



RECRUITMENT POLICY

1. Introduction

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of children in education. Employment Education Training Group (EETG) is committed to safeguarding and promoting the welfare of all learners. As an employer, EETG expects all staff to share this commitment.

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- follow safer recruitment procedures at all times to ensure compliance with all statutory requirements and relevant recommendations and guidance, including the recommendations of the Disclosure and Barring Service (DBS);
- ensure that EETG meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks and interview procedures;
- ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position measured against the job description and person specification;
- ensure that all job applicants are considered equitably and consistently, in line with the EETG's Equal Opportunities Policy;
- help deter and identify and reject prospective applicants who are unsuitable for work with children.

This Policy has regard to:

- Keeping Children Safe in Education (September 2020, updated September 2023) [KCSIE]
- Working Together to Safeguard Children (July 2018, updated December 2020) [WTTSC]
- The Equality Act 2010

2. Responsibilities

The Leadership Team ensures that procedures and policies are in place for the safe recruitment of all staff and volunteers in accordance with best practice within the sector. Additionally, the board ensures appropriate staff have received up to date safer recruitment training.

It is the responsibility of the Directors and any other staff member nominated to:

- implement EETG's safer recruitment procedures correctly;
- ensure all staff and volunteers working at EETG undergo appropriate checks;
- monitor agency and contractor compliance with safer recruitment;
- promote the welfare of learners at all stages of the process.

EETG will ensure that at all times at least one person on the appointments panel has undertaken Safer Recruitment training.

3. Recruitment & Selection Procedures

Advertising

To ensure equality of opportunity, EETG will advertise vacant posts to encourage as wide a field of applicants as possible. Normally this entails an external advertisement. Any advertisement will make clear EETG's commitment to safeguarding and promoting the welfare of children and young people.

EETG will not normally follow an external recruitment process in the case of redeployment, where employees are under notice of redundancy and the vacancy is suitable alternative work, the employee is disabled or for health reasons requires alternative employment. Employees on temporary contracts can be made permanent without their job being advertised.

All documentation relating to applicants will be treated confidentially in accordance with data protection legislation.

Application Documents

EETG uses its own online application tool and all applicants for employment will be required to complete questions about their qualifications and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history). In some cases a CV will be accepted.

The application form will include the applicant's declaration regarding convictions and working with children and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. CV's will not be accepted.

All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies.

Job Descriptions and Person Specifications

A job description will be drawn up for the role and finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification informs the selection decision and will set out the skills, experience, abilities and expertise that are required to do the job.

Shortlisting

Shortlisting will be undertaken by at least two people from the recruitment panel. Candidates will be assessed against the criteria drawn from the person specification.

References

References will only be sought for short listed applicants and will be sent immediately after short listing (where possible) to enable investigation as needed during the interview. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after the interview and prior to any formal offer of employment being made with their agreement. Reference should cover the last two years. At least 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 by phone or face-to-face will be undertaken with each referee to verify the reference.

Any formal offer of employment should be subject to references. In particular references will establish:

- 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;
- current post and salary;
- disciplinary record.

EETG does not accept open references, testimonials or references from relatives.

Online search

A general online search of the candidates profile will be conducted. This may consist of LinkedIn and a general Google search.

Interviews

Assessment will be by face-to-face interview, and the same panel will see all the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps that have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Procedures).

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process.

All applicants who are invited to an interview will be required to bring evidence of their identity, address, right to work in the UK and qualifications. Original documents only will be accepted, and photocopies will be taken. Unsuccessful applicant documents will be destroyed following at the end of the recruitment programme unless the applicant has given specific consent for data to be retained for the purpose of later re-consideration.

Equality, Diversity and Inclusion

The Company will endeavour, through appropriate training, to ensure that employees making

selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

Promotion and career development will be made on merit. If you have any specific needs, the Company will accommodate and support you as far as practicable. All decisions relating to this will be made within the overall framework and principles of this policy.

Job descriptions, where used, will be in line with this equality, diversity and inclusion policy. Job requirements will be reflected accurately in any person specifications. The Company will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

The Company will not confine its recruitment to areas or social media sources that provide only, or mainly, applicants of a particular group.

All applicants who apply for jobs with the Company will receive fair treatment and will be considered solely on their ability to do the job.

All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.

Short listing and interviewing will be carried out by more than one person where possible.

Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

The Company will not reject any applicant because they are unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

Offer of Appointment and New Employee Process

The appointment of all new employees is subject to the successful completion of all checks. These include a medical fitness declaration. Anyone appointed to a post involving regular contact with children 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.

No employee will be permitted to start work until all statutory checks have been completed. The only exception to this rule is where there may be delayed receipt of a DBS certificate or delayed completion of overseas police checks. In such instances a barred list check will be completed and a risk assessment signed off weekly to ensure the candidate is engaging in an appropriate level of activities with appropriate supervision pending final approval as long as all other pre-employment checks have

been completed. The appropriate levels will vary depending on the risk factors and nature of the role.

DBS (Disclosure and Barring Service) Certificate

All staff at EETG require an enhanced DBS Certificate and therefore a DBS Certificate must be obtained before the commencement of employment of any new employee (though see note below). The employee must bring their certificate to EETG before commencing any form of regulated activity. The date and number of the disclosure and any information for the sign should be recorded.

