



SAFER RECRUITMENT POLICY AND INTERNAL RECRUITMENT PROCESS

Overview and Purpose

This policy is designed to ensure that the organisation follows best practices in the recruitment and selection of staff, with a primary focus on safeguarding and protecting vulnerable individuals. The policy outlines the steps to prevent unsuitable individuals from being hired and highlights the importance of safer recruitment throughout the process.

Hughes Driver Training Ltd's process incorporates structured steps, background checks, and training requirements to ensure that our recruitment practices align with regulatory and safeguarding standards. We are committed to providing a safe and secure environment for employees and clients alike by thoroughly vetting all applicants before employment.

Principles of Safer Recruitment

The safer recruitment policy follows these key principles:

- **Prevention:** Our recruitment processes are designed to prevent harm to vulnerable individuals. We seek to hire individuals who are committed to maintaining the safety of all clients, particularly young learners, through appropriate training and vigilance.
- **Comprehensive Checks:** We conduct multiple checks on candidates, including enhanced DBS checks, identity verification, and employment history checks, to ensure that no candidate with a history of inappropriate conduct is hired.
- **Training and Awareness:** All staff involved in the recruitment process are required to undergo Safer Recruitment Training to ensure they understand and can apply safeguarding and safer recruitment practices.
- **Transparency:** We ensure that all recruitment practices are clear, equitable, and consistent.

Internal Recruitment Process

The following outlines the specific stages of Hughes Driver Training Ltd's recruitment process, ensuring that each stage includes necessary checks and safeguards.

Stage 1: Job Advertisement

- **Platform:** Job advertisements will be posted via Indeed or any other relevant site to ensure we reach a broad range of qualified candidates.
- **Job Description:** The job description will clearly outline the responsibilities of the role, the essential qualifications and experience required, and an emphasis on the importance of safeguarding in the role.

- Application Process: Interested candidates will be directed to submit their application through indeed, including their CV and any necessary supporting documentation.

Stage 2: Initial Screening

- Phone Interview: A brief phone interview is conducted to assess the applicant's initial suitability for the role. During this stage, basic qualifications, professional experience, and motivations for applying are discussed.
- Licence Check: The candidate's driving licence will be verified by requesting their share code for an online check to ensure their driving record is appropriate for the role.

Stage 3: In-Depth Interview

- Two-Person Interview Panel: Interviews will be conducted with two people present to ensure fairness and mitigate bias. Both interviewers will have completed Safer Recruitment Training to ensure they are aware of the importance of safeguarding in the recruitment process.
- Interview Format: Interviews can be conducted face-to-face or online, depending on the candidate's location and availability. During this stage, candidates will be asked about:
 - Their understanding of safeguarding and how they would handle specific situations.
 - Their qualifications, experience, and knowledge relevant to the role.
 - Their values and commitment to promoting a safe and respectful environment for learners.
- Safer Recruitment Assessment: Specific questions about safeguarding will be asked to assess the candidate's understanding and commitment to ensuring a safe learning environment. This ensures the interviewers have a clear understanding of the candidate's approach to safeguarding issues.

Stage 4: Offer or Decline Notification

- Offer Notification: If the candidate is deemed suitable for the role, a formal offer of employment will be sent via email. The offer will outline the role, salary, start date, and any necessary conditions (such as the completion of a DBS check or training).
- Decline Notification: If the candidate is not selected, a polite decline email will be sent, with constructive feedback, if applicable.

Stage 5: Background and Safeguarding Checks

- DBS Check: A Disclosure and Barring Service (DBS) check will be initiated to verify the candidate's criminal background and ensure they are eligible to work with vulnerable individuals.
- The candidate will be required to submit relevant documentation, including
 - Driving Licence
 - Passport
 - Utility Bill
 - National Insurance Number
 - Email Address
 - Any known aliases or other names
 - Place of Birth
- Employment History Check: Employment references will be obtained from previous employers to verify the candidate's employment history and ensure that no relevant concerns have been raised.

- Instructor Information Record: The Operations Manager (OM) will record all instructor information in the Instructor Licence Check spreadsheet, ensuring a centralised location for tracking instructor details and compliance.

Stage 6: Onboarding and Induction

- Work Email Setup: A professional work email will be created for the new employee, allowing them access to internal communications.
- New Starter Form: The New Starter Form will be completed and sent to Kirstie and the OM to initiate the onboarding process.
- Payroll Setup: Payroll details will be processed to ensure the employee is paid according to the agreed-upon salary.
- Training Requirements: All new staff members must complete Prevent and Safeguarding training online within 5 working days of their start date. This ensures that all employees are equipped with the knowledge to recognise and address potential safeguarding concerns.
- Emergency Contact Information: The new employee will receive contact details for the Operations Manager's mobile number and the office contact number (07984 355066) for emergencies or questions.
- Access to Policies: The new employee will be provided with an Employee Handbook and other key policies, such as the safeguarding policy, health and safety policy and code of conduct.

Stage 7: Continuous Safeguarding Monitoring and Support

- Probationary Period: The new employee will undergo a probationary period during which their performance and adherence to safeguarding practices will be closely monitored. Regular meetings will be held with their line manager to review their progress and address any concerns.
- Ongoing Safeguarding Training: Employees will receive continuous safeguarding training to ensure they remain up to date with the latest best practices in protecting vulnerable individuals.

Conclusion

Hughes Driver Training is committed to a robust safer recruitment process that prioritises the safety and wellbeing of everyone in our care. By adhering to strict guidelines, conducting thorough checks, and providing ongoing training and support, we ensure that only those with the right skills, experience and commitment to safeguarding are employed within the organisation. The policy and process not only meet legal requirements but also demonstrate our commitment to providing a safe and supportive environment for both staff and learners.

For further information regarding this policy and process, please contact Rosie Richardson.

Reviewed By	Willow Jackman
Date Reviewed	12/2024
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Signed - Michael Hughes (Director)

A handwritten signature in black ink, appearing to read "Michael Hughes", written in a cursive style.