who meet all of the 'essential' requirements of the role, will be shortlisted.

Where there is an abundance of shortlisted candidates, the HR Team and the Recruiting Manager may run a second round of shortlisting based on the number of 'desirable' requirements each candidate meets/possesses. The HR Team will, using standard email templates, notify applicants of the outcome of the initial shortlisting process.

Interviews

Interviews will be held in an appropriate meeting space, or virtually by Teams. The type of interview held will be dependent on the type of role and regional location/ travel distance of the candidate.

Interview types

Telephone interviews

Virtual or face to face interviews

Before any face to face or virtual interviews are organised, the HR Team or the Recruiting Manager will first conduct a preliminary, telephone interview with all shortlisted candidates, using a standard telephone interview format and questioning matrix. This enables the recruitment manager to gauge the candidate's interest in the position and discuss the role basics such as the salary and the qualification requirements etc.

Candidates who have passed the telephone interview will be invited to an interview.

Interviews are carried out by a minimum of two colleagues, with at least one trained in safeguarding/safer recruitment and the requirements and behaviours required to ensure safe and fair recruitment. The first interview should include a member of the HR Team where possible and the Recruiting Manager.

This interview will build on the items discussed within the telephone interview as well on the structured set of interview questions within the interview plan.

The second interview, if needed, should be held with the Recruiting Manager and one other Manager or senior manager within the team, as long as at least one of them is trained in safeguarding/safer recruitment. If neither interviewer is trained then the HR Team will also sit in on the interview.

An interview panel member must declare if he or she knows the applicant prior to interview.

Interviews follow a prepared interview plan of required qualifications, experience, competency based questions and qualities, seeking evidence of each.

Where an individual application form has raised particular questions e.g. employment gaps or spent convictions, these must be satisfactorily explored in the interview.

Any disclosures or concerns relevant to safe recruitment are clearly identified and referred to the responsible management team before recruitment decisions are made.

Written notes are made on the interview plan during and after each interview to ensure fair evaluation and/or comparison of candidates against consistent criteria.

The entire interview panel will meet to discuss interview outcomes and have the opportunity to put their opinion across.

All appointments will be made strictly on merit and related to the requirements of the job.
In addition, the HR Team will look to recruit based on the company's values.

Group interviews/recruitment days

On occasion, Parenta holds recruitment days where group interviews are held. These will typically be for sales roles.

Recruitment Days generally consist of the following:

- Group Activities
- Literacy & Numeracy Tests
- Group Interviews
- Individual Interviews

Interview Documentation

It is important to ensure that accurate notes are taken at each stage of the recruitment process. In order to ensure consistency and accurate note and record keeping the HR Team has created forms for each stage in the recruitment process which are specific to each role.

Virtual or face to face Interview Form

The virtual interview form will be used to screen every candidate that has successfully been shortlisted and will cover basic matters such as salary and working hour requirements as well as essential role criteria such as qualifications.

Interview plans

Interview plans will be populated at every interview by each member of the interview panel. The interview plans are discussed by the panel once all interviews have taken place to determine who has and hasn't been successful in securing the role.

Each role has its own interview plan which will have competency based questions with pre-determined keywords, phrases and sample answers, upon which a 'score' can be allocated to each candidate.

Scoring matrix

Scores from telephone screens, interview plans and any tests and activities will be recorded on the scoring matrix for each candidate to enable us to gain an overall suitability score

Tests & activities

We may consider using other mechanisms to assess a candidate's suitability for a role, including delivering a presentation/teaching session, literacy and numeracy tests, developer tests and written and verbal tasks. Tests will be relevant and valid. Any Recruiting Manager that wishes to include tests and activities as part of the recruitment process will need to include this on the authority to recruit form before the process begins.

Management Level

For recruitment at management level and above, candidates may be required to complete an online psychometric and personality questionnaire.

