

SAFER RECRUITMENT & RECRUITMENT OF EX- OFFENDERS POLICY

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Version Control

Version	Date	Editor	Comments
V7	08/10/2025	Olivia Yorke	
V8	12/08/2026	Olivia Yorke & Katie Fowler	Updated to maintain compliance with KCSIE.

Summary of Changes

Page number	Change
All	Updated to reflect the annual Keeping Children Safe in Education statutory guidance.

Policy Review Schedule	Reviewed annually in line with the annual publication of Keep Children Safe in Education guidance.
Next Review Date	August 2027

Introduction

LearnTech emphasises the importance of safeguarding the learners in our care and in work-based learning environments and, therefore, this policy should be read in conjunction with our Safeguarding Policy. Our safeguarding responsibilities inform our practices throughout the recruitment and selection process. To help safeguard and promote the welfare of all learners, LearnTech is committed to a thorough and consistent Safer Recruitment Policy.

Aims, Purpose and Scope

This policy is designed to facilitate good recruitment and selection practice and ensure LearnTech meets all legal requirements and best practice towards the safeguarding of our learners through all our platforms and in work-based learning environments.

This policy covers the recruitment and selection process from the planning and advertising of vacancies through to appointment and induction. In addition, it provides the framework for the fair treatment and consideration of ex-offenders in employment decisions within LearnTech.

It is intended as a guide for all staff involved in the recruitment and selection process and follows best practice guidance from the Chartered Institute of Personnel and Development (CIPD). We aim to conduct all recruitment and selection of staff in a professional, timely and responsive manner.

Roles and Responsibilities

Responsible Member of Staff: Katie Fowler, Director

Responsible Members of the Board of Directors (“the Board”): Martin Burr, Director & Katie Fowler, Director.

The Board has the responsibility to ensure that effective policies and procedures are in place for recruitment of all staff and volunteers.

The Directors and managers involved in recruitment have the responsibility:

- To ensure that LearnTech operates safe recruitment procedures and makes sure all appropriate checks are carried out.
- To monitor contractors’ and agencies compliance with our policy and legislative requirements.
- To promote the welfare of children and young people at every stage of the procedure.

The Directors and Senior Managers have the responsibility to lead and manage all recruitment and make final decisions on appointments. A record of staff trained in Safer Recruitment is kept by the member of staff responsible for this policy.

Safer Recruitment Lead: Olivia Yorke, HR Advisor

The Safer Recruitment Lead is responsible for:

- Maintaining this policy
- Monitoring compliance with KCSIE requirements regarding Safer Recruitment
- Oversight of pre-employment vetting checks
- Maintaining the Central Register
- Supporting recruiting managers throughout the recruitment process
- Maintaining records of safer recruitment training

Any questions or concerns regarding LearnTech’s Safer Recruitment practices should be directed to o.yorke@learn-tech.com

Policy Ownership

Policy Owner: Olivia Yorke, HR Advisor

Related Documentation

- Keeping Children Safe in Education
- LearnTech’s Safeguarding (including Prevent) Policy
- LearnTech’s Induction & Orientation Policy
- LearnTech’s Employee Handbook
- LearnTech’s Offer Letter
- LearnTech’s New Starter Form
- LearnTech’s Application Form
- LearnTech’s Employer Reference Form

- LearnTech's Non-Employer Reference Form
- LearnTech's Basic Reference Follow-up Form
- LearnTech's Safer Recruitment Risk Assessment (when necessary)
- LearnTech's Contract of Employment
- LearnTech's Equality, Diversity & Inclusion Policy
- HMRC New Starter Checklist
- HMRC Employer's Right-to-Work Checklist

Terminology

Central Register (CR) - All employee and potential employee information is created and stored on the Central Register. This includes information such as:

- Name
- Address
- Job role
- References
- DBS status
- Identity verification
- Right-to-Work status
- Qualification verification
- Overseas checks (where applicable)
- Salary

The purpose of the Central Register is to aid LearnTech in managing its data on current, past and potential employees, as well as supporting LearnTech's Safer Recruitment and Safeguarding obligations. These records are confidential and are only accessible by authorised members of staff.

Must is used throughout this policy to align with the language used in the statutory guidance for Keeping Children Safe in Education. The verb 'must' demonstrates what LearnTech must do to maintain compliance.

Managing Safeguarding Concerns & Allegations about Staff

LearnTech adheres to local authority procedures in managing safeguarding concerns and allegations about staff. LearnTech is committed to fulfilling our duty in referring allegations or concerns to the DBS where appropriate.

Where the legal duty to refer has been met, evidence of this referral **must** be stored on the Central Register.

Conflict of Interest

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, or a LearnTech learner, then they are required to declare this as soon as they are aware of the individual's application. This **must** be reported to HR or a Company Director.

Conflicts of interest, if not reported can have serious consequences, including but not limited to damaging reputation and trust. Additionally, failing to report a conflict of interest could lead to the disciplinary procedure

being activated for the employee who failed to report this and the potential of any offer of employment being withdrawn. This policy should be read in conjunction with the LearnTech Employee Handbook. Recruitment & Selection Procedure

1. Employee Training

All members of staff involved in Safer Recruitment **must** have completed Safer Recruitment training. A member of the HR Department will request completion of one of the following courses:

- ETF Safer Recruitment in Further Education Training
- NSPCC Safer Recruitment Training in Further Education

Alternatively, staff may be requested to complete an equivalent course that relates to Safer Recruitment. Safer Recruitment training **must** be renewed every two years as a minimum.

If there is reason to suspect the allocated training has been renewed without attentiveness, the employee may be asked to confirm their understanding of Safer Recruitment practices to ensure the content has been digested and understood.

Any member of staff that fails to complete or renew their Safer Recruitment Training in full will be removed from any underway safer recruitment processes, until the training has been completed.

In the event an employee experiences difficulties in accessing their Safer Recruitment Training certificate, it is the responsibility of the employee to follow up with the training provider. HR may request staff forward the communication to be saved in the employee's file.

