

STAFFING POLICY (SAFER RECRUITMENT)

The most important resource of Turning Factor is its staff and associates and all those who contribute in other ways, either directly or indirectly, to the objectives of the organisation.

Such staff may be full or part-time and may be permanent or on short-term contracts. Our aim is that all types and categories of staff should be treated, and feel treated, as members of the team on which Turning Factor is dependent on for its and their future. This document sets out Turning Factor's staffing policy.

To survive and be successful the organisation depends upon staff that are not only of a high quality but are willing to learn and be flexible, accepting opportunities offered by new methods of working and taking up new duties as required and overall operating in alignment with our Values.

Aims and Objectives

The aims of the Turning Factor staffing policy is to:

- Recruit and retain employees of the highest quality and motivation in order to fulfil Turning Factor's aspiration to be a leading professional L&D company
- Ensure that employees receive the necessary opportunities and incentives to develop relevant skills and realise their full potential as productive members of the organisation
- Provide employment conditions and practices that both enable the development of the company and respect the rights and dignity of individuals, and provide safe and healthy working environments
- Encourage the development of working practices and procedures that recognise the creativity, skill and commitment of individuals and ensure that these abilities are employed in the best and most efficient manner to further the objectives of Turning Factor.

Equality of Opportunity

Equality of opportunity is central to the ethos of an educational company. Turning Factor is not only required by law to avoid discrimination on the grounds of gender and ethnic origin, but also to avoid discriminating based on a member's religion, sexual orientation, age, marriage and civil partnership, pregnancy and maternity. The provisions of the Turning Factor policy on Equality of Opportunity apply to all aspects of staffing policy, including recruitment, remuneration, promotion, career development, and the working environment.

Safety

The systematic care of the health and safety of its staff is an essential objective of Turning Factor's staff policy. To this end it is the responsibility of all staff to ensure compliance with relevant safety legislation and to promote safe working practices in all aspects. Safety is an

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individual as well as a company responsibility and Turning Factor expects its staff to adhere to the Safety Policy and to recognise their legal responsibilities to care for the health and safety of themselves, their colleagues and all who may be affected by their activities.

Remuneration

The remuneration policies of Turning Factor will aim to:

- Attract and retain high quality staff, committed to Turning Factor’s objectives
- Encourage high performance, flexibility of working practices and the acquisition of relevant skills
- Meet the requirements of the Equal Pay Act and other relevant legislation, and of Turning Factor’s policy on Equality of Opportunity
- Provide fair rewards to individuals in relation to other staff of the company working in broadly similar jobs and at similar levels of performance

Appraisal and Pay Rises

Appraisals for employees are held annually in December each year. Pay rises are dependent on personal performance and the business performance. For new staff, an appraisal will be held approximately three months after start date where initial progress will be discussed.

Conditions of Service

The contractual terms relating to an appointment, including hours of work, holidays, sick pay and remuneration is agreed with all members of staff, and signed contracts agreed.

Recruitment

Turning Factor will follow recruitment processes which will enable it to recruit the best staff and associates with the skills it needs. Selection for all posts will be based on job and person specifications to ensure the best match of applicants' abilities with the organisation’s needs. Salaries on appointment will normally be set depending on the individual's experience and budget available.

Turning Factor have a Safer recruitment approach to recruitment to prevent people who pose a risk of harm from working with vulnerable adults by adhering to statutory responsibilities to check staff who work with these groups, taking proportionate decisions on whether to ask for any checks beyond what is required.

At least one of the people who conducts an interview for Turning Factor will be fully aware of Turning Factor’s responsibilities within this Safer Recruitment Policy and have up to date Safeguarding Training. Turning Factor will manage concerns/allegations, against staff that might indicate they would pose a risk of harm to vulnerable adults including referral to the designated officer at the Local authority. Turning Factor will make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed or removed due to

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safeguarding concerns or would have been had they not resigned. This is a legal duty and failure to refer when the criteria are met is a criminal offence.

