



## SAFER RECRUITMENT OF STAFF

F-TEC undertakes to ensure that their staff are fit to work in a training provider setting with children and vulnerable adults. It also reserves the right to refuse to employ staff whom it has a reasonable belief may pose a risk to its learners.

F-TEC has systems in place to prevent unsuitable people from working with children or vulnerable adults and to promote safe practice. These systems apply to all new staff and require the following checks to be made prior to appointment:

- A minimum of two references, satisfactory to F-TEC, one of which should be from a previous employer,
- Documentary evidence checks of identify, nationality, residency and “right to work” status,
- Enhanced DBS (Disclosure & barring service) check with barred list information\*,
- Documentary evidence of qualifications,
- Satisfactory completion of the probationary period,
- Where subcontractors are delivering courses, the provider must provide written assurance that all relevant staff will be DBS checked, and this will be validated.

In accordance with the Regulations, records of all checks carried out are kept in a single central record.

\*If a DBS check is delayed for any reason the staff member will not be subject to lone working with apprentices aged under 18. They must always have a member of staff present who is fully DBS checked until the point they receive a full DBS check.