



# Safer Recruiting Policy and Procedure

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## **Contents**

Scope

Ongoing culture of vigilance

Safer recruitment – recruitment and selection training

Pre-recruitment process

Recruitment documents

Internal staff promotion

References

Interviews

Conditional offer of employment

Enhanced DBS check

Onboarding & ID check appointment

Mandatory training

Occupational health

Employment of ex-offenders

Equality, Diversity and Inclusion

GDPR / DPA 2018

Appendices

## **Appendices**

Pro-Forma form (Appendix A)

Application form (Appendix B)

HR in-house onboarding checklist

Professional Reference form request (Appendix C)

Criminal record / suitability self-disclosure form (Appendix D)

Little Gate interview question scoring sheet (Appendix E)

Onboarding & ID Appointment form (Appendix F)

## Scope

For the avoidance of doubt and unless expressly stated to the contrary any reference to Little Gate Supported Employment (LITTLE GATE) should be treated as including Little Gate College and Little Gate Farm and any reference to client/participant should be treated as including a Student of Little Gate College. This policy applies to all staff members and trustees, including full-time, part-time, casual and temporary employees, as well as volunteers who wish to offer their time on a regular basis. All employees and trustees who are responsible for and involved in recruitment and selection of all staff should adhere to the policy. The strategic responsibility for the safer recruitment and vetting process lies with the Trustees. The operational responsibility sits with the CEO and Senior Leadership Team – SLT, (which includes the Designated Safeguarding Lead - DSL), the Heads of Departments and the HR Manager.

We have developed a stringent Safer Recruitment Policy to ensure that all staff members are carefully selected and screened before joining Little Gate. This policy is intended to underpin the safeguarding procedures established by the Charity, and the requirements set out in KCSIE 2024.

At Little Gate, we are committed to ensuring the safety and well-being of all our children, young people and vulnerable adults. As such, we have developed a stringent Safer Recruitment Policy to ensure that all staff members are carefully selected and screened before being allowed to work within the Charity. Our work trainees, young rangers and students at Little Gate will be treated with respect and accorded full civil and legal rights. All our participants have the right to protection from abuse wherever it arises. All employees and volunteers, regardless of their posts, share in the responsibility for protecting our work trainees, young rangers and students, keeping them safe from harm whilst they are attending Little Gate and for reporting concerns about any person's welfare and safety. We expect all applicants and visitors of Little Gate to wholeheartedly share and comply with this commitment. It is the intention of the Charity to carry out an appropriate and thorough procedure during the recruitment of new colleagues to any post within the Charity.

### Little Gate Safer Recruitment Policy

All prospective candidates seeking employment with Little Gate take note that everyone involved in the Charity, along with our work trainees, young rangers and students themselves, promotes ongoing awareness and vigilance about welfare and safety. There is awareness by all that individuals who may want to harm our participants could seek to work in or gain access to our Charity, or that those who currently work at Little Gate could create circumstances where our work trainees, young rangers and students come to harm. There are clear and well-promoted procedures for raising concerns, safeguarding including whistleblowing, and the culture of the Charity is open and reflective. There are regular mechanisms such as training, coaching, surveys and proactive-based discussions to explore and develop practice, knowledge, skills, and attitudes. In particular, it is ensured that Little Gate is compliant with the requirements set out in KCSIE 2024.

### Ongoing culture of vigilance

It is a Little Gate requirement that at least one member of the selection panel has successfully completed the Safer Recruitment training prior to the start of the recruitment process. All Heads of Departments will have also completed some specific face-to-face training to understand situations that may arise and what the law says to further assist the recruitment.

Safer recruitment – recruitment and selection training Pro-Forma Form (see appendix A) At Little Gate, a Pro-Forma form is required to be completed by the Head of Department and approved by the CEO – stating the Job role, salary, work location, and the role's main contractual details (e.g., permanent/casual, full-time/part-time, fixed-term, holiday entitlement).