For the purpose of further embedding a 'Safeguarding Culture', on an annual basis, the Safer Recruitment Lead will work with the Designated Safeguarding Lead, to ensure that all staff that have contact with learners or are involved in the Safer Recruitment process, have read and signed a declaration confirming that they understand their responsibilities under the Keeping Children Safe in Education guidance.

The signed declaration will then be stored in the employee's file on the Central Register.

2. Vacancy, Job Descriptions and Person Specifications

Once a vacancy is identified, a job description and person specification will then be written or reviewed and updated as necessary. The ideal start date is identified, and the recruitment timetable is planned out as far as is reasonably practicable, working backwards from this date.

3. Advertising

Vacancies at LearnTech are advertised through a variety of media channels. We may, on occasion, make use of recruitment agencies as appropriate for each vacancy.

All LearnTech advertisements will include:

- An overview of LearnTech's values
- An overview of the Safeguarding checks required for the role, including online searches where appropriate for maintaining compliance with our Prevent duties

- LearnTech's Safeguarding Statement
- LearnTech's Equality, Diversity, and Inclusion statement
- LearnTech's status as a Disability Confident Employer

In addition, all job advertisements will include a Criminal Record Disclosure Statement. The statement will indicate whether the role is 'exempt' or not 'exempt' from the Rehabilitation of Offenders Act 1974. For exempt roles, applicants are required to disclose both spent and unspent convictions, subject to DBS filtering rules. Certain convictions may be filtered and therefore do not need to be disclosed and will not appear on the DBS certificate.

Applicants are encouraged to refer to the Ministry of Justice's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975.

Where employment agencies have been used, LearnTech will obtain written confirmation from the agency that all mandatory checks have been completed, and all is satisfactory.

The updated job description and person specification are available in the advertisement, along with details of how to apply. HR should work with the Marketing & Communications department to ensure the advertisement is published on the LearnTech website, and that when the shortlisting has concluded, the advertisement is removed.

4. Reasonable Adjustments

HR and relevant hiring managers must pro-actively consider the need for reasonable adjustments at all stages of the recruitment process.

At LearnTech, we are committed to removing barriers to participation and ensuring applicants can engage fully and fairly throughout the recruitment process. All interview invitations must include information encouraging applicants to inform us if they require any reasonable adjustments to support their participation, or to disclose if they are applying under the [Disability Confident Scheme](#) (see below for more information).

Where an applicant requests a reasonable adjustment, HR and the hiring manager must consider what adjustments are reasonable and effective in removing or reducing any disadvantage experienced by the applicant. Requests will be considered on a case-by-case basis and in accordance with the Equality Act 2010.

Applicants are not typically required to provide medical evidence to support a request for reasonable adjustments. If additional information is required to understand the impact of the disability and the support required, this will be requested proportionately and only where necessary.

LearnTech has a legal duty to consider and implement reasonable adjustments where we know or could be reasonably expected to know that an applicant has a disability and may be at a disadvantage during the recruitments process.

The HR Advisor will lead the assessment of adjustment requests in consultation with the relevant hiring manager, and if required, other stakeholders, such as the Company Directors. All reasonable adjustment requests, discussions, decisions and agreed adjustments must be recorded on the CR. Information relating to an applicant's disability or adjustment requirements will be confidential and only shared with those deemed necessary to facilitate participation in the recruitment process.

In the instance a requested adjustment cannot be accommodated, the rationale must be documented, and alternatives must be considered that may achieve a similar outcome.

A. Artificial Intelligence

As part of our commitment to inclusive recruitment, LearnTech welcomes requests to use assistive technologies, including AI-enabled tools, where these help remove disability-related barriers. We will actively consider available solutions and work collaboratively with candidates to identify reasonable adjustments that support equitable participation in the recruitment process whilst ensuring that the essential requirements of the role can be fairly assessed.

Requests to use AI-based assistive technology as a reasonable adjustment will be considered on a case-by-case basis. Approval will depend on the disadvantage experienced by the candidate, the purpose of the adjustment requested, which tool is being used, and the competencies being assessed. Any approved support must not compromise the integrity of the assessment or prevent LearnTech from evaluating the essential requirements of the role.

If candidates use AI tools during recruitment, they may inadvertently upload interview questions, assessment materials or company information into third-party systems.

LearnTech will consider whether the requested AI tool meets the organisation's information security, confidentiality and data protection requirements. Candidates may be prohibited from using tools that require the sharing of confidential recruitment materials or personal data with unauthorised third parties.

Any AI tool approved as a reasonable adjustment must comply with LearnTech's AI Governance Policies including Information Security and Data Protection policies. Where necessary, decisions regarding AI-based reasonable adjustments will be made in consultation with HR, Legal, Information Security or other relevant stakeholders to ensure consistency, fairness and compliance.

Please note: Approval of an adjustment does not automatically authorise the use of a tool that has not been approved for organisational use and use of AI in recruitment must follow our AI Tools approvals process.

LearnTech will consider the request to use artificial intelligence as part of the recruitment process with the following framework:

- Identify the disability-related barrier the candidate faces
- Determine the competencies being assessed during the interview process
- Consider whether the specified AI tool removes the barrier or performs the competencies on the candidate's behalf.
- Consider information security, confidentiality and data protection risks associated with the tool
- Confirm that the tool complies with LearnTech's AI governance and information security requirements

Examples may include speech-to-text, text-to-speech, live captioning, reading support or communication assistance tools. Requests involving AI-generated responses or tools that substantially perform the competency on behalf of the candidate are less likely to be approved.

Requests to use AI as a reasonable adjustment must follow the same evaluation and documentation process as outlined [here](#).

Candidates must disclose their intention to use AI-based assistive technology before the relevant stage of the recruitment process. The use of undisclosed or unapproved AI tools may be considered a breach of this policy and may result in the application being withdrawn from consideration.

B. Examples of Reasonable Adjustments during Recruitment

Some examples of reasonable adjustments during the recruitment process include:

- Providing the questions in advance of the interview
- Providing additional time to answer the questions
- Live recording via Teams with closed captioning
- Providing rest breaks between questions
- Support software
- Camera off during the interview

Please note, this list is not exhaustive, and other adjustments must and will be carefully considered if requested.

