

Employment with Lynher Training Limited.

Lynher Training's office admin team, both full time and part time are all directly employed by Lynher training. Delivery staff are Self-Employed and invoice Lynher Training at a pre-agreed rate for training delivered at the end of each course. The reason for this is that Delivery staff are all currently working (most running their own businesses) in the land-based sector. We only now 'employ' instructors and assessors who are currently working in the industry as we have found this to be essential in order for them to be able to deliver and assess to the required standard.

The ESFA confirmed that it is acceptable to 'employ' delivery staff in this way, if 'they were working for us as if employed'. This is the case; we take responsibility for regularly monitoring all of our delivery staff on H&S, Admin standards, and general Quality of delivery. All instructors delivering ESFA funded courses are required to complete a minimum amount of CPD, and attend all CPD events, First Aid, Safeguarding etc. A dedicated QA officer records collates and monitors all of the instructors to ensure they comply. Regular standard setting sessions are held for all delivery instructors.

Pre-Employment checks:

To comply with legislation, and ESFA rules (both for our direct ESFA Apprenticeship delivery, and our Plymouth City Council contract) Lynher Training Limited needs to ensure that certain employment checks are in place as part of the recruitment process. As well as the evidence to prove your entitlement to work in the UK and qualifications applicable to the role. Other checks include:

Health check

We will need you to complete a confidential health questionnaire so that we can confirm that you are fit for the role specified.

References

If you have given permission on your application form for us to take up references then we will automatically take these up if you are successful. One of your referees will need to be your current or last employer. School leavers, unemployed or returners to the workplace may need to provide an alternative education or personal referee who must be able to comment on your skills and abilities in relation to the position applied for. We cannot accept references from family members.

References for vacancies which involve contact with children or vulnerable adults will be taken up prior to interview if you have given us permission to contact them. We will need details of a referee who has known you for the last five years and is still in regular contact with you.

(See also updated information on *safer recruitment* below)

Disclosure and Barring Service (DBS) checks

Staff Employment, Recruitment, Training and Supervision Policy

If applying for certain roles, there will be a requirement to undertake a DBS check. This will be specified in the job advertisement. If you are successful you will be sent an online link to initiate this process together with guidance on the suitable documentation that you will be required to present to allow us to submit your DBS application.

All staff members who undertake regulated activities with children and young people and their supervisors are required to undertake DBS checks, including the provision of proof no record to debar from employment.

Given the sphere of Lynher Training Ltd.'s work, the relevant regulated activity a Lynher Training Ltd staff member could undertake is defined as: "unsupervised activities: teaching, training, instructing, caring for or supervising children or providing advice/guidance on wellbeing, or driving a vehicle only for children" (as set out in The Protection of Freedoms Act 2012. The frequency criteria are also of relevance: i.e. if the unsupervised activities take place on four or more days in a 30-day period, this meets the frequency criteria.

As Lynher training Limited's delivery involves regulated Activity, all delivery staff undertake DBS checks. Lynher training Limited's Quality Assurance officer ensures that DBS checks are kept up to date and records are stored and maintained with the staff CPD records.

Safer Recruitment:

Lynher Training Ltd recognises that DBS checks alone do not ensure prospective staff are safe to work with children and we operate safer recruitment procedures for any regulated activities. This includes:

- A statement in our recruitment material/pack about our commitment to safeguarding children;
- A role description that clarifies safeguarding responsibilities;
- Completion of an application form;
- Checks on identity and work history;
- Checking of two references;
- An interview;
- An enhanced DBS check (as outlined above)
- No prospective staff member can be in one-to-one contact with a child / young person or without the presence of another adult who has a current enhanced Disclosure and Barring Service check until identity, references and Enhanced DBS Checks have been completed.

Lynher Training Ltd will operate a rolling programme of re-checking DBS checks for holders of all identified roles and posts. Existing staff (paid or unpaid) who transfer from a role which does not require a DBS check to one which involves contact with children are subject to a DBS check

Every Lynher Training Ltd staff member will undertake Safeguarding training as part of their induction to gain a basic awareness of categories and signs of abuse and how to report a concern of abuse, neglect and or exploitation. Further Safeguarding Children training will be provided to workers and volunteers who work directly with children in regulated activities as appropriate. The DSP will have access to further

safeguarding training as required for their role. Safeguarding Children training will be refreshed every 3 years.

For staff members directly involved with children in regulated activities safeguarding children must be a standing supervision item; similarly, for their supervisors and the DSP. They will be supported in dealing with safeguarding cases in supervision and where appropriate with referral to additional expert help.

For other Lynher Training Ltd staff members, safeguarding children will be discussed in supervision as the need arises. In addition, all staff members will be supported by the DSP as required.

Lynher Training Ltd will emphasise to all staff members that they have a duty to report any concerns they have regarding the possible abuse of a child in touch with our services immediately to the DSP. Each staff member is required to read the safeguarding policy and to sign to that effect.

(See also Safeguarding Adults and Safeguarding children Policies)

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