



Safer Recruitment and Selection Policy (Including the Recruitment and Use of Volunteers) Tigers Education Ltd

Name of setting: Tigers Education Ltd

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Policy review dates and changes:

Review Date	By Whom	Summary of Changes Made	Date Implemented

Tigers Education is committed to recruiting and selecting high-quality employees and volunteers who contribute to the educational and developmental success of our pupils. We are dedicated to maintaining a fair, transparent, and compliant recruitment process, promoting diversity, safeguarding, and meeting the needs of our pupils. This policy sets out the recruitment standards for both paid employees and volunteers, ensuring our selection processes are inclusive, legally compliant, and reflective of our organisational values.

We aim to recruit individuals who share our vision of supporting pupils and delivering high-quality educational provision. In addition to adhering to the law, we are committed to safeguarding and promoting the welfare of children and young people.

Legislative Framework

This policy ensures compliance with the following key legislation relevant to recruitment in education:

- **Equality Act 2010:** Prohibits discrimination based on protected characteristics, ensuring equal treatment during recruitment, selection, and employment.
- **Education Act 2002:** Imposes a statutory duty on schools and education providers to safeguard children and young people, influencing recruitment practices to prioritise child protection.
- **Employment Rights Act 1996:** Sets out legal employment rights, including the provision of employment contracts, fair recruitment practices, and worker protections.
- **Safeguarding Vulnerable Groups Act 2006** and the **Children Act 1989/2004:** Require organisations to ensure the safety of children and young people by vetting individuals through Disclosure and Barring Service (DBS) checks.
- **Rehabilitation of Offenders Act 1974 (Exceptions Order 1975):** Allows certain spent convictions to be considered during recruitment for roles involving working with children or vulnerable adults.
- **Data Protection Act 2018** and **UK General Data Protection Regulation (GDPR):** Govern how personal data, including application information, is processed and stored, ensuring transparency and security during the recruitment process.
- **Keeping Children Safe in Education (KCSIE) 2023:** Outlines the statutory guidance for schools and educational providers on safeguarding, safer recruitment, and the need for DBS checks for anyone working with children and young people.
- **The National Minimum Wage Act 1998:** Ensures all staff are paid fairly, with an exception for volunteers who willingly offer their time without financial compensation.

Scope

This policy applies to the recruitment and selection of:

- Full-time, part-time, and fixed-term employees in educational roles.
- Temporary staff and agency workers within the educational setting.

- Volunteers who contribute to the educational and pastoral support of pupils.

Recruitment and Selection Process

Job and Volunteer Role Descriptions

For all recruitment activities, comprehensive job descriptions and volunteer role outlines are prepared. These documents clearly describe the responsibilities, tasks, and essential qualifications or experience required for each role. For educational positions, the description will include relevant teaching qualifications, safeguarding responsibilities, and expectations in line with child protection standards.

For volunteers, role descriptions will highlight how their contributions will support pupils and staff, while clearly outlining boundaries to ensure volunteers are not used as replacements for paid staff.

Advertising Vacancies

Job and volunteer roles will be advertised widely to ensure an inclusive recruitment process. Advertisements will avoid any discriminatory language and reflect the organisation's commitment to equality and diversity. Vacancies will be published on appropriate platforms, such as education job boards, local employment centres, and community groups.

In line with the **Equality Act 2010**, reasonable adjustments will be offered to applicants with disabilities during the recruitment process.

Application Process

Interested candidates will submit applications that include their qualifications, experience, and personal statements. A standardised application form is provided for consistency, where compliance with safeguarding standards is crucial.

For volunteer roles, a simplified application process will be provided, but candidates will still be required to demonstrate how their skills and interests align with the role.

Process for Managing Positive Disclosures

At **Tigers Education**, we are committed to ensuring that all staff and volunteers are recruited in a manner that promotes safeguarding, protects vulnerable learners, and complies with legal requirements. As part of our recruitment process, we understand the importance of managing **positive disclosures** in accordance with legal and safeguarding guidelines.