C. Disability Confident Scheme – Further Information

LearnTech is committed to attracting, recruiting and retaining talented people from all backgrounds. As a Disability Confident Committed Employer, we actively encourage applications from those who are disabled and those with long-term health conditions.

As part of our commitment to this scheme, we will:

- Ensure recruitment processes are inclusive and accessible
- Offer reasonable adjustments at every stage to remove barriers to participation
- Inform applicants of their opportunity to request reasonable adjustments in all recruitment communications
- Invite applicants to tell us if they wish to be considered under the Disability Confident Scheme
- Assess all candidates objectively against the essential role criteria
- Guarantee an interview to disabled applicants who meet the essential criteria where this forms part of our disability confident commitment
- Ensure that information relating to a disability or health condition is treated confidentially and shared only where necessary to implement adjustments or fulfil legal obligations
- Provide recruiting managers with appropriate guidance and training to support inclusive recruitment practices and avoid discrimination
- Monitor recruitment outcomes, to identify and address barriers for disabled applicants

5. Application Form

All candidates are required to complete and return an application form for safeguarding purposes. This **must** be requested by the Hiring Manager or a member of the HR Department prior to the formal interview (Stage Two).

When requesting the Application Form, the candidate should be provided with a copy of LearnTech's Safer

Recruitment Policy, this will inform the candidate of the expectations that LearnTech has for all potential employees in regard to our Safer Recruitment practices.

Application Form Overview:

- Full academic and employment history
- Suitability for the role
- Referees
- Declaration about DBS Barred List
- Declaration of eligibility to work in the UK
- Previous names (where appropriate)

We also state here that the provision of any false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected and possible referral to the police and/or the DBS.

The application form includes a statement requesting the applicant confirm their understanding of it being a criminal offence to apply for a role where the applicant is barred from engaging in regulated activity with children.

Upon HR receiving the completed application form, HR will send the document for signature via Adobe Acrobat. Once signed, it will be stored in the appropriate file location on the Central Register.

6. Informal Interview: Stage One

Applications are shortlisted by the recruitment panel. This usually comprises of the Hiring Manager, Human Resources and any other key stakeholders.

Once suitable applicants have been selected and invited to an informal interview, HR will produce a personnel file on the Central Register for each candidate. As a minimum, this record will include:

- Full name
- Telephone number
- Personal email address
- CV

To enable clear communication throughout the recruitment process, each record should be updated periodically.

The Hiring Manager or HR will arrange the informal interviews at mutually agreeable times via email communication. Typically, the informal interview is conducted by a Company Director, Hiring Manager or HR.

During the informal interview, the candidate will receive a brief overview of LearnTech's history, ethos, values, and programmes. After this, the candidate will have a more thorough description of the role for which they've applied, as well as the opportunity to ask any questions they may have.

The Company Director, Hiring Manager, or HR will evaluate the candidate's suitability and determine whether a second stage interview is appropriate.

It is then the responsibility of the interviewer to notify HR so that the Central Register can be updated accordingly and a formal interview arranged.

If the decision has been made to reject the candidate, a rejection email will be composed by HR and sent to the candidate informing them of the status of their application. All rejection emails should be appreciative of the time invested by the candidate, as well as mindful that this is likely to be disappointing news. It should also offer the opportunity for further feedback to be given if appropriate to do so.

7. Formal Interview: Stage Two

Formal interviews are typically conducted by the relevant head of department, HR and/or relevant staff member. These interviews follow the same organisational process as the informal interview.

At this stage in the recruitment process, a member of staff independent from the recruitment process may complete an online search engine check that may include social media. If completed, feedback will be provided to the Head of Human Resources with anything that highlights a risk to young people, adults, or anything relating to our Safeguarding and Prevent duties.

During the formal interview, the candidate will be evaluated by the recruitment panel who will assess them against the requirements of the role to determine suitability.

Formal interviews cover the applicant's suitability for the role, suitability to work with children and young adults, explore gaps or anomalies in the candidate's application, verify the candidate's mental and physical fitness to carry out their work responsibilities and ensure safeguarding criteria is met.

Any concerns **must** be resolved satisfactorily prior to appointment.

The recruitment panel will score the candidate against the criteria, and the Hiring Manager will review the total score and determine how the applicant fared. Upon completion of the interview, notes from the interview are to be sent to HR@learn-tech.com for them to be stored in the candidate's personnel file. At this stage in the process, the Hiring Manager should notify HR whether the candidate continues to progress through the recruitment process, with the CR updated to reflect this.

If the decision has been made to reject the candidate, HR will proceed to compose a rejection letter following the process set out in stage one. However, due to the additional time and effort invested, it is at the hiring manager's discretion whether they wish to provide additional feedback.

If the candidate is successful and a Micro Teach is not deemed necessary, please see step [9](#).

8. Micro Teach: Stage Three (If required)

Depending on the role advertised, a Micro Teach may be required. A Micro Teach is typically conducted by the hiring manager, a member of the Quality department, and other relevant members of staff.

HR will request the hiring manager provide two options for the topic, information on the learner/audience and any challenges they face, as well as ensure that the candidate has suitable time to prepare.

During the Micro Teach, the hiring will further evaluate whether the candidate is a suitable match for the role; this will be determined by the criteria set out by either the relevant Head of Department, or a Company Director.

Example of what a hiring manager is evaluating:

- Candidate's ability to deal with questioning
- Candidate's demeanour
- How subject knowledge is presented
- How concise the candidate is with their explanations
- The teaching style of the candidate
- Candidate's understanding of Safeguarding

Upon conclusion of the session, the hiring manager provides both positive and constructive feedback to the applicant.

Once a decision has been reached, the hiring manager must notify HR@learn-tech.com. Successful applicants will move onto the next step in the recruitment process, and the Central Register updated to reflect their status. Unsuccessful applicants will receive a rejection email composed by the HR Department and will follow the process set out in [Stage Two](#).