Internal Recruitment Process

Parenta follows a progressive policy of giving existing employees the opportunity to apply for vacancies and facilitate internal promotions wherever possible as development opportunities for colleagues.

Every vacant position will be advertised internally from the start of the application process.

The same selection process will be followed for existing employees and/or external applicants alike.

Depending on the requirements of the role some positions will only be advertised internally and only existing employees considered.

For some roles existing employees will be considered alongside external applicants fairly and objectively and against the job description, person specification and competencies for the position, including attitudes and behaviours.

An employee wishing to apply for an advertised role should first discuss the application with his/her line manager, then complete the Internal Application Form and submit this to the HR Team along with their CV.

If an internal applicant is dissatisfied with a recruitment decision in any way then the employee should contact the HR Team and/or Line Manager. The Recruiting Manager will assist in providing detailed confidential feedback based on the job description and competencies for the role.

Parenta may, on occasions, decide to restrict advertisement to internal candidates only. Furthermore junior posts will always be advertised internally in the first instance, to provide continuous development of existing colleagues unless the Management team agrees that this is not appropriate due to the specialist skills required for the post involved.

Vacancies, which are restricted to internal candidates, will be clearly indicated on the advertisement.

Interview outcomes

Parenta follows a progressive policy of giving existing employees the opportunity to apply for vacancies and facilitate internal promotions wherever possible as development opportunities for colleagues.

Every vacant position will be advertised internally from the start of the application process.

The same selection process will be followed for existing employees and/or external applicants alike.

Depending on the requirements of the role some positions will only be advertised internally and only existing employees considered.

Job Offer Confirmation Form

Once a decision has been made on who the role will be offered to, the Hiring Manager will need to complete the Job Offer Confirmation form and return this to the HR Team. The HR Team will not make an offer to the candidate until this form has been completed.

Job Offer

The HR Team will issue agreed offer letters and contracts of employment so that they have the information they require to make an acceptance/rejection of the role. Candidates will be asked for confirmation of this by reply.

Rejection

If a successful candidate rejects the role, the HR Team and the Recruiting Manager will discuss any possible changes to the role/package that may be offered to the candidate, to encourage them to accept the role. (Where a change has a financial impact, this will need to be authorised by the Head of Finance, HR, and/or the CEO, before being offered to the candidate)

Unsuccessful Candidates

If a candidate has been unsuccessful in securing the role, the HR Team will call them to discuss the outcome and provide constructive feedback. An email will be sent to advise the outcome ONLY if telephone contact has not been possible.

Feedback & Complaints

If a candidate feels they have been unfairly treated in the recruitment process, they are invited to set out their claims and evidence in writing to the HR Team. This will be evaluated and adjudicated by the HR Team alongside the application, interview notes and other relevant documentation.

Onboarding

Acceptance

New colleagues in Regulated roles cannot commence employment until they have gone through reference and employment checks and the DBS has been returned. For colleagues not in regulated roles every effort will be made to ensure all references and employment checks (including the DBS) are returned prior to their start date, however it is not essential for these to be in place at the commencement of employment.

The HR Team will send a congratulations email and welcome pack via email. This pack will include:

- An electronic copy of the colleague's contract
- Colleague details form (which includes HMRC checklist)
- New Colleague Questionnaire
- Colleague Handbook
- Values link

Objectives and Induction Plan

All Recruiting Managers are required to complete the On-Boarding online form, set objectives and create an induction plan for their new recruit using the probation review form and the new starter induction booklet. These will be sent to the Recruiting Manager by the HR Team.

Where possible equipment will be couriered directly to the home with instructions on how to use their laptop. Alternatively, if the individual lives close to the Head Office a face to face meeting on the colleagues first day would welcome the new staff member to the business and begin to establish important work relationships. The HR Team must be made aware when someone is to go into the office.

