



Safer Recruitment Policy

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Responsible Officer: Head of Quality and Safeguarding
Approved by: Governors/ CEO/ Senior Leadership Team
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Summary of Changes

Version	Review date	Comments
Version 1.6	16/02/2026	Merged the Recruitment and Selection and the DBS Policies. Renamed merged policies to Safer Recruitment Policy. Included the full range of the safer recruitment process at Runway Training. Included a safer recruitment procedure flow chart.

Contents

1. Purpose.....	1
2. Scope.....	1
3. Policy Statement.....	1
4. Definitions.....	2
5. Procedures.....	2
Vacancies.....	2
Advertising of Vacancies.....	3
Internal Resourcing.....	3
External Resourcing.....	3
Agency Applications.....	3
Consultant Recruitment.....	3
Selection Process.....	4
Interview process.....	5
Before interview.....	5
Reasonable adjustments.....	5
During the interview.....	6
After the interview.....	6
Pre-employment checks.....	6
Offers of Employment.....	7
Single Central Register.....	8
6. Monitoring.....	8
7. Linked Policies.....	9
8. Legislation and Guidance.....	9
9. Review.....	9
Annex 1 - Safer Recruitment Process – Flow Chart.....	0

1. Purpose

Runway Training aims to recruit solely based on the applicant's abilities and individual merit as measured against the selection criteria for the role. Qualifications, experience, and skills will be assessed at the level relevant to the role. Runway Training is committed to Safeguarding and promoting the welfare of all learners and apprentices in its care. As an employer, we expect all colleagues to share this commitment.

In line with legislation, including the Children Act 2004, updated July 2025, Safeguarding Vulnerable Groups Act 2006, updated 2012, Prevent Duty Guidance last updated in 2025, Working Together to Safeguard Children 2025 and Keeping Children Safe in Education 2025, Runway Training is committed to a thorough and consistent Safer Recruitment and Selection Policy which encompasses our commitment to a safer recruitment strategy.

2. Scope

This policy applies to all staff, hiring managers, SLT, Board and Governors, volunteers, consultants and agency staff working on behalf of Runway Training.

3. Policy Statement

This policy aims to establish a framework within which Runway Training can recruit and select the most suitable person for a specific vacancy. As part of this commitment, we will adhere to legislation and, where appropriate, contractual requirements by applying best practices for attracting, recruiting, and retaining a skilled and talented workforce. The vetting of potential employees is a vital part of this process, and Runway Training has a responsibility to safeguard and protect the welfare of its learners, apprentices, employees, and other stakeholders, as well as to meet legal and contractual obligations. Runway Training recognises its employees as essential to its success.

A strategic and professional approach to recruitment processes helps attract and appoint individuals with the necessary skills and attributes to meet the organisation's strategic aims and uphold its values. All hiring managers at Runway Training complete relevant Safer Recruitment and Equality, Diversity and Inclusion training to ensure our recruitment practices are fair and equitable across the business. Runway Training is committed to ensuring that the recruitment and selection of employees is conducted in a manner that is systematic, efficient, and effective, promoting equal opportunities, diversity and fairness, while also considering the amendments to the Rehabilitation of Offenders Act 2020.

Runway Training upholds the principles of Equality, Diversity, and Inclusion in employment and opposes all forms of illegal or unfair discrimination based on age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, marriage and civil partnerships. We are dedicated, whenever feasible and aligned with our legal and professional responsibilities, to building and maintaining a workforce that broadly reflects the demographic makeup of the communities in which we operate.

We will persist in taking every possible step to ensure that individuals are treated equally and fairly, and that all decisions regarding recruitment and selection are based solely on individual merits and abilities, appropriate to the role. Everyone involved at any stage of the recruitment and selection process should be aware of and adhere to the contents of this procedure.

Hiring managers and the HR team will also ensure that any external consultants, recruitment agencies, or external experts assisting with the recruitment process adhere to this procedure. The recruitment and selection processes are often the first point of contact a potential employee has with Runway Training, so it is vital that everyone involved presents a positive and professional experience. Recruiting the right person for the right job is crucial to the company's success. Failing to do so is costly and results in an inefficient workforce.

