



Safer Recruitment Policy

Integer Training Ltd is committed to safeguarding and promoting the welfare of learners and expects all staff to share this commitment and ensure that its workforce is representative of the population. We welcome applications from all sections of the community.

The statement will be included in:

- Publicity material
- Recruitment
- Advertisements
- Learner information packs
- Job descriptions

1. Planning and advertising

Integer Training will ensure that:

- All recruitment exercises will be carefully planned
- That the qualities, qualifications and experience needed for each post will be carefully determined at the beginning of the recruitment process
- Responsibilities for each recruitment exercise will be allocated to a specific individual within the team
- Sufficient time will be allocated to the process so that safeguards are not overlooked
- The recruitment pack will contain the following:
 - Application Form
 - Job description/s
 - Code of Professional Practice
 - Information on Integer Training Ltd
 - Policy documentation on Health & Safety, Safeguarding, Equality & Diversity, Confidentiality, the Prevention of Extremism and Radicalisation
 - DBS (request/disclosure form)*
 - Terms and conditions
 - Pay and Expenses information

**Direct delivery staff must undertake an Enhanced DBS Check – renewed every 2 years (although some discretion may be applied if the staff member has been in continual employment with Integer over the previous 2 year period; in which case it may be agreed that the renewal period will be 3 years. (To be agreed for each individual by the SMT)*

Non-direct delivery staff must undertake a Standard DBS Check – renewed every 3 years.

2. Application form

- All applicants MUST complete the application form
- An up to date CV is also requested
- All applicants will be expected to provide through the application process
 - Full details of names, former names, DOB, current address, NI number
 - Statement of academic/vocational qualifications
 - FULL history, in chronological order of education and employment

- Declaration of interest
- Details of referees
- Have no convictions or cautions. (If they do, details should be included in a sealed envelope)

4. SHORT LISTING

- All applications will be scrutinized
- Any gap will be noted and further information sought
- Incomplete application forms *will be returned to the candidates for completion*
- Any gaps or repeated changes in employment will be investigated
- All candidates will be assessed equally
- Short listing will be a transparent process

5. REFERENCES

- All references will be sought directly from the referee
- No open references or testimonials will be accepted.
- References will be sought for all applicants prior to starting work for Integer
- NO candidate successful at interview will be appointed without satisfactory references

In the event that the reference appears vague or is incomplete then the HR Manager will contact the referee for confirmation of details. A written note of the conversation will be made and in certain cases a written confirmation will be requested from the referee.

6. INVITATION TO INTERVIEW

Candidate will be provided with:

- Letter of confirmation of interview
- Details of the interview day including details of the interview panel members
- Further copy of Job Description & Job Specification if appropriate
- Details of any tasks needed as part of the process e.g. teaching
- The opportunity to discuss the process further prior to interview

Candidates will be asked to bring the following with them to interview:

- Photographic Identification evidence
- Confirmation of home address by means of a utility bill
- ALL original examination certificates
- Where appropriate, change of name documentation (marriage certificate)

A copy of all documentation will be kept for the personnel file

An interview panels will normally consist of at least TWO people

7. THE INTERVIEW

The panel will meet prior to the interview to consider:

- Issues to explore with the candidate and who will lead that element of the questioning
- Agree the assessment criteria
- Take the opportunity to review application forms and references
- During the interview there will be set questions although supplementary questions can be asked by any member of the panel.
- The panel will assess the suitability of candidates for the post with special reference to working with learners, and safeguarding learners in their care.

8. THE CONDITIONAL OFFER OF APPOINTMENT

An offer of appointment will be subject to:

- Receipt of at least TWO satisfactory references
- Verification of identity
- Verification of qualifications
- Verification of professional status
- DBS clearance

All checks will be confirmed in writing and held on file.

9. DECISION TO WITHDRAW OFFER OF APPOINTMENT

In the event of any of the following the offer of employment will be withdrawn. In certain circumstances the police will be informed.

- Candidate found to be on List 99
- Disqualified from working with children – usually from DBS clearance
- Candidate has provided false information

10. POST APPOINTMENT INDUCTION

All successful candidates will undergo a period of induction and monitoring. This will include:

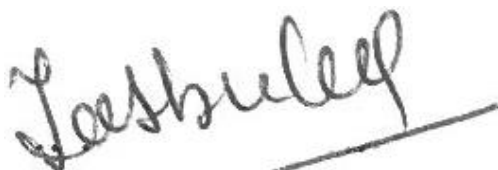
- The appointment of an induction via; tutor/assessor/office staff
- An induction pack
- Performance check weekly, until end of first month, then quarterly, then annually

11. MONITORING

The appointment procedure will be monitored through:

- Feedback from the induction tutor/assessor/office staff
- Feedback from the line manager
- Feedback from the new member of staff
- Observations of learning and learning
- Internal quality assurer reports
- Learner feedback
- Analysis of staff turnover and reasons for leaving
- Exit interviews
- Continuous Professional Development records

Declaration: I will review and revise this policy as necessary and at regular intervals:

A handwritten signature in black ink, appearing to read 'Jasbir Behal', with a horizontal line underneath it.

Signature of Jasbir Behal, Managing Director, Integer Training Ltd

Date: 15 January 2026

Version No: SR22011501 Review Date: 15/01/2026