

Poultec Training Limited is committed to recruiting high calibre staff, committed to developing the skills of all learners while at the same time ensuring they are safe and happy. To ensure this, it is essential that the recruitment process is robust, fit for purpose and fair.

The interview process must follow Safer Recruitment practices and at least one of those on the interview panel must have completed Safer Recruitment training provided by the NSPCC.

While each recruitment will be tailored to fit company requirements and timeframes, essentially the process must fall within the framework detailed below:

1. The staff requirement is discussed and agreed by the management team.
2. A job description and person specification is produced by the relevant Programme Manager(s).
3. Suitable advertising media is discussed and agreed but will generally involve national industry publications, local press and/or online listing.
4. A job advert is produced (usually by the appropriate Programme Manager or a Director), using the standard template, which includes the mandatory elements required for Keeping Children Safe in Education 2023.
5. The advert is placed and at the same time details of the job role is placed on the Poultec website, with a link to the applicant information pack.
6. Candidates must complete the Poultec Application Form, either by downloading the applicant application pack from the website or by requesting a form from reception. CV's will not be accepted unless accompanied by a completed application form.
7. Candidate responses receive a written response within 24 hours of receipt explaining that shortlisted candidates will be notified within 20 working days.
8. Shortlisted candidates are selected based on clear criteria, by at least two people and invited to interview.
9. Shortlisted candidates are requested to complete the Pre-employment Self-Declaration Form. An online search is completed on all shortlisted candidates.
10. Candidates attend interview. Where forms have been submitted electronically, the candidate will be requested to countersign the forms submitted, confirming information supplied to be true.
11. Candidates are interviewed according to pre-agreed criteria, by at least two staff members who have received Safer Recruitment Training within the last three years.
12. Unsuccessful Candidates should be informed of the decision at the end of the whole process in writing as soon as possible and within 10 working days.
13. The person responsible for the job offer(s) to successful candidate(s) should email the Curriculum Director (Michelle Bugg) immediately confirming name, address, job role, agreed salary and proposed start date. The start date is subject to completion of Enhanced DBS and satisfactory reference checks.

14. The Curriculum Director will send a written job offer which will explain the fact that references will now be followed up. DBS document requirements will be sent with the job offer. The offer is conditional on two successful references and DBS check at this stage.
15. The Curriculum Director will issue a reference request form for completion. Verbal references will not be accepted.
16. The Associate Director - Communication (Leroy Burrell) will process the DBS application, based on the information and documents provided by the applicant and submit it to Norfolk County Council. The applicant's identity and right to work in the UK will be verified using the submitted documents and a copy held on file.
17. The DBS outcome will be received by the applicant who will forward it to the Associate Director - Communication.
18. If, for any reason, this process is ongoing beyond the proposed start date of the employee, the start date should be extended.
19. If the DBS check reveals any previous convictions which have not been declared in the initial application process, the recruitment of the individual will be abandoned.
20. If the DBS check reveals a conviction which has previously been declared, the DSL's will meet to decide whether this presents any potential risk to learners. The applicant will be involved in this process. If there is any doubt, the DSL's must investigate further, possibly involving other agencies and may ultimately result in the applicant being unable to commence employment.
21. If it is decided that the conviction has no bearing on the employee's ability to perform their role or the safety of learners in their care, the applicant will be allowed to continue.
22. In all cases, the process and basis for any decisions must be fully recorded and held in the employee's personnel file.

This process is essential to ensure the suitability of Poultec Staff and the safety of learners. It should therefore be followed at all times.



Edward Bales
 Managing Director
 27th June 2023

Policy Review	This policy will be reviewed annually by the Senior Management team or when there are changes in the workplace such as new tools, systems or conditions.
Approval Dates	This version takes effect from: 27 th June 2023