



Safe Recruitment, Induction and Conduct

Overview and Intent

TT Training and Consultancy is committed to providing a high quality service which meets the needs of all learners. We recognise that our staff and volunteers are integral in providing this and we will ensure that our recruitment and employment processes are safe and effective.

Legal Context

This policy takes in to account the following legislation and best practice guidance:

Data Protection Act 2018

Equality Act 2010

Children Act 1989

Children Act 2004

Staffing and Employment Advice for Schools – DfE - 2021

Procedures

Recruitment - Employees

- All vacancies will be advertised publicly, to ensure that anyone wishing to work with us has a fair opportunity
- Each job post will have a job description and a person specification, to ensure equality during the recruitment process
- Application forms will have a section within them where applicants declare themselves as being suitable to work with children and further checks will be completed

Selection and Interviews

- Applicants will be selected for interview based on their suitability to carry out the job role and we will ensure that discrimination does not occur
- Interviews for each applicant will have the same set of questions to ensure consistency and fairness. Each interviewee will have the opportunity to ask any questions and they will be informed of when they will expect to be told of the outcome of the interview
- All applicants will be given the opportunity to receive feedback on their application and interview

Employment Offer

- Employment offers will be conditional in the first instance and the following will be obtained prior to employment commencing:
 - Two suitable and satisfactory references
 - Verification of the individual's identity and eligibility to work in the UK
 - Evidence of qualifications which are necessary to carry out the role
 - A suitable DBS check
- Any job offer will be subject to a 3 month probationary period. If any concerns are identified reviews can be held during the probationary period.
- Once the 3 month probationary period has ended a review will take place and the employee will be notified of the outcome which could include:
 - The probationary period being extended by 3 months
 - A permanent job offer being made
 - The employment ceasing
- As part of our commitment to the Data Protection Act 2018, all employee data relating to the recruitment process will be kept confidential
- Information relating to successful applicants will be transferred to their personnel file
- Information relating to unsuccessful applicants will be destroyed, unless it has been agreed with the individual to keep their record on file. In this instance, a time frame will be agreed
- Every member of staff will receive a written contract which details their terms and conditions of employment

Recruitment – Volunteers

- We are committed to providing meaningful experiences for volunteers where they can gain valuable skills and knowledge
- We recognise that requests for volunteer working could come from:
 - Individuals wanting to enhance their skills

- Individuals completing qualifications who need a placement
- Partner agencies, such as employment agencies
- Colleges, schools and training organisations
- We will ensure that anyone volunteering for our organisation is safe and suitable to do so by:
 - Interviewing the individual
 - Obtaining two suitable and satisfactory references
 - Checking the identity of the individual
 - Ensuring the individual has a current DBS certificate
- Volunteers are not employees and therefore they will not receive a contract. We do expect all volunteers to follow our policies and procedures and our code of conduct
- We will complete interviews with all volunteers to ensure both their suitability and our ability to provide the opportunities needed
- Volunteers will be supervised at all times
- We recognise that we may need to complete additional risk assessments for volunteers e.g. Young Person Risk Assessment

Induction

- All staff and volunteers will receive an induction which will inform them of:
 - Their roles and responsibilities within TT Training and Consultancy Company Ltd
 - The structure of the organisation and the roles of others
 - Relevant legislation
 - Safeguarding procedures, including the DSL and Deputy DSL
 - Health and Safety information, including venue and activity risk assessments
 - The policies and procedures in place
 - Staff code of conduct
 - Any training or CPD that must be completed
 - New staff members will have the opportunity to shadow and work alongside more experienced practitioners
- The management will monitor the performance and conduct of employees and volunteers and any concerns or breaches will be dealt with according to the setting's policies and procedures
- All employees and volunteers are required to sign a disclaimer which confirms that they have read and understood the policies and procedures. We welcome any questions and queries which should be directed to one of the management team

Staffing Procedures

- We value our employees and volunteers and will ensure that they have access to high quality and relevant training. Please see our CPD policy.
- Employees and volunteers will have regular supervision throughout the employment or work experience and can request supervision at any time. We recognise that there may be situations when additional support and supervision is needed, for example, when returning to work after an illness or injury
- Employees and volunteers will be encouraged to use reflective practice and share their observations with their team
- We will hold regular staff meetings where the team can come together to troubleshoot any issues and to share good practice
- The management operate an 'open door' policy and ethos and they can be contacted at any time
- Employees and volunteers must inform a member of the management team if their name, address, telephone number, email or any relevant health issues change

Code of Conduct

- TT Training and Consultancy Company Ltd expect that employees and volunteers have a high standard of performance and behaviour and that it is maintained at all times, during working and non-working hours
- All employees and volunteers should be accountable and responsible for their own actions, including but not limited to:
 - Reporting any concerns they have
 - Valuing diversity within the organisation
 - Following instruction, training, policies and procedures
 - Acknowledging own limitations, knowledge or experience
 - Seeking help and support when needed
 - Maintaining appropriate behaviour
 - Adhering to their job description, responsibilities and duties

