



Safer Recruitment and Working Practices Policy Statement

Introduction

1. Burnley College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share in this commitment.
2. The College has a dedicated management team who are fully aware of and committed to their responsibilities in protecting the safety of our students, by ensuring that recruitment and selection processes help to deter, identify and reject people who are not suitable to work with children or vulnerable adults.
3. The College promotes a culture of responsibility and safety by ensuring that everyone working for, or on behalf of the College has provided the appropriate identification and documents either to the College itself, or to the appropriate organisation, i.e. in the case of contracted-out services.
4. This statement forms part of a suite of College Recruitment Procedures and should be read in conjunction with the College's Recruitment & Selection Procedures, the Statement on the Recruitment of Ex-Offenders, the Safeguarding and Protection Policy and the College's Code of Conduct (College Charter).
5. In compliance with the Department for Education's Statutory Guidance for Schools and Colleges regarding Keeping Children Safe in Education (available to view at www.gov.uk), the College has the following safeguards in place:

Our Processes

6. The College's processes set out in this document aim to ensure the College attracts, recruits and retains individuals suitable to work in Further Education and who will share our commitment to safeguarding our students and staff. They also aim to prevent those people who pose a risk of harm to children or vulnerable adults working in positions of trust or in education at all.
7. The College has established processes in place to make referrals to the relevant and appropriate bodies regarding any concerns it may have about an individual, or where allegations have been made against any members of the College staff.
8. Burnley College ensures compliance with the obligations defined by Ofsted and the Department for Education.

Safeguarding Team

9. Burnley College has a trained safeguarding team, which includes a Designated Safeguarding Lead who also sits on the Senior Management Team (SMT). The job description and person specification for this lead explicitly details their safeguarding responsibilities. All staff are made aware of the team at induction and they know the appropriate circumstances in which to contact the team about a young person or vulnerable adult. The Designated Safeguarding Lead undertakes child protection training every two years, to maintain knowledge and share best practice.

Expectations of Governors

10. For the purposes of the College's Safeguarding Policy, Governors' are considered to be part of the College 'staff'. They are expected to share in the College's commitment to safeguarding and protecting the welfare and wellbeing of College students and staff and as such, they too receive the necessary training and updates. As Burnley College is deemed a 'specified place', all Governors are also subject to enhanced DBS checks and checks against the Barred List for Children.

Expectations of Staff

11. The College's commitment to safeguarding young people and vulnerable adults is advertised on job documents and a variety of other publications, to highlight the expectations on staff from the outset of their employment with us.
12. As part of a thorough and holistic induction process, all new employees of the College receive Tier 1 and Tier 2 Safeguarding Training. The College's Charter/Code of Conduct, Safeguarding and Protection Statement, as well as Part 1 of the Government's Keeping Children Safe in Education guidance are highlighted to all staff as part of this induction process. Staff are asked to sign the documents to indicate their understanding of the College's expected standards and their own obligations to our commitment to safeguard our young people and vulnerable adults.

Recruitment of Staff

13. Once a recruiting manager has shortlisted for their post, the Human Resources Officer will identify any essential questions needed to understand (for example) any gaps in employment, any time spent overseas, or any issues with the references provided. A question sheet is provided to all interview panel chairs (usually a member of the SMT) to highlight that these questions must be asked and responses documented.
14. This, along with any other information received regarding either the unsuitability of an applicant or the applicant's criminal record is noted before an interview takes place.

