



Safer Recruitment Policy

The BIOR Business School is committed to safeguarding and promoting the welfare of learners and expects all staff to share this commitment.

The Regulated Activity with which most staff may be involved is defined as “unsupervised activities which include but not limited to are teaching, training, instructing, caring for or supervising learners, or providing advice / guidance on well-being for learners.”

Purpose

The purpose of this policy is to keep the BIOR learners safe from maltreatment, neglect, violence and sexual exploitation. Safer recruitment means taking steps to ensure we only appoint individuals who are suitable for providing unsupervised activities as above, while keeping learners safe from these risks.

Staff must ensure that all individuals comply with keeping learners safe from other risks such as physical injury, bullying and discrimination. Staff must follow our guidelines for escalating concerns and allegations in the event of potential issues being identified.

The Board of Governors is responsible for ensuring this policy is being followed by operational staff.

1. Recruitment training

1.1 All staff involved with the recruitment and selection process for permanent and temporary employees are trained in Safeguarding and Prevent, hold Safeguarding and Prevent and Safer Recruitment certificates and meet the requirements and behaviours essential to ensure safe and fair recruitment.

1.2 This training includes the principles and procedures set out in this policy.

2. Recruitment procedures

2.1 Recruitment advertising for paid roles includes a detailed job description, qualities and standards required in the successful candidate, and, information on procedures to be carried out.

2.2 It is mandatory for each candidate to fill out an application form. They are required to provide their personal details, full work history, and qualifications and experience. This information will be heavily scrutinised by interviewing and referencing the applicant. This application form is securely held on file for individuals employed by the organisation (see also 2.7 below).



2.3 Individuals providing incomplete applications are not recruited by the BIOR Business School.

2.4 Interviews are carried out by a minimum of 2 staff members trained in safeguarding and Prevent who hold safeguarding and Prevent and safer recruitment certificates and meet the requirements and behaviours essential to ensure safe and fair recruitment. An interview panel member must declare if he or she knows the applicant prior to interview.

2.5 Interviews follow a prepared checklist of required qualifications, experience and qualities, seeking evidence of each.

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

2.7 Where an individual's application form has raised questions such as employment gaps or spent convictions, these must be satisfactorily explored in the interview.

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

2.9 With the candidate's permission, application forms, references, qualification data where relevant and certified copies of original identity documents are securely retained on file for everyone, during their time working with the organisation and for a period of six years following their employment. It is then securely destroyed.

2.10 With the candidate's permission, information gathered for unsuccessful candidates is securely retained for a period of 6 months and then securely destroyed, unless a dispute is raised.

2.11 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 BIOR Business School. This is evaluated by The Board of Governors alongside the application, interview notes and other relevant documentation and they adjudicate.

3. Verification

3.1 Any gaps in employment are investigated and verified where necessary.

3.2 Where an individual has left previous employment, the circumstances of departure are established e.g. disciplinary procedures or compromise agreements. Any concerns are referred to the Director for risk assessment.

3.3 Where required for the safe execution of the role, qualifications are verified.

3.4 References are requested. References from colleagues (other than managers) or friends are not accepted. References are checked for missed or ambiguous answers and remaining issues escalated as appropriate.

3.5 Identity documentation checks are carried out for all recruits, whether long term staff or temp staff.

3.6 For paid roles (not just remuneration of expenses), the individual's right to work in the UK is verified and the documentation is securely retained in the individual's personal file.

3.7 If for any reason candidates are from outside the EU/EEA, they must prove their right to work. Visas for outside the EU/EEA candidates will be checked at the interview stage. All rules are subject to change and must be checked with UK Border Agency before recruiting if there are any grounds for doubt.

3.8 An Enhanced DBS check is carried out on all contract, temporary and permanent staff.

3.9 Updated DBS checks are carried out on long-term staff and temp staff at a minimum frequency of 3 years.

3.10 Once DBS certificates are obtained, data is inputted into the DBS single central record and copies are made and held in the individual's personal file.

3.11 If DBS certificates come back unsatisfactory, the Directors will then have a meeting with the staff in question and if required, their contracts will be terminated.

4. Probation

4.1 All staff are subject to a six-month probationary period as a term of their contract.

5. Staff training

5.1 All staff receive training and written guidelines on safer working practices.

5.2 All staff receive training and written guidelines on reporting procedures if they suspect that a learner working with the BIOR Business School is at risk of harm.

5.3 All staff receive training and written guidelines on allegations management / whistle-blowing.

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