



Safer Recruitment Policy

Harmony AE LTD is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Introduction

This policy has been written with reference to KCSiE September 2024

Safe Recruitment is at the heart of safeguarding children. This policy is to ensure that the best practice is taken for safe recruitment for all staff appointments to Harmony AE LTD and for all staff working with Harmony AE LTD.

Safe Recruitment Practice for employed staff

Stage 1 – Planning and Advertising

The advert for the vacancy or online post should include the following:

- Harmony AE LTD are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment
- Successful applicants are subject to a successful Enhanced DBS Disclosure
- Details of the post, salary and qualifications required where applicable

Stage 2 – Application Form

CV's will not be accepted instead of the application form for employed staff, as there is the risk of information required for safeguarding being omitted.

Stage 3 – Scrutinising and Short Listing Candidates

Incomplete applications will not be accepted and will be returned for completion.

All applications will be scrutinised to ensure they are fully and properly completed, that the information provided is consistent and does not contain any discrepancies. Any gaps in employment should be identified and noted.

Short listed candidates will be invited to interview. They will be advised that online searches may be done as part of due diligence checks. This may help identify any incidents or issues



that have happened, and are publicly available online, which Harmony AE Ltd might want to explore with the applicant at interview.

Stage 4 – References

Where possible, we will seek references for all short-listed candidates before they are invited to interview. Applicants should provide the details of two referees, one of whom must be their current or most recent employer. Where the applicant is not currently working with children, but has done so in the past we will also request a reference from that employer. We may approach previous employer for information to verify particular experience or qualifications, prior to interview.

References will always be sought directly from the referee. Open references or testimonials i.e “To Whom It May Concern” are not acceptable

Where references are not available before the candidate is interviewed, we will ensure that they are received and scrutinised, and any concerns are resolved satisfactorily, before the person’s appointment is confirmed.

Stage 5 – Involving Pupils and Students

If appropriate to the post the candidate is applying for we may ask to observe candidates interacting with a group of students.



Stage 6 – Interview

The purpose of the interview is to assess the merits of each candidate against the job requirements and to explore their suitability to work with children. The interview will also explore:

- The candidate's attitude towards children and young people;
- Any gaps in the employment history of the candidate
- Any concerns or discrepancies arising from the information provided by the applicant and/or referee.
- If references were not obtained prior to interview, whether the applicant has anything to discuss in light of the questions that will be asked of the referees.
- Whether the applicant has anything they wish to declare in light of the requirement to for a DBS enhanced check

All candidates attending interviews will be requested to provide the following documents:

- Proof of identity
- Proof of eligibility to live and work in the UK (if applicable)
- Proof of qualifications
- Documents required to satisfy DBS checks

These documents will be checked and copied where necessary prior to the candidate entering the interview.

The interview panel will consist of at least one owner of Harmony and a suitably qualified and experienced colleague. At least one member of the panel will be appropriately trained in safer recruitment practices.

Stage 7 – Successful Candidate – Pre Appointment Checks

An offer of appointment to the successful candidate is conditional upon the following:

- Receipt of at least two satisfactory references



- Verification of the candidate's identity-copies of documents to be kept on their personnel file
- Production of documents supporting the candidate's right to live and work in the UK-to be kept on their personnel file
- A satisfactory Enhanced DBS disclosure (including List 99 check)-number to be recorded on Single Central Record
- List 99 check (List 99 should be checked separately if the candidate is to start work before the DBS check has been completed)
- Verification of qualifications- copies of documents to be kept on their personnel file
- Verification of professional status where required e.g GTC registration, QTS Status (unless properly exempted)
- Satisfactory completion of the probation period (where applicable)
- Additional checks required where candidates have lived and/or worked abroad

Stage 8 – Induction

All new staff and volunteers at Harmony AE LTD will be provided with training and information on all of the Centre's policies and procedures including specific training on our policies for our Safeguarding Policy and Anti-bullying Policy. The owners of Harmony AE LTD will also confirm the conduct expected of staff.

Regular meetings will be held in the first 12 months of the appointment with the owners of Harmony AE LTD.

Safer recruitment for self employed staff

Harmony AE LTD maintain a bank of staff who work on a self-employed basis. These staff are subject to the same checks as staff who are employed directly by Harmony AE LTD. The process is as follows:

Stage 1 – advertising

The position is advertised as a self-employed position and interested parties are asked to contact the owners of Harmony for the further information and an initial informal conversation.

Stage 2 – application form



CV's will not be accepted instead of the application form, as there is the risk of information required for safeguarding being omitted.

Stage 3 – scrutinising and invitation to interview of candidates who have the necessary skills and experience

Stage 4 – references

Where possible, we will seek references for all candidates before they are invited to interview. Applicants should provide the details of two referees, one of whom must be their current or most recent employer. Where the applicant is not currently working with children, but has done so in the past we will also request a reference from that employer. We may approach previous employer for information to verify particular experience or qualifications, prior to interview.

References will always be sought directly from the referee. Open references or testimonials i.e "To Whom It May Concern" are not acceptable

Where references are not available before the candidate is interviewed, we will ensure that they are received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is confirmed.

