INNOV4TE INDEPENDENT SCHOOL

SAFER RECRUITMENT POLCY

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| Effective from | Sept 2024 |
| Review date | Sept 2025 |
| Person responsible | Stacy Millington-Moss |

Introduction

Safer recruitment means taking steps to ensure only individuals who are suitable for working with young people, whilst keeping them safe from harm and risks, are appointed. The following process will be adopted and applied consistently when appointing a staff member or volunteer.

# Purpose

The purpose of this recruitment and selection policy is to ensure we recruit:

* The best possible candidates, on the basis of their relevant merits, to support the delivery of our alternative provision.
* In an equal and inclusive way that is consistent with employment legislation and good practice.
* Through a process that supports our values.
* Positively promoting INNOV4TE INDEPENDENT SCHOOL as an employer of choice.
* In a value-for-money way.

# Scope

This policy applies to all internal and external candidates who are applying to work at INNOV4TE INDEPENDENT SCHOOL.

# Policy Statement

Recruiting and selecting the best people is of paramount importance to the continued success of INNOV4TE INDEPENDENT SCHOOL. We want to constantly improve our performance as an organisation, to ensure we are doing all we can to promote the interests of the learners who attend our provision, providing an excellent service to them, and the other organisations who trust us to work with their young people. To do this, we recognise we need to recruit from the widest possible talent pool and ensure we have the right balance of skills drawn from the education sector and/or other public or private organisations.

INNOV4TE INDEPENDENT SCHOOL aims to ensure a flexible yet focused approach to recruitment, using a range of selection methods. Each recruitment campaign will be designed to identify the best person for the job, in the most time and cost-efficient way, without compromising fairness, confidentiality or INNOV4TE INDEPENDENT SCHOOL’s commitment to having a diverse workforce.

# Recruitment Process

INNOV4TE INDEPENDENT SCHOOL’s approach to each aspect of the recruitment process is outlined below.

# Identification of a Recruitment Need

Before recruitment commences, the Directors identify the specific recruitment need based on the current or projected demand for provision.

# Job Descriptions (including Person Specifications)

A job description is prepared that will include:

* + - an outline of the job’s main accountabilities; and
    - a person specification, which details the criteria required to perform the job, against which candidates can be assessed throughout the recruitment process.

# Advertising

All substantive vacancies will be advertised in the following ways:

INNOV4TE INDEPENDENT SCHOOLS website [www.innov4te.co.uk](http://www.innov4te.co.uk)

WM Jobs

Facebook

Instagram

INNOV4TE INDEPENDENT SCHOOL may choose to advertise through other cost-effective external media to generate a diverse pool of potentially suitable candidates.

In certain limited circumstances, it may be appropriate to make an appointment without advertising the role internally or externally. An assessment of the potential impact should be made before deciding to appoint without advertising and unanimous approval will be given by the Directors. In demonstrating that advertising should be waived, the assessment will need to show, amongst other things, that the implications of equality and diversity have been considered.

# Applications and Shortlisting

All individuals regardless of race, age, disability, gender, gender reassignment, sexual orientation, religion or belief, pregnancy and maternity, marriage or civil partnership are encouraged to apply for vacancies. For further information about INNOV4TE INDEPENDENT SCHOOL’s equality objectives, please refer to the Equality and Diversity Policy. Applications are treated with due confidentiality.

Shortlists will be determined by the extent to which a candidate’s experience, knowledge and skills match the role requirements as demonstrated within their application.

INNOV4TE INDEPENDENT SCHOOL makes a commitment to interview all candidates with a disability who meet the essential criteria for a job vacancy. Reasonable adjustments to the recruitment process will be made to ensure that no candidate is disadvantaged because of their disability.

Due to the volume of applications, specific feedback will not be provided at the shortlisting stage. Candidates will be notified of the decision made in respect of their interview stage by phone or email.

# Selection (Assessments and Interviews)

The selection process will be as efficient and clear as possible to ensure a positive candidate experience within an optimum timescale. The expectation at the various stages in the process will be in line with the complexity of the job requirements. Candidates may be required to complete assessments such as, case studies, Mini-teach, presentations and/or other job-related exercises as appropriate for the job.

Interviews will focus on the needs of the job and the experience, knowledge, skills and competencies needed to perform it effectively. Candidates will be assessed consistently against the criteria, using a skills matrix.

All offers of employment will be made on merit following the selection process as outlined above.

# Appointing New Employees

Before finalising an offer, INNOV4TE INDEPENDENT SCHOOL requires two written references (not relatives) One of which should be a previous employer, References will only be taken up when the position is offered to the applicant, will be requested via email, and confirmed via telephone. A reference provided by phone will not be accepted. References or testimonials from the candidate will never be accepted. Where necessary, previous employers who have not been named as referees will be contacted to clarify any anomalies or discrepancies, a detailed written note will be recorded of such an exchange

Referees will always be asked specific questions about:

* + The candidate's suitability for working with children and young people at risk.
  + Any disciplinary warnings, including time-expired warnings that relate to the safeguarding of children and young people.
  + The candidate's suitability for the post.

The candidate will also complete a work health assessment, and confirmation of the individual’s right to work in the UK, all those with access to, or responsibility for, children and young people will be required to undergo an enhanced DBS (Disclosure and Barring Service) check\*, and evidence of necessary and relevant qualifications.

\*Where the enhanced DBS check contains disclosures a risk assessment will be made to the suitability of the candidate for the role in line with safeguarding legislation

**Training**

Once recruited, all new staff and volunteers will receive training and written guidelines to ensure they remain fully aware of relevant safeguarding procedures.

* All staff and volunteers receive training and written guidelines on safer working practices.
* All staff and volunteers receive training and written guidelines on allegations management and whistle blowing.
* All staff and volunteers receive training and written guidelines on reporting procedures if they suspect that a child or young person is at risk of harm.

**Probation period**

All staff will be subject to a probation period of six months (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the role for which they have been recruited.

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# Candidate Expenses

INNOV4TE INDEPENDENT SCHOOL do not reimburse candidate expenses.

# Data Protection/Confidentiality

Records relating to recruitment will be held and destroyed in accordance with the Data Protection Act. For further information, please refer to the GDPR/Data Protection Policy.

# Complaints

INNOV4TE INDEPENDENT SCHOOL strives to ensure that candidates understand the process and requirements and that they have a positive experience regardless of the outcome of their application. Where a candidate is dissatisfied with the handling of their application, external candidates can address their complaint to INNOV4TE INDEPENDENT SCHOOL Directors.

# Queries

Any queries relating to this policy should be addressed to a Director.

[Stacy@INNOV4TE.co.uk](mailto:Stacy@INNOV4TE.co.uk)

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