



Safer Recruitment Policy

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Policy Purpose

The WEC Group is committed to promoting the welfare and safeguarding of all apprentices and ensuring that they are recruited safely and fairly. This Safer Recruitment Policy outlines the principles and procedures we follow in the recruitment of apprentices to ensure that we select candidates who are suitable to work in an environment with young people and vulnerable adults.

Policy Scope

- To ensure that all apprentices are recruited in a safe and transparent manner.
- To safeguard the welfare of apprentices by ensuring that only suitable individuals are selected for apprenticeship roles.
- To ensure that recruitment practices comply with current legislation, regulations, and best practice guidelines.
- To protect apprentices from harm by ensuring that all those involved in the recruitment process understand their safeguarding responsibilities.

Our Values

The WEC Group values are:

- 1) **INTEGRITY**- We will operate ethically, reliably and honestly.
- 2) **EXCELLENCE**- We will exceed expectations and strive to be the best we can.
- 3) **POSITIVITY**- We will bring energy and enthusiasm to both our work and learning whilst being supportive of others, our processes, our customers and the Company.
- 4) **TEAMWORK**- We will work together to be more efficient and productive, resulting in increased innovation, higher morale and improved retention.
- 5) **SAFETY**- We will promote a safety culture within the workplace which is fundamental to our operational excellence.

We align our values to the British Values, which are:

- 1) **Democracy**- giving everyone a voice of opinion
- 2) **Individual liberty**- Freedom of speech
- 3) **The Rule of Law**- No one is above the law, innocent until proven guilty
- 4) **Respect and Tolerance**- respect for people of all backgrounds, cultures, ages, genders, faiths, sexualities and beliefs

Legal Framework

This policy is guided by the following key legislative frameworks:

- **The Children Act 1989 & 2004**
- **The Safeguarding Vulnerable Groups Act 2006**
- **The Equality Act 2010**
- **The Apprenticeship Levy Framework**
- **Keeping Children Safe in Education (KCSIE)**
- **Disclosure and Barring Service (DBS) regulations**

Recruitment Process

The recruitment process for apprentices at WEC Group will adhere to the following stages:

- **Job Description and Person Specification:** A clear and accurate job description will be created for the apprenticeship positions and also the delivery team positions. These will outline the skills, qualifications, and experience required.
- **Advertising the Role:** Apprenticeship vacancies and delivery team vacancies will be advertised through appropriate channels, ensuring that the opportunity is accessible to a wide pool of candidates, while considering equality and diversity.
- **Application Form:** All candidates will be required to complete an online application form that includes questions related to their skills, experience, and motivation. The application form will also request details of any relevant criminal convictions, as part of safeguarding checks.
- **Shortlisting:** Applications will be carefully reviewed by the recruitment panel, assessing each candidate's suitability based on the required criteria. Shortlisting will also include checks for any discrepancies or concerns raised during the application process.
- **Interview Process:** Shortlisted candidates will be invited to a first stage formal interview. The first stage interview process will include safeguarding questions to assess candidates' understanding of their responsibilities in ensuring a safe environment for apprentices. This will also include exploring their motivations for working with young people or vulnerable adults.
- **Pre-Employment Checks:**
 - **References:** We will seek and obtain two professional references for each candidate applying for the delivery team positions. One must be from the candidate's most recent employer or educator.
 - **DBS Checks:** A Disclosure and Barring Service (DBS) check will be required for all delivery team candidates working with apprentices to ensure candidates do not have any disqualifying criminal convictions.
 - **Right to Work:** All candidates will be required to provide evidence of their right to work in the UK.
 - **Qualification Verification:** Qualifications claimed by the candidate will be verified with the relevant awarding bodies.
 - **Health and Safety Checks:** For positions involving specific physical or environmental risks, appropriate health assessments may be conducted to ensure candidates are fit to perform their duties.

Induction and Training

- **Safeguarding Training:** All newly appointed apprentices will undergo a safeguarding workshop. This ensures that apprentices understand their rights, responsibilities, and who to contact in case of concerns.
- **Continuous Safeguarding Education:** Apprentices will receive regular updates and ongoing training in safeguarding as part of their development program.

Monitoring and Evaluation

- **Review of Recruitment Practices:** Recruitment procedures will be regularly reviewed to ensure they continue to meet legal requirements and best practices.
- **Feedback:** Feedback from candidates and other stakeholders will be sought to assess the effectiveness of the recruitment process.

Role and Responsibilities

- **Recruitment Panel:** Edd Belshaw, Group Apprenticeship Coordinator, will be responsible for ensuring the process is carried out in accordance with this policy. Appropriate training in safer recruitment practices is undertaken.
- **Designated Safeguarding Lead:** The designated safeguarding lead within the WEC Group is responsible for overseeing all safeguarding checks and ensuring compliance with this policy.

Confidentiality

All information related to candidates and their recruitment process will be treated confidentially. Access to this information will be limited to those involved in the recruitment process and will be stored securely in compliance with data protection regulations.

Conclusion

The WEC Group are committed to ensuring a robust and thorough recruitment process to safeguard all apprentices in our care. By following this policy, we aim to create a safe environment for learning and working, in which apprentices can thrive without risk of harm.

NEXT REVIEW DATE: 12/11/2026

Useful Contacts

WEC Group Engineering Academy Governing Team: Steve Hartley- Chair of Governors Gemma Kennedy- Governor Jamie Sharp- Governor Neil Burrows Chris Dickinson Derrick Connelly	07774 768342 07384 460546 07464 547412 Contact via Gemma Kennedy	steve@wecl.co.uk gemma.kennedy@wecl.co.uk jamies@mtladv.com
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