9. Offer of Appointment

When a decision has been made to hire, the hiring manager must proceed to notify HR@learn-tech.com.

Prior to the offer letter being sent to the applicant, the hiring manager or a company director may wish to organise a catch-up with the candidate to offer the appointment for the advertised position, discuss a preliminary start date, and answer any questions they may have.

At this stage, the hiring manager should reaffirm LearnTech's Safer Recruitment practices.

HR will create an offer of employment letter. This should simultaneously be sent to the candidate via email for them to review, as well as through Adobe Acrobat for signature.

The details of the offer of employment are strictly subject to satisfactory references and the terms and conditions set out in the contract of employment.

This offer letter must always be subject to the following terms:

- Eligibility to work in the UK and their ability to prove it
- Successful ID verification
- Proof of academic history
- Satisfactory DBS result
- Satisfactory references; at least one effective satisfactory professional reference
- The applicant completing the induction and orientation period – this is commonly referred to as a probationary period
- Medical fitness for the role, both physically and mentally

- The information submitted by the candidate is true to the best of their knowledge

Whether the offer is accepted or rejected, the Central Register should be updated accordingly and the hiring manager notified.

Recruitment of Ex-Offenders

1. Legal Compliance

Under the Rehabilitation of Offenders Act 1974 (ROA), most convictions and cautions are permitted to be deemed 'spent' after a specified period.

Once a caution or conviction is 'spent' the person is considered rehabilitated and the ROA treats the person as if they had never committed an offence.

This means that applicants with criminal records have the right to legally withhold such information from a prospective employer when applying for most roles.

The Rehabilitation of Offenders Act of 1974 exempts any position that includes working with children.

As a result, all applicants **must** disclose any prior warnings and convictions, even those that are typically regarded as 'spent'.

Maintaining compliance with the ROA, LearnTech's objectives include:

- Provide a clear process for the Recruitment of Ex-Offenders
- Demonstrate our awareness and understanding of our legal obligations
- Ensure all applicants are treated fairly and respectfully

2. Statement of Intent

Equal Opportunities

We are committed to promoting equality of opportunity for all job applicants, including those with criminal records. We comply with the Rehabilitation of Offenders Act 1974 and other relevant legislation.

Disclosure

We encourage all applicants to disclose information about their criminal record at an early stage in the application process. We request that this information is sent in the confidential application form for employment, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Risk Assessment

In the event of a job applicant having a criminal record, we will conduct a risk assessment. This will consider the nature of the offence, the nature of the work, the length of time since the offence occurred, and any other relevant factors.

Confidentiality

We will ensure that all information regarding criminal records is stored confidentially and securely, is only used for the purposes for which it was collected and is destroyed once it is no longer needed.

Training

We will provide training for all those in our company who are involved in the recruitment process to ensure they are aware of the issues related to the employment of ex-offenders.

3. Implementation: Recruitment of Ex-Offenders

All positions at LearnTech require a DBS check to be carried out, all advertised positions will include a statement regarding this requirement, as set out here: [Advertising](#)

As part of our Safer Recruitment Process, candidates selected to move onto the second stage in the interview process will be required to complete a self-declaration regarding any criminal offences, this makes up a part of the application form.

This document will be held in the candidate's personal file on the Central Register; this is confidential and only accessible to the Human Resources department. This information will be deleted in line with our Data Protection Policy. LearnTech will ensure that the information on the self-declaration will only be viewed by those who need access, this is limited to the following:

- Company Director
- Relevant hiring manager
- HR Department

In the instance an applicant declares a conviction, LearnTech will proceed to arrange a discussion to take place on the subject of any offences or matters that might be relevant to the position applied for, should further information be required.

The recruitment panel will review any offences with a minimum of three in attendance in order to conduct a Risk Assessment for the role against the declared offence.

If a candidate fails to declare any information regarding a previous conviction, LearnTech has the right to withdraw a conditional offer.

If a candidate has a criminal record, this will not necessarily prevent the candidate from being employed by LearnTech, it will depend on the role, the conviction, and the circumstances surrounding it.

Breaches of this the policy may result in disciplinary action, up to and including termination of employment.

Onboarding Procedure: Prior to Employment

1. Welcome Email & Request for Further Information

The onboarding procedure commences via HR sending a 'welcome email'. This email provides an informative overview of the onboarding process; this should help the candidate to anticipate the pending requests. Included in the 'welcome email', the candidate should receive a request to complete the New Starter Form. In summary, once completed, this will populate the Central Register with more of their personal information.

Completion of the New Starter Form is imperative to the onboarding commencing.

The relevant hiring manager should be kept informed of the status of the new employee throughout all stages of the onboarding journey.

2. Q.D.R.R.H (Qualifications, DBS, References, Right-to-Work, HMRC Checklist)

The second stage in the onboarding process happens simultaneously, but the DBS check should be prioritised due to the length of time it can take to produce a result.

A. Disclosure & Barring Service

DBS checks are a vital part in following our legal obligation for safeguarding and Keeping Children Safe in Education. Many roles at LearnTech require a DBS check. However, if this is not required, please see the 'Right-to-Work' section.

Completion of the New Starter Form provides LearnTech with consent and authorisation from the applicant to conduct a DBS check; This process will be managed by a member of the HR Department. HR will proceed to log into www.ucheck.co.uk and create a new application following the steps laid out on the website.

LearnTech aims to ensure that the level of DBS check carried out is in-line with the requirements of Keeping Children Safe in Education. However, our Disclosure & Barring Service has its own requirements. Therefore, LearnTech is required to comply with these requirements when instructed.

In the instance a request for an Enhanced Application is rejected by our service provider, it is the responsibility of HR to note this on the Central Register on the appropriate record. Example given: "Enhanced Application rejected by uCheck, proceed with Basic Application. HR initials and timestamp."

The Head of Finance & Contracts **must** be notified via email to add sufficient funds to the uCheck account.

Once the application has been created by HR, this will trigger a remote invitation from the service provider to the applicant inviting them to complete an application.

