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<b>Responsibility:</b>	<b>Director of Human Resources</b>

This policy applies to all College activity including ESF contracts.

## **SAFEGUARDING IN RECRUITMENT POLICY**

### **1. INTRODUCTION**

- 1.1. Leicester College is committed to safeguarding children and adults. To reduce risk and help ensure the College only employs those who are suitable to work with these groups, the following measures have been introduced and apply to all employees, governors, and volunteers to Leicester College.

### **2. PRE-EMPLOYMENT CHECKS**

- 2.1. Prior to a new employee starting work with the College the following checks are carried out by the Human Resources Department:

#### **2.2. DBS Disclosure**

2.2.1. All new employees are required to apply for an enhanced Disclosure and Barring Service (DBS) check.

2.2.2. Posts within the College are defined as containing regulated activity. The College is entitled to check with the DBS if an applicant is barred from working with children and/or adults.

2.2.3. Regulated activity includes:

2.2.3.1. Teaching, training, instructing, caring for (see 2.1.3 below) or supervising children if the person is unsupervised or providing advice or guidance on well-being, or driving a vehicle only for children.

2.2.3.2. Work for a limited range of establishments (known as 'specified places,' which include colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.

Work under 2.2.3.1 or 2.2.3.2 is regulated activity only if done regularly. Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:

2.1.1. Relevant personal care, or health care provided by or provided under the supervision of a health care professional:

- Personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing, and dressing.
- Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

## 2.2. Barring Lists check

2.2.1. A Barring Lists check will be undertaken for all staff before they commence their employment with the College. This check forms part of the online DBS clearance. However, in exceptional circumstances, where a new employee starts employment before their DBS clearance, a separate barring list check will be carried out.

2.2.2. The Barring Lists contain the names, dates of birth, National Insurance numbers and in the case of teachers, the teacher reference number, of people whose employment has been barred or restricted by the Secretary of State in terms of working with children or adults. It is an offence for the College to knowingly appoint someone to a post from which they have been barred.

## 2.3. Proof of Identity

2.3.1. The College will ask to see proof of identity such as a birth certificate, driving licence, or passport combined with evidence of an address. Proof of identity documents should include some form of photographic identity (except where for exceptional reasons none is available).

2.3.2. Agency staff are also required to bring proof of identity on their first day of employment at the College to be checked by the Human Resources Department.

## 2.4. Right to work checks

2.4.1. All new employees must have evidence that they have permission to work in the UK and to do the type of work that has been offered to them. Details of the type of documentation required by the College is provided by the Home Office and sent to the employee with their appointment letter.

## 2.5. References

2.5.1. Details of at least two referees are required one of which must be from the current or most recent employer and wherever possible, at least one of the referees should be able to comment on the applicant's suitability to work with children and adults. (All referees should be asked about the candidate's suitability for the role in question and whether the referee knows any reason why the applicant should not work with children and adults). A minimum of one satisfactory reference from the current or most recent employer must be obtained prior to the individual commencing employment with the College.

## 2.6. Medical Clearance

2.6.1. All successful applicants complete a short medical questionnaire to verify their mental and physical fitness to carry out their work responsibilities. Applicants are asked to indicate their sickness absence from work over the last 2 years and whether they have any underlying medical conditions which may affect them at work. Depending upon the responses, a more detailed questionnaire may be sent to the individual for consideration by the College Occupational Health Adviser. Medical clearance must be obtained prior to the individual concerned commencing employment with the College.

## 2.7. Qualifications

2.7.1. For all posts where professional or teaching qualifications are an essential requirement the original qualifications must be shown before commencement of employment. Photocopies of these qualifications will be retained on the employee's personal file.

## 2.8. Pre-Employment Online Search

2.8.1. In line with Keeping Children Safe in Education (2022) Guidance, Leicester College will conduct an internet search for all candidates as part of the conditional offer of work made.

2.8.2. The internet search will be limited to publicly available information using the candidate's name and any previous names used and entering this information into the Google search engine.

2.8.3. The lawful basis for carrying out this search is compliance with a legal obligation.

2.8.4. Information found as part of the search will be considered and used only to determine their suitability to work with children as part of the KCSIE guidance.

### **3. SUPERVISION ARRANGEMENTS PENDING AN ENHANCED DBS DISCLOSURE**

- 3.1. In exceptional circumstances, where a new employee starts employment before their DBS clearance, a supervision form must be completed (Appendix A). It is the Line Manager's responsibility to ensure that the individual is appropriately supervised and that all other checks including a separate barred list check, references and medical clearance have been completed.