A self-disclosure form will be included in each application pack given to candidates; this will provide the opportunity to raise any confidential information which may be relevant to the role. Requesting details of cautions, bind overs or convictions that the candidate has. The signed form must be submitted in the sealed envelope, provided in

the application pack, which will be addressed to ' Nic Wharam or Liz Naylor , Designated Safeguarding Officers, Tigers Education and marked Confidential Disclosure'.

This envelope must be kept in a secure location and not be opened, remain sealed until the candidates have been shortlisted.

Process for Managing Positive Disclosures

- If a positive disclosure is received, the recruitment panel will carefully review the details in accordance with the **Rehabilitation of Offenders Act 1974**, **Safeguarding Vulnerable Groups Act 2006**, and relevant guidance from **Keeping Children Safe in Education (KCSIE) 2023**.
- **Safeguarding Panel:** A designated safeguarding panel will assess the relevance and significance of the disclosed information to the candidate's suitability for the role. The panel will ensure that any decision made is based on the candidate's ability to provide safe and effective support to vulnerable learners.
- **Confidential Discussions:** The panel will hold confidential discussions with the candidate to ensure that they have an opportunity to explain the circumstances surrounding any disclosures. A written record of this meeting will be made.
- **Risk Assessment:** The safeguarding panel will conduct a risk assessment to determine the candidate's fitness to work in the role. This may include additional references, checks, or safeguarding training requirements.

Decision Making:

- Following the assessment of the positive disclosure and the associated risk assessment, the recruitment panel will decide whether to proceed with the candidate's appointment or volunteer role. If any concerns arise, the panel will consider alternatives, such as offering a different role that does not involve direct work with children or vulnerable individuals, or recommending further training or supervision.
- The panel will inform the candidate of their decision and provide a written statement confirming the outcome of the disclosure review.

Confidentiality:

- All discussions and documentation relating to positive disclosures will be treated with the highest level of confidentiality. No information will be shared with third parties, except as required by law or safeguarding procedures.
- All records of positive disclosures will be securely stored in compliance with the **Data Protection Act 2018** and **General Data Protection Regulation (GDPR)**.

Shortlisting

A designated recruitment panel, who will assess applications against the essential and desirable criteria outlined in the job or role description. Shortlisting will be conducted based on merit, ensuring an impartial and transparent selection process that is free from bias. Members of the selection panel will be trained in fair recruitment practices and will be aware of legal standards, particularly regarding non-discrimination.

Interview and Assessment

Shortlisted candidates will be invited to participate in an interview process, there will be a minimum of two members of the Tigers Education Staff Team on the interview panel at least one of which will be safer recruitment trained. The interview may include competency-based questions, task assessments (for teaching staff), and safeguarding-related questions. For educational roles, specific attention will be paid to the candidate's understanding of child protection, safeguarding responsibilities, and behaviour management strategies.

Volunteer interviews may be more informal but will still assess the volunteer's suitability, motivation, and understanding of the expectations within an educational setting.

For both paid and volunteer positions, reasonable adjustments will be made for candidates with specific needs or disabilities.

Background Checks

All individuals offered a position—whether paid staff or volunteers—will be subject to background checks to ensure compliance with safeguarding and legal requirements:

- **Disclosure and Barring Service (DBS) Checks:** All staff and volunteers working with children or vulnerable individuals will undergo an enhanced DBS check in accordance with the **Safeguarding Vulnerable Groups Act 2006** and **Keeping Children Safe in Education (KCSIE)** guidance.
- **Prohibition Checks:** For roles that involve teaching, we will conduct teacher prohibition checks to ensure individuals are not prohibited from teaching under the **Education Act 2002**.
- **References:** At least two references will be required for all staff, one of which must come from the most recent employer or educational setting. Volunteer references may character references if employer references are not available but will be essential, particularly when volunteers work directly with children.
- **Right to Work Checks:** In line with the **Immigration, Asylum and Nationality Act 2006**, we will confirm all candidates' legal right to work in the UK.
- **Qualification Verification:** If the role requires specific qualifications, particularly in educational roles, these will be verified through certificates or official documentation.

Decision Making and Offers

Following the interview and assessment process, the recruitment panel will make decisions based on the merit of the candidate, considering their qualifications, experience, and suitability for the role. For educational roles, safeguarding considerations will be a critical factor in the final decision.

