

Safer Recruitment Policy

1. Introduction

Alt-Ed Lincs is committed to providing a safe and secure environment for all its students and staff. This Safer Recruitment Policy outlines the procedures and guidelines that must be followed during the recruitment process to ensure the safety and well-being of everyone involved.

2. Scope

This policy applies to all individuals involved in the recruitment process, including but not limited to, hiring managers, recruiters, interviewers, and decision-makers.

3. Policy Statements

3.1. Appointment Principles

3.1.1. Alt-Ed Lincs is committed to promoting diversity, equality, and inclusion in its recruitment process. All applicants will be treated fairly and without discrimination.

3.1.2. All recruitment decisions will be based on merit, skills, qualifications, and experience relevant to the role.

3.1.3. Alt-Ed Lincs will conduct thorough background checks on all potential employees to ensure their suitability for working with children and young people.

3.2. Advertising and Application Process

3.2.1. Job advertisements will clearly state the expectation of a commitment to safeguarding and promoting the welfare of children and young people.

3.2.2. All job applicants will be required to complete an application form that includes questions related to their suitability to work with children and young people.

3.3. Shortlisting and Interviewing

3.3.1. Shortlisting will be based on the criteria outlined in the job description and person specification.

3.3.2. Interviews will be conducted by at least two members of staff, one of whom has received appropriate recruitment and safeguarding training.

3.3.3. Interview questions will include assessing the candidate's understanding of safeguarding and their ability to promote the welfare of children and young people.

3.4. References and Background Checks

3.4.1. Alt-Ed Lincs will obtain references from previous employers for all shortlisted candidates before making a final decision.

3.4.2. The recruitment team will conduct a thorough background check on all potential employees, which may include verification of identity, employment history, qualifications, and an enhanced DBS (Disclosure and Barring Service) check.

3.5. Induction and Probation

3.5.1. All new employees will receive an induction that includes training on safeguarding policies and procedures.

3.5.2. New employees will be subject to a probationary period, during which their performance and suitability for the role will be assessed.

4. Reporting and Monitoring

4.1. Any concerns or allegations regarding the suitability of an employee or volunteer to work with children and young people should be reported immediately to the designated safeguarding lead.

4.2. Alt-Ed Lincs will regularly review and monitor its recruitment procedures to ensure compliance with safeguarding requirements and legislation.

5. Review

This Safer Recruitment Policy will be reviewed annually or as and when required to ensure its effectiveness and compliance with relevant legislation and best practices.