

Safer Recruitment Policy

Purpose

The purpose of this policy is to ensure ITP recruits staff, volunteers, and contractors safely, fairly, and in accordance with our safeguarding responsibilities. Safer recruitment is a critical part of our approach to protecting learners, especially children, young people, and vulnerable adults engaged in our apprenticeship and training programmes.

Policy Statement

ITP is committed to:

- Creating a culture of vigilance and safe practice,
- Deterring and preventing unsuitable individuals from working with learners,
- Complying with all relevant legislation and statutory guidance, including:
Keeping Children Safe in Education (DfE statutory guidance, effective from 1 September 2025),
The Rehabilitation of Offenders Act 1974,
Equality Act 2010,
DBS Code of Practice.

Scope

This policy applies to all appointments including:

- Employees
- Contractors and consultants
- Apprenticeship trainers and coaches
- Volunteers
- Anyone involved in delivery, support, or assessment of training programmes.

It forms part of ITP's wider safeguarding framework and is supported by the following documents:

- Recruitment of Ex-Offenders Policy
- Standardised Safer Recruitment Pro Forma
- Safeguarding and Prevent Policy.

Safer Recruitment Commitments

ITP ensures that all recruitment processes:

- Prioritise the welfare and safety of learners,
- Are open, transparent, and based on objective criteria,
- Are free from discrimination or unfair treatment, including toward individuals with a criminal background where appropriate for the role.

We do not appoint anyone who is barred from working with children or vulnerable adults.

Key Recruitment Practices

ITP follows a structured and compliant recruitment process designed to safeguard learners and ensure only suitable individuals are employed. All recruitment includes:

- A clearly defined job description including safeguarding responsibilities.
- A fair and transparent shortlisting process.
- Interviews conducted by staff trained in safer recruitment.
- Verification of identity, right to work, employment history, and references.
- An enhanced DBS check, including barred list checks where applicable.

- Proportionate online searches on shortlisted candidates are carried out in line with Keeping Children Safe in Education (DfE statutory guidance, effective from 1 September 2025), to help identify any safeguarding concerns relevant to the role.

All offers of employment are conditional upon satisfactory completion of these pre-employment checks. Our full recruitment procedure is outlined in the ITP **Safer Recruitment Pro Forma**, which supports the implementation of this policy.

Criminal Record Information

We recognise that some applicants may have a criminal record. ITP follows the principles outlined in our separate **[Recruitment of Ex-Offenders Policy]** which ensures:

- Fair assessment of any disclosed criminal history.
- Compliance with DBS filtering rules.
- Confidential and lawful handling of disclosure information.
- A commitment to rehabilitation and inclusive employment where suitable.

A criminal conviction does not automatically bar someone from employment. Risk assessments are based on the nature of the offence, its relevance to the role, and evidence of rehabilitation.

Training and Review

All staff involved in recruitment receive training in Safer Recruitment, DBS and disclosure procedures and Equality, Diversity and Inclusion (EDI).

This policy and the associated recruitment process are reviewed **annually** or earlier if required by changes in legislation or guidance.

Record Keeping

All recruitment documentation for unsuccessful candidates is retained securely for at least **6 months**. Recruitment records for successful candidates are retained in their personnel file.

Concerns and Reporting


If concerns arise during recruitment or employment regarding an individual's suitability to work with learners, ITP reserves the right to:

- Withdraw a job offer,
- Report to the Disclosure and Barring Service (DBS) or appropriate authority, where legally required.

Concerns that do not meet the threshold for immediate action will be managed in line with ITP's low-level concerns process, as set out in the Safeguarding and Prevent Policy.

Policy Review

This policy is reviewed annually or as needed in response to legal or organisational changes.

Signed and Approved By	Charlotte Goodwill
Job Title	Chief Executive Officer
Signature	
Date Signed	22/01/2026

Document Management

Owners: Lauren Holloway - Designated Safeguarding Lead

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Version Control

Version	Date	Change
Version 01	21/05/2025	New document
Version 02	22/01/2026	Changes aligning KCSIE 2025 Updates