HR can now compose an email notifying the candidate of the pending request. Where possible, applicants are requested to complete the application using a valid passport. This doubles as right-to-work documentation, meaning the 'Right-to-Work' check has been completed as part of the DBS check and a further Right-to-Work check is not necessary. In the instance the candidate doesn't have a valid UK passport, the 'Right-to-Work' process **must** be completed.

Once the applicant has completed the application, HR will receive a notification stating, 'New Applicant Added to Platform'. HR will compose an email informing the candidate of the need to complete a DBS ID Verification, requesting their availability, as well as providing a comprehensive list of acceptable supporting documentation. The documentation required is dependent on the level of check being carried out.

Candidates should be notified to select their home address for the delivery of their certificate. LearnTech does not accept responsibility for certificates that are delivered to our registered address.

When completing the check, HR will follow the process set out on their website, as required for legal compliance.

The documentation should be presented by the candidate in a clear and easy-to-read manner, enabling HR to verify that the details provided match.

This includes:

Full name, date of birth, address, and ensuring the person in front of you is accurately reflected on their identification document.

HR will be prompted with security questions regarding the documentation, this typically includes the passport or driving license number, date of issue, expiration date etc.

It is the responsibility of the staff carrying out the ID Verification to collect this information and record it accordingly.

If any of the answers provided are incorrect, HR will be unable to proceed with the application, and the security process must be repeated.

Upon completion of the ID Verification, HR must request that the Right-to-Work documentation is sent across via email, allowing it to be stored securely in their personnel file. This is a requirement of Keeping Children Safe in Education. Following the meeting, HR must proceed to update the Central Register, utilising the comment section with "ID/RTW Verification completed by 'user' and timestamped."

Depending on the type of application, it may take one to six weeks to produce a result. It's important to note that in exceptional circumstances, it can take a significantly longer period of time.

It is imperative that the new employee does not have unsupervised contact with learners under any circumstances until LearnTech is in possession of their result.

Now that the application has reached completion, uCheck will notify the HR Inbox that the result is ready for review.

The 'Summary of Result' must be emailed to the candidate for their records, and the following information uploaded to the Central Register:

- The 'Summary of Result' should be stored securely in their personnel file
- The DBS Application number should be entered via the employee list onto the appropriate record
- The date of issue must be recorded via the employee list on the appropriate record.
- The DBS status should be updated to reflect the result

In the instance there is a disclosure, HR will be notified via uCheck. However, LearnTech is not automatically informed to the nature of the disclosure, and a copy of the result will be requested from the candidate by HR.

Failure to produce the DBS certificate when requested may lead to termination of employment/the offer being withdrawn.

Once the DBS Result is received, HR will escalate to the hiring manager and a company director for review. This will be completed in accordance with the process set out here: [Implementation: Recruitment of Ex-Offenders](#)

All employees of LearnTech that require a DBS Enhanced for their role will be encouraged to subscribe to the DBS Update Service. This must be completed within 30 days of the certificate being issued. If the employee opts to subscribe, they will be reimbursed following LearnTech's procurement and expenses procedures.

All candidates and employees that are subscribed to the DBS Update Service are required to provide the original DBS certificate. This will be stored in the employee's personal file on the Central Register. If the candidate fails to provide the original certificate, a new DBS application is required.

On an annual basis, all employee's that are subscribed to the DBS Update Service will be requested to provide consent for a check to be carried out via the DBS Update Service Status Check. Evidence of this **check** must be stored in their personal file.

Link to [DBS Process Map](#)

B. Qualifications

The HR team will email the candidate, requesting copies of their certificates. All certificates listed on the candidate's application form and or CV **must** be collected, however, LearnTech may, at its discretion, omit specific qualifications due to a significant period of time having passed since its date of issue.

Once in receipt of the certificates, their authenticity **must** be established and uploaded to the applicant's personnel file on the Central Register.

C. References

The completed New Starter Form provides LearnTech with consent to contact the candidate's references. HR will contact the provided referees and attach the 'Employer Reference Form'.

Once the Employer Reference Form has been completed by the referee(s), HR compares the information provided to that on the application form and ensures it is satisfactory.

LearnTech **must** secure a reference from the candidate's most recent employer, and from the last time that the applicant worked with children. In circumstances where the applicant has never worked with children, the most recent/current employer will be sufficient.

If a referee has provided a basic reference, and it's addressed to 'whom it may concern', this reference **must** be followed up with a telephone call to ascertain its credibility. During this call, a member of the HR department must log the call details via the MS Form "Basic Reference Follow-up".
Once completed, this form should be saved to the relevant employee's personnel file.

In instances where LearnTech has received a basic reference, an additional reference will be required to enable LearnTech to develop a clearer understanding of the candidate and their employment history. For non-delivery/no learner contact roles, two basic references may be accepted at the discretion of the Company Directors.

All professional references **must** be provided via a professional email address.

Any irregularities **must** be investigated, and the hiring manager should be notified. **LearnTech must be in receipt of at least one satisfactory effective reference.**

The Central Register should be updated to reflect the reference provided, providing a summary and utilising the comment section on the appropriate record.

D. Right to Work

HR **must** be provided with the candidates' Right to Work documentation. It's important to note that not all candidates will have a UK passport due to not being a British national, or they do not own one.

In either case, HR will request scanned copies of their Right to Work documentation and proof of address. For a comprehensive list of accepted supporting documentation, please refer to www.gov.uk/government/right-to-work-checklist. Copies of Right to Work documentation are to be stored on the Central Register in the appropriate file.

HR will organise a 'Right to Work check' at a mutually agreeable time. The purpose of the meeting is to verify the documents provided. This includes matching information, evidence of name change (if appropriate), and that the person in the meeting is the same person as is presented on their documentation.

E. HMRC Checklist

HR will request the applicant complete and return the HMRC Checklist. Once HR is in receipt of this document and the employee has commenced employment, either the HR Advisor or Head of Finance will create a record of this employee on our payroll software.