First Day

On the new colleague's first day, the Recruiting Manager will commence the induction, according to the plan prepared. Every induction will consist of several standard modules and several role-specific modules, including work shadowing if applicable. New colleagues will be issued with an induction pack, which contains the following:

- Job Description
- Induction Booklet
- Probation Review Form (Objectives)

First Meeting

The new colleague will be invited to a Teams meeting with their line manager to talk though the role and commence training. All of the required documents will be emailed to the new starter by the line manager to ensure they have everything that is needed. Any printed materials that are required may be posted to the new colleague.

Paperwork

If there is any paperwork outstanding then the HR Team will request this from the new colleague.

Pictures for ID

The HR Team will ask for a picture of yourself against a plain background, so that we can upload it to your Atlas profile and ID card.

Once recruited, all new colleagues receive training and written guidelines to ensure they remain fully aware of our Safeguarding Children, Prevent Duty, Display Screen Equipment Awareness, Health and Safety for Homeworkers, GDPR, Modern Slavery, Equality and Diversity and Safer Recruitment (Line Managers and the HR Team only).

Inductions & Essential Training

Safeguarding

All new colleagues will undertake safeguarding training at induction, including our whistle-blowing procedures, and complete the mandatory online courses on our CPD platform website to ensure they understand the safeguarding systems and their responsibilities, and can identify signs of possible abuse or neglect. This training will be regularly updated and will be in line with advice from our local safeguarding children board.

The DSL and deputies will undertake Prevent Duty, child protection and safeguarding training annually. In addition, they will update their knowledge and skills at regular intervals and at least annually (for example, through e-bulletins, meeting other DSLs, or taking time to read and digest safeguarding developments).

Prevent Awareness

All new colleagues will receive training and written guidelines on safer working practices and reporting procedures if they suspect that a child or young person is at risk of harm.

All colleagues will have training on the government's anti-radicalisation strategy, Prevent, to enable them to identify children at risk of being drawn into terrorism and to challenge extremist ideas.

Colleagues will also receive regular safeguarding and child protection updates (for example, through emails, e-bulletins, NSPCC updates and colleague meetings) as required, but at least annually.

IT & Equipment

It is the responsibility of the HR Team to request IT set up and equipment using the onboarding online portal.

Probation

All colleagues are subject to a minimum six month probationary period or as stated in their contract of employment.

Mentor

Every new colleague should be allocated a named buddy, who will NOT be the employee's line manager. The buddy should provide support and advice throughout the new colleague's probation period.

Exit Interviews

At Parenta, we are committed to improving our employment practices and also wish to gain a better understanding as to why colleagues may leave Parenta. All colleagues leaving the employment of Parenta will be given the opportunity to complete an online Exit Survey to comment on their experiences and perceptions during their time with us. The information provided is useful in identifying trends, learning and development and evaluating the effectiveness of HR policies and practices. The appropriate line manager and management will receive all appropriate information, such as recommendations made for change, or significant issues raised in the questionnaire, whilst bearing in mind confidentiality issues. The exit interview survey will be retained with the HR Team.

GDPR & Record Keeping

With the candidate's permission, application forms/ CVs, work history, qualification data where relevant and certified copies of original identity documents are securely retained on file for each individual during their time working with Parenta. This will be retained for a period of six years following their employment after which it will then be securely destroyed.

With the candidate's permission, information gathered for unsuccessful candidates is securely retained for a period of six months and then securely destroyed, unless a dispute is raised.

Review and Revision

The Company reserves the right to rescind and/or amend this and all Company policies at any time.

Appendix

Forms & Documentation

Forms:

- Authority to Recruit Form
- Interview Plan (individual to each role)
- Virtual Screen Form (individual to each role)
- Job Description
- Job Offer Confirmation
- Colleague Details Form
- New Colleague Onboarding Questionnaire
- Employment Contract
- Parenta Induction Booklet
- Probation Review Form
- Colleague Handbook

Documentation Required:

Further information is available in the Background Checking Policy

All Colleagues

- Proof of Right to Work in the UK – Documents as identified in government guidelines detailed in the link: https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklistaccessible-version

Driving Colleagues

- Driving Licence

For those who require a DBS

- Proof of Address – bank statement and/or utility bill (dated within the last three months), mortgage statement and/or council tax bill (dated within the last twelve months)

Flow Chart of Processes

Onboarding process

START!

