

# ELA TRAINING SERVICES

## SAFER RECRUITMENT AND INDUCTION POLICY



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company/ela-training-services-uk

## 1. Safer Recruitment an Overview

ELA Training Services is committed to safeguarding and promoting the welfare of all learners in its care. As an employer, we expect all employees, contractors and volunteers to share this commitment.

The aims of the Safer Recruitment policy is to help deter, reject or identify people who might abuse learners or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

Recruitment is treated as a key public relations exercise as the manner in which it is managed affects ELA Training Services' image, and consequently its ability to attract and appoint high calibre staff.

Our policy is designed to provide a framework which promotes good practice, adopts a proactive approach to equality and diversity issues and supports fully ELA Training Services' core business, whilst simultaneously complying with Safeguarding principles and current legislation.

ELA Training Services recognises its staff as being fundamental to its success. A strategic and professional approach to our recruitment processes help enable ELA Training Services to attract and appoint staff with the necessary skills and attributes to fulfil its strategic aims, and support ELA Training Services' values.

ELA Training Services is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient, effective and promotes principles of Safer Recruitment and equality of opportunity.

### **The Safer Recruitment Policy at ELA is to ensure that:**

- The best possible staff are recruited based on merit, ability and suitability for the position.
- All job applicants are considered equally and consistently.
- No job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age



- There is compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education – September 2021), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service. (DBS)
- ELA meets its commitment to safeguarding and promoting the welfare of our learners by carrying out all necessary pre-employment checks.
- Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.
- ELA has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job.
- The recruitment and selection process should ensure the identification of the person best suited to the job at ELA, based on the applicant’s abilities, qualification, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance
- If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individual’s application and avoid any involvement in the recruitment and selection decision-making process. ELA aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies.
- Our overriding concern with our recruitment policies is to ensure that these are inextricably linked with our Safeguarding Policy and keeping our learners safe by going above and beyond where possible to ensure we recruit the right people.
- Robust checks on previous employment history, as well as obtaining character and work references will be carried out.
- ELA will keep and maintain a Single Central Record of all Safeguarding checks that have been carried out on all staff and other relevant people.
- All new employees will undergo DBS checks which will be reviewed every 3 years to ensure these records are up to date.



## 2. Roles and Responsibilities of the Board:

- It is the responsibility of the Board at ELA to:
- Ensure the company has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.
- Monitor ELA'S compliance with Safer Recruitment
- We will ensure that ELA operates a Safer Recruitment process and makes sure all appropriate checks are carried out on all staff and volunteers who work for us. We will monitor contractors and agencies compliance with this document and promote the welfare of learners at every stage of the procedure

## 3. Recruitment and Selection – Advertising

To ensure equality of opportunity, ELA will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement.

Any advertisement will make clear the ELA commitment to safeguarding and promoting the welfare of its learners.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA 2018). Application Forms: ELA uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and employment history, supported by a CV. Any gaps in employment history will need to be explained.

The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. CVs will be accepted.

## 4. Interviews:

There will be a face-to-face interview wherever possible, and a minimum of two interviewers will see the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).



Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has been disclosed on the application form.

At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

All applicants who are invited to an interview will be required to bring evidence of their identity and right to work in the UK. Typically, a passport. Original documents will only be accepted, and photocopies will be taken. Unsuccessful applicant documents will be destroyed 6 months after the recruitment programme.

## 5. Offer of appointment and New Employee Process:

- If it is decided to make an offer of employment following the formal interview, any such offer will be conditional based on the following: -
  - Verification of the applicant's identity (if not previously verified)
  - The receipt of two references (one of which must be from the applicant's most recent employer) which the ELA considers to be satisfactory for positions which involve "teaching work":
    - That ELA is satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency (formerly National College for Teaching and Leadership), or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country which prevents the applicant working at ELA.
  - ELA is satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country, or any reason which prevents the applicant working at ELA or which, in the ELA'S opinion, renders the applicant unsuitable to work within the company.
- All preemployment checks are FULLY completed in line with ELA'S Safer Recruitment Process Attached below.



### ELA SAFER RECRUITMENT PROCESS

1. Plan the recruitment process with Hiring Manager/ request Requisition Form/Is the post agreed in the structure?/Has the budget been approved?
2. Agree Selection methods / interview process/Job description with Hiring Manager/ include safer recruit questions in your recruitment design/use ELA agreed recruitment process only
3. Advertise the vacancy (request CV and completion of a short application form)
4. Scrutinise applications/ compile short List
5. Invite candidates to interview
6. Conduct Interview ( Before interview begins verify identify and right to work, using a passport etc. )
7. Send a conditional offer letter to successful candidate. Send a Health Questionnaire to include Covid Vaccination question Y/N - (NB: step 7, 8, 9 can be done at the same time.)
8. Request references x 2 for successful applicant using reference check software*
9. Carry out preemployment checks in full/ HR to fully complete Single Central Record (SCR) evidence in Excel/ add required documents to BreatheHR to evidence business compliance
10. Issue contract and confirm start date - only when ALL pre-employment and SCR checks are FULLY completed

### 6. Contractors and agency staff:

Contractors engaged by ELA must complete the same checks for their employees that ELA is required to complete for its staff. ELA requires confirmation that these checks have been completed before employees of the Contractor can commence work.

