

Title	SAFER RECRUITMENT POLICY
Cross References	<p>External:</p> <ul style="list-style-type: none"> • NCSL Safer Employment Training • Keeping Children Safe in Education 2024 • Working Together to Safeguard Children 2023 <p>Apricot Internal Policies:</p> <ul style="list-style-type: none"> • Child Protection and Safeguarding Policy • Online Safety Policy • Anti-Bullying Policy • Behaviour Policy
Date	October 2024

The person with responsibility for safer employment is: **Jodie Phillips**

Introduction

The safe employment of staff is the first step to safeguarding and promoting the welfare of children in education. Apricot Online Ltd is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the employment and retention of competent, motivated staff, suited to, and fulfilled in the roles they undertake.

Apricot Online Ltd recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. Apricot is committed to ensuring that the employment and selection of all who work with Apricot is conducted in a manner that is systematic, efficient, effective, and promotes equality of opportunity. Apricot Online Ltd will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

All posts within Apricot Online Ltd are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and must possess an Enhanced certificate of disclosure issued by the Criminal Records Bureau or the Disclosure and Barring Service.

Enhanced certificates of disclosure

In accordance with the recommendations of the DfE, Apricot does not request its freelance, multi-agency workers obtain a separate certificate of disclosure for the purposes of working here. Where the applicant has signed-up to the DBS online update service this is used to confirm no additions have been made since the certificate was issued. Otherwise, original copies of certificates issued not more than 3 years previously by the DBS are accepted with supporting documentation and references to confirm identity, qualification and suitability to work with children.

Apricot Online Ltd is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position.

Apricot Online will aim to:

- 🍑 **Deter** unsuitable applicants at every stage of the employment process, by providing clear messages about our vigilance in relation to safeguarding responsibilities.
- 🍑 **Reject** unsuitable applicants through adopting a robust approach to selecting the right candidates by investigating their motivation to work with young people, their reasons for working online and collecting evidence of previous related work that can be referenced.
- 🍑 **Prevent** unsuitable people from gaining employment by undertaking pre-employment checks, enforcing a rigorous code of conduct for staff, strong protection for whistleblowers, and an open but vigilant staff atmosphere.
- 🍑 **Promote ongoing vigilance** by educating students, parents, clients and teachers in recognising unsuitable conduct and encouraging responsibility for reporting this.

To achieve the above aims, Apricot Online will:

- 🍑 Ensure that staff undertaking employment have received safer employment training
- 🍑 Implement robust employment procedures and checks for appointing staff to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
- 🍑 Keep and maintain a single central record of employment and vetting checks.
- 🍑 Ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure.
- 🍑 Require that staff convicted or cautioned for any offence during their employment with Apricot Online Ltd to notify us in writing of the offence and the penalty. A self-certification form is issued as part of our registration process.

The following pre-employment checks will be undertaken:

- 🍑 Receipt of at least two satisfactory references, one of which will be from the former or most recent employer. Factual references will not be accepted.
- 🍑 Verification of the candidate's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006.
- 🍑 A satisfactory DBS clearance.
- 🍑 Verification of qualifications.
- 🍑 Self-certification, declaration and disclosure by all applicants of any relevant matters that may affect their suitability to work with children.
- 🍑 Prohibition from teaching check, including Employer Access.

References

- 🍑 The first reference must always come from the current or most recent employer.
- 🍑 If this **is not** the employer named on the DBS certificate then the second referee must be.
- 🍑 The reference template asks specifically that the referee comment upon the suitability of the applicant to work with children and young people.

Roles and responsibilities

It is the responsibility of the Operations Director of Apricot Online to:

- 🍑 Ensure effective policies and procedures are in place for the employment of all staff and volunteers in accordance with DfE guidance and legal requirements.
- 🍑 To monitor the ongoing compliance of Apricot Online Ltd with DfE guidance and legal requirements.
- 🍑 Ensure that Apricot Online Ltd operates safe employment procedures and makes sure all appropriate checks are carried out on all staff.
- 🍑 Monitor contractors' and agencies' compliance with this document.
- 🍑 Promote the welfare of children and young people at every stage of the procedure.

It is the responsibility of all potential and existing workers to comply with this document. It is the responsibility of all contractors and agencies to comply with safe employment pre-employment checks.

Authorised by: Jodie Phillips, Operations Director

Date: October 2024

Review Date: October 2025