Runway Training aim to:

- attract the best possible applicants to vacancies.
- deter prospective applicants who are unsuitable for work with children, young people and vulnerable adults
- identify and reject applicants who are unsuitable for work with children, young people and vulnerable adults

The measures will include the following outcomes:

- Runway Training attracts a strong pool of applicants
- Conducts Accurate Screenings
- Reduces Turnover and ensures a High Morale within the team
- Provides a safe, fair and open environment for all stakeholders

4. Definitions

DBS is the Disclosure and Barring Service

5. Procedures

Vacancies

Vacancies will normally be advertised simultaneously both internally and externally to promote fair and open recruitment. However, where appropriate, some vacancies may be advertised internally only in the first instance to support staff development and progression. Internal vacancies will not be advertised externally unless they remain unfilled following the internal recruitment process

All advertisements will include details of the role, the selection process and a contact name for candidates to discuss any questions they have about the role via phone or email (usually handled by the line manager).

The Company will make reasonable adjustments, where appropriate, to eliminate any disadvantages that could affect disabled applicants and candidates with neurodiverse needs.

A job description is a key document in the recruitment process and must be finalised before proceeding with any other steps. It clearly and accurately outlines the duties and responsibilities of the role. The hiring manager should work with the Head of HR to ensure an accurate job description is in place. The standard job description template must be used, and the specific role requirements will be added unless a Runway Training job description for the role already exists. In that case, the hiring manager and Head of HR must ensure any necessary amendments are made before it is posted.

In line with Safer Recruitment, all job descriptions will clearly specify, where necessary, the need for and level of Safer Recruitment Disclosure and Barring (DBS) Checks required. It will outline health and safety, equality, diversity and inclusion, and data protection expectations of Runway Training.

The person specification is equally important and guides the selection process. It outlines the skills, experience, abilities and expertise needed to perform the job and can be included in the job description.

Once a job is activated by the respective manager, the Head of HR will receive an email indicating that the job is awaiting approval.

Advertising of Vacancies

To ensure equality of opportunity, Runway Training will advertise all vacant posts to encourage the widest possible pool of applicants; this will usually involve both internal and external advertising.

Any advertisement will clearly demonstrate Runway Training's commitment to safeguarding and promoting the welfare of learners.

Advertisements for posts will include the statement:

“Runway Training is committed to safeguarding children, young people and vulnerable adults. All post holders are subject to a satisfactory Disclosure and Barring Service (DBS) check at the appropriate level for the role.

All vacancies approved under the Runway Training Safer Recruitment process will be advertised internally on CharlieHR within the relevant Runway Informer newsletter and externally for at least two weeks on our website and job sites such as LinkedIn, as needed. In exceptional cases, such as a business restructure, vacancies may only be advertised to those involved in the change (ring-fenced).

Internal Resourcing

In most cases, internal vacancies (including any internal promotions and posts previously filled on a temporary or fixed-term basis) will be advertised internally. This is to provide opportunities for development and career progression – a key factor for employee retention and motivation. The exception to this will be for posts where HR agree these should be made open only to employees who might otherwise be displaced or at risk of redundancy. This should be approved in advance with the HR team and would be classed as a ring-fenced vacancy.

External Resourcing

All external candidates should submit their application via email to HR@runwaytraining.co.uk Applicants are required to upload a CV with their application. They may also attach a covering letter if they wish to do so. When applying for specific vacancies, candidates might be asked to answer some pre-screening questions. The routes to external recruitment are listed in order of priority below.

- The HR team advertises online via Runway Training website, on LinkedIn and on any additional contracted job boards discussed with the HR team and hiring manager during meetings at the start of the hiring process for each new role.
- If a role receives an unsatisfactory response, the HR team will discuss alternative options with hiring managers, including engaging external recruitment agencies.

Agency Applications

All agency candidates must be submitted through the Runway Training website. This enables the HR team to check for any previous applications by each candidate. If the candidate has applied directly before, the agency should adhere to the terms of business agreed with Runway Training.

Consultant Recruitment

Runway Training may occasionally engage a consultant to perform a role. Regarding checks, Runway

Training must ensure that the potential consultant completes the required Safer Recruitment Checks before their start date to ensure all necessary checks are completed.

All career opportunities are visible to all employees. Vacancies suitable for team members must be promoted, and support provided by the Hiring Manager. If a staff member approaches a manager about an internal opportunity that the manager does not consider suitable, the manager may, where appropriate, discuss a development plan in the next 1-2-1 to help the employee gain the necessary skills and experience for the role they are interested in.

