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**Alternative Education**

**Safer Recruitment Policy**

Linked Learning Ltd is committed to safeguarding and promoting the welfare of children, young people and adults. In order to ensure this, our recruitment and selection policy is in accordance with both local (GSCB) and national (DfE*- ‘Safeguarding Children and Safer Recruitment in Education’* and ‘*Keeping Children Safe in Education (2018)*) guidance .

# Purpose

The aims of safer recruitment are:

* To prevent unsuitable people working with children, young people and vulnerable adults
* To promote safe practices and challenge poor or unsafe practice
* To enable prompt and appropriate responses to concerns about a student's welfare
* Develop partnership working.

Having a safe culture is a key part of safeguarding. Safer recruitment has key elements which are:

* Robust recruitment and selection processes
* Relevant vetting and checking processes
* A robust induction
* A good training infrastructure

Linked Learning Ltd does this by having effective recruitment including the undertaking of full pre- employment checks ie DBS checking, evidence of identity, evidence of eligibility to work in the UK (if appropriate) two satisfactory references, proof of qualifications (if necessary for the post), a standard job application form (CV’s are not acceptable) and also having effective induction, training, and supervision processes in place to ensure all staff are aware of their responsibilities with regards to safeguarding.

# STAGES OF THE RECRUITMENT PROCESS

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| 1. **Advertising the Post** |
| Application Process |
| Advertising the Post |
| Application Process |
| Interview |
| Unsuccessful candidates |
| Pre-Employment |
| Induction |
| Ongoing Employment |

**Advertising the Post**

Any job vacancy advertised by Linked-Learning Ltd will include the following reference to safeguarding and promoting the welfare of children, young people and adults:

*Linked Learning Ltd* *is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment”*

The job advert will also detail the requirement for the completion of an enhanced DBS disclosure check**.** This will also be reflected in the information pack sent to all applicants, along with the requirement to complete a self-disclosure form, due to the post being exempt from the Rehabilitation of Offenders Act 1974.

Self-disclosures are considered a vital part of the selection process, as it provides the candidate with the opportunity to share information at an early stage, which can then be discussed at the interview. This measure may also act as a deterrent against unsuitable people applying for the post. Linked Learning Ltd gives an assurance that self- disclosures will not be used for the purpose of short-listing, but will only consider the information in the disclosure when and if the candidate is invited for interview.

The job description will include a reference to the responsibility for safeguarding and promoting the welfare of children, young people and adults and the person specification will include suitability to work with the above client group.

All correspondence between Linked Learning Ltd and an applicant (whether by email or post) will be stored in a file to provide a chronological track of all communication sent and received. To ensure we comply with the data protection act Linked Learning Ltd will shred the information of all unsuccessful candidates.

# Application Process

Linked Learning Ltd will send out a standard application form to all potential applicants, to provide a common set of core data, which will include:

* + Current and former names
  + Current address
  + NI number
  + Full details of qualifications relevant to the position applied for, including awarding body and date of award. (Teachers will need to provide proof of being occupationally competent to a minimum of level 3 in their industry)
  + Full history in chronological order showing employment, study, voluntary work, with explanations for any periods not covered, and reasons for leaving employment.
  + Declaration of any family or close relationship to existing or potential employees or employers
  + Details of referees – one of whom must be current or most recent employer. For an employee not currently working with children, but who has done so in the past it is important that the past employer should also be contacted.
  + Applicants will be informed that references will be taken up prior to the interview, if the candidate is short-listed, and that information will be requested regarding any past disciplinary issues relating to children or young people or any child protection concerns there may have been.
  + A statement from the applicant of their personal qualities and experience, which they believe meets the person specification.

Linked Learning Ltd will carefully scrutinise all application forms received, in order to identify any anomalies or areas of concern, which need to be followed up at interview. This will include any gaps in service or mid-career moves.

# The Interview

All interview panels will understand their roles, and the panels will include at least one member of senior staff trained in safer recruitment. The same panel will see all the candidates for a post

Original documentation of relevant academic and vocational qualifications will be required to be produced at the interview stage. Candidates will be informed of this requirement at the initial stage, when they receive the application pack.

The interview process will explore the applicant’s ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified so far in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria identified above. Consideration, including discussion with the candidate, will also need to be given to any information regarding previous records of cautions or convictions including information provided on the self-disclosure form. Discussion will also take place regarding any significant periods of sickness absence.

# Unsuccessful Candidates

Standardised letters will be sent to the unsuccessful candidates with any documents and information provided by unsuccessful candidates during the selection process. Confidential information, such as identity documents, must be confidentially shredded at this time.

# Pre-Employment

In addition to the checks already detailed, Linked Learning Ltd will ensure that an Enhanced DBS Disclosure check is completed prior to the new employee commencing the post. As DBS disclosures are sent directly to the individual, it is their responsibility to ensure this is passed onto the appropriate person within B Linked Learning Ltd. Any offer made to a candidate will be conditional on the pre-employment checks being completed satisfactorily.

# Induction

All new members of staff (including volunteers) will be given a thorough induction programme, which will clearly identify Linked Learning Ltd’s policies and procedures, including safeguarding, and make clear the expectations and codes of conduct which will govern how staff carry out their roles. This will give the opportunity to provide discussion of any relevant issues. The induction programme will ensure that all new staff are aware of the following policies and procedures and how to access them:

* + Safeguarding and welfare (e.g. child protection disclosure and referral process, IAG)
  + Anti- discrimination
  + Physical intervention/restraint
  + Internet safety
  + Discipline and grievance
  + Capability
  + Whistle-blowing

All new staff will be placed on a three month probation period from the commencement of their post.

# On-going Employment

Linked Learning Ltd recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. Linked Learning Ltd will therefore provide on-going training and support for all staff, as identified through performance management. It will also provide a range of opportunities where concerns can be raised, in order for staff to feel that the culture of Linked Learning Ltd embraces safeguarding and communicates a clear framework to employees, external partners, parents and students. It will monitor issues as they arise, and through the use of such strategies as exit interviews will seek to continually improve Linked Learning Ltd, for the benefit of both staff and students.

# Roles and Responsibilities for Linked Learning Ltd Staff Senior Management Team

* + Monitor and review the effectiveness of this policy
  + Be familiar with the latest government guidance on Safer Recruitment
  + Ensure that at least one member of senior staff with the correct level of training in safer recruitment sit on each interview panel.
  + Ensure structures are in place to support the effective implementation of this policy
  + Consult on this policy
  + To ensure adequate numbers of senior members of staff complete Safer Recruitment Training

# Interview Panels

* + To ensure safeguarding is central to the interview process and that all procedures are followed as explained above

# Administrative staff

* + To ensure vetting and checking processes are in place and followed

# All Staff

* + To follow safeguarding policies and procedures
  + To report any concerns they may have about a student/member of staff through the appropriate channel

# Reviewing the Policy

This policy will be reviewed annually, or in light of any governmental changes.