Dress code and appearance

- Employees and volunteers should be easily identified and must wear any uniform they have been issued with, unless an alternative has been agreed with a member of the management team
- Clothing must not be potentially viewed as offensive, revealing, sexually provocative, political or culturally insensitive

- Employees and volunteers are expected to maintain a good level of personal hygiene including clean hands, teeth and a general clean and presentable appearance
- Jewellery should be kept to a minimum to avoid any health and safety issues

Partnership working

- Employees and volunteers will be required to work in partnership with internal colleagues, external colleagues and partner agencies
- Partnership working should be consistent with the policies and procedures set out, including safeguarding, child protection and confidentiality
- Partnership working should be done in the best interests of the individual or group, and examples may include:
 - Attending child protection meetings, as required (DSL or Deputy or allocated individual)
 - Identifying support a child or family may need and making the relevant referrals to the venue lead in the first instance
 - Identifying support a child or family may need and making the relevant referrals to the relevant agency or agencies (Venue Lead or SENCo)
 - Giving feedback to a class teacher or relevant member of staff regarding a child's participation
 - Supporting assessments of children through observations, sharing of information or report writing
 - Supporting a learner to find support or advice

Alcohol, drugs, smoking and e-cigarettes/vapes

- Employees and volunteers are role models to our learners
- The consumption or distribution of alcohol on the premises is strictly forbidden
- Alcohol will impair your ability to perform your tasks safely. Any employee who is found consuming alcohol on the premises or is found to be intoxicated at work will face disciplinary action, this includes coming in to work with the after effects of consuming alcohol
- The possession of drugs for non-medical purposes on the sites is strictly forbidden. Any member of staff who is found to be under the influence of drugs at work will face disciplinary action.
- Smoking is forbidden (including e-cigarettes/vapes) on the premises. Any member of staff who is found smoking on the premises will face disciplinary action under the settings disciplinary procedure. Members of staff who wish to smoke before their shift commences or at break times, must ensure that they commence or return to work without the odour or trace of the product on their person or uniform.
- Any cigarettes, tobacco, matches, lighters, vapes or e-cigarettes must be kept securely when on site and must not be accessible to or be seen by children or young

people. Any items which go missing must be reported to the lead or manager immediately.

Mobile phones and cameras

- Members of staff should ensure that their mobile phones, cameras and any photo or recording device are kept safe while at work and that they are not used to take photos or recordings
- Where a mobile phone is needed, for example, on a trip or remote working it should not be used inappropriately, for example accessing social media whilst supervising children
- When photos or videos are needed, a company device will be used and the venue lead will ensure that the correct permissions have been obtained
- When a company device is used for photos, videos, calls or messages it should be used in accordance with the group's policies and procedures as well as legislative requirements

Social Networking, Social Contact and Social Media

- Employees and volunteers must not send invitations or accept invitations from children and young people or for anyone considered a vulnerable adult, who they primarily know from the services offered
- Employees and volunteers must not upload photos of activities to their personal social media accounts but official company posts can be shared
- Employees and volunteers should monitor and evaluate their own social media to ensure that it does not contribute to a negative reputation of them or the company
- Employees and volunteers must not give lifts to children and young people, unless this has been agreed with a member of the management team
- Any concerns regarding contact, approaches or communication should be referred to the management
- Where an employee or volunteer has additional social contact with a learner, family or child/children outside of TT Training and Consultancy Company activities the management should be informed, to ensure that conflicts of interest are managed appropriately. This may include:
 - Being related to a child or family
 - Private arrangements, such as babysitting or formal/informal childcare
 - Being a neighbour
 - Knowing the learner, family, child or young person from another organisation or service

Disciplinary

- TT Training and Consultancy Company expect that employees and volunteers have a high standard of performance and behaviour and that it is maintained at all times, during working and non-working hours
- Employees and volunteers are expected to be aware of the following and should seek clarification if they are unsure:
 - The policies and procedures of the organisation
 - Who they can go to if they have a problem or concern
 - The code of conduct
 - The need to follow training and instruction
 - The content of risk assessments and health and safety requirements
 - Safeguarding and child protection requirements
- Where disciplinary procedures are used, the templates provided by ACAS will be used to ensure compliance with legislative requirements

We will use the following procedure to help and encourage all employees to achieve and maintain standards of conduct, attendance and job performance.

The organisation rules, code of conduct and this procedure apply to all employees. The aim is to ensure consistent and fair treatment for all in the organisation.

A disciplinary process can be stressful for everyone involved. Different people might respond differently to stressful situations. We understand the prospect of disciplinary action might cause distress and affect your mental health.

We will support you throughout to help avoid this happening to you. Please talk to a member of the management team or your lead about how we can support your wellbeing.

Principles

- We will consider informal action, where appropriate, to resolve problems.
- We will not take disciplinary action against you until the case has been fully investigated.
- For formal action we will advise you of the nature of the complaint against you and we will give you the opportunity to state your case before any decision is made at a disciplinary meeting.
- We will provide you, where appropriate, with written copies of evidence and relevant witness statements before a disciplinary meeting.
- You will not be dismissed for a first breach of discipline, except in the case of gross misconduct, when the penalty is dismissal without notice and without payment in lieu of notice.
- You have the right to appeal against any disciplinary action.

