Magnum Opus
TRAINING LIMITED

POLICIES AND PROCEDURES

Staff Recruitment and Selection Policy

Magnum Opus Training Limited

LAST REVIEWED	NEXT REVIEW DUE
September 2026	September 2027
APPROVED BY	**ROLE**
Mr S King	Headteacher

Signature



Karting Academy
MAGNUM OPUS TRAINING LTD

Boxing Academy
MAGNUM OPUS TRAINING LTD

Construction Academy
MAGNUM OPUS TRAINING LTD

Purpose and scope

Magnum Opus Training Limited recruits people who can support students safely and effectively. This policy explains how vacancies are planned, candidates are assessed, checks are completed, and new staff are inducted. It applies to employees, directors, volunteers and contractors who will work for or on behalf of the provision. The nature of a role determines the lawful and proportionate checks required. Agency staff are not currently used; if this changes, the Headteacher must agree and document the check and supervision arrangements before deployment.

Magnum Opus is a non-school alternative provision serving children and young adults with education, health and care plans up to age 25. The Department for Education voluntary national standards for non-school alternative provision guide the safeguarding approach. Keeping Children Safe in Education 2026 is used as a school-sector good-practice reference, without assuming that every school-specific duty or check automatically applies to this provision. Recruitment decisions also follow equality, employment, right-to-work, disclosure and data protection law.

Responsibility and fair selection

Scott King, Headteacher, approves vacancies, oversees safer recruitment and makes the final appointment decision. A panel of at least two people shortlists and interviews candidates; at least one panel member has completed safer recruitment training. Where Scott has a personal or professional conflict of interest, Rachel King, Director, takes the decision and arranges an independent panel member or external HR advice where needed. Panel members declare a conflict before reviewing applications.

Every role has a current job description and person specification stating duties, essential criteria, student contact, safeguarding responsibilities, required qualifications and anticipated checks. Vacancies are advertised through channels appropriate to the role. Adverts explain Magnum Opus's safeguarding commitment, the applicable DBS level subject to eligibility, and the availability of reasonable adjustments. Selection criteria are applied consistently. Applicants are not rejected because of a protected characteristic, disability-related adjustment request or a criminal record that is irrelevant to the role. Any adjustment request is handled separately from the merits assessment where practicable.

Applications and shortlisting

Candidates complete the Magnum Opus application form. A CV may be supplied alongside it but does not replace the form. The form asks for a full employment, education and relevant voluntary-work history, reasons for gaps, qualifications, referee details and a statement addressing the person specification. It does not ask for a general health declaration or criminal-record self-disclosure at the initial application stage. Shortlisted applicants are invited to disclose relevant criminal or suitability information in line with the Rehabilitation of Offenders Act and the role's legal exemptions, before interview so that it can be discussed fairly.

At least two panel members compare applications against the published criteria, check gaps or inconsistencies and record reasons for shortlisting. At least one has completed safer recruitment training. Candidates are told in advance that Magnum Opus may undertake a proportionate

search of information publicly available through an online search engine. The search is limited to shortlisted candidates and material relevant to safeguarding or suitability for the role. A person who is not making the appointment decision screens results and passes only potentially relevant findings to the panel. The candidate is given an opportunity to explain a concern; search results alone do not decide the outcome. Magnum Opus does not seek access to private accounts or use intrusive screening tools.

References and interview

Magnum Opus seeks two professional references for each shortlisted candidate, including the current or most recent employer and, where relevant, the most recent employer for work with children. References are requested directly from the referee before interview where possible and checked for authenticity, dates, role, suitability and relevant safeguarding concerns. Open testimonials or references supplied only by the candidate are not accepted. If a reference is not available before interview, the reason is recorded; the outstanding reference must be received, verified and assessed before the person starts. Inconsistencies are discussed with the candidate and referee where appropriate.

The panel agrees structured questions for all candidates, including motivation for the role, safeguarding judgement, professional boundaries, relevant skills, and experience with students who have special educational needs or disabilities. Teaching and activity roles include a suitable practical task and observation. Any student involvement is planned, supervised and assessed consistently. The panel records evidence against the person specification and any follow-up needed, rather than relying on impression alone. The Headteacher or Rachel King where conflicted reviews the evidence and records the appointment decision.

Conditional offer and pre-start checks

An offer is conditional until all required checks are satisfactory. No person starts work with students before the required checks are complete, assessed and recorded. The Headteacher confirms the checks needed for each role before the offer is made and records completion on a secure single central record. Checks and their dates are verified from the appropriate original, online or issuing-body source; copies and certificate details are kept only as permitted by law and the Data Protection and Privacy Policy.

