

Safer Recruitment Policy

Didac is committed to promoting the welfare of all learners in its care, specifically safeguarding young learners and those adults with suspected vulnerabilities. We expect all staff, contractors, and volunteers to share this commitment.

The main aim of this Safe Recruitment policy is to help deter, reject or identify people who might abuse young learners and those adults with suspected vulnerabilities or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

Our aims are:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- To ensure that all job applicants are considered equally and consistently.
- To ensure that no job applicant is treated unfairly on any grounds, including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age
- To ensure compliance with all relevant legislation, recommendations and guidance, including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education – September 2022 (KCSIE), the Prevent Duty Guidance for England and Wales 2015, and Ofsted requirements as currently identified in the Education and Inspection Framework and 'Inspecting safeguarding in early years, education and skills settings (2022) and
- To ensure that we meet our commitment to safeguarding and promoting the welfare of our learners by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

It is the responsibility of our governing body to ensure that we have effective policies and procedures in place for the recruitment of all staff in accordance with legal requirements and to monitor our compliance with them.

Advertising vacancies

To ensure equality of opportunity, we will advertise all vacancy posts to encourage as wide a field of applicants as possible. Any advertisement will make clear our commitment to safeguarding and welfare.

Application Forms

We require all applicants to submit their application by completing our standard application form and, if required, by submitting a supporting statement.

It is our policy not to rely solely on an applicant's C.V.

References

References for the successful candidate(s) will be requested after the interview. All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by Didac. One of the references must be from the applicant's current or most recent employer. The referee should not be a relative. References will always be sought and obtained directly from the referee, and their purpose is to provide objective and factual information to support appointment decisions.

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All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is **unsuitable to work with young learners or adults with vulnerabilities**. Referees will also be asked to confirm that the applicant has not been radicalised so that they do not support terrorism or any form of extremism.

Interviews

There will be a face-to-face interview wherever possible and a minimum of two interviewers. The interview process will explore the applicant's ability to carry out the duties set out in the job description and meet the job specification. It will enable the interviewers to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).

At least one member of the interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted, and photocopies will be taken. Unsuccessful applicant documents will be destroyed one month after the recruitment process ends.

Offer of appointment

In accordance with the recommendations set out in KCSIE, we will carry out several preemployment checks in respect of all prospective employees. If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- Verification of the applicant's identity
- Confirmation of their right to work in the UK.
- The receipt of two references (one of which must be from the applicant's most recent employer)

Induction

All new employees will be given an induction programme which will identify the organisation's policies and procedures, including the Safeguarding Policy, and will make clear the expectations which will govern how staff carry out their roles and responsibilities.

- We will initiate a DBS check upon receipt of a signed job offer. We aim to receive the results of this check before the employee's agreed start date. However, should the DBS check results not be returned by this date, this will not affect the employee's start date. In such circumstances, the new employee will be under continuous supervision until the DBS check results are returned and assessed.
- Verification of professional qualifications claimed by the candidate.

Policy monitoring and evaluation

Our Policies are reviewed annually by the Senior Leadership Team and adopted by the Board of Directors.

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Version Control

Date	Section(s) amended	Brief Description	Author
13/04/2023	N/A	Policy complete rewrite	Elaine Stanley
30/05/2023	Induction	DBS is to be initiated on receipt of the signed job offer	Gavin Lewis