

## **SAFER RECRUITMENT POLICY**

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### **1. Policy Statement**

Ashridge understands the importance of ensuring that people recruited to work for the organisation have the appropriate, skills, qualifications, and experience.

The purpose of this policy is to ensure that at all stages of the recruitment process there are opportunities to deter, identify, prevent, and reject unsuitable people. This is supported by the colourful book(s).

### **2. Job Descriptions and Person Specifications**

A key document within the recruitment process is the job description, which must be finalised before several other steps within the recruitment process can commence. The purpose of the job description is to clearly set out the expectations, role, requirements, and responsibilities of the job. The person specification details the qualifications, skills, experience, knowledge, and other attributes desired or essential by candidates to perform the job.

A job description will normal include the following:

- Job title
- Purpose of the job
- Job duties and responsibilities
- Who the person reports to
- If the person has reportees
- Company description
- Statements relating to all positions such as health and safety and equal opportunities.

Person specifications may include:

- Skills and knowledge needed to perform the job
- Any specific training requirements
- Any qualifications required
- Awareness and commitment to equal opportunities
- Commitment to safeguarding.

### **3. The Recruitment Process**

The recruitment process consists of the below stages:

- Manager completes requisition and job description
- Chief Operating Officer grants authority to recruit and job description is then posted on Jobvite

- Manager screens candidates, arranges interviews and sends regrets within Jobvite
- Employee Officer to prepare offer letter and employment contract
- Employee Officer to gain references via referencing agent Vero screening who will contact the success applicant directly to complete an online application on address and work history

#### **4. Pre-Employment Checks**

All successful employees are subject to pre-employment checks, this includes, checking their right to work in the UK by gaining copies of identification documents (e.g. passport) and gaining at least two references from previous employers.

#### **5. Disclosure Barring Service (DBS)**

What is regulated activity?

Regulated activity refers to certain roles that involve working with children or vulnerable adults, this includes teaching and providing care. Anyone who is on the Disclosure and Barring Service (DBS) barred lists cannot work in these roles.

Regulated activity for adults is split into six categories:

- Providing healthcare.
- Providing personal care.
- Providing social work.
- Assistance with general household matters.
- Assisting with a person's own affairs.
- Conveying a person to a place of social work or care

Anyone who engages in any of the above activities is eligible for an Enhanced DBS with an adult's barred list check.

Ashridge is a higher education institution, providing level 4 to 7 apprenticeships. The typical demographic of learners across apprenticeships and degree programs is between 25-50 with none being under 18.

#### **6. Induction**

A workplace induction is the process put in place to ensure that new employees can adjust to their new working environment. Ashridge use the term 'orientation' to describe the way new employees get introduced to and build working relationships within their new team.

The purpose of an induction is to assist new employees in understanding the organisation, culture and expectations of them.

Ashridge new starter induction process consists of the below:

- Manager follows new employee orientation guidelines
- Manager completed online manager orientation checklist
- Employer Officer collates the new employees personnel file including references and right to work
- Employee Officer to set up online access for the new employee to be able to record holidays, absences, and access organisational policies
- The new employee will be invited to corporate orientation event (Ashridge in a Nutshell)

All new employees are employed on a probationary period, at the end of this period their employment will either be confirmed (if they've passed their probationary period), extended or their employment will be terminated.

## 7. Equal opportunities

All job adverts will include a statement regarding Ashridge being an equal opportunity employer, valuing diversity and inclusivity.

## 8. Current status

When using the current tool on the gov.uk website (<https://www.gov.uk/find-out-dbs-check>) no current roles on the Apprenticeship programs are eligible for a standard or enhanced check.

Due to the demographics of the apprentices, even where a post at Ashridge does involve contact with adults (who may be vulnerable) it will not normally be deemed necessary for a (basic) DBS check to be carried out. Ashridge retains the right to request a DBS check where it is felt appropriate. The company employed as the Reference Checking Provider will conduct DBS checks.

Portability (the use of a disclosure for another purpose, or the use of a disclosure carried out by another organisation) will normally be acceptable. However, if there is any concern about the validity of a disclosure, a new check must be completed.

### Review History

Date	Notes
February 2022	Drafting of current status and general updates
March 2022	Review and approval by SLT