

## **Safer Recruitment**

Wessex Training and Assessment adopts a culture of safe recruitment in order to safeguard all concerned – those who work for the company and those who want to undertake a qualification.

The recruitment system will cover all staff in the office, administration support, assessors and teachers who have contact with learners and employers within the Early Years sector (Schools and Early Years Setting alike).

Adverts will be placed, offers will be extended to suitable trainee assessors where appropriate and interviews will take place. Job descriptions available.

Once a suitable candidate has been offered a position it will be made clear that it is conditional of satisfactory completion of the pre-employment checks:

- Verification of candidate's identity
- Gain previous employment history so that can be checked.
- Request references from at least 2 referees, one of which should be the previous employer. These will be scrutinised; open references will not be accepted. Any issues from a previous disciplinary action or allegations that are disclosed will be investigated fully.
- Obtain an enhanced DBS check – a record of the issue date and number will be kept but there is no need to keep a copy.
- If they are going to start prior to this being confirmed – obtain a separate barred check.
- Verify candidates mental and physical fitness to carry out the work responsibilities. An applicant will be asked relevant questions about disability and health in order to establish whether they have the mental and physical capacity for the job role.
- Verify the person's right to work in the UK.
- If the person has lived and worked outside the UK, make further checks (GOV.UK)
- Verify professional qualifications, as appropriate. Original certificates are to be checked and copied. Assessor award (A1 or D32/33) original certificates will be required to be checked by City and Guilds EQA.
- Register with City and Guilds – a centre update will be completed for approval. This will allow the new assessor to assess specific qualifications.

## DBS update service

Individuals can join the service at the point of application for a new DBS, this enables future status checks to be carried out to confirm that no new information has been added since time of issue. WTAL has a legal duty to refer to the DBS anyone who poses a risk of harm, to a child or vulnerable adult.

Once the paperwork system has started a main record per assessor/teacher will be maintained which will document the findings from above. The induction process will be recorded, and relevant awarding body requirements completed.

Once the new assessor has gone through the induction process, they will be introduced to new learners. Observation of work-practice will be completed within 2 months and contact with the learner and/or employer will be maintained to check the suitability of the individual. For the first year there will be a named mentor who will support them through the assessment process.

Regular supervision meetings will be held every month with the named IQA.

Should any negative issues arise that can't be resolved then the disciplinary and grievance procedure will be put into action.

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