



Staff Recruitment and Induction Policy

1. Purpose

Safe Skills Training Ltd recruits and inducts staff, associates, and subcontractors in a way that supports safe, high-quality training delivery.

This policy sets out how Safe Skills Training Ltd:

- Plans recruitment
- Selects suitable people fairly
- Verifies suitability and competence
- Inducts new starters so they can deliver consistently

2. Scope

This policy applies to recruitment and induction for:

- Employees (current or future)
- Associates and subcontractors
- Temporary or ad-hoc support roles

This policy covers roles that may include:

- Training delivery
- Assessment and competency decisions
- Internal quality assurance support
- Administrative support

3. Principles

Safe Skills Training Ltd applies the following principles:

- Fairness and equal opportunity
- Safer recruitment
- Role clarity and competence
- Confidentiality and data protection
- Evidence-based decisions

4. Roles and responsibilities

4.1 Recruitment Lead

The Recruitment Lead is responsible for:

- Defining the role requirements
- Running the recruitment process
- Making selection decisions
- Completing checks and keeping records
- Inducting new starters

4.2 Applicants and new starters

Applicants and new starters are responsible for:

- Providing accurate information
- Providing evidence of qualifications and identity
- Disclosing conflicts of interest
- Following policies and procedures

5. When recruitment is triggered

Recruitment may be triggered by:

- Demand exceeding current delivery capacity
- Expansion into new regions
- New courses requiring additional expertise
- Quality assurance needs
- Business continuity requirements

6. Role requirements (minimum expectations)

Role requirements are set for each vacancy.

For training delivery roles, Safe Skills Training Ltd typically requires:

- Relevant professional competence for the subject being delivered
- A teaching/training qualification or evidence of training competence
- Recent, relevant practical experience
- Ability to deliver inclusive training in plain English
- Commitment to safeguarding, EDI, and professional boundaries

Where a role includes assessment/competency decisions, Safe Skills Training Ltd requires:

- Understanding of assessment requirements
- Ability to make fair and consistent decisions
- Willingness to be quality assured

7. Recruitment process

7.1 Advertising and sourcing

Safe Skills Training Ltd may source candidates through:

- Referrals
- Professional networks
- Direct approaches
- Advertising

Role adverts and communications:

- State essential and desirable criteria
- Avoid discriminatory language
- Provide a contact route for access needs during recruitment

7.2 Application and shortlisting

Safe Skills Training Ltd reviews:

- Application details
- Relevant experience
- Evidence of qualifications and competence

Shortlisting decisions are recorded.

7.3 Interview and selection

Selection may include:

- Interview questions aligned to the role
- Scenario questions (safeguarding, EDI, safety, professionalism)
- Review of sample materials (where relevant)

7.4 Observation of delivery (for trainer roles)

For training delivery roles, selection may include observed delivery where proportionate to the role, risk, and available evidence of competence.

8. Safer recruitment checks

Checks are proportionate to the role and risk.

Checks may include:

- Identity verification
- Right to work verification
- Qualification verification
- Professional registration checks where relevant
- References
- Disclosure of conflicts of interest
- Confirmation of insurance where relevant

8.1 DBS checks

DBS checks are considered based on the role and delivery context.

Where delivery involves unsupervised contact with children or regulated activity, an appropriate DBS check is required.

9. Offer and onboarding

Before a person starts work, Safe Skills Training Ltd confirms in writing:

- Role scope and responsibilities
- Rates/pay, invoicing arrangements, and payment terms
- Confidentiality and data handling expectations
- Requirements for professional conduct
- Requirements for record keeping

10. Associate/subcontractor agreement (minimum expectations)

Where Safe Skills Training Ltd engages an associate or subcontractor, a written agreement is put in place before delivery begins.

As a minimum, the agreement confirms:

- **Scope of work:** what the associate will deliver and any limits/conditions
- **Competence requirements:** qualifications, professional registration (where relevant), and evidence of recent experience
- **Quality expectations:** adherence to course materials, delivery standards, and any standardisation requirements

- **Observation and monitoring:** agreement to be observed and quality assured, and to participate in standardisation activity. Observation and monitoring may be remote, desk-based, or in-person depending on risk and practicalities.
- **Assessment decisions (where applicable):** expectations for fair, consistent decision-making and use of approved documentation
- **Record keeping:** what records must be completed, how they are returned/stored, and timescales
- **Confidentiality and data protection:** secure handling of personal data and business information
- **Safeguarding and professional boundaries:** expected conduct and escalation routes
- **Health and safety:** safe working expectations and incident reporting
- **Conflicts of interest:** requirement to declare and manage conflicts
- **Insurance:** confirmation of appropriate cover where required by the role
- **Payment terms:** rates, invoicing process, and payment timescales
- **Substitution:** whether substitution is permitted and how it is approved
- **Termination:** how the agreement can be ended and how materials/records are returned

11. Induction

Induction is completed before independent delivery.

Induction covers:

- Company overview and values
- Policies and procedures, including:
 - Health and Safety
 - Safeguarding
 - Equality, Diversity and Inclusion
 - Data Protection
 - Complaints and Appeals
 - Conflicts of Interest
 - Malpractice and Maladministration
 - Internal Quality Assurance
- Course materials and delivery expectations
- Assessment/competency documentation (where used)
- Record keeping requirements
- Professional boundaries and communication standards

- Incident reporting and escalation routes

12. Competence sign-off

Safe Skills Training Ltd confirms competence before independent delivery.

Competence sign-off may include:

- Observation of delivery
- Review of records completed
- Review of learner feedback
- Confirmation that required policies are understood

Any restrictions on delivery are confirmed in writing.

13. Ongoing monitoring and development

Safe Skills Training Ltd monitors performance through:

- Observation and quality assurance activity
- Learner feedback
- Client feedback
- Review of records and documentation

Development actions may include:

- Coaching
- Standardisation activity
- Additional observation

14. Records and confidentiality

Recruitment and induction records may include personal data.

Safe Skills Training Ltd handles personal data in line with its Data Protection Policy and Privacy Notice.

Records are stored securely and access is restricted.

15. Review and version control

- **Policy owner:** Director/Lead Educator
- **Review frequency:** Annually, or sooner if services or legal requirements change

Version control

| Version | Date | Summary of changes |
|---------|------------|---|
| 1.0 | 17/04/2026 | First issue |
| 1.1 | 17/04/2026 | Added associate/subcontractor agreement minimum expectations |
| 1.2 | 17/04/2026 | Made observation/monitoring proportionate and clarified remote/desk-based options |

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