



SAFER RECRUITMENT POLICY PROSPECT TRAINING SERVICES



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Mandatory User Notes

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Revision	Changes	Page	Date of changes
01	Update to levels of DBS and advisory matrix created	8 & 9	08/11/23
02	Update the names of safeguarding policies to adult and child	4	14/04/25

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1. Purpose

The purpose of this document is to set out in a clear manner the company policy on Safer Recruitment.

At PTS we take the welfare of our learners, customers, and staff very seriously. We are committed to safeguarding and promoting the wellbeing of young people and adults at risk, this is part of our ethos and is a commitment shared across our organisation. Our safeguarding policy and procedures are there to ensure we protect and support those at risk and enable them to work towards a better future. We have a duty to ensure that vulnerable people in our care are protected from significant harm or abuse. The purpose of this policy is to provide clear information on how we aim to recruit staff and volunteers safely and in line with Keeping Children Safe in Education Guidance.

We understand our responsibility to provide a safe and nurturing environment where the wellbeing of our young people, vulnerable adults and staff is at the heart of all we do. We aim to treat people with respect and dignity and provide an open-door policy where concerns can be raised and dealt with confidentially and with the knowledge that they will be addressed.

2. Scope

This document applies to all operations and employees of PTS. This includes agency workers and volunteers. In the case of agency or contract workers, PTS shall obtain written confirmation from the agency or company that it has carried out the appropriate checks.

3. Relationship with other policies

This policy should be read in conjunction with other policies and procedures covering safeguarding adults and safeguarding and child protection, equal opportunities and diversity, whistle blowing, professional boundaries, allegations management and recruitment of ex-offenders.

Line managers and human resources must ensure that personal data, including information relating to safer recruitment, is handled in accordance with the organisation's data protection policy / GDPR and child protection protocol.

4. Definitions

For the purpose of this document the term "PTS" refers to the Prospect Training Services (Gloucester) Ltd group of companies

For the purposes of this document the term "young people" or "young person" refers to anyone who is under the age of 18.

We also work with adults either as clients of our services or as members of family units. Some of these adults may from time to time also be subject to actions or behaviour by others either in the family or the community that can cause them harm of some kind. For the purpose of this document these individuals are defined as "vulnerable adults".

For the purposes of this document the term "staff" applies to anyone engaged by the organisation to work, whether on a paid or voluntary basis.

For the purpose of this document the term 'candidate' applies to any person who is applying for a job role with Prospect Training Services

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5 Roles and Responsibilities

5.1 Directors

The Directors hold overall responsibility for safer recruitment, they share a commitment to ensure that the PTS recruitment policy and process protects the young people and vulnerable adults the company works with. The directors expect their senior management team to uphold this commitment and to regularly report and update such processes in line with current legislation. The Directors oversee the safer recruitment working group, they will ensure this group is given the time and resource to implement safer recruitment practices and continually develop the safer recruitment process.

5.2 Human Resources (HR) Manager

The HR manager is part of the safer recruitment working group, they inform policy and practice to ensure that all legislation relating to recruitment is adhered to. The HR Manager holds day to day responsibility to ensure the safer recruitment practices and processes are at the heart of all company recruitment, with a vision of building a workforce who hold the safeguarding of young people and vulnerable adults at the centre of all their practice.

5.3 Safeguarding Manager

The Safeguarding Manager (designated safeguarding lead) is part of the safer recruitment working group, they inform policy and practice to ensure that all legislation and guidance relating to the safeguarding of young people and vulnerable adults is adhered to. The safeguarding manager supports the safer recruitment process and acts as an advisory on matters such as allegations management, in close working partnership with the LADO (local authority designated officer). The safeguarding manager holds responsibility for the safeguarding induction and training of all new staff, and the continuous promotion of safeguarding and wellbeing across the company.

5.4 Recruiting Manager

The recruiting manager holds responsibility to follow safer recruitment process, they will undertake regular training to support this. The recruiting manager will always consider the candidates commitment to safeguarding and will share any concerns they have with the safeguarding manager and HR Manager. Throughout the recruitment process they will treat all candidates fairly and equally.

5.5 Employees

All employees are expected to undergo regular DBS checks (in line with the requirements of their role) they will also disclose any allegations made against them whether they are founded/unfounded. All employees are required to understand the company whistleblowing policy and have the confidence to report any concerns relating to safeguarding. They should undertake all safeguarding training as directed by their line manager and have an ongoing commitment to the safeguarding and wellbeing of young people and vulnerable adults.

6 Policy Principles

All vulnerable people have a right to protection from abuse of all types and to expect that adults in positions of responsibility will do everything in their power to foster these rights.

PTS aims to recruit staff that share and understand our commitment to safeguarding and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

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7 Application Form

PTS will only accept application forms that are completed in full, with no gaps in employment left unexplained. Any gaps will be checked before the shortlisting stage and will be checked against any references obtained.

CV's will not be accepted.

PTS will make the candidates aware of the importance of safeguarding and the position of responsibility they are being placed in, although the level of this will vary dependant on the post, so a full job description and person specification will be supplied.

Candidates should be aware that they should supply legally accurate answers.

8 Disclosure

Any unspent convictions, cautions, reprimands, or warnings must be disclosed to PTS. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be considered. In 2020, the Government removed the requirement for automatic disclosure of youth cautions, reprimands and warnings and the multiple conviction rule which requires the automatic disclosure of all convictions where a person has more than one conviction, regardless of the nature of the offence or sentence. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete an online Disclosure Form from the Disclosure and Barring Service ("DBS") for the position. Additionally, successful applicants should be aware that they are required to notify PTS immediately if there are any reasons why they should not be working with young people and vulnerable adults. This includes any staff who are disqualified from childcare or registration.

