



Safer Recruitment and Selection Policy

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Safer Recruitment Policy

The Aim of this Policy

Children and vulnerable adults have the right to live a life free from harm. Therefore, one of Rise's most important responsibilities is to ensure that the right type of people are employed to work with these vulnerable individuals. Our responsibility is to also ensure that unsuitable individuals aren't allowed to work with vulnerable groups. Part of developing this environment is ensuring that all staff members whether they are paid or volunteering, are suitable for a position to be working with vulnerable individuals by selecting the best possible applicants. They need to have been through and completed all necessary requirements set out within this policy to ensure that unsuitable individuals are deterred, identified and rejected. Whilst ensuring that all candidates are treated fairly, clearly and consistently in compliance with all relevant legislation. (Equality Act 2010).

Recruitment and Selection process

This section focuses on ensuring that potential applicants are given the right messages about our company and commitment to recruiting suitable people.

It is vital that Rise's approach to safeguarding creates a culture that safeguards and promotes the welfare of children and young people. As part of this culture, it is important that we adopt robust recruitment procedures that deter and prevent people that are unsuitable to work with children from applying for or securing employment or volunteering opportunities.

The Senior Leadership Team (SLT) and other staff will ensure that those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training. This is the substance that will at a minimum cover the content of this guidance.

The Senior Leadership Team (SLT) will ensure that at least one of the persons who conduct an interview has completed their safer recruitment training.

Advert

Rise will include the following information when defining the role (through the job or role description and person specification):

- The skills, abilities, experience, attitude and behaviours required for the post, and
- The safeguarding requirements, i.e. to what extent will the role involve contact with children and will they be engaging in regulated activity relevant to children.

The advert will include:

- Rise's commitment to safeguarding and promoting the welfare of children and make clear that safeguarding checks will be undertaken.
- The safeguarding responsibilities of the post as per the job description and personal specification.
- Whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

Application Forms

Where a role involves engaging in regulated activity that is relevant to children, Rise will include a statement in the application form or elsewhere in the information that is provided to the applicants that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

Rise will also provide a copy of the children protection policy and practises or refer to a link on its website.

Rise will require applicants to provide:

- Personal details, current and former names, current address and national insurance number
- Details of their present (or last) employment and reason for leaving
- Full employment history (since leaving education) including the reasons and gaps in employment
- Qualifications, the awarding body and date of awards
- Details of referees/references
- A statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification

Rise will only accept copies of a curriculum vitae alongside an application form. A curriculum vitae on its own will not provide adequate information.

Shortlisting

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on GOV.UK

For example:

- If they have a criminal history
- If they are included on the children's barred list
- If they are prohibited from working with children or teaching
- If they are prohibited from taking part in the management of a youth organisation
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted
- If they are known to the police and children's local authority social care

- If they have been disqualified from providing childcare
- Any relevant overseas information

This information will only be requested from applicants who have been shortlisted. The information will not be requested in the application form to decide who will be shortlisted.

Applicants will be asked to sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate will physically sign a hard copy of the application at the point of the interview.

The purpose of a self declaration is so that candidates will have the opportunity to share the relevant information and allow this to be discussed and considered at the interview before the DBS certificate is received.

Rise will:

- Ensure that at least two people carry out the shortlisting exercise
- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns

In addition, as part of the shortlisting process Rise will consider carrying out an online search as part of their due diligence on the short listed candidates. This may help identify any incidents or issues that have happened and are publicly available online, which Rise might want to explore with the applicant at the interview.

Employment History and References

The purpose of seeking references is to allow Rise to obtain the factual information about the applicant to help support the appointment decision. Rise will always obtain references before the interview, where possible, this allows any concerns raised to be explored further with the referee and taken up with the candidate at the interview.

Rise will:

- Not accept open references e.g. to whom it may concern
- Not rely on applicants to obtain their reference
- Ensure any references are from the candidates current employer and have been completed by a senior person with the appropriate authority
- Obtain verification of the individuals most recent relevant period of employment where the applicant is not currently employed
- Secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then ensure a reference from their current employer
- Always verify any information with the person who provided the reference
- Ensure electronic references originate from a legitimate source
- Contact referees to clarify content where information is vague or insufficient information is provided

- Compare the information on the application form with that in the reference and take up any discrepancies with the candidate
- Establish the reason for the candidate leaving their current or most recent job
- Ensure any concerns are resolved satisfactorily before the appointment is confirmed.

When asked to provide references, Rise will ensure the information confirms whether they are satisfied with the applicants suitability to work with children and provide the facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold. They will not include information about concerns/allegations which are unsubstantiated, unfounded, false or malicious.