3. Overseas Applicants Criminal History Check (If applicable)

For any applicant applying for a role at LearnTech who resides outside the United Kingdom or has done previously, LearnTech may request you provide additional documentation in support of your application to confirm criminal history (or lack of), such as a police clearance certificate or equivalent.

Applicants from overseas may also be required to obtain and provide a letter from the relevant professional regulating authority in the country which the applicant has worked confirming that they have not imposed any sanctions or restrictions, or that they're aware of any reason the applicant may be unsuitable to teach.

In the event that this documentation is required, a member of the HR department will assist you in obtaining it; however, obtaining the document(s) will be done so at the applicant's expense.

Due to the associated risk with candidates who are applying from overseas, a risk assessment **must** be completed by HR and then reviewed and signed by a company director before an overseas applicant can commence employment with LearnTech. The purpose of LearnTech conducting a Risk Assessment for overseas applicants is to enable LearnTech to maintain compliance with Keeping Children Safe in Education.

4. Account Creation

HR will liaise with the hiring manager and compose an email notifying the Digital Solutions Department of the need to create the necessary accounts and login information for the new employee.

This email should include:

- Start date
- Name
- Email signature
- Accounts & logins required

This email should be provided at the earliest opportunity to allow sufficient time for the accounts to be created, remaining considerate to the IT Support Associate's workload.

HR will then proceed to create an account for the employee on the Leave Reporting System. HR **must** then calculate the annual leave entitlement for the year. Following this, HR will compose an email notifying the employee of their holiday allowance, including information on bank holidays and the 'Christmas closedown', and request pre-booked annual leave that can be applied prior to the employee commencing employment.

5. Contract Creation

HR or the Head of Finance & Contracts will create a contract for the successful candidate, making use of the offer letter to ensure the details are tailored to the new starter. The CR should be routinely updated to reflect the current stage regarding the contract.

Details that require attention when creating the Employment Contract:

- Employee name
- Date
- Employee address
- Employment start
- Job title
- Remuneration (including any pre-agreed uplifts)
- Hours of work
- Holiday entitlement
- Qualifying days for Statutory Sick Pay if they're not a full-time employee
- The name agreeing to the terms and conditions

All contracts must be reviewed by a qualified HR Advisor, Director or Head of Finance & Contracts prior to being sent for signature.

Now approved, the Contract of Employment should be sent to the candidate as a PDF to provide the candidate to review, along with PDF copies of LearnTech's Safeguarding (Including Prevent) Policy and the LearnTech Employee Handbook.

Following this, all three documents are to be sent for signature via Adobe Acrobat. Once signed copies have been received, they should be stored on the Central Register and the Employee List updated.

6. Equipment & Delivery

HR or The Digital Solutions Team will procure and arrange then delivery of the new employee's work equipment.

We supply as standard for the purposes of keeping good working posture:

- Separate keyboard and mouse
- Webcam
- Laptop stand to elevate the screen to eye level
- USB Hub/Docking station
- Extension cables
- Additional monitor(s)

The laptop specification will typically include:

- 14"-15" screen.
- i5 or equivalent processor.
- 16GB RAM.
- 500GB SSD hard drive.

Completion of the New Starter Form provides the HR department with an overview of any additional equipment requests. Any questions regarding the plausibility of these requests will be directed to the Head of Digital Solutions or Head of Finance & Contracts.

The laptop will be delivered to the IT Support Associate prior to being received by the new employee to allow for it to be setup. In exceptional circumstances, the laptop may be delivered to the new employee, and the IT Support Associate will aid them in setting up the equipment correctly on their first day.

When the laptop is in the possession of the IT Support Associate and HR has confirmation of setup, HR will arrange the delivery of the laptop via **Royal Mail Tracked 24 as a minimum**.

Records of all expenses **must** be kept and submitted via our payroll software for review by the Head of Finance & Contracts.

HR will proceed to notify the employee of the equipment deliveries and provide any security codes as required. The Central Register **must** be updated accordingly.

7. Fast-Track Recruitment

LearnTech acknowledges that there may be a need for a more streamlined recruitment approach when there is a need to be met for the stability and support of our learners, ensuring they have the high-quality education always to be maintained.

Any recruitment activity **must** ensure that all requirements for Safer Recruitment are met prior to any contact with our learners or sensitive data that LearnTech holds on our learners. However, this section allows for candidates to

start with LearnTech on a conditional basis pending successful completion of the remaining elements of recruitment.

A risk assessment **must** be carried out by a Safer Recruitment panel and saved on the central register prior to the candidate beginning employment and recruitment activities may be carried out in two parts in agreement with a company director. Part one is prior to the start date and part two is following the start date of employment.

Fast-Track Recruitment: Part One

In the event that a new recruit needs to start prior to all activities being carried out, the following **must** be completed as a minimum prior to start date:

- Offer letter
- New Starter Form – completed by candidate
- Application Form – completed by candidate
- RTW verified
- DBS requested
- Safer Recruitment Risk Assessment (see supporting documents)
- References – a minimum of 1 professional reference returned (this may be in part one or part two depending on the role and the conduct of the risk assessment)

Safer Recruitment Risk Assessments **must** be signed by a Director and **must** state what recruitment activities should be in part one and part two of this process.

Fast-Track Recruitment: Part Two

The following may be completed as soon as is effectively possible following the candidates start date and employment is provisional until the successful completion of these activities.

- Second reference
- HMRC checklist
- Qualifications verification
- DBS check returned
- Contract of employment

It is imperative that until LearnTech is in receipt of a satisfactory DBS result, the new employee has no unsupervised contact with our learners.

Until all Safer Recruitment processes are completed satisfactorily, any candidate who is started using this provision within the policy is under conditional offer of employment.

Onboarding Procedure: First Day & Beyond

1. Welcome Call

HR will request consent from the new employee to provide the IT Support Associate with their contact information. Once provided, HR will create a diary invitation for the IT Support Associate with this information to allow the IT Support Associate to conduct a Welcome Call. The invitation **must** be a private diary invite to comply with GDPR and the Data Protection Act 2018.

During the Welcome Call, the IT Support Associate will assist the new starter with their equipment setup and answer any queries they have.

