Cubitt Education Ltd – Staff Recruitment and Vetting Policy

Policy Owner: Cubitt Education Ltd
Approved by: Sadie Walters
Date: 06.08.2025
Review Date: 06.08.2026

1. Policy Statement

Cubitt Education Ltd is committed to recruiting staff who are suitably qualified, skilled, and experienced to deliver high-quality education and training. We operate a fair, transparent, and legally compliant recruitment process to ensure all appointments are made on merit and in line with our Equality, Diversity and Inclusion Policy.

We also recognise our duty to safeguard learners, employers, and partners by carrying out robust vetting checks prior to confirming employment or engagement.

2. Purpose

This policy aims to:

- Set out the procedures for recruiting new staff and contractors.
- Ensure compliance with relevant legislation, including the Equality Act 2010, Employment Rights Act 1996, and GDPR/Data Protection Act 2018.
- Meet the safeguarding requirements of Ofsted, the ESFA, and awarding organisations.
- Protect the reputation and operational integrity of Cubitt Education Ltd.

3. Scope

This policy applies to:

- All permanent and fixed-term staff.
- Freelance/associate trainers, assessors, and internal quality assurers (IQAs).
- Administrative and support staff.
- Volunteers and work experience placements.

4. Recruitment Process

4.1 Workforce Planning

- Vacancies must be approved by the Managing Director/HR before advertising.
- Job descriptions and person specifications must be up to date and clearly state essential and desirable criteria.

4.2 Advertising

- Roles will be advertised internally and externally to attract a diverse pool of candidates.
- All job adverts will state our commitment to equality, diversity, inclusion, and safeguarding.

4.3 Application Process

- All applicants must complete a standard Cubitt Education Ltd application form or submit a CV with a covering letter.
- Applicants must declare any unspent criminal convictions, subject to the Rehabilitation of Offenders Act 1974.

4.4 Shortlisting

- Shortlisting will be carried out by at least two people using the person specification to ensure fairness.
- Reasons for rejection must be recorded for transparency.

4.5 Interview and Assessment

- All shortlisted candidates will be interviewed, and for teaching/training roles, will be asked to deliver a micro-teach or skills demonstration.
- Questions will cover technical skills, experience, safeguarding, and values alignment.
- Interviews will be conducted by at least two panel members.

5. Vetting and Pre-Employment Checks

Cubitt Education Ltd will carry out the following checks before confirming any appointment:

1. **Right to Work in the UK** – original documents must be provided and verified.
2. **Identity Check** – photographic ID and proof of address.

3. **Qualifications Check** – verify all essential qualifications and professional memberships with awarding bodies where relevant.
4. **Employment References** – minimum of two references, including the most recent employer.
5. **Enhanced DBS Check** – required for all roles involving contact with learners. This includes the barred list check if working with children or vulnerable adults.
6. **Safeguarding Declaration** – all staff to sign a declaration confirming understanding of and compliance with safeguarding requirements.
7. **Employment History** – full employment history with any gaps explained and verified.
8. **Medical Fitness to Work** – self-declaration to ensure candidates are fit for the role.

6. Appointment and Induction

- Employment or engagement will only commence once all required vetting checks have been satisfactorily completed.
- A formal offer letter and contract (or service agreement for associates) will be issued.
- All new staff will complete an induction programme, including training on safeguarding, Prevent Duty, GDPR, health & safety, and organisational policies.

7. Record Keeping

- A **Single Central Record (SCR)** will be maintained, detailing all recruitment and vetting checks for every member of staff.
- All recruitment documentation will be stored securely in line with the Data Protection & GDPR Policy.

8. Review of the Policy

This policy will be reviewed annually or sooner if legislation or guidance changes.

Document Control
Version: 1.0

Date Approved: 19.08.2025
Review Date: 19.08.2026
Approved by: Sadie Walters