

Safer Recruitment Policy

This is the Safer Recruitment Policy as adopted by the Unloc Leadership Board on Tuesday 11th June 2024 and will be reviewed within two years of this date.

Policy Statement

Unloc Learning Limited is invested in promoting the welfare of vulnerable individuals, especially children and young people. To that end, Unloc will follow the policy and processes as outlined in this document in all circumstances to ensure that recruitment is done in such a way that safety is made paramount.

We work within the context of all relevant legislation. In particular:

- Rehabilitation of Offenders 1974 (Exceptions Order) 1975
- Human Rights Act 1998
- Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- The Safeguarding Vulnerable Groups Act 2006
- The Immigration, Asylum and Nationality Act 2006
- The Equality Act 2010
- General Data Protection Regulation (GDPR)
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013
- Keeping Children Safe in Education (guidance document) 2019

Policy Aims and Objectives

This policy aims to:

- Deter unsuitable applicants from applying for roles with vulnerable groups.
- Ensure all candidates are treated fairly, consistently and in compliance with all relevant legislation.
- Ensure all appointments are made with due consideration for the safety of children and young people.
- Provide a transparent guide to Unloc's Recruitment, Selection and On-Boarding process.

Recruitment and Selection Procedures

Unloc works to ensure a recruitment and selection process which is fair, non-discriminatory and safe:

- 1. Recruitment Panel.** When it is decided that a new position is required at Unloc by the Leadership Team, a Recruitment Panel of three persons is appointed. The panel should comprise a Leadership Team member, the proposed line manager of the appointee and one other.
- 2. Job Description, Person Specification and Application Process.** The Recruitment Panel is responsible for collating a clear Job Description and Person Specification as well as codifying the application process (normally comprising an application form and request for a CV). The final documents must be signed off by the Unloc Director with HR responsibilities.

3. **Internal Advert.** All roles are to be internally advertised by email to all employees a full 24 hours before any public advert is posted, except for when utilising a funded scheme through a training or education provider. This does not prevent a public advert from being posted.
4. **Public Advert.** All roles are to be advertised locally through recognised job advertisement channels as well as on nationally accessible platforms such as Indeed and LinkedIn. All roles will be advertised in accordance with this policy, including informing applicants of the required pre-employment checks. The only roles which do not require public advert are those which are only suitable for internal appointments as a result of business needs or when utilising a funded scheme through a training or education provider. Internal appointments should still go through the other steps outlined in this policy.
5. **Shortlisting.** The Recruitment panel is responsible for shortlisting up to 7 candidates based on each application and accompanying CV. The shortlisting criteria should match up with the key features of the Job Description and Person Specification, with the individual members of the panel assigning scores out of 10 for each criterium for each candidate. Candidates which are obviously unsuitable for the position advertised can be disregarded on unanimous agreement of the panel.
6. **Interviews.** Interviews must be conducted by two people, comprising at least one Recruitment Panel member and one other. The interviewers must adhere to a pre-agreed list of questions approved by the Recruitment Panel, although can explore candidates' answers which may deviate from the initial line of questioning. The lead interviewer, pre-agreed between the interviewers, will explain the structure of the interview to the applicant at the start of the session. There must always be an opportunity for an applicant to ask any questions they may have.
7. **2nd Interviews or Micro-Teach (if required/relevant).** There are some circumstances, as dictated by the Recruitment Panel, whereby an additional interview or micro-teach may be required. These should follow the same principles as the initial interview; explaining a clear process, providing time for applicants to ask questions, ensuring equality of opportunity.
8. **Job Offer.** A Job Offer is made to the candidate as agreed by the Recruitment Panel. All Job Offers include:
 - a. The proposed start date and salary point, benchmarked against the Unloc Pay Spine
 - b. The Job Details including Job Title and a shortened Job Description
 - c. A contingency clause based on the completion of all Pre-Employment Checks as outlined in this document
9. **Pre-Employment Checks.** All appointees who accept a job offer must pass all the Pre-Employment checks as outlined both in this document and in their Job Offer before a contract can be agreed.
10. **Contract.** An employment contract is drawn up and sent to the appointee for their review and signature. Appointees may ask questions about its content and may request revisions. Such requests will be reviewed by the Unloc Director with HR responsibilities

on a case by case basis. Unloc is under no obligation to adhere to such requests and a failure to reach an agreement could lead to the contract being abandoned.

11. **On-Boarding.** The on-boarding process for all new employees is outlined in this document. See below.

Pre-Employment Checks

No work is to begin, except pre-designated induction activities as outlined in this policy, until all of the checks below have been completed.

