



# Recruitment Policy



# Statement of APA Procurement and Supply Training (APA) Recruitment Policy

## Section 1: Introduction

### 1.1. About this policy

The purpose of this policy is to ensure that APA recruit staff in a way that ensures the safeguarding of learners. This policy aims to establish a process of identifying, deterring and rejecting applicants who are unsuitable to work with vulnerable adults and will respond to concerns about applicants during the recruitment process. It also sets the process of how we monitor employees once they have begun their role and highlights how all new staff will be expected to participate in an induction, which includes safeguarding awareness and training.

APA Training is committed to fostering a diverse and inclusive workplace where all individuals are valued and respected. Diversity strengthens our organization, enriches our collective experiences, and contributes to the safeguarding of learners. This policy sets out to ensure fairness and equality within the recruitment process.

### 1.2. Scope

This policy applies to all APA learning activities, learning hubs, operations, and activities, and to all APA digital employees, officers, consultants, contractors, volunteers, casual workers, and agency workers.

## Section 2: Advertising & Shortlisting

### 2.1. Plan to Recruit

All plans to recruit require prior authorisation from the Chief Executive Officer. A Job Description will be produced and included in the application pack, all the below must be included in the job description:

- The job content and purpose
- How the job fits into the organisation
- The skills and attributes needed to perform the role effectively
- The key responsibilities applicable to the role, including clear information about Safeguarding and Prevent responsibilities
- The skills, experience, and knowledge for the role broken down into Essential and Desirable requirements

## **2.2. Advertise the Role**

The advertising of the role needs to follow all branding guidelines set out by APA digital and include the following points as a minimum where required

- Every advert for a role that includes work with young people should include a statement about APA' commitment to keeping young people safe
- All roles with APA digital will require a criminal records check, this must be included in the advert
- All vacancies need to be advertised in such a way to attract a wide selection of applicants of all backgrounds, including but not limited to race, ethnicity, gender, sexual orientation, disability, age, and religion.

## **2.3. Self-Disclosure Form**

All applicants must complete a self-disclosure form in order to inform APA of any unspent criminal convictions, child protection investigations or disciplinary procedures they have on their record.

All applicants must complete and bring a self-disclosure form to their interview in a sealed envelope. The information will only be accessed once the applicant has accepted a conditional offer of employment. If the applicant is attending a virtual interview, they will be asked by the interviewing officer to send the form via email preceding the interview.

Any unopened self-disclosure forms will be securely disposed. For forms sent via email these will be securely deleted with the attachments unopened. The self-disclosure form is accessible in the shared APA Safer Recruitment Folder as part of the application pack.

## **2.4. Shortlisting Applicants**

Where possible two people will shortlist all applicants and this will be against the essential criteria, where the number of applicants remains high, further shortlisting will be measured against the desirable criteria until the shortlist is manageable.

All applicants who APA feel meet the requirements set out in the job advert will be shortlisted and contact will be made within 48 hours of the advert closing.

Any applicants who have been unsuccessful at this stage will be sent an email stating that they have not been successful.

## **2.5. References**

As part of the vetting checks all applicants who have been shortlisted for interview are required to provide two referees. Applicants can be provided with an overview of the questions that will be asked of the referees if they request this. As a minimum the referee will be asked about the applicant's suitability to work with children and young people, their disciplinary record and their suitability for the role.

APA will not consider information about unsubstantiated concerns or allegations that have been proven to be false when deciding whether to interview or employ a candidate.

## **Section 3: Interview**

### **3.1. Preparing for Interview**

Wherever possible, at least two people will make up the interview panel and at least one of these will be the designated chair of the interview. Where it is deemed necessary, APA will include learners/apprentices within the process of recruitment to ensure the applicant can engage with them. All candidates will be made aware of this prior to the interview taking place.

In all circumstances when the candidate will be physically present in any APA premises, they will be supervised at all times.

Ahead of the interview, they will be asked to bring identification and supporting documentation with them to the interview.

All candidates must bring the below:

- Valid Photo ID – Passport/Driving License
- Work Permit – If Applicable
- Certificates of Qualification – Originals

### **3.2. Accessibility Considerations**

APA is committed to ensuring that the recruitment process is accessible to all candidates, including those with disabilities. Prior to the interview, all candidates will be asked if they have any access requirements for the interview venue (or for the set up in cases where the interview is remote). Discussions will be held in advance with all candidates who require accommodations to be made. APA will make every effort to ensure a fair and equitable interview experience for all candidates.

### **3.3. Interview**

All candidates will be asked the same questions during an interview in order to ensure that they are all treated fairly.

