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| Safer Recruitment Policy |
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| Angela Mollan4/1/2017 |

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| **Safer Recruitment Policy** |
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**Peregrinate Ltd.**

**Safer Recruitment Policy**

This document describes the recruitment policy for all teaching and support staff at Peregrinate Ltd. All provisions of the Keeping Children Safe in Education (April 2014) are incorporated within this policy.

Introduction

This policy will apply to the recruitment of all teaching and support staff. Decisions concerning the need to recruit staff are delegated to the Managing Director. All such decisions will be made in the context of the relevant curricular needs and financial circumstances. Decisions concerning the remuneration for posts will be made in accordance with the current pay policy.

**Equal Opportunities**

The Managing Director will abide by all relevant legislation and, in particular, will not discriminate on grounds of any of the protected characteristics listed in the 2010 Equality Act:

. Age

. Disability

. Gender Reassignment

. Marriage and Civil Partnership

. Pregnancy and Maternity

. Race

. Religion of Belief

. Sex

. Sexual Orientation.

The Managing Director will promote equality in all aspects of the company, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

**Advertising vacancies**

Teaching and Support Staff posts - Such an advertisement will be placed on the company website.

In cases where a member of staff is employed on a fixed term contract for a post which then becomes available as a permanent post, that member of staff may be offered the permanent post without further advertising subject to approval by the Managing Director.

For temporary posts, such as those to cover maternity leave, or freelance positions for a specific role, the advertisement will normally be placed on the company website. Where staff may be invited to take on a management or leadership responsibility for a fixed term in an acting capacity, the acting post will be advertised internally.

Advertisements will specify the job requirements, the main subjects to be taught and/or the nature of any management responsibility, the start date of the appointment, whether the post is permanent, fixed term or self-employed basis and, in the case of fixed term contracts and self-employment, the end date of the contract.

For both teaching and support staff posts the remuneration for the post will be expressed in terms of the applicable pay scales within the company.

The closing date for applications will be stated.

Advertisements for teaching and support staff posts will include the following sentences:

‘Peregrinate Ltd is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory enhanced DBS disclosure’.

Applications

Prospective applicants will respond to the advertisement by requesting or downloading further information and an application form which includes an equal opportunities monitoring form. The application form will be returned to the company by the specified closing date accompanied by a supporting letter. Other forms of curriculum vitae are not acceptable in place of a completed application form. Applications received after the published closing date will not be considered unless there is clear evidence that the late receipt of the application has been caused by postal delay. Such evidence would generally be an application with franking showing that it was posted first class at least one day before the published closing date.

**Selection process**

If a large number of applications are received the long listing will be carried out by the Managing Director and relevant curriculum specialist considering each application against an agreed set of criteria. This will detail essential and desirable qualifications, qualities and experience for the post holder.

References will be requested for all applicants on the long list. Referees will be asked to complete the company reference request form which asks for confirmation about the suitability to work with children and/or young people and whether the applicant has been subject to any disciplinary procedures.

In those cases where a small number of applications are received (generally fewer than 10), references may be requested for all applicants obviating the need for long listing.

For posts where it is known that recruitment is likely to be difficult, references may be requested as the applications are received in order to reduce the time from the closing date to making the appointment.

Once references have been received, a short list of candidates will be compiled and these candidates will be invited for interview. The shortlist will usually be compiled by the Managing Director and relevant curriculum specialist.

Candidates will only be invited to interview once at least one satisfactory reference has been obtained which confirms that the referee knows of no reason why the candidate should not work with children and/or young people. In most cases, two such references should be obtained.

Interviews

When the candidates for teaching posts are invited for interview, they will be given information concerning the interview, including the need to prepare for any demonstration lesson or presentations that may be required.

For support staff, candidates are invited for interview and provided with any information required regarding preparation for interview day.

In most cases, all candidates will be invited to attend for interview at a mutually convenient time.

On arrival, candidates will be welcomed by the Managing Director who will outline the programme for the interview, explain any particular circumstances concerning the post and provide a general overview of the company

All candidates will be given a tour of the premises.

For teaching posts only- The candidates may be asked to give a demonstration lesson. In many cases, more than one teaching group will be involved and care will be taken to ensure that the teaching groups used provide similar opportunities for the candidates to demonstrate their teaching style and skills. Each lesson will be observed by the Managing Director.

The formal interview panel will convene before the start time for the interviews in order to agree the questions that the candidates will be asked.

Candidates will be asked to provide:

Originals of the relevant certificates as proof of their qualifications where these are required for the post;

Suitable proof of identity (driving licence, photocard or passport);

Proof of address – recent utility bill, bank or credit card statement.

For support staff posts:

Suitable proof of identity (driving licence photocard or passport);

Proof of address – recent utility bill, bank or credit card statement.

These will be checked by the member of the interview panel.

Interviews should normally be of 20 to 40 minutes duration. All candidates will be questioned about their employment history. Any breaks in employment will require justification.

The core interview questions should be the same for each candidate. The only variation between candidates will be for those questions which refer directly to the application form, letter of application, references or issues that have arisen earlier in the selection process.

At the end of the interviews, the candidates should be asked if they have any questions for the panel.

Making the final selection

The panel will make the final selection. The reasons for the unsuccessful candidates not being appointed will also be agreed so that the Managing Director can provide feedback to those candidates.

The successful candidate will be formally offered the post and the salary level will again be confirmed. The offer will be made subject to:

A satisfactory enhanced DBS and barred list check including confirmation that the candidate does not live with a disqualified person

Check that the candidate is not subject to a prohibition

Receipt of a completed health check questionnaire;

Receipt of signed hard copies of references where these have not already been received.

A valid work permit for overseas candidates.

The unsuccessful candidates will be informed of the decision and, wherever possible, they will each be offered feedback on their interviews. The successful candidate is not offered feedback.

**Confirming the appointment**

A letter confirming the offer of the post will be sent to the successful candidate on the next working day (where practically possible) following the interview. The letter will ask the candidate to confirm their acceptance of the post. The letter will also reaffirm any conditions to which the appointment is subject.

Paperwork including Statement of Particulars, bank details request, DBS check forms, Pre-Employment Health Questionnaire and other details will be sent to the successful applicant, either with the above letter or on receipt of the letter confirming acceptance.

**Taking up the post**

Candidates may not take up their post until the following have been completed:

An enhanced DBS with barred list information check carried out

A signed declaration that the candidate does not live with a disqualified person

A check has been made that the candidate is not subject to a prohibition order

Proof of identity has been recorded

Qualifications check has been recorded

Signed hard copies of references have been obtained and placed in the candidate’s file;

A valid work permit has been received for overseas candidates;

The candidate’s details have been added to the school’s Single Central Record.

The Company reserves the right not to proceed with or to terminate employment with immediate effect if the DBS check reveals convictions which have not been declared on the application form or if any of the documents referred to in this policy have been falsified in any way.

Note: All existing members of staff including teaching staff, support staff and freelance tutors will be asked to sign a declaration that they do not live with a disqualified person in line with newly introduced DfE requirements as of December 2014

This policy is written and administered with due regard to our duty and commitment as a training provider: to consider all aspects of equality and diversity.