Job offer Confirmation form received by the HR Team from Hiring Manager.



The HR Team make offer to candidate.



Candidate accepts our offer.



The HR Team sends Conditional Confirmation of Offer email to new colleague, if the start date has not been confirmed.



Once offer has been confirmed in writing by new colleague and they have advised when they are able to start the HR Team will issue the employment contract.



The HR Team will follow all actions required to set up the new colleague as per the new starter and leave action list. (See New Starter & Leaver Action List Example Template)



The HR Team send a welcome email to the new colleague on their first day.



The HR Team will liaise with Hiring Manager to confirm induction dates in 2 week plan.



On colleague's first day, manager will introduce them to their new colleagues and go through the job description, objectives and induction booklet.



The HR Team receive back the signed and completed job description and induction booklet and upload to Atlas.

END!

Flow Chart of Processes

Interview process

Once candidates have been screened and relevant tests have been undertaken, those that have been shortlisted will be invited to interview.

START!

Candidate is sent an interview confirmation email, along with an application form, copy of the job description and a request for any documentation we may need.



The HR Team will copy in those involved in the interviews as well as put it in their calendars.



If the interview is held face to face, the hiring manager is to complete the ID check along with the Right to Work check. If the interview is held virtually the candidate must send the original documents to the HR Team to conduct the ID and Right to work check remotely.



Interview takes place.



Candidate is advised of next steps.



Interviewers discuss interview, comparing notes and scoring. Scores are added to scoring matrix.

END!

Flow Chart of Processes

Recruitment process

START!

Authority to recruit form (ATR) completed, signed off and returned to the HR Team along with objectives and JD.



The HR Team check ATR form and advertise the role accordingly.
The HR Team will send example Interview Questions to Hiring Manager for review.



Ideal deadline for vacancy is set. Ideal Interview dates are set.



As and when applications are received, they are screened and suitable candidates are sent to Hiring Manager for review.



Once Hiring Manager has shortlisted candidates, the HR Team or Recruitment manager will carry out a telephone screen.



Candidates who pass telephone screening are invited to interview. The HR Team will book interviews and send interview confirmation emails



If the interview is held face to face, the hiring manager is to complete the ID check along with the Right to Work check. If the interview is held virtually the candidate must send the original documents to the People and send interview confirmation emails



Hiring Manager and the HR Team score candidate and add results to scoring matrix.
If a second interview is required, then those shortlisted from first Interviews will be invited back.
If a presentation is required then the HR Team will advise candidate to share their screen.



Once all interviews and selection methods have been undertaken then the HR Team and Hiring Manager will go through the scoring matrix to establish who has been successful.



Hiring Manager to complete the job offer confirmation. Once completed and received then the HR Team will make the offer to the successful candidate.



Candidate accepts offer.



Onboarding Process begins.



The HR Team decline unsuccessful applicants. The HR Team updates recruitment tracker accordingly.

If candidate declines offer, find out reasons.

If possible make a secondary offer.

If there was an alternative candidate that was suitable then make offer.

Alternatively, the process begins again.

Parenta - The Home of Early Years

Growing a setting and a great childcare team shouldn't be hard - Parenta makes it simple. We're the UK's leading specialist apprenticeship training provider for the early years sector - helping nurseries recruit, train, and retain brilliant practitioners,

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- Practical guidance and hands-on support to show you exactly where your income comes from, where the pressure builds, and what to do about it

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Covering the common challenges you face whilst working in childcare, both for childcare practitioners and business owners.

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0800 002 9242 hello@parenta.com

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Parenta, Stratford House, Waterside Court, Neptune Way, Medway City Estate, Rochester, Kent, ME2 4NZ