

(NOTE: Throughout this document, THE TEACHER TRAINER LTD is referred to as TTT)

## TTT POLICY DOCUMENT

# Safer Recruitment Policy

*Recruiting staff and associates in ways that protect learners and uphold quality.*

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## Document Control

<b>Document Title</b>	Safer Recruitment Policy
<b>Version</b>	1.0
<b>Effective Date</b>	22 April 2026
<b>Next Review Date</b>	22 April 2027
<b>Policy Owner</b>	Phenil Mehta, Centre Manager
<b>DSL / Recruitment Contact</b>	Phenil Mehta, phenil@theteachertrainer.co.uk
<b>Approved By</b>	Phenil Mehta, Centre Manager
<b>Classification</b>	Public
<b>Applies To</b>	All TTT recruitment, including employees, associates, contractors and volunteers

# Safer Recruitment Policy

## 1. Purpose

This policy sets out how TTT recruits employees, associates, contractors and volunteers in a manner that protects learners, upholds quality, complies with UK employment and safeguarding law and aligns with Awarding Organisation centre requirements. It is informed by the principles of Keeping Children Safe in Education (KCSIE) where adapted for an adult FE setting and by the occupational competence expectations of Ofqual-regulated qualifications.

## 2. Scope

This policy applies to:

- All recruitment of employees, associates, contractors and volunteers into roles that involve direct or indirect contact with learners, assessment, IQA or access to learner personal data
- All staff involved in recruitment and onboarding decisions
- All suppliers who process TTT recruitment-related personal data

## 3. Definitions

The following terms carry the meanings given throughout this policy.

<b>Regulated Activity</b>	Work that involves close or unsupervised contact with children or vulnerable adults as defined by the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012.
<b>DBS Check</b>	A check through the Disclosure and Barring Service, at Basic, Standard or Enhanced level, confirming eligibility for the relevant role.
<b>Right to Work</b>	Documented confirmation that a candidate is legally entitled to work in the United Kingdom, under the Immigration, Asylum and Nationality Act 2006.
<b>Occupational Competence</b>	The current, relevant experience and qualification required for the role, as specified by the Awarding Organisation for Course Tutors, Assessors and IQAs.
<b>Vetting Pack</b>	The full set of pre-employment checks completed before a candidate starts work, summarised in Section 9.

## 4. Policy Statement

TTT is committed to the following principles and commitments.

1. Recruitment decisions are based on merit and the candidate's ability to do the role, without discrimination on the basis of any protected characteristic under the Equality Act 2010.
2. Every candidate is told what the role involves, what vetting is required and why.
3. No candidate starts work in a role involving contact with learners, assessment or access to learner data until the Vetting Pack is complete and countersigned by the Centre Manager.

4. Occupational competence requirements for Course Tutors, Assessors and IQAs are met and documented before appointment.
5. Safeguarding is a thread running through the whole recruitment process, from advert to induction, consistent with the Safeguarding and Prevent Duty Policy.
6. Candidate personal data is processed under the UK GDPR and retained per the Data Retention and Disposal Policy.
7. Reasonable adjustments are made for disabled candidates throughout recruitment, under the Accessibility and Reasonable Adjustments Policy.

## 5. Roles and Responsibilities

Role	Responsibility
<b>Centre Manager (Phenil Mehta)</b>	Overall accountability; approves recruitment plans; signs off completed Vetting Packs; keeps Single Central Record; reviews this policy annually.
<b>Course Coordinator</b>	Administers the recruitment process, schedules interviews, chases references, maintains candidate files, manages onboarding handover.
<b>Panel Members</b>	Assess candidates fairly and consistently; record reasoning; raise safeguarding or competence concerns to the Centre Manager.
<b>Candidates</b>	Provide accurate information; disclose any matter relevant to safeguarding or their eligibility to work in the role; cooperate with vetting.

## 6. Advert and Role Profile

- Every role is advertised with a written role profile covering purpose, duties, required experience, required qualifications and safeguarding expectations
- Adverts include a safeguarding statement stating that TTT is committed to safer recruitment and that the role is subject to pre-employment checks
- Adverts are inclusive, do not use gendered or age-coded language and encourage applications from under-represented groups
- Adverts do not include requirements that exceed what the role actually needs

## 7. Application and Shortlisting

- Candidates submit a CV and a written statement addressing the role profile; TTT does not require photographs or non-essential personal data at application stage
- A scored shortlisting matrix is used to assess applications against the essential and desirable criteria
- At least two people are involved in shortlisting (if reasonably possible); scores and reasons are recorded
- Gaps in employment or changes of role are flagged for discussion at interview, not held against the candidate without exploration

## 8. Interview and Assessment

- A panel of at least two people (if reasonably possible) conducts every interview
- Questions are competency-based and standardised across candidates for the same role
- At least one question probes the candidate's understanding of safeguarding and professional boundaries with learners
- For Course Tutors, Assessors and IQAs, a short practical task (such as a scenario-based assessment decision or a short micro-teach) is included
- Interview scores and reasoning are recorded; unsuccessful candidates are offered brief, constructive feedback on request
- Reasonable adjustments are offered proactively, including alternative formats, extra time, breaks or a written alternative to an oral task

## 9. Vetting Pack (Pre-Employment Checks)

The Vetting Pack must be complete before the candidate begins work. The pack comprises:

Check	Detail
<b>Identity verification</b>	Government-issued photo ID and a secondary document (utility bill or bank statement) confirming current address; verified in-person or via an approved remote ID service.
<b>Right to Work</b>	Confirmation via original documents or the Home Office online Right to Work service. Copies retained in line with Home Office guidance.
<b>Employment history</b>	Full chronological history for the last five years, with explanations for any gap over three months.
<b>References</b>	At least two references, one from the current or most recent employer, covering performance, conduct and safeguarding matters. References are sought and taken up before the start date.
<b>Qualification verification</b>	Original certificates or verified digital credentials for each qualification listed; for Tutors, Assessors and IQAs, evidence of occupational competence and teaching or assessing qualifications required by the Awarding Organisation.
<b>DBS check</b>	Basic DBS check (if required) for staff and associates. Enhanced DBS (if required) where the role involves regulated activity or significant unsupervised contact with vulnerable learners. Self-declaration form completed pending result.
<b>Professional register checks</b>	Where the role requires professional registration, TTT checks the relevant register (for example, the Society for Education and Training) and any sanction history.
<b>Sanctions and barred list checks</b>	Where Enhanced DBS is taken, barred list checks are included. For Standard DBS roles, TTT separately checks public sanction registers relevant to the role.

Check	Detail
Overseas checks	Where a candidate has lived outside the UK for six months or more in the last five years, the equivalent overseas check or a statement of good conduct is obtained.
Health and fitness	A self-declaration of fitness for role, in line with the Equality Act 2010; further occupational health advice is sought only where reasonable and relevant to the role.
Conflict of Interest declaration	Initial declaration of any matter that could create a conflict with a learner, supplier or other TTT interest, under the Conflict of Interest Policy.

## 10. Offer and Contract

- Conditional offers are made in writing, listing the outstanding Vetting Pack items
- Written statements of employment (for employees) or associate service agreements (for self-employed associates) are provided before the start date, consistent with the Employment Rights Act 1996
- Contracts set out the role, remuneration, notice, confidentiality, IP, data protection, cooperation with IQA/EQA, reference to TTT policies and the right to withdraw the offer if any check fails
- A signed acknowledgement of the Staff Code of Conduct and the Safeguarding and Prevent Duty Policy is held on file before work commences

## 11. Single Central Record

TTT maintains a Single Central Record summarising the key recruitment checks for every staff member and associate. The record includes: name, role, start date, identity and right-to-work verification, references received, DBS level and reference number, date of check, qualification verification, professional registration where relevant and date of each annual review. The record is reviewed and signed off by the Centre Manager.

## 12. Volunteers and Contractors

- Volunteers and contractors who have direct contact with learners or access to learner data undergo the same Vetting Pack as equivalent staff
- Where contractors are engaged through a supplier, TTT obtains written assurance that the supplier has completed equivalent safer recruitment checks
- Short-term engagements must not be used to avoid proper vetting

## 13. Ongoing Suitability

- Staff and associates re-declare any relevant change of circumstance (criminal charge, change of registration status, conflict of interest) promptly in writing
- TTT re-checks DBS status at a period appropriate to the role, typically every three years or more frequently where the role or regulator requires it
- Annual CPD and occupational competence are confirmed under the CPD Policy

## 14. Unsuitable Candidates and Withdrawal of Offer

Where a vetting check raises a concern, TTT considers the nature, relevance, seriousness and age of any issue in proportion to the role. A candidate is given the opportunity to provide context in writing. A decision to withdraw an offer is taken by the Centre Manager and recorded in writing, with the reasons and the right to respond via the Complaints Policy. TTT will refer to the DBS or other regulator where law requires.

## 15. Data Protection and Retention

- Candidate data is processed under the UK GDPR lawful bases of contract (for successful candidates), legitimate interests (for selection) and legal obligation (for checks required by law)
- Unsuccessful applicant files are retained for 6 months, then deleted securely, unless a complaint or appeal extends this
- Successful applicant files are retained for the duration of employment plus 6 years, per the Data Retention and Disposal Policy

## 16. Training

Audience	Content	Frequency
Centre Manager and panel members	Safer recruitment principles; interviewing; equality in recruitment; scoring	Induction and refresher every 2 years
Course Coordinator	Vetting pack administration; Single Central Record; DBS process	Induction and annual refresh

## 17. Monitoring and Review

This policy is reviewed annually by the Centre Manager as part of TTT's self-evaluation process. Interim reviews are triggered by changes in employment or safeguarding law, a DBS process change or a significant incident. All outcomes are recorded in the Version History at Section 19.

## 18. Related Documents

This policy should be read alongside:

- Safeguarding and Prevent Duty Policy
- Staff Code of Conduct
- Staff Induction Policy
- Staff Disciplinary and Sanctions Policy
- Equality, Diversity and Inclusion Policy
- Accessibility and Reasonable Adjustments Policy
- Continuing Professional Development (CPD) Policy
- Conflict of Interest Policy
- Anti-Bribery and Corruption Policy
- Data Protection and GDPR Policy
- Data Retention and Disposal Policy
- Whistleblowing Policy

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## 19. Version History

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Version	Date	Author	Summary of Changes
1.0	22/04/2026	Phenil Mehta	A new standalone policy setting out TTT's safer recruitment principles, the Vetting Pack, the Single Central Record and ongoing suitability requirements, aligned with the Equality Act 2010, the Immigration, Asylum and Nationality Act 2006, the Employment Rights Act 1996 and KCSIE-style safeguarding principles adapted for adult FE.

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## 20. Approval

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This policy has been reviewed and approved by the Centre Manager of TTT.

Phenil Mehta  
Name

*P Mehta*  
Signature

22/04/2026  
Date