## Advertisement

Our adverts for roles at Little Gate will include a statement on our commitment to safeguarding and promoting the welfare of our work trainees, young rangers and students. They will make clear that safeguarding checks will be undertaken and set out the safeguarding responsibilities of the post as per the job description and person specification. It will also state whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

## Job Description and Person Specification

An accurate job description is required for all advertised posts. A person specification, which is a profile of the necessary requirements for the post, is required for all posts. This will include the skills, abilities, experience, attitude and behaviours required for the post, together with the safeguarding requirements. These requirements will set out to what extent the role will involve contact with young people and adults at risk and whether they will be engaging in regulated activity

Application Form (Appendix B) An Application Form, produced by Little Gate, will be used to obtain a common set of core data from all applicants including questions about how they meet the person specification and essential criteria for the job being advertised. It will also be used to obtain the contact details of 2 x referees, which HR can contact prior to the interview.

Where the role involves engaging in regulated activity with children or adults at risk, it will include a statement that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity.

HR will go through the Application Form in detail and let the appropriate Senior Leadership Team member know of any discrepancies, such as gaps in employment, which can be queried at the interview stage. The application form will include information regarding the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) as required by the Disclosure & Barring Service (DBS) code of practice.

All successful applicants need to complete an Enhanced DBS form and will not commence lone working, or have access to MIS systems, until a satisfactory Enhanced DBS is returned unless a risk assessment is completed in which case no lone working will take place.

Staff employed to work at Little Gate College will not start until an Enhanced DBS has been returned, along with any required teacher or head teacher checks.

## EDI Monitoring Form

This monitoring survey will be a digital form emailed as a link to prospective candidates. It will be used by Little Gate to monitor Equality, Diversity, and Inclusion in the workplace.

Pre-recruitment process HR In-House Onboarding Checklist, used internally by HR to log the progress of the applicant's recruitment journey from application for the role through to their first day of employment.

Reference Request Forms (Appendix C) HR will collect at least 2 x professional references for all shortlisted applicants. Wherever possible, one of the referees should be the applicant's current and most recent employer. If not, two relevant employers should be identified as appropriate referees. If the current or most recent employer cannot complete all the relevant questions on the reference form, HR will ask them to answer the following question: 'Do you have any concerns regarding the applicant working with children and/or young vulnerable adults?'. Written references will also be validated by HR over the phone where necessary.

Criminal / Suitability Self-Disclosure Form (appendix D) All shortlisted candidates will be provided with a criminal / suitability self-disclosure, to be returned at least 24 hours prior to the interview. Any disclosed information that may be relevant to suitability to work with vulnerable children and

adults will be discussed with the candidate during the interview stage.

Interview Question Scoring Sheet (Appendix E) Onboarding & ID Appointment Form (Appendix F) Used by HR for the successful applicant's ID check to carry out the DBS application, give further information to the candidate on the onboarding.

### Safer Recruitment Training

The Head of HR, CEO, Head of College, Head of the Farm, Head of Supported Employment; other senior managers and a Trustee will attend accredited Safer Recruitment Training to ensure the recruitment, selection procedures and processes help to deter, reject, or identify people who might abuse young people or who are unsuited to work with them as an essential part of creating a safe environment.

The training will:

- give participants an awareness and understanding of offender behaviour.
- identify the key features of staff recruitment that help deter or prevent the appointment of unsuitable people.
- consider policies and practices that minimise opportunities for abuse or ensure its prompt reporting.
- help participants begin to review their own processes and Little Gate policies with a view to making them safer.

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|-------------------|---------------------|-----------------|---------|
| Signed by trustee | <i>John Hassell</i> | J HASSELL       | 6.6.25. |
| Signed by CEO     | <i>HR</i>           | A RANDALL-SMITH | 6.6.25. |

| Reviewed by         | Date    | Changes made | Next review date |
|---------------------|---------|--------------|------------------|
| <i>John Hassell</i> | 6.6.25. |              |                  |
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