1. **Barring Checks.** All applicants who are to have any contact with children or vulnerable adults must undergo an Enhanced Check with Barring through the Disclosure and Barring Scheme (DBS) resulting in no adverse report and no soft data “brown envelope” received from the police. Where an applicant is signed up to the DBS Updating Service, this will be utilised so long as the applicant’s certificate is of the relevant check e.g. someone who only holds a Standard DBS Certificate would need to undergo a new check at the Enhanced DBS with Barring level as outlined above.
2. **Right To Work Checks.** All applicants must be able to demonstrate a right to work in the UK.
3. **References.** All appointments will be made pending references. No work with children will be undertaken by any appointee until satisfactory references are received.
4. **Social Media Checks.** All applicants will be made aware that their social media profiles, if publicly accessible, will be used to determine their suitability for the role they are applying for. Specifically, they will be checked to see if any online activity would risk the company’s reputation.

The On-Boarding Process

All new employees will go through the following process (not necessarily in this order):

1. **Initial Induction Session.** This session, normally led by the employee’s line manager, covers:
 - a. Overview of Induction Process
 - b. Values & Ethos of Unloc
 - c. Company Overview
 - d. Meet The Team
 - e. Tour of Designated Unloc Office and Host College (or relevant primary workspace)
 - f. Policies & Procedures
 - g. Employee Benefits including PerkBox, Mobile and MacBook
 - h. Key Forms including Bank Details, Declaration of Interests, Emergency Contacts, Medical, Data Disclosure Agreement, Company Bike & Car Agreement, Phone Usage Agreement

2. **Digital Tools Session.** This session, normally led by the employee's line manager, covers the correct use of:
 - a. Mobiles
 - b. MacBooks
 - c. Emails
 - d. Calendar (Booking Car/Bikes/Office Space)
 - e. Google Drive Layout
 - f. G Suite - Docs, Sheets, Slides, Forms
 - g. Unloc.online (when relevant)
 - h. Social Media (and using the Unloc Style Guide)
 - i. Monday.com
 - j. Any other relevant software
3. **Safeguarding Training.** All new employees must undergo Safeguarding training led by the Designated Safeguarding Lead or their Deputy. For further information, see Unloc's Safeguarding and Child Protection Policy and Procedures document.
4. **Prevent Training.** All new employees must undergo online Prevent training. This is followed up by a further internal sessions led by the Designated Safeguarding Lead or their Deputy.
5. **Data Protection Training.** All new employees must undergo Data Protection training. This can be either an in-person training session led by the Data Protection Officer or their Deputy or an online training course with a pre-designated pass mark.
6. **Micro-teach Session (facilitation staff only).** This is for new facilitation staff to practice their facilitation skills and try out any new activities they have been creating, as well as an opportunity to gain valuable feedback from peers and managers.
7. **Facilitation Skills & Ethos Session (facilitation staff only).** This is for new facilitation staff to get a further understanding of Unloc's approach to facilitation and is normally led by the Content & Quality Manager.
8. **Work Portfolio Session.** This session, normally led by the employee's line manager, is the first opportunity for an employee to get a detailed briefing on their work responsibilities from a day-to-day perspective. For facilitation staff, this would include a Programme Portfolio outlining every programme the employee is directly responsible for.
9. **Mentor.** All new employees should be assigned a mentor from within the existing team. The mentor is there to help new employees settle in and answer any questions they may have that do not relate to the specifics of their work.
10. **Team Building Activity.** New employees should get the opportunity to participate in a whole-team team building activity as soon as is logistically practical.

Ending Employment At Unloc

When ending employment at Unloc, whether it be through voluntary resignation, the end of a fixed term contract, redundancy, or termination of employment, the following key steps are taken to ensure the safety of Unloc's team, data, and end users.

- **Exit Interview.** An interview is undertaken to gather quantitative and qualitative data from the leaving staff member, to help inform decision making going forward.
- **Return of Items.** On the final day of employment, or sooner, a leaving staff member must return any and all items belonging to the organisation, including but not limited to Unloc Staff ID, Unloc branded clothing, Unloc Technology (such as Macbook, iPhone, headphones, microphone, laptop stand, etc).
- **Deletion of Data.** All but essential data as per relevant legislation in relation to the departing staff member is deleted.
- **Removal of Access.** Access is removed to all Unloc systems, including but not limited to Unloc's Google Suite, Monday.com, Canva, Perkbox, and anything else linked to an Unloc email address.

--- END ---

Unloc Learning Limited

Upper Second Floor,
Portsmouth Guildhall,
Guildhall Square,
Portsmouth,
PO1 2AB