

Safer Recruitment Policy

INTRODUCTION

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of learners in education. Startright is committed to safeguarding and promoting the welfare of all learners in its care. As an employer, Startright expects all staff and volunteers to share this commitment.

In line with recent legislation Startright takes very seriously its duty of care for all learners. In order to help safeguard and promote the welfare of all its learners Startright is committed to a thorough and consistent Safer Recruitment Policy.

AIMS AND OBJECTIVES

The aims of the Safer Recruitment policy is to help deter, reject or identify people who might abuse learners or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

This policy objectives are to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at Startright.

ROLES AND RESPONSIBILITIES

It is the responsibility of the Senior Management to:

- Ensure that Startright has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with guidance and legal requirements.
- Monitor its compliance with them.

It is the responsibility of all Managers involved in recruitment to:

- Ensure that Startright operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the organisation.
- To monitor contractors' and agencies' compliance with this document.
- Promote welfare of learners at every stage of the procedure.

RECRUITMENT AND VETTING CHECKS

References

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

appointment decisions. Any discrepancies or anomalies will be followed up. Direct contact, either by telephone or face-to-face, will be made with each referee to verify the reference.

Previous Employment History

Complete information about previous employment must be provided along with satisfactory explanations for any gaps in employment.

Identity Checks

These will be carried out on all appointments to the school's workforce before an appointment is made. Acceptable proofs of identity may include birth certificate, driving licence or passport, combined with evidence of proof of address.

Disclosure & Barring Service (DBS) Certificate

All staff at Startright require an enhanced DBS Certificate and therefore a DBS Certificate must be obtained **before** the commencement of employment of any new employee.

It is Startright's policy to re-check employee's DBS Certificates every three years and in addition any employee that takes leave for more than three months (ie: maternity leave, career break etc.) must be re-checked before they return back to work.

Members of staff at Startright are aware of their obligation to inform Managers of any cautions or convictions that arise between these checks taking place.

Medical Fitness

Anyone appointed to a post involving regular contact with learners must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required.

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.

Overseas checks

All new appointments, where persons have lived outside the UK, are subject to additional checks as deemed necessary.

In addition to the above and as part of a broader approach to best practice in safe recruitment Startright will, whenever possible, ensure the following procedures are followed.

- Any advertisement will make clear the school's commitment to safeguarding and promoting the welfare of children.
- The 'person specification' will include a specific reference to suitability to work with children.
- Other than in exceptional circumstances, face-to-face interviews will form part of the recruitment process

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