

# Safer Recruitment Policy

Metadata Training

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Metadata Training is committed to promoting and safeguarding the welfare of our young and vulnerable adults and expects all staff, tutors and mentors to share this commitment.

Metadata Training recognises that the effectiveness and safety of its recruitment policy and procedures make a major contribution to the protection of our young and vulnerable adults by helping to deter, reject or identify people who might be unsuitable for working with vulnerable adults.

## Our recruitment and selection procedures

All applicants for employment will be required to provide the following:

- Full, identifying details of the applicant, including current and former names, current address and National Insurance Number.
- A full, chronological career history clarifying any gaps.
- Any academic and/or vocational qualifications that are relevant to the position they are applying.
- Details of relevant referees.

Before applying to job roles at Metadata Training, applicants will receive the following:

- the job description, including a person specification
- the terms and conditions relating to the post, including the safeguarding and prevent policies
- An introduction to Metadata Training
- A description of the recruitment process

## Interview

A personal safeguarding interview will also take place to better understand the candidate's attitudes, motivations and suitability to work with potentially vulnerable adults.

## Checks before starting employment

### References

We will request at least two references for each candidate. Referees will be asked about:

- any disciplinary or vulnerable adult protection issues.
- any reasons why the candidate should not be employed to work with vulnerable adults.
- the candidate's reasons for leaving.

Metadata Training doesn't accept references from relatives or referees writing solely in the capacity of friends.

### ID Check

This is carried out in line with DBS requirements. Candidates will be asked to provide the following:

- Passport
- Driving licence (photocard) and/or birth certificate
- Proof of address as per DBS guidelines
- Any evidence of a change of name

If the candidate cannot provide any of the above, guidance issued from the DBS will be followed.

Copies will be taken and kept on the candidate's file.

## **Right to Work in the UK**

This will usually be the candidate's UK passport. However, we will follow Government-issued guidance in cases where a candidate cannot provide a UK passport.

A copy of the evidence will be taken and kept on the candidate's file.

## **DBS Check**

We request all our staff, trainer and tutors to complete a standard DBS check before starting work with us. We will arrange for the DBS checks.

If the DBS is delayed, the Managing Director may allow the member of staff to start work, on the following conditions:

- All other relevant checks have been completed satisfactorily
- The new member of staff is appropriately supervised by a senior member of staff
- A Risk Assessment is written and kept on file
- The Risk Assessment is reviewed every 2 weeks until the Disclosure Certificate arrives

## **Medical Fitness Declaration**

Candidates will be asked to sign a declaration confirming that they know of no reasons, on the grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the post in question.

## **Qualifications Check**

All candidates will be asked to provide original proof of any professional qualifications they hold which are either required for or relevant to, the position. Copies will be taken and kept on file.

We will also require confirmation of the qualification in writing from the organisation or institution that issued the qualifications. The confirmation will be kept on file.

## Induction

All new staff will take part in an induction programme designed to help familiarise them with our policies and procedures, including confirming that they have read, understood and agree to the following:

- Anti-Money Laundering Policy
- Anti-Bribery Policy
- British Value Statement
- Code of Conduct Policy
- Equality and Diversity Policy
- Harassment and Bullying Policy
- Health and Safety Policy
- Information Security Policy
- Malpractice & Maladministration Policy, including Whistleblowing
- Metadata Prevent Policy
- Metadata Safeguarding Policy
- Modern Slavery Policy

As part of the induction, the staff, mentors and tutors will also receive training in safeguarding, prevent and British values.

This policy will be reviewed yearly, next review is in June 2023.