# Safer Recruitment and selection of staff policy

This document explains Glow Education Project’s policy on recruitment and selection of paid staff. It will be made available on request to potential applicants for Glow Education Project posts and will be used by line managers who are responsible for recruiting staff, to ensure consistency. All selection decisions will be on merit.

Safer practice in recruitment means thinking about and including issues to do with child protection, safeguarding and promoting the welfare of children at every stage of the recruitment process and in staff management, development and training. Throughout the processes of recruitment and selection, it is therefore important that applicants for positions working with children are aware of the commitment to safer recruitment and safeguarding children in general.

Glow Education Project makes sure that safeguarding features highly in all the processes, policies, procedures and practice and we hope to send a clear message to all applicants and existing staff and volunteers and helps to deters unsuitable individuals and inappropriate behaviour.

At Glow Education Project safer recruitment practice is applied at all stages of the recruitment process. The organisation refers to the Safer Recruitment Guide, DfE 2012 for further reference.

* Advertising and information for applicants
* Selection of candidates through person specification
* Interviewing short-listed candidates, questions and written exercise
* Linking certificates with application form
* Identity check
* Offer of appointment to successful candidates
* References, written and verbal
* DBS Checks
* Induction and supervision or newly appointed staff

Glow Education Project believes that no person or group should be treated less favourably in employment because of their race, nationality, ethnic origin, gender, disability, sexual orientation or age. Staff appointments will be monitored to ensure no discrimination is occurring at the point of selection.

Glow Education Project recognises that apart from job related qualifications and experience, other knowledge and experience may be equally valid in the appointment of a worker and is particularly relevant in the case of people from groups which experience discrimination.

All advertisements clearly state the role and responsibilities required for each post advertised.

A CV is required from all potential applicants initially, then an application form is sent to the person, along with details on the company, job description and person specification. We do not consider applicants unless a fully completed application form is returned. The application form asks for:

* Full personal details
* A full history of employment, both paid and voluntary, since leaving school including any period of further education or training
* Gaps in employment and explanations for these, if any
* Relevant academic and vocational qualifications
* A declaration that the person has no convictions and cautions preventing them from undertaking the role
* Referee details

Once candidates are shortlisted against person specifications for positions available, the candidates are contacted and invited in for interview. At least one week’s notice is offered for candidates to attend an interview, unless otherwise agreed. The candidates at this stage are asked to bring in information for identity checking, and all original certificates and qualifications to link against the application form and information that has already been provided.

Applicants are again asked to discuss any convictions or cautions, if declared on the application form and gaps in employment are discussed to confirm previous information.

The candidate’s fitness to work is asked during the interview stage as part of the interview process.

The Panel will ask agreed questions to candidates relating to the requirements of the post. The questions are then graded. This will be explained to the candidate before the interview commences. The interview panel will also explore the candidate’s attitude towards young people, their ability to support and commit to the safeguarding and promotion of young people and any discrepancies arising from the information provided.

The interviewee will ask whether the candidate wishes to add anything, or ask any further questions.

Candidates may be asked to visit the provision, if interviews are held elsewhere. This enables potential candidates to meet staff and young people on a sessional basis and ask any further questions. Observation of interaction and character would then be monitored and recorded on a feedback from which is completed by staff with support from the young people if appropriate, which will further inform a decision.

A decision will be made once all applicants have been interviewed and successful candidates will be contacted via email in the form of an offer letter, pending successful references and DBS and other necessary checks (such as right to work in the UK). A candidate may be invited back for an informal chat regarding the role if a decision has not been reached from the first interview, as some areas may not have been demonstrated well or fully covered at the interview.

References are then obtained, with one reference at least being from a current or previous employer. Once the written references are obtained then verbal references are followed up to confirm the viability of the reference and to allow any further information to be passed on that may assist in the decision making process.

If a candidate provides an existing and clear enhanced DBS that is for a similar role and less than 18 months old and signs an employment contract stating that no other offences have been committed during this period then we will allow the successful candidate to begin work with supervision and no lone working with young people until such time as a DBS has been obtained through the company.

Glow Education Project will use the Teachers Services system to ensure that a person employed as a teacher, whether qualified or not, is not subject to a Prohibition Order.

Once all relevant documentation has been verified and approved by the manager, a letter is sent to the successful candidate stating such. This letter might also at this stage include a start date and contract of employment.

The new employee is on probation for six months and only then will be confirmed in post, if performance is not to the standard required, employment can be terminated or an individual action plan be put in place and probationary period extended.

All staff upon commencing employment will undergo a thorough induction and an induction checklist will be completed.

Staff will receive regular supervision.

Glow Education Project is committed to supporting the development of its employees. To increase development opportunities for all employees and to ensure employees from under-represented groups have the opportunities to progress to more senior positions, the senior manager have the authority to approve internal only advertising of vacant posts in certain circumstances, which are:

* + Where there are potentially interested and suitably experienced applicants on lower grades
  + Where there are employees occupying posts at risk of redundancy, who meet the minimum criteria for the post.

The following circumstances do not constitute new posts and these would not be advertised internally or externally:

* Existing part-time posts which are allocated additional hours where the overall nature of the posts remains unchanged and the increase in hours is less than 50%
* Existing posts that are re-graded following additional responsibilities where the overall nature of the posts remains unchanged.

All application forms and notes relating to unsuccessful applicants will be kept for six months and then destroyed. This information will only be used in the event of any complaints or claims to employment tribunals.

Any rough notes made by interviewers to act as memory aids when making the decision will be destroyed immediately after the interview by the interviewers.

**Agency Staff and Contractors**

If agency staff are used to work with learners, we will obtain confirmation from the staffing agency that the appropriate checks have been carried out and are satisfactory. We will ensure that the contract or arrangement with the staffing agency imposes an obligation on it to carry out the same checks as the company does for its own staff. We will also ask if the DBS disclosure contains information and, if so, obtain relevant information from the agency that obtained it. The same enquiries will be made of any contractor we use to provide services that give rise to the staff having contact with learners.

**Policy updated: January 2023**