15. Interview panels are chaired by a member of the SMT, who will have been appropriately trained in Safer Recruitment and as such, are skilled to ask the questions intended to elicit unusual and unsatisfactory career histories, behaviour, opinions or attitudes from interview candidates. This provides the opportunity to adequately question and investigate the applicant and to base the recruitment decision on the candidate's merit, as well as their attitude to young people, vulnerable adults and their safeguarding.
16. Once a conditional offer of employment has been made, the Human Resources Team will arrange for the new starter to come into College for the mandatory new starter checks. In regards to criminal record checks, Burnley College is deemed a 'specified place'. Although not all staff undertake regulated activity, all staff have opportunity for contact in regards to children, and some in regards to vulnerable adults. As such, all individuals working for, or on behalf of the College are subject to an Enhanced Disclosure and Barring Service (DBS) check and a check against the Barred List for Children. Depending on their job role (and as determined by the guidance from the DBS), they may also be checked against the Barred list for Vulnerable Adults.
17. Whilst typically agencies are not used, in the exceptional circumstance that an individual is employed through an agency, the agency must ensure the individual has received an appropriate and satisfactory DBS check before commencing work at the College. The Human Resources team check that this requirement has been met.
18. The College is also able to provide a checking service for agencies who do not have the necessary skills to manage their own checks. Where individuals working on behalf of the College are outsourced from an external organisation, the employing organisation and the College will agree who is undertaking the DBS check, ensuring the other party receives the necessary details once the DBS check is returned.
19. Should any criminal record check be returned with unsatisfactory or questionable disclosures, the potential new starter will be asked to meet with the Designated Safeguarding Lead and a member of the Human Resources Team, to discuss the disclosure(s) and decide whether the individual is able to work in that particular role at the College. In undertaking this task, a number of areas are explored:
 - the nature of the offence/s
 - the circumstances around them
 - whether the individual declared them to the College
 - the time elapsed since they were committed
 - whether there is a pattern of behaviour
20. Investigations are logged and regardless of the outcome, the necessary correspondence is issued to formally complete the process. In the event that a disclosure comes to light which the person had not made the College aware of, the College reserves the right to withdraw an offer of employment.

21. If a new employee has spent time overseas or is not a British Citizen, they are obliged to provide Human Resources with a Certificate of Good Conduct from the relevant country/countries. (For teaching staff, see also points 25, 26 and 27, below)
22. In the event that a disclosure has not been returned before an individual commences in their role at Burnley College, line managers complete a risk assessment which includes a review of the new starter documents already received, a full and robust induction week and if necessary, constant supervision of the new starter(s) whilst waiting for the DBS to be returned. For lecturers who have a Teacher Reference Number (TRN), a Teacher Prohibition and Child Barred list check will be undertaken via the Teaching Regulation Agency whilst we await the return of the DBS check

Employment Changes

23. Should an employee have a significant change of role whilst working for Burnley College, they will be subject to a further check, which will include a check against the relevant Barred List/s. This is also the case should the College have concerns about any member of staff during their employment, or should a member of staff disclose any changes to their DBS status (which they are obliged to, as per their contract of employment).

New Starters

24. All new starters (and internal promotions where there is a significant change in duty) complete a medical assessment prior to their commencement in post. As well as enabling the College to understand whether the individual is physically fit to undertake their new post, it also supports an assessment of mental health.
25. Two references are sought for each employee and any issues or concerns are clarified fully. Offers of employment are made conditionally, and are dependent upon the receipt of satisfactory references, medical and DBS checks, validation of identity and evidence of the qualifications required to undertake the role. Staff are made aware of the conditions attached to their appointment and where the required documentation has not been received, the Human Resources team will issue timely reminders. New starters are informed as part of their recruitment that should the College not receive the essential information required in a timely manner, the College reserves the right to withdraw the offer of employment.
26. For teaching staff, the College is also obliged to carry out a prohibition from teaching check.
27. From 1 January 2020, the Teaching Regulation Agency no longer held and maintained a list of EEA teachers with sanctions, therefore, for applicants that have lived or worked outside of the UK for a period of three months or more at any time, we ensure we receive a certificate of good conduct from the relevant country/countries. If a member of staff has taught abroad as part of their employment history, they must also provide at least one reference from the last

educational establishment they were employed at, in each country (if the person has worked as a teacher in more than one country). This is in addition to obtaining an enhanced DBS certificate with Barred List checks, even if the teacher has never been to or worked in the UK before.

