

**Mercia Learning C.I.C.  
Trading as GROW**

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| **1** | 01/05/2024 | | Lauren Calder |
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# 1. Introduction & Purpose

This Safer Recruitment Policy has been produced in line with the DfE guidance ‘Keeping Children Safe in Education’. This policy aims to:

* Ensure safe and fair recruitment and selection is always conducted. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.
* Ensure the recruitment of all staff is conducted in a fair, effective and economic manner.

To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

# 2. Recruitment and selection policy statement

Mercia Learning is committed to safeguarding and promoting children’s and young people’s welfare and expects all staff and volunteers to share in this commitment.

Mercia Learning is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience, and ability to do the job is critical to the school’s performance and fundamental to the delivery of a high-quality service.

# 3. Pre-recruitment Process

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the school. The first experience an individual has is important; therefore, the experience should be positive and all those responsible for recruiting will:

* Leave a positive image with unsuccessful applicants.
* Give successful applicants a clear understanding of the post and what is expected of them.
* Take reasonable actions to reduce the risk of a bad selection decision recognising the potential cost and the school’s commitment to safeguarding children and young people.

The pre-recruitment process consists of the following:

* **Application Form** - The application form will be adapted for different posts but will always include key information on safeguarding. As such, candidates must provide information on employment history and if appropriate adequately explain the reasons for any gaps. The candidates must complete, sign and date the declaration and follow instructions regarding the appropriate disclosure of relevant criminal convictions.
* **Job Description and Person Specification -** A job description and where applicable a person specification will be issued for all posts. In the case of volunteers, this will include a volunteer role profile. The job description/volunteer role profile will have a clear reference to an individual’s responsibility to safeguard children and promote their welfare.
* **Criminal Self-Disclosure -** All short-listed candidates will be asked to complete a self-disclosure form with their invitation to interview.

# 4. Interview Process

The interview will assess the merits of each candidate for the post, including at least one question exploring their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to- face interview even if there is only one candidate.

A minimum of two interviewers will form the interviewing panel. The members of the panel will: 

* have the necessary authority to make decisions about appointments.
* be appropriately trained, (at least one member of interview panel will have undertaken Safer Recruitment Training).
* meet before the interviews to:
* reach a consensus about the required standard for the job to which they are appointing.
* consider the issues to be explored with each candidate and who on the panel will ask about each of those.

In addition to assessing and evaluating the applicant’s suitability for the post, the interview panel will also explore:

* the candidate’s attitude toward children and young people.
* their ability to support the school’s ethos for safeguarding and promoting the welfare of children.
* any gaps in the candidate’s employment history.
* any concerns or discrepancies arising from the information provided by the candidate and/or a referee.

# 5. Conditional Offer of Appointment & Pre-Appointment Checks

An offer of appointment to the successful candidate will be conditional upon:

* Two suitable references – with one being from their current employer.
* verification of the candidate’s identity
* verification of eligibility to work in the UK.
* appropriate overseas check, and references from any overseas education employer after this date.
* verification of qualifications
* verification of professional status where required e.g. QTS status (unless properly exempted)
* a satisfactory DBS Enhanced Disclosure, with the certificate seen and verified by the centre (for Volunteers a written risk assessment in relation to the undertaking of an Enhanced DBS Disclosure).
* Any additional checks as deemed appropriate.

All checks will be appropriately documented and retained on the individual’s personnel file with information recorded on the school’s central record in line with the statutory requirements set out in Keeping Children Safe in Education. Where information is unsatisfactory or there are discrepancies in the information provided this will be followed up.

Examples of unsatisfactory information includes where:

* the candidate is found to be on the relevant barred List, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or,
* an applicant has provided false information in, or in support of, his/her application; or,
* there are serious concerns about an applicant’s suitability to work with children, The facts will be reported to the Local Authority Designated Officer (LADO).

If an individual’s DBS certificate is not completed a member of staff would only be able to commence work if the centre is satisfied that: 

* appropriate supervision is in place.
* other checks (references etc) have are completed satisfactorily.
* the DBS barred list check has been completed.

# 6. Post Appointment Induction

There will be an induction program for all staff which includes the arrangements for Child Protection and Safeguarding, Keeping Children Safe in Education (Part 1 (or Annex A as appropriate) and Annexe B) and Safer Working Practice Guidance.

# 7. Supply Staff

When the centre needs to use the services of a supply agency, we will ensure the agency operates a safer recruitment process and provides confirmation that the following have been checked and judged as satisfactory:

* Identity
* Enhanced DBS Disclosure
* Right to work in the UK
* The DBS Barred List
* Any Prohibition Order, Interim Prohibition Order or GTCE sanction for those undertaking ‘teaching work’
* Qualifications (where applicable)
* Overseas Checks, including and EEA check where applicable (see Appendix 1)

When the supply member of staff arrives at the centre, their identity will be checked, and it will be confirmed that they are the same person on the documentation from the agency.

# Appendix I – Safer Recruitment Checklist

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| --- | --- | --- | --- | --- |
| Recruitment and selection checklist | **Initials** | | **Date** | |
| **Pre-interview:** |  | |  | |
| **Planning -** Job specification and description and other documents to be provided to applicants, reviewed and updated as necessary.  Application form seeks all relevant information and includes relevant statements about references etc. |  | |  | |
| **Vacancy advertised** (where appropriate) - Advertisement includes reference to safeguarding policy, that is, statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked. |  | |  | |
| **Applications on receipt -** Scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short-listing |  | |  | |
| **Short-list prepared** |  | |  | |
| **References – seeking**  Sought directly from referee on short-listed candidates; ask recommended specific questions. |  | |  | |
| **Interview arrangements -** At least two interviewers; panel members have authority to appoint; have met and agreed  issues and questions/assessment criteria/standards |  | |  | |
| **Interview -** Explores applicants’ suitability for work with children as well as for the post |  | |  | |
| **Self-Disclosure –** Completed self-disclosure is submitted and seen by the member of the panel who is safer recruitment trained. |  | |  | |
| **Note:** identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file; where appropriate applicant completed application for DBS disclosure |  | |  | |
| **Conditional offer of appointment:** pre appointment checks. Offer of appointment is made conditional on satisfactory completion of the following pre- appointment checks and, for non-teaching posts, a probationary period |  | |  | |
| **References before confirmation of appointment:** (if not obtained and scrutinised previously)  (**If received by email – accompanying email to verify authenticity. If not from professional email address,** **follow up to ensure authenticity)** | |  | |  |
| **Identity** (if that could not be verified at interview) | |  | |  |
| **Qualifications** (if not verified on the day of interview) | |  | |  |
| **Permission to work in UK, if required** | |  | |  |
| **Record sight of DBS certificate** - where appropriate satisfactory DBS certificate. | |  | |  |
| **DBS Barred list check** – applicant is not barred from working with Children **(this must be completed before the applicant commences work)** | |  | |  |
| **Prohibition from Teaching Work Check** – For those carrying out teaching work **(see below)** the teacher has not been included in the prohibition list or interim prohibition list or has a GTCE sanction. | |  | |  |
| **Overseas Checks** – for individuals who have lived or worked abroad in the last 5 years. **(For those carrying out teaching work within the EEA area this will include an EEA prohibition order check through Employer Access until Jan 21, after this date it will include a**  **reference from any education employer overseas in the same period)** | |  | |  |
| **Risk Assessment –** for Volunteers a written Risk assessment in relation to undertaking an Enhanced DBS | |  | |  |