If a vacancy does not receive the required response after the advertising period, the HR team and the Hiring Manager may, at their discretion and in accordance with Runway Training policies, instruct external recruitment agencies to assist with the hiring process. Advertisements should be clear and include:

- Information about Runway Training
- The job's outline requirements
- The essential and desirable criteria
- Job tenure (e.g., duration of a fixed-term contract)
- Salary
- Benefits of working at Runway Training
- Interview date (if known)
- Closing date
- Safer Recruitment Statement

Runway Training applications are submitted from sources outlined in this policy. All applicants must disclose if they are a relative, partner, or have a close personal relationship with any member of Runway Training staff. Applicants should notify the HR team by raising this when submitting their application to Runway Training, including the name of the person and the nature of the relationship. To prevent any claims of bias, employees must not participate in any selection process involving individuals with whom they are related or share a close personal relationship outside of work.

Please note: The use of social media to advertise roles is restricted. Colleagues should only share an official job advertisement that has been posted by the HR team on approved sites. Under no circumstances should a colleague advertise a role informally without prior permission.

Selection Process

The selection process used will vary depending on the role being recruited. The number of people involved in the interview to support the line manager depends on resource availability and the level of the role being recruited. This will therefore be at the discretion of the line manager. The HR team advises that at least two interviewers are available for all interviews and at least one of the interviewers has completed the Safer Recruitment training or refresher training when sitting on the panel. The hiring manager will work with the HR team to identify the most effective selection method for the role and ensure those involved are competent to carry out the process. When conducting interviews, every member of the panel must make notes of the questions asked and the answers given. This will provide feedback and evidence of why a candidate has been selected or rejected. These notes must be relevant and necessary to the process itself. It should be noted that applicants will have the opportunity to access their interview notes upon request, which are retained as part of the interview record.

Before the interview, the questions and discussion topics to be asked of each candidate must be decided.

There will be a face-to-face interview, either in person or virtually, with the same panel interviewing all candidates for the vacant role. The process will evaluate the applicant's ability to meet the job description and person specification. It will also enable the panel to investigate any anomalies or gaps

identified, ensuring the applicant can satisfy our safeguarding criteria. Any information regarding past disciplinary actions, allegations, cautions, or convictions will be discussed and considered in the context of the individual case during the selection process, in line with the Rehabilitation of Offenders Act.

The interview should include details of any skills assessments and related preparatory work that candidates are required to complete before or during the recruitment process. Candidates should also be asked whether any reasonable adjustments are needed in preparation for the interview or for the interview itself.

To prevent discrimination, no reference should be made to a person's private circumstances, such as marital status or dependents, throughout the interview. The same questions should be asked of each applicant, although it is recognised that further probing questions may need to be asked to follow up on specific lines of enquiry.

We take all new starters through an onboarding process that can take 4-5 weeks to complete. This includes several background checks, covering qualifications, employment history, criminal record, and social media checks.

All candidates will be assessed and scored impartially based on an evaluated role profile for the vacancy. External applicants can check the status of their application with the HR team, and where possible, any updates will be communicated by email.

If we receive a high volume of submissions, candidates will only be contacted by our HR team if their profile matches one of our opportunities. All candidates who have been interviewed will receive feedback and can request further feedback.

Unsuccessful internal applicants will be notified verbally by the HR team and hiring manager, and they will receive feedback explaining why their application was unsuccessful at the interview stage.

A representative Selection Panel, usually chaired by the line (hiring) manager, will be established to conduct the recruitment process.

Longlisting and shortlisting involve assessing applicants solely on the information in their curriculum vitae to determine which candidates meet the essential and/or desirable job criteria outlined in the person specification.

Interview process

Before interview

- The applicants will receive written invitations to attend, along with presentation questions as appropriate.
- The Selection Panel will meet beforehand to plan how they will conduct the interview and to prepare the questions they plan to ask.
- Candidates who are neurodiverse or have a disability may have specific requirements to ensure they are not disadvantaged in any way during the interview process. HR will ensure they meet the needs of any candidates wherever possible.

Reasonable adjustments

Any candidate who declares a disability within their application and meets the minimum criteria specified in the role profile will be guaranteed an interview. We make reasonable adjustments for staff regarding any disability, including adjustments for any candidate who identifies as neurodiverse and has

specific needs.

During the interview

- All applicants should be asked the same questions and be required to deliver the presentation assigned for the role (if applicable).
- All applicants should be treated fairly during the interview to ensure the process stays just and consistent.
- Notes will be kept by each panel member (and made available as needed) to support the final decision. The Head of HR will summarise the main points that led the panel to select the preferred candidate for the role and explain why the short-listed candidates were not chosen.