- This procedure may be used at any stage if your alleged misconduct needs this.

Your right to be accompanied

You have a statutory right to be accompanied by a companion where a disciplinary meeting could result in:

- a formal warning
- some other disciplinary action
- confirmation of a formal warning or other disciplinary action (for example, at an appeal hearing)

The right is to be accompanied by:

- someone you work with
- a trade union representative who's certified or trained in acting as a companion
- an official employed by a trade union

You should tell us as soon as possible if you would like a companion and who they will be so we can make arrangements in good time.

If you need any reasonable adjustments, for example for a disability, speak to a member of the management team.

The disciplinary procedure

First stage of formal procedure

This will usually be either:

- an improvement note for unsatisfactory performance if performance does not meet acceptable standards. This will set out the performance problem, the improvement that is required, the timescale, any help that may be given and the right of appeal. We will advise you this is the first stage of the formal procedure. We will keep a record of the improvement note for **6 months**, but it will then be considered spent – as long as you achieve and maintain satisfactory performance

or

- a first warning for misconduct if conduct does not meet acceptable standards. This will be in writing and set out the nature of the misconduct, the change in behaviour required and the right of appeal. The warning will also tell you that a final written warning may be considered if there is no sustained satisfactory

improvement or change. We will keep a record of the warning, but it will be disregarded for disciplinary purposes after **12 months**

Final written warning

We might give you a final written warning if:

- the offence is sufficiently serious
- there is further misconduct
- there is failure to improve performance while you're still under a prior warning

This will confirm the full details of the complaint, the improvement required and the timescale. It will also warn that failure to improve may lead to dismissal (or some other action short of dismissal) and will refer to the right of appeal.

Tracey Twist will keep a copy of this written warning but it will be disregarded for disciplinary purposes after **12 months**, as long as you achieve and maintain satisfactory conduct or performance.

Dismissal or other action

If there is still further misconduct or failure to improve performance the final step in the procedure may be dismissal or some other action short of dismissal such as demotion or transfer (as allowed in the contract of employment).

Dismissal decisions can only be taken by the appropriate senior manager.

You will be provided in writing with the:

- reasons for dismissal
- date your employment will end
- confirmation of all final payments you are owed, including holiday pay and notice pay
- right of appeal

If an action short of dismissal has been decided on, you will:

- receive confirmation of the full details of the complaint
- be warned that dismissal could result if there is no satisfactory improvement
- be advised of the right of appeal

Tracey Twist will keep a copy of the written warning but it will be disregarded for disciplinary purposes after **12 months** as long as you achieve and maintain satisfactory conduct or performance.

Gross misconduct

The following list gives some examples of offences usually regarded as gross misconduct:

- theft or fraud
- physical violence
- bullying
- Safeguarding and child/adult protection issues
- deliberate and serious damage to property
- serious misuse of an organisation's property or name
- deliberately accessing internet sites containing pornographic, offensive or obscene material
- serious insubordination
- discrimination, harassment or victimisation
- bringing the organisation into serious disrepute
- causing loss, damage or injury through serious negligence
- a serious breach of health and safety rules
- a serious breach of confidence

We might consider suspending you while carrying out a disciplinary investigation if there's a serious issue or situation. Suspension is when we tell you to temporarily stop working. You would be on full pay throughout any suspension period.

We will consider each situation carefully before deciding to suspend you. Suspension will not be needed for most investigations. Suspension does not mean you have done anything wrong, and will not be used to discipline you.

We understand being suspended might be stressful so we will:

- only suspend you if there's no other option
- support you throughout the suspension period, always considering your mental health and wellbeing

Appeals

If you want to appeal against a disciplinary decision you must do so within **28 days**. The senior manager will hear all appeals and their decision is final. At the appeal any disciplinary penalty imposed will be reviewed.

Grievance Procedure

Dealing with grievances informally

If you have a grievance or complaint about your work or someone you work with, you should start by speaking with your manager wherever possible. You may be able to agree a solution informally between you.

Formal grievance

If the problem is serious or you wish to raise it formally, you should put the grievance in writing to your manager. You should keep to the facts and avoid language that is insulting or abusive.

If your grievance is against your manager and you feel unable to approach them, you should raise it with **Tracey Twist**

Grievance hearing

A member of the management team will call you to a meeting, usually within 5 working days, to discuss your grievance. You have the right to be accompanied by a colleague or a trade union representative.

After the meeting your manager will give you a decision in writing, usually within 24 hours.

If the manager needs more information before making a decision, they will inform you of this and the timescale.

Appeal

If you are unhappy with the decision on your grievance, you can raise an appeal. You should tell your manager.

You will be invited to an appeal meeting, normally within 5 working days, with a more senior manager or an independent representative. You have the right to be accompanied by a colleague or a trade union representative.

After the meeting you will be given the decision, usually within 24 hours. This decision will be final.

Date	Summary of Changes	Other Comments
28 th February 2023	Policy Adopted	Revision due 27/2/2024
9 th March 2024	No changes	Revision due 8 th March 2025