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## Introduction and Purpose of Policy

iMeta Training is committed to ensuring the best possible environment for the learners in its care. The safeguarding, duty of care, and welfare of learners is our highest priority.

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

All queries on the Application Form and recruitment process must be directed to the Operations Manager.

## Scope of this Policy

This policy refers and applies to staff directly recruited and employed by iMeta Training including volunteers.

In the case of agency or contract workers, iMeta Training shall obtain written confirmation from the agency or company that it has carried out the appropriate checks.

Any staff who TUPE transfers into iMeta Training staff will be required to comply with the statutory requirements regarding safer recruitment checks.

## The Application Form

iMeta Training will only accept applications from candidates completing the relevant application form in full.

iMeta Training will make candidates aware that all posts in the Company involve some degree of responsibility for safeguarding, although the extent of that responsibility will vary according to the nature of the post. Candidates for employed posts will receive a Job Description and Person Specification for the role applied for.

As the position for which candidates are applying involves substantial opportunity for access to our learners, it is important that applicants provide iMeta Training with

legally accurate answers. Upfront disclosure of a criminal record may not debar a candidate from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed, and any other relevant factors. Information should be submitted in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Operations Manager. If candidates would like to discuss this beforehand, they are asked to please telephone in confidence the Operations Manager for advice.

Any unspent convictions, cautions, reprimands, or warnings must be disclosed to the Company. 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. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the position. 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.

iMeta Training Ltd will require two referees from previous employment. Where the candidate has no previous employment history, the Company may request character references which may include references from the candidate's school or university.

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

## **Invitation to Interview**

iMeta Training will shortlist applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

All formal interviews will include an interview with the Operations Manager (or a delegated member of the Senior Leadership Team) and the Line Manager for the role. At least one of the interviews will be with a member of staff who has undertaken safer recruitment training.

The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Operations Manager (or the member of the Senior Leadership Team leading the interviews) as to whether an interviewer should withdraw. Should the Operations Manager (or lead interviewer) have a conflict of interest, the delegated deputy lead interviewer shall decide whether he/she should withdraw.

The interview will be conducted in person where possible and the areas which it will explore will include suitability to work with our learners.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g., the original or certified copy of certificates, diplomas, etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

The Company requests that all candidates invited to interview also bring proof of ID with them:

- The company will follow the DBS 3-route identity-checking process to validate the name, date of birth, and address provided by the applicant in the application form
- Where appropriate any documentation evidencing a change of name.
- Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

*Please note that the originals of the above are necessary. Photocopies or certified copies are not sufficient.*

Candidates with a disability who are invited to interview should inform the Company of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

## **Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

- Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK
- A satisfactory DBS check and if appropriate, a check of the Barred List maintained by the DBS
- Verification of professional qualifications, where appropriate
- Where the successful candidate has worked or been resident overseas such checks and confirmations as the Company may consider appropriate so that any relevant events that occurred outside the UK can be considered

It is the company's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the Company in strictest confidence. This information will be reviewed against the specific requirements of the Job Description and the Person Specification

for any particular role. iMeta Training is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence, and considering reasonable adjustments.

## **References**

The Company retains the option to seek references for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before the interview. If the candidate does not wish the Company to take up references in advance of the interview, they should notify the Company at the time of applying.

The Company will compare any information that may be provided by referees with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate.

## **Retention and Security of Records**

The Company will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. No copies of DBS certificates will be made/retained and only the number of individual checks will be noted, given the available online access to records if the need should arise.

## **Appendix 1**

### **Policy on the Recruitment of Ex-Offenders**

The Company will not unfairly discriminate against any candidate for employment based on conviction or other details revealed. The Company makes appointment decisions based on merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the Company. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

- All candidates should be aware that the provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.
- It would be unlawful for the Company to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.
- In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Company will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question.
- the seriousness of any offence or other matter revealed.
- the length of time since the offence or other matter occurred.
- whether the applicant has a pattern of offending behaviour or other relevant matters.
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
- The circumstances surrounding the offence and the explanation(s) offered by the convicted person.
- If the post involves access to money or budget responsibility, it is the company's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception, or fraud.
- If the post involves some driving responsibilities, it is the company's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.