### **4. NEW EMPLOYEES WHO HAVE LIVED OUTSIDE THE UNITED KINGDOM**

- 4.1. Whilst a DBS check is a check of a criminal record in the UK, this cannot currently assess criminal records held overseas. If a new employee has lived outside the UK any time during the last 5 years, they will need to obtain a criminal record check from the country they have lived in. This is commonly referred to as a Certificate of Good Conduct.
- 4.2. The application process for a Certificate of Good Conduct varies from country to country. The new employee will have to apply for a Certificate of Good Conduct in the country or the relevant embassy in the UK and provide the College with this.
- 4.3. Guidance for applying for a Certificate of Good Conduct can be found:-  
<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

### **5. CHILDCARE DISQUALIFICATION ACT**

- 5.1. Applicants who apply to work in either of the College nurseries will be required to complete a declaration that neither they, nor anyone who lives in the same household, is a disqualified person under the Childcare (Disqualification) Regulations 2009.
- 5.2. New employees who will be providing early years provision in College Nurseries (including later years provision up to the age of 8), will be required to complete a staff suitability declaration which will be held centrally by the nursery. This declaration will be updated each year to ensure that the information provided is current and that there are no changes to the documentation.

### **6. PART-TIME LECTURERS AND CASUAL STAFF**

- 6.1. It is the line manager's responsibility to notify the HR Department of the intended appointment of all part time lecturers or casual staff. This is to enable the HR Department to initiate the necessary checks as detailed in section 2 of this Policy before they commence employment.

### **7. AGENCY STAFF**

- 7.1. Before taking on a member of staff from an agency, the College will obtain evidence from the agency confirming the agency worker is registered with the

DBS update service or that a satisfactory DBS disclosure has been completed within the last three months, the date this was completed, the reference number, and whether it contained any disclosed information.

- 7.2. Where a DBS Disclosure indicates cause for concern the agency member will not be placed within the College pending further enquiries.

## **8. VOLUNTEERS**

- 8.1. All volunteers are required to apply for a Disclosure and Barring Scheme (DBS) Enhanced Disclosure.
- 8.2. Under no circumstances will a volunteer for whom an Enhanced DBS Disclosure has not been obtained be left unsupervised with children or adults.
- 8.3. Full details relating to the recruitment and vetting of volunteers at Leicester College can be found in the Volunteers Procedure (see appendix B).

## **9. DBS CHECKS FOR VISITORS**

- 9.1. A DBS Disclosure is not required for visitors who have contact with children or adults. However, the College will seek to ensure that visitors sign in and out and are escorted at all times whilst on the premises by a member of staff.

## **10. CONTRACTORS**

- 10.1. The Director of Estates and Campus Services is responsible for ensuring that all suitable checks and any supervision arrangements are in place. A policy detailing this guidance is attached (see Appendix 3).

## **11. SELF-EMPLOYED**

- 11.1. Line Managers must ensure that any person supplying services in a self-employed capacity have a current and valid DBS enhanced disclosure in place.

## **12. FRAUDULENT APPLICATIONS**

Fraud or deception in connection with an application for employment may amount to a criminal offence (Obtaining Pecuniary Advantage by Deception). In such cases the College in addition to any planned disciplinary action will consider reporting the matter to the police. The case will also be reported to the Secretary of State.

## **13. SINGLE CENTRAL RECORD**

- 13.1. The Single Central Record (SCR) covers all staff, governors, and volunteers. The information recorded indicates that the following checks have been completed, the date on which each check was completed, and who carried out the check:

- Identity checks;
- Qualification checks for any qualifications legally required for the job
- Right to work in the United Kingdom;
- Barring Lists check;
- Further overseas records checks where appropriate
- Disclosure reference number

#### **14. COMMUNICATION AND REVIEW**

- 14.1. This policy will be published on the staff intranet and reviewed at least every three years.

**Leicester College**

**Supervision Arrangements Pending DBS Disclosure**

1. All posts within the College are defined as containing 'regulated activity' i.e., contact with children and adults and are required to have an Enhanced DBS Disclosure.
2. The College seeks to obtain an Enhanced DBS Disclosure before an individual commences employment. However, if this has not been possible the Principal or their nominee has discretion to allow an individual to begin work pending receipt of the DBS Disclosure. At Leicester College this discretion has been delegated to Directors and Departmental Managers. The individual is then allowed to start work if they are appropriately supervised and all other checks, including: barring lists, references and medical clearance have been completed.