Selection

Rise will use a range of selection techniques to identify the most suitable person for the post. Those interviewing will agree on structured questions. These will include:

- Finding out what attracted the candidate to the post being applied for and their motivation for working with children
- Exploring their skills and asking for examples of experience working with children which are relevant to the role
- Probing any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this.

The interviews will be used to explore the potential areas of concern and to determine the applicant's suitability to work with children. Areas that may be concerning and lead to further probing including:

- Implication that adults and children are equal
- Lack of recognition and/or understanding of the vulnerability of children
- Inappropriate idealisation of children
- Inadequate understanding of appropriate boundaries between adults and children
- Indicators of negative safeguarding behaviours.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case.

Young people will be involved in the recruitment process in a meaningful way. Observing shortlisted candidates and appropriately supervised integration with young people in common and recognised as good practise.

All information considered in decision making will be clearly recorded along with decisions made.

Pre-appointment vetting checks, regulated activity and recording information

All offers of appointment will be conditional until satisfactory completion of the mandatory pre-employment checks. Rise will:

- Verify a candidate's identity, it is important to be sure that the person is whom they claim to be, this includes being aware of potential for individuals changing their name.
- Obtain an enhanced DBS check (including children's barred list information, for those who will be engaging in regulated activity with children).
- Obtain a separate children's barred list check if an individual will start to work in regulated activity with children before the DBS certificate is available.
- Verify the candidates mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role.
- Verify the person's right to work in the UK, including EU nationals. If there is uncertainty about whether an individual needs permission to work in the UK, then Rise will follow advice on the GOV.UK website.
- Have lived or worked outside the UK, make any further checks the school or college consider appropriate
- Verify professional qualifications.
- Every member of staff will have a personnel file which will hold all information obtained on the individual

Recording information Single central record

Rise will maintain a single central record of pre-appointment checks.

The single central record will cover all staff, including volunteers, agency and third-party staff, even if they work for one day.

The single central record will indicate whether the following checks have been carried out or certificates obtained, and the dates on which each check was completed or certificate obtained:

- An identity check
- An enhanced DBS check (with children's barred list check) requested/certificate provided
- Further checks on people who have lived or worked outside the UK
- A check of professional qualifications, where required
- A check to establish the person's right to work in the United Kingdom. In addition:

The details of an individual will be removed from the single central record once they no longer work at Rise.

Volunteers

Under no circumstances will a volunteer on whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.

Whilst volunteers play an important role and are often seen by children as being safe trustworthy adults, the nature of voluntary roles varies, so Rise will undertake a written risk assessment and use our professional judgement and experience when deciding what checks, if any, are required.

The risk assessment should consider:

- The nature of the work with children, especially if it will constitute regulated activity, including the level of supervision
- What the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers
- Whether the volunteer has other employment or undertakes voluntary activities where referees can advise on their suitability
- Whether the role is eligible for a DBS check, and if is, the level of the check, for volunteer roles that are not in regulated activity.

Details of the risk assessment should be recorded.

Induction

Once a job offer has been accepted, Rise SLT will allocate the new member of staff with a line manager. The line manager is then responsible for delivering the induction process which is outlined on the 'New Staff Induction form'. This document is designed to offer suggestions about the activities and resources that can support staff during their induction period. The tasks have been broken down into time frames to help make them manageable. You will need to edit and adapt the suggestions to reflect the requirements of your school and to complement any other induction materials that you have in place. The induction process includes:

Induction Activities	Person Responsible	Date Completed
Health and safety briefing		
Introduction to first aid/ reporting incidents		
HR processes (including DBS check)		
ID card/lanyards issued		
Child protection and safeguarding training		
Online safety training		
Prevent training		
IT administration		
Identify and meet line manager/mentor		
Probation Period		
Employee payment/ Invoices		

Induction Reading	Person Responsible	Date Completed
Child Protection Policy		
Anti-Bullying Policy		
Behaviour Management Policy		
Whistleblowing Policy		
Managing allegations against adults		

Induction Reading	Person Responsible	Date Completed
Staff Code of Conduct and use of Social Media		
Timetable		
FAQs		
Relevant risk assessments		

• The First Week

Activities and Reading	Person Responsible	Date Completed
Routines including notifying absence and adverse weather procedure		
Logins for accessing RISE AP networks		
Medical Information for pupils		
Staff duty list		
Resources - location and organisation		

- **The First Term**

Activities and Reading	Person Responsible	Date Completed
IT and drive access		
Policies, planning and expectations		
Child protection and safeguarding (revisit)		
Communication		
Feedback		
Behaviour management		
Performance management		
Wellbeing		
Trips and visits		