



## **AIM2LEARN SAFER RECRUITMENT POLICY**

### **Statement of Intent**

Aim2Learn is committed to safeguarding and promoting the welfare of children and young people in its care. As an employer, Aim2Learn expects all staff and volunteers to share this commitment.

In line with recent legislation, including the Children Act 2004, Safeguarding Children and Safer Recruitment in Education Guidance DFES/04217/2006, The Safeguarding Vulnerable Groups Act 2006, Childcare Act and Childcare (disqualification) Regulations 2009 (March 2015) Aim2Learn takes very seriously its duty of care for all students, customers and employees. In order to help safeguard and promote the welfare of all its customers/students Aim2Learn is committed to a thorough and consistent Recruitment Policy.

### **Supply Staff**

Aim2Learn will ensure that we receive confirmation from the agency supplying the member of staff that all relevant vetting checks have been undertaken. Photographic identity of supply staff will be required before allowing them onto Aim2Learn premises.

### **Recruitment and Vetting Checks**

#### **1. Recruitment Process**

**(A) Advertising:** Aim2Learn's safeguarding statement is included in all job advertisements.

**(B) Recruitment Team:** When a position becomes vacant a Recruitment Team will be formed, which will undertake procedures to ensure a safe and successful appointment. At least one member of the team will have undertaken safer recruitment training. The team will consist of the MD, the Staffing Director and the Finance Director.

**(C) Application Form:** The application form plays an important part of Aim2Learn’s selection process and all applicants should complete it as fully and effectively as possible. CVs alone are not acceptable and application forms must be fully completed to ensure that the recruitment selection panel receives consistent and equal information from all applicants. The application form requires the applicant’s full name and any previous name. It also requires the applicant’s full school, employment, voluntary and other history with no gaps. Reasons for leaving all previous posts are requested. All applicants must provide the names of two referees including the current or most recent employer.

**(D) Job Description and Person Specification:** This contains Aim2Learn’s safeguarding statement and states clearly the need for the enhanced DBS registration requirements.

The job description lists the main responsibilities and duties of the position, which the successful applicant will undertake. The person specification describes the skills, experience and qualifications that Aim2Learn is looking for.

**(E) Short Listing:** All application forms received will be carefully read and considered independently by the Recruitment Selection Panel and a short list drawn up.

**(F) Interview:** For all appointments the MD will co-ordinate interviews and will liaise directly with the Recruitment Selection Panel and applicants short-listed.

**(G) Equal Opportunities:** Aim2Learn promotes employment practice designed to eliminate discrimination. Therefore our aim is

- To ensure that no job applicant receives less favourable treatment on the grounds of sex, race, colour, religion, disability, ethnic or national origins, sexual orientation or social class.
- All job applicants will be treated equally and fairly in the recruitment process as stated in this policy.
- The successful applicant will be recruited and trained on the basis of ability, experience and skill to undertake the job successfully as defined within the job description and person specification.

## 2. Vetting Checks

**(A) References:** Two professional references must be provided. These should always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support the appointment decision. Any discrepancies or anomalies must be followed up. Direct contact by telephone is required with each referee to verify the reference.

**(B) Previous Employment History:** Complete information about previous employment must be provided along with satisfactory explanations for any gaps in employment. Applicants will be contacted directly in the event that there are employment gaps on the application form.

**(C) Checks:** An enhanced DBS disclosure is required for all new appointments to the business. Individuals will be asked to declare any convictions, cautions or reprimands, warnings or bind-overs that may have been incurred.

The DBS Disclosure should be obtained before an individual starts work.

In exceptional circumstances an individual may be allowed to commence employment pending receipt of the DBS Disclosure providing:

- The Barred List check has been carried out
- Prohibition
- A self-disqualification disclosure in line with the Childcare (Disqualifications) Regulations 2009 has been made by those applying to work with children under 8 years of age.
- All necessary paperwork has been provided and checked
- The individual is appropriately supervised at all times. Such supervision will take into consideration the nature of their duties and level of responsibility.

If the successful candidate has previously worked in establishments with children or vulnerable adults and references have not been obtained as a matter of course, further checks will be carried out by the MD.

**(D) Qualification Requirements:** Candidates must be able to demonstrate they have actually obtained any academic or vocational qualifications legally required for the post and claimed in their application. Applicants will be asked to provide these when attending interview. Applicants who are unable to bring these to interview must do so before taking up appointment.

**(E) Overseas Checks:** All new appointments where persons have lived outside the UK are subject to additional checks as deemed necessary. These checks will include criminal records information being sought from countries where the applicants have worked or lived. These checks must be complete before the individual commences work.

### **3. Conditional Offer of Appointment**

An offer of appointment will be made only after the candidate's referees have been telephoned to confirm they are *bona fide*. The letter will make it clear that the offer is subject to satisfactory DBS Disclosure and satisfactory written references.