Successful candidates will be offered the position, conditional on satisfactory background checks. Offers will be confirmed in writing, including details about terms of employment or volunteer expectations, working hours, and safeguarding training.

Induction and Training

All new recruits, including volunteers, will undergo an induction programme that includes but is not limited to:

- Introduction to the organisation's ethos, values, and safeguarding policies.
- Mandatory **safeguarding , prevent, online safety and child protection training**, in line with **Keeping Children Safe in Education (KCSIE) 2023** requirements, including how to recognise signs of abuse and reporting procedures.
- Role-specific training, particularly for teaching staff or volunteers working in close contact with pupils.
- Health and safety procedures within the educational environment.
- Familiarisation with all Tigers Education Policies and procedures
- Expectations re staff conduct, boundaries and language
- Procedures for the process to undertake if you have a safeguarding concern
- How new staff will be mentored and supervised
- Dealing with allegations
- Reading the relevant **Keeping Children Safe in Education (KCSIE) document**
- Reading the **What to do if you're worried a child is being abused** – advice for Practitioners March 2015 **document**
- Reading the **Guidance for safer working practice for those working with children and young people in education settings**
- Ensure staff understand the needs and challenges associated with alternative provision.
- Outline available support systems and channels for guidance.

Volunteers will receive additional support and guidance relevant to their role and will be assigned a staff member to oversee their integration and contribution.

Recruitment and Use of Volunteers in Education

Tigers Education recognises the valuable role that volunteers play in supporting our pupils' educational and personal development. Volunteers are not substitutes for paid staff but provide additional support in areas such as classroom assistance, extracurricular activities, and mentoring.

Volunteer Role Descriptions

Clear role descriptions will be provided for all volunteer positions, outlining specific responsibilities and expectations. These roles will align with the educational mission of Tigers Education while ensuring that volunteers are not given responsibilities that should be fulfilled by qualified staff.

Volunteer Recruitment Process

The recruitment process for volunteers will mirror that of paid staff, including the need for application forms, interviews, and background checks. DBS checks will be conducted on all volunteers working with pupils, and safeguarding will be a priority throughout their recruitment process.

Volunteer Agreements

Volunteers will be asked to sign a volunteer agreement that clarifies their role, expected time commitment, and the support they will receive. This agreement is not a legally binding employment contract, but it sets out the terms of their voluntary involvement.

Support, Supervision, and Training

Volunteers will be supported by a designated member of staff, who will oversee their work and provide feedback and guidance. Volunteers will also receive safeguarding training and any additional training necessary for their role, such as behaviour management strategies or educational support techniques.

Volunteers will be invited to participate in team meetings and other professional development opportunities where appropriate, to ensure they feel part of the educational community.

Equality, Diversity, and Inclusion

Tigers Education is committed to promoting equality, diversity, and inclusion in all aspects of its recruitment and selection processes. We will:

- Treat all applicants fairly and with respect.
- Ensure no candidate or volunteer is discriminated against based on protected characteristics outlined in the **Equality Act 2010**.
- Make reasonable adjustments during the recruitment process to accommodate individuals with disabilities or specific needs.
- Ensure all recruitment materials and job advertisements are inclusive and accessible to a diverse audience.

Safeguarding and Child Protection

All recruitment processes for staff and volunteers will prioritise safeguarding and child protection. We are committed to ensuring that all individuals who work with children

are suitable and safe to do so, in line with the guidance outlined in **Keeping Children Safe in Education (KCSIE) 2023**.

Any concerns that arise during the recruitment process, including during background checks or references, will be appropriately investigated, and no offer of employment or voluntary work will be made without full compliance with safeguarding standards.

Monitoring and Review

This recruitment and selection policy will be monitored regularly to ensure compliance with legal guidelines and best practices in the education sector. Recruitment data, including diversity statistics, will be collected to review the effectiveness of the policy in promoting equality and diversity.

This policy will be reviewed annually or as needed to reflect changes in legislation or organisational needs. This policy ensures that Tigers Education's recruitment process, including the recruitment of volunteers, aligns with safeguarding practices, legal standards, and the goal of providing high-quality educational support to all pupils.