PTS takes its responsibility to safeguard young people and vulnerable adults very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with young people and vulnerable adults must declare this to the HR manager immediately. This will include notification of any arrest, release under investigation, charge, caution, or conviction as well as court orders, reprimands, or warnings he/she may receive.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed.

A disclosure **may** not result in the elimination of the candidate from the recruitment process. PTS will consider the nature of the offence, the duration since the offence was committed and its relevance to the role, it will only be discussed with the candidate if absolutely necessary.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

If the candidate is currently working with young people or vulnerable adults, on either a paid or voluntary basis, PTS will ask their current employer about disciplinary offences, including disciplinary offences relating to young persons or vulnerable adults (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

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If the candidate is not currently working with young people or vulnerable adults but has done so in the past, PTS will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with young people or vulnerable adults, PTS will still ask the current employer about the candidate's suitability to work with young people and vulnerable adults. Where the candidate has no previous employment history, PTS may request character references which may include references from the candidate's school or university.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by PTS if they have been appointed, and a possible referral to the police and/or DBS.

All disclosures should be made in confidence to the HR manager in a separate sealed envelope. If a candidate would like to discuss this prior to disclosing, they can talk to the HR manager.

9. Shortlisting and interview stage

PTS will shortlist applicants based on their suitability to the role, considering their experience, qualifications and personal attributes and skills.

A disclosure of a criminal record, disqualification, previous allegation will only be viewed by the interview panel following the shortlisting stage and will only be discussed at interview if the nature of the disclosure will impact on the candidate's suitability to undertake the role.

The interview panel will consist of at least 2 members of staff, one of whom will have undertaken safer recruitment training.

Each interview will follow the same format, with the same set of questions asked, which will always include the suitability of the candidate to work with young people and vulnerable adults.

Candidates are required to bring to interview all certificates confirming their qualifications for the role, where originals aren't held, verification from the awarding bodies will be required.

Candidates should also bring to interview photographic ID, such as a current driving licence or passport and a bank statement or utility bill from the past 3 months to confirm name & address.

Any evidence relating to a formal change of name (if applicable)

Evidence of their right to work in the UK (if applicable)

If the candidate has a disability where they require access arrangements, they should notify PTS of this prior to interview.

Please note photocopies of the documents requested are not acceptable, originals are required.

10. References

PTS will seek references for shortlisted candidates (including internal applicants) and may approach previous employers for information to verify experience or qualifications before interview. One of the references must be from the candidate's current or most recent employer. References must be received by a senior person with appropriate authority. If the candidate does not wish PTS to take up references in advance of the interview, they should notify PTS at the time of applying.

PTS will ask all referees if the candidate is suitable to work with children.

PTS will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the candidate or on open references or testimonials.

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PTS will verify all references. Where references are received electronically, PTS will ensure they originate from a legitimate source.

PTS will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

11. Conditional offer and checks

The successful candidate will be made a conditional offer of employment, this will rely on the successful completion of the checks below:

- Receipt of 2 satisfactory references, including 1 from candidates most recent employer (if not already obtained)
- Verification of identity and qualifications
- A DBS check and (if appropriate) a check of the Barred List maintained by the DBS.

Please note if there is a delay in the DBS being returned, a candidate may start, but a safeguarding risk assessment must be undertaken and for staff working in youth provision not without the Barred List being checked. (please refer to the DBS level matrix in section 14)

It is PTS practice that the candidate must complete a pre-employment health check questionnaire, the information provided will be held in strictest confidence and in line with GDPR and Data Protection. The information will be viewed in line with the job description and person specification, together with details of any physical or mental requirements of the role.

PTS is aware of its duties under the Equalities Act 2010 and no job offer will be withdrawn on health grounds, without consulting the applicant and considering reasonable adjustments

12. Start of employment and probationary period

All new employees will attend a full induction, which will include information and training on all areas including safeguarding, professional boundaries, staff code of conduct and whistleblowing. This will also be detailed in the employee handbook, which will be issued at the start of employment.

When newly recruited to a role with PTS the staff member will be required to complete a satisfactory probation period of 6 months, during this time the line manager and other key staff will offer support and supervision to allow the staff member to adjust to the new role.

PTS reminds all staff that safeguarding should be at the heart of all we do. Therefore, throughout their time as a PTS employee staff should still disclose any reasons why their suitability to work with young people and vulnerable adults has changed. Staff are also responsible for reporting any concerns they have regarding any other staff or volunteers.

13 Monitoring & Review

This policy shall be reviewed every 2 years

Reviews may be activated by the following.

- A change in legislation or best practice
- As a result of advice from a regulator
- On a suggestion by employees

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14 DBS Level Requirement

PTS will only request the required level of DBS check based on the role you have been appointed to.

Type of role	PTS Programme/Department	Level of DBS	Barring Service Check
Admin/Reception/Finance	Adult Programmes & Head Office	Basic	No
Advisors/Trainers	Adult Programmes & Head Office	Basic	No
Managers	Adult Programmes & Head Office	Basic	No
Digital Team	Head Office	Basic	No
Facilities & Maintenance Team	Across all centres (including Youth)	Enhanced	Yes
Admin/Reception/Finance	Youth Programmes	Enhanced	Yes
Managers	Youth Programmes	Enhanced	Yes
Tutors/Learning Support Workers/ Mentors / Examination Officers	Youth Programmes	Enhanced	Yes

Please note:

- If you have a change in job role during your employment with PTS there may be a requirement for your DBS level to change.
- Staff who have roles that require direct work within the Youth Programmes will be required to have Enhanced DBS

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