

# Ginger Nut Training.



## Document Title

**Ginger Nut Training – Safer Recruitment & Pre-Employment Checks**

### Originator

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### Responsible Person

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## Ginger Nut Training – Safer Recruitment & Pre-Employment Checks Policy

### Pre-Employment Checks

#### 1. Introduction

Before confirming employment for any tutors or other staff with access to learners and/or vulnerable young people, Ginger Nut Training will run a series of checks to confirm that the potential member of staff holds all appropriate qualifications in addition to a clean DBS check.

#### 2. DBS Check

Ginger Nut Training is committed to ensuring that staff have satisfactory Disclosure & Barring Service (DBS) enhanced checks undertaken by us before allowing them to work with learners. A satisfactory check is defined as having no criminal convictions (including cautions, reprimands, and final warnings) relevant to the post. Should convictions be returned by the process, a member of the Senior Management Team with appropriate DSP (Designated Senior Person safeguarding) training will assess the level of risk associated with the appointment and determine if the applicant is suitable for appointment. All staff or apprenticeship support tutors employed to look after children must report any subsequent criminal convictions to a company Director. Failure to do so will result in disciplinary action being taken. Where we are operating in partnerships, perhaps offsite, and partner employees come into contact with Ginger Nut Training learners, we will seek assurance that their employees will have been through the same pre-employment checks expected of Ginger Nut Training staff.

#### 3. Employer References

Before employment, Ginger Nut Training requires three references: one from the current or most recent employer, one from a previous employer, and one separate character reference. These are kept on file against the employee's record.

#### 4. Previous Qualifications / CPD

Before employment, all tutors must provide original copies of all certificates to confirm previous qualifications. Scans of these will be taken and saved against the employee's CPD record, which should be updated as and when new qualifications are achieved.

### Recruitment Process

#### Initial Steps

- Clear job description in place.

- Clear person specification in place.
- Outline of advert expectations.
- Only Ginger Nut application forms or set platform Indeed customised questions to be accepted, not CVs alone.
- Information packs to be sent to candidates or signpost to electronic information on the company via the website.

### Shortlisting

- Shortlisting and interviewing candidates must be undertaken by a minimum of two people employed by Ginger Nut.
- The same selection panel both shortlists and interviews the candidate.
- Applications are reviewed against essential and desirable criteria.
- Information is checked for consistency and discrepancies.
- Gaps in employment/training or a history of repeated changes of employment are to be identified and taken up as part of the consideration of whether to shortlist the applicant or to ask the applicant for further explanation at the interview.
- Incomplete applications are not accepted.

### Interview

- All interview questions must be competency-based and all questions must be completed.
- Interviews should be face-to-face where possible.
- All interviews must be undertaken by a minimum of two people employed by Ginger Nut.
- At least one member of the panel must have undertaken safer recruitment training.
- All members of the interview panel must take notes.

Candidates must be asked at the interview about:

- Any anomalies or discrepancies identified on their application form or CV; this must be noted and questioned.
- Any gaps in their employment history; this must be noted on the application.
- Criminal convictions and/or concerns/allegations/investigations to be shared at the interview.

- Their motivation for working with apprentices, including those aged under 18/children.
- Their understanding of the role's safeguarding responsibilities.
- Any issues arising from their references.
- Clear notes are recorded by all panel members of the candidates' responses at the interview and stored securely.
- The interview stresses that the identity of the successful candidate will be checked thoroughly and that a DBS will be obtained.
- All candidates bring with them documentary evidence of their right to work in the UK and their identity (this must be signed by the candidate to give permission for copies to be kept in files).
- Evidence should be obtained in line with UK Visas and Immigration and the Disclosure and Barring Service.
- Photographic ID must be seen.
- Candidates bring documents confirming any educational and professional qualifications.
- A copy of the documents used to verify the successful candidate's identity and qualifications are kept for the personnel file.
- Candidates are informed that any offers of employment are conditional and dependent on checks.

#### Post-Interview

- Referencing.
- DBS checks.
- Right to Work in the UK.

#### Enhanced Background Checks

Social media profiles and online presence may be checked to highlight any potential red flags for questioning.

#### Ongoing Monitoring

Staff will be continually monitored to ensure continued compliance with safeguarding standards.

### Training and Development

Mandatory training on safeguarding and child protection for all new hires, with regular refresher courses to be in place.

### Digital Security

Ensure that all digital records and personal information are stored securely and access is restricted to authorised personnel only. Contracts will include agreements to protect sensitive information.

### Feedback Mechanism

Establish a feedback mechanism for candidates to provide insights on the recruitment process, helping to improve future practices.

### Compliance with Ofsted and ESFA Requirements

Ginger Nut Training will comply with all Ofsted and ESFA requirements, including:

- Ensuring compliance with regulations 32 and 33 and schedule 2 of the Children's Homes (England) Regulations 2015, including proof of identity, DBS certificate, two written references, verification of previous employment, and documentary evidence of qualifications.
- Aligning recruitment processes with statutory requirements, including the Prevent Duty and Disclosure and Barring Service (DBS) checks.
- Including a statement about Ginger Nut Training's commitment to safeguarding in all job advertisements.

### Policy Review

- The policy is to be reviewed annually.