

Safer Recruitment Policy

Reviewed by:	Richard Fihosy and Claire Ames
Policy Commencement Date:	05.09.2022
Ratified by:	Provision Manager and DSL
Review:	Annual
Next Review:	Autumn Term 2026
Review Date 08.03.24 Richard Fihosy	Page and Sections Page 1 - Former Director's name was deleted.
02.09.24	KCSiE references updated to reflect new 2024 guidance Prevent references updated to reflect current legislation Page 6, changes to the DBS procedure.
Aug 25	Full Policy Review

Purpose

The purpose of this policy is to ensure that AS2Educate attracts, recruits, and appoints the best possible candidates for all roles in a fair, transparent, and consistent manner. This policy supports the organisation's commitment to equality, diversity, and inclusion, safeguarding children and young people, and compliance with relevant employment legislation.

Scope

This policy applies to the recruitment of all employees, including permanent, temporary, and fixed-term staff, as well as volunteers and contractors where relevant.

Principles

- **Fairness and Equality:** AS2Educate is an equal opportunities employer. Recruitment decisions will be based on merit, qualifications, and the ability to perform the role, without discrimination based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
- **Safeguarding:** All recruitment practices will comply with safeguarding legislation and best practice to ensure the safety and welfare of children and young people.
- **Transparency:** The recruitment process will be clear, consistent, and documented, ensuring all candidates are treated fairly.
- **Data Protection:** Candidate data will be handled in line with GDPR and Data Protection Act 2018 requirements.

Recruitment Process

Identifying a Vacancy

- The need to recruit will be identified by AS2Educate Provision Manager
- A clear job description and person specification will be developed or reviewed for the role.

Advertising

- Vacancies will be advertised internally and externally through appropriate channels to reach a diverse pool of candidates.
- Advertisements will include a clear statement on AS2Educate's commitment to equality, safeguarding, and reasonable adjustments for candidates with disabilities.

Application and Shortlisting

- Applications must be submitted using AS2Educate's standard application form.
- Shortlisting will be carried out by at least two members of staff using the person specification as a guide to ensure consistency.

Interview and Selection

- Interviews will be conducted by a panel of at least two people, including one with recruitment and safeguarding training.
- Interview questions will be prepared in advance, structured, and relevant to the role.
- Where appropriate, additional assessments or practical tasks may be used.
- Candidates will be assessed fairly against the person specification and job description.

Pre-Employment Checks

AS2Educate will conduct all necessary pre-employment checks before confirming any offer of employment, including:

- Enhanced DBS check (Disclosure and Barring Service)
- Verification of identity and right to work in the UK
- Verification of qualifications and professional registrations
- References from previous employers (minimum two)
- Health declaration and any reasonable adjustments needed
- Offers of employment are conditional on satisfactory completion of all checks.

Induction and Retention

- Successful candidates will undergo AS2Educate's Staff Induction Policy and Procedure to ensure a smooth integration into the organisation.
- AS2Educate is committed to staff development and retention, outlined in the Employee Retention Policy and Procedure.

Reasonable Adjustments

- AS2Educate is committed to supporting candidates with disabilities throughout the recruitment process and will make reasonable adjustments to remove barriers and facilitate participation.

Monitoring and Review

- Recruitment activities will be monitored to ensure adherence to this policy and to identify areas for improvement.
- This policy will be reviewed annually or in response to changes in legislation or best practice.

Responsibilities

- The AS2Educate Director is responsible for ensuring this policy is implemented and reviewed.
- Hiring managers and recruitment panel members are responsible for conducting recruitment activities in line with this policy.

SAFER RECRUITMENT EVALUATION CHECKLIST				
Policy and Procedure	In Place	Not in Place	In Progress	Notes
Safer Recruitment Policy updated and monitored on a regular basis	✓			
Consistency in recruitment procedures applied to all categories of employment	✓			
Use of application Form	✓			
Use of Job Description & Person Specification	✓			
Referees asked to specifically comment on suitability of applicant	✓			
Two written references taken up	✓			
References followed up by a telephone reference	✓			
References to be obtained for volunteers/supply/agency staff	✓			
Questions asked on applicants child protection awareness	✓			
Explanation of gaps in employment	✓			
Proof of identity sought – originals not copies	✓			

Academic qualification checked – originals not copies	✓			
Medical clearance prior to employment	✓			
No employment until DBS Certificate has been completed and original disclosure received	✓			
Above checks applied as appropriate to Overseas staff, supply/agency staff/gap/volunteers	✓			
Panel interviews undertaken	✓			
Formal induction programme undertaken	✓			
Child Protection training / issue of Child Protection policy, Code of Conduct and Part One of KCSIE to new employee	✓			