Following the call, the IT Support Associate will notify the relevant Head of Department and HR that the candidate is ready to start their first day.

The IT Support Associate will issue an 'Equipment Guidance' document provided by the HR Department on the new starters' first day of employment. If the employee has any additional equipment needs or requests, HR@learn-tech.com or the Digital Solutions Department should be contacted to reassess their equipment needs.

2. Commencement of Induction & Orientation Period

Over the course of the employee's first week with LearnTech, they will be given an induction into the company; this will be conducted by HR or any other relevant member of staff. These presentations will be tailored to the new employee prior to the employee commencing employment if required. HR will update the employee record to reflect their status.

The inductions will cover the following topics:

- Who we are, the LearnTech approach, including ethos and values
- Policies & Procedures
- An outline for escalations and support
- Timekeeping and office hours
- Payroll and Pension
- Memberships and CPD
- Mandatory training
- Department-specific induction

Following the induction presentations, HR will then email and allocate the new employee with the following:

- Their induction presentations to refer to as and when required
- The mandatory training induction modules required for completion via the LearnTech Induction & Training Classroom
- Display Screen Equipment Form to complete and return, maintaining compliance with Health & Safety regulations

The employee will then commence the process set out in the LearnTech Induction & Orientation Policy.

Providing Reference(s) Policy

1. Professional Reference

All professional reference requests must be redirected to HR@learn-tech.com.

Where a reference is provided for an employee who has worked in a role involving children, young people or

vulnerable adults, the reference will be completed in accordance with the current Keeping Children Safe in Education requirements.

References will:

- Confirm dates of employment, including dates of role changes
- Confirm whether LearnTech is satisfied with the individual's suitability to work with children, young people, or vulnerable adults.
- Include factual details of any substantiated safeguarding concerns or allegations that meet the harm threshold.
- Not include concerns or allegations that been found to be unsubstantiated, unfounded, false or malicious
- Be based on factual information and relevant employment records
- Be provided in a timely manner to support Safer Recruitment practices

Where appropriate, Line Managers may be consulted.

All references provided will be subject to approval from a minimum of two out of three of the individuals listed below:

- Katie Fowler, Company Director
- Martin Burr, Company Director
- Olivia Yorke, HR Advisor

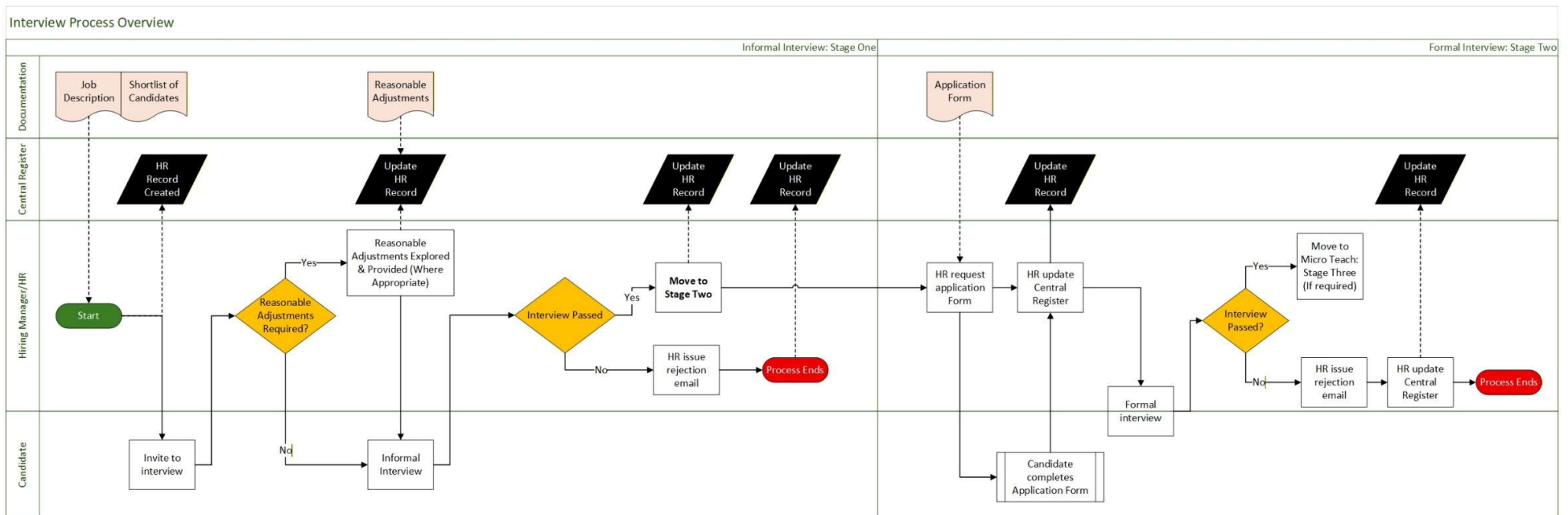
2. Personal Reference

LearnTech understands that employees may wish to provide a personal reference for a colleague.

