

## Safer Recruitment Policy

Our safer recruitment policy sets out a framework for making robust recruitment decisions which comply with relevant legislation and best practice.

Our recruitment processes will:

- Create a safe environment for children, young people and vulnerable adults by adopting safer recruitment practises in line with statutory requirements.
- Comply with the law on preventing illegal working under the Immigration, Asylum and Nationality Act 2006.
- Comply with the requirements of the Equalities Act (2010) to ensure that no applicant is disadvantaged or discriminated against because of a 'protected characteristic'.

### Safer Recruitment

The recruitment of all applicants by the organisation, without exception, must follow the principles of safer recruitment as set out by the organisation to ensure that all appointments are suitable to work with children, young people or vulnerable adults.

All potential appointments will be subject to the pre-employment checks and the recording of all checks will be maintained on the Central Record System (CRS).

At least one person on every recruitment team must have completed safer recruitment training.

It is the policy of the organisation that this training should be completed every 3 years.

### Identifying Vacancies

On receipt of a resignation, the recruitment manager will consider whether the post needs to be replaced or if the requirements of the role have changed.

All recruitment, including direct replacements, will require authorisation by the recruitment manager.

### Job Description

A job description and person specification will be required for all posts setting out the responsibilities, skills, knowledge, and experience required for the respective role.

All job descriptions and person specifications will refer to the responsibility for safeguarding and promoting the welfare of children, young people or vulnerable adults.

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## Advertising

All advertisements will include a statement about safeguarding children, young people or vulnerable adults and the requirement for applicants to have a DBS check.

The advert will state whether the role is exempt from the Rehabilitation of Offenders Act (1974).

All adverts will state that shortlisted candidates will be subject to an on-line check.

## Application

All applicants are required to fill out a job application form.

The form will include a statement confirming that it is an offence to apply for a role if an applicant is barred from engaging in regulated activity relevant to children, young people or vulnerable adults.

The form will include URL links to the organisation's Safeguarding Policy, Privacy Policy and any other relevant policies.

Applicants will be required to demonstrate how they meet the requirements of the role as detailed in the person specification.

## Short Listing

Applicants will be short-listed against the requirements of the person specification. The outcome of the short-listing process will be recorded for retention on the Central Record System (CRS).

Feedback will not be provided to applicants at the shortlisting stage.

Equal opportunities data will be collected to support future approaches to recruitment process.

Applicants invited to participate in a selection process will be asked if they require any adjustments to support them to participate fully in the process.

Shortlisted candidates will be sent a form and will be asked to declare if they have a criminal record or any information that would make them unsuitable to work with children, young people or vulnerable adults.

We will request the following information:

- If they have a criminal history
- Whether they are included on the barred list
- Whether they are prohibited from teaching children, young people or vulnerable adults
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
- If they are known to the police and local authority social care

- Any relevant overseas information

Any information provided will be discussed with the applicant further at the interview.

### **Selection**

A face-to-face interview will take place for all positions, the interview will be conducted by the recruitment manager.

A set of common questions relating to the requirements of the post will be asked of each applicant. Their response will determine the requirement for supplementary questions.

In addition to an interview a variety of other selection methods may be used, such as:

- Observation of teaching practice
- A presentation
- In tray exercises

Candidates are required to bring photo ID and proof of qualifications with them to the interview, along with Right to Work and DBS documentation. A copy will be taken and signed by the recruitment manager.

Recruitment will be solely based on the applicant's abilities and individual merit as measured against the criteria for the job based on an assessment of qualifications, knowledge, experience and skills.

### **Job Offer**

A verbal offer of employment may be made by the recruitment manager when the selection process is complete. This will be followed by the issue of a formal written offer.

### **Pre-employment checks**

All offers of employment (verbal and written) are conditional and dependent on satisfactory pre-employment checks being completed and deemed suitable by the organisation's recruitment manager.

All pre-employment checks will be recorded and retained in the personnel file, in-line with organisation's Safer Recruitment Guidelines and Data Protection requirements.

### **Right to Work and Identity Checks**

The organisation has a responsibility to comply with immigration legislation and ensure that any migrant workers are eligible to work in the UK and in the role being offered.

Document checks are made on all prospective employees before they start, and in line with equality laws, we make no presumptions about a person's right to work in the UK. All copies of documentation will be kept on the employee's file.

If we are not satisfied that someone has the right to work in the UK, we will refuse employment to that person. It is up to the prospective employee to demonstrate to us that they are permitted to work.

### **Disclosure and Barring Service (DBS)**

The organisation will obtain an enhanced DBS certificate for all new appointees.

The organisation will obtain the original DBS certificate before appointment and record the date seen on their central recording system.

### **Applicants who have lived or Worked Overseas**

Applicants who have lived or worked overseas will be subject to the same checks as all other applicants.

The organisation will also conduct additional checks which will include the following:

- Overseas criminal record check.
- Confirmation from overseas teaching regulatory bodies that no restrictions or sanctions have been placed on the individual and that they are suitable to work with children, young people and/or vulnerable adults.

### **Qualifications and Professional Status**

All applicants will be required to provide confirmation of professional qualifications required for the role that they are applying for.

### **References**

The organisation will:

- Take up references in advance of interview, where possible.
- Not accept open references.
- Liaise directly with referees and verify any information provided.
- Ensure any references are from the candidate's most recent employer and the last time that they worked with children, young people and/or vulnerable adults.
- Ensure electronic references originate from a legitimate source.
- Ensure the reference is completed by a senior person with appropriate authority to provide the reference.

- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate.
- Establish the reason the candidate is leaving their current or most recent post.

### **Record Keeping and Data Protection**

All the pre-employment checks detailed in this document will be recorded on the Central Record System, (CRS) in line with the statutory guidance.

All written records of interviews, application forms and reasons for appointment or non-appointment will be kept by the organisation in line with our Recruitment Privacy Notice, (for appointed candidates), and in line with the requirements of Data Protection Legislation.

Applications, notes taken at shortlisting and interview will be retained for a period of 12 months and then destroyed.

All recruitment documentation, including interview notes and copies of identity documents and qualifications, will be retained as part of the personnel file for the new appointee.

The policy will be reviewed every 12 months by Claire Hoult, Quality Manager, Customised Curriculum

Last updated: May 2025