Any employee that takes leave for more than three months (i.e. maternity leave, career break etc.) must be re-checked before they return back to work.

Members of staff at EETG must inform the Directors of any cautions or convictions that arise between these checks taking place as well as their obligation to disclose if they are disqualified from providing relevant childcare provision (as defined in the Department for Education's statutory guidance on Disqualification under the Childcare Act 2006 (as amended from time to time)).

DBS checks will be renewed every 3 years.

As from 1 January 2021 the Teaching Regulation Agency will no longer maintain a list of EEA teachers with sanctions and professional regulators in the EEA (EU, Iceland, Liechtenstein and Norway) will no longer share information about sanctions imposed on EEA teachers with the Teaching Regulation Agency (TRA) via the IMI (Internal Market Information) system. Therefore, we will ask teachers to provide a letter of professional standing. This should be a letter of professional standing issued by the professional regulating authority in the country in which they worked. We will consider such evidence alongside other information obtained through other pre-appointment checks to help assess their suitability.

For applicants that have lived or worked outside of the UK, we will continue to follow safer recruitment requirements and make any further checks we think appropriate so that relevant events that occurred outside the UK can be considered, this will include obtaining an enhanced DBS certificate with barred list information (even if the teacher has never been to the UK) and requesting an overseas check from the relevant country.

Dealing with convictions

The exemption provisions under the Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with or having access to pupils. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at EETG.

EETG operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with a Director. A decision will be made following this meeting.

Induction Programme

All new employees will be given an induction programme which will clearly identify EETG's policies and procedures and make clear the expectation and Code of Conduct which

will govern how staff carry out their roles and responsibilities. In particular the programme seeks to:

- ensure candidates understand EETG's Child Protection and Safeguarding Policy;
- check the candidate has read Part 1 and Annexe A of KSCIE, in addition to key policies and procedures.
- support individuals in a way that is appropriate for the role to which they have been appointed;
- ensure that they understand their key responsibilities and contacts within and outside the organisation.
- provide opportunities for the candidate to discuss any issues or concerns about their role or responsibilities
- enable the candidate's subject coordinator or mentor to identify any concerns regarding the settling in process, teaching, behaviour management, relationships with pupils or staff and rectify them swiftly

4. Single Central Record (SCR)

A Single Central Record (SCR) of recruitment and vetting checks, in line with legal requirements will be maintained. All individuals who work in regular contact with children, including volunteers and those employed by third parties (supply agencies), are included. The SCR is kept up to date and checked by the safeguarding governor regularly. The SCR contains details of the following;

- Proof of identity and address;
- Confirmation of reference checks;
- Disqualification from childcare disclosure;
- Medical fitness disclosure;
- Enhanced DBS check for all those in regulated activity;
- Professional qualifications if appropriate;
- Overseas police checks where applicable;
- Right to work in the UK;
- Prohibition from teaching orders check where applicable;
- Prohibition from Management check where applicable.

With regard to supply staff the register will record notification from the supply agency that all necessary checks have been made. Peripatetic staff such as teachers and sports coaches will be subject to the checks as listed above before commencing employment.

5. Retention and security of disclosure information

EETG's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information, with reference to data protection legislation.

In particular, EETG will:

- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of EETG's leadership team
- not retain disclosure information or any associated correspondence for longer than is necessary, usually for a maximum of three months. EETG will keep a record of the

date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken

- ensure that any disclosure information is destroyed by suitably secure means such as shredding at the date logged in the Personnel file.
- prohibit the photocopying or scanning of any disclosure information

Retention of other records

EETG will retain any relevant information provided on the application form (together with any attachments) on the personnel file of candidates who are offered and accept the position for which they have applied. These files will be stored in a locked and secure cabinet.

DfE guidance requires that EETG retain copies of identity documents, right to work, medical fitness and qualifications. Medical information may be used to help EETG to discharge its obligations as an employer e.g. so that EETG may consider reasonable adjustments if an employee suffers from a disability, or to assist with any other workplace issue.

It is normal practice for EETG to retain personnel files for seven years after the member of staff has left, though any information relating to potential safeguarding concerns may be permanently retained.

EETG will retain all interview notes on all applicants for a period of 6 months, after which time the notes will be destroyed (i.e. shredded). The 6-month retention period is in accordance with the Data Protection Act 1998 and will also allow EETG to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal.

If EETG wishes to retain the name and details of unsuccessful candidates on file for future vacancies, the candidates will be informed and offered the opportunity to remove their details from EETG's records.

6. On-going Employment

EETG recognises that safer recruitment and selection is not just about the start of employment but should be part of a larger policy framework for all staff. EETG will therefore provide on-going training and support for all staff, as identified through the annual review/appraisal process.

Leaving Employment at EETG

Despite the best efforts to recruit safely there will be occasions when allegations of abuse against children and young people are raised. These allegations will be handled in accordance with the Child Protection and Safeguarding Policy.

In cases of dismissal (or resignation), EETG will inform the Department of Education and Children’s Services of the circumstances. A referral may also be made to the Teaching Regulation Agency (TRA) in respect of teaching staff.

Date	Reason for change	Authorised by	QA #	Version	Next review date
October 2023	Annual Update	Oriana Gowie	64	3	October 2024