



Safer Recruitment Policy

Purpose

At Clear Quality Ltd, we are committed to ensuring the safety and well-being of all learners, staff, and stakeholders by adopting robust recruitment practices. As an ESFA-approved apprenticeship provider and a member of the Register of Apprenticeship Training Providers (ROATP), our recruitment processes align with statutory requirements, including the Prevent Duty and Disclosure and Barring Service (DBS) checks.

Scope

This policy applies to all staff, associates, contractors, and volunteers working for or on behalf of Clear Quality Ltd.

Policy Statement

Clear Quality Ltd is dedicated to safeguarding and promoting the welfare of children, young people, and vulnerable adults engaged in our training and apprenticeship programs. To achieve this, we aim to:

- Ensure our recruitment process identifies and mitigates risks to learner safety.
- Comply with legal and statutory duties under the Safeguarding Vulnerable Groups Act 2006, the Prevent Duty (Counterterrorism and Security Act 2015), and GDPR regulations.
- Promote equality, diversity, and inclusion while upholding our commitment to safeguarding principles.

Key Principles

Safer Recruitment Practices:

- All job advertisements will include a statement about Clear Quality Ltd.'s commitment to safeguarding.
- Applicants must provide a full employment history, explain any gaps, and supply at least two professional references.
- Rigorous interview processes will include safeguarding-specific questions to assess candidates' suitability.

Prevent Duty Compliance:

- All recruitment procedures incorporate Prevent Duty checks to ensure candidates are aligned with promoting British values and counteracting radicalisation.
- Staff will undergo Prevent training to uphold awareness and vigilance.

DBS Checks:

- Enhanced DBS checks are required for all roles involving regular contact with learners or sensitive information.
- A robust risk assessment will be conducted if a DBS check reveals any convictions.
- Records of DBS checks will be securely stored and updated in compliance with GDPR.

Training and Induction:

- All new recruits receive safeguarding and Prevent Duty training as part of their induction.
- Ongoing training will be provided to reinforce understanding and compliance.

Monitoring and Review:

- The effectiveness of this policy will be regularly reviewed, with updates made to reflect changes in legislation or best practices.