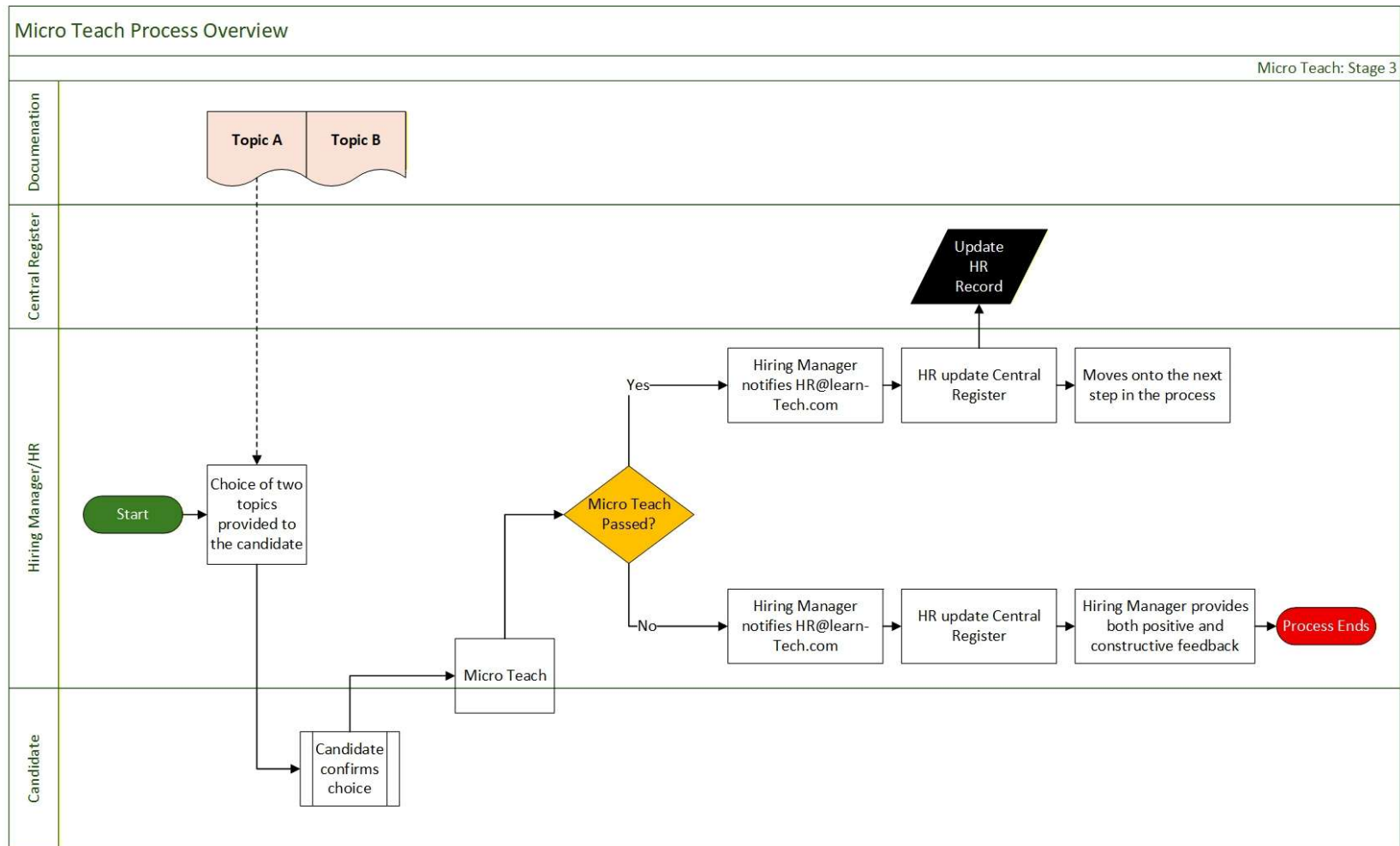
It is imperative that the personal reference request is not completed in affiliation with LearnTech, this is inclusive of the usage of a LearnTech specific email.

Appendix

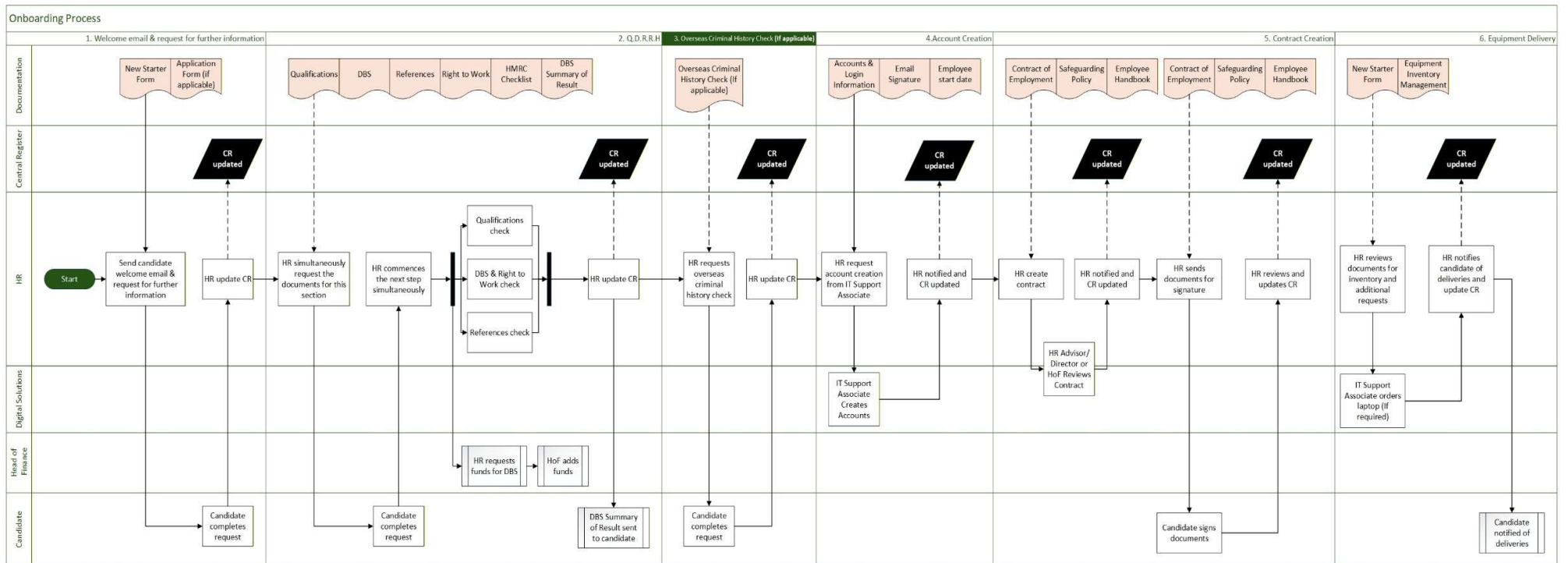
1. Interview Process Map



2. Micro Teach Process Map



3. Onboarding Process



4. DBS Process