**3. SUPERVISION ARRANGEMENTS**

- 3.1. Supervision arrangements for individuals who start work prior to the result of a DBS Disclosure need to reflect or take account of:
  - What is known about the person concerned, their experience, job role and the level of responsibility?
  - For those with limited experience the level of supervision required may be high.
  - For those with more experience and where the references are detailed and provide strong evidence of good conduct in previous relevant work a lower level of supervision may be appropriate.
  - It must be made clear to the member of staff concerned that they are subject to this additional supervision.
  - The nature of the supervision should be specified and the roles of staff undertaking the supervision clearly identified.
  - Employees under supervision should not be alone with students in 1:1 situations e.g., tutorials.
  - The line manager is required to know the location of the new member of staff at all times including non-contact time.
  - The new member of staff must understand their personal responsibility not to put themselves in a situation where they are alone with individual students.
  - The arrangements should be reviewed regularly by the appropriate line manager (Director), at least every two weeks until the DBS Disclosure is received.

#### **4. RISK ASSESSMENT: SUPERVISION PENDING DBS DISCLOSURE**

- 4.1. Where supervision is required the line manager of the individual concerned must complete a Risk Assessment: Supervision Pending DBS Disclosure (Appendix A). The Risk Assessment is then authorised by the Director or Departmental Manager.
- 4.2. The individual cannot commence employment until the supervision arrangements have been authorised, and all recruitment checks completed. The original record of the risk assessment will be retained on the employee's personal file until receipt of the DBS Disclosure.

#### **5. RECEIPT OF DBS DISCLOSURE**

- 5.1. On receipt of a satisfactory Disclosure, the HR Department will notify the line manager that supervision arrangements are no longer required. If the Disclosure is returned and contains disclosed information a further risk assessment will be undertaken by the Principal or their nominee and an HR Adviser to determine whether the individual concerned can remain an employee of the College.



**Leicester College**

**RISK ASSESSMENT: SUPERVISION PENDING DBS DISCLOSURE**

**Name of Line Manager** .....

**Name of employee**.....

**Job Role**.....

**Proposed Start Date** .....

1. What experience does the new member of staff have of working with children under the age of 18 and /or adults?

2. What will be the nature of their duties in relation to children under the age of 18 and/or adults?

3. Will the employee named above have unsupervised access with children under 18 and/or adult groups pending receipt of DBS clearance?

YES/NO

If YES, state the level and frequency

4. Outline the supervisory arrangements that are proposed in respect of this individual. (The nature of the supervision should be specified and the roles of staff undertaking the supervision should be clearly identified here).



## VOLUNTEERS PROCEDURE

The following procedure should be followed in all cases where a manager in a department or curriculum area wishes to take on a volunteer. It is implemented with immediate effect (it will not be applied retrospectively to volunteers already working in the College):

1. The volunteer completes an application form and gives it to the manager.
2. There is an informal interview with the volunteer when the role the volunteer will carry out and expectations on both sides are discussed and, in particular, any issues/concerns on safeguarding are addressed. The standard questions on safeguarding should be used in this context. The manager will keep a record of the interview covering the questions asked and responses provided.
3. The manager takes up two references for the volunteer. This may be done through a telephone conversation (and noted) or email as an alternative to a more formal letter. Any paid employment or other activity the volunteer has done which involves work with children, young people or adults must be followed up via a reference. The key safeguarding question to be asked is:  
*Is [Name] a suitable person to work with children, young people and adults?*
4. The manager completes a Volunteer Details Form which must be signed by a CLT level manager.
5. The manager sends a copy of the completed Volunteer Details form, volunteer's application form, record of the interview and references to HR.
6. Upon receipt of the Volunteer Details Form, the volunteer will be sent a link to complete the DBS application process. The DBS process needs to be completed before the volunteer starts volunteering at the College.
7. HR enters the details of the volunteer onto the HR database (which is also used to generate the Single Central Record).
8. When the volunteer starts the manager carries out an induction which reflects the time the individual will spend in College and their responsibilities. As a minimum it must cover health and safety, safeguarding and equality and diversity. Volunteers may also attend the corporate induction day.
9. Volunteers will automatically be taken off our College database at the end of the academic year.

