



SAFER RECRUITMENT POLICY

Our Mission Statement:

Learning to Live Ltd will provide a caring supportive environment where all learners can achieve. We will promote high standards in all areas, through a creative, exciting, challenging curriculum and opportunities which meet the needs of all. We will guide and support pupils to make good choices and to develop the skills and attitudes that will prepare them for adult life.

Through engagement with local communities and issues, our young people will learn to become responsible 21st century citizens. We will take pride in all that we do and celebrate both success and effort.

Aims:

We will provide a range of exciting and challenging experiences which enable our pupils to become effective, independent learners and to prepare them for adult life.

We will promote responsible citizenship, built on respect for ourselves and others, through active links with the local and wider community.

We will promote high standards of physical, emotional and mental health and well-being among our community.

We will promote the spiritual, moral, social and cultural development of young people and through this promote fundamental British values.

Model Safer Recruitment Policy for Schools and Settings:

1.0 Introduction

1.1 This policy has been developed to embed safer recruitment practices and procedures throughout Learning to Live and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in “Keeping Children Safe in Education (Updated, Sept 2023)” and will

be reviewed in **(Sept 2024)**. Mark Peters (Director) & Michelle Weeks (Recruitment officer) have undertaken safer recruitment training.

1.2 This policy reinforces the expected conduct outlined in the Code of Conduct for Staff as well as the Company's Whistle Blowing Policy with which all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents.

1.3 This policy is an essential element in creating and maintaining a safe and supportive environment for all young people, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates/volunteers to vacancies
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people

1.4 **Learning to Live** is committed to using procedures that deal effectively with those adults who fail to comply with the company's safeguarding and child protection procedures and practices.

1.5 As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Designated Officer for the local authority (LADO) within one working day of the allegation being made. A referral will be made if a mentor or member of staff (including volunteers) has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

1.6 As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary investigation, is dismissed or resigns because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process.

Roles and Responsibilities

The Managing Director will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance;
- ensure that all appropriate checks have been carried out on staff and volunteers in the school;
- monitor any contractors and agencies compliance with this document;
- promote the safety and well-being of children and young people at every stage of this process.

2.0 Inviting Applications

2.1 All advertisements for posts of regulated activity, paid or unpaid, will include the following statement;

“Learning to Live is committed to safeguarding young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory “Disclosure and Barring Service Enhanced check”.

2.2 All applicants will receive a pack containing the following when applying for a post:

- A statement of Learning to Live’s commitment to ensuring the safety and well-being of the young people
- Job description and person specification
- Role of Mentor Descriptor
- An application-form

Induction Week - the following will be read and signed for:

- Safeguarding Policy (KCSiE 2023)
- Safer Recruitment Policy
- Whistleblowing policy

2.3 Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

2.4 A curriculum vitae will not be accepted in place of a completed application form.

3.0 Shortlisting and References

3.1 Candidates will be short listed against the person specification for the post.

3.2 Two references, one of which must be from the applicant's current/most recent employer where possible, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure (note references should come from the head of the previous organisation, not a colleague).

3.3 References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges. Where possible references will be requested in advance of an interview.

3.4 Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

3.5 Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people
- Any substantiated allegations
- Any disciplinary warnings, including time-expired warnings, relating to the Safeguarding of children and young people
- The candidate's suitability for the post, including the candidates ability and willingness to promote fundamental British values.
- Reference requests will include the following:
 - Applicants current post
 - Attendance record
 - Disciplinary record

3.6 All appointments are subject to satisfactory references, vetting procedures and DBS clearance, which will include an online search on each applicant.

4.0 Invitation to Interview

4.1 Candidates called to interview will receive:

- A letter confirming the interview and any other selection techniques
- Details of the interview day including details of the panel members
- Further copy of the person specification
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview
- Be asked to provide proof of identity

5.0 The Selection Process

5.1 Selection techniques will be determined by the nature and duties of the post, but all vacancies will require an interview of short-listed candidates.

5.2 Interviews will always be face-to-face and may include additional interview techniques such as observation or exercises.

5.3 Candidates will be required to:

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- Declare any information that is likely to appear on the DBS disclosure
- Demonstrate their ability to safeguard and protect the welfare of children and young people and their ability and willingness to promote fundamental British values

6.0 Procedure for recruiting staff with convictions or concerns

- 6.1 Prior to making any recruitment decision involving candidates with convictions or concerns a thorough risk assessment will be conducted. The risk assessment will consider factors such as the nature of the offence or concern, the relevance of the offence or concern to the position, the time elapsed since the offence, any subsequent rehabilitation or behaviour, and any other relevant information.
- 6.2 The risk assessment will be conducted objectively, considering the safety and wellbeing of the young people as the primary concern.
- 6.3 Applicants will be provided with a clear and confidential process for disclosing any convictions or concerns that may be relevant to their suitability for the position. Learning To Live Ltd will ensure that applicants understand their obligations to disclose any relevant information accurately and in a timely manner.
- 6.4 All information regarding convictions or concerns will be treated with the utmost confidentiality and in compliance with data protections laws. Only those involved with the recruitment process and responsible for conducting the risk assessment will have access to this information on a need to know basis. Mark Peters (Managing Director) and Michelle Weeks (Recruitment Officer) will carefully evaluate the disclosed convictions or concerns in light of the position requirements and the potential risks to young people.
- 6.5 The assessment will be based on an objective evaluation of the relevant information and will not discriminate against candidates solely based on their convictions or concerns. The Managing Director will share the risk assessment with BCP LADO who will advise if appropriate. The decision may involve placing restrictions on the role, monitoring their activities more closely or determining that the candidate is unsuitable for the position.
- 6.6 Accurate and up to date records of the risk assessment process, including the nature of the conviction or concern, the decision made and any conditions or restrictions imposed will be maintained securely and in compliance with data protections laws.

7.0 Employment Checks

7.1 An offer of appointment will be conditional, and all successful candidates will be required to:

- Provide proof of identity

- Complete an enhanced DBS application and receive satisfactory clearance
- Provide proof of professional status
- Provide actual certificates of qualifications (specifically English & Maths)
- Complete a confidential health questionnaire
- Provide proof of eligibility to live and work in the UK
- Overseas police check for any individual who within the last five years has lived or worked outside the United Kingdom, whether they are a British citizen or not

All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file
- Recorded on the Company's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

7.2 Employment will commence subject to all checks and procedures being satisfactorily completed.

8.0 Induction

8.1 All staff and volunteers who are new to the school will receive information on the school's safeguarding policy and procedures and guidance on safe working practices which would include guidance on acceptable conduct/behaviour. These expectations will form part of new staff members' induction training.

8.2 All successful candidates will undergo a period of induction and will:

- Meet regularly with their induction tutor OR Meet regularly with their line manager
- Attend appropriate training including generalist child protection training

This policy will be ratified by the Managing Director and will be reviewed in August 2024.

Pan-Dorset LSCB link http://pandorsetscb.proceduresonline.com/g_safe_rec.html.

https://pandorsetscb.proceduresonline.com/g_safe_rec.html?zoom_highlight=saferecruitment+policy

Signed: *Mark Peters*

Date: 28/08/2024

To be reviewed: 28/08/25

Recent reviewed dates:

11/01/24 by Mark Peters

28/08/24 by Mark Peters