

Riverside Training Safer Recruitment Policy

Riverside Training is committed to recruiting safely and fairly to safeguard our learners and staff when recruiting new staff to our organisation. This policy also demonstrates the steps we take to maintain our safeguarding principles during a colleague's time with the organisation. This policy covers staff who have regular unsupervised learner contact and also those with no significant learner contact.

Where Riverside Training engages with temporary staff or consultants, a risk assessment will be undertaken on the role and the level of contact with learners will be determined to outline any safeguarding steps to be taken during their short time with us. Where applicable this may involve a DBS check.

Training for SMG and recruitment staff

Riverside Training will provide recruiting managers with safer recruitment training as a part of their induction to the organisation. This will be refreshed annually. As a minimum this will cover the following:

- Carrying out right to work checks
- Asking probing questions
- General safer recruitment practice

Interview and selection process

The interview process will always involve panel-based activity, usually consisting of at least two people. Where possible we will carry out a face-to-face activity that will always form a part of the decision-making process. However, it may be necessary that this is conducted remotely using a Zoom video call. All learner-facing candidates will be asked to explain their understanding of safeguarding practices. This will be done at the first stage interview and will require the candidate to explain any gaps in their CV, explain the reasons for leaving their previous position as well as undergoing a suitability test to work with children, where we will check their qualifications, experience, references and carry out a DBS check. All interviews will contain at least one person who has undertaken safer recruitment training.

Interview notes will always be taken and submitted to the SMG team and stored in compliance with the requirements as set out by the General Data Protection Regulation (GDPR). All first interviews will include a Right to Work check which involves a member of our SMG team having sight of original ID documentation.

Job offers and referencing

All job offers are subject to the provision of two satisfactory references and a clear DBS check. If we have been unable to obtain these during the colleague's probationary period, a risk assessment will be undertaken, and this could result in the termination of employment with Riverside Training

References are required to come from two reputable sources, ideally from two different former employers. It is expected that one reference will be provided from the most recent employer. All references will ask the referee to comment on the individual's ability to work safely and within a position of trust with our learners. However, we accept that many companies will only provide job title and dates of employment.

Ideally, references should be received on the reference Riverside Training request form, however, due to the policies of other employers we understand that this will not always be possible. Pre-prepared references are not acceptable for any roles.

Where we are unable to secure two references from previous employers a character reference will be sought. This will be requested at day 28. Whilst we are awaiting references staff will be risk assessed by our Safeguarding Team. The details of this assessment and any required action will be discussed and agreed upon with the line manager of the new staff member. If references are deemed unsatisfactory this may result in termination of employment.

Disclosure and Barring Service checks (DBS)

A DBS check provides access to criminal records and other relevant information enabling organisations to make more informed decisions when recruiting new staff to work with children and the vulnerable. Riverside Training will ensure DBS checks are undertaken on those staff undertaking regulated activity and those who have regular unsupervised contact with learners. The level and eligibility of this check are defined by the DBS's own eligibility guidance.

Riverside Training will be clear throughout all recruitment practices about whether a DBS check will be required. We will ensure that all external job adverts and recruitment adverts contain a statement related to the need to provide a current DBS check, where this is relevant to the role. All job adverts will also specify a commitment to safeguarding.

Riverside Training will only accept a DBS check where this is provided specifically for the role which the individual is applying for or where it is registered with the update service and which is therefore considered portable. Checks that are registered with the update service will only be accepted where these are at the level required for the role.

For staff engaging in regulated activity, an enhanced DBS check including children's barred list information will be required. For staff not considered to be in regulated activity, an enhanced check will be required.

The decision regarding the acceptability of a DBS check which was provided for the purposes of a role outside of Riverside Training lies with the Safeguarding team. This includes acceptance of those checks registered with the update service, i.e. those considered to be portable.

Where a new staff member has lived outside the UK in the last five years additional overseas checks will be undertaken. Checks will be carried out at the commencement of employment with Riverside Training and at three-yearly intervals for all staff who are engaged in regulated activity.

Disclosures of criminal convictions

All candidates must provide details of unspent convictions as part of their application to work for Riverside Training. We ask all candidates to complete a self-discloser form. Failure to disclose this at the recruitment stage will result in the withdrawal of the offer of employment.

Candidates applying to work in a position within Riverside Training which would require a DBS check are asked to provide details of both spent and unspent convictions in advance of their interview to Sarah.Gammage@riverside-training.co.uk information on how this information will be treated is referred to later in this policy. If criminal conviction information is received as a part of the provision of a DBS check that has previously not been disclosed, this may result in the withdrawal of the offer of employment. This will be decided on a case by case basis in line with a risk assessment process.

Obtaining and providing a check

- A DBS application email template and attach two documents (DBS Applicant Guide & DBS List of Acceptable Identification) will be sent to the candidate
- The candidate will send back a reference number which is to be added to the DBS spreadsheet found in - N:\DBS
- The candidate needs to send over 3 forms of identification from the list sent over, these need to be the same as the original documents seen during their interview or first time at the office
- Once documents have been checked to see if they are valid, we can start filling out the application form found in - G:\Personnel\DBS\DBS NEW ID form
- We use the documents and the reference number to fill out the appropriate information on the form, making sure to add the date at the bottom of the application
- Once completed, we save a copy of the application in their personnel folder – name it DBS Application - (candidates name)
- We then send the application to DBSTeam@hoopleltd.co.uk
- Once the candidate receives their DBS certificate, we make note of the certificate ID on the DBS spreadsheet and the date it was completed – each employee needs to have their DBS renewed after 3 years.

This policy will be reviewed annually

Safer recruitment policy (V1.0 June 2022)