**SAFEGUARDING AND EXTERNAL CONTRACTORS POLICY**

**1. INTRODUCTION**

- 1.1. The College recognises its responsibilities when work is being carried out by external contractors on the College premises. Supervision, segregation, and monitoring are implemented throughout the duration of the work to ensure the safeguarding of students.
- 1.2. The current procedure for contractors includes the selection of suitable contractors through the College approved contractor list. Each Contractor will have a site induction which includes health and safety, safeguarding, and code of conduct. (This is outlined at the end of this document.)
- 1.3. The College have identified the potential risks associated with contractors working on College sites:-
- Contractor forming a relationship with a student
  - Contractor grooming a student
  - Verbal abuse of a student
  - Physical abuse of a student
- 1.4. The following areas of work have been risk assessed where external contractors are used, and the College has implemented the following control measures:-
- Monitoring of contractors – including daily supervision from a member of staff from the Accommodation and Campus Services Department, ICTS or Curriculum member of staff, daily supervision from site foreman (where appropriate), and site patrols by a Campus Warden.
  - Contractors will have an ID badge which must be worn at all times whilst on College premises. Each contractor must sign in and out on a daily basis.
  - Risk assessment carried out by Estates and Facilities Manager.

**2. AREAS OF WORK IDENTIFIED WHERE THERE IS A RISK OF CONTRACTORS**

**2.1. Planned Maintenance / Project Works**

- 2.1.1. This includes contracts for works such as new buildings, extensions, roof repairs, boiler renewals, window renewals, re-wiring, and IT installation.
- 2.1.2. The contractor will be undertaking works over a period of weeks with various trade persons attending.

2.1.3. Works will be programmed in College holiday periods whenever possible.

2.1.4. Additional Control Measures:-

- Named contractors with DBS check (as a minimum the foreman of the principal contractor).
- Segregated/Designated work area with segregated welfare facilities, e.g., own toilets.
- Fortnightly Site meetings – Estates Director or Estates and Facilities Manager attends.

## 2.2. Routine Service Visits

2.2.1. This includes service contracts for boiler maintenance, fire alarm and emergency lighting checks, legionella checks, electrical tests, intruder alarms, gas heater maintenance, i.e., where usually the contractor's visit is planned and will be undertaking works over a period of hours or a couple of days involving a single or only a small number of workers.

2.2.2. Additional Control Measure:-

- Signage and barriers used, segregated if possible.
- DBS checks recorded by Estates.

## 2.3. Reactive Maintenance/Emergency Call Outs

2.3.1. This includes contracts for works such as Reactive maintenance, emergencies (e.g., window breakages, plumbing/electrical repairs) i.e., where the contractor's visit is unplanned and would normally be undertaking works over a period of hours involving a single or small number of workers.

2.3.2. Additional Control Measure:-

- Signage and barriers used and segregated where possible.

## 2.4. External Works

2.4.1. Work is carried out on external areas of the College e.g., not in a College building, repair to outside lighting.

## **Code of Conduct for Contractors undertaking work at Leicester College**

1. You must observe this code at all times.
2. You must stay within the confines of the agreed site or work area.
3. You must obtain consent if access is required outside the site or work area.
4. You must only use the agreed access routes and need to obtain consent if alternative access routes are required.
5. You must avoid any contact either verbal or physical with College Students at all times.
6. You must not use inappropriate or profane language.
7. You must dress appropriately – tops to be worn at all times.
8. You must keep staff informed where you are and what you are doing.
9. You have a duty to report any matters out of the ordinary or of concern, involving students, immediately to the Estates Office.
10. You must not give out addresses or mobile phone numbers to the students.
11. You must not arrange to meet with College Students either inside or outside of the organisation site.
12. You must not offer to buy or sell items from College Students or give/accept gifts from them.
13. You must not bring alcohol on the College site.
14. You must not share food or drinks with College Students.
15. You cannot use the Colleges facilities, e.g., the Refectory and Library at any time.

The code of conduct is integrated into the site induction and displayed on site or where appropriate, issued in card form to site workers.

The intention is for staff from both the contracting organisation and the contractor to understand what is considered to be acceptable behaviour. If this is understood, then either party can report any contact or activity that falls outside its scope to the contracting organisation for appropriate steps to be taken. The Estates and Facilities Management will exercise its right to exclude any contractors' staff from the site who fail to observe this code of conduct.

Director of Estates and Campus Services  
Leicester College