Notes will be made during the interview; this will form the evidence which will be used to assess each candidate after the interviews have been completed.

At all points during the interview process, candidates will be expected to showcase the following:

- Establish and maintain professional boundaries and professional integrity
- Establish and maintain relationships with children and young people
- If they can take appropriate action to protect children and young people

## **Section 4: Offers & Vetting**

### **4.1. Conditional Offer and Identity Checks**

All offers are conditional on

- Receipt of references from last 2 employers
- Enhanced DBS Check
- Right to work in the UK being established

References will be sought to clarify information provided by the successful candidate, including specific questions relating to their suitability to work with children and young people and their knowledge and adherence of safeguarding procedures.

Given that APA operates in a regulated provision, the expectation will be that all successful candidates will complete and provide a clear enhanced DBS check. In line with all schools and colleges, APA carry out pre-employment checks on the successful candidate to give an additional layer of security and reassurance.

These include the following:

- Confirmation of no previous unacceptable professional conduct
- If required - Checks on all teaching qualifications to confirm eligibility to work in the set role

### **4.2. Reference/Vetting Concerns**

If a reference expresses concerns, is incomplete or vague, APA will contact the referee directly to address these issues. A written record of any telephone conversations will be kept on file. If the issue is significant, APA will ask the referee for further details in writing.

Successful candidates on the barred list will not be given a role that requires them to work with children or young people at APA digital. It is illegal for an employer to knowingly employ somebody to work in the education sector whilst they are on the barred list. Any candidates vetting that returns with information stating they are on the barred list will be removed from the process and the police will be notified.

### **4.3. Employment Risk Assessments**

Upon the role being offered to the successful candidate, if they have completed a self-disclosure form, this must now be opened, and a full risk assessment carried out to establish if this is relevant to the post.

If the successful candidate has not been barred from working with children but the checks have raised concerns (for example if they have a criminal record), APA will

carry out a risk assessment to ascertain whether the candidate is suitable to work with children and young people.

APA will discuss all disclosures that have appeared on the vetting and barring check with the successful candidate in order to support the risk assessment process.

All final decisions will be objective, rational and easy to understand. All notes written regarding this process will be kept secure and disposed of in any instance where the offer of employment is withdrawn.

As part of this risk assessment process, APA will consider the below points when making a final decision:

- The nature of the offence and its seriousness
- The relevance of the offence to other staff, volunteers, young people and their families
- The length of time since the offence took place
- The length of the sentence
- Whether the offence was an isolated incident or part of a pattern or history of offending
- The circumstances which led to the offence being committed
- Whether these circumstances have changed (if so, do these changes increase or reduce the likelihood of similar offences happening in future?)
- Whether the individual has changed since the offence (if so, what has led to the change and does this reduce or increase the likelihood of them committing further offences?)
- The level of remorse expressed by the applicant and/or any efforts to change
- Whether the new role provides opportunities to re-offend
- Any legal constraints relevant to the role, for example if the person has lost their driving licence and the role requires driving.

## **Section 5: Induction**

### **5.1. Induction & Probation**

All new members of staff will be inducted into APA, irrespective of experience. The purpose of the induction is to introduce the new staff member to the rest of the team and give them a chance to familiarise themselves with the company values, ethics, policies and procedures, including those related to preventing discrimination. In addition, there will be a specific focus on the safeguarding and prevent policies which will state what behaviour is expected from every APA staff member.

### **5.2. Training and Development Opportunities**

APA Training provides ongoing training and development opportunities for all employees, with a particular focus on topics related to safeguarding, diversity, and inclusion. Additionally, employees are encouraged to participate in further training sessions and workshops to enhance their skills and knowledge in these areas.

### **5.3. Probationary Period**

All appointments are subject to a probationary period of 6 months. This is to determine their suitability within the business and how their own skills, knowledge, attitudes, and performance have been demonstrated. All probation periods can be extended for up to 3 months.

### **5.4. Confirmation of Appointment**

Upon completion of the probation period, the appointment will be confirmed as permanent.

## **Section 6: Policy Review**

### **6.1. Continued Monitoring and Evaluation**

APA regularly reviews its recruitment processes to ensure they are safe, effective, fair, and free from bias. We analyse recruitment data, solicit feedback from candidates and hiring managers, and make adjustments as needed to improve our practices. APA has clear procedures in place for reporting any concerns or incidents related to safeguarding, discrimination, or other issues that may arise during the recruitment process. Candidates are given the opportunity to speak with a designated representative who will handle their report with confidentiality and sensitivity.

**Approved by the Senior Management Team APA.**

Last reviewed February 2024.