Induction

28. All new starters to established roles receive a weeklong induction at the start of their employment, bespoke to their role and responsibilities. All staff undertake Levels 1 and 2 Safeguarding training, a Level 2 Health & Safety qualification and are given information on the culture and expectations of Burnley College staff. They meet their mentor, receive information and training on College systems and meet the management team. Teaching and assessing staff also attend a two-day Classroom Extensions programme, which now includes information on teaching remotely.

Trainee Teachers

29. Where trainee teachers are studying a teaching qualification at the College, but are undertaking their placements elsewhere, the employing organisation will be responsible for undertaking the DBS check, obtaining the required clearance and logging the required information.
30. Where trainee teachers undertake their placements at, or are salaried by the College, the College will undertake the DBS. Once disclosures are returned, trainee teachers must inform Human Resources, so the details (date and reference number) can be logged as part of the obligations regarding the Single Central Register, or so that any issues can be raised with the necessary Senior Manager.

Volunteers

31. Managers wishing to bring volunteers into their division must inform Human Resources and complete the relevant documentation to provide contact details for the individual. The manager will also bring the person to Human Resources to complete the required new starter checks.
32. Volunteers must be supervised at all times until and unless they have provided the necessary enhanced DBS checks, including checks against the relevant Barred lists, depending on their role. Some volunteers will continue to be supervised throughout their time at the College and where this is the case, they will not be required to have a DBS check. They are also subject to all other checks requested of any member of staff, though we obtain one reference and ask the volunteer to make a self-declaration in regards to their health.

Visitors and Ad Hoc Contractors

33. The College is not obliged to undertake DBS checks for visitors or ad hoc contractors.

34. Depending on the nature of the visit and if it is likely a person will be unsupervised during their visit, the employing organisation will be asked to complete, sign and return a Letter of Assurance, assuring the College that they comply with the DBS Code of Practice and that they have undertaken all the necessary safeguarding and safer recruitment checks on any employee visiting the College. This letter states that they agree to advise the College of any concerns they may have regarding any employee and of any information that may be disclosed on any of the necessary vetting checks. The letter also states that all of their employees who visit the College will provide a valid photo identification card to confirm their identity and that the requisite checks have been completed and returned, to the standards required. Returned letters will be held and logged centrally with the HR team.
35. Visitors will usually be accompanied throughout their visit at the College by a member of staff and the staff on reception desks are aware of their responsibilities to ensure a visitor is accompanied and will contact the relevant member of staff on the arrival of their visitor.
36. Visitors invited to attend conferences have limited access at the College and will be part of an escorted group of people.
37. As ad hoc contractors and visitors arrive on site, they are asked to read the College's Safeguarding statement and sign to say they understand their responsibilities (as part of signing their acceptance and compliance with Health & Safety procedures). This statement is also displayed at visitors' main reception, to demonstrate the College's commitment to safeguarding and our expectations that visitors' share in this commitment.

Regular Contractors

38. Regular contractors are advised that part of any Service Level Agreement with the College is that they must complete the same checks on their employees as the College would of its employees and send this information to the College to log centrally, with confirmation that all safer recruitment checks have been completed.
39. Once this confirmation is received, the College will independently verify the individual's identity and their details will be added to the College's Single Central Register.
40. All the above checks will be undertaken prior to any individual commencing work in the College.

Centralised Record

41. All individuals working for, or on behalf of the College have the necessary information checked and the required clearance obtained, to ensure they are eligible to work:
 - in the role they have been appointed to
 - with children and/or vulnerable adults (as relevant)

- in Further Education
- at Burnley College
- in the UK

This information is stored centrally

Prevailing Legislation

42. Where a conflict between this statement occurs with changes brought about by legislation, the statement will be changed to reflect the law.

Group:	Recruitment
Owned by:	Head of Human Resources
Originated:	June 2014
Last reviewed:	November 2021
Last Updated:	November 2021
On One Place:	November 2021
Policy Version Number:	SRWP2