After the interview

- Candidates will be informed in writing of the outcome of the interview.
- Successful candidates will receive a written offer and a Contract of Employment, subject to the receipt of satisfactory written references and safe employment checks.

Pre-employment checks

Documents, such as a passport, birth certificate, or driving licence, as proof of identity and eligibility to work in the UK, in accordance with the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations. The DBS checking process also requires ID proof as an additional verification.

Furthermore, applicants must demonstrate that they have genuinely obtained any academic or vocational qualification required for the role, as specified in their application form.

When appointing a UK citizen who has lived overseas or a non-UK citizen, a Certificate of Good Conduct must be obtained (where possible) from the embassy of the country where the applicant has spent a significant period. This must be demonstrated by the applicant having lived or worked (including studying) in a foreign country for at least 6 months within the last 5 years.

There are several exemptions to this:

- Applicants who have spent time overseas as part of Her Majesty's Service, e.g., Army, Navy
- Applicants seeking asylum may be unable to provide such documentation, as contacting the embassy could jeopardise their safety.

If an applicant cannot provide a Certificate of Good Conduct, evidence must be submitted proving that an attempt was made to obtain a copy, unless this would endanger the candidate's safety.

- Any costs incurred in obtaining a Certificate of Good Conduct must be paid by the individual and will not be reimbursed.
- If an applicant cannot acquire a Certificate of Good Conduct, a Risk Assessment Form must be filled out and authorised.
- All other pre-employment checks must be completed.

To ensure we do not breach immigration legislation, Runway Training will verify and record certain specified documents belonging to potential employees. You can access the most current information on this here: <https://www.gov.uk/prove-right-to-work>

The Rehabilitation of Offenders Act 1974, which was updated in 2023, does not apply to positions which involve working with or having access to learners under the age of 16. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at Runway Training. Runway Training operates a formal procedure if a DBS Certificate is returned with

details of convictions. Consideration will be given to the Rehabilitation of Offenders Act and also:

- the nature, seriousness and relevance of the offence.
- how long ago the offence occurred.
- one-off or history of offences.
- changes in circumstances.
- decriminalisation and remorse.

Background checks are evaluated on an individual basis. Any adverse information is referred to the Head of HR for review, with support from the Head of Safeguarding, as part of the decision-making process. If necessary, a formal meeting will be held with the relevant decision-making panel to assess the facts. A decision will then be made following this meeting.

The following checks are essential for the majority of staff who work for Runway Training:

- Right to work Immigration Act 2016: Proof of identity whether through a passport or visa.
- Proof of address
- Photo ID
- DBS check: depends on the nature of the work, especially if it involves contact with children, young people, or adults at risk. The required DBS certificate level – standard or enhanced – varies according to the role.
- Satisfactory references, please note that all references will be checked with the referee.
- Educational qualifications are checked during the interview process.
- Social Media checks as part of the filtering and monitoring during the safer recruitment process.

Successful completion of pre-employment checks will result in written confirmation to the preferred candidate at interview.

Any discrepancy found during the onboarding process will be addressed on a case-by-case basis. In this context, the rights of the individual candidate are upheld and kept confidential while the process is carried out. Only when an illegal immigration status is identified will it be reported.

The HR team will inform the hiring manager as soon as an employment offer has been declined. Hiring managers should then consider other potential candidates before re-advertising the vacancy.

Offers of Employment

Once a candidate has been selected for an offer of employment, HR will send an offer approval for review and sign-off. The designated approver (not always the hiring manager) will receive an email to confirm acceptance or decline it.

When approving an offer, please pay close attention to title and compensation details. Please note that you will have the option to review the CV.

If everything meets your approval, the Designated Approver should email the Head of HR to agree and close the process. Otherwise, contact HR for further questions and/or concerns.

Once a suitable candidate is identified, approval requests are completed. Verbal offers should only be made by the HR team once they have received the completed approval. This will be followed by a written offer of employment, sent via email by the HR team. The written offer of employment will be issued upon receipt of the following information; however, employment cannot commence until all background checks are completed.

