

# GSS - Staffing Policy / Safer Recruiting

---

## 1. Policy Statement

This document sets out policy issues and identifies policy directions as they affect the relationship between Global Solution Services UK Ltd (GSS) and individual employees. The most important resource for GSS is its staff (employees), Consultants, educators, administrators and clerical staff, Management and all staff whether associate, agency staff, temporary or permanent, and all those who contribute in other ways, directly or indirectly, to the objectives of the learners and GSS in general. Our aim is that all types and categories of staff should be treated, and feel treated, as members of the team in which GSS is dependent for its and their future.

## 2. Aims and Objectives

The aim of this staffing policy is to:

- Provide employment conditions and practices that both enable the development of GSS staff and respect the rights and dignity of individuals, and provide safe and healthy working environments for all;
- Ensure that employees receive the necessary opportunities and incentives to develop relevant skills and thus realise their full potential as productive members of GSS staff
- Recruit and retain employees of the highest quality and motivation in order to fulfil our company's aspiration to maintain a position of a leading and thriving learning institute and place of work.
- Encourage the development of working practices and procedures that recognize the skill and commitment of individuals and ensure that these abilities are employed in the most efficient manner to reach the objectives of the organization, learners and staff alike.
- To implement Safer Recruitment and to work in conjunction with GSS Safeguarding Policies and procedure for the protection and safety of staff, learners, volunteers and all those who contribute and are associated with GSS and its business.

## 3. Equality and Diversity

Equality and diversity is central to the ethos of any organisation or leaning institute and we are required by law to avoid discrimination on the grounds of gender, race, ethnic origin and religion.

GSS's Equality and Diversity policy document lays out details, in which we expect all staff, learners, and employees to abide, respect and adhere to. It clearly states are policies including that of recruitment, advertising, interview and selection, training and our service provision.

This policy like others GSS holds also provides for staff participation in evolution of the policy through annual monitoring and planning to further its objectives.

#### 4. Safety

The systematic care of the health and safety of GSS staff and learners is an essential objective of the staffing policy. To this end it is the responsibility of all with managerial or supervisory responsibilities to ensure compliance with the relevant safety legislation and to promote safe working practices at all times. *Further details can be obtained via GSS Health and Safety, e-safety and data protection policy document.*

Safety is an individual as well as a corporate responsibility and GSS expects its staff to adhere to the Health and 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. GSS seeks to encourage staff participation in the formulation and implementation of safe working practices and through training activities.

#### 5. Safer Recruitment

In line with GSS 'Equality and Diversity Policy' (Point 6) and Safeguarding Policy, GSS will follow Safer Recruitment processes which will enable it to recruit the best staff with the skills it needs, whilst maintaining the safety and wellbeing of the wider GSS team, and our customers and learners. These processes will be based on the following principles:

- GSS will use a range of advertising methods in order to attract the widest pool of appropriate applicants. In some circumstances, advertisements may initially be limited to GSS internal staff to assist the career progress of staff, or where temporary staff are transferred to permanent appointments, advertisements may be deemed unnecessary.
- Selection for all posts will be based on job and person specifications to ensure the best match of applicants' abilities within GSS needs.
- All short-listed applicants will attend an initial face-to-face Interview, followed by a 2<sup>nd</sup> interview if successful at 1<sup>st</sup> stage
- Identify checks, including the requirement of photographic ID will be conducted on all candidates before commencing work with GSS
- Previous employer (or appropriate) references will be obtained on all candidates before commencing work with GSS
- All staff working with children or vulnerable adults will have a DBS check before commencing work with these groups
- In order to ensure the delivery of accredited learning, GSS staff will have or planning to secure qualifications through successfully completing the following courses, as appropriate:
  - Tutor Assessor course
  - Internal and External Verification course

- PTTLs, DTTLs or equivalent
- All Teaching staff will be required to hold a national teaching qualification such as:
  - PTTLs, DTTLs or equivalent or higher
- All front line facing staff involved in the delivery of Information, Advice and Guidance services (IAG) must hold a minimum accredited qualification such as :
  - NVQ Level 4 or equivalent in CIAG
  - Diploma in Careers guidance or higher
- Where training lies outside of the vocational expertise of the project staff, suitably qualified freelance trainers or Consultants will be employed.
- Groups wishing to deliver accredited training on behalf of GSS will be required to demonstrate that the staff involved in the delivery of training has or are working towards a training, teaching or relevant qualification in conjunction with the level of course they are delivering
- All GSS staff whether, temporary, volunteering or other will complete 25 hours a year of Continual Professional Development, which must be logged, copies of which must be kept in their personnel files.
- All staff, volunteers, employees (Associated, agency staff temporary or contract) must have completed GSS induction, which outlines the minimum expectations of their teaching and work standard, compliance in relation to their teaching ethics and adherence to the CPD expectations for their own development.
- GSS may offer opportunities to its learners for employment within and outside of GSS, in order to draw on a wide range of skills and abilities and to provide learners with work experience and improved financial opportunities.

Matters concerning working practices and individual terms and conditions of employment will be discussed with the individual employee confidentially

## 6. Disclosure Barring Service (DBS)

GSS are registered with an Umbrella company (Atlantic Data) for the Disclosure Barring Service (DBS) and as an organisation delivering services to potentially vulnerable Adults and on occasions Children it is our duty to ensure that all staff who may come into contact whether through face to face, or other are DBS checked.

**Therefore all staff will be subject to an enhanced DBS check or must hold a valid and current enhanced DBS check to or be in process of obtaining an enhanced DBS check as part of the recruitment process.**

The DBS checking process includes searches against records held by the Police, and registers of people barred from work with adults.

## 7. Staff Expectations

All staff will be expected to attend regular training in conjunction with and as part of the Continual Professional Development and in order to ensure that policy, procedural, contractual and or legal changes, amendments and updates are understood and implemented accordingly.

All staff must work within their contractual obligations, following GSS's Policies and Procedures as given out at Induction and updated periodically. It will be the member of staff's responsibility to ensure they check emails and correspondence regular and attend training to keep up to date with any changes that are implemented.

All staff will be expected to work within the guidelines of Health and Safety and provide good quality service in accordance with GSS quality standards and work with due care and diligence at all times

Staff will be expected to provide evidence of qualifications, DBS checks, adherence to procedures and updates on their CPD as requested to do so GSS Management.

Staff must be aware of and have tolerance to learners, colleagues, staff members and other members', religious, tradition and cultural beliefs so long as this does not cause harm, disruption or negative, immoral or detrimental connotations to others.

Each employee will be given a copy of this Staffing policy on commencement of his/her employment and will sign a declaration of receipt, understanding and adherence to the policy. A copy of this declaration will be kept in individual Personnel files.

## 8. Responsibilities

Sonia Benjamin-Leach as Director has overall responsibility for Staffing in the Organisation.

Sonia Benjamin-Leach is responsible for ensuring that all matters relating to this policy and reviewing of this are addressed within the Organisation and that the policy is kept up to date and reviewed regularly. Richard Wood alongside Sonia Benjamin-Leach is also responsible for the implementation of the Policy, the co-ordination of the undertaking and the monitoring of this policy to ensure it is being fulfilled.

## 9. Monitoring and Reviewing this Policy

This policy will be reviewed in response to changes in legislation and within the setting

Outside of the above point this policy will be reviewed annually and objectively and any changes, made will be disseminated to all staff equally.



Signed

(Director)

26.09.2016