

Safer Recruitment Policy

The Safer Recruitment policy of staff in Schools of any kind is the first step to safeguarding and promoting the welfare of children in Education. EHUK (Devon & Exeter Language Academy) recognises that; to achieve these aims; it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

Aims and objectives of our policy

Our aims and objectives are to recruit from within our professional network by advertising, selection, interview and offer.

To ensure that the best possible staff are recruited on the basis of the merits, abilities and suitability of the person; to ensure that all job applicants are considered equally and consistently; to ensure that no job application is treated unfairly on any ground including age, disability, gender reassignment, race, religion or belief, sex or sexual orientation as outlined the equality act 2010; to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department of Education, keeping children safe in Education (Sep 2018) and the code of practice published by the Disclosure and Barred Service (DBS), to ensure that the school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre employment check, to ensure that all employment checks are recorded clearly.

Our Process:

Recruitment and selection process

1. We will initially obtain two references for every applicant applying for a position, 1 of past employment and 1 of a professional nature and this will be recorded on file and we will appoint two staff to shortlist applicants using an agreed criteria.
2. DBS check completed and outcome known, if any information reveals concern about suitability, this needs to be discussed with the Safeguarding Officer or Senior management. Any information regarding past disciplinary action or allegations, cautions or convictions, will be discussed and considered in the circumstances of the individual case during the interview process
3. Select and Interview – We will have a face to face interview with all short-listed applicants after identifying and verifying their ID documentation and upon receipt of all references. The process will explore the applicant's suitability for the job.
4. Training – All staff will have had a Level 2/3 safeguarding training/certificate in place
5. Appointed applicants – To make a conditional job offer, if passing all employment checks. All applicants at this stage will be required to show evidence for right to work and verification of address only original documents will be given. All applicants after interview will be met at their home address for verification process.

Information on pre-employment checks and safer on Boarding Checklist

Identity Check, Passport or photo driving license, 2 Utility bills within the last 3 months, documentation containing National Insurance No: & Barred check list

Apply for the correct level of DBS (even if the applicant has a current one)

Educations certificates for the job role applying for (originals required)

Check for any gaps and inconsistencies in history of employments with information provided by the referees

Telephone each referee on a landline number so you can check the provenance of their reference

Keep a risk assessment with a copy of the self-declaration and certificate, all subject to your data protection policies.

Verification of Medical fitness to ensure duties can be carried out satisfactorily, fully taking into account the Equality Act 2020 where reasonable adjustments may e made to fulfil the role effectively.

All appointed staff to receive an induction pack which includes:

Statement of values and expectations of the organisation in relation to staff and children/young people/vulnerable adults.

Copy of guidance on safe working practices

Copy of whistle blowing policy

Information about Southwest safeguarding and child protection procedures

Copy of What to do if your worried a child is being abused.

Copy of organisation chart and a probationary period in offer for employment

Ongoing Supervision will take place 6 monthly

DBS every 3 years to be renewed and kept on staff file