

Safer Recruitment Policy

Policy for Alternative Provision Providers used by County Durham Schools



Introduction

World are committed to the fair treatment of its staff, potential staff or users of its services, regardless of ethnicity, gender identity, religion, sexual orientation, responsibilities for dependants, age, disability or offending background. We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications and experience.

This policy supports us to determine whether an individual is suitable to work, be responsible for, and have regular contact with children. It is crucial that our recruitment culture helps to identify and eliminate people who might pose a safeguarding or welfare threat.

The recruitment procedure at World

- An enhanced disclosure is always carried out for any position at World. All application forms, job adverts and recruitment information will contain a statement that an enhanced disclosure will be requested in the event of the individual being offered the position.
- Candidates will receive a job description and person specification for the role applied for.
- Candidates applying for a position must complete our application form (we do not accept CVs).
- Full employment history is asked for on our application form. Employment history will be discussed in the interview and candidates will be asked to explain any gaps.
- Two written references are required on the application form, the candidate's last employer will always be asked for a reference.
- Original copies of candidates' qualification certificates will be seen by the Owner/Manager and copies will be made.
- An online search is conducted as part of our due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with the applicant at interview.

Once an offer of employment has been made:

- An Enhanced Disclosure Barring Service (DBS) check is carried out for all employees. During this check we will ask for 2 original identity documents.
- World will pay for the DBS check to be carried out.
- A health declaration form is completed which must satisfy us that the candidate is suitable to care for children.
- A photocopy of one item of photographic ID is taken for their personal file to support the candidate's right to work in the UK.
- Both referees will be contacted, and references sought.
- A probationary period of 4 weeks is set.

World will ensure:

- A member of the management team has completed safer recruitment training and will update their training every 3 years.
- Staff are supported to enable them to follow World policies and procedures as set out in the staff induction document and Policy folder.
- Enhanced DBS check has come back with a suitable result. World complies fully with the DBS Code of Practice and treats all applicants for positions fairly. Disclosure information is only used for the specific purpose for which it was requested. World aim to not discriminate unfairly against any disclosure based on a conviction or other information revealed.

- Those staff awaiting DBS clearance and/or volunteers are never left alone with the students.
- No candidate is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability, age, and offending background.
- All Enhanced Disclosure Barring Service (DBS) checks are conducted using World.

Procedure when staff leave World:

Every staff member who leaves the employment of World will be offered an exit interview. This will be with either Martin Coy (General Manager) or Andrew Burlison (Managing Director). Any information supplied during the exit interview is confidential. Although relevant feedback which could help improve practice or the experience of staff at World will be reflected upon and used to inform future practices. We hope this will improve World as an employer and give the staff a chance to offer feedback on their experience with us.

Date: September 2024

Date for review: September 2025

Signed by:

Martin Coy (General Manager)

mCoy