



SIGMA UK GROUP LIMITED

Safer Recruitment Policy

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Safer Recruitment Policy

1. POLICY STATEMENT

- 1.1 Sigma UK Group Ltd is committed to ensuring it meets Safeguarding legislation requirements in respect of the recruitment and selection of staff and other persons working at the Company.
- 1.2 Sigma UK Group Ltd recognises its duty to ensure that it upholds as the highest of priorities the Safeguarding and promotion of welfare of children, young people and vulnerable adults receiving education and training through the services of the Company.

2. REASON FOR THE POLICY

- 2.1 This policy applies to everyone who works with/within Sigma UK Group Ltd who has, or can reasonably expect to have, regular contact with children or vulnerable adults as part of their normal work. This includes permanent staff, staff on fixed term contracts, casual and temporary staff, volunteers (including work placements over 18) and agency staff.
- 2.2 This policy does not apply to individuals who do not have, or could not reasonably expect to have, regular contact with children or vulnerable adults as part of their normal work e.g. contractors engaged outside of term time. It also excludes work placements under 18 years of age.

3. POLICY OBJECTIVES

- 3.1 Sigma UK Group Ltd is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.
- 3.2 Sigma UK Group Ltd recognises its duty to ensure that it upholds as the highest of priorities the Safeguarding and promotion of welfare of children, young people and vulnerable adults receiving education and training through the services of the College.

4. POLICY

4.1 Recruitment and Selection Procedure

To ensure safer practice in recruitment, Sigma UK Group Ltd will give due consideration to child protection, safeguarding and the welfare of children, young people and vulnerable adults at every stage in the recruitment process for all staff in the following ways:

- Using advertising which makes Sigma UK Group Ltd commitment to safeguarding & promoting the welfare of children & vulnerable adults clear.

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- Ensuring the job description makes reference to the responsibility for safeguarding & promoting the welfare of children or vulnerable adults.
- Ensuring person specifications or role requirements include specific reference to the suitability to work with children or vulnerable adults.
- Ensuring that applicants provide comprehensive information and any discrepancies, anomalies or gaps in employment are investigated.
- Obtaining appropriate & satisfactory independent references that answer specific questions in respect of working with children or vulnerable adults and verify at least the last 5 consecutive years of previous employment history and experience.
- Verifying that health and physical capacity is appropriate
- Ensuring that the following checks will take place as appropriate prior to a member of staff commencing work, unless in exceptional circumstances where it may be possible to apply the exemption in the DBS check / recheck procedure:
 - Barred List check (as appropriate)
 - Appropriate Criminal Record check (with overseas check(s) if required)
 - Satisfactory references - Medical clearance / fitness to teach clearance (as applicable)
 - Proof of identity and right to work in the UK
 - Proof of qualifications
 - Completed application form (as appropriate)

4.2 Criminal Record Check / Re-check Procedure

To support safer practice Sigma UK Group Ltd will give due consideration to child protection, safeguarding and the welfare of children, young people and vulnerable adults at every stage in the Criminal Record Check / Re-check procedure for all staff in the following ways:

- Ensuring all staff have or undertake an appropriate criminal record check upon appointment
- Ensuring that HR practice supports a rolling review programme of rechecks
- Requiring overseas criminal record checks for anyone having lived or worked overseas as an adult for 13 consecutive weeks or more
- Ensuring that criminal record check results are obtained, managed and stored appropriately
- Maintaining a robust process for managing disclosures, identifying convictions / concerns and the exceptional circumstances where the Sigma UK Group Ltd wishes to start an individual prior to the return and approval of their criminal record check

4.3 Induction Procedure

To ensure safer practice the College will give due consideration to child protection, safeguarding and the welfare of children, young people and vulnerable adults at every stage in the induction procedure for all staff in the following ways:

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- Utilising HR as the gatekeepers for all staff starting with Sigma UK Group Ltd to ensure that no member of staff starts before HR have confirmed receipt of all essential safeguarding checks
- Ensuring safeguarding issues are an integral part of every induction and includes agency staff working at Sigma UK Group Ltd and staff who change roles
- Maintaining induction monitoring processes to support early consideration and internalisation of safeguarding issues
- Maintaining a multi-faceted approach to induction which includes corporate, departmental and individual elements as required

4.4 Contractual arrangements

4.4.1 All members of staff working with Sigma UK Group Ltd must be covered by a formal contract or service level agreement prior to starting with the Company and have undertaken the required checks.

4.4.2 The HR department will maintain a Single Central Register of recruitment and vetting checks which will cover all staff within Sigma UK Group Ltd. Responsibility for collation / communication of data will be shared within the Safer Recruitment Group of key contacts who will be responsible for monitoring and promoting compliance.

5. DEFINITIONS

5.1 Safeguarding -.

6. RELATED POLICIES

6.1 Safeguarding Policy

6.2 Recruitment and Selection Policy

6.3 Induction Procedure

7. WHO WILL NEED TO KNOW ABOUT THIS POLICY

7.1 All staff

7.2 All Managers

8.0 RESPONSIBILITY

8.1 It is the responsibility of the relevant Head of Department / Director to ensure that an appropriate and adequate contract, or SLA, is in place, that appropriate risk management reviews have been undertaken and that adequate safeguarding checks / supervision arrangements are included as part of the contract/SLA as appropriate.

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- 8.2 All staff responsible for managing staff contracts or agreements have a responsibility for complying with this policy. Individual members of staff are also responsible for ensuring participation as necessary and seeking appropriate and timely advice as required.
- 8.3 HR and the Safeguarding Committee will be responsible for regularly monitoring this Policy. HR will report into the Operational Management Team on a regular basis and provide updates.
- 8.4 The Senior Management Team is committed to ensuring that Sigma UK Group Ltd provides a safe environment in which children, young people and vulnerable adults can learn.

Signed

Date: 01st August 2018

Brendan Hand - Approved

Chief Executive Officer

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