Agencies who supply staff to the ELA must also complete the pre-employment checks which the ELA would otherwise complete for its staff. Again, the ELA requires confirmation that these checks have been completed before an individual can commence work.

ELA will independently verify the identity of staff supplied by contractors or an agency, and will require the provision of the original DBS certificate before contractors or agency staff can commence work.

### 7. Visiting speakers (and Prevent Duty):

The Prevent Duty Guidance requires ELA to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by learners, are suitable and appropriately supervised.

ELA is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity or perform any other regular duties for or on behalf of the company.



"Extremism' is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."

In fulfilling its Prevent Duty obligations ELA does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

## 8. Volunteers

ELA will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with learners at or on behalf the company.

Under no circumstances will ELA permit an unchecked volunteer to have unsupervised contact with learners.

It is ELA policy that a new DBS certificate is required for volunteers who will engage in regulated activity.

### Induction Process:

- **General**

ELA Training Services believes that all new employees must be given timely induction training. This training is regarded as a vital part of staff recruitment and integration into the ELA Training Services' working environment.

Our Policy associated procedures and guidelines define the Company's commitment to ensure that all staff are supported during the period of induction to the benefit of the employee and ELA Training Services alike.

The impressions made when someone starts work for an organisation have a lasting impact on how they view their employer, so a welcoming and effective experience is key to making this first impression a positive one.



Induction is the process through which employees adjust or acclimatise to their new jobs and working environment. As part of this, 'orientation' can be used for a specific event that new starters attend, and 'socialisation' can describe the way in which new employees build working relationships within their new teams. Some people use the term 'onboarding' to cover the whole process from an individual's contact with the organisation before they formally join, through to understanding the business' ways of working and getting up to speed in their role.

Induction ensures that employees integrate well into and across the organisation. Research shows that induction programmes benefit both employers and employees. For employers, these include reducing turnover and absenteeism, and increasing employee commitment and job satisfaction. For employees, starting a new role in a new organisation can be an anxious time and an induction programme enables them to understand more about the organisation, their role, ways of working and to meet new colleagues.

New recruits need to understand the organisation, the culture, the people, and what's expected of them in their role, so an effective programme will contain multiple, integrated elements.

## 2. Aim

It is the aim of ELA Training Services to ensure that staff induction is dealt with in an organised consistent manner to enable staff to be introduced into a new position and working environment expediently, so that they can contribute effectively.

### **The implementation of good induction practices will :-**

- Enable new employees to settle into the Company and become a productive and efficient member of staff within a short period of time.
- Ensure that new entrants are highly motivated, and that this motivation is encouraged.
- Assist in reducing staff turnover, lateness, absenteeism and poor performance.
- Assist in developing a management style where emphasis is on leadership.
- Ensure that employees operate in a safe working environment.
- Will reduce costs associated with repeated recruitment, training, lost productiveness and time.





- Ensuring a consistent level of service.

ELA Training Services will:

- Issue guidelines to familiarise staff with the induction process.
- Provide all line managers with an induction check list which must be fully completed and sent to HR
- Ensure all staff are issued with a full electronic Induction Pack of information
- Maintain and update our Induction Policies
- Ensure there is effective monitoring of the induction process particularly in the first three months.
- Deal with any problems promptly providing an efficient service for both Managers and Staff.
- Review all policy, procedure and guideline documents on a regular basis.
- Provide relevant formal training courses necessary to assist the induction process.
- **Completing the Induction Process**

### **How long should induction last?**

This depends on each individuals need. For some staff, induction may be completed in a number of days. For others where the role is more complex or specific training requirements needs to be addressed, induction may take several weeks.

It is a matter of balancing being both efficient (completing induction as quickly as possible) and effective (giving staff the skills, knowledge, procedures, etc. they require to do their job).

This also ensures that new employees are given the opportunity to contribute to the overall improvement and constant review of all our methods and practices.



### 3. Good Practice Induction

At ELA we believe that an induction should contain the following steps:

1. Meet and Greet
2. Introduction to the team
3. Organisational overview
4. Work policies and procedures
5. Role expectations
6. Processes to ensure compliance
7. Performance Standards
8. Review and feedback

Please see diagram below for a good practice induction process.



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1/8/2022	01/09/2021	01/08/2022	Jen Denny

