

Safer Recruitment



Statement of Intent

Action Learning is committed to safeguarding and promoting the welfare of children and young people in its care. As an employer, the centre expects all staff and volunteers to share this commitment.

Recruitment and Vetting Checks

1. Recruitment Process

1a Advertising

The school's safeguarding statement is included in all job advertisements.

1b Recruitment Team

When a position becomes vacant a Recruitment Team will be formed, which will undertake procedures to ensure a safe and successful appointment. The team will consist of the Manager and Director.

1c Application Form

The application form plays an important part of the selection process and all applicants should complete it as fully and effectively as possible. CVs alone are not acceptable and application forms must be fully completed to ensure that the recruitment selection panel receives consistent and equal information from all applicants. The application form requires the applicant's full name and any previous name. It also requires the applicant's full school, employment, voluntary and other history with no gaps. Reasons for leaving all previous posts are requested. All applicants must provide the names of two referees including the current or most recent employer.

1d Job Description and Person Specification

This contains the school's safeguarding statement and states clearly the need for the enhanced DBS registration requirements. The job description lists the main responsibilities and duties of the position, which the successful applicant will undertake. The person specification describes the skills, experience and qualifications the school is looking for.

1e Short Listing

All application forms received will be carefully read and considered independently by the Recruitment Selection Panel and a short list drawn up.

1f Interview

For all appointments the Manager will co-ordinate interviews and will liaise directly with the Recruitment Selection Panel and applicants short-listed.

1g Equal Opportunities Action Learning promotes employment practice designed to

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To be updated July 2017

Signed Manager

M. Martin

eliminate discrimination.

Therefore our aim is

- To ensure that no job applicant receives less favourable treatment on the grounds of sex, race, colour, religion, disability, ethnic or national origins, sexual orientation or social class.
- All job applicants will be treated equally and fairly in the recruitment process as stated in this policy.
- The successful applicant will be recruited and trained on the basis of ability, experience and skill to undertake the job successfully as defined within the job description and person specification.

2. Vetting Checks

2a References

Two professional references must be provided. These should always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support the appointment decision.

2b Previous Employment History

Complete information about previous employment must be provided along with satisfactory explanations for any gaps in employment. Applicants will be contacted directly in the event that there are employment gaps on the application form.

2c Checks

An enhanced DBS disclosure is required for all new appointments to the school. Individuals will be asked to declare any convictions, cautions or reprimands, warnings or bind-overs that may have been incurred. The DBS Disclosure should be obtained before an individual starts work. In exceptional circumstances an individual may be allowed to commence employment pending receipt of the DBS Disclosure providing: i. The Barred List check has been carried out ii. Prohibition iii. A self-disqualification disclosure in line with the Childcare (Disqualifications) Regulations 2009 has been made by those applying to work with children under 8 years of age. iv. All necessary paperwork has been provided and checked v. The individual is appropriately supervised at all times. Such supervision will take into consideration the nature of their duties and level of responsibility. If the successful candidate has previously worked in establishments with children or vulnerable adults and references have not been obtained as a matter of course, further checks will be carried out by the Manager.

2d Qualification Requirements

Candidates must be able to demonstrate they have actually obtained any academic or vocational qualifications legally required for the post and claimed in their application. Applicants will be asked to provide these when attending interview. Applicants who are unable to bring these to interview must do so before taking up appointment.

3. Conditional Offer of Appointment

An offer of appointment will be made only after the candidate's referees have been telephoned to confirm they are bona fide. The letter will make it clear that the offer is subject to satisfactory DBS Disclosure and satisfactory written references.

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