For tutors, a variety of personal and professional attributes will be considered including.:

- Preferably a teaching qualification
- Preferably an academic qualification in the subject taught or a professional qualification in the subject taught
- Wide practical experience in the subject of the teaching
- Empathy towards the delegates
- Ability to impart knowledge to others in an effective manner
- Membership of relevant institute

This part of the policy describes in detail those checks that are or may be required for any individual working in any capacity at or visiting Turning Factor. Turning Factor will act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence, including criminal record checks (Disclosure and Barring Service (DBS) checks, together with references and interview information.

Turning Factor may choose to carry out an enhanced DBS check, without barred list information. In addition to obtaining any DBS certificate as described above, any member of staff who is appointed to carry out tutoring work will require an additional check to ensure they are not prohibited from tutoring.

For those engaged in management roles an additional check is required to ensure they are not prohibited. Where Turning Factor allows an individual to start work in regulated activity before the DBS certificate is available, they should ensure that the individual is risk assessed.

By virtue of the Conditions of Funding in respect of funding received from Skills Bootcamp, or any other funding stream, before employing a person to carry out tutoring work in relation to teaching vulnerable adults, Turning Factor will take reasonable steps to establish whether that person is subject to a prohibition order.

Tutor work covers planning and preparing lessons and courses for learners; delivering sessions to learners; assessing the development, progress and attainment of learners; and reporting on the development, progress and attainment of learners.

Turning Factor will renew staff involved regulated activity's DBS check every 3 years to ensure truly accurate records. Turning Factor will review DBS checks of staff not involved in regulated activity and take a view whether to renew based on individual job roles.

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Offer of Employment

Any offer of appointment made to a successful candidate, including one who has lived or worked abroad, will be conditional on satisfactory completion of the necessary pre-employment checks. When appointing new staff Turning Factor will:

- Verify a candidate's identity
- Obtain an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity).
- Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available.
- Verify the candidate's mental and physical fitness to carry out their work responsibilities; A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role. As part of recruitment Turning Factor will:
- Verify the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then Turning Factor will follow advice on the GOV.UK website.
- If the person has lived or worked outside the UK, make any further checks where the individual will be or is engaging in regulated activity, Turning Factor will confirm on the DBS application that they have the right to barred list information.
- Complete appropriate induction after appointment

References

References will always be obtained from the candidate's current employer. Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving should be obtained from the organisation at which they were employed.

Turning Factor will scrutinise references and seek to resolve any concerns satisfactorily, before the appointment is confirmed, including for any internal candidate. Obtaining references before interview, allows any concerns to be explored further with the referee and taken up with the candidate at interview. They will always be requested directly from the referee and preferably from a senior person with appropriate authority.

Turning Factor will not rely on open references, for example in the form of 'to whom it may concern' testimonials, nor should they only rely on information provided by the candidate as part of the application process without verifying that the information is correct.

Where electronic references are received, Turning Factor will ensure they originate from a legitimate source. Funding agreements require Turning Factor to have robust record keeping procedures in place. Turning Factor do not have to keep copies of DBS certificates in order to

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fulfil the duty of maintaining the single central record. If Turning Factor choose to retain a copy, it will not be retained for longer than six months.

Allegations

It is essential that any allegation of abuse made against a tutor or other member of staff is dealt with quickly, in a fair and consistent way that provides effective protection and at the same time supports the person who is the subject of the allegation.

Turning Factor will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered. Details of allegations that are found to have been malicious will be removed from personnel records. However, for all other allegations, it is important that a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken, and decisions reached, is kept on the confidential personnel file of the accused, and a copy provided to the person concerned. The purpose of the record is to enable accurate information to be given in response to any future request for a reference, where appropriate. It will provide clarification in cases where future DBS checks reveal information from the police about an allegation that did not result in a criminal conviction and it will help to prevent unnecessary re-investigation if, as sometimes happens, an allegation resurfaces after a period.

Turning Factor have an obligation to preserve records which contain information about allegations of sexual abuse. All other records should be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer.

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