


# Safe Recruitment Policy



## Safe recruitment policy

Document Owner	Kelvin Blackburn Managing Director
Last Reviewer	Salvatore Sgarlata Operations Manager
Last Reviewer Signature	
Last Review Date	03/02/2026
Revision Number	01

# Safe Recruitment Policy



## INTRODUCTION

2020 Safety Training (2020 STL) is committed to observing Safe Recruitment within our organisation.

## POLICY STATEMENT

Safer recruitment is crucial for maintaining a safe and secure environment within our organisation. It ensures that individuals recruited for various roles, especially those involving contact with children or vulnerable adults, are reliable, trustworthy and don't present potential risks.

## SCOPE

Alongside our Code of Conduct, this policy applies to all persons working for us or any group company or on our behalf in any capacity, including employees at all levels, directors and partners. We are committed to maintaining a safe and secure environment for our students, staff, and community. We foster inclusivity, celebrating and respecting differences. We welcome diversity and encourage applications from all backgrounds and genders. We consider our recruitment practices to be comprehensive and unbiased; ensuring fairness, transparency, and equal opportunity for all.

## ABOUT THIS POLICY

The purpose of this policy is to:

- a) We aim to dissuade individuals with inappropriate intentions from applying by clearly communicating that we prioritise safeguarding in application processes or job adverts.
- b) We will identify and reject unsuitable candidates during our recruitment and selection process, who don't demonstrate the necessary qualifications, skills, experience, or personal attributes required to effectively perform the required job.
- c) We have designated our Operations Manager as the safeguarding officer and established clear policies, processes, and behavioural standards to ensure a safe work environment and we encourage this to be communicated as part of induction and probation.
- d) We encourage people to report inappropriate behaviour and abuse. We respond effectively to foster a safe working culture.

## WHO IS RESPONSIBLE FOR THE POLICY

The Managing Director has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that we all comply with it.

The Operations Manager has primary and day-to-day responsibility for implementing this policy, monitoring its use and effectiveness, dealing with any queries about it, and auditing internal control systems and procedures to ensure they are effective.

# Safe Recruitment Policy



You are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to the Operations Manager.

## **RECRUITMENT AND SELECTION CODE OF PRACTICE**

2020 STL is committed to recruiting a high quality workforce with appropriate expertise and experience.

Equality of opportunity is a core value of 2020 STL and recruitment and selection procedures have been designed to provide ways to assess and appoint the most capable and effective employees while ensuring that all individuals are treated with fairness and sensitivity. It is the 2020 STL's policy to recruit the most appropriate person for each approved vacancy regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

At the same time 2020 STL's needs to ensure that all staff recruited have a right to work in the UK, with checks made before they start work and that all immigration requirements are met as specified by UK Visas & Immigration (UKVI).

Selection is a subjective process, so a systematic framework is essential to ensure that decisions are soundly based, consistent and defensible.

The Managing Director and Operations Manager will ensure the recruitment and selection process is clear and up to date with regards to all elements of legislation. The department is available to provide advice and guidance at every stage of the recruitment and selection process.

## **IF YOU ARE AN ASSOCIATE**

2020 STL will follow the same rules for any associates undertaking work on behalf of 2020 STL.

## **AIMS OF THE CODE OF PRACTICE**

- To help departments to recruit the best people in a fair and efficient way;
- To encourage good practice; and
- To ensure that 2020 STL offers equal opportunities to all job applicants.

## **APPLICATION AND SHORTLISTING PROCESS**

- We use a structured application process that ensures a thorough, consistent, and fair process of obtaining, analysing, and evaluating information from and about applicants.
- At least two individuals are involved in shortlisting and applications are anonymised with name and personal information removed.
- We select all candidates for interview based on their skills, qualifications, and experience.

# Safe Recruitment Policy



## INTERVIEWING PROCESS AND DECISIONS

- Recruiting staff conduct thorough and consistent interviews, ensuring that questions relate directly to the role's requirements.
- Interview guidance is available for applicants to understand what is expected of them during the interview process.
- 2020 STL require a minimum interview panel of two to reduce biases and enhance the accuracy of evaluations.
- A panel meeting is held as soon as possible after all interviews have taken place. This meeting involves all those involved in the selection/interview process.
- The final selection is always made by the panel to appoint the best candidate who meets the criteria for the role.
- 2020 STL will keep clear and detailed records of the recruitment process, including applications, interview notes, reference checks, and any other relevant documentation. This ensures transparency and accountability.

## PROBATION AND TRIAL PERIOD

Newly recruited staff complete a probationary period, during which their performance, behaviour, and suitability is monitored and evaluated. A four-week trial period is offered to anyone coming through redeployment.

## CONSISTENCY AND FAIRNESS

We adhere to our recruitment and selection code of practice to ensure fairness and transparency.

We treat all candidates fairly and equitably throughout the recruitment process. We avoid any form of discrimination, bias, or favouritism.

Staff, students, and visitors can report any form of discrimination, misconduct, harassment to the Operations Manager (Safeguarding Officer) or to the Managing Director.

We select all candidates for interview based on their skills, qualifications, and experience.

We may terminate our relationship with associates and other individuals and organisations working on our behalf if they breach this policy.

## FURTHER INFORMATION

For any questions regarding this policy, please contact the Operations Manager.

Review frequency: Annual

Senior Manager: Salvatore Sgarlata – Operations Manager