Identity, work and qualifications

The Headteacher verifies identity and the legal right to work in the UK using the current Home Office process before employment begins, with any required follow-up check diarised. Required qualifications and professional status are checked with the issuing body where appropriate. Relevant employment history and references are resolved. Where a candidate has lived or worked overseas, the Headteacher considers additional criminal-record or professional-suitability evidence that can reasonably be obtained, records any gap, and assesses the residual risk before appointment. A teaching-prohibition or professional restriction check is made where the role and available service make it relevant; a school-only check is not assumed to be a universal legal requirement here.

DBS and barred-list eligibility

Magnum Opus obtains an enhanced DBS check for staff and volunteers working with students where the role is legally eligible. The Headteacher assesses the duties, frequency and supervision for each role and requests a children's barred-list check only where the role meets the relevant regulated-activity criteria. An adults' barred-list check is requested only where the particular duties meet the separate adult regulated-activity criteria; teaching a student aged 18 or over, or their having an EHCP, does not by itself establish eligibility. The same role-based assessment applies to directors and contractors. A contractor does not work with students until Magnum Opus has completed the checks appropriate to their role; other site visitors remain supervised under the Safeguarding Policy.

Where the DBS Update Service is used, the Headteacher verifies the original certificate, obtains the person's permission, confirms that the certificate is at the correct level and workforce for the role, and records the check and result. A change in duties triggers a fresh eligibility assessment. A barred person is not placed in regulated activity. Any concern raised by a check is assessed with the candidate's explanation and safeguarding advice as necessary before a decision is made.

Health and adjustments

Before an offer, health or disability questions are limited to those permitted by equality law, such as arranging an interview adjustment or assessing a function intrinsic to the role. After a conditional offer, the Headteacher may seek only role-related information needed to consider fitness, reasonable adjustments and safe working. A general medical-clearance requirement is not imposed on every candidate. Health information is kept separately and confidentially, and a decision is made on the person's ability to perform the role with reasonable adjustments.

Recruitment of people with a criminal record

Magnum Opus assesses disclosed or DBS information fairly and individually. A conviction, caution or other information is not an automatic bar unless law prohibits the person from the work. The Headteacher considers the nature and seriousness of the matter, its relevance to the role, time elapsed, pattern, circumstances, the candidate's explanation and the risk to students. Protected information is not sought or used unlawfully. Before withdrawing an offer because of a disclosure, the candidate has an opportunity to discuss it and any apparent error. The decision and reasons are documented with restricted access. This section is Magnum Opus's policy on the suitability of applicants with a criminal record and is available to applicants for eligible roles.

Induction and probation

Before contact with students, the manager completes a role-appropriate induction, including the Staff Code of Conduct, Child Protection and Safeguarding Policy, DSL contacts and reporting routes, LearnTrek recording, behaviour and de-escalation, site and activity risks, first aid and emergency arrangements, confidentiality, and individual student information needed for the role. The staff member signs the Staff Code of Conduct and the safeguarding induction checklist. Any remaining training or supervision need is recorded and completed before unsupervised work that depends on it.

Employees normally complete a six-month probation period with a documented review at three months and a final review before the end of six months. The manager gives clear feedback, support and reasonable adjustments where needed. The Headteacher records confirmation or other action in line with the employee's contract and Disciplinary Policy. Ongoing appraisal, supervision and professional development are managed outside this recruitment policy.

Records, commissioner assurance and review

Recruitment records are held on the secure staff cloud with access limited to authorised managers. The central record shows each person's role, eligibility decision, checks required, date completed, checker and outcome; sensitive DBS content is not copied into it. The Headteacher gives a school or local authority written confirmation of completed safeguarding checks for staff working with its students on request, without disclosing unnecessary certificate information. Unsuccessful applicant records are normally kept for six months after the decision, unless a documented claim or agreed talent-pool arrangement justifies longer. DBS certificates are normally retained no longer than six months after a decision, in line with DBS guidance and the Data Protection and Privacy Policy.

The Headteacher reviews this policy annually and sooner after a significant change in law, guidance or practice. The board of directors oversees implementation. Related documents are the Staff Code of Conduct, Child Protection and Safeguarding Policy, Staff Equality and Diversity Policy, Data Protection and Privacy Policy, Disciplinary Policy and Health and Safety Policy.