Stage 5 – Involving Pupils and Students

If appropriate to the post the candidate is applying for we may ask to observe candidates interacting with a group of students.

Stage 6 – Interview

The interview will explore:

- The candidate's attitude towards children and young people;
- Any gaps in the employment history of the candidate
- Any concerns or discrepancies arising from the information provided by the applicant and/or referee.
- If references were not obtained prior to interview, whether the applicant has anything to discuss in light of the questions that will be asked of the referees.
- Whether the applicant has anything they wish to declare in light of the requirement to for a DBS enhanced check



All candidates attending interviews will be requested to provide the following documents:

- Proof of identity
- Proof of eligibility to live and work in the UK
- Proof of qualifications
- Documents required to satisfy DBS checks

These documents will be checked and copied where necessary prior to the candidate entering the interview.

The interview panel will consist of at least one owner of Harmony and a suitably qualified and experienced colleague. At least one member of the panel will be appropriately trained in safer recruitment practices.

Stage 7 – Successful Candidate – Pre Appointment Checks

An offer to be added to the list of bank staff to the successful candidate is conditional upon the following:

- Receipt of at least two satisfactory references
- Verification of the candidate's identity
- Production of documents supporting the candidate's right to live and work in the UK
- A satisfactory Enhanced DBS disclosure (including List 99 check)
- List 99 check (List 99 should be checked separately if the candidate is to start work before the DBS check has been completed)
- Verification of qualifications
- Verification of professional status where required e.g GTC registration, QTS Status (unless properly exempted)
- Satisfactory completion of the probation period (where applicable)
- Additional checks required where candidate's have lived and/or worked abroad

Stage 8 – Induction

All new staff and volunteers at Harmony AE LTD will be provided with training and information on all of the Centre's policies and procedures including specific training on our policies for our Safeguarding Policy and Anti-bullying Policy. The programme will also confirm the conduct expected of staff.



Further information

Reporting Individuals to the Secretary of State

As an employer in the education sector, Harmony AE LTD are required to supply information to the DfE where we have ceased to use the services of a person (including a teacher supplied by an agency or volunteer) because we consider that the person is unsuitable for work with children, or as a result of misconduct, or because of a medical condition that raises a possibility of risk to the safety of children.

We are also required to provide information where we would have ceased to use the person's services on these grounds if the person had not ceased to provide them, or might have refrained from making new arrangement for a person on these grounds if the person had not ceased to make themselves available. For example, if the person resigned or left under the terms of a compromise agreement, where the disciplinary process may have been considered had they not done so.

Harmony AE LTD will also notify the DfE if we refuse the employment (paid or unpaid) of an individual on the basis of their DBS disclosure information, where the individual does not appear on List 99.

Reports to the DfE will be made promptly, within one month of the person's dismissal, resignation or refusal of employment.

In addition, where a pattern of Low Level Concerning Behaviour is identified which therefore meets the criteria for an allegation, we will refer to the LADO

Harmony AE LTD will:

- Keep and Maintain a Single Central Record of Recruitment and Vetting Checks
- Require staff, who, during their employment (including self-employment) are convicted or cautions for any offence, to immediately notify the owners of Harmony AE LTD in writing, detailing the offence and penalty.
- Ensure that any contract with an external contractor or agency will require them to conduct appropriate checks and implement measures detailed in this policy as required.
- Treat information disclosed as part of a DBS check as confidential. Disclosure information will be held securely and securely destroyed when it is no longer needed.
- Ensure that under no circumstances must a staff member, volunteer or any other person who has not obtained an Enhance DBS check be left unsupervised with children.



Single Central Record (SCR)

In addition to the various staff records, which are kept as part of normal business, the establishment will also keep and maintain a single central record of recruitment and vetting checks. The SCR will record:

- All staff who are employed to work at Harmony AE LTD, including self employed staff
- All staff who are employed as supply staff
- All people who have been chosen by the school to work in regular contact with children

The SCR will indicate whether the following checks have been completed, by whom and on what date:

- Identity check
- Qualification check
- Right to work in the UK
- List 99 check
- DBS check
- Further overseas record check

Supply Staff

For the purposes of creating the record of checks for supply staff provided through an agency, the Harmony AE LTD will:

- Require written confirmation from supply staff agencies that it has satisfactorily completed the checks required for safe recruitment as listed in this document.
- Where a DBS check has a disclosure, the establishment will request the disclosure from the agency.
- Carry out identity checks on Supply staff to confirm that the individual arriving at the Harmony AE LTD is the individual that the agency intends to refer to Harmony AE LTD.

REHABILITATION OF OFFENDERS ACT 1974



All posts relating to Harmony AE LTD are exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Disclosure and Barring Service check.

The Disclosure and Barring Service has published a Code of Practice with accompanying explanatory guide for information. Harmony AE LTD is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

Data Protection

Employees are entitled to see and receive, if requested, copies of their employment reference. Further disclosed information will be treated in confidence and not used against applicants unfairly.

Dated: 7th September 2024

Signed:

S Baker Victoria Ball

Review date: September 2025