- Candidate CV
- Interview Notes and assessment materials

- Verified proof of Right to Work evidence
- All offers will be subject to an online Basic or Enhanced Disclosure and Barring Service (DBS) check subject to role requirements. A link will be emailed to the candidate with the employment contract to complete and submit an online Application.
- Social Media checks

Runway Training follow the statutory requirement not to repeat DBS checks once completed, unless there is a break in service of more than two months or there are concerns about a member of staff's suitability to work with children, young people or vulnerable adults.

The following are deemed to be a continuation of employment and therefore not a break in service:

- sickness, maternity, paternity, parental or adoption leave
- annual leave
- employment overseas with the same company
- time between unfair dismissal and an employee being reinstated
- when an employee moves between associated employers
- military service, for example, with a reserve force
- temporary layoffs, or furlough
- employer lockouts
- when a business is transferred from one employer to another
- when a corporate body gets taken over by another because of a legal change

Single Central Register

The HR team will manage a single central register (SCR). The SCR will include all staff members, such as the Governance team, SLT and who work at or with Runway Training. Confirmation that these checks have been completed will be recorded on the SCR for all employees. It will be accessible to the Head of Safeguarding and the Safeguarding Governor for compliance checks.

Information contained on the SCR will be monitored and updated to reflect current legislation and may be supplemented as necessary.

The Head of HR will manage the SCR. The Head of Quality and Safeguarding and the Safeguarding Governor will ensure the register is monitored. The Head of HR and the Head of Quality and Safeguarding will meet quarterly to review the accuracy of the register. The Head of Quality and Safeguarding will report any risks to the CEO and Governors.

This policy must be read in conjunction with the Runway Training Safeguarding and Child Protection Policy and the Data Protection Policy.

6. Monitoring

Compliance is checked regularly through:

- Staff training records and performance
- Risk assessments for new staff due to DBS checks not in place
- SLT and Governor meetings
- Staff 1-2-1 meetings
- Feedback received from learners, apprentices, employers, and staff
- Quality Improvement Plan actions
- Reports from the HR team and Head of Safeguarding
- Comments, compliments and complaints received from learners, apprentices, employers and other stakeholders
- Review of the safer recruitment process with all new staff to understand where improvements can be made

Effectiveness will be measured through:

- The SLT and Governors' meeting minutes and actions
- Staff recruitment does not identify any recruitment risks from the recruitment of new staff, consultants or other supply chain partners
- Check risk assessments in place for new staff are being implemented, and risk levels have not changed
- Staff retention is high
- Recruitment costs are low
- Staff are performing well and discussed during 1-2-1s
- Feedback received from learners, apprentices, employers and staff and any improvements or alterations to the procedures
- The volume of concerns/disclosures raised about a member of staff and how they are dealt with
- Single Central Register is up to date – no gaps
- Robust recording of concerns, disclosures or incidents and actions taken and by whom
- Observations of staff to ensure they are conducting themselves in line with the Runway Training Staff Code of Conduct when with all learners and apprentices
- Impact of training on all staff responsible for hiring new staff
- Organisational Risk Register does not identify hiring procedures as a risk to the business
- Progress on Quality Improvement Plan Action Points for staff safer recruitment or training

7. Linked Policies

- Safeguarding and Child Protection Policy
- Equality, Diversity and Inclusion and Anti-Bullying and Harassment Policy
- Neurodiversity Policy
- Data Protection Policy (GDPR UK)

8. Legislation and Guidance

- The Rehabilitation of Offenders Act 1974, updated October 2023
- General Data Protection Regulation (GDPR UK) 2018 - Data Protection Act 2018, the UK's Data Use and Access Act June 2025 brings targeted amendments to the UK GDPR regime
- Disqualification under the Childcare Act 2021
- Skills and Post-16 Education Act 2022
- Safeguarding Vulnerable Groups Act 2006, updated 2012
- Sexual Offences Act 2003
- Equality Act 2010 (last updated January 2024)

Statutory Guidance

- Information sharing: advice for practitioners providing safeguarding services (April 2024)
- DfE (2023) 'Working Together to Safeguard Children', last updated 2025
- DfE (2021) 'The Prevent duty' for England and Wales (last updated in September 2023)
- DfE (September 2025) 'Keeping children safe in Education
- ICO revised Information Sharing Guidance 2023. Due to the Data (Use and Access) Act coming into law on 19 June 2025, this **guidance** is under review and may be subject to change

9. Review

This Policy will be reviewed annually or sooner if any areas of concern are raised.

Annex 1 - Safer Recruitment Process – Flow Chart

