



Safer Recruitment

Hughes Driver Training Ltd is an Equal Opportunities Employer and fully committed to safeguarding the welfare of young persons and vulnerable adults with whom it works.

Due to the nature of Hughes Driver Training Ltd's business, **ALL employees** are required to have the relevant Disclosure and Barring Service (DBS) check.

Employees will be recruited and selected according to the Hughes Driver Training Ltd Recruitment and Selection Policy, reflecting best practice recommendations from guidance such as The Warner Report (1992), the Bichard Enquiry (2004), and lessons identified in Serious Case Reviews (SCR). All relevant positions within Hughes Driver Training Ltd will be subject to satisfactory checks, including references, employment checks and with the Disclosure and Barring System (DBS) Check (England and Wales), Disclosure Scotland and Access NI (Northern Ireland), where required.

All job offers will also be made subject but not limited to the following conditions:

- A Telephone interview.
- Invitation to a formal interview
- Receipt of a reference and where available two, one of which must be the current or most recent employer.
- Complete a DBS check. Enhanced for instructors and basic for Office Staff.
- The completion of a medical questionnaire. The Company may subsequently request a medical examination / interview if it has concerns regarding ability to perform the role.

Rehabilitation of Offenders Act 1974 (exceptions) Order 1975

Due to the nature of The Company's business in working with young people and vulnerable adults, the applicant must disclose all criminal convictions, cautions, warnings, reprimands, and bind-overs for any and every offense **even if they are spent** (not only those involving children or vulnerable adults). As stated in the Rehabilitation of Offenders Act 1974 (exceptions) order 1975.

Should it be subsequently discovered that the applicant failed to disclose something at this stage, this could result in withdrawal of job offer, or dismissal if



the applicant has commenced employment with Hughes Driver Training Ltd. Any information given at this stage will be entirely confidential and will be considered only in relation to this application.

Equality & Diversity

Hughes Driver Training Ltd is committed to ensuring that applicants are selected based on their abilities relevant to the job. Completion of this section will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only.

Data Protection

All information relating to concerns will be stored and monitored in line with Hughes Driver Training Ltd Data Protection and Document Retention policies. The information must be viewed only by relevant persons and on a 'need to know' basis.

Induction

- A duration of induction through shadowing an allocated mentor will take place for a minimum of 1 week.
- Training on HDT's systems, processes and procedures delivered by the respective site lead or a senior member of the training team.
- All Hughes Driver Training Ltd employees and volunteers will receive training on safeguarding awareness, through a combination of online and face-to-face training, with ongoing support being provided by the line manager and the Safeguarding Champion
- A documented 1-1